



COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
EXERCISE AND NUTRITION SCIENCE PROGRAM

COORDINATED PROGRAM IN DIETETICS

PROGRAM HANDBOOK
2022-2023

Table of Contents

Overview & History of the Program

Mission

Goals and Objectives

Accreditation Status

Pathway to Become a Registered Dietitian

Costs Specific to Becoming a Registered Dietitian

Program Admission, Retention, and Completion

Process for Application

Requirements for Admission

Program Retention Requirements

Program Completion and Graduation Requirements

Supervised Practice

Educational Purpose

Overview

Supervised Practice Site Selection & Evaluation

Health Reports

Drug Testing and Background Checks

Medical Insurance

Liability for Safety in Travel

Injury or Illness incurred at a Supervised Practice Site

Rotation Schedule for Supervised Practice

Assessment of Candidate Learning & Progress

Professional Conduct

Client Confidentiality

Dress and Grooming Expectations

Student Complaints or Grievances

Disciplinary Action

Intervention and Remediation

Withdrawal

Academic Calendar

Support Services for Students

Protection of Student Privacy

Access to Student Files

Credit for Prior Learning

Verification Statement Policy

Passing the RD Certification Exam

Employment Opportunities for Dietitians

Graduates with the RDN

Graduates without the RDN

Code of Ethics

ACEND 2017 Standards (Core Knowledge & Competencies)

OVERVIEW & HISTORY OF THE PROGRAM

The Alabama Girls Industrial School opened in 1896 with Domestic Science as an integral part of the educational offerings for women. In 1923 the name of the institution was changed to Alabama College. For many years, Alabama College was the only institution in the state to offer training in Domestic Science, including food preparation. In 1901, scientific cooking, the earliest predecessor of dietetics, was offered and included instruction in basic food principles, food safety, meal management, and the purchase, safe preparation, and storage of meats. By 1920, the Department of Domestic Science, renamed the Department of Home Economics, had developed a four-year college degree program and awarded the institution's first bachelor's degrees. In an effort 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. By 1983, an American Dietetic Association (ADA) approved **Plan IV Program in Dietetics** existed in the Department of Home Economics. Former faculty members note that the approved program had a slow start due to personnel changes, including the retirement of the department chair and the first Dietetics Program Director in 1986. In 1987, a new full time Dietetics Program Director was hired. In 1988, the dietetics faculty submitted an application to ADA for approval of the **Didactic Program in Dietetics, Plan V**. It was granted for ten years under ADA Standards of Education.

- In 1993, the Five-Year Program Evaluation Document was reviewed and accepted with no recommendations by the ADA's Commission on Accreditation/Approval for Dietetics Education (CADE).
- In 2000, the dietetics program was granted Developmental Accreditation status for a **Didactic Program in Dietetics (DPD)**. In April 2001, CADE granted initial accreditation of the program for ten years.
- With the Program Assessment Report Review in 2005, accreditation was continued.
- In 2010, the DPD was awarded full accreditation status by CADE. Thus, the Didactic Program in Dietetics at the University of Montevallo was fully accredited through 2020, with the Academy of Nutrition and Dietetics Five-Year Program Evaluation Report due in 2015.

In fall 2011, the DPD was moved from the Family and Consumer Sciences degree program to the Exercise and Nutrition Science (EXNS) degree program where it became part of the concentration in Nutrition and Wellness. The decision was made to move the dietetics program to EXNS program in order to provide the graduates with additional opportunities for employment. Shortly thereafter, the faculty began to explore the possibility of transitioning from a Didactic

Program to a Coordinated Program in Dietetics. Because students were experiencing difficulty securing a dietetic internship following graduation and because of the expenses incurred, the faculty made the decision to pursue accreditation for a **Coordinated Program in Dietetics (CP)** through the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE). In fall 2014, initial approval was granted with both the DPD and CP running concurrently for two years. A self-study report was submitted in August of 2016 and an ACEND site visit was conducted in November of 2016. The final decision letter stated that the UM Coordinated Program has been granted full accreditation through December of 2024.

