COLLEGE OF EDUCATION
KINESIOLOGY DEGREE PROGRAM
COORDINATED PROGRAM
IN DIETETICS

STUDENT HANDBOOK
2016-2017
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OVERVIEW OF THE PROGRAM

Since the beginning of the Alabama Girls Industrial School in 1896, education in Family and Consumer Sciences subject matter has been an integral part of the educational offerings. In the 1923, the name of the Girls Industrial School was changed to Alabama College. Alabama College introduced the instruction of home economics to the state of Alabama and for many years was the only institution offering such training. During the early years, programming was focused on improving the social injustices of society, especially for young women, and on improving the living standards of society. In 1901, scientific cooking, the earliest predecessor of dietetics on campus, was offered and included instruction in basic food principles, food safety, meal management, and the purchase, safe preparation, and storage of meats. Within the same year, career opportunities for women in dressmaking and millinery were added. By 1920, the Department of Domestic Science, renamed the Department of Home Economics, had developed a four-year college program and awarded Alabama College’s first bachelor’s degree. As part of its efforts to train vocational home economics teachers in the state, the Department of Home Economics expanded its course offerings in food preparation, quantity foods, foodservice management, and dietetics.

An official dietetics program existed in the early 1960’s, but there is very little written documentation about the program. Graduates from the early 1960’s through the early 1970’s report that they majored in home economics and took extra courses in dietetics and foodservice management. An American Dietetic Association (ADA) approved Plan IV Program in Dietetics existed in the Department of Home Economics in 1983. Former faculty members note that the approved program had a slow start as a result of personnel changes, including the retirement of the department chair and the original Dietetics Program Director in 1986.

In 1987 a full time Dietetics Program Director was hired and the following year an application was submitted to ADA for approval of the Didactic Program in Dietetics, Plan V. The ADA granted approval for ten years under the ADA Standards of Education. Around the same time, the American Home Economics Association re-accredited all department programs for ten years.

In 1993, the ADA Five-Year Program Evaluation for the Didactic Program in Dietetics, Plan V was reviewed and accepted with no recommendations for improvement. In April 2001, the ADA’s Commission on Accreditation for Dietetics Education (CADE) granted initial accreditation of the Didactic Program in Dietetics for ten years. With the Program Assessment Report Review in 2005, accreditation was continued.
In 2010, The Didactic Program in Dietetics was awarded full accreditation status by the ADA’s Commission on Accreditation for Dietetics Education (CADE). Although the Didactic Program was fully accredited through 2020, with the Academy of Nutrition and Dietetics Five-Year Program Evaluation Report due in 2015, changes were coming at the University of Montevallo.

In fall 2011, the Didactic Program in Dietetics was moved from the Family and Consumer Sciences degree program to the Kinesiology degree program within the Nutrition and Wellness concentration. The decision was made to move the program in order to provide graduates with additional opportunities for employment that might be afforded through a major in Kinesiology versus a major in Family and Consumer Sciences and because DPD students indicated a strong interest in taking exercise physiology-type courses rather than FCS core courses (e.g., Child Development, Consumer Economics).

Because of the expense and competition for dietetic internships following graduation, the UM faculty also decided to pursue accreditation for a Coordinated Program in Dietetics through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Coordinated Program (CP) includes both the required foundation knowledge (academic courses similar to a DPD) and competencies (supervised practice) in one degree granting program. Initial approval for the transition was granted in fall 2014 and for two years the DPD was phased out while the CP was being launched. A self-study of the Coordinated Program and a continuing accreditation site visit by ACEND is scheduled for fall 2016.

**MISSION**

The mission of the dietetics program is four fold: graduates who have the academic preparation necessary for success in passing the RD exam; graduates who meet the competencies that lead to gainful employment as an entry-level dietetics practitioner; graduates who have the academic preparation to address the interdependence of human nutrition/dietetics/food with the well-being and health-related behaviors of individuals and families; and, graduates who have a general foundation in clinical nutrition and dietetics. This mission is addressed within Kinesiology Programs within a liberal arts university.

**GOALS AND OBJECTIVES**

**Goal 1:** The program will attract quality students and prepare graduates who have academic preparation necessary to be successful in passing the Registered Dietitian exam and to be competent entry-level professionals.

