UND NUTRITION & DIETETICS
UNIVERSITY OF NORTH DAKOTA

BACHELOR OF SCIENCE IN HUMAN NUTRITION STUDENT HANDBOOK

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UND Department Home Page

Letter to Human Nutrition Students,

Welcome to the Human Nutrition Program at the University of North Dakota! This program provides a strong foundation in nutritional sciences while developing the knowledge and professional skills needed for careers in nutrition and the health professions. Graduates pursue careers in health promotion, wellness, public health, and community nutrition, or many continue their education in graduate and professional programs such as medicine, physician assistant studies, physical therapy, occupational therapy, dentistry, and other health professions.

The program offers flexibility to tailor coursework to your professional goals or the prerequisite requirements for graduate and professional school admission. Students entering UND with transfer or dual-credit coursework may be able to complete the program in as little as three years by including summer coursework. Most students choose a traditional four-year plan, while students transferring with an associate degree can often complete the program in two years.

Students complete coursework in anatomy and physiology, chemistry, psychology, communication, and nutritional sciences before progressing to specialized courses in community nutrition, lifecycle nutrition, sports nutrition, nutrition education, nutrition counseling, and nutritional biochemistry. During the senior year, students complete a supervised practice experience under the guidance of a nutrition professional, applying classroom knowledge in real-world settings while building valuable professional connections.

Our small cohort environment and personalized faculty advising allow students to develop an individualized plan of study that supports their educational and career goals. Our faculty and staff are committed to providing meaningful learning experiences, and the guidance students need to thrive at UND. We look forward to helping you achieve your academic, professional, and personal goals as you begin your journey in Human Nutrition.

Warm regards,

Brenna Swanson, PhD, RDN, LRD, CDCES

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Content Non-Binding, Subject-To-Change Statement

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested people with information about their institution. Information contained in such printed material is subject to change without notice, and it is not to be interpreted as creating a binding obligation on the institution and the State. In times of changing conditions, it is especially necessary to have this understood (refer to the University of North Dakota Academic Catalog).

Program Overview

Program Mission

To provide education, discovery and experiential training opportunities to prepare graduates for graduate and professional school or positions as human nutritionists.

Program Goals

Prepare graduates for entry level practice as competent human nutritionist or graduate education.

Didactic and supervised practice experiences will enhance the development of critical thinking, communication, and self-assessment skills, preparing students for life-long learning, adaptation to change, and self-direction in the nutrition profession.

Graduates will recognize and demonstrate qualities of a professional, including commitment to ethical practice, service to their profession, and service to their communities.

Learning Objectives

Students will demonstrate critical thinking, self-awareness, and self-direction, and effective communication skills in providing nutrition care to individuals, groups, or communities.

Students will appropriately apply scientific evidence including current research to solve nutrition problems appropriate for entry-level human nutritionists or students preparing for graduate study.

Students will deliver evidence-based care (education, counseling, food service, etc.) promoting nutritional health and wellbeing.

Students will demonstrate professional attributes in real world settings.

Curriculum

Graduates must successfully complete supervised practice in human nutrition under the direction of a preceptor/instructor in an approved rotation/site to meet graduation requirements for a BSHN. The Human Nutrition program prepares students for entry-level practice in normal nutrition and health promotion for graduate education in nutritional science and various allied health professions (occupational therapy, physical therapy, medical school, physician assistant, etc.). The curriculum is designed to be flexible to allow students to specialize in areas of interest or pursue necessary pre-requisite coursework for graduate school admission requirements. The Human Nutrition program does not prepare graduates to be licensed as Nutritionists in North Dakota. Licensure law varies from state to state. If you would like to pursue a degree plan that will lead to licensure in North Dakota, please learn more about becoming a Registered Dietitian Nutritionist (RDN) through the Coordinated Program in Dietetics. The MS Human Nutrition may also be a route to licensure in some states.

Admission to Supervised Practice ND 497 (Before Acceptance)

OVERVIEW

Supervised Practice in Human Nutrition (N&D 497) prepares students for entry-level practice as nutritionists. Enrollment in N&D 497 Supervised Practice, typically completed senior year, requires a secondary application process completed one semester prior to the intended supervised practice. N&D 345 Community Nutrition is a pre- or co-requisite for N&D 497 enrollment. Students complete 4 credits of N&D 497, totaling 180 supervised practice hours (45 hours per credit). Students who want to take more than 4 credit hours of N&D 497 (students may take up to 6 credit hours) must have permission from the program director and the preceptor

prior to course enrollment and the start of supervised practice. Prehealth majors may consider a focus in research related practice hours.

APPLICATION TIMELINE

March 1 for summer or fall admission. October 1 for spring admission.

ADMISSION PROCESS

All required application materials are submitted online to the Department of Nutrition & Dietetics. Applications are reviewed by the Program Director to ensure admission requirements have been met. Qualified applicants participate in an interview assessing readiness for supervised practice, including communication skills, professionalism, maturity, and career goals.

Acceptance into N&D 497 Supervised Practice in Human Nutrition includes placement with approved external agencies to practice as a Student Nutritionist under the direction of a preceptor. Admission to supervised practice is guided by the UND's commitment to diversity, equity, inclusion, access and the Discrimination and Harassment Policy. If you have any questions or need help with contact the Equal Opportunity & Title IX Office by email at und.eo.titleIX@und.edu or via phone at 701-777-4171.