MISSION

The mission of the dietetics program is four fold: graduates who have the academic preparation necessary for success in passing the RDN 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 the Exercise and Nutrition Science Program 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 CDR Registration Exam for Dietitians and to be competent entry-level professionals.

Objective 1: The program's one-year pass rate (graduates who pass the exam within one year of first attempt) on the CDR Registration Examination for Dietitians is at least 80%.

Objective 2: Within 12 months of program completion, 50% of graduates will take the CDR Registration Examination for Dietitians.

Objective 3: Of graduates that seek employment, at least 80% are employed in nutrition and dietetics or a related field within twelve months of graduation

Objective 4: 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 accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The contact information for ACEND follows: www.eatright.org/ACEND , 120 Riverside Plaza Suite 2000 Chicago, IL 60606-6995, 312-899-0040 ext. 5400.

PATHWAY TO BECOME A REGISTERED DIETITIAN NUTRITIONIST

Upon successful completion of the Coordinated Program, students will receive a Verification Statement which will allow them to take the Registration Examination for dietitians. After January 1, 2024, students must complete a minimum of a master's degree to be eligible to sit for the RDN exam. More information may be found here: <https://www.cdrnet.org/graduatedegree>. Qualifications to sit for the Registration Examination for Dietitians includes the following: (1) minimum of a bachelor's degree until December 31, 2023 (after January 1, 2024 must have a minimum of a master's degree) and verification statement from an ACEND accredited Coordinated Program in Dietetics or (2) completion of an ACEND accredited Didactic Program in Dietetics with a verification statement followed by successful completion of a 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. The 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>.

Master's Degree Options for Coordinated Program Students

- **Master of Science Degree in Exercise Science** - <https://www.montevallo.edu/academics/colleges/college-of-education/graduate-programs/exercise-and-nutrition-science-m-s/>.
- **Master's Degree in Counseling** – <https://www.montevallo.edu/academics/colleges/college-of-education/graduate-programs/academics-colleges-college-of-education-graduate-programs-masters-programs-counseling-degrees/>
- **In Development: Master of Education in Teaching & Learning/Nutrition Science Concentration** - 30 credit hour, 1-year online program, anticipated start date is fall of 2022

COSTS SPECIFIC TO BECOMING A REGISTERED DIETITIAN NUTRITIONIST

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

Transportation to Supervised Practice sites and professional meetings; Commute to rotation may be 1 hour one way	Varies with personal arrangements
Meals while off campus for Supervised Practice experiences and professional meetings	Varies with personal preferences
Student Membership in the Academy of Nutrition and Dietetics	\$65 per year
Medical Scrubs	\$50 each
Lab Coats (2) that meet program specifications	\$60 (approximately)
University Patches for Lab Coats	\$10
Permanent program name badge	\$5-\$10

Reference books and textbooks for use in Supervised Practice	\$350-\$450 per semester
Attendance at the Alabama Dietetic Association Meeting, the Birmingham District Dietetic Association Meetings, and FNCE meeting	\$200 - \$400 per year
ServSafe Certification Course	\$100 - \$150
Accommodations and meals while participating in short-term off-campus experiences as required	Varies with personal arrangements
Health Insurance	Varies with personal arrangements
Personal computer and internet access	Reliable with full-time access required
Background check and fingerprinting to comply with state law	\$25 to \$100
TB Skin Test	\$10-20
Drug Screening	Varies
Flu Vaccine	\$5-\$50
COVID-19 Test	Varies
Tuition for 2020-2021 (per credit hour)	In State – \$403.00 Out of State - \$837.00