**Objective 1:** Over a five-year period, the pass rate for CP graduates taking the
Registration exam for the first time will be at least 80%.

**Objective 2:** At least 80% of graduates will be employed in the dietetics field within twelve months of graduation

**Objective 3:** 80% of graduates will complete the program within six years or 150% of time expected for completion.

**Goal 2:** The program will provide a high quality, academically strong, accredited program in dietetics framed within a liberal arts environment.

**Objective 1:** At least 80% of employers will report a satisfactory rating on knowledge, skills, and dispositions of program graduates.

**Objective 2:** At least 80% of alumni will indicate positively that their program of study prepared them adequately for an entry-level position.

**Objective 3:** At least 80% of graduates will indicate on alumni surveys administered at the conclusion of internships that their academic experience provided them with at least:

a. An adequate or above quality general education background
b. Adequate or above skills to work effectively in groups
c. Adequate or above preparation for life
d. Adequate or above appreciation of other cultures

The program collects and monitors data to determine achievement of program goals. Outcome data is available upon request.

**ACCREDITATION STATUS**

The Coordinated program in Dietetics at the University of Montevallo is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The contact information for ACEND follows: [www.eatright.org/ACEND](http://www.eatright.org/ACEND), 120 Riverside Plaza Suite 2000 Chicago, IL 60606-6995, 312-899-0040 ext. 5400.

**PATHWAY TO BECOME A REGISTERED DIETITIAN**

Upon successful completion of the Coordinated Program in Dietetics, students are eligible to take the Registration Examination for dietitians. Qualifications to sit for the Registration examination for Dietitians include the following: (1) a minimum of a bachelor’s degree accompanied by a verification statement from an ACEND accredited Coordinated Program in Dietetics or (2) completion of an ACEND accredited Didactic Program in Dietetics accompanied by a verification statement and followed by successful completion of a post-graduation Dietetic Internship. Most states require licensure of dietitians to be able to work in some jobs such as nursing homes and hospitals. Requirements for licensure vary by state. You should contact the licensing agency in the state in which you wish to work. State licensing agency contact information can be found at the following website: [http://www.eatrightpro.org/resource/advocacy/quality-health-care/consumer-protection-and-licensure/state-licensure-agency-contact-list](http://www.eatrightpro.org/resource/advocacy/quality-health-care/consumer-protection-and-licensure/state-licensure-agency-contact-list).
## COSTS SPECIFIC TO BECOMING A REGISTERED DIETICIAN

Estimated* expenses of students in the Coordinated Program + the typical university expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation to Supervised Practice sites and professional meetings</td>
<td>Varies with personal arrangements</td>
</tr>
<tr>
<td>Meals while off campus for Supervised Practice experiences and professional meetings</td>
<td>Varies with personal preferences</td>
</tr>
<tr>
<td>Student Membership in the Academy of Nutrition and Dietetics</td>
<td>$50 per year</td>
</tr>
<tr>
<td>Medical Scrubs</td>
<td>$50 each</td>
</tr>
<tr>
<td>Lab Coats (2) that meet program specifications</td>
<td>$60 (approximately)</td>
</tr>
<tr>
<td>University Patches for Lab Coats</td>
<td>$10</td>
</tr>
<tr>
<td>Permanent program name badge</td>
<td>$5-$10</td>
</tr>
<tr>
<td>Reference books and textbooks for use in Supervised Practice</td>
<td>$350-$450 per semester</td>
</tr>
<tr>
<td>Attendance at the Alabama Dietetic Association Meeting, the Northwest Dietetic Association Meetings, and other appropriate professional meetings</td>
<td>$200-$350 per year</td>
</tr>
<tr>
<td>ServSafe Certification Course</td>
<td>$80-$100</td>
</tr>
<tr>
<td>Accommodations and meals while participating in short-term off-campus experiences as required</td>
<td>Varies with personal arrangements</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Varies with personal arrangements</td>
</tr>
<tr>
<td>Personal computer and internet access</td>
<td>Reliable with full-time access required</td>
</tr>
<tr>
<td>Background check and fingerprinting to comply with state law</td>
<td>$25 to $100</td>
</tr>
<tr>
<td>TB Skin Test</td>
<td>$10-20</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Varies</td>
</tr>
<tr>
<td>Flu Vaccine</td>
<td>$5-50</td>
</tr>
</tbody>
</table>

*These estimates may vary from one individual to the next and are subject to change without notice.
PROGRAM ADMISSION, RETENTION, & COMPLETION

PROCESS FOR APPLICATION

(1) Students who plan to enter the Coordinated Program in Dietetics must apply for admission in spring of their junior year. Students must have completed or currently enrolled in the following classes: FCS 281, KNES 382, KNES 483, KNES 484 and 485, KNES 473 and 474. In addition, students must attain a “B” or higher in all prerequisite classes in order to apply for the Coordinated Program.

