



University of New Hampshire
College of Life Sciences and Agriculture

Nutrition Program Student Handbook

For Students Admitted to UNH Fall 2016 and after

**Department of Molecular, Cellular & Biomedical Sciences
College of Life Sciences and Agriculture
Durham, New Hampshire**

Updated September 2016

TABLE OF CONTENTS

INTRODUCTION.....	1
GRADUATION REQUIREMENTS.....	8
CAREER OPPORTUNITES.....	8
UNH TUITION AND FEES.....	9
Additional Dietetic Program Expenses.....	9
Insurance.....	9
FINANCIAL AID.....	10
ACADEMIC EXCLUSION, SUSPENSION & DISMISSAL.....	10
ACADEMIC CALENDAR.....	10
ACCESS TO PERSONAL FILES.....	10
GRIEVANCES AND COMPLAINTS.....	10
PROGRAM EXPECTATIONS.....	10
Student Conduct.....	10
Dress Code for Practical and Field Experiences.....	11
Health Information and Immunizations.....	11
Background Checks.....	11
YOUR ACADEMIC ADVISOR.....	11
Nutrition Faculty Members.....	12
Nutrition Staff Members.....	13
STUDENT RESOURCES.....	13
Access to Student Support Services.....	13
STUDY ABROAD.....	13
NUTR 600: FIELD EXPERIENCE FOR UNDERGRADUATE STUDENTS....	13
STUDENT NUTRITION ASSOCIATION.....	15
ACADEMY OF NUTRITION AND DIETETICS STUDENT MEMBERSHIP.....	15
APPENDICES	
Appendix A: DPD Program Goals and Objectives.....	16
Appendix B: Requirements for Becoming a Registered Dietitian.....	18
Appendix C: DPD Curriculum Map	19
Appendix D: DPD Course List.....	20
Appendix E: Dietetic Option Program Retention.....	21
Appendix F: Assessment of Prior Learning and Transfer of Courses.....	21
Appendix G: Completing the DPD Courses Without Earning a Degree in Dietetics.....	21
Appendix H: International Dietitians Seeking Registration in the U.S.....	22
Appendix I: Verification Statements.....	22
Appendix J: Suggestions to Improve Your Chances of Being Selected for a Dietetic Internship.....	23
Appendix K: Progression of DPD Curriculum Pathways.....	23
Appendix L: ACEND Core Knowledge for the Registered Dietitian.....	25
Appendix M: Code of Ethics of the Academy of Nutrition and Dietetics.....	26
Appendix N: Summary of the Standard of Professional Performance.....	26
Appendix O: Summary of Application Requirements of DICAS vs NON- DICAS Applications.....	27
Appendix P: D & D Digital: Computer Matching.....	28

Appendix Q: Grievances and Complaints.....	29
Appendix R: Handbook approval process.....	30
Appendix S: Signature Page.....	31

INTRODUCTION

This Student Handbook is a guide for undergraduate students admitted into the 4-year Nutrition Program. This is not an inclusive resource and should be used in conjunction with the information in the college catalog, the UNH student handbook, the nutrition program website <http://www.nutrition.unh.edu/> and consultation with your faculty advisor. It is recommended that you ask for clarification whenever you have questions about your program or progress.

OPTIONS

The UNH Nutrition Program offers three options to meet the interests and career goals of students. The options are *Dietetics*, *Nutrition and Wellness*, and *Nutritional Sciences*. The decision of which option to pursue is made during the second semester of your freshman year after completion of an introductory nutrition course (NUTR 400), a course that introduces curricular and career choices of the three options (NUTR 401), and a science course (BMS 507 or Chem 404). Students must declare an option by the end of their sophomore year.

Entry into one of three options

Once a nutrition major has successfully completed NUTR 400, NUTR 401, and BMS 507 (or Chem 403), they are required to choose, and be formally admitted into, one of the three options in Nutrition.

A student will typically choose an option during the second semester of their freshman year. Students must choose no later than the beginning of their sophomore year. The deadline for choosing an option in Nutrition is September 15th and February 15th for fall and spring semester respectively. To choose an option, the student must complete an Application Packet. The Application Packet includes: (1) completed cover sheet, (2) short, personal statement describing why the student wishes to enter their chosen program (300-500 typed words), (3) unofficial transcript printed from WebCat, and (4) transcripts from other Colleges/Universities (if applicable). Students must submit the Application Packet to Celeste Dietterle (Kendall 203) by 4:00 p.m. on September 15th or February 15th. No late or electronic applications will be accepted. Completed applications will be reviewed by the Nutrition Faculty; students will be notified of the outcome no later than October 15th or March 15th, respectively.

Admission into the *Dietetics* option is competitive and due to programmatic constraints, meeting all admission criteria does not guarantee placement into the option. Students who wish to pursue the *Dietetics* option should meet the following minimum criteria to be considered for admission:

- Cumulative GPA \geq 3.2
- Completion of the following courses with an acceptable grade in each:

Course	Acceptable Grade
NUTR 400	\geq B
NUTR 401	Credit
BMS 507 or Chem 403	\geq C+

Students wishing to select the Dietetics option must apply and be admitted into the option by the end of their sophomore year. No student may be admitted into the Dietetics option after their sophomore year. Students admitted to the *Dietetics* option must maintain a cumulative GPA of ≥ 3.2 . Students whose GPA falls below 3.2 will be placed on probation for one semester. If, after the probationary semester, the GPA does not improve to ≥ 3.2 , the student will be required to select another option in Nutrition or another academic program.

Students interested in changing options (after initial declaration) must submit a new application; the deadline for all applications is September 15th and February 15th. The Dietetics option must be selected by the end of the sophomore year.

Internal transfer students will select an option upon admission into the Nutrition major. External transfer students will be designated as Nutrition majors without a specified option until they meet criteria and complete application process as described above. External transfer students must select an option by the end of their 3rd semester at UNH.

Courses

Suggested course sequences for all Options in the Nutrition major can be located on our website @ <http://colsa.unh.edu/mcbs/nutrition>.

Dietetics option

The Dietetics curriculum is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). This curriculum lays the foundation to becoming a registered dietitian by providing a solid science background in chemistry, anatomy and physiology, biochemistry, and microbiology; incorporating nutrition courses essential to becoming a competent professional and offering individualized guidance when applying for a post-graduate dietetic internship. Becoming a registered dietitian involves successful completion of this curriculum and a post-graduate dietetic internship, followed by passing the Registered Dietitian (RD) examination.

Additional information about the undergraduate Didactic Program in Dietetic (DPD) is located in the Appendix.

Nutrition & Wellness option

The *Nutrition & Wellness* option prepares the student for employment in wellness fields in health promotion, schools, fitness centers, nonprofit organizations and community agencies. The nutrition & wellness curriculum provides a foundational science background in chemistry, anatomy and physiology, and microbiology, incorporates courses in stress, wellness, nutrition education, and exercise science, and promotes hands-on experiences in providing nutrition and health guidance. The program allows flexibility to pursue a minor in areas such as kinesiology, business, psychology or health management, or a dual major in an area such as Ecogastronomy.

