UNIVERSITY of MONTEVALLO

**COLLEGE OF HEALTH PROFESSIONS**
**EXERCISE AND NUTRITION SCIENCE PROGRAM**

## COORDINATED PROGRAM IN DIETETICS & MASTER OF SCIENCE IN NUTRITION

# PROGRAM HANDBOOK 2025-2026

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## 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 applied 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 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. It was noted that 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 was granted full accreditation through December of 2025. A site visit was conducted by ACEND in October 2024. The Board of Directors sent a letter in Aril of 2025 to announce that full accreditation was granted to the Coordinated Program in Dietetics and the Master of Science in Nutrition through December 31, 2032. In fall of 2025, UM began offering a Coordinated Program in Dietetics, and a Master of Science in Nutrition. Students will obtain a Verification Statement for eligibility to sit for the RDN exam upon successful completion of the Coordinated Program in Dietetics and Master of Science in Nutrition.

## 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 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:** Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

**Objective 3:** At least 80% of program students complete program/degree requirements within 6 years or 150% of the program length

**Objective 4**: Fifty percent of program graduates take the CDR credentialing exam within 12 months of program completion.

**Goal 2**: Program graduates will serve communities and individuals as skilled nutrition and dietetics professionals.
**Objective 1**: At least 80% of graduates will report a satisfactory rating at the conclusion of the program regarding their confidence for offering their knowledge, skills, and nutrition care to communities and/or individuals.
**Objective 2**: At least 80% of graduates will report a satisfactory rating regarding their knowledge, skills and ability to provide adequate nutrition care in their jobs to communities and/or individuals.
**Objective 3**: At least 80% of employers will report a satisfactory rating on program graduates regarding demonstration of the graduates' knowledge, skills, and nutrition care for communities and/or individuals.

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: https://www.eatrightpro.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 in Dietetics and completion of the Master of Science in Nutrition, students will receive a Verification Statement which will allow them to take the Registration Examination for dietitians. As of 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: https://www.eatrightpro.org/advocacy/licensure/professional-regulation-of-dietitians.

The Alabama State Board of Examiners for Dietetics & Nutritionists website is:
https://www.boed.alabama.gov

## Projected Costs for the Coordinated Program & Master of Science in Nutrition

| | |
|---|---|
| Graduate Application Fee | $30 |
| Transportation to Supervised Practice sites and professional meetings; Commute to rotation may be 1 hour each way | Varies with personal arrangements<br>Student is responsible for cost of travel such as gas and car maintenance |
| Meals while off campus for Supervised Practice experiences and professional meetings | Varies with personal preferences |
| Student Membership in the Academy of Nutrition and Dietetics | $58 |
| Student Professional Liability Insurance | $30/year |
| Medical Scrubs | $50 each |
| Lab Coat (if required by preceptor) | $60 (approximately) |
| Permanent program name badge | |
| Inman RDN Review Course – https://www.inmanassoc.com/review.htm | $385 |
| Attendance at the Alabama Dietetic Association Meeting, the Birmingham District Dietetic Association Meetings, and FNCE meeting | $200-400/year<br>(Not Required) |
| SERV Safe 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 | Varies<br>Reliable with full-time access required |
| Background check and fingerprinting to comply with state law | $25 - $100 |
| TB Skin Test | $10 - $20 |
| Drug Screening | $35 |
| Flu Vaccine | $5 - $20 |
| COVID-19 Test or vaccine (if required) | Varies |
| Tuition for 2025 – 2026 (per credit hour) | Undergraduate - In State – $12,510/yr<br>Out of State - $25, 980/yr |

| | |
|---|---|
| Tuition for 2025 - 2026 (per credit hour) | Graduate - In State – $8,154/yr<br><br>Out of State - $19,512/yr |
| Student fees for 2025 - 2026 | Undergraduate - $1,908/year<br>Graduate - $1,350/year |
| Food | $4,042 – 4,600/yr |
| Housing | $5,200 - $9,000 |

