

COORDINATED PROGRAM IN DIETETICS

Delaware State University



Student Handbook

Department of Human Ecology
Baker Annex 102
Delaware State University
1200 N. DuPont Highway
Dover, Delaware 19901-2277
Phone: (302) 857-6865
Fax: (302) 857-6441

<https://cast.desu.edu/departments/human-ecology>

Table of Contents

The Coordinated Program in Dietetics (CP)	3
The Registered Dietitian Nutritionist.....	3
Overview of the CP.....	4
Program Mission, Goals, and Objectives.....	5
RDN Competency Assessment Plan.....	7
Cultural Competence.....	7
Program Curriculum.....	7
Course Work Requirements for Master’s Degree.....	8
Grade Requirements.....	8
Application to the Coordinated Program in Dietetics	8
Equal Opportunity.....	9
Work and Volunteer Experience.....	10
Credit for Prior Learning.....	10
Recency of Education.....	11
Admission Requirements and Package.....	11
Tuition and Fees	14
Coordinated Program in Dietetics Policies	15
Academic Calendar/Program Schedule.....	15
Student Performance Monitoring and Assessment.....	16
Behavioral Standards.....	17
Code of Ethics for the Profession of Dietetics.....	18
Replacing Employees.....	20
Compensation for Supervised Practice.....	20
Drug Testing and Criminal Background Checks.....	20
Program Completion and Graduation Requirements.....	20
Student Support Services.....	21
Protection of Privacy Information.....	22
Access to Personal Files.....	22
Insurance Requirements.....	23
Liability for Safety in Travel.....	23
Injury or Illness during Supervised Practice.....	24
Family Emergency or Death.....	24
Student Withdrawal and Refunds.....	24
Disciplinary and Termination Procedures	25
Academic/Supervised Practice Probation and Dismissal.....	25
Other Disciplinary and Termination Procedures.....	26
Grievances.....	26
Student Misconduct.....	38
Drug and Alcohol Abuse.....	28
Appendix	30
Academic Probation and Dismissal Policy.....	31
Student Warning Notice.....	32

THE COORDINATED PROGRAM IN DIETETICS

Handbook Introduction

The purpose of this handbook is to serve as the Coordinated Program in Dietetics (CP) student's resource while attending Delaware State University. It is a companion to the DSU Graduate Catalog and Student Judicial Handbook:

- <https://sgaes.desu.edu/admissions/graduate-course-catalogs>
- <https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>

You should review the information, policies, and procedures in this handbook regularly to ensure that you are familiar with them. They are a helpful resource that answers many questions. For further information, please contact the program director, Dr. Bettina Taylor, RDN, at bctaylor@desu.edu or call (302) 857-6865.

The Registered Dietitian Nutritionist (RDN)

In the United States of America, nutrition and disease prevention are fields of growing interest to the public and medical community, especially as the population ages. According to the Academy of Nutrition and Dietetics, “registered dietitian nutritionists — RDNs — are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living. RDNs use their nutrition expertise to help individuals make unique, positive lifestyle changes. They work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research and private practice. RDNs are advocates for advancing the nutritional status of Americans and people around the world.”

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Academy of Nutrition and Dietetics' accrediting agency for education programs, defines the steps to become a RDN (<https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>). Only students graduating from an ACEND accredited program are able to sit for the credentialing exam of the Commission on Dietetic Registration (CDR) to become registered dietitian nutritionists. Since Delaware State University has a graduate Coordinated Program in Dietetics, the following requirements must be met for students to receive a verification statement that allows them to sit for the registration examination.

1. Completion of the required course work explained in more detail below that allows students to gain the knowledge requirements to practice as a RDN (step 1).

2. Completion of a minimum of 1005 hours of supervised practice in clinical nutrition, food service management and community nutrition to obtain core competencies to practice as a RDN (step 2). At Delaware State University, the student enrolled in the CP will receive a master's degree in Nutritional Sciences with a concentration in the Coordinated Program in Nutrition and Dietetics upon completion of steps 1 and 2.

All graduates who have completed the academic course work (Step 1) and supervised practice (step 2), will receive an official verification statement, attesting their eligibility to sit for the registration examination. Their names are submitted to the Commission on Dietetic Registration (CDR) to authenticate their eligibility.

3. Passing of the national Registration Examination administered by the Commission on Dietetic Registration (Step 3). This exam evaluates if the graduate can perform at entry level. For further information, please see the website: <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification>. Successfully passing this examination allows graduates to use the credential: RD (registered dietitian) or RDN (registered dietitian nutritionist).

A graduate with the RDN credential will also be able to apply for licensure in Delaware: <https://dpr.delaware.gov/boards/dietitians/newlicense/> or any states that have licensure requirements for practice: <http://www.nutritioned.org/licensed-nutritionist.html>. Not all states have licensure at this time, but Delaware does.

