

**STUDENT HANDBOOK**  
**Coordinated Program in Dietetics**



Academic Year 2021-2022

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The Coordinated Program in Dietetics at the University of North Dakota is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics programs.

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education 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.

ACEND may be contacted by:

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Written complaints should be mailed to: Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

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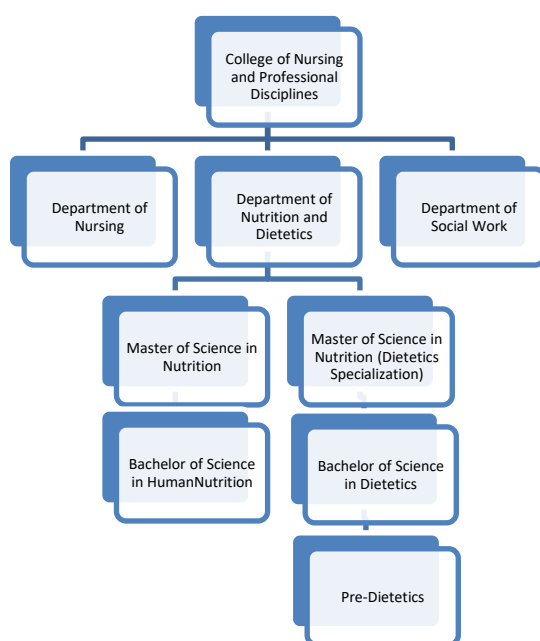
## Introduction

The Coordinated Program in Dietetics (CP) at the University of North Dakota has been producing outstanding dietetics professionals for over 40 years and has had an approved food and nutrition curriculum since the 1930s. The UND Coordinated Program received developmental accreditation to accept its first class in fall semester of 1975 and full accreditation status in 1979, which it has consistently maintained ever since. Many CP graduates now work with current students as preceptors and as mentors. The Coordinated Program at UND has full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); the current accrediting period runs through 12/31/2022.

The Department of Nutrition and Dietetics is located within the College of Nursing and Professional Disciplines. Nutrition and Dietetic students may complete curriculum requirements leading to a Master of Science degree in Nutrition, a Bachelor of Science in Human Nutrition, or a Bachelor of Science in Dietetics. The Master of Science in Nutrition has three specializations; one of which is a specialization in dietetics.

The coordinated program at UND provides students with an academic background and experiential learning to fulfill the requirements to become registered dietitian nutritionists. Students complete specific courses and supervised practice in medical nutrition therapy, community nutrition and foodservice production and management.

Only students who have completed an accredited program such as the UND Coordinated Program in Dietetics are eligible to take the exam to become a registered dietitian nutritionist. Students who have successfully completed the B.S. in Dietetics or the M.S. in Nutrition (dietetics specialization) are eligible to take the registration exam to become an RDN until January 1, 2024. After that date, the only route to registration offered at UND will be the M.S. in Nutrition, (Dietetics).



The dietetics major consists of two phases: pre-professional and professional. Students in the pre-professional phase declare a major of pre-dietetics.

While in the pre-professional phase, students complete Essential Studies and other pre-requisite courses, such as communication, psychology, college algebra and the sciences, primarily chemistry, anatomy, and physiology. Introductory nutrition courses are also completed.

In spring semester of the second year, students seeking to become a registered dietitian nutritionist apply for admission to the coordinated program in dietetics. Those admitted to the program complete requirements for a Bachelor of Science in Dietetics degree which includes classes and supervised practice in food systems production and management, medical nutrition therapy, community nutrition and other professional courses. Until January 1, 2024, students who graduate with a B.S. in Dietetics and complete all supervised practice requirements can receive their verification statement to take the CDR credentialing exam to become a registered dietitian. After January 1, 2024, a graduate degree is required to take the exam. The UND Coordinated Program provides the opportunity to complete an M.S. in Nutrition (Dietetics specialization) to maintain the ability to take the CDR registration exam for dietitians after the 2024 deadline arrives. The ABM Coordinated Program is designed to be a five-year program in which students receive their B.S. degree (year four), M.S. degree (year five) and all required supervised practice (years three through five). Only students who complete all aspects of the five-year sequence of the ABM Coordinated Program will meet the university requirements for a master's degree that will authorize graduates to receive the verification statement required to sit for the RDN exam.