REQUIREMENTS BEFORE PLACEMENT

Students are required to complete

- background check prior to placement for most organizations.
- Required immunizations required by UND and onboarding organization.
- Drug testing.
- HIPAA/FERPA training,
- or other training may be required for placement with partner agencies.

Unwillingness to comply with requirements of UND, N&D, or partner agencies may impact students' ability to complete the program.

PLACEMENT PROCESS

Students who have applied for supervised practice, met all pre-requisite requirements, and evaluated as prepared for a professional student role will be placed as a Student Nutritionist with

an external agency or within UND. Preceptors receive a copy of the letter. Students accepted into supervised practice will receive a letter of placement from the program director. Students are informed of their placement as soon as possible and before the semester begins, with registration in N&D 497 required during the supervised practice experience. The Program Director is responsible for student placement for the supervised practice rotation experience; students are not responsible for their own placement. The student is expected to work in a timely manner with the department administrative assistant to submit required paperwork for placement. Concerns or questions about this process should be initially addressed to the administrative assistant. The program director is also available for concerns.

Bachelor of Science in Human Nutrition Degree Requirements

Students must meet all University graduation requirements. Students must achieve a "C" or better in all undergraduate nutrition courses.

REQUIRED NUTRITION COURSES

COURSE	NAME	CREDITS
N&D 100	Introduction to N&D	1
N&D 240	Fundamentals of Nutrition	3
N&D 240L	Fundamentals of Nutrition Laboratory	1
N&D 260	Principles of Foods and Food Science	3
N&D 310	Nutrition Assessment	3
N&D 325	Nutrition Through the Life Cycle	3
N&D 335	World Food Patterns	3
N&D 344	Nutrition Education and Counseling	3
N&D 345	Community Nutrition	3

COURSE	NAME	CREDITS
N&D 348	Sports Nutrition	3
N&D 441	Nutritional Biochemistry	4
N&D 494	Research in Nutrition & Dietetics	1
N&D 497	Supervised Practice in Human Nutrition	4

UNIVERSITY COURSES

Additional required courses plus above must total 120 credits for graduation with 36 numbered 300 level or above and 30 credits of which must be from UND.

COURSE	NAME	CREDITS
ENGL 110	College Composition I	3
ENGL 130	Composition II: Writing for Public Audiences	3
COMM 110	Fundamentals of Public Speaking	3
MATH 103	College Algebra	3
PSYC 111	Introduction to Psychology	3
CHEM 115	Introductory Chemistry	3
CHEM 115L	Introductory Chemistry Laboratory	1
CHEM 116	Introduction to Organic and Biochemistry	3
CHEM 116L	Introduction to Organic and Biochemistry Laboratory	1

COURSE	NAME	CREDITS
OR CHEM 121, 121L, 122, 122L, 340, 340L	Recommended chemistry sequences change based on individual student career goals. Health professionals and graduate schools typically need higher sequence of chemistry.	Varies see advisor
BIMD 220	Human Anatomy Physiology I	3
BIMD 220L	Human Anatomy Physiology I Lab	1
BIMD 221	Human Anatomy Physiology II	3
BIMD 221L	Human Anatomy Physiology II Lab	1
SOC 326 OR PSYC 241	Sociological Statistics or Statistics for the Behavioral Sciences	3-4

III. SELECT CHOICE OF EITHER OPTION A OR OPTION B ("WHICH OPTION FITS ME?")

OPTION A HEALTH PROMOTION (CULINARY MANAGEMENT/BUSINESS EMPHASIS):

Choose a minimum of four courses. The code, title, and credits are listed below.

COURSE	NAME	CREDITS
N&D 220	Foodservice Safety and Sanitation	1
N&D 260	Principles of Foods and Food Science	3
N&D 380	Culinary Operations and Management	3
MGMT 300	Principles of Management	3
PHE 301	Principles and Foundation of Health Education	3
PHE 307	Methods and Materials of Health Education	3

COURSE	NAME	CREDITS
PHE 240	Personal Wellness	3
T&L 252	Child Development	3
PSYC 250	Developmental Psychology	4
PSYC 355	Adulthood and Aging	3
SOC 352	Aging and Society	3

OPTION B SCIENCES (PRE-HEALTH PROFESSIONAL): CHOOSE A MINIMUM FOUR COURSES

COURSE	NAME	CREDITS
BIOL 150	General Biology I	3
BIOL 151	General Biology II	3
BIOL 341	Cell Biology	3
PPT 315	Human Pharmacology	3
PPT 410	Drugs Subject to Abuse	2
PSYC 250	Developmental Psychology	4
PSYC 355	Adulthood and Aging	3
SOC 352	Aging and Society	3
SOC 355	Drugs and Society	3
BIMD 301	Biochemistry	3

Other courses per approval of program director and in consideration of future career plans.

ELECTIVES

In consultation with their advisor, students will select electives or a minor to meet the University minimum of 120 semester credit hours and Essential Studies requirements for graduation. Students planning to pursue graduate or professional programs (e.g., medicine, physician assistant, physical therapy, occupational therapy, dentistry, or pharmacy) may use elective coursework to complete prerequisite requirements for their intended program.

GENERAL EDUCATION COURSES

Essential Studies (ES) is UND's program in general education. Along with your required major courses, it helps form the core of your UND undergraduate education. Your ES courses focus on essential skills employers require including communication, critical thinking and problem solving.