*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 may apply for admission in spring of their junior year. To be eligible for application, students must have completed the following classes: FCS 170 Intro to Food Science and Preparation, FCS 281 Intro to Nutrition, FCS 477 Quantity Foods, EXNS 373 Nutrition Seminar, EXNS 382 Food-service Systems Management, EXNS 483 Nutrition Care Process I and EXNS 473 Metabolism I. In addition, the following class must be completed or in progress: EXNS 484 Nutrition Care Process II, EXNS 485 Life Cycle and Community Nutrition, EXNS 474 Metabolism II and EXNS 497 Pharmacology. **Students must attain a “B” or higher in all prerequisite (basic science and nutrition) classes in order to apply for the Coordinated Program. For a competitive application, you should strive to obtain mostly A’s in nutrition classes.**
- (2) Application information for admission to the Coordinated Program is available online at: <https://www.montevallo.edu/academics/colleges/college-of-education/undergraduate/exercise-and-nutrition-science/coordinated-program-in-dietetics-cpd/>
- (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 the Administrative Assistant located in Bloch Hall, Office 104.
***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 completed ALL prerequisite classes with a grade of “B” or higher which includes all basic science classes (BIO 105, CHEM 101 & 102, BIO 201 & 202 – Anatomy and Physiology I & II or BIO 341 and 342, and BIO 300 - Microbiology). ALL basic science classes must be completed before entering the Coordinated Program.
- 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 UM GPA of at least

3.00 on all coursework attempted. A minimum GPA of 3.0 or above does not guarantee acceptance into the CP. The CP Admissions Committee considers other measures of student assessment including but not limited to: displays professional behavior, exhibits superb communication skills, obtains excellent letters of recommendation, demonstrates ethical behavior, demonstrates maturity with academic challenges, demonstrates engagement and initiative in the classroom, displays ability to work effectively with diverse groups, participates in campus organizations and engages in community service, displays a professional, positive attitude at all times even with criticism by professors, and projects a sincere interest in the field of nutrition and dietetics and lifelong learning.

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 (3 h)
- ENG 102 – Composition II (3 h)
- COMS 101- Introduction to Public Speaking (3 h) *
- Required Core Mathematics Course (3 h)
- CHEM 101 – Basic Chemistry I (4 h)
- CHEM 102 – Basic Chemistry II (4 h)
- BIO 105 – Introductory Biology I (4 h)
- BIO 341 – Anatomy (4 h)
- BIO 342 – Physiology (4 h)

or
BIO 201 - A&P I (4 h)
BIO 202 - A&P II (4 h)

- BIO 300 - Microbiology (4 h)
- PSYC 201 – Introduction to Psychology (3 h)
- PSYC 300 – Descriptive Statistics (3 h)
- PHIL 220 – Ethics (3 h)
- FCS 281 - Intro to Nutrition (3 h)

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 h)
- FCS 477 – Quantity Foods (3 h)
- EXNS 310 – Sports Nutrition (3 h)
- EXNS 373 – Seminar in Dietetics (1 h)
- EXNS 380 – Exercise Physiology (4 h)
- EXNS 483 – Nutrition Care Process I (h)
- EXNS 484 - Nutrition Care Process II (3 h) *
- EXNS 471 - Applied Research in Food Science (3 h) *
- EXNS 473 – Human Nutrition and Metabolism I (3 h)

- EXNS 474 - Human Nutrition and Metabolism II (3 h) *
- EXNS 485 - Life Cycle and Community Nutrition (3 h) *
- EXNS 487 - Counseling and Wellness (3 h)
- EXNS 497 – Pharmacology (3 h)

If a candidate earns a grade of “C” or lower on a nutrition course or basic science 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.*

e. Students admitted into the Coordinated Program must be aware that this is a full-time commitment and students should be prepared to engage in supervised practice classes EXNS 465 – 470, Monday – Friday from 8 am until 5:30 pm with some sites requiring earlier morning, later evening, or even weekend hours. In addition to committing to full time work hours with the Coordinated Program, students are expected to complete assignments on time for EXNS 465 – 470 supervised practice classes. Employment outside of the Coordinated Program supervised practice hours is discouraged except for minimal weekend hours.

f. All major and minor requirements must be completed before beginning the Coordinated Program supervised practice classes, EXNS 465 – 470.

g. All Coordinated Program students meet on the designated day at Montevallo, 113 Bloch Hall, usually Friday @ noon, for a lecture from a professional RDN working in a specialized area of nutrition and dietetics and to engage in the Academy of Nutrition and Dietetics Eatright Prep Exam preparation program for the remainder of the afternoon.