### **Equal Opportunity**

It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, age, color, disability, sexual orientation, gender identity, genetic information, national origin, marital status, veteran's status or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. Responsibility for coordination of compliance efforts and receipt of inquiries, (including Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1991, and the Genetic Information Nondiscrimination Act of 2008), has been delegated to:

Donna Smith, J.D.  
 Director, Equal Employment Opportunity/Affirmative Action, Title IX  
 Coordinator, Section 504 Coordinator  
 Twamley Hall Room 102  
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### **Job Outlook**

#### **The Profession of Dietetics** (from [www.eatright.org](http://www.eatright.org))

Public interest in nutrition and wellness is growing rapidly. Consumers are increasingly seeking guidance in applying basic nutrition principles to their own lifestyle. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to provide such guidance. RDN's are nutrition experts recognized by the medical profession and the public as a credible source of evidence-based nutrition information.

RDN's complete training in nutrition and foodservice operation to maintain, improve, or restore health. Dietitians provide services in a variety of settings including worksite wellness programs, hospitals, nursing homes, schools, and community agencies. Opportunities also exist in diverse areas such as research centers, business and industry, private practice, public health, sports medicine, sales, journalism as well as other areas.

The US Bureau of Labor Statistics predicts the employment of dietitians and nutritionists will grow by eight percent from 2019 to 2029. The role of food in preventing diseases is well known. Diet-related disease prevention coupled with the consumer's ever-increasing interest in taking charge of their own health are two reasons noted by the Academy of Nutrition and Dietetics as indications for projected job growth. The median annual wage for RDN's practicing in all positions is approximately \$68,600 (*2019 Survey of Compensation and Benefits – Academy of Nutrition and Dietetics*). According to the Academy's 2019 Survey, factors showing strong association with compensation levels for RDN's include number of years of experience, level of supervisory responsibility, budget responsibility, and practice area. Clinical, community and long-term care positions tend to pay less, whereas consultation/business, food and nutrition management, education and research positions tend to pay more. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs. Many RDNs, particularly those in management, business, education and research earn incomes above \$90,000.

The full report of the Academy of Nutrition and Dietetics 2019 Compensation and Benefits Survey of the Dietetics Profession is available free for Academy members (\$250 for non-members) at [www.eatrightPRO.org/salariesurvey](http://www.eatrightPRO.org/salariesurvey). The Bureau of Labor Statistics provides detailed salary and job outlook information on the internet at <https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>.

### **UND Pathway to the RDN Credential**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), which is a branch of the Academy of Nutrition and Dietetics (AND), works autonomously in conjunction with another branch of the Academy, the Commission on Dietetic Registration (CDR), to set the guidelines for how one becomes an RDN. Four steps on the path to obtaining and maintaining RDN status include:

1. A student must complete at least a baccalaureate degree at a US regionally accredited university and course work approved by ACEND. Effective January 1, 2024, a master's degree is required to be eligible to take the Commission on Dietetic Registration (CDR) national examination for dietitians. Students who successfully complete the UND Coordinated Program in Dietetics will be exam-eligible upon completion of their Bachelor of Science in Dietetics through 2023. Students completing the Bachelor of Science in Dietetics degree at UND after January 1, 2023 must successfully complete a master's degree to be exam eligible. Those completing a UND Master of Science in Nutrition (Dietetics specialization) meet all requirements to take the RDN exam.
2. Students are required to complete a minimum of 1200 hours of supervised practice experience in an ACEND-accredited program, covering medical nutrition therapy, community nutrition, and food service production and management. At UND, supervised practice experience occurs in the professional phase of the major at the same time students are completing requirements for their degree. All courses at UND with N&D 498 and N&D 598 listed before them are the supervised practice experiences that correlate with related didactic courses.



3. After successful completion of both the academic and supervised practice requirements, graduates receive a verification statement, making them eligible to sit for the registration examination for dietitian nutritionists. The Commission on Dietetic Registration ([CDR](#)) administers this national exam. Successful completion of the registration exam allows the individual to use the credential, RD or RDN, after their name, indicating they are a registered dietitian nutritionist.
4. Once registered, the RDN must complete continuing professional education requirements (75 credits every five years) to maintain registration.