Program Overview

The Coordinated Program in Dietetics (CP) at Delaware State University is housed in the Department of Human Ecology, which is part of the College of Agriculture, Science & Technology. The Middle States Commission on Higher Education currently accredits Delaware State University. The latest affirmation of the University's accreditation occurred in 2022. Students in the CP will receive a master's degree in Nutritional Sciences with a concentration in the Coordinated Program in Dietetics upon successful completion of a minimum of 38 graduate credit hours of course work and a minimum of 1005 hours of supervised practice. After completion of an extensive self-study and a site visit by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Coordinated Program received accreditation for candidacy in 2016. Since January 2020, the program

has been fully accredited. The program has a CP Advisory Board that meets regularly, providing strategies for program improvements and assisting in program assessment.

Delaware State University students enrolled in the undergraduate in Food and Nutritional Sciences who have a GPA \geq 3.0 can apply for admission into the Coordinated Program in Dietetics (CP) in their junior year, having the option to graduate in five years of which 3 years are undergraduate studies and the final two years graduate studies. To gain admission, students must complete their general education and science prerequisites and must meet the GPA requirements, providing evidence of completion of their academic study in communication, mathematics, and the sciences. Those students will graduate with a BS in Food and Nutrition Science after their fourth year at the university, and with a graduate degree in Nutritional Sciences and a concentration in the Coordinated Program in Dietetics at the end of the fifth year.

Students who graduated with a bachelor's degree in any other field and meet the program prerequisites can apply for admission to Delaware State University's Graduate School. Their graduate studies will last two years, including didactic and supervised practice required for the entry-level dietitian.

Upon successful completion of all required course work and supervised practice, graduates receive five **verification statements**, attesting successful completion of all academic and supervised practice requirements. A copy of one verification statement with an original signature is maintained in the graduate's permanent file in the Department of Human Ecology. In addition, the program director submits the required documentation to the Commission on Dietetic Registration (CDR), attesting that the graduate has completed the MS in Nutritional Sciences, met all requirements of the Coordinated Program, and is eligible to sit for the registration examination to become a registered dietitian nutritionist.

MISSION STATEMENT, GOALS, AND OBJECTIVES

Mission Statement

In accordance with the mission of Delaware State University and the College of Agriculture, Science & Technology, the Coordinated Program will prepare a diverse group of culturally competent leaders in dietetics to become entry-level registered dietitian nutritionists who provide quality food and nutrition services, promoting, improving, or restoring health and well-being of people in their state, nation, and/or around the globe.

Program Goal 1:

Coordinated Program in Dietetics graduates meet or exceed entry-level competency in nutrition and dietetics practice.

Program Objectives for Goal 1

- At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 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%.
- At least 80% of students complete program/degree requirements within 3 years (150% of the program length).
- Of graduates who seek employment, at least 80 % are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80% of employers who respond to the employer survey will rate graduates as well or very well prepared for entry-level dietetic practice.
- At least 80% of graduates who respond to the alumni survey will rate themselves as well or very well prepared for entry-level dietetic practice.

Program Goal 2

Coordinated Program in Dietetics graduates are culturally competent leaders in their profession and/or community.

Program Objectives for Goal 2

- At least 80% of employers who respond to the employer survey will rate graduates as culturally competent in their food and nutrition services.
- At least 80% of graduates who respond to the alumni survey will rate themselves as culturally competent in their food and nutrition services.
- At least 50% of graduates who respond to the alumni survey will participate in a professional or community organization within one year of passing the credentialing exam.
- At least 50% of graduates who respond to the alumni survey will have identified and pursued a professional/personal mentor within one year of graduation.
- At least 80% of graduates who respond to the alumni survey serve as preceptors within two years of graduation if they have the opportunity.

RDN Competency Assessment Plan

The Coordinated Program in Dietetics has an RDN Competency Assessment plan that ensures that the knowledge and core competencies required by ACEND are achieved and documented. The plan delineates in which course/supervised practice rotation each competency is assessed and the assessment method used to measure the achievement of the competency. If you are interested in the program assessment plan and program outcome data, feel free to reach out to the program director (Office #: Ag Annex 102d; office phone: (302) 857-6865).

Cultural Competence

As an institution, Delaware State University values diversity. All undergraduate students are required to take a course in African American history, literature or music/art and a course in Global Societies. Building on this global focus and the international nature of the faculty in the Department of Human Ecology, the Coordinated Program in Dietetics emphasizes culturally competent clinical and customer services.

The mission of the Coordinated Program in Dietetics at Delaware State University is to train leaders to provide culturally competent food and nutrition services that promote, improve, or restore the health and well-being of people of different food preferences, socioeconomic status, disabilities, races/ethnicities, religions, geographic location, and nationalities. Healthcare in the United States is plagued with health disparities related to age, sex, race and ethnicities, religion, disabilities, and socioeconomic status. To be effective health care providers, nutrition professionals must adopt culturally acceptable verbal and non-verbal communication strategies, demonstrate cultural competence regarding social traditions related to health care and food, and develop culturally appropriate nutrition education materials. These skills will allow the future dietitian to be more effective in the interaction with clients and customers.

Program Curriculum

Students in the Coordinated Program in Dietetics will complete 38 graduate credit hours, consisting of 28 hours of didactic study and 10 hours of supervised practice in the community, food service management, clinical, and enrichment rotations. If the student desires to complete a thesis, additional semester(s) will be required for research and thesis preparation. The intention of completing a thesis has to be discussed the program director within the first semester at the university.