Nutritional Sciences option

The *Nutritional Sciences* option prepares the student for entry into professional schools of medicine, dentistry, nursing or physical therapy, graduate school, or technically-oriented jobs in science. It provides a comprehensive science background in biology, chemistry, physiology, nutrition, biochemistry and physics, incorporates core nutrition courses in nutritional assessment, life cycle nutrition, nutrition and health, and careers in nutrition, and offers individualized guidance for post-graduate and career options.

Honors-in-Major (Nutrition)

Requirements for this program include:

1. Maintain an overall 3.50 grade-point average in courses completed at the University of New Hampshire and a 3.50 grade-point average in all Nutrition courses.
2. Complete 16 credits of Nutrition courses with Honors designation.
3. At least 5 credits (but not more than 8 credits) of the 16 credits in Nutrition Honors courses must be as Honors Thesis (NUTR 799H). Thesis work must encompass two consecutive semesters of 1-4 credits each semester, and the student should expect to spend 2-3 hours per week for each hour of course credit. The student (through their own initiative) must identify a faculty mentor to supervise their thesis work.

Students should contact the Nutrition Program's Honors Coordinator (currently Dr. Jesse Morrell) for more information and to register.

GRADUATION REQUIREMENTS

UNH students must complete 128 credits and all Discovery/general education and four writing intensive courses to be eligible to graduate. The cumulative grade point average must be at least a 2.0. Students must earn a grade of C- or better in all required nutrition courses (for students admitted fall 2012 or later).

During the senior year, students must file an *Intent to Graduate* card. This will trigger the Registrar's Office to verify that the student has met all Discovery/General Education/writing requirements. Information as to deadlines and specifics concerning graduation can be found on the UNH website at <http://www.unh.edu/registrar/graduation/graduation.html>.

CAREER OPPORTUNITIES

Dietetics Curriculum students, who complete a post-graduate dietetic internship and pass the Registered Dietitian examination are eligible for jobs in:

- hospitals and nursing care facilities
- outpatient centers and health practitioner offices
- state and local government agencies
- food service industries
- owning their own businesses

- consulting to hospitals and care facilities, or dietary counseling to individuals

Nutrition and Wellness graduates, who specialize in nutrition and wellness, are eligible for jobs in:

- schools and fitness centers
- nonprofit organizations
- community agencies
- wellness promotion
- nutrition education

Nutritional Sciences Program graduates are well prepared for technically oriented jobs in:

- laboratories of medicine
- biotechnology
- animal care

Many also pursue further study in graduate, medical or dental school.

UNH TUITION & FEES

Information about UNH tuition, fees and other cost can be found at <http://www.unh.edu/business-services/tuitfees.html>. Policies and procedures for tuition and refunds are determined by UNH's Business Services and can be found at <http://www.unh.edu/business-services/polnproc.html>.

Additional Dietetic program expenses

- Transportation expenses for field trips, practicum and projects may be incurred for the following courses:
 - NUTR 550 – Food Science
 - NUTR 600 – Field Experience in Nutrition
 - NUTR 720 – Community Nutrition
 - NUTR 775 – Practical Applications in Medical Nutrition Therapy
- Individual course materials, i.e., presentation posters, copying costs, computer disks, etc., should be expected.
- Membership fees recommended for the program may include the Academy of Nutrition and Dietetics.
- Transportation, meal costs, and registration fees should be expected when attending professional meetings and practical experiences.
- Most internships charge an application fee. The fees will vary, but most are between \$50 and \$100. In addition, it will cost \$50 to apply to the computer matching process used for determining intern placement. Costs also are associated with applications through DI CAS.

Insurance

- Professional Liability – Nutrition students are covered by a blanket professional liability insurance policy paid by the University System of New Hampshire when participating in supervised field placement activities.
- Health Insurance - The student is responsible for obtaining personal health insurance.
- Liability/Travel/Injuries - Travel either as part of the DPD Program or commuting time to field experience agencies is not covered by the University of New Hampshire and is to be covered by personal auto insurance.

FINANCIAL AID

To apply for financial aid, please visit the [Financial Aid Office](#) in Stoke Hall.

ACADEMIC EXCLUSION, SUSPENSION & DISMISSAL

UNH policies pertaining to student academic progress, standing, termination and re-admittance can be found in the [Student Rights, Rules, & Responsibilities](#).

ACADEMIC CALENDAR

The University of New Hampshire academic calendar can be found at <http://calendar.unh.edu/MasterCalendar.aspx>.

ACCESS TO PERSONAL FILES

According to UNH's *Student, Rights, Rules, & Responsibilities*, "Student records are maintained in the University, and the right of access to these records is provided to the student or other individuals according to the guarantees and limitations specified in the federal government's Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g). By University policy, no records shall be kept that reflect political or ideological beliefs or associations."

GRIEVANCES AND COMPLAINTS

The University has a number of grievance procedures that are outlined in the [Undergraduate Catalog](#) and in the [Student Rights, Rules, & Responsibilities](#). Students may also file written complaints with the Nutrition Program Coordinator (currently Prof. Colette Janson-Sand) who will review the complaint and follow Department and University policy in handling any arbitration, including moderating a meeting between the student and the DPD Director. Students who file complaints can be assured that the student's rights will be protected against retaliation. All complaints and their resolutions will be kept on file in a locked cabinet for use in Performance Accountability Records and future Self-study.

PROGRAM EXPECTATIONS

Student conduct

The Student Conduct Code is found in the [Student Rights, Rules and Responsibilities Handbook](#). In brief, students are entitled to all rights guaranteed by the constitution. Students have the responsibility to remain honest in academic endeavors (not plagiarizing, cheating, or knowingly or willingly falsifying data) and avoid social misconduct. Acts of academic dishonesty may result in a failing grade for the assigned work in connection with which the violation occurred, a failing grade for the course, or, after review by the Associate Dean, dismissal from the university.

Various types of electronic devices (e.g. laptop computers, PDAs, cell phones, etc.) are prevalent around campus. Students are expected to follow good manners when using these in public areas. According to UNH policy (<http://www.unh.edu/vpsas/handbook/attendance-and-class-requirements>) use of these in the classroom is prohibited; this policy may be modified at the discretion of each instructor. Failure to comply within the parameters set by an instructor may result in disciplinary action and possible removal from a course.

Dress code for practical and field experiences

- If a student is placed in a practicum or field experience, they are expected to dress in accordance with the standards of the facility in which they are working. The following are not considered professional attire and should not be worn: miniskirts, shorts, jeans or any clothing which would be worn in a gym or to a club, flip-flops, low cut necklines, any clothing that reveals the midsection of the body like cropped tops or low slung pants.
- Clothing should be clean and pressed.
- Tattoos should be covered
- Jewelry should be simple and kept to a minimum.
- Most hospitals require a lab coat when involved in a clinical experience.
- If a student experience is in foodservice, they most likely will be asked to wear a hair restraint of some sort and asked to keep fingernails short and unpolished. The student may also be asked to limit the jewelry worn. Foodservice establishments typically require closed toe, rubber soled shoes. Please check prior to your experience to see what is allowed.
- For males, some facilities allow well-trimmed beards while others may require beard restraints if you work with food.

Health Information and immunizations

Some field experiences, practicums and clinical facilities may require students to provide health information and proof of immunizations. Some facilities may also require drug and alcohol testing and may have other requirements such as *ServSafe* certification.