(2) Application packets for admission to the Coordinated Program will be available in January of each spring semester. Candidates may pick up an application packet from the FCS Office in Room 104 Bloch Hall, from Room 100 in Myrick Hall or they may print the application forms from the dietetics website at http://montevallocp.com/.

(3) All candidates must submit a completed application packet for admission into the Coordinated Program in Dietetics by noon of the first Friday in April in the spring semester of their junior year or when prerequisite class requirements have been met for students working on second bachelor’s or transfer students. Submit application to:

Mrs. Patricia Petitt, MS, RD  
Program Director  
Coordinated Program in Dietetics  
Kinesiology  
Station # 6385, Room 102  
University of Montevallo  
Montevallo, AL 35115

Note: Applications must be brought to Mrs. Petitt in Bloch Hall – Room 102. No applications will be accepted after the deadline.

REQUIREMENTS FOR ADMISSION

a. Candidates for admission to the Coordinated Program in Dietetics must be at least junior year standing (unless transfer student or second bachelor’s status) and must have completed all prerequisite classes with a grade of “B” or higher.
b. Candidates for admission to the Coordinated Program in Dietetics must have maintained a minimum overall GPA of 3.00 on all coursework attempted and a UM GPA of at least 3.00 on all coursework attempted.

c. Candidates for admission to the Coordinated Program must have completed all of the following general education and support courses with a satisfactory grade.
   - ENG 101 – Composition I
   - ENG 102 – Composition II
   - COMS 101 - Introduction to Public Speaking (3 sh)*
   - Required Core Mathematics Course
   - CHEM 101 – Basic Chemistry I (4 sh)
   - CHEM 102 – Basic Chemistry II (4 sh)
   - BIO 105 – Introductory Biology I (4 sh)
   - BIO 341 – Anatomy (4 sh)
   - BIO 342 – Physiology (4 sh)
   - BIO 300 - Microbiology (4 sh)
   - PSYC 201 – Introduction to Psychology (3 sh)
   - PSYC 300 – Descriptive Statistics (3 sh)
   - MIS 161 – introduction to Computers (3 sh)
   - PHIL 220 – Ethics (3 sh)

d. Candidates must have completed the following major courses with a grade of “B” or higher.
   - FCS 170 - Introduction to Food Science and Preparation (3 sh)
   - FCS 477 – Quantity Foods (3 sh)
   - KNES 373 – Seminar in Dietetics (1 sh)
   - KNES 463 – Nutrition Care Process I (3 sh)
   - KNES 473 – Human Nutrition and Metabolism I (3 sh)

Candidates for admission must earn a minimum grade of “B” on all 300 and 400 level courses. If a candidate earns a grade of “C” or lower on a course, the entire course must be retaken and the candidate must earn a grade of “B” or higher on the first retake. A course can be retaken only one time. Only two (2) courses total may be retaken for admission to the Coordinated Program in Dietetics.

e. Candidates for admission to the Coordinated Program in Dietetics must have completed the following courses with a grade of “B” or higher.
   - FCS 281 – Introduction to Nutrition (3 sh)
   - KNES 473 Metabolism I (3 sh)
   - KNES 474 Metabolism II (3 sh) *
   - KNES 382 – Foodservice Management (3 sh) *

* Indicates a course that fulfills a specific requirement.
Candidates for admission must earn a minimum grade of “B” on all 300 and 400 level courses. If a candidate earns a grade of “C” or lower on a course, the entire course must be retaken and the candidate must earn a grade of “B” or higher on the first retake. A course can be retaken only one time. Only two (2) courses total may be retaken for admission to the Coordinated Program in Dietetics.

*These courses are allowed to be In Progress with a grade of “B” or higher at the time of application.