Estimated expenses of students in the Coordinated Program/Master of Science in Nutrition + the typical university 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 and Master of Science in Nutrition graduate program must apply for admission by March 1st. Requirements for application include a 3.0 GPA and 2 letters of recommendation. When students have met the prerequisite requirements for application to the Coordinated Program in Dietetics they may apply. Application to the CP requires completion of the following classes: FCS 170 Intro to Food Science and Preparation, FCS 281 Intro to Nutrition, FCS 477 Quantity Foods, EXNS 373 Nutrition Seminar, and EXNS 382 Foodservice Systems Management. **A minimum 3.0 GPA is required for application to the Coordinated Program in Dietetics and Master of Science in Nutrition. Students must attain a "B" or higher in all prerequisites (basic science and nutrition) classes 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/grad-programs/coordinated-program-in-dietetics-and-master-of-science-in-nutrition/

Application information to the Master of Science in Nutrition is available at: https://www.montevallo.edu/grad-programs/coordinated-program-in-dietetics-and-master-of-science-in-nutrition/

**(3)** The Coordinated Program in Dietetics is fully committed to recruiting a diverse, equitable, and inclusive student body to enhance the learning environment of the program and to prepare students to succeed as future professional RDN's in a more diverse world. Diversity may include race, ethnicity, gender, sexual orientation, gender identity, religion, and socioeconomic status.

**(4)** All candidates must submit completed application packet for admission into the Coordinated Program in Dietetics and the Master of Science in Nutrition by

*__No applications will be accepted after the deadline.__

**REQUIREMENTS FOR ADMISSION**

**a.** Candidates for admission to the Coordinated Program in Dietetics and Master of Science in Nutrition must be at least junior year standing (unless transfer student or second bachelor's status) and have completed ALL prerequisite classes with a grade of "B". Applicants must make mostly B's or above on 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 in Dietetics and Master of Nutrition Science.

**b.** Candidates for admission to the Coordinated Program in Dietetics and the Master of Science in Nutrition must have maintained a minimum overall GPA of 3.0 on all coursework attempted and UM GPA of at least 3.0 on all coursework attempted. A minimum GPA of 3.0 or above does not guarantee acceptance into the CP and Master's program. 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 constructive criticism by professors, and projects a sincere interest in the field of nutrition and dietetics and lifelong learning. Acceptance to the Coordinated Program is also contingent on acceptance to the Master of Science in Nutrition.

**c.** Candidates for admission to the Coordinated Program in Dietetics must have completed all the following general education and support courses with a satisfactory grade.

**Undergraduate Coursework for the Master of Science in Nutrition & Coordinated Program in Dietetics**

- 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 201 – A&P I (4 h)
- BIOI 202 – A&P II (4 h)

OR

341 – Anatomy (4 h) AND BIO 342 – Physiology (4 h)

- BIO 300 - Microbiology (4 h)
- PSYC 201 – Introduction to Psychology (3 h)
- PSYC 300 – Descriptive Statistics (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 281 – Introduction to Nutrition (3 h)
- FCS 477 – Quantity Foods (3 h)
- EXNS 310 – Sports Nutrition (3 h)
- EXNS 373 – Seminar in Dietetics (1 h)
- EXNS 382 – Foodservice Management Systems (3 h)

If a candidate earns a grade of "C" or lower on a nutrition 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 Master of Science in Nutrition and Coordinated Program in Dietetics.

**e.** Students admitted into the Master of Science in Nutrition and Coordinated Program in Dietetics must be aware that this is a full-time commitment. Students should be prepared to engage in supervised practice classes NTR 565 - 570, 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 all supervised practice classes and all graduate didactic courses. Employment outside of the Master of Science in Nutrition and Coordinated Program in Dietetics is discouraged except for minimal weekend hours.

f. All major and minor requirements must be completed before beginning the Master of Science in Nutrition and Coordinated Program in Dietetics.

g. All Coordinated Program students engage in the Academy of Nutrition and Dietetics Eatright Prep Exam preparation program for at least 4 hours per week while completing supervised practice rotations.

**Graduate Coursework for Coordinated Program in Dietetics and Master of Science in Nutrition**

The Master of Science in Nutrition and Coordinated Program in Dietetics combines advanced didactic work in nutrition with research opportunities along with supervised practice.