Background checks

Students working in facilities with youth or in hospital settings may be asked to complete a criminal background check. Background checks can be obtained on campus by speaking with Dr. Janson-Sand. Some facilities requiring such checks may also have their own avenues for the completion of this requirement.

YOUR ACADEMIC ADVISOR

The Nutrition Program is strongly committed to academic advising. Every student in the Nutrition Program is assigned an advisor. Students are urged early on to make an appointment and get to know their advisor. Advisors are helpful not only to help guide curriculum choices but also to help students explore their interests and navigate through academic life. Students can make appointments with their faculty advisor via UNH's on-line scheduler *Time-Cat*.

When a student meets with their advisor during the pre-registration period each semester, they will be provided with a Registration Access Code (RAC) which enables them to register on-line. The RAC will only be provided in person - no RAC numbers will be provided by e-mail or by phone. It is important that each semester the student and his or her advisor meet in person to work out a plan for the coming semester and review student progress toward graduation. Information concerning registration procedures and deadline dates for completion of registration are found on the RAC sheet as well as on the UNH Blackboard site.

Advisors are an excellent resource, and will provide assistance in:

- Planning a schedule of required courses
- Providing information about scholarships, professional organizations and job opportunities
- Making plans for future endeavors
- Identifying and marketing student strengths
- Communicating pre-professional and professional expectations
- Nurturing professional growth and development

NUTRITION FACULTY

FACULTY MEMBER	COURSES TAUGHT	DEGREE & AREAS OF INTEREST
Joanne D. Burke, PhD, RD, LD	NUTR 720: Community Nutrition NUTR 730: From Seed to Sea: Examining Sustainable Food Systems	Ph.D., University of New Hampshire Community & public health nutrition education; Sustainability and food systems
Joanne Curran-Celentano, PhD	NUTR 400: Nutrition in Health and Well Being NUTR 405: Food and Society NUTR 550: Food Science: Principle & Practice	Ph.D., University of Illinois at Urbana Food science and human nutrition; Food and culture; Nutrition and aging; Antioxidants
Maggie Dylewski Begis, PhD, RD, LD	NUTR 401: Introduction to the Nutrition Profession NUTR 476: Nutritional Assessment NUTR 700: Careers in Dietetics NUTR 755: Treatment in Adult Obesity NUTR 780: Critical Issues in Nutrition	Ph.D., Boston University Nutrition assessment; Clinical nutrition; Nutrition and burn injuries
Colette Janson-Sand, PhD, RD, LD (Director, DPD Program)	NUTR 504: Managerial Skills in Dietetics NUTR 505: ServSafe NUTR 610: Nutrition Education & Counseling NUTR 740: Nutrition for Children with Special Needs	Ph.D., University of New Hampshire Human nutrition; Barriers to patient compliance with dietary change; Nutrition education
Mary Katherine Lockwood, PhD	NUTR 773: Clinical Nutrition BMS 507: Human Anatomy and Physiology I BMS 508: Human Anatomy and	Ph.D. Univ. of California, Los Angeles Effect of micronutrients on diabetic complications of the vasculature; Role of EMS in public health response to

	Physiology II	mass casualty & epidemics
Kevin Pietro, MS, RD, LDN	NUTR 546: Nutrition, Exercise & Fitness NUTR 401: Introduction to the Nutrition Profession NUTR 758: Practicum in Weight Mgt NUTR XXX: Geriatric Nutrition	M.S., Illinois State University Sports Nutrition; Nutrition for Health and Wellness; Clinical Nutrition; Nutrition and Multiple Sclerosis
Jesse Stabile Morrell, PhD	NUTR 400: Nutrition in Health and Well Being NUTR 506: Nutrition and Wellness NUTR 560: Introduction to Research in Nutrition Nutr 595: Mediterranean Diet & Culture NUTR 760/761: Research Experience in Nutrition I &	Ph.D., University of New Hampshire Human nutrition; Young adult health
Ruth A. Reilly, PhD, RD, LD (Associate Director, DPD Program)	NUTR 650: Life Cycle Nutrition NUTR 770: Gender-linked Nutrition Concerns NUTR 775: Practical Applications of Medical Nutrition Therapy	Ph.D., University of New Hampshire Human nutrition; Nutritional education; Women's health
Catherine Violette, PhD, RD, LD	NUTR 610: Nutrition Education & Counseling	Ph.D., Pennsylvania State University Food safety and food acquisition; Nutrition education

NUTRITION STAFF

STAFF MEMBER	TITLE	EMAIL
Lisa Corman, MS, RD, LD	Assistant Director of Dietetic Internship	l.corman@unh.edu
Celeste Dietterle	Administrative Assistant	Celeste.Dietterle@unh.edu
Margaret Coburn	Senior Administrative Assistant	Meg.coburn@unh.edu

STUDENT RESOURCES

Access to student support services

Through the [Center for Academic Resources](#), the University offers an array of support services to students such as ongoing, individualized learning skills instruction in time management, note-taking, and test-taking. Other services available to students can be found at the [Student Support Services](#) web site.

STUDY ABROAD

The Nutrition Program considers study abroad to be an important part of a student's education, both personally and professionally. We encourage all students who meet the eligibility criteria to spend a summer or a semester in another country. To ensure proper credit transfer and financial aid packaging, follow the study abroad process carefully. Students should let their advisor know early in the academic career if they would like to do this so that the curriculum can be planned around this very valuable experience. More information is available at the [Center for International Education](#) (located in Hood House).

GENERAL INFORMATION FOR NUTRITION 600:

The purpose of hands-on engagement in nutrition is to provide students with an opportunity to apply theory and concepts learned in an academic environment to real-life situations in the community, foodservice, research, teaching, wellness or clinical setting. Field experience in nutrition is encouraged to enhance a student's understanding of the role that nutrition can play in meeting individual needs as well as the needs of the community at large.

There are a limited number of field experience opportunities available through the Nutrition 600 course option*. Student opportunities include nursing homes, UNH Dining, schools, foodservice operations, research, and volunteer settings. When engaged with commitment and diligence, these experiences should make the personal and career possibilities in the nutrition, dietetics and wellness field more evident.

In the case where more students are requesting placement than there are spaces available, the combination of faculty recommendation, site requirements and lottery format will be used to place students in the most fair and equitable manner.

***Please note:** Students are encouraged to seek work and volunteer opportunities for experiential learning during their time at the University of New Hampshire beyond those established in the Nutrition 600 course. Real life experiences help to strengthen applications for future internships or for graduate school, but more importantly, they help students gain valuable insight into their passions and capabilities that extend beyond classroom learning.

Suggested locations for volunteer or work experiences include:

- UNH Dining
- UNH Dairy Bar
- Local hospitals or skilled nursing facilities
- School Districts
- NH Food Bank
- Local food pantries
- Eating Concerns Mentors <http://www.unh.edu/health-services/ecm>
- Student Nutrition Association
<https://wildcatlink.unh.edu/organization/studentnutritionassociation>

**** Current opportunities are often posted on the Nutrition Department Facebook page. "Like" our Facebook page ****

Goals and Objectives of Nutrition 600 – For each experience, a protocol is developed with the cooperating mentor to define goals, objectives and projects to be completed. There is generally some flexibility in the final goals as the needs and program objectives of agencies and healthcare facilities are constantly changing.