### **Licensure**

Forty-eight states, plus Puerto Rico and Washington, D.C. currently have licensure and/or certification regulations and/or title protection for dietitians, (exceptions: Arizona and Michigan). Licensure assures the public that individuals disseminating nutrition advice have the appropriate education and experience. The dietetics student is encouraged to explore licensure requirements in the state they intend to practice. Click [here](#) for information on licensure requirements for each state.

Upon graduation, the dietetics graduate is immediately eligible to apply for a limited license to practice in North Dakota until successful passage of the registration examination. After passing the registration exam, the graduate is eligible to apply for full licensure as a Licensed Registered Dietitian (LRD) in North Dakota. Refer to the North Dakota Board of Dietetic Practice [website](#) for more information on North Dakota licensure.

### **Student Membership in Professional Organizations**

Professional organizations provide a network for professional contacts and keeps members informed of professional information through email listservs, practice groups, newsletters, and conferences. One of the goals of the UND Coordinated Program is to help students develop a positive attitude toward lifelong professional development. To introduce this concept, students in the UND program are required to become a student member of the Academy of Nutrition and Dietetics and are encouraged to join other professional organizations such as the Society for Nutrition Education and Behavior or the North Dakota Nutrition Council. All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of the Academy of Nutrition and Dietetics, the North Dakota Academy of Nutrition and Dietetics annual meeting, the North Dakota Nutrition Council annual meeting, and other professional organization seminars and workshops. Many of these organizations offer a generous student discount to attend their meetings, and attendance at some professional events is a program requirement.

The **Academy of Nutrition and Dietetics** is the national professional organization for registered dietitian nutritionists (RDN's) and dietetic technicians, registered (NDTR's). It provides a network for professional contacts and keeps members informed of current professional information through its' annual conference (FNCE), a 'members only' section of its website, and a variety of publications and resources, including the Journal of the Academy of Nutrition and Dietetics and the Evidence Analysis Library. All UND students in the coordinated program must pay for student membership in the Academy of Nutrition and Dietetics for each year in the program.

When students become an Academy student member, they automatically become a member of the Academy Student Council with all the following benefits information from [www.eatrightpro.org](http://www.eatrightpro.org):

- Find scholarships and educational stipends.
- Access to Eat Right Careers for the latest information on job opportunities.
- Career Toolbox – get access to resources, tips, and information to make your job search much easier
- Opportunity to serve as a student liaison between your local organizations (SAND) and the Academy Student Council. A limit of two student liaisons per program may register with the Academy each year.
- Access to the Student Scoop – an e-newsletter published five times per year exclusively for students.
- The Student Community – a networking resource that connects student members nationwide.
- Volunteer opportunities at all levels of the professional organization
- Free membership in your state dietetic association and eligibility for state and national Outstanding Dietetics Student awards
- Reduced rates at the Academy’s annual Food and Nutrition Conference and Exhibition (FNCE)

To join the Academy of Nutrition and Dietetics, go to [www.eatrightpro.org](http://www.eatrightpro.org) then go to the Student tab. You may choose any state as your affiliate state.

The **North Dakota Academy of Nutrition and Dietetics (NDAND)** is an affiliate of and link to the Academy. State meetings provide members with opportunities to participate in the profession on the state level as well as to begin to build their own professional network.

The **Student Association for Nutrition and Dietetics (SAND)** is a student-run campus organization that encourages student networking and involvement in the field of nutrition and dietetics. SAND meetings inform members of service-learning opportunities as well as provide networking and mentoring activities. It is a requirement of the Coordinated Program for students to be a member of SAND. Annual dues are \$15 and are paid at the beginning of each academic year.

### **The Department of Nutrition and Dietetics – Three Majors**

The first major available in the UND Department of Nutrition and Dietetics is a four-year curriculum that culminates in a Bachelor of Science in Human Nutrition degree. This major is a good choice for students who would like to study the science of nutrition without dietetic registration. A student with a focused interest in nutrition can individualize their program of study to meet entrance requirements for medical and other graduate school programs, or they may select a health promotion track to be practice-ready at the completion of the bachelor’s degree.