Course requirements include:

| | |
|---|---|
| NTR 573, Human Nutrition & Metabolism I | 3 |
| NTR 574, Human Nutrition & Metabolism II | 3 |
| NTR 583, Nutrition Care Process I | 3 |
| NTR 584, Nutrition Care Process II | 3 |
| EXNS 508, Research Methods in EXNS | 3 |
| EXNS 510, Advanced Sports Nutrition | 3 |
| NTR 585, Life Cycle and Community Nutrition | 3 |
| EXNS 598, Statistical Methods in EXNS | 3 |
| NTR 571, Applied Research in Food Science | 3 |
| NTR 565, Community Nutrition I Supervised Practice | 3 |
| NTR 566, Community Nutrition II Supervised Practice | 3 |
| NTR 567, Foodservice Management I Supervised Practice | 3 |
| NTR 568, Foodservice Management II Supervised Practice | 3 |
| NTR 569, Clinical Nutrition I Supervised Practice | 3 |
| NTR 570, Clinical Nutrition II Supervised Practice | 3 |
| Didactic courses | 27 |
| Supervised practice hours | 18 |
| **Total hours** | **45** |

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

1. Meet with Program Director to determine eligibility for re-application to the CP
2. Remain in the Exercise and Nutrition Science Program, but change their major to another EXNS concentration and graduate with a B.S. degree, or
3. Change their major to another discipline

**PROGRAM RETENTION REQUIREMENTS**

Candidates who have been admitted to the Master of Science in Nutrition and Coordinated Program in Dietetics must earn a minimum grade of "B" on all remaining 500 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 graduate courses and Supervised Practice courses (NTR 565, 566, 567, 568, 569 & 570) with grades maintained as specified above.

(2) Students must meet the UM requirements for graduation:

https://www.montevallo.edu/about-um/administration/registrars-office/graduation/#generalgrad

(3) Students must maintain compliance with the Academy of Nutrition and Dietetics Professional Code of Ethics and UM policies.

https://www.montevallo.edu/campus-life/campus-safety/student-conduct/student-code-of-conduct/

https://www.eatright.org/-/media/files/eatright/coeforthenutritionanddieteticsprofession.pdf?rev=429477b900dc4c0f9e22dc983cd980aa&hash=616B2B79D3011781E27CB24839205E2E

## SUPERVISED PRACTICE

**EDUCATIONAL PURPOSE**

Supervised Practice experiences are designed to provide the Coordinated Program in Dietetics 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 of MASTER of SCIENCE in NUTRITION and COORDINATED PROGRAM in DIETETICS**

The graduate program has 2 components: 27 hours of didactic graduate classes and 18 hours with six supervised practice graduate classes. Students are required to complete at least 1000

clock hours total 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.

During rotation classes, students will document hours worked each week and preceptors will sign the work log at the end of the week. The supervised practice hours will be tabulated and verified by a faculty member at the completion of each rotation class. 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, EatrightPREP Exam for the remainder of the afternoon.

The supervised practice rotation classes, NTR 564, 567, & 569 will begin in summer term and include 400 - 500 clock hours of supervised practice experiences. Students will begin the sequel semester for supervised practice rotation classes, NTR 566, 568, & 570 in the fall and complete 500 – 600 clock hours of supervised practice by the end of fall semester.

**Supervised Practice Requirements**

Prior to admittance to the Coordinated Program in Dietetics, all candidates must complete the Fingerprinting and Background Check process through ALEA: https://www.alea.gov/sbi/criminal-justice-services/criminal-records/alabama-background-check

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 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 always conduct himself/herself in an ethical and professional manner.

https://www.eatrightpro.org/practice/code-of-ethics

**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 and faculty's personal knowledge of the site, the credentials of the Registered Dietitian Nutritionist employed by the facility, and the recommendation of colleagues in the field. Sites are also selected based on their ability and willingness to train future RDN's. Further, supervised practice sites must not use CP students to replace employees.

As candidates complete supervised practice rotations, they complete an evaluation of the facility. This feedback, along with the Program Director and faculty's assessment of the responsiveness and support of the site preceptor, determine whether a facility will remain a supervised practice option for future CP students.

## 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 a 10- panel drug screen and background check 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

- COVID 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 always responsible for their own transportation and transportation costs, including gas, to and from their assigned Supervised Practice facilities. Candidates should also be prepared to travel at least 45 minutes to approximately 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 the program director.