Legal Agreements for Field Experience – Many hospitals, healthcare agencies and community programs are requiring that a legal document be developed between the agency and the University of New Hampshire. Students may be asked to allow criminal background checks, health and immunization information, and/or immigration status. In some cases, the

student may be required to pay for the criminal background check, additional insurance, screening tests or immunizations.

Time Commitment – Generally field experiences can be arranged for two (2) credits; which would entail a commitment of six hours per week plus meetings in preparation for placement and an anticipated three four evening seminars during the course.

Credits: The credit is Pass/Fail and no actual grade is given. Other arrangements for credit may be designed on a case by case basis.

Student Expectations – Each field experience is different and requires a variety of skills and competencies. Prior to each field experience, the student completes a form stating reasons for desiring a field experience. Each student is required to maintain a weekly log or journal and must complete a final subjective paper or project to be submitted to the UNH coordinator.

Student Evaluations – A UNH evaluation form is provided to preceptors to evaluate the student at the midpoint and end of the field experience.

If you are interested in credit for experiential learning you **must** discuss this with your advisor and contact Lisa Corman, field experience coordinator, at 862-4723 or by email at l.corman@unh.edu to consider specific options and expectations. You need permission to take this course and all required meetings and paperwork should be submitted by the date posted on the nutrition website at: www.nutrition.unh.edu.

STUDENT NUTRITION ASSOCIATION

The Student Nutrition Association (SNA) spreads nutritional awareness through education, leadership, and outreach programs and gives its members an opportunity to expand their nutrition knowledge, to network, and to become more familiar with the nutritional field. For more information about SNA, please contact Dr. Maggie Dylewski @ Maggie.Dylewski@unh.edu

ACADEMY OF NUTRITION AND DIETETICS (AND) STUDENT MEMBERSHIP

The AND, and its state affiliate - the NH Dietetic Association - are the only associations which represent registered dietitians. Both organizations exist to foster the highest standards in dietetics practice and to promote the registered dietitian as being the most qualified food and nutrition professional.

Benefits of student membership in the AND include: receiving the monthly *Journal of the Academy of Nutrition and Dietetics* as well as other supplemental publications, reduced rates at AND's conferences and materials sold in the AND Marketplace, and membership in the state affiliate. Any student interested in becoming a member of AND should see Dr. Colette Janson-Sand for an application.

APPENDIX A: DPD PROGRAMS GOALS AND OBJECTIVES

DPD PROGRAM MISSION

The mission of the dietetics (DPD) program at the University of New Hampshire is to provide a quality baccalaureate program for students seeking careers in dietetics. The program is designed to meet the accreditation standards for foundation knowledge and learning outcomes of The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics by providing a strong science-based foundation with a professional preparation in nutrition, food science, dietetics and management with integrated laboratory and clinical experiences. Students are encouraged to participate in outreach activities in addition to research, service, and academic activities. Graduates will obtain the knowledge and skills required to be successful in an internship experience accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and in entry-level nutrition positions not requiring CDR registration, as well as being qualified to pursue further training through graduate education.

ACCREDITATION STATUS

The program is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago IL 60606, Tel. 312.899.0040 ext. 5400.

DPD PROGRAM OUTCOME OBJECTIVES

Upon graduation from the Nutrition Program, UNH students should be able to be able to:

- Provide nutrition information to individuals and families to improve their health and well being
- Develop an appreciation for research in his or her professional area
- Develop an inquiring mind and the desire to pursue life-long learning
- Explore food and nutrition issues and concerns
- Translate and disseminate scientific principles of food and nutrition to counteract misinformation in these areas

DPD PROGRAM GOALS

Goal 1. Provide the foundation knowledge and skills for the didactic component of the entry level dietetic education for successful participation in supervised dietetics practice programs.

Outcome 1a:

At least 90% of students entering the nutrition program who follow the Dietetics Option will complete the program within 3 years (7.5 semesters). The student will be considered to enter the DPD in the second semester of their sophomore year.

Outcome 1b:

Over 5 year period, at least 80% of students following the Dietetics Option will graduate with a Grade Point Average (GPA) of 3.0 or higher on a scale of 4.0.

Outcome 1c:

Over a 5 year period, 90% of graduates of the Dietetics Option who respond to an alumni survey will indicate that they were well prepared to perform successfully in supervised practice program, graduate program or entry level professional program.

Outcome 1d:

90% of dietetic internship directors who respond to a survey will rate UNH DPD students as very well or adequately prepared in comparison with other interns in their program.

Goal 2. To prepare graduates for careers in dietetics.

Outcome 2a:

85% of students over a five year period, who have received verification statements from this program and completed a supervised practice program, will pass the registration exam on the first attempt.

Outcome 2b:

Over a five year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.

Outcome 2c:

Over a five year period, 80% of DPD graduates applying to supervised practice programs will be accepted in the academic year they complete the program.

Outcome 2d:

Over a 5 year period, at least 75% of students following the Dietetics Option, not intent on applying to an internship will either go on to graduate or professional programs or work in a nutrition related field within 1 year after graduation.

Goal 3. Maintain and/or increase undergraduate enrollment in the Dietetics Option.

Outcome 3a:

The number of students in the Dietetics Option will remain the same or increase annually.