OPTIONS FOR THOSE WHO ARE NOT ADMITTED
Candidates who do not meet the requirements for full admission will receive counsel and guidance from the Program Director. They may or may not be referred to Career Services for career counseling. Candidates have the following options:

- Meet with Program Director to determine eligibility for re-application to the Coordinated Program
- Remain in the Kinesiology Nutrition and Wellness Program and graduate with a B.S. degree.
- Remain in the Kinesiology Program, but change their major concentration to Health Promotion and graduate with a B.S. degree, or
- Change their major to another field of study

PROGRAM RETENTION REQUIREMENTS
Candidates who have been admitted to the Coordinated Program in Dietetics must earn a minimum grade of “B” on all remaining 300 and 400 level courses. If a candidate earns a grade of “C” or lower on a course, the entire course must be retaken and the candidate must earn a grade of “B” or higher on the first retake. A course can be retaken only one time. Only two (2) courses total may be retaken for continuance in the Coordinated Program in Dietetics.

PROGRAM COMPLETION & GRADUATION REQUIREMENTS
The anticipated timeframe for completion of the CP is 2.0 years. The CP program’s established requirements for repeating classes, admission to, or progression in the degree program take precedence over the university’s Academic Clemency policy (page 44, 2016-2017 University Bulletin).
In order to qualify for a Verification Statement, students must:

(1) Complete all UM requirements for graduation. Refer to pages 37-38 of the 2016-2017 University Bulletin.

(2) Complete all didactic and Supervised Practice courses with grades maintained as specified above.

(3) Remain in compliance with the Academy of Nutrition and Dietetics Professional Code of Ethics and UM academic policies.

SUPERVISED PRACTICE

EDUCATIONAL PURPOSE
Supervised Practice experiences are designed to provide the CP student with the opportunity to meet the required competencies and skills to be qualified for entry-level practice in the field of dietetics. Students completing Supervised Practice hours are engaged in educational experiences and should not be used in place of site employees.

OVERVIEW
Candidates who have been fully admitted to the Coordinated Program in Dietetics are required to complete 1200 clock hours of Supervised Practice in Clinical/Long Term Care, Food Service Management, and in Community settings under a qualified Preceptor selected by the Dietetics Program Director.

Qualified candidates will begin their first Supervised Practice Rotation in Summer I and Summer II following the Spring Semester of their Junior Year (400 clock hours). The second Supervised Practice Rotation will occur in the fall and spring semesters of the candidate’s Senior Year (200 clock hours per semester for a total of 400 clock hours). The third and final Supervised Practice Rotation will occur in Summer I and Summer II of the candidate’s Senior Year (400 clock hours). The candidate will be enrolled in one of the required Supervised Practice areas during each rotation.

All candidates must sign up and pay for and complete the Fingerprinting and Background Check process. Candidates must pass the Fingerprinting and Background Check with no restrictions. In addition, all candidates will be required to have additional health screenings before starting their Supervised Practice. Candidates must also provide proof of Automobile and Health Insurance, and must comply with any additional requirements imposed by the facilities in which they complete their Supervised Practice rotations.
Candidates must meet UM expectations in order to complete each rotation of the Supervised Practice component of the CP. Candidates are expected to adhere to the rules and regulations imposed by the Supervised Practice site and preceptor. Each candidate should conduct himself/herself in an ethical and professional manner at all times.

HEALTH REPORTS
Candidates must submit a health report verified by a physician. Documentation of a negative tuberculin skin test is required on the report. Also, an updated blue immunization record must be provided on the report. Additional health screenings may be required by individual preceptors (e.g., chest x-ray, rubella titer, and Hepatitis B titer). Evidence of these health screenings must be submitted to the Program Director.

DRUG SCREENING AND BACKGROUND CHECKS
CP students must submit to drug screens and background checks as required by the individual Supervised Practice sites. FAILURE OF A DRUG SCREEN OR BACKGROUND CHECK WILL RESULT IN AUTOMATIC SUSPENSION FROM SUPERVISED PRACTICE AND POSSIBLE TERMINATION FROM THE PROGRAM.