LICENSURE REQUIREMENTS

The UND Bachelor of Science in Human Nutrition is not intended to lead to professional licensure. When paired with a graduate education at an approved program, licensure may be an option in some states. State Licensure Map

N&D Course Descriptions

N&D 100. Introduction to Nutrition and Dietetics. 1 Credit.

The philosophy, history, future trends, and career options in nutrition and dietetics will be discussed. S/U grading. F,S.

N&D 199. Special Topics in Nutrition and Dietetics. 1-4 Credits.

Special topics and/or in depth independent studying selected content areas relative to nutrition and dietetics. Repeatable to 6.00 credits. F,S.

N&D 220. Foodservice Safety and Sanitation. 1 Credit.

Students learn about characteristics of microorganisms, food safety and sanitation practices, and federal regulations for foodservice operations. S.

N&D 240. Fundamentals of Nutrition. 3 Credits.

This introductory course focuses on basic elements of nutrition science. Emphasis is placed on nutrients, their functions and food sources, and discussion about how food behavior translates

into nutritional health. The course also includes current topics such as fad diets, phytochemicals, and sports nutrition. Students learn to apply the principles of nutrition to their own food intake to improve their nutritional health. F,S,SS.

N&D 240L. Fundamentals of Nutrition Laboratory. 1 Credit.

Application of nutrition science to explore common food and nutrient misconceptions and current topics in nutritional health through hands-on, problem-solving activities. Students will use nutrient software to create reports and evaluate dietary intake. Prerequisite: MATH 98 or any higher-level mathematics course. Prerequisite or Corequisite: N&D 240. F,S,SS.

N&D 260. Principles of Foods and Food Science. 3 Credits.

Introduction to food selection and preparation principles, sensory evaluation of food, role of ingredients, and food technology. Emphasizes application of scientific principles in relationship to food composition, physical properties, and chemical reactions during food preparation. Prerequisite: A college level chemistry course. F.

N&D 310. Nutrition Assessment. 3 Credits.

This course will use the Nutrition Care Process to examine methods for evaluating nutritional status of individuals and groups. Assessment techniques will be explored in the context of nutrition screening. Students will learn routine assessment measures such as client history, diet history, anthropometric and biochemical measures, and nutrient deficiencies. Prerequisite: N&D 240. F.

N&D 325. Nutrition Through the Life Cycle. 3 Credits.

Optimal growth and development throughout the lifespan requires proper nutrition that begins prior to conception. This course examines nutritional needs of Individuals prior to conception, during pregnancy and lactation, and throughout childhood, adolescence, and all of adulthood. The course will study the nutrient needs for each phase of the life cycle. Students will learn about the influence of nutrition on growth and development, as well as the physiological and developmental basis for food choice and dietary recommendations. Prerequisite: N&D 240. F.

N&D 335. World Food Patterns. 3 Credits.

Examination of the food patterns of selected world population groups considering the effect of social, cultural, and economic practices on nutritional values. F, S, SS.

N&D 344. Nutrition Education and Counseling. 3 Credits.

Introduces students to counseling and learning theories for application with individuals and groups in clinical or community settings. Students will develop basic skills necessary to design and implement nutrition education programs and will practice application of principles learned in nutrition counseling. Prerequisite: N&D 240. F.

N&D 345. Community Nutrition. 3 Credits.

This course allows the student to develop the knowledge and skills necessary to plan programs and promote nutritional well-being to the public. Through readings, lectures and class discussions, students work in teams to select a community to assess, research it relative to interrelated health, social and economic concerns, and identify nutrition priorities that need to be addressed in that community. A graduated series of assignments culminates in a written program proposal and oral presentation to address the needs of the community. Students hone speaking and writing skills, and learn how to assess the work of others, to give helpful feedback, and to work effectively to complete group and individual's assignments. Corequisite: N&D 325 and N&D 344. S.

N&D 348. Sports Nutrition. 3 Credits.

Sports Nutrition is an overview of the specialized nutritional needs of recreational and competitive athletes. It presents the scientific basis for the role of food and nutrients during athletic training, performance, and recovery. Prerequisite: N&D 240. S.

N&D 380. Culinary and Foodservice Management. 3 Credits. Introduces students to the many facets of managing culinary businesses such as entrepreneurial ventures like bakeries, coffee shops, and high-volume dining facilities. Students will explore key elements of quality and quantity food service merging theory with practical application. The curriculum empowers students for food service industry challenges and opportunities. S.

N&D 441. Nutritional Biochemistry. 4 Credits.

A comprehensive investigation of the nutritional needs of humans with emphasis on nutritional biochemistry and current issues. Prerequisite: A grade of C or better in N&D 240, CHEM 116 or CHEM 340, BIMD 220 and BIMD 221 or PPT 301. S.

N&D 494. Research in Nutrition and Dietetics. 1-4 Credits.

This course will provide an introduction to the research process, responsible conduct in research, and explore major types of study design in nutrition. Students will examine the literature to evaluate evidence about nutrition problems and interventions. Prerequisite or Corequisite: PSYC 241 or SOC 326 or ECON 210 or MATH 321. Repeatable to 4.00 credits. F.

N&D 497. Supervised Practice in Human Nutrition. 1-6 Credits. Development of professional skills and competencies in human nutrition through supervised practice with learning experiences requiring knowledge and theory be applied to simulated and real-life situations. Prerequisite: Enrollment in the Human Nutrition program; department consent required. Corequisite: N&D 345. Repeatable to 6.00 credits. On demand.