The Bachelor of Science in Dietetics provides didactic courses and supervised practice to meet the KRDN’s (Knowledge for Registered Dietitian Nutritionists) and CRDN’s (Competencies for Registered Dietitian Nutritionists). Effective until January 1, 2024, the BS in Dietetics degree plus the required supervised practice hours authorizes the graduate to receive a verification statement, authorizing them to take the CDR exam to become a registered dietitian nutritionist.

A Master of Science in Nutrition offers three specialization tracks: Nutrition Science; Nutrition Education and Counseling, and the Dietetics track. The first two specializations are part-time, online programs where students can earn their degree from UND while they live and work in their own community. Completion of a bachelor's degree or higher in nutrition, dietetics, or a closely related field from a regionally accredited college or university, or completion of specific subject areas is required for admission.

The third specialization track of the Master of Science in Nutrition is a five-year accelerated program designed for those who have a goal to become a registered dietitian nutritionist. Students in this track begin their first two years with a major in pre-dietetics. They must apply and be selected for admission into the UND Coordinated Program in Dietetics before applying to the UND School of Graduate Studies.

Students may complete the pre-dietetics component of the dietetics major on a part-time or full-time basis, but the professional component is a full-time program. Students taking a full-time course load can complete the pre-dietetics component in two years (four semesters). However, the amount of time required depends on student choice to add minors, second majors, or engage in outside activities that extend time for completion. Students who elect to drop a course or who do not meet the minimum grade required for the course may also experience the necessity of extending the time required to obtain their degree.

Application to the coordinated program typically occurs in the spring semester of the student's second year with admission in the fall semester of their third year. Before admission to the Accelerated Bachelor's/Master's program can be finalized, students must submit the standard application for admission to the UND School of Graduate Studies, including an application, application fee, personal statement, and transcripts. A letter of acceptance into the Accelerated Bachelor's/Master's Program is contingent on meeting all ABM requirements including successful completion of all pre-professional science and nutrition courses prior to beginning the program. Applications accepted for admission to the graduate program are not matriculated until receipt of the Bachelor of Science in Dietetics degree.

Once in the coordinated program, the professional phase is available only on a full-time basis. The professional phase of the program covers six semesters and two summer sessions. Successful completion of all components of the ABM program, which includes the bachelor's degree, the master's degree, and at least 1200 supervised practice hours, culminates with a Master of Science in Nutrition degree from UND and graduates receive a verification statement authorizing them to sit for the registration exam to become a registered dietitian nutritionist.

The list of course requirements for each stage of the UND Coordinated Program in Dietetics begins on the following page.

### RECOMMENDED COURSE SEQUENCE – PRE-DIETETICS

Course Number	Course Name	Lecture	Lab	Supervised Practice Hours	Total Credit Hours
<b>Year One – First Semester</b>					
N&D 240	Fundamentals of Nutrition	X			3
PSYC 111	Introduction to Psychology	X			3
CHEM 115	Introductory Chemistry	X			3
CHEM 115L	Introductory Chemistry Lab		X		1
Math 103	College Algebra	X			3
ENGL 110	College Composition I	X			3
<b>Total Credits:</b>					<b>16</b>
<b>Year One – Second Semester</b>					
N&D 100	Introduction to Nutrition & Dietetics	X			1
N&D 220	Foodservice Safety and Sanitation	X			1
CHEM 116	Introduction to Organic and Biochemistry	X			3
CHEM 116L	Introduction to Organic and Biochemistry Lab		X		1
ENGL 130	Composition II: Writing for Public Audiences	X			3
***	Essential Studies (FA/Hum/FA or Hum)	X			3
<b>Total Credits</b>					<b>12</b>
<b>Year Two – First Semester</b>					
N&D 250	Contemporary Food and Nutrition Concepts	X	X		3
N&D 335	World Food Patterns	X			3
COMM 110	Fundamentals of Public Speaking	X			3
BIMD 220	Human Anatomy and Physiology I	X			3
BIMD 220L	Human Anatomy and Physiology I Lab		X		1
***	Essential Studies (FA/Hum/FA or Hum)	X			3
<b>Total Credits</b>					<b>16</b>
<b>Year Two – Second Semester</b>					
N&D 260	Principles of Food Science	X	X		3
BIMD 221	Human Anatomy and Physiology II	X			3
BIMD 221L	Human Anatomy and Physiology II Lab		X		1
MGMT 300	Introduction to Management	X			3
***	Essential Studies (FA/Hum/FA or Hum)	X			3
***	Essential Studies or Elective	X			3
<b>Total Credits</b>					<b>16</b>