ADDITIONAL REQUIREMENTS that may be imposed by Supervised Practice facilities and that must be adhered to and paid for by the candidate include:

- Tb Skin Test
- Chest x-ray
- Hepatitis B
- Drug and Alcohol Screenings
- Alabama Bureau of Investigation Background Report
- Flu Vaccine
- Professional dress as defined by facility
- Other
MEDICAL INSURANCE
It is MANDATORY that students participating in the CP have medical insurance coverage, either through a family medical plan or the health insurance program available to students through the University of Montevallo at special rates. The student plan supplements the coverage provided free or at reduced costs by the Student Health Center on campus, and covers payable claims for medical expenses if the student requires care away from the campus. Students are not employees of UM or the facilities/organizations in which they are involved in for Supervised Practice; thus, they are not covered by Worker's Compensation. Candidates must provide proof of health insurance coverage along with the application packet.

PROFESSIONAL LIABILITY INSURANCE
Students are covered under the University’s general and professional liability insurance policy (NAIC # 25666, 25674).

AUTO INSURANCE & LIABILITY FOR SAFETY IN TRAVEL
Candidates are responsible for their own transportation to and from their assigned Supervised Practice facilities. Candidates should be prepared to travel at least 45 minutes to one hour each way, depending on where they live. In addition, candidates must submit proof of automobile insurance with their application packet.

INJURY OR ILLNESS INCURRED AT A SUPERVISED PRACTICE SITE
In the event of an accident, the candidate will receive emergency medical care at the nearest available medical facility. The candidate is responsible for payment of all charges incurred. Due to the nature of our affiliation agreements, interns do not qualify for Worker’s Compensation due to injuries received on facility premises. If you have an emergency or experience any serious problem while at the site, please contact Mrs. Patricia Pettit (205-665-6390), the Department Office Manager (205-665-6590), or the Department Chair (205-665-6589).

ROTATION SCHEDULE FOR SUPERVISED PRACTICE

Junior Year- Summer I and Summer II Terms following Formal Admission:

<table>
<thead>
<tr>
<th></th>
<th>SUMMER I TERM</th>
<th>SUMMER II TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY SUPERVISED</td>
<td>3 SH (200 CLOCK HOURS)</td>
<td>COMMUNITY SUPERVISED</td>
</tr>
<tr>
<td>PRACTICE</td>
<td></td>
<td>PRACTICE</td>
</tr>
<tr>
<td>3 SH (200 CLOCK HOURS)</td>
<td></td>
<td>3 SH (200 CLOCK HOURS)</td>
</tr>
</tbody>
</table>
NOTE: *The candidate will be enrolled in Part I of one of the required Supervised Practice areas in Summer I and in Part II of that same Supervised Practice area during Summer II.*

**Senior Year** – Fall Semester:

FOOD SERVICE SUPERVISED PRACTICE I – 3 SH (200 CLOCK HOURS)

**Senior Year** – Spring Semester:

FOOD SERVICE SUPERVISED PRACTICE II – 3 SH (200 CLOCK HOURS)

**Senior Year** – Summer I and Summer II Terms (final rotations)

<table>
<thead>
<tr>
<th>SUMMER I TERM</th>
<th>SUMMER II TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINICAL SUPERVISED PRACTICE I</td>
<td>CLINICAL SUPERVISED PRACTICE II</td>
</tr>
<tr>
<td>3 SH (200 CLOCK HOURS)</td>
<td>3 SH (200 CLOCK HOURS)</td>
</tr>
</tbody>
</table>

**ASSESSMENT OF CANDIDATE PROGRESS & LEARNING**

Students will be evaluated during and at the completion of each supervised practice experience. The Program Director (or another faculty member) will monitor students via phone calls, emails, or visits. Formal evaluations will consist of a Supervised Practice **Evaluation Form** completed by the Site Preceptor. This evaluation comprises a significant percentage of the student’s grade. In order to demonstrate mastery of the competencies (CRD) for each rotation, students must satisfactorily complete all supervised practice assignments and document their efforts in a notebook which will be evaluated by the Program Director (or another faculty member) at the end of each semester.

In addition, all CP students will attend a weekly Nutrition Seminar, usually held on Friday afternoons. The seminar schedule is organized by adjunct faculty member Ali Elliott, MS, RD, who provides assistance to the Program Director. Each Friday, a timely topic in nutrition is presented by local dietitians and health professionals or UM faculty. In the spring, CP interns will present their MNT case study during Nutrition Seminar. This key assignment is evaluated
by the Program Director and other faculty. Depending on the preceptor, students may be asked to present information on nutrition topics at their supervised practice sites as well.