APPENDIX B: REQUIREMENTS FOR BECOMING A REGISTERED DIETITIAN

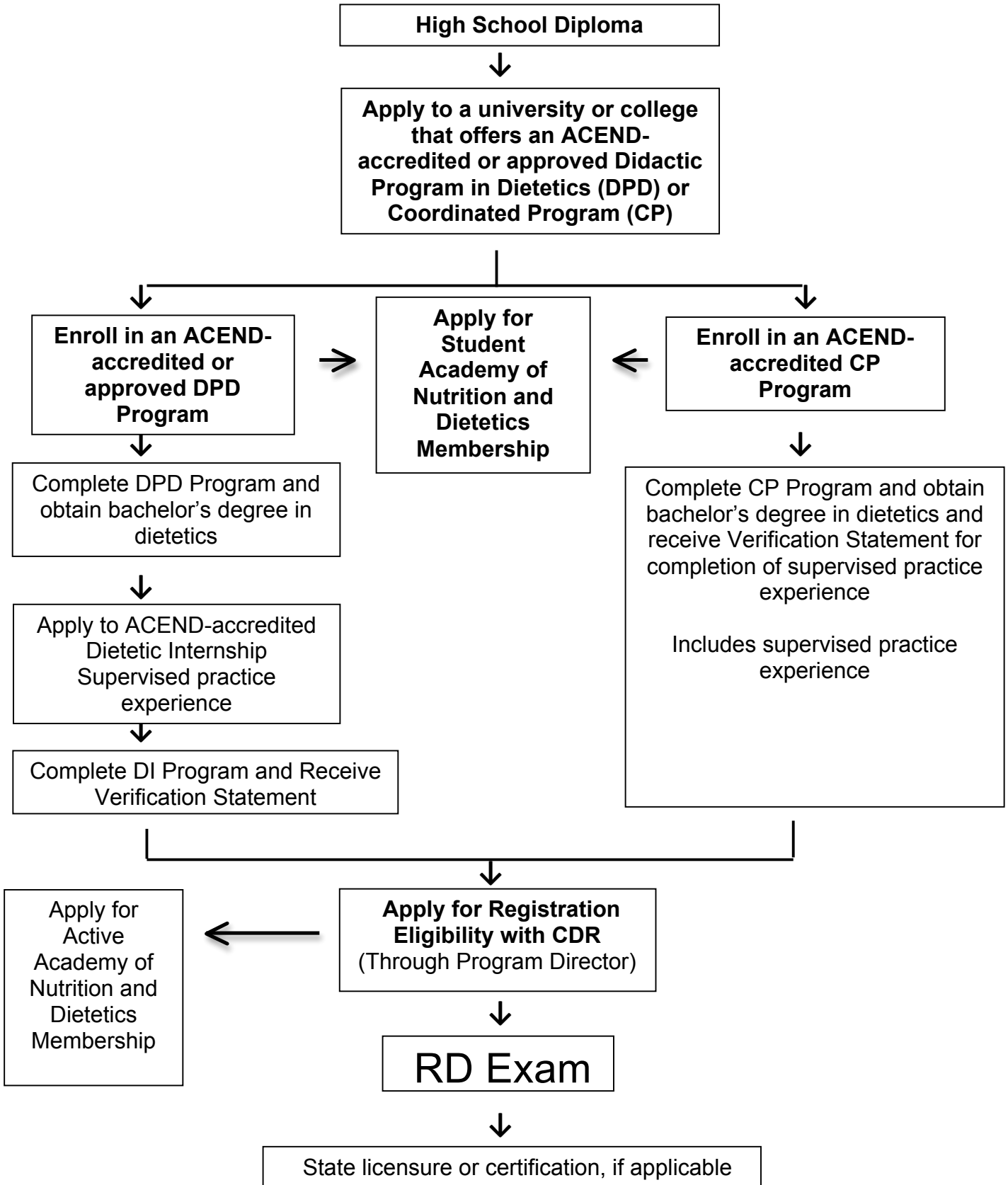
REQUIREMENTS

- Completion of a minimum of a Bachelor's degree in dietetics or a related field from an accredited college or university. Completion indicates that the student has met all requirements of a given program and those of The Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Completion of Didactic Program in Dietetics (DPD) requirements in a program approved/accredited by The Accreditation Council for Education in Nutrition and Dietetics.
- The DPD Program at the University of New Hampshire is the first step to becoming a registered Dietitian. The Pathway consists of completing the DPD Program, earning a Bachelor's degree and obtaining a Verification Statement of Completion.
- After receiving a BS degree, the student will then need to complete a supervised practice experience by completing an ACEND-accredited internship.
- After completing the internship, the student will then be eligible to take the Examination for Dietetic Registration to become credentialed as an RD. Passing the exam will credential the student as an RD.
- Students who already have a Bachelor's degree will need to have their transcripts evaluated by the DPD Director. The student will be required to meet the requirements of the UNH DPD to obtain a Verification Statement. A minimum of three core courses will be required.
- **The FLOW CHART in Appendix C depicts the DPD curriculum pathways.**

IMPORTANT NOTES

- Should new DPD requirements become an official part of the curriculum and are published in the UNH Undergraduate Catalog, students entering the program will be required to meet the new DPD requirements.
- In accordance with university policy, students already enrolled in the program when the new DPD requirements go into effect have the option of either meeting the DPD requirements that were in place when they enrolled at UNH or adopting the new DPD requirements as long as the catalog is less than 5 years old.
- Students who are readmitted into the program will be required to meet the requirements of the plan that is in effect when they reenter the program.
- **This career requires a total commitment of five (or six) years of education.**

APPENDIX C: DPD CURRICULUM MAP



APPENDIX D: DPD COURSE LIST

The Didactic Program in Dietetics (DPD) provides the classroom component of dietetics education, culminating in a B.S. degree. It must be followed, as a post-baccalaureate program, by an accredited, supervised practice (experience) program to qualify a student to take the RD exam. The dietetic curriculum combines courses in chemistry, biological and social sciences, and business with courses in foods and nutrition.

Given the sequential nature of the course work, **proper planning is expected**. The suggested sequence of required course is listed on page 3. Upon the completion of the ACEND-accredited course work, a Verification Statement will be provided. (These are necessary for acceptance into ACEND-accredited internship programs).

All courses in the dietetic curriculum teach knowledge and skills to be used in dietetics employment, and cover areas that are evaluated on the RD exam. The DPD Program is based on a very sophisticated collection of research data about what dietitians actually do in their jobs at entry-level and beyond entry-level. Required courses are designed to teach the knowledge and skills needed for entry-level employment. All accredited DPD program curriculums meet the same competencies in view of the fact that all graduates will take the same RD exam.

DPD Professional Courses	DPD Science Courses
<input type="checkbox"/> ABM 508 (Managerial Accounting) OR ADMN 502 (Financial Accounting) OR HMG 710 (Financial Management for Clinicians)	<input type="checkbox"/> BMS 507 (Anatomy and Physiology I)
<input type="checkbox"/> ENGL 401 (1 st Year Writing)	<input type="checkbox"/> BMS 508 (Anatomy and Physiology II)
<input type="checkbox"/> SOC 400 (Intro to Sociology) OR PSYC 401 (Intro to Psychology)	<input type="checkbox"/> BMS 501 (Microbes in Disease)
<input type="checkbox"/> HHS 540 OR PSYC 402 OR SOC 502 OR BIOL 528 (all statistics courses)	<input type="checkbox"/> CHEM 403 & 404
<input type="checkbox"/> HMG 403 (Intro to Food and Beverage Management)	<input type="checkbox"/> CHEM 545 & 546 (Organic Chemistry) + BMCB 658 & 659 (General Biochemistry)
<input type="checkbox"/> HMP 401 (US Health Care Systems)	
<input type="checkbox"/> NUTR 400 (Nutrition in Health and Well Being)	
<input type="checkbox"/> NUTR 401 (Professional Perspectives on Nutrition)	
<input type="checkbox"/> NUTR 476 (Nutritional Assessment)	
<input type="checkbox"/> NUTR 504 (Managerial Skills in Dietetics)	
<input type="checkbox"/> NUTR 550 (Principles of Food Science)	
<input type="checkbox"/> NUTR 610 (Nutrition Education and Counseling)	
<input type="checkbox"/> NUTR 650 (Life Cycle Nutrition)	
<input type="checkbox"/> NUTR 720 (Community Nutrition)	
<input type="checkbox"/> NUTR 750 (Nutritional Biochemistry)	
<input type="checkbox"/> NUTR 773 (Clinical Nutrition)	
<input type="checkbox"/> NUTR 775 (Practical Applications in Medical Nutrition Therapy)	
<input type="checkbox"/> NUTR 780 (Critical Issues)	

APPENDIX E: DIETETICS OPTION PROGRAM RETENTION

Once accepted into the dietetics option, students must maintain an overall GPA of 3.0. Students who fall below a 3.0 will be placed on probation for a semester. If the GPA does not improve to a 3.0 or better, the student will forfeit their spot in the program.