Courses Required for MS Degree

Didactic Courses

Institutional Food Service (3)
Human Nutrition Assessment with Lab (3)
Medical Nutrition Therapy I and II (6)
Community Nutrition (3)
Nutrition Education and Counseling (3)
Culinary Medicine with Lab (3)
Nutritional Biochemistry (3)
Elective (3)
Graduate Seminar (1)

Supervised Practice

Community Rotation (300 hrs.)
Food Service Management Rotation (300 hrs.)
Clinical Rotation (325 hrs.)
Enrichment Rotation (80 hrs.)

Grade Requirements

All students are required to maintain a minimum grade of B in all graduate CP coursework until they graduate. Students who fail to receive a B grade will be placed on academic probation and will have to repeat the course.

Evaluation of the supervised practice performance will be conducted jointly by the Director of the Coordinated Program in Dietetics and preceptors at the sites where the student completes the supervised practice rotations.

APPLICATION TO THE COORDINATED PROGRAM IN DIETETICS

Admission to Delaware State University's Graduate School does not guarantee admission to Coordinated Program in Dietetics, which requires a separate application. Students intending to select the 3 plus 2 BS/MS option should set up a conference with the program director as early as possible in their undergraduate studies to communicate interest in the program. Application to the program for those students needs to occur during the fall of their junior year. Students who have already acquired a BS should apply directly to the graduate school for admission and then to the program.

Students in the BS/MS program shall submit an application package to the program director: Dr. Bettina Taylor, Baker Annex 102d, Delaware State University, Dover, DE 19901, on/before December 15 of their junior year.

The application package must include the following information:

- Personal statement delineating student’s professional goals and reasons for seeking the RDN credential.
- Completed course work
- Official transcripts from all universities where coursework was completed.
- Résumé detailing education, work experience, volunteers and/or research experience, honors/awards and leadership experience.
- Two reference letters. One letter must be from a college professor in a core or science course and one from a person for whom the student worked or volunteered.

After review of the application, the applicant will be formally interviewed by the program director and/or department chair as needed. The purpose of the interview is to determine the applicant’s communication skills, professionalism, maturity, and ability to complete the rigorous CP program successfully.

Upon acceptance to DSU’s Coordinated Program in Dietetics, students will be required to supply evidence of health insurance, a national background check (see program director for specifications), and current immunizations including proof of a negative TB skin test performed within the past 12 months. Most hospitals require a controlled substance test, a flu vaccine, hepatitis B vaccinations, and possible hepatitis A vaccination. Depending on the supervised practice rotation, students may need to obtain additional tests or vaccinations to work in specific health care facilities. Some supervised practice sites may require recent drug and/or alcohol testing.

Equal Opportunity in Admission

Delaware State University’s non-discrimination policy states that “the University prohibits discrimination against any person on the basis of race (skin color), sex (including pregnancy), national origin, religion, age (40 - 70), disability, marital status, or genetic information of otherwise qualified individuals and any other category protected by federal, state, or local law. This nondiscrimination policy applies to and includes, but is not necessarily limited to, employment practices, educational programs, student admissions, and access to services. The University will abide by all applicable requirements of state and federal law prohibiting discrimination.” For further information, please visit:

<https://www.desu.edu/about/administration/human-resources/diversity-inclusion> and https://www.desu.edu/sites/flagship/files/document/31/one_policy_one_process.pdf.

Any complaint must be filed with the Assistant Vice President of Human Resources. The

complaint form can be accessed on the University's website:

<https://www.desu.edu/about/administration/university-policies-procedures/sexual-misconduct-harassment-sex-1>.

The Coordinated Program in Dietetics including its administrators, faculty, and preceptors shall provide an inclusive environment in which all students will be respected and receive equitable treatment independent of their race, ethnicity, national origin, gender and gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.

Work and Volunteer Experience

Students who have gained volunteer experience in the food service, wellness, or health care industry tend to be better prepared for the supervised practice part of the Coordinated Program. Their volunteer experience will allow them to gain familiarity with the expectations in dietetic-related employment, develop the ability to interact and work with a wide variety of personnel, and integrate the gained experience into their didactic and supervised practice experiences. Previous work/volunteer experiences are highly valued and are one of the criteria for admission to the CP.

Credit for Prior Learning (Coursework and Supervised Practice)

Students transferring from another institution of higher learning should refer to Delaware State University policies for transfer student admissions:

<http://www.desu.edu/admissions/transfer-student-admissions>. Transfer students must complete a minimum of two thirds of their courses at Delaware State University. Graduate courses must be completed by a regionally accredited university within in past three years and will be evaluated by the program director with input from the Department Chair and faculty teaching the course. Criteria for accepting those courses as replacement for required courses in the program will be made on an individual basis based on course description, syllabus of specific course(s), and ability to meet the assigned KRDNs and CRDNs of the course.

If a core competency (see RDN Competency Assessment (Required Element 4.1 and 4.2) is assessed in a course, transfer students have to complete the project, assignment, or demonstration of clinical skill(s) to show competency attainment.