Students complete a self-evaluation at the end of each supervised practice rotation.

**PROFESSIONAL CONDUCT**

Students who are admitted into the Coordinated Program in Dietetics have entered a new phase of their college career. Coordinated Program students are expected to behave in a mature, professional, respectful, and positive manner at all times. KNES 373, Nutrition Seminar, is a professional preparation class that is required by all CP students. After taking this class, students will identify professional dress and grooming, develop a resume and e-portfolio, network as learning professionals, demonstrate professional behaviors and an excellent work ethic, and become lifelong learners. In addition, students are expected to abide by the Academy of Nutrition and Dietetics Code of Ethics that can be found at: [www.eatright.org/about/code.aspx?id=7602](http://www.eatright.org/about/code.aspx?id=7602).

**CLIENT CONFIDENTIALITY**

REMEMBER THAT STUDENTS MUST KEEP CONFIDENTIAL ALL INFORMATION RECEIVED AT THE FACILITIES REGARDING A PARTICULAR PATIENT AND HIS OR HER FAMILY. FAILURE TO DO SO CAN RESULT IN DISMISSAL FROM THE PROGRAM. DO NOT DISCUSS PATIENTS IN PUBLIC AREAS SUCH AS CAFETERIAS, ELEVATORS, RESTROOMS, ETC. DISCUSS PATIENTS ONLY IN STAFF-SECURED AREAS WITH APPROPRIATE PERSONNEL. A MEDICAL RECORD OR CHART IS A LEGAL DOCUMENT THAT CAN BE USED AS EVIDENCE IN A COURT OF LAW. DOCUMENTATION MUST FOLLOW THE GUIDELINES OUTLINED BY THE FACILITY. CP STUDENTS WILL FOLLOW THE STANDARDS AS SET FORTH IN HIPPA AT ALL TIMES.

**DRESS AND GROOMING EXPECTATIONS**

A professional appearance must be projected by interns through their dress and grooming. Coordinated Program students from the University of Montevallo contribute greatly to the program’s image and success. Professional attire is required.

- Clothing is to be neat, clean, in good condition, and properly fitted. Women may wear a dress, business suit, a (dress) pants suit, or a blouse and skirt or slacks, with or without a jacket. Hosiery should also be worn at all times with non-open-toed business shoes. Men may wear a suit, or a sports coat with dress slacks with a dress shirt and tie, or dress shirt and slacks. Socks and business footwear are also a requirement. Tennis shoes or open toed shoes are not allowed. Examples of inappropriate clothing include athletic T-shirts, halter tops, tank tops, walking shorts, leotards, denim jeans, sundresses, backless or low-cut blouses, miniskirts or dresses of inappropriate length, and sheer apparel.
- The name badge should be worn with the name visible while working.

- Hair should be neat and clean, and in a conservative style. Beards and mustaches should be neatly trimmed and of moderate length. Hair restraint must be worn while in the kitchen for any food service or clinical rotations. In addition, food service rotations may not allow jewelry, nail polish or artificial nails to be worn.

- Cologne and perfume should not be worn in the event of working with patients or clients who have allergies.

- Wearing jewelry requiring piercing of body parts other than ear lobes is prohibited.

- Fingernails must be clean and trimmed. Nail polish, if worn, should not be cracked or chipped.

- Wearing of enhanced and/or artificial fingernails is prohibited.

- If lab coats are required, they should be cleaned and pressed and worn over professional street clothing.

- CP students are also to abide by any additional dress rules imposed by the facility in which they are working. Excessive jewelry is inappropriate, and safety precautions should be taken especially when working in the foodservice management rotations.

-CP students must set an example of adherence to all site policies and procedures. Students should obtain information regarding attire and protocols prior to arriving at each site.

**STUDENT COMPLAINTS OR GRIEVANCES**

The University of Montevallo respects the right and professional responsibility of faculty members to assign grades based on their professional judgment of student performance. In the event that a student believes that the final grade assigned in a course is unfair or incorrect, the students should follow the steps for final grade appeal as articulated in the 2016-2017 University Bulletin (page 41).