APPENDIX F: ASSESSMENT OF PRIOR LEARNING AND TRANSFER OF COURSES

Transfer of coursework credit from other universities follows the policies of the University of New Hampshire (<http://www.unh.edu/registrar/grades-transcripts/transfer-credit.html>). Students with substantive experience in an area may opt out of the course by taking a comprehensive examination and may also be asked to demonstrate specific skills. If you take a course at another University or College, you need to obtain a copy of the syllabus and make an appointment with Dr. Janson-Sand for her to approve the course. It is the student's responsibility to have grades transferred to the University and only grades of C or better transfer.

APPENDIX G: COMPLETING THE DPD COURSES WITHOUT EARNING A DEGREE IN DIETETICS FOR INDIVIDUALS ALREADY HOLDING A BACHELORS DEGREE IN ANY MAJOR

The UNH DPD program is designed to provide an undergraduate degree along with the required courses (DPD) for entry into a dietetic internship. Each year enrollment in the program varies and at times there may be a few spots for non-matriculating students to complete the DPD courses without earning a degree.

Eligibility: Students may be eligible to take DPD courses as a non-matriculating student if the following are satisfied:

- Previously taken DPD courses must have been taken for a letter grade no less than a C.
- Minimum of 2 strong letters of recommendation.
- UNH DPD requires all upper division DPD courses to have been taken within 3-years from the date of transcript evaluation. Students will be required to repeat courses taken more than 3 years ago.

Fees: Students completing the DPD courses, without earning a degree, would take courses through continuing education as a special student. The registrar can provide information as to tuition and fees.

Application Process: The following documents must be submitted to the DPD Director to be able to take the DPD courses as a non-matriculating student. Assessment of space in the program and courses must be confirmed by the DPD Director before registering for any courses.

- Official transcripts from all colleges attended
- Personal statement indicating why you want to become a Registered Dietitian
- 2 Letter of recommendation

Please mail the above documents to:

Maggie Dylewski Begis, PhD, RD, LD
Director, Didactic Program in Dietetics
119 Kendall Hall
University of New Hampshire
Durham, NH 03824

Program Director Contact Information: Maggie.Dylewski@unh.edu

Acceptance: The DPD Director will evaluate transcripts and provide the prospective applicant with a checklist of courses required after evaluating equivalences.

APPENDIX H: INTERNATIONAL DIETITIANS SEEKING REGISTRATION IN THE U.S.

Dietitians who completed a dietetics program outside of the US may be eligible for reciprocity with the Accreditation Council for Education in Nutrition and Dietetics. Please refer to the following Academy of Nutrition and Dietetics web page for additional information:

<http://www.eatright.org/ACEND/content.aspx?id=239>

International Dietitians who do not qualify for reciprocity in the United States may be able to obtain a Verification Statement by meeting the criteria stated in Appendix G.

Prior to assessing eligibility to take the DPD courses as a non-matriculating student, the student must have the credentials from any educational institute outside of the United States verified and transcripts translated by one of the credential evaluation services listed at the Academy of Nutrition and Dietetics.

Validation agencies approved by the Academy of Nutrition and Dietetics can be found on their website:

<http://www.eatright.org/ACEND/content.aspx?id=5966>

APPENDIX I: VERIFICATION STATEMENTS

Students who successfully complete the Dietetics (DPD) Option will be awarded a *Verification Statement* after graduating from the program. This document is needed when applying to a Supervised Practice Program indicating that all requirements of the Didactic Program in Dietetics (DPD) have been met. Students applying to Supervised Practice Programs who have not completed requirements for the DPD will receive a *Declaration of Intent* form signed by the Program Director indicating those courses that must be completed prior to receiving a Verification Statement. Students will receive six (6) Verification Statements and may request more if needed from the DPD Director. One copy will be retained in each student's file.

APPENDIX J: SUGGESTIONS TO IMPROVE YOUR CHANCES OF BEING SELECTED FOR A DIETETIC INTERNSHIP

Due to the competitive nature of dietetic internships, it is highly recommended that students go above and beyond in both academic and extracurricular endeavors.

A strong candidate for a dietetic internship needs a significant amount of volunteer or work experience related to dietetics. Suggested locations for volunteer or work experiences include:

- UNH Dining
- UNH Dairy Bar
- Local hospitals or skilled nursing facilities
- School Districts
- NH Food Bank
- Local food pantries
- Eating Concerns Mentors <http://www.unh.edu/health-services/ecm>
- Student Nutrition Association
<https://wildcatlink.unh.edu/organization/studentnutritionassociation>

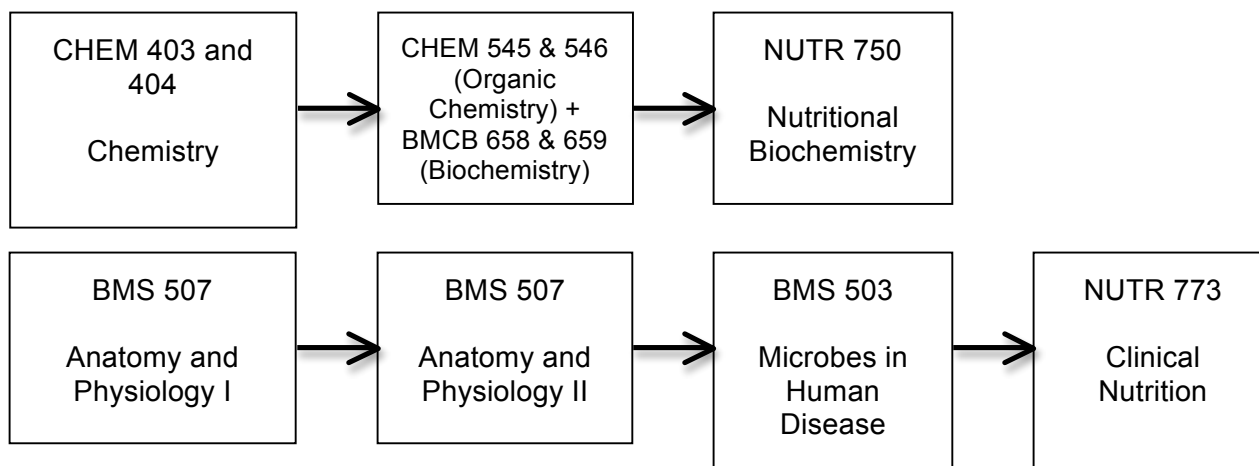
**** Current opportunities are often posted on the Nutrition Department Facebook page. “Like” our Facebook page ****