The Coordinated Program in Dietetics may grant credit for supervised practice hours if those hours occurred within the past three years. In food service, a student may receive

credit for up to 120 hours of supervised practice if they have worked as a food service director or assistant director of a facility for a minimum of one year (2,000 hours). In community nutrition, a student may receive credit for up to 100 hours of supervised practice if they have worked as a WIC nutritionist, Food Bank Community Nutrition Educator, diet technician or equivalent in another community organization if the student has worked for the facility for a minimum of one year (2,000 hours). Diet Technicians working at a hospital may receive credit for up to 50 hours of supervised practice if they worked at a hospital for a minimum of one year (2,000 hours). The program director will discuss the position responsibilities, for which the student seeks credit, with the student and the student's direct supervisor to confirm attainment of competencies. Students must provide performance evaluations and evidence of employment in the identified position.

Recency of Education

The didactic coursework of students intending to apply to the Coordinated Program in Dietetics will be evaluated by the program director for recency in education. If the coursework has been completed three or more years ago, the course will need to be repeated. For Nutritional Biochemistry, the course will have to be repeated if completed more than five years ago. With very few exceptions, Human Nutrition Assessment, Medical Nutrition Therapy I and II, and Community Nutrition must be taken at Delaware State University.

Admission Requirements and Package

Eligibility requirement for acceptance to DSU's Coordinated Program in Dietetics:

- Students must have an overall GPA of 3.0.
- Students must obtain a minimum of "B" grade in all prerequisite food science and nutrition courses.
- Students must maintain an average of a 2.5 GPA or above in their support science courses with a "C" grade or better in each.
- Students must provide evidence of leadership, professionalism, and motivation, needed to complete the rigors of the CP.
- Student must supply **official** transcripts of all coursework from other institutions to the program director.
- All students must submit two letters of recommendation, one from a professor and one from a work/practicum supervisor.

The CP program will not consider students who do not meet the grade requirements for admission. Annually, six students are admitted to the program. Their selection will be based upon the above criteria and is made by the program director and department chair with input from other faculty as needed.

Prerequisite Courses for Admission

Students applying to the graduate CP must provide evidence of completion of the prerequisite courses listed below or must complete them as undergraduate credit hours before starting the Master’s Program.

Content Area	Course Name or Equivalent	Credit Hours	Date Completed	Grade
Communication	English Composition I and II	6		
	Speech	3		
Science and Math	Biology I and II	8		
	Microbiology/Food Microbiology	3-4		
	Anatomy and Physiology II	4		
	Chemistry I and II	8		
	Organic Chemistry	4		
	Intro to Psych or Sociology	3		
Social Sciences	Intro to Psych or Sociology	3		
Business/Economics	Macroeconomics	3		
Food Sci./Nutrition	Principles & Anal. of Food Prep	3		
	Introduction to Nutrition	3		
	Introduction to Food Science	3		
	Food Production Management	3		
	Nutrition Through the Lifecycle	3		
	Intro to Professional Practice	2		
	Advanced Nutrition	3		
	Research Methods	2-3		

CONFIDENTIAL REFERENCE FORM

[Applicant's Name] _____ is applying for admission to the Master in Nutritional Sciences and Coordinated Program in Dietetics at Delaware State University to fulfill the academic and supervised practice requirements to become RD/RDN eligible.

Evaluator Name: _____

Organization if applicable: _____

Address: _____

Telephone number: _____ E-mail: _____

Please be candid in your response:

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Would you select this student for graduate school admission? ____ Yes ____ NO

Why? _____

Please rate the applicant compared to other college students:

CHARACTER AND ABILITY	Excellent	Good	Average	Fair	Poor	Not observed
Intellectual Aptitude						
Communication Skills						
Work Quality						
Creativity						
Leadership						
Maturity						
Professionalism						
Adaptability						
Ability to Work with Others						
Dependability						
Helpfulness						
Initiative						
Organizational Skills						
Positive Attitude						
Punctuality						
Responsibility						
Stress Management						

Evaluator Recommendation:

_____ Highly Recommend

_____ Recommend

_____ Recommend with Reservations

_____ Do not Recommend

Please provide additional comments about the applicant:

Evaluator Signature: _____ **Date:** _____

The Department of Human Ecology appreciates your evaluation of the applicant.

Please return the evaluation to the student in a sealed envelope with your signature across the seal or email to the program director at bctaylor@desu.edu. The applicant will not view the reference form you submit.