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 Exercise and Nutrition Science/Nutrition and Wellness/Non-Dietetics Option Program and graduate with a B.S. degree.
- Remain in the Exercise and Nutrition Science Program, but change their major to another EXNS concentration and graduate with a B.S. degree, or

- Change their major to another discipline

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 following requirements must be met before students can qualify for a verification statement:

- (1) Satisfactory completion of all academic and Supervised Practice courses with grades maintained as specified above.
- (2) Students meet the UM requirements for graduation. Refer to pages 37-38 of the University Bulletin.
- (3) Students have maintained compliance with the Academy of Nutrition and Dietetics Professional Code of Ethics and UM 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 Coordinated Program Director. CP students will work with a preceptor (usually an RDN) Monday - Thursday from approximately 8 am - 5:30 pm each day (exact hours may vary depending on

preceptor schedule). On Fridays, students will attend Nutrition Seminar at UM (required attendance) at noon for a lecture from nutrition and dietetics professionals and to work on the RDN practice exam, Eatright Prep Exam for the remainder of the afternoon. 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. In addition, candidates must comply with all additional requirements that may be imposed by the facilities in which they will complete their Supervised Practice rotations.

Candidates must meet each of the admission and retention requirements in order to qualify for the Supervised Practice component of the Coordinated Program in Dietetics. In addition, candidates must adhere to the rules and regulations imposed by the Supervised Practice site and Preceptor. Each candidate is also required to conduct himself/herself in an ethical and professional manner at all times.

SUPERVISED PRACTICE SITE SELECTION & EVALUATION

Official contracts (i.e., Memorandum of Understanding) must be signed by the university and the supervised practice facility prior to the placement of any candidate for a CP rotation. The Vice President of Business Affairs (VPBA) is the university's contract manager and final signatory authority for site contracts. Copies of all contracts are maintained in the VPBA's office.

Supervised practice sites are selected based on the Program Director's personal knowledge of the site, the Registered Dietitians employed by the facility, and the recommendation of colleagues in the field. Sites are also selected based on their ability and willingness to accept CP students.

As candidates complete supervised practice rotations, they complete an evaluation of the facility. This feedback, along with the Program Director's assessment of the responsiveness and support of the site preceptor, determine whether or not a facility will remain a supervised practice option.

HEALTH REPORTS

Candidates will be required to submit proof of their health care insurance with their application packet. In addition, candidates will be required to submit a health report verified by a physician as part of their application packet. 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 will be required to submit to drug screens and background checks as required by the individual 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:

- 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

***Students are responsible for keeping the ORIGINAL copy of any health report, drug screen, or background check.**

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 Supervised Practice and are not covered by Worker's Compensation.

LIABILITY FOR SAFETY IN TRAVEL

Candidates will be responsible for their own transportation and transportation costs at all times to and from their assigned Supervised Practice facilities. Candidates should also 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

Candidates are required to provide their own health and accident insurance. In the event of an accident, the candidate will receive emergency medical care at the nearest medical facility, but the candidate is responsible for payment of all charges incurred. Cost of such treatment may vary from facility to facility. However, 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 need for transportation or other problem while at the site, please contact Mrs. Patricia Pettit (205-665-6390), the Departmental Office Manager (205-665-6590), or the Department Chair (205-665-6380).