The Coordinated Program in Dietetics respects the right of students to report grievances that occur during Supervised Practice. Students are expected to cultivate a cordial, professional relationship with the Site Preceptor at the outset of any rotation so that if problems occur, they can be addressed at the site-level. That said, one of the Program Director’s primary roles is problem-solving and mediation. Students should follow the steps below when registering a complaint.

Steps:
1. Students must first discuss the issue with the Site Preceptor in an attempt to resolve the issue.
2. If an issue is not resolved to a student’s satisfaction, the student should apprise the Program Director who may act as a mediator for the situation.
3. If the issue is still not resolved after involving both the Site Preceptor and the Program Director, the student may request a formal review of the problem situation by the Chair of the Department of Counseling, FCS, and Kinesiology.
4. Students may appeal all decisions and actions to the Dean of the College of Education. The institutional appeal process stops with the dean.
5. Students should submit unresolved complaints to ACEND only after all program and institutional options are exhausted.

A chronological record of complaints, along with supporting documentation, is kept on file electronically by the Program Director (as well as by the Department Chair and Dean, if the appeal reaches their level).

Normally, it is not appropriate for parents to be involved in grievance situations as students must learn to handle problem situations on their own and follow professional protocols. On the rare occasion that a parent would like to discuss an issue, he or she should NOT call the Site Preceptor. A parent may accompany his or her student for a face-to-face meeting or conference call with the Program Director, Mrs. Patricia Petitt.

**DISCIPLINARY ACTION**

The Coordinated Program in Dietetics also respects the right of Site Preceptors to report grievances that occur during Supervised Practice. Appropriate steps will be taken by the Program Director to intervene or mediate a problem situation. Disciplinary action can be taken for offenses, such as:

- Poor performance that does not improve after intervention or mediation
- Consistently not following directives given by the Site Preceptor or the Program Director
- Repeated absenteeism or tardiness
- Unprofessional or unethical conduct or violating the policies of the internship as set forth in the CP Handbook and/or the site contract
- Failing grades in any two rotations
- Non-payment of tuition
- Failure to pass a drug screening or background check

Depending on the severity or persistence of the problem, students should be aware that possible actions include **removal** from Supervised Practice, **suspension** from the Coordinated Program, or **termination** from the Coordinated Program.

**INTERVENTION AND REMEDIATION**
Students who are removed from Supervised Practice or suspended from the Coordinated Program or who are in danger of suspension will have an opportunity for remediation.

- A class may be retaken **one time**. Earning a grade of “B” or higher will restore “good standing” to the Coordinated Program. Evidence of participation in tutoring through the Learning Enrichment Center may be required.
- A Supervised Practice rotation may be repeated **one time**. Earning a grade of “B” or higher will restore “good standing” to the Coordinated Program.
- In addition, the Academy of Nutrition and Dietetics Professional Code of Ethics and all UM institutional policies must be consistently observed.
  - A student may be referred to Counseling Services or Health Services for related issues. Evidence of keeping appointments may be required.

**WITHDRAWAL POLICY**

Students intending to withdraw must contact the Registrar’s Office to complete a withdrawal form. Students receiving financial aid should consult the Office of Student Financial Services to determine the effect a withdrawal may have on their aid. Withdrawing from all courses prior to the term beginning will result in a full refund of tuition and fees and will have no consequence on the official transcript. Withdrawing after that time may result in a reduction of tuition refund and/or grades of “W” being entered on the student’s official transcript. Resident students should notify the Office of Housing and Residence Life of their intent to withdraw. For the complete withdrawal policy, refer to pages 46 and 47 of the 2016-2017 University Bulletin.

**ACADEMIC CALENDAR**

The University Calendar is available on pages 6 and 7 of the 2016-2017 University Bulletin.

**SUPPORT SERVICES FOR STUDENTS**

A range of student support services are available to all enrolled students including financial aid, counseling and health services. Information on these services can be found at [http://www.montevallo.edu/about-um/administration/student-affairs/](http://www.montevallo.edu/about-um/administration/student-affairs/).