TUITION AND FEES

Please access the official website for information on tuition and fees. The contact information for the Office of Student Accounts follows below

Office of Student Accounts: 302.857.6240 | Fax: 302.857.6249 fax
studentaccounts@desu.edu

Graduate Tuition and Fees: <https://sgaes.desu.edu/admissions/graduate-tuition-fees>

Additional Expenses

1. Housing (\$500-1,000/month)
2. Medical Insurance (DSU Health Insurance)
 - DSU Health Insurance: (\$755)
 - Personal Insurance Waiver Option
3. Reliable transportation to supervised practice sites
 - Car insurance (\$ 70-150/month)
 - Travel to supervised practice sites (\$1,000-1,500)
4. Student Membership in Academy of Nutrition and Dietetics (~\$60)
5. Laptop Computer (\$300-1,000)
6. Textbooks (\$300-600/semester)
7. Student Professional Liability Insurance (\$40/yr.)
8. State and Federal Criminal Background Check (\$65)
9. CPR Training (if required by facility - online not accepted) (\$70)
10. Drug and Alcohol Testing (\$70 – 100)
11. Flu Vaccine (~ \$ 30)
12. TB Test (as needed) (\$ 50-70)
13. Physical (if required by facility) (\$ 50)
14. Lab Coats (if required by facility) (\$ 40 – 60)
15. National Conference Attendance (encouraged) (\$ 500-1500)
16. Registration Exam Fee (\$ 200)

PROGRAM POLICIES

Academic Calendar/Program Schedule

The program follows the official Delaware State University schedule as posted on the Graduate School website for didactic courses:

https://sgaes.desu.edu/sites/sgsr/files/document/6/school_of_graduate_studies_and_research_academic_calendars.pdf. Students study four semesters and one summer semester.

The course sequence for the MS in Nutritional Sciences/CP is available on the CP

Blackboard website. Students choosing a thesis option will need an additional 1-2 semesters depending on the length of their research.

Supervised practice rotations will be scheduled as indicated on the program schedule and include a summer semester. Students are encouraged to communicate vacation requests when classes are not in session. For their rotations, students will have to be available on the days that the supervised practice facility is scheduling them. We expect you to demonstrate flexibility and maturity in the scheduling of your rotations to ensure maximum learning. Weekends: You may be required to work some weekends depending on your facility and preceptor although that is not common. To participate in all facets of an operation will require some adaptability.

When students are in their supervised practice rotations, we strongly advise them not to work anywhere else. Successful completion of academic courses, supervised practice assignments, and rotations requires a highly motivated, focused, and dedicated student.

Student Performance Monitoring and Assessment

The program assesses student performance in each academic course as described in the course syllabi that students receive on the first day of class. In-class assessments include exams, demonstrations, case studies, assignments, projects, tutorial completion, and presentations. All university instructors are required to submit midterm evaluations for each student in addition to the student's final grades for the course at the end of each semester.

The program director serves as the advisor of all students in the Coordinated Program in Dietetics. In that function, (s)he reviews student grades at the end of each semester. Students are required to maintain a minimum grade of "B" in all core CP courses. If a student does not meet these requirements, the program director will have the student sign the Academic Probation and Dismissal form (see Appendix), placing the student on academic probation. The student will not be allowed to complete any supervised practice, for which the course is a prerequisite until a B grade is achieved. The course must be retaken to meet the outlined grade expectations.

Students receive continuous verbal feedback from preceptors and supervisors as they move through their supervised practice rotations. If a student does not perform to expectation, the preceptor will contact the program director. Preceptors of rotations that

last longer than 12 days should perform midpoint evaluations to provide additional formal feedback to the students in their clinical and food service rotation. The director of the Coordinated Program in Dietetics and preceptors at the supervised practice site conduct final evaluation jointly.

Evaluations assess students based on their competency, professionalism, and ethical behavior. Every student completes a self-evaluation at the end of each sub-rotation to document progress. If a student does not pass a rotation or receives mediocre evaluations, the program director will contact the preceptor(s) to ascertain the reasons. Unsatisfactory evaluations may result in additional assignments, case studies and potentially additional supervised practice if deemed necessary by the program director after discussions with the preceptor(s). Consistent lack of commitment, performance, or professionalism on part of the student may result in the removal of the student from the program.

Behavioral Standards

While maintaining good academic standing, students must demonstrate professionalism in their interactions and conduct, and adhere to all policies/procedures of their assigned supervised practice sites. In addition to site-specific policies, each student must:

- Be prepared for each rotation with assignments completed prior to first day.
- Contact site preceptor one week prior to the first day of the rotation.
- Address preceptors, coworkers, instructors, and the program director with the correct professional titles.
- Dress professionally and appropriately for their assigned work.
- Act professionally with patients/clients, their families, and all employees of the institution.
- Treat every person with whom they meet respect and kindness.
- Keep all patient/client information confidential.
- Arrive always on time (Be prepared to be 5-10 minutes early every day!).
- Work all assigned hours.
- Display a positive attitude.
- Complete all assigned tasks on time and in a satisfactory manner.
- Take initiative/volunteer to gain as much from each experience as possible.
- Follow instructions carefully.
- Ask questions for clarification prior to beginning an assignment/task.

- Abstain from smoking, chewing gum, alcohol consumption, texting, private phone calls, and personal internet use including checking personal e-mails during working hours.
- Adhere to the *Code of Ethics for the Nutrition and Dietetics Profession*.

CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

Principles and Standards:

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

- 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)

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.

- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

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

4. Social responsibility for local, regional, national, global nutrition/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.

From: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Preplacing Employees

As learners, students in the Coordinated Program in Dietetics should not routinely replace employees unless this is to acquire or demonstrate competency in supervised practice. As they advance through their supervised practice rotations, they are expected to demonstrate increased independence in their work and take on more responsibilities on their path to acquire entry-level competency. Their clinical and food service rotation should culminate in staff relief.