ROTATION SCHEDULE FOR SUPERVISED PRACTICE**Junior Year- Summer:**

SUMMER I TERM	SUMMER II TERM
COMMUNITY I SUPERVISED PRACTICE 3 SH (200 CLOCK HOURS)	COMMUNITY II SUPERVISED PRACTICE 3 SH (200 CLOCK HOURS)

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)
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Senior Year – Summer:

SUMMER I TERM	SUMMER II TERM
CLINICAL I SUPERVISED PRACTICE 3 SH (200 CLOCK HOURS)	CLINICAL II SUPERVISED PRACTICE 3 SH (200 CLOCK HOURS)

ASSESSMENT OF CANDIDATE PROGRESS & LEARNING

Students will be evaluated during and at the completion of each supervised practice experience. Evaluations will consist of a Preceptor Evaluation which will comprise a significant percentage of the student's grade for that particular rotation. In addition, the Program Director or Assistant Director will monitor students in their supervised practice rotations by phone call, email, or visit. To demonstrate mastery of the competencies, students will complete all supervised practice class assignments and upload to CANVAS to be evaluated and graded by the end of each semester. All CP students will attend a weekly Nutrition Seminar, usually held on Friday afternoons. Each Friday, a timely topic in nutrition is presented to the students by dietitians and health professionals or UM faculty. In the spring, each CP student will present a case study during Nutrition Seminar to be evaluated by the CP Director and Assistant CP Director. Also, the students will perform a self-evaluation at the end of each supervised practice rotation. Depending on the preceptor, students will be expected to present nutrition topics at their supervised practice sites. Preceptors will assess students on evaluation forms at the end of each 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. EXNS 373, Nutrition Seminar, is a professional preparation class that is required by all CP students. After taking this class, students will be able to identify professional dress and grooming, develop a resume and e-portfolio, network as learning professionals, demonstrate professional behavior 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.eat-right.org/about/code.aspx?id=7602.

CLIENT CONFIDENTIALITY

REMEMBER THAT YOU MUST KEEP CONFIDENTIAL ALL INFORMATION THAT YOU RECEIVE 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 at all times 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, professional 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. One earring per ear is allowed.

- Tattoos that are visible with clothing are required to be totally covered, no visible tattoos are allowed by preceptor facilities.

- 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 believe 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 University Bulletin (page 41).

The Coordinated Program in Dietetics respects the right of students to report grievances that occur during Supervised Practice rotations. 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 filing a complaint.

Steps:

1. Students must first discuss any issue with the Site Preceptor and 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 problem 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 Health and Human Sciences. Students may appeal all decisions and actions to the Dean of the College of Education and Human Development. The institutional appeal process stops with the dean.

4. 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, will 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 following 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, MS, RDN.

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 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 the 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 no notation 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 policy, please refer to pages 46 and 47 of the University Bulletin.

ACADEMIC CALENDAR

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

<http://www.montevallo.edu/calendar>

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/>.

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. Student files are accessible only by the student, in addition to university personnel associated with the program. Coordinated Program students 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:

<http://www.montevallo.edu/registrarsoffice> .

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 experiential learning 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, electronic copies of the original Verification Statements are given to all students completing the CP.

PASSING THE (RDN) 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 Registration Examination for Dietitians. Nutrition/Dietetics courses taken at UM cover the knowledge and competencies necessary to pass the RDN exam and perform adequately in entry level nutrition and dietetic positions. Two courses, EXNS 373 and EXNS 484 require students to study and take the practice RDN exam as part of the course requirements. In addition, the CDR has the Eatright Prep online practice RDN exams available for sale. It is strongly recommended that students purchase and take the RDN practice examination. Several professional organizations offer practice RDN examination review workshops throughout the country for a fee (Breeding and Associates RDN Exam Workshop or Inman RDN 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, an organized approach to studying will facilitate passing the RDN Examination on the first attempt. Upon graduation, it is recommended that students take 4 - 6 weeks to

prepare for the exam before embarking on post graduate employment. 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 RDN:

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 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.