**PROTECTION OF STUDENT PRIVACY**

CP students are accorded privacy regarding anything of a personal nature, either written or stated, by faculty, staff, and Site Preceptors. Intern files are accessible only by the intern and university personnel associated with the program. Interns will be required to sign a form agreeing to allow ACEND access to their official transcripts in the case of a random audit.
ACCESS TO STUDENT FILES
The university policy on access to student files can be found at: www.montevallo.edu/about-um/administration/registrar/ferpa/

CREDIT FOR PRIOR LEARNING
The University of Montevallo does not award credit for either didactic or Supervised Practice experience based on prior learning.

VERIFICATION STATEMENT POLICY
The Program Director of the Coordinated Program in Dietetics provides a Verification Statement to every candidate who successfully completes the degree requirements and the Supervised Practice components of the Coordinated Program in Dietetics and who graduates with a Bachelor of Science degree from the University of Montevallo. Evidence of degree requirements is verified by notation of degree completion on the original final transcript provided to the Coordinated Program Director by the Registrar’s Office upon request of the candidate who is graduating. Because final transcripts are not available until after graduation, multiple copies of the original Verification Statements are mailed to all students who complete the CP.

PASSING THE (RD) CERTIFICATION EXAM
Candidates must conduct a thorough study and review of Nutrition/Dietetics academic course work in order to be prepared to take and pass the Registered Dietitian Examination. Nutrition/Dietetics courses taken at UM cover the knowledge and competencies necessary to pass the RD exam and perform adequately in entry level dietetic positions. Two courses, KNES 373 and KNES 484 require students to study and take the practice RD exam as part of the course requirements. In addition, the CDR has practice RD exams available for sale. It is strongly recommended that students purchase and take the RD Practice Examination. Several professional organizations offer practice RD examination review workshops throughout the country for a fee (Breeding and Associates RD Exam Workshop or Inman RD Exam Review Course). If employed, occasionally the employer will pay the fee for the RDN review workshop. The RDN review workshop is not intended to replace thorough studying, but it can assist the graduate in becoming familiar with the format of the examination. In addition, organizing an approach to studying will facilitate passing the RD Examination on the first attempt. Strong pass rates indicate adequate educational preparation and are necessary for continued accreditation
of the Coordinated Program by ACEND. UM Coordinated Program pass rates are available upon request.

EMPLOYMENT OPPORTUNITIES FOR DIETITIANS

GRADUATES WITH THE RD:

Registered dietitians work in a wide variety of employment settings. Specific worlds of practice include hospitals, other health-care facilities, sports nutrition and corporate wellness programs, food-and-nutrition-related business and industries, community and public health settings, private practice, universities, medical schools, and other educational centers, and research programs in colleges, universities, and businesses.

According to the U.S. Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through 2014 because of the increased emphasis on disease prevention, a growing and aging population, and public interest in nutrition. Employment in hospitals is expected to show little change. However, faster growth is expected in nursing homes, residential care facilities, and physician’s offices and clinics.

Of the ten graduates from the Coordinate Program, six (60%) are currently employed in the field of nutrition and dietetics. One is moving across the country and will seek employment when she is settled. One is staying home with a newborn and will seek employment in the future. One is a pharmacy technician and one will seek employment in fall 2016.

GRADUATES WITHOUT THE RD:

Individuals who do not gain admittance to the Coordinated Program or choose to pursue the non-dietetics option in the Nutrition and Wellness Concentration may apply to take the Dietetics Technician, Registered (DTR) examination and practice as a dietetic technician. Individuals interested in this route should visit the Academy of Nutrition and Dietetics website at http://www.eatright.org and check the route to becoming a DTR. Candidates who are interested in pursuing this route will work directly with the Coordinated Program Director.

DTR’s work in a variety of settings. In hospitals, DTR’s primarily serve as diet technicians, nutrition assistants, dietary aides, and food service managers. They can work in the media as nutrition writers for health newsletters or magazines; as health speakers; as cookbook authors and food critics. DTR’s can serve as nutrition educators for the Women, Infants, and Children (WIC) program; as health inspectors, and quality control technicians or managers. Some DTR’s
work in sales as representatives for food companies, medical supply companies, and pharmaceutical companies. Food scientists, food technologists, taste testers, food stylists, and food product analysts are often DTR’s.

In addition, students obtaining the Kinesiology degree with a Concentration in Nutrition and Wellness (non-dietetics option) may work for WIC in the Department of Public Health or seek employment with the Alabama Department of Education in Child Nutrition.