Compensation for Supervised Practice

Students may not be compensated by their supervised practice site while tracking hours for supervised practice in the program. Students, however, may be compensated if participating in research for the department, as part of the university work-studies program, or for work, they do independently of their supervised practice.

Drug Testing and Criminal Background Checks

Students are required to follow facility protocol and complete all required drug testing of the facility. Students must complete a federal and state criminal background check when required by the facility such as the Child Nutrition Services/National School Food Service and the Fresenius Kidney Care.

Program Completion and Graduation Requirements

The MS in Nutritional Sciences with a concentration in the Coordinated Program in Dietetics (CP) is scheduled to be completed within two years (four semesters) and one summer term after the first year. Students choosing the 3 plus 2 BS/MS program at Delaware State University apply during the junior year of the program. For program completion/graduation, students are required to maintain a minimum grade of “B” in all core CP coursework. Students who do not meet these requirements will not be allowed to continue in the Coordinated Program unless the coursework is retaken and meets the outlined grade expectations. They will be placed on academic probation (see Academic Probation and Dismissal Policy in the Appendix).

Evaluation of the supervised practice performance will be conducted jointly by the director of the Coordinated Program in Dietetics and preceptors at the sites where the student completes the supervised practice rotations. If a student does not pass a rotation, additional assignments and potentially additional supervised practice may be required. The program director will decide that in conjunction with preceptor(s) as needed.

For program completion, Delaware State University's (DSU) Coordinated Program in Dietetics requires completion of a minimum of 38 graduate credit hours consisting of didactic instruction and 1005 hours of supervised practice in clinical nutrition, community nutrition, and food service management as delineated in the Course Sequence by Semester. Upon successful completion of all facets of the program, students will be awarded the Master of Science in Nutritional Sciences with a concentration in the Coordinated Program in Dietetics and receive an ACEND verification statement, enabling them to take the registration examination to become a registered dietitian nutritionist (RD or RDN). In addition to obtaining the RD or RDN credential, graduates may need state licensing to practice as a dietitian nutritionist in many states. Licensure is a requirement in Delaware.

Students are required to complete the Coordinated Program in Dietetics in 3 years. An extension of time will only be granted under special circumstances with prior program director permission.

Student Support Services

All students at Delaware State University have access to various student support services:

- The Student Health Center: <https://www.desu.edu/student-life/student-health-services>
- Accommodation for disabilities: <http://www.desu.edu/academics/student-accessibility-services>.
 - Student resources: <https://www.desu.edu/academics/university-college/uc-services/student-accessibility-services/student-resources>
- Tutoring/academic assistance: <https://www.desu.edu/academics/student-success/integrated-academic-support-services>
- Counseling services: <https://www.desu.edu/student-life/student-health-services/counseling-services>
- Financial aid services: <https://www.desu.edu/admissions/tuition-financial-aid>
- Career services: <https://www.desu.edu/student-life/career-services>

Students struggling in their courses or supervised practice should contact the program director for advice and assistance. Tutoring is available for university classes. Difficulties in supervised practice will be addressed as needed. Additional practice is available to strengthen competency and skills as needed.

Protection of Privacy Information

According to Delaware State University policy, “the Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records [including:]

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please review the policy and exceptions under the notification of rights under FERPA: <https://www.desu.edu/academics/university-college/uc-services/student-accessibility-services/student-resources-1>.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Access to Personal Files

Students and graduates of Delaware State University have access to their personal files. “A transcript of a student's academic record is released to a third party upon the written signed request of the student. A Transcript Request form is available on the following web site: <https://www.desu.edu/sites/flagship/files/document/16/official-transcript-request-form.pdf>. In accordance with the Family Educational and Privacy Act (FERPA), exceptions to this include release of academic records to University officials with legitimate educational interests and transfer institutions.

An official transcript, one bearing the seal and Registrar's signature, is sent from the Office of Records and Registration directly to the official or institution specified by the student. All enrolled students are entitled to five free transcripts during their matriculation at the university. Once enrolled students have exceeded their first five free transcripts, they are to pay the normal fee for transcripts. The transcript request fee is \$10.00 per transcript. A request for a transcript normally will be processed within five to seven business days, except during peak work periods such as registration, preregistration, final examinations, and commencement.

Transcripts submitted by the student from other institutions become the property of Delaware State University and are not reissued or copied for release. Requests for other institutions' transcripts must be made directly to the respective institution.

In addition, CP students have access to their personal records including preceptor and site supervisor evaluations in the program director's office. The files may not be removed from the office. Students may obtain a copy of those files other than confidential recommendations and preceptor faculty letters by submitting a written request to the program director. The program director will also be available to answer any questions the student may have regarding their evaluations.

Insurance Requirements

Students in the Coordinated Program in Dietetics are required to carry health insurance. Per Delaware State University policy, all full-time students must be insured. Part-time students in the Coordinated Program in Dietetics must provide documentation of health insurance prior to their supervised practice.

Students are required to provide proof of professional liability insurance prior to their supervised practice rotations to protect them from malpractice suits. The coverage will be required until the student completes all supervised practice rotations. Instructions on where to apply for malpractice insurance are found on the CP Blackboard site under the Administration tab.