Additional course descriptions are available in the Academic Catalog.

Service-Learning Requirements

Service learning is experiential learning that is largely self-directed by students' own interests related to food and nutrition and professional skill development and experience needs. Some N&D courses integrate service-learning assignments into assessments designed to achieve course learning outcomes. However, many of the hour's students complete in service learning are self-directed. Faculty advisors can assist students by offering options for locations or organizations to complete these experiences and identifying learning outcomes students want to achieve through their 20 hours of work by the completion of 4 credit hours of N&D 497 or the final semester in which they plan to graduate. Students may begin to track the 20 hours of service learning as soon as they begin in the HN program. You can find contact information for your assigned advisor in Campus Connection or contact the Department of Nutrition & Dietetics (701-777-2539) for advisor information. Detailed information about the N&D Service Learning program is available on the UND webpage for you to review.

Student Involvement and Organizations

Human Nutrition students are encouraged to get involved on campus with student government or organizations that engage in activities important to their interests, educational goals, and career development opportunities. Students are strongly encouraged but not required to be members of the Student Association of Nutrition and Dietetics (SAND). SAND welcomes students with any major and focuses activities on service learning that emphasize networking opportunities. There are over 250 campus student organizations, so we encourage students to find an organization or multiple organizations that align with their personal and/or professional interests and get involved. Students may also be interested in joining the North Dakota Nutrition Council, an organization of professionals in N.D. who "promote and distribute accurate and current nutrition information." This organization offers students scholarships to undergraduate and graduate students each year. Human Nutrition students who have demonstrated leadership, commitment to serving others, and academic achievement qualify for the N&D Outstanding Student Awards.

Supervised Practice ND 497 (After Acceptance)

WHAT TO EXPECT

Once accepted into N&D 497 Supervised Practice, students begin their professional experience as Student Nutritionists under the guidance of an approved preceptor. Supervised practice provides opportunities to apply classroom knowledge while developing professional skills, communication, and confidence in real-world nutrition settings. Students work closely with both their preceptor and course instructor to complete projects and demonstrate program competencies. Immersion in new situations and experiencing new challenges offers students the opportunity to share their expertise and grow as professionals. The role of a human nutritionist is broad, and the experiences vary. Being flexible and versatile is crucial. Integrating nutrition and science knowledge, counseling and educational skills, and effective interpersonal communication while working with populations different from yourself with varying educational, social, economic, and cultural backgrounds is important for success in the field.

TRANSPORTATION

Students must have a reliable means of transportation for supervised practice placement outside of UND. Students are responsible for transporting themselves to and from the supervised practice placement location(s).

EVALUATIONS

Students must sign a Contract to Work document at the beginning of their rotation. Preceptors serve as work supervisors and evaluate students at the end of the rotation. A mid-rotation appraisal/evaluation meeting is strongly encouraged to ensure students have a plan of action for competencies and professional skills for further development.

INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE

Policy: Students may seek treatment at the University Student Health Services for any illness or injury incurred while at a supervised practice site in the Grand Forks area. If at a remote site, students may use the local community's health services. The student is responsible for all expenses incurred.

a. For a medical emergency and/or immediate mental health assistance, call 911.

a. In the event of a personal or family emergency, the student is encouraged to seek support from the UND Counseling Center (UCC). UCC is located in McCannel Hall and can be reached at 701-777-2127.

b. Students suffering a personal crisis needing immediate attention are encouraged to call University Police on 701-777-3491. They will notify the Office of Student Rights and Responsibilities. A crisis team member will respond to the students' needs and will notify instructors of student's absence. The Office of Community Standards is located in the Memorial Union and can be reached at 701-777-2664.

c. If a student must be absent due to an acute illness during a supervised practice day, it is their responsibility to notify their preceptor immediately and follow up with their instructor and program director at UND.

d. Students with chronic health concerns that impact their ability to complete supervised practice must notify the program director. The program director will coordinate with the

preceptor and course instructor to determine the course of action needed to protect the student's health and well-being.

e. A referral to Student Health Services, Student Counseling Services, or the student's personal health care provider may occur if indicated. The student's health care provider may be asked to provide written approval for the student to return to supervised practice and didactic courses to finish the incomplete coursework. The program director will coordinate with available preceptors and sites to facilitate completion of the supervised practice requirements.

SUPERVISED PRACTICE EXPECTATIONS

All UND students are expected to conduct themselves in accordance with the Code of Student Life. Student Nutritionists are expected to meet high standards for safety and professionalism when placed in a professional setting. Students who experience an emergency or illness are expected to contact your preceptor and N&D 497 course instructor as soon as possible. Tardiness or absence from *Supervised Practice in Human Nutrition* may result in removal from placement and failure for the N&D 497 course. Behavior placing clients, the preceptor, colleagues, or others working with the student at risk will not be tolerated and will result in removal of supervised practice and failure for N&D 497. Safety for you and others is our highest priority. Professionalism is always expected when students are interacting with preceptors, clients, and others within an organization or agency. A lack of professionalism may result in removal from supervised practice and failure of N&D 497. Safety and professionalism expectations are not negotiable. Contact the program director if you have any questions or concerns about these expectations.