APPENDIX K: PROGRESSION OF DPD CURRICULUM – PATHWAYS

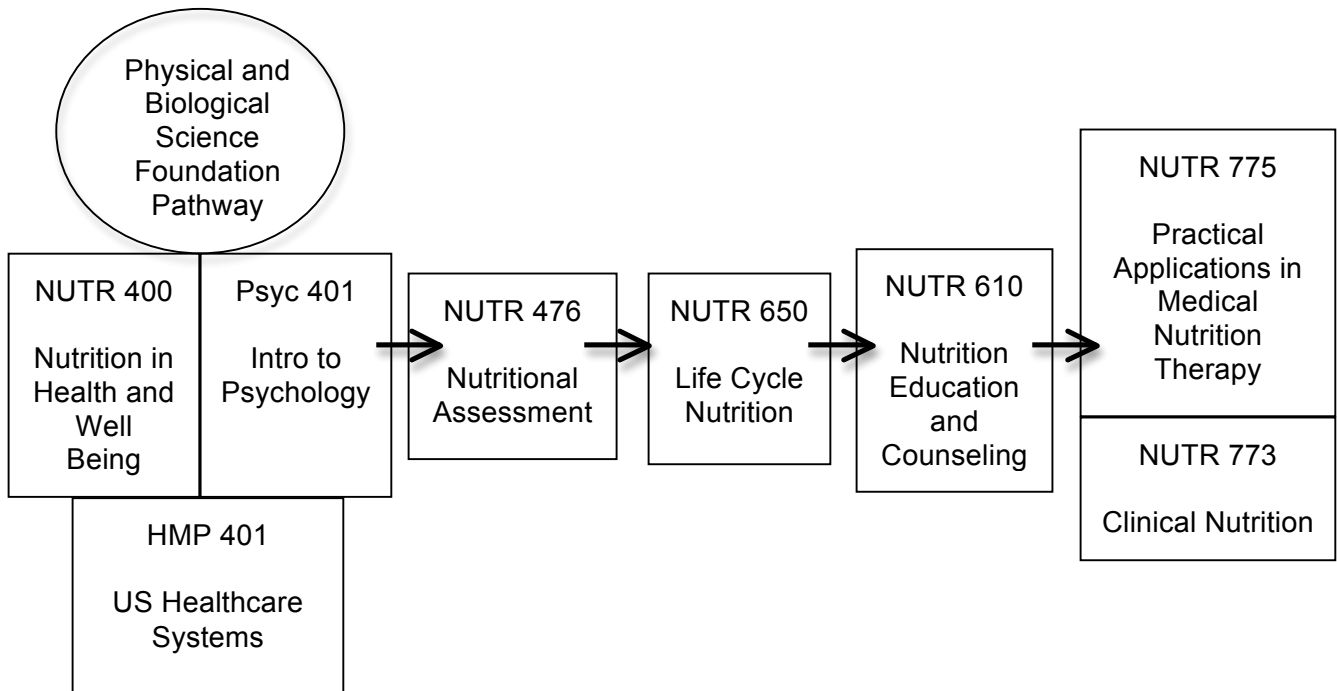
Progression of DPD Curriculum Pathways

These diagrams map the progression of prerequisite and foundation courses to more advanced courses. This demonstrates how students progress from introductory to advanced learning and build on previous knowledge and experience. Following the recommended sequencing of courses found in this section titles, “Suggested Course Sequencing” will ensure students have adequate foundation knowledge prior to taking upper division courses.

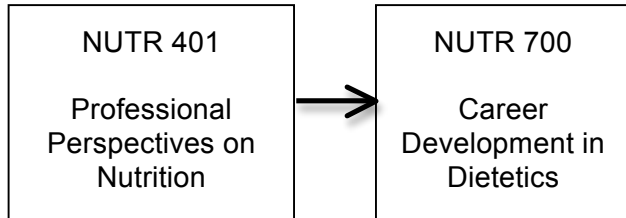
Physical and Biological Science Foundation Pathway



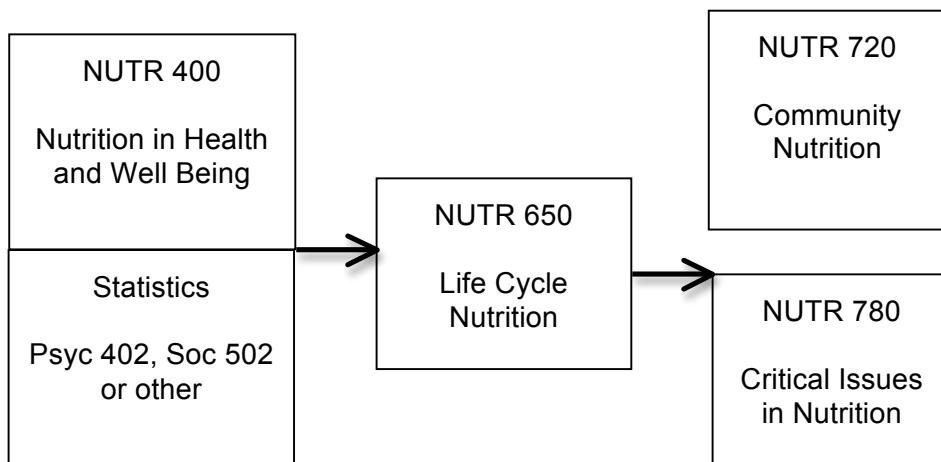
Medical Nutrition Therapy and Counseling Pathway



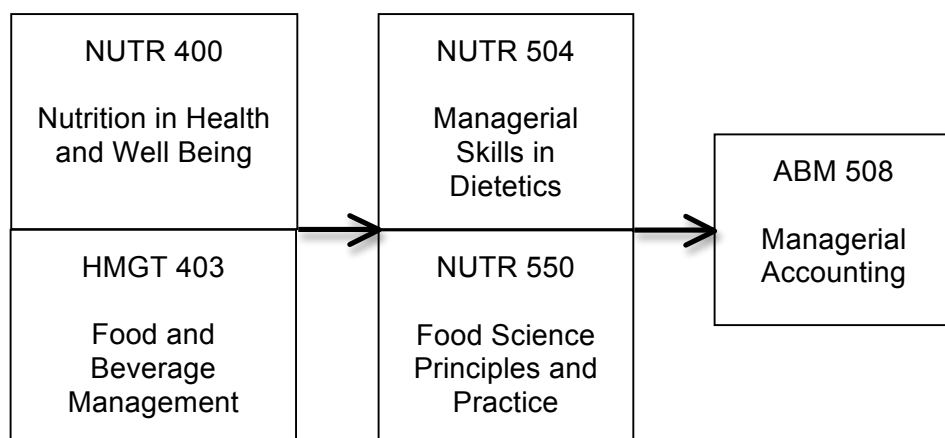
Professional Development Pathway



Research and Community Nutrition Pathway



Business and Foodservice Management Pathway



APPENDIX L: ACEND DPD CORE KNOWLEDGE FOR THE REGISTERED DIETITIAN/COMPETENCIES

Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards regarding core knowledge for the registered dietitian (KRD)/competencies are found below:

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

KRD 1.1: The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

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

KRD 2.1: The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KRD 2.2: The curriculum must provide principles and techniques of effective counseling methods.

KRD 2.3: The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings

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

KRD 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KRD 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KRD 3.3: The curriculum must include education and behavior change theories and techniques.

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

KRD 4.1: The curriculum must include management and business theories and principles required to deliver programs and services.

KRD 4.2: The curriculum must include content related to quality management of food and nutrition services.

KRD 4.3: The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetic practice.

KRD 4.4: The curriculum must include content related to health care systems.