Liability for Safety in Travel

Students must provide their own transportation to and from supervised practice facilities. Delaware State University is not responsible for any accidents of CP students. They must provide for their own liability in travel to any off-campus activities including but not limited

to field trips, supervised practice rotations, and travel to and from Delaware State University and/or to and from meetings. Reliable transportation is essential to participate in the supervised practice portion (junior and senior year) of the Coordinated Program in Dietetics.

In case of an accident, the student should secure his/her safety first but must contact the program director and the preceptor to inform them of the accident.

Injury or Illness during Supervised Practice

In case of any injury or illness, the student must inform the preceptor/rotation supervisor immediately and seek appropriate medical treatment as needed. The student should follow the policies and procedures of the supervised practice site when an injury occurs during the supervised practice at a facility. If injury or illness requires the student to miss any of their supervised practice hours, the student is responsible to contact the preceptor to arrange for a make-up time convenient for both parties.

Students are not covered by workman's compensation at their supervised practice sites because they are not employees. Any injury incurred while traveling or at their supervised practice site must be covered by the student's personal health insurance. Neither Delaware State University nor the supervised practice facility hold any responsibility for coverage of treatment.

Family Emergency or Death

If the student faces a family emergency or a death in the family, (s)he must contact the CP program director and the preceptor at the facility where the student is completing his/her rotation. Any missed time must be made up. The scheduling of make-up time should occur as soon as possible (e.g. next vacation/off-day of the student) and is the student's responsibility. Counseling services to support the student at this difficult time are available at the Delaware Student Counseling Center: <https://www.desu.edu/student-life/student-health-services/counseling-services>.

Student Withdrawal and Refunds

If a student wishes to withdraw from Delaware State University (s)he must submit the appropriate *Withdrawal from the University Form* to the Records and Registration Office. For the exact steps, please refer to the University website:

<https://www.desu.edu/admissions/other-admissions-types/academic-regulations>

Students withdrawing from the institution who received Title IV financial aid must also complete an Exit Counseling. The steps are delineated below:

https://www.desu.edu/sites/flagship/files/document/1/fa_instructional_guide.pdf

The University’s policy regarding tuition refunds:

Withdrawal from the University	Refund of Paid <u>Tuition</u>	Refund of Paid <u>Fees</u>
Pre-registration to Last Day or Add Class	100%	100%
Second week of the semester	80%	No refund
Third week of semester	60%	No refund
After the first two weeks	No refund	No refund

DISCIPLINARY AND TERMINATION PROCEDURES

Academic/Supervised Practice Probation and Dismissal from the Program

Academic Probation: As already discussed, students in the Coordinated Program in Dietetics at Delaware State University must maintain a GPA of 3.0 in their academic course work and must successfully pass all their supervised practice rotations to graduate with a master’s degree in Nutritional Sciences with a concentration in the Coordinated Program in Dietetics and receive a verification statement. If the student’s overall GPA falls below the 3.0, the student will be placed on academic probation for the CP. If the student receives a grade below a B in any core course, the course must be retaken independent of his/her overall GPA. Failure to raise the GPA to 3.0 or to obtain a minimum of a B in all core courses will lead to dismissal from the program. It is the responsibility of the student to work with faculty to ensure that (s)he is performing well in courses and to seek assistance when needed.

Supervised Practice Probation: Student performance and professionalism are evaluated regularly as they rotate through different facilities in their supervised practice. Their preceptors or site supervisors will meet with the student throughout the rotations to discuss strengths and areas in need of improvement. In a coordinated program, students must demonstrate the attainment of all knowledge and entry-level competencies before they graduate from the program. The program director will review student performance evaluations and contact preceptors as needed. If a student struggles in a rotation, extra assignments and a timeline with specific objectives for improvement of the students will be established. If a student fails to meet performance standards by the end of a rotation,

(s)he may have to repeat all or part of the rotation/rotation assignments. Failure to cooperate and make the necessary improvements may lead to dismissal from the program.

To ensure that the student understand the policies regarding maintenance of their GPA and performance in supervised practice rotations, the student will sign the Academic Probation and Dismissal Form when placed on probation (see Appendix).

Other Disciplinary and Termination Procedures

If the CP student fails to adhere to the behavioral policies set forth by the CP or supervised practice facilities, Delaware State University reserves the right to dismiss the student at any time without prior warning for unacceptable conduct. More frequently, a warning notice will be issued (see Appendix). If the warning is disregarded, the CP may decide to dismiss the student.

CP students must display academic honesty in all their work, refraining from cheating, knowingly or willingly falsifying data, or plagiarizing. Academic dishonesty may result in a failing grade for assigned work or a failing grade in a course. Depending on the severity of the offense, it may lead to the student's dismissal from the program.

The CP program director, an instructor or preceptor (if applicable) and the Chair of the Department of Human Ecology decide upon any dismissal of a student after thorough discussions with all involved parties. Student termination is never a unilateral decision.