**B.S. COORDINATED PROGRAM - BACHELOR'S DEGREE IN DIETETICS**

<b>Course Number</b>	<b>Course Name</b>	<b>Lecture</b>	<b>Lab</b>	<b>Supervised Practice Hours</b>	<b>Total Credit Hours</b>
<b>Year Three – First Semester</b>					
N&D 325	Nutrition Through the Life Cycle	X			3
N&D 344	Nutrition Education & Counseling	X			3
N&D 345	Community Nutrition	X			3
N&D 494	Research in Nutrition and Dietetics	X			1
N&D 498-C	Supervised Practice in Counseling			45	1
***	Undergraduate Statistics	X			3
<b>Total Credits</b>					<b>14</b>
<b>Year Three – Second Semester</b>					
N&D 380	Food Service Production & Management	X			3
N&D 441	Nutritional Biochemistry	X			4
N&D 498-FSP	Supervised Practice in Food Production			90	2
N&D 498-CN	Supervised Practice in Community Nutrition			90	2
PPT 315	Human Pharmacology	X			3
MED 205	Medical Terminology	X			1
<b>Total Credits</b>					<b>15</b>
<b>Summer Session</b>					
N&D 498A-FSM	Supervised Practice in Food Service Management			180	4
<b>Total Credits</b>					<b>4</b>
<b>Year Four – First Semester</b>					
N&D 350	Medical Nutrition Therapy 1	X			3
N&D 450	Medical Nutrition Therapy 2	X			3
N&D 480	Inter-professional Health Care	X			1
N&D 498-MNT	Supervised Practice in Medical Nutrition Therapy			315	7
<b>Total Credits</b>					<b>14</b>
<b>Year Four – Second Semester</b>					
N&D 488	Foundations of Dietetic Practice	X			3
N&D 498	Senior Supervised Practice in Dietetics			480	12
<b>Total Credits</b>					<b>15</b>

### ABM PROGRAM – BACHELOR’S DEGREE IN DIETETICS

Course Number	Course Name	Lecture	Lab	Supervised Practice Hours	Total Credit Hours
Year Three – First Semester					
<b>*N&amp;D 325</b>	<b>Nutrition Through the Life Cycle</b>	<b>X</b>			<b>3</b>
N&D 344	Nutrition Education & Counseling	X			3
N&D 345	Community Nutrition	X			3
N&D 494	Research in Nutrition and Dietetics	X			1
N&D 498-C	Supervised Practice in Counseling			45	1
***	Undergraduate Statistics	X			3
Total Credits					14
Year Three – Second Semester					
<b>*N&amp;D 380</b>	<b>Food Service Production &amp; Management</b>	<b>X</b>			<b>3</b>
N&D 441	Nutritional Biochemistry	X			4
N&D 498-FSP	Supervised Practice in Food Production			90	2
N&D 498-CN	Supervised Practice in Community Nutrition			90	2
PPT 315	Human Pharmacology	X			3
MED 205	Medical Terminology	X			1
Total Credits					15
Summer Session					
N&D 498A-FSM	Supervised Practice in Food Service Management			180	4
Total Credits					4
Year Four – First Semester					
<b>*N&amp;D 350</b>	<b>Medical Nutrition Therapy 1</b>	<b>X</b>			<b>3</b>
<b>*N&amp;D 450</b>	<b>Medical Nutrition Therapy 2</b>	<b>X</b>			<b>3</b>
N&D 480	Inter-professional Health Care	X			1
N&D 498-MNT	Supervised Practice in Medical Nutrition Therapy			315	7
Total Credits					14
Year Four – Second Semester					
N&D 488	Foundations of Dietetic Practice	X			3
N&D 498	Senior Supervised Practice in Dietetics			360	8
***	Elective	X			2
Total Credits					13