Students struggling with supervised practice are advised to meet with their course instructor and program director as soon as concerns are present from the student or the preceptor. A success plan will be created by the student with the advisement of the preceptor, instructor, and/or program director. Students who withdraw from N&D 497 or fail to achieve a "C" or better are not allowed to repeat the course without program director approval.

FINANCIAL CONSIDERATIONS

Tuition, fees, and payments are available through One-Stop Student Services and subject to annual change. Human Nutrition students are expected to experience additional costs for education during supervised practice.

Additional Cost Estimate

- Computer, $500+
- Professional clothing variable, $0-500.00
- Nametag (first one provided, cost if replacement is needed), $10.
- Background check, immunizations, trainings, etc., $40-200+
- Reliable transportation (car, insurance, gas, bus tickets, etc.), variable, $0-3,000+

Professional meeting attendance, variable, $0-2,000; attendance at local, state, and national professional meetings is encouraged but not required. Cost varies and expenses may include registration, transportation, meals, lodging, and incidentals.

The program does not offer a stipend for participation. Some agencies may offer reduced or free meals, transportation, housing, or stipend. Acceptance of accommodations or compensation from the partner agency is at the student's own discretion and risk.

THE ROLE OF THE PRECEPTOR

Preceptors are an extension of N&D faculty and play a critical role in student learning, growth, and development. Preceptors make it possible for students to work in the field under their direction to learn the important aspects of the professional human nutritionist role to be prepared upon graduation for success in the field. Our preceptors work in a variety of types of organization and hold positions with a variety of responsibilities and activities related to nutrition, food, health, and more broadly, the well-being of their clients. Recently, preceptors included but are not limited to dietary supervisors/managers, youth educators, public health professionals, integrative health professionals, community nutritionists, weight management dietitians, and research dietitians.

Preceptors volunteer their time teaching them their role in their designated organization, working with internal and/or external partners to achieve the goals and mission of the place of

employment. Students are able to assist with work of the preceptor, learning hands-on, what the expectations are for the professional role of a nutritionist. Depending on the agency and preceptor's role, Student Nutritionists may engage in supervised practice that ranges from shadowing to assisting with staff relief if allowed and the student progresses to a necessary level of competency for such activities. Our N&D preceptors, who generously volunteer their time, are teaching and training the next generation of Human Nutritionists. N&D hopes our professional students understand the importance of this contribution to their learning and show appreciation for their preceptor's efforts during their time with them through written thank you cards and other means as appropriate. N&D is happy to supply cards to students for this purpose. Contact the administrative assistant with thank you care requests.

Appendix A. Contract for Supervised Practice –Form Submitted Via DocuSign

University of North Dakota –Human Nutrition Major
Contract for Work for Supervised Practice

RESPONSIBILITIES OF THE STUDENT, PRECEPTOR AND UND INSTRUCTOR

RESPONSIBILITIES OF THE STUDENT:

- Meet all criteria established to be eligible for the supervised practice, including all prerequisite coursework and service-learning requirements.
- Meet all placement requirements established by the program and agency/organization (e.g. background check, FERPA, HIPPA, immunizations, etc.)
- Register for the course prior to starting the experience.
- Abide by all rules and regulations of the community agency.
- Be responsible for own housing and transportation to and from work.
- Work the assigned time agreed upon. No changes will be made unless agreed upon by the student and the preceptor. Any changes will be communicated by the student to the UND instructor, along with the plan for making up any lost time.
- Accept decisions of the preceptor, UND instructor and/or department chair to terminate the supervised practice experience before completion if that becomes necessary.

RESPONSIBILITIES OF THE PRECEPTOR:

- Provide a variety of meaningful experiences with adequate consultation, instruction, and feedback.
- Assist the student in developing a plan of activities and objectives related to the work assignment.
- Provide the student with company/agency policies and rules that apply to health and safety at the facility.
- Retain the student for the period in which s/he is placed, providing performance is satisfactory.

- Provide a written evaluation of the student's performance at the completion of the experience.

RESPONSIBILITIES OF THE UND INSTRUCTOR:

- Be available to address student concerns or questions while completing the experience or refer to the program director.
- Approve the student's learning objectives, activities, and experiences in the supervised practice; consult program director if indicated.
- Grade student assignments and provide feedback.
- Contact the agency to check on student progress at mid-point; consult with the program director when issues arise and make an appointment and visit if warranted.
- Maintain records of visits, communications and written appraisals that document student's progress.

Assign a grade based upon completion of the course assessments, including preceptor appraisal.

Appendix B. Signature Links

- Prior to Supervised Practice complete the Photo Release Form
- After reading the entire handbook please complete the Handbook Signature Form

Our N&D faculty and staff team are pleased to have you in the program and look forward to working with you to achieve the final stages of your preparation to be a Human Nutritionist or pursue graduate studies in a related field!

Appendix C. Resources

- Student Success Services
- Writing Center
- Wellness Center
- Counseling Center
- Financial Aid
- Career Services

- Library
- Accessibility

Appendix D. Department of Nutrition & Dietetics Student Performance Concern Policy

N&D offers professional programs that prepare students for practice in the field. All N&D students must demonstrate adherence with policies, maintain classroom expectations related to assignments and attendance, and demonstrate professional expectations and the ethical code of conduct outlined in the program handbook and UND's Code of Student Life. Typically, if a faculty member has concerns about student behavior, the initial concern(s) will be addressed informally between the faculty member and student, as a first step toward remediation. However, students may be referred for a formal student performance concern review if any standard is not met. A student performance concern meeting can be called by an N&D faculty member, advisor, program director, or supervised practice (SP) instructor. Student performance concern documents are stored in the student's department/program advisement file. Although student performance concern forms are not placed in the student's academic file, they may be utilized to identify appropriate field placements for the student.