Grievances (Filing and Handling Complaints)

The process for resolution of grievances about **academic problems** begins with the student addressing the issue with the faculty member/instructor involved. If the difficulty is not resolved, the student may meet with the Department Chair without the faculty member. If a satisfactory resolution does not occur after a meeting with the Department Chair, the student may take the grievance to the Dean of the College of Agriculture, Science & Technology, and if necessary, to the Vice President of Academic Affairs and Provost.

If the student has a formal complaint regarding a **supervised practice** facility or supervised practice preceptor, the program director will discuss and document the issue in detail with the student. Then the CP director will meet with any involved party (faculty, preceptor etc.) and with the Chair of the Department of Human Ecology. The Department Chair may request a meeting with the student and potentially all parties involved. If no satisfactory

solution can be found, the Dean and if necessary the Vice President of Academic Affairs and Provost may be contacted. The Coordinated Program in Dietetics will maintain a record of student complaints and their resolution for a 7-year period in the program director's office.

If a preceptor is dissatisfied with the **CP student's** conduct or performance, (s)he is encouraged to first meet with the student and discuss the problems while also filing a written complaint with the CP program director if deemed necessary. The program director will meet with the student and potentially with the preceptor and student in an attempt to resolve the conflict so that the student is able to complete the supervised practice rotation successfully. If necessary, the student will be removed from the supervised practice site, which may delay graduation if no other facility can be identified immediately. Most affiliation agreements allow the rotation facility to dismiss students for inadequate performance or conduct.

If a preceptor has concerns regarding the performance of the **program director**, they have the contact information for the Chair of the Department of Human Ecology who will address all necessary issues with the preceptor. The Chair will decide if the Dean of the College of Agriculture, Science & Technology or the Provost needs to be informed of the incidence.

If a student or preceptor still has concerns regarding program **compliance with the Standards** of Education set forth by ACEND (<http://www.eatrightacend.org/ACEND/>) and **after** (s)he has exhausted all other options of complaint resolution (the CP program director, chair of the Department of Human Ecology, Dean of the College, Vice President of Academic Affairs and the Provost of Delaware State University), the student or preceptor may file a complaint with ACEND. "ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation if the program does not comply with the accreditation standards or policies. The complainant must sign the complaint. Anonymous complaints are not considered."

The procedure for complaints and the complaint investigation form can be accessed on the ACEND website: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend> . Please see the ACEND contact information below:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: (800) 877-1600, extension 5400

Student Misconduct

In the case of student misconduct or violations of the Student Code of Conduct at Delaware State University (<https://www.desu.edu/student-life/judicial-affairs>), “the [University’s] judicial system promotes concepts of civility, fairness, and respect and conflict resolution by enforcing community standards. Students are held accountable for their behavior in a fair yet developmental manner. The judicial process protects the rights of both individual students and the University community by ensuring that claims of student misconduct are handled equitably and uniformly.” For Delaware State University’s grievance procedures, please review the Student Judicial Handbook: <https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>.

Drug and Alcohol Abuse Policies

Delaware State University’s drug and alcohol policies, published in the University’s Student Conduct Standards and Policies, pg.7-8, state that: “The University will uphold the federal and state laws concerning the illegal use, possession, consumption, sale, trafficking, manufacturing, dispersing, and/or distribution of drugs, narcotics, controlled or counterfeit substances and drug paraphernalia. The illegal use, possession, sale, distribution, or consumption of drugs, narcotics, or other controlled or synthetic substances on University premises or during University activities is prohibited.”

“Although the legal drinking age in Delaware is 21, university regulations prohibit any student from possessing or consuming alcohol (including empty containers) on University premises or at University activities. Any student found in violation of this policy will be subject to University disciplinary and, where applicable, criminal action (<https://www.desu.edu/sites/flagship/files/document/31/06-5 studentconduct standards and policies.pdf>).

APPENDIX

ACADEMIC PROBATION AND DISMISSAL POLICY

I, (Name) _____, acknowledge that it is my responsibility to maintain a GPA of 3.0 and a B grade or higher in all my core courses to remain in the Coordinated Program in Dietetics at Delaware University. If I do not meet these requirements, I will be placed on academic probation.

I also understand that I have to pass each supervised practice rotation satisfactorily.

My evaluations by preceptors can be ground for requiring me to repeat part or all of my rotation/rotation assignments.

If I fail to improve my grades or my performance in the supervised practice rotations, I may graduate with a master's degree in Nutritional Sciences but will not receive an ACEND Verification Statement and will not be able to graduate with a concentration in Dietetics. Without the verification statement, I cannot take the registration examination to become a registered dietitian nutritionist.

Student Signature: _____

Program Director Signature: _____

Date: _____

STUDENT WARNING NOTICE

Student Name: _____

Preceptor Name: _____

Date: _____

Violation of Student Responsibilities and/or Facility Policies/Procedures

- Lack of Preparation.
- Unprofessional Conduct.
- Unprofessional Appearance.
- Negative Attitude.
- Breach of Confidentiality.
- Tardiness > 3 times: Dates _____
- Failure to work assigned hours/absenteeism.
- Unsatisfactory Work Performance.
- Other: _____

Description of Incidence: _____

Student Signature: _____

Preceptor Signature: _____

CP Director Signature: _____