**ROTATION SCHEDULE FOR SUPERVISED PRACTICE – COORDINATED PROGRAM IN DIETETICS**

**Fall Semester**

| |
|---|
| NTR 573 – Advanced Metabolism I 3 hrs |
| NTR 510 – Advanced Sports Nutrition 3 hrs |
| NTR 583 – Advanced Nutrition Care Process I 3 hrs |

9 hours

**Spring Semester**

NTR 574 – Advanced Metabolism II 3 hrs

NTR 585 – Nutrition and the Life Cycle 3 hrs

NTR 584 – Advanced Nutrition Care Process II 3 hrs

9 hours

**Summer Semester – Supervised Practice**

NTR 565 Community I 3 hrs

NTR 567 Foodservice Management I 3 hrs

NTR 569 Clinical I 3 hrs

Total - 9 hours

**Fall Semester – Supervised Practice**

NTR 566 – Community II 3 hrs

NTR 568 – Foodservice Management II 3 hrs

NTR 570 – Clinical II 3 hrs

Total - 9 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 rotation. In addition, the Program Director or other faculty 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. During the fall and spring semesters, all CP students will attend a scheduled Nutrition Seminar, held on selected Fridays at noon. On scheduled days, a timely topic in nutrition is presented to the students by dietitians and health professionals or UM faculty. At a convenient time, each CP student will present a case study during Nutrition Seminar to be evaluated by the CP Director and other faculty. 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 and Master of Science in Nutrition have entered a new phase of their college career. Coordinated Program students are expected to behave in a mature, professional, respectful, and positive manner always. 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:

**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.
**https://www.cdc.gov/phlp/php/resources/health-insurance-portability-and-accountability-act-of-1996-hipaa.html**

**DRESS AND GROOMING EXPECTATIONS**

A professional appearance must be always 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 always worn 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.

HOLIDAYS AND VACATION DAYS

Students engaging in supervised practice rotations are expected to be at their designated rotation site for full time work Monday – Friday, hours according to preceptor's schedule, except for required attendance at Friday Seminar in fall and spring semester from noon to 3 pm. Students will receive all major holiday vacation time such as Labor Day, Thanksgiving, Martin Luther King Day, Easter, Memorial Day, and July 4th holiday. Any other desired vacation days or leaves of absence should be discussed ahead of rotation start date with the Coordinated Program Director.

## 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. If 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 University Bulletin, https://www.montevallo.edu/about-um/administration/academic-affairs/final-grade-appeal/?highlight=grade+appeal

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. The following link should be used for submitting a complaint to ACEND: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs

A chronological record of complaints, along with supporting documentation, will be 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.

**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 the University Bulletin. **https://www.montevallo.edu/about-um/administration/registrars-office/withdrawal-drop-policy/**

## ACADEMIC CALENDAR

The University Calendar on the UM website:

https://www.montevallo.edu/campus-life/campus-events/university-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:

https://www.montevallo.edu/campus-life/student-services/

## 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:

https://www.montevallo.edu/about-um/administration/registrars-office/ferpa-and-records-retention/student-rights-under-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 master's degree requirements and the experiential learning components of the Coordinated Program in Dietetics and who graduates with a Master of Science in Nutrition 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 successfully completing the CP.

## DISTANCE INSTRUCTION AND STUDENT IDENTITY VERIFICATION

**Identity Verification -** Subject to change based upon findings of the Data Governance Committee. In order to verify that the student who registers for an online or hybrid course is the same student who participates in and completes the course and receives academic credit, students must use a secure login and pass code to access course material. Faculty may also require proctored examinations and/or make use of technology that is effective in verifying student identity. All methods of verifying the identity of students enrolled in distance education courses must protect the privacy of students' information as stated in The Fledging student handbook (under Confidentiality of Student Records in the Academic Standards section) and in Policy 01:211 – Privacy of Student Data. Currently, there are no additional charges associated with verification of student identity. Personally identifiable information collected by the college may be used, at the discretion of the institution, to verify identity. For example, a student requesting that his or her learning management system password be reset by the Solution Center will be asked for two or more pieces of personal information for comparison with personally identifiable information on file. No passwords will be reset via email. The Student Distance Education Handbook can be accessed at: https://montevallo.edu/wp-content/uploads/2023/02/Student-Distance-Education-handbook-2022-2024.pdf