There are three levels of formal student performance concern, which are typically sequential. However, if the concern is egregious, student performance concern may start at Level 2 or 3. Any concern that would normally be reported to the respective state licensure board must be addressed with a Level 3 review, including gross breech of boundaries, impairment due to substances that affects work, HIPAA violation, criminal allegations or other similarly serious behaviors of concern. Students may be immediately removed from SP placements while their performance concern is under review.

At every level of review, the respective Program Director and faculty advisor will be notified of the meeting. If the student is in SP, the SP instructor will also be notified. If a problem arises in the field, the agency-based preceptor may also be informed of or involved in the meeting. The student will receive a copy of all student performance concern documents and have an opportunity to submit a response statement to be filed with the meeting documents.

At any student concern meeting, the meeting convener or program director will:

- Discuss concerns with the student and seek to work with the student to resolve the difficulties.
- Indicate the performance criteria that is/are not being met and the plan for correction with expected outcomes and a timeline.
- Complete the N&D Student Performance Concern Documentation Form and circulate it to the student, advisor, program director, and chair as applicable.

The faculty advisor or program director will assess patterns of behavior indicated by multiple Level 1 meetings and can choose to call a student performance concern meeting if there are multiple concerns that should be addressed jointly.

Levels of Review

LEVEL 1

A Level 1 review involves a meeting between a student and faculty member/SP instructor, the program director, and occurs when a faculty member has concerns about a student enrolled in a N&D program not meeting any of the academic criteria, whether related to professional behavior or scholastic performance. After the level 1 meeting, the faculty member and/or program director will decide whether the issue is resolved, requires follow-up, or requires intervention at level 2 or 3.

LEVEL 2

A Level 2 review involves a student, faculty member, program director, SP instructor (if applicable), and faculty advisor. After the level 2 meeting, the faculty member(s) and/or program director will decide whether the issue is resolved, requires follow-up, or requires intervention at level 3.

LEVEL 3

A Level 3 review involves a student and a faculty member, program director, SP instructor (if appropriate), and other participants who have information. At the student's request, a personal advocate can also be present. The identity of the student's personal advocate, if any, and

whether or not the personal advocate is a licensed attorney must be provided to the individual coordinating the meeting at least 48 hours in advance of the scheduled meeting date and time. Generally, this level review is called when problematic patterns are identified with a student or when the issues are serious enough to require formal consultation that may lead to immediate dismissal from the program. The student will be notified in writing of the concerns and meeting date, with at least 4 days in advance to prepare for and attend the meeting. After the meeting has occurred, the program director will consult with the department chair who may in turn, consult with the Dean to discuss the problem situation and make recommendations regarding the student. Based on the review, conference with the Dean, and an objective assessment of the information provided, the program director will inform the student of the decisions, which can include one or more of the following actions:

Continue the student in the program with no conditions. In these situations, the concern has been addressed and no further action by the student or program is required.

Establish formal conditions for the student's continuance in the program. In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay or deny entry to the field internship; or requiring the student to withdraw from the program with the option of reapplying. This list of potential conditions in not extensive and conditions for continuance should be specific to each student’s unique situation and needs for success.

Consult with and/or refer to the Office of Student Rights and Responsibilities.
In some instances, depending on the nature of the problem, the Office of Community Standards may be consulted. If a referral is made to OSRR, the student will be notified by writing about

the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the OSRR include but are not limited to scholastic dishonesty, hazing, racial or sexual harassment, possession or use of firearms or other weapons on university property, damage or destruction of university property, and conduct that endangers the health or safety of any university student, employee, campus visitor, or staff or clients at partner agencies. Counsel the student to change majors/degree programs and/or discontinue the student in the program.

In some situations, it will be recommended that the students no longer continue in the N&D programs. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be dismissed from the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if there are any conditions under which they may re-apply.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student. Students must be notified of the decision in writing within ten calendar days of the review. It is the responsibility of the program director to communicate the decision to the student.

Appendix E. Department of Nutrition & Dietetics Student Grievance Policy

Policy Statement

Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the

UND Department of Nutrition and Dietetics shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures believed by the student to be unfair by initiating academic grievance.

Reason for Policy

In all circumstances it is the responsibility of each student at the UND Department of Nutrition and Dietetics to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate college, department, or program. This policy provides an opportunity for the student to address what they believe to be an unfair grade based on academic performance and professional behavior.

As stated in the University of North Dakota Code of Student Life, *each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances.* The following describes the Department of Nutrition & Dietetics (N&D) grievance policy and procedures as they are to be applied to undergraduate, graduate, and professional (i.e., any student placed in supervised practice).

WORD & DEFINITION

Academic Grievance: A statement expressing a complaint, resentment or accusation lodged by students about an academic circumstance such as grading testing or quality of instruction which is thought by the student to be unfair.

Code of Student Life: The purpose of the code is to provide the rights and responsibilities of each individual and to ensure their treatment of all students.

Discrimination: Any person who believes that he or she is a victim of discrimination either individually or as a member of the class as defined by the university's equal opportunity and affirmative action policy in there you and the Code of Student Life may initiate grievance procedures as outlined in the UND Code of Student Life. If a person brings a grievance within which discrimination is alleged along with an academic grievance the discrimination complaint may be dealt with simultaneously.