KRD 4.5: The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

5. Support Knowledge: knowledge underlying the requirements specified above.

KRD 5.1: The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

KRD 5.3: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

APPENDIX M: CODE OF ETHICS OF THE ACADEMY OF NUTRITION AND DIETETICS

The Code of Ethics of the Academy of Nutrition and Dietetics can be found at

<http://www.eatright.org/codeofethics/>

APPENDIX N: SUMMARY OF THE STANDARD OF PROFESSIONAL PERFORMANCE

The Academy of Nutrition and Dietetics Standards of Professional Performance address behaviors related to the expected professional behavior of dietetic practitioners. The 6 domains of professionalism include:

1. Quality in Practice

Registered Dietitians systematically evaluate the quality of services and improve practice based on evaluation of results.

2. Competence and Accountability

Registered Dietitians engage in lifelong learning.

3. Provision of Services

Registered Dietitians provide quality service based on customer expectations and needs.

4. Application of Research

Registered Dietitians apply, participate in, or generate research to enhance practice

5. Communication and Application of Knowledge

Registered Dietitians effectively apply knowledge and communicate with others

6. Utilization and Management of Resources

Registered Dietitians use resources effectively and efficiently

APPENDIX O: SUMMARY OF APPLICATION REQUIREMENTS OF DICAS VS NON-DICAS APPLICATIONS

DICAS may be accessed at <https://portal.dicas.org> or by email at DICASinfo@DICAS.org. DICAS will be available in December for the Spring match. The online application must be completed by 11:59pm Central Time on the February due date for the Spring match or the September due date for the Fall match.

	For Programs Utilizing DICAS	For Programs Not Utilizing DICAS
Dietetic Internship Program Application	Complete in DICAS	Obtain the Dietetic Internship Program Application and complete. (Each program will need a copy)
Transcripts	Request and official transcript be sent to: DICAS Transcript Dept PO Box 9118 Watertown, MA 02472	Request a copy of your official transcript for each program you are applying for that is not using the centralized system and include in your application packet.
Grade Calculations	Students must convert their letter grades into numerical grades, as indicated on your transcript. Enter courses and numerical conversion into DICAS and it will automatically calculate the DPD GPA	Complete the Dietetic Internship Program Application DPD grade section and calculate your DPD GPA as instructed on the application using conversion for letter grades, as indicated on your transcript.
Recommendations	Identify who you would like to write your recommendations and formally ask them by the deadline. Complete request for recommendations within DICAS	Identify who you would like to write your recommendations and formally ask them by the deadline. Provide copies of the recommendation form along with your self-reflection and resume to your recommenders. Make arrangements to pick them up to include in your final packet.

Dates to remember for students applying for an internship April match

September:

- Meet with your academic advisor to discuss your intention to apply for a dietetic internship
- Arrange to take the GRE exam if you are considering programs that require them

October/November:

- Order transcripts for non-DICAS programs from any colleges or universities which you attended outside of UNH
- Study for the GRE exam if you plan to take it
- Consider who you might be requesting a letter of recommendation from that can best attest to your abilities
- Make up a tentative list of internships to which you want to apply

December:

- Register with DICAS and download internship application forms from non-DICAS internships.
- Finalize the list of internships to which you will apply
- By the last day of classes, hand in the Application Information Form handed out in NUTR 700 .
- Also, by the last day of classes, request a recommendation from any faculty member or person outside of UNH. Provide them with your resume and a copy of your unofficial transcript
- Order your UNH transcripts making sure that they will contain your fall grades on them

January/February:

- Work on application materials.
- Check to see if any non-DCAS applications are due

Mid-February:

- Last day to submit D&D Digital form and DI Application (Check DICAS and D&D websites for the exact date).

APPENDIX P: D & D DIGITAL: COMPUTER MATCHING

The majority of internship programs utilized D & D digital to match your internship preferences to the program's preferences. Assume that all programs use D & D digital unless the website tells you otherwise. You must sign in to D & D digital and rank your internship preferences before the February application deadline. If you do not then you will not get an internship even if you have sent in the application. Here are the instructions for D & D digital.

1. Go to the D & D Digital web site for on-line application materials at: www.dnndigital.com
2. Don't forget to fill this out and submit by the deadline indicated – this is mailed separately from your applications.
3. Carefully rank each of your internships, complete the release form and submit to D & D by the due date which is in February for the Spring match. Confirm all deadlines.

Information on Computer Matching: <http://www.eatright.org/CADE/content.aspx?id=186>.

APPENDIX Q: GRIEVANCES AND COMPLAINTS

The University has a number of grievance procedures that are outlined in the Undergraduate Catalog and in the Student Rights, Rules, & Responsibilities. Students may also file written complaints with the Nutrition Program Coordinator who will review the complaint and follow Department and University policy in handling any arbitration, including moderating a meeting between the student and the DPD Director. Students who file complaints can be assured that the student's rights will be protected against retaliation. All complaints and their resolutions will be kept on file in a locked cabinet for use in PARs and future Self-study.

The complaint policy for the Dietetics option mirrors the UNH grievance policy and is as follows:

1. Students must first speak with the DPD program director unless the issue is about the program director then the student may go directly to the Chair of the Molecular, Cellular and Biomedical Sciences Department.
2. If the complaint is not resolved by the DPD Program Director the student has the option to meet with the Chair of the Molecular, Cellular and Biomedical Sciences Department.
3. If the complaint is not resolved by the Chair then the student has the option to meet with the Associate Dean of COLSA.
4. If the complaint is not resolved by the Associate Dean then the student has the option to meet with the Vice President of Academic Affairs (VPAA).
5. If the complaint is not resolved by the VPAA and the specific complaint relates to a program's compliance with the accreditation/approval standards for dietetics then the student may contact Accreditation Council for Education in Nutrition and Dietetics (ACEND) to submit a formal complaint.
(<http://www.eatright.org/ACEND/content.aspx?id=7975>)

Dietetic education programs accredited or approved by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) must provide the following information to students:

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with the accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education and programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Education staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 or by calling 800/877-1600, ext. 4872.

APPENDIX R: HANDBOOK APPROVAL PROCESS

The DPD handbook, which reflects the DPD policies, procedures and curriculum planning, will be updated on a yearly basis to reflect changes made in accordance with ACEND and course offerings.

Every 5 years a formal institutional review will occur. The institutional review committee includes the DPD Director and Undergraduate Academic Faculty Advisors.

Last revision: September 2016

Last institutional review: May 2010

APPENDIX S: SIGNATURE PAGE

I understand the information presented in the UNH Nutrition Handbook.
I agree to abide by the policies and procedures outlined in this handbook
throughout the remainder of my undergraduate studies.

I understand the information provided, in particular:

- The degree requirements including the required courses for the nutrition option I have chosen and the requirements for graduation from this program
- A grade of C- or better is required for all Nutrition courses.
- Students admitted to the *Dietetics* option must maintain a cumulative GPA of ≥ 3.2 . Students whose GPA falls below 3.2 will be placed on probation for one semester. If, after the probationary semester, the GPA does not improve to ≥ 3.2 , the student will be required to select another option in Nutrition or another academic program.
- That there may be additional program fees. For example: course fees, drug and TB tests, student membership in the Academy of Nutrition and Dietetics, etc.
- That the Nutrition major holds high standards for academics and professional behavior which must be observed while on campus as well as during experiences off campus

Student Name _____

Student Signature _____

Student's Academic Advisor Name _____