## PASSING THE (RDN) CERTIFICATION EXAM

Candidates must conduct a thorough study and review of Nutrition/Dietetics academic course work to be prepared to take and pass the Registration Examination for Dietitians:

https://www.cdrnet.org/study. 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. Upon acceptance to the Coordinated Program in Dietetics, students will gain access to EatrightPREP for the RDN Exam which offers test questions and simulated RDN exams. In addition, students are strongly encouraged to purchase the Inman RDN Exam Review Course: https://www.inmanassoc.com/review.htm. 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. Upon graduation, it is recommended that students take 4 - 8 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. 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.
https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm#tab-6

**GRADUATES WITHOUT THE RDN:**

Individuals who do not gain admittance to the Coordinated Program in Dietetics 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: https://www.eatright.org/become-an-ndtr and check the route to becoming an NDTR (formerly, DTR).

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.

Academy of Nutrition and Dietetics

# Code of Ethics for the Nutrition and Dietetics Profession

Commission on Dietetic Registration
the credentialing agency for the Academy of Nutrition and Dietetics

**Effective Date:**
**June 1, 2018**

## Preamble:

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code
applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

## Principles and Standards:

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

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

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

3. Professionalism (Beneficence)
Nutrition and dietetics practitioners shall:
r. Participate in and contribute to decisions that affect the well-being of patients/clients.
s. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
t. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
u. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
v. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
w. Refrain from verbal/physical/emotional/sexual harassment.
x. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
y. Communicate at an appropriate level to promote health literacy.
z. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
aa. Collaborate with others to reduce health disparities and protect human rights.
bb. Promote fairness and objectivity with fair and equitable treatment.
cc. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
dd. Promote the unique role of nutrition and dietetics practitioners.
ee. Engage in service that benefits the community and to enhance the public's trust in the profession.
ff. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

## Glossary of Terms:

**Autonomy**: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision- making specific to personal health or practice.[1]
**Beneficence**: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.[1]
**Competence**: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.[2]
**Conflict(s) of Interest(s)**: defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.[2]
**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.[3]
**Diversity**: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively

identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."[4]

**Evidence-based Practice**: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.[2]

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals[1] and fair allocation of resources.

**Non-Maleficence**: is the intent to not inflict harm.[1]

**References:**


1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet*. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).


**Reference**:


Academy of Nutrition and Dietetics & Commission on Dietetics Registration.

(2022, June 1). *Code of ethics for the profession of dietetics.*

Retrieved from: https://www.eatrightpro.org/practice/code-of-ethics

# ACEND 2022 Standards – Knowledge (KRDN's) and Competency Requirements (CRDN's)

Retrieved from: https://www.eatrightpro.org/-/media/files/eatrightpro/acend/accreditation-standards-fees-and-policies/2022-standards-and-templates/2022-accreditation-standards-for-nutrition-and-dietetics-coordinated-programs.pdf?rev=0bb4ad46491649a5b4d189b84bbb08b2&hash=DDADD6882F64B467B5716DD1AA1CD258

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS AND EMPLOYEES

The University of Montevallo is an affirmative action/equal opportunity institution. The University provides equal opportunity without regard to race, sex, color, national or ethnic origin, religion, age, disability or veteran status in its admissions policies, educational programs, employment and personnel policies, financial aid, and other University programs. Moreover, Montevallo prohibits discrimination on the basis of such factors, including sexual harassment of anyone by faculty, staff, or students. The University seeks and welcomes applications for admission and for employment by members of minority groups. The University of Montevallo and individuals and agencies with which it contracts are subject to the provisions of fair labor laws; the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment act of 1967, as amended; Executive Orders 1246 and 11375; the Equal Pay Act of 1963; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; the Vietnam-era Veterans' Readjustment Act of 1974; the Immigration Reform and Control Act of 1986; the Drug-Free Workplace Act of 1988; and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with these statutes may be directed to the Director of Human Resources & Risk Management, Equal Opportunity/Affirmative Action & Title IX Compliance Officer at station 6055 or by e-mail at forrestb@montevallo.edu