Professional Behavior: For the purposes of this policy professional behavior includes any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, and safe healthcare professionals. Individual

programs may further define specific expectations of professional behavior for their N&D program.

N&D: Department of Nutrition & Dietetics

CNPD: College of Nursing and Professional Disciplines

UND Resources

Title IX

Department of Nutrition and Dietetics web page

Program Directors, Faculty and Staff List

UND Code of Student Life Academic Grievance

Principles

I. Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the UND Department of Nutrition and Dietetics (N&D) shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures but by the student to be unfair by initiating an academic grievance.

II. Discrimination: Any person who believes that he or she is a victim of discrimination either individually or as a member of the class as defined by the university's equal opportunity and affirmative action policy of the University of North Dakota Code of Student Life, may initiate the grievance procedures as outlined in the UND Code of Student Life. When a person brings a grievance in which discrimination is alleged along with an academic grievance, the discrimination complaint may be dealt with simultaneously. Student Responsibility: In all circumstances, it is the responsibility of each student of the Department of Nutrition & Dietetics to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate college and program.

III. Timing: All grievances must be initiated by the student within 30 calendar days after notification of the grade or decision the student wishes to grieve. The students fail to access a grade does not extend this time frame. Each step of the grievance process must be initiated by the student within 30 calendar days of the completion of the previous step; response time by the student at each step shall be 30 calendar days unless otherwise stated. After student initiation of each step in the grievance process, the N&D response will begin within 10 calendar days of the receipt of the grievance.

Procedures

I. Informal Process: Any student with a grievance of an academic nature should first bring it to the attention of the appropriate faculty member (course instructor). Together the student and the faculty member should attempt to resolve the grievance. Contact information for department faculty, staff and administrators

II. Program Level: If the grievance is not resolved to the student's satisfaction, it may be brought to the program level. The grievance should be brought, in writing, to the program director. Within ten (10) calendar days, the director will conduct a review according to the established program policy, consulting as appropriate with other faculty, department chair, CNPD Dean or staff, and inform the student, in writing, of the decision reached regarding the grievance. The program director will retain records of all grievances pursuant to the records retention schedule. If the program director has a conflict of interest, the grievance will be elevated to the department level.

III. Department Level: If the grievance is not resolved to the student's satisfaction at the program level, it may be brought to the department level. The grievance should be brought, in writing, to the department chair. Within twenty (20) calendar days, the chair will conduct a review according to the established departmental and/or program policy, consulting as appropriate with other faculty, CNPD Dean or staff, and inform the student, in writing, of the decision reached regarding the grievance. The department will retain records of all grievances pursuant to the records retention schedule. If the

chair has a conflict of interest, the Dean shall serve as Chair for the purposes of the grievance review.

Formal Grievance: If the grievance is not resolved to the student's satisfaction at the department level, the student may file the grievance for review by the College of Nursing and Professional Disciplines. Contact the CNPD Dean's office for the college student grievance policy and procedures. Phone: 701-777-4555

V) Formal Grievance: Formal Grievance Grievances not resolved at the level of the academic unit may be brought by any of the parties to the Student Academic Standards Committee (Registrar's Office) within 30 calendar days of the final decision of the academic unit (college/school).

Refer to the UND Code of Student Life for additional information:

Adapted from School of Medicine and Health Science's Student Grievance Policy

Appendix F. Student Social Media Policy (SSMP) for CNPD Students

POLICY STATEMENT

This policy describes expected student behaviors when using social media sites.

REASON FOR POLICY

The College of Nursing and Professional Disciplines (CNPD) faculty recognize the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition) that are in training, CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social media sites must not violate the University's Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA).

SCOPE OF POLICY

All Undergraduate and Graduate Students in the College of Nursing and Professional Disciplines (Departments of Nursing, Nutrition and Dietetics, and Social Work)

RESPONSIBILITIES

Student:

Responsible to monitor their professional behavior on social media sites and report violations of HIPAA or FERPA to the appropriate authority.

Department Administration:

Provide a copy of the Social Media Policy to all students

Alleged violations of the Social Media Policy should be reported by faculty to the Department Chair.

The Department Chair will investigate reports of violations of this policy and determine next steps and discipline as appropriate (CNPD Procedure 200a).

PRINCIPLES

OVERVIEW – This policy establishes professional behavior regarding student use of social media sites.

Students should not have the expectation that social network sites are private. Students should assume that what they post on a social media site is permanent. Archival systems may save information even if someone deletes a post, and search engines can retrieve posts years after the publication date. When using social networks, the lines between public and private, personal, and professional are indistinct. Mixing social, academic and professional networking may create problems. Because comments can be forwarded or copied, a person authorized to post on a student's social media page can pass it on to others. Friends may post something to a student's site regarding their social life, which may prove to be embarrassing to the student's academic or professional life. Posting media that portrays students or their peers participating in what could be perceived as unprofessional behavior such as inappropriate sexualized behaviors, drinking, drug use and illegal activity is not advised. Students are encouraged to check their privacy settings on social media sites to limit who can and cannot read and post to their sites. Students should also consider conducting an Internet search of their name to

discover what is in cyberspace that others can see about them. If students have any social media posts that are questionable, they should remove them from their site immediately.