Following graduation in May 2017, 100% of UM Coordinated Program graduates were employed in the field of nutrition and dietetics.

GRADUATES WITHOUT THE RDN:

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 Nutrition and Dietetics Technician, Registered (NDTR) 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 an NDTR (formerly, DTR). Candidates who are interested in pursuing this route will work directly with the Coordinated Program Director. The credential for post graduates of four-year nutrition and dietetics programs who obtain the NDTR is: BS-NDTR.

NDTR's work in a variety of settings. In hospitals, NDTR'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. NDTR's can serve as nutrition educators for the Women, Infants, and Children (WIC) program; as health inspectors, and quality control technicians or managers. Some NDTR'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 NDTR's.

In addition, students obtaining the Exercise and Nutrition Science 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.

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

The Academy of Nutrition and Dietetics and the Commission on Dietetics Registration

Code of Ethics for the Profession of Dietetics

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDNs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The Academy of Nutrition and Dietetics who are not RDNs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDNs and DTRs who are not members of The Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as “dietetics practitioners.” By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable efforts to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetic practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RDN” or “Registered Dietitian Nutritionist”; “DTR” or “Dietetic Technician, Registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; and “CSR” or “Certified Specialist in Renal Nutrition” only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which

he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.

- b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission of Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

17. The dietetics practitioner withdraws from professional practice under the following circumstances:

- a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
- b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
- c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:

- a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
- b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
- c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

Reference:

Academy of Nutrition and Dietetics & Commission on Dietetics Registration.

(2010, January 1). *Code of ethics for the profession of dietetics*.

Retrieved from www.eatright.org/about/code.aspx?id=7602

ACEND 2017 STANDARDS (Core Knowledge & Competencies)

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

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
 - CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
 - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
 - CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
 - CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
 - CRDN 1.6 Incorporate critical-thinking skills in overall practice.
2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and

- written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
 - KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
 - KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
 - KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
 - KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
 - KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
 - KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others

Competencies

Upon completion of the program, graduates are able to:

- CRON 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRON 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRON 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRON 2.4 Function as a member of interprofessional teams.
- CRON 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRON 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRON 2.7 Apply leadership skills to achieve desired outcomes.
- CRON 2.8 Demonstrate negotiation skills.

- CRON 2.9 Participate in professional and community organizations.
- CRON 2.10 Demonstrate professional attributes in all areas of practice.
- CRON 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRON 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRON 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRON 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRON 2.15 Practice and/or role play mentoring and precepting others.

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

Knowledge

Upon completion of the program, graduates are able to:

- KRON 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRON 3.2 Develop an educational session or program/educational strategy for a target population.
- KRON 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRON 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRON 3.5 Describe basic concepts of nutritional genomics.

Competencies

Upon completion of the program, graduates are able to:

- CRON 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRON 3.2 Conduct nutrition focused physical exams.
- CRON 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRON 3.4 Design, implement and evaluate presentations to a target audience.

- CRON 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRON 3.6 Use effective education and counseling skills to facilitate behavior change.
- CRON 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRON 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRON 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRON 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Knowledge

Upon completion of the program, graduates are able to:

- KRON 4.1 Apply management theories to the development of programs or services.
- KRON 4.2 Evaluate a budget and interpret financial data.
- KRON 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRON 4.4 Apply the principles of human resource management to different situations.
- KRON 4.5 Describe safety principles related to food, personnel and consumers.
- KRON 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies

Upon completion of the program, graduates are able to:

- CRON 4.1 Participate in management of human resources.
- CRON 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

- CRON4.3 Conduct clinical and customer service quality management activities.
- CRON4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRON4.5 Analyze quality, financial and productivity data for use in planning.
- CRON4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRON4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRON4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRON4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRON 4.10 Analyze risk in nutrition and dietetics practice.