Employers, faculty, clinical preceptors, field educators, patients, and clients may access information on student's social media sites that may negatively influence them regarding the student's professionalism. Many potential employers go to these sites to see what students have posted and often determine if they are interested in having that student as an employee. Students have been reprimanded by clinical rotation site supervisors for social networking practices such as becoming online or virtual "friends" with site co-workers, interns, volunteers, patients, or clients. To promote respectful discussion, students should be courteous and respectful. With due regard for lawfully protected speech and forms of expression, students should strive to avoid comments that are profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

Students are required to use their official UND email address for all professional correspondence and academic issues related to their role as a professional UND student. Students must recognize that they are a representative of their professional program and are expected to act professionally in all correspondence. Students are reminded that North Dakota has an open records law, which means that all UND e-mail is potentially subject to open records. As such, students may want to consider setting up a private email account with a different provider than the UND for personal correspondence.

ACADEMIC INTEGRITY AND PROFESSIONALISM:

Online discussion or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department's policy on Academic Integrity. Pictures or videos related to simulation scenarios or role playing should not be posted without the express consent of the participants and course instructor. It is the student's responsibility to read their student handbook regarding academic integrity and professionalism as defined by their department. The use of social media or personal devices to post comments that may be considered cyberbullying, endangerment, harassment, interference, menacing, stalking,

intrusion, terrorizing, sexual misconduct, or other disruptive activity or disorderly conduct as defined in this document or the UND Code of Student Life may be reported by any concerned individual to the Department Chair, the Associate Dean, the Dean, the UND Dean of Students, or to any other responsible employee in accordance with UND polices governing such conduct.

CNPD students have a responsibility to help maintain public trust and confidence in their professions. Students should refrain from posts that use institutional intellectual property, copyrights, trademarks or logos without explicit written permission. Such care should also extend to the unauthorized dissemination of copyrighted material, such as lecture notes and recordings. Students should not represent themselves as official representatives of the University or clinical facility in public forums. Consent obtained for educational purposes does not extend to consent for public dissemination. Even when appropriate consent is obtained for public posting and the media-containing posts are sufficiently anonymized, public perception remains an important consideration. An individual viewing a sensitive picture posted online by a CNPD student might not assume consent has been obtained and may therefore come to think less of the student, their profession and the institution. The separation between personal and professional online profiles should be made explicit. Faculty and Administrators reserve the right to monitor student's publicly viewable social media sites.

CLINICAL EXPERIENCES AND FIELD PLACEMENTS:

Students participating in practice experiences (clinical experiences, field placements, or supervised practice) must consult with the hospital/clinic or agency policies or an appropriate leader within the organization for guidance regarding work related social media postings. Clinical and field experiences are also frequently governed by a legally binding agreement between the host facility and the University. Unless authorized, students are not allowed to post or speak on behalf of the clinic, hospital, or agency. Students must be aware of and comply with clinical affiliation policies regarding use of computers, cameras, and other electronic devices and the use of personal devices at the clinical site. Students are advised not to ask their faculty, preceptors, instructors, or field supervisors to "friend" and/or "follow" them via social media during their time in the educational program, unless advised by their faculty. This puts

the student, their faculty, and their supervisors in an awkward situation by sharing personal information. If students and supervisors mutually decide to do this after the student graduates, that is their personal choice. Students are strongly advised to refrain from posting remarks about faculty or clinical site employees and from making comments that are or may be perceived to be profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

HIPAA & FERPA

Students violating HIPAA, FERPA, or other university/hospital/clinic/agency policies may be subject to disciplinary action including dismissal from their professional program, criminal and/or civil charges and fines. Students must not present themselves as licensed practitioners and are advised to refrain from offering medical advice in any non-educational setting, including on social media.

CNPD students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Releasing confidential health information is unethical, unlawful, and could result in irreparable harm and suffering to the patient as well as fines or imprisonment for the healthcare practitioner. CNPD students must not identify patients by name or post or publish information that may lead to the identification of a patient. Students must not refer to patients in a disparaging manner, even if the patient is not identified.

CNPD students are strictly prohibited from transmitting by way of any electronic media any patient related information or images that may be reasonably anticipated to violate a patient's rights to confidentiality or privacy. This includes references to family, employment, relatives, conditions, locations of treatment or any circumstances surrounding the patient's situation. Posting information about, or images of, a research subject is strictly prohibited.

CNPD students must follow CNPD clinical affiliation and UND policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices. CNPD students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so unless appropriate permissions are obtained. Online social contact with patients is discouraged, and students must use caution when having online social contact with former patients. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient. It is unprofessional and inadvisable to form or accept a social media connection with patients or individuals with whom there is an active therapeutic, supervisory or evaluative relationship.

PROCEDURES

DISCIPLINARY ACTION:

Violation of the social media policy may result in disciplinary action by the student's department, the CNPD, UND, the field agency, and/or the clinical facility. Suspected violations should be reported within 5 business days as outlined in the Student Social Media Policy Suspected Violation Procedure (200a).

WEB SITE REFERENCES

UND School of Medicine and Health Sciences Policy Office

Professionalism Considerations for Online Social Networking Usage. Creighton University School of Pharmacy and Health Professions

National Association of Social Workers Code of Ethics

A Nurse's Guide to the Use of Social Media. National Council of State Boards of Nursing.

Note: This policy was adapted with permission from the UND School of Medicine and Health Sciences Social Media Policy for all SMHS Students.