*\*Bolded courses receive dual credit at both the undergraduate and graduate levels. Although bolded courses receive credit for both undergraduate and graduate credit in the ABM degree, they do not transfer to other programs or other institutions as such.*

### ABM PROGRAM - MASTER OF SCIENCE IN NUTRITION

Course Number	Course Name	Lecture	Lab	Supervised Practice Hours	Total Credit Hours
Year Four – Summer Session					
N&D 554	Nutrigenomics	X			3
Total Credits:					3
Year Five – First Semester					
N&D 541	Macronutrients	X			3
N&D 594	Research Methods in Nutrition	X			3
N&D 560	Nutrition Counseling	X			3
Total Credits:					9
Year Five – Second Semester					
N&D 542	Micronutrients	X			3
N&D 598	Graduate Practicum			90-180	2-4
N&D 997	Independent Study				2
Total Credits:					7-9

*Admission to the graduate program occurs upon receipt of the Bachelor of Science in Dietetics degree.*

### Application to the Coordinated Program in Dietetics

**Policy:** Application to the UND Coordinated Program occurs in spring semester, and it is separate from admission to the university. The application deadline for priority consideration is **February 15**. Applicants may submit materials after that date for consideration on a space-available basis after initial selection has occurred. Receipt of all application materials for priority consideration must occur by February 15. If February 15 falls on a weekend or a holiday, the deadline for submission will be on the next business day. The application process occurs electronically and the program retains completed application materials in the Department of Nutrition and Dietetics.

#### Criteria for Application to the Coordinated Program in Dietetics

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Minimum GPA of 3.0 at the end of the fall semester in the year of application</li> <li>• Minimum grade of 'C' in all nutrition, foods, and required science courses.</li> <li>• A demonstrated interest in the field of dietetics</li> <li>• Record of service-learning activity (at least 50 hours documented prior to entering the program)</li> </ul> |
|---|

**Procedure:**

1. Applicants submit their application form, letter of interest (addressed to the coordinated program director in business letter format), resume and names/email addresses for two references. The electronic submission of the application triggers an email to the individuals agreeing to provide references.
  - a. The application form and reference form are available on the Department of Nutrition and Dietetics [website](#).

2. Individuals providing references must provide them by the February 15 due date for priority consideration. It is prudent for the applicant to confirm with the individuals that they received the email requesting a reference and to confirm receipt of the completed references with the N&D department administrative assistant.
3. Screening of applications occur to assure all criteria are met.
4. The department administrative assistant will contact all qualified applicants to schedule a 30-minute interview with the program director and the program coordinator. At their discretion, the director may seek consultation from other program faculty members and/or stakeholders in the final selection decision.
  - a. The purpose of the interview is to ascertain the applicant's knowledge about and interest in the coordinated program. The interview also helps assess communication skills, maturity, poise, human relations skills and understanding of the rigors of the program. The process for program admission is like application for a professional position.
5. After all applicants have completed the steps in the application process, selection into the UND Coordinated Program in Dietetics occurs. The program notifies applicants by email of the results of the selection process. Notification typically occurs shortly after spring break.
6. Admission into the program is contingent upon satisfactory completion of all pre-professional nutrition and science courses prior to the fall semester they will enter the program. Admitted students continue in the undergraduate program to earn a Bachelor of Science in Dietetics degree.
7. Upon successful completion of the Bachelor of Science in Dietetics degree, successful students receive admission to the UND Graduate School to earn a Master of Science in Nutrition degree.

Accreditation permits the UND Coordinated Program to accept up to 18 students annually; however, the program is not required to fill all slots each year. Acceptance relies on the assessment of student's potential to meet the rigors of the program to become a competent, entry-level registered dietitian nutritionist. Only students who meet specific qualifications and demonstrate potential to succeed are considered. Availability of supervised practice sites also determines the size of each cohort.

Although it is **not required** for students seeking admission into the coordinated program, feedback from preceptors and program graduates indicate that those who have worked as a diet aide in a foodservice department or other dietetics-related employment are at a strong advantage to be successful in the program. Students **are encouraged** to consider such employment to strengthen their resume and their performance in the program.

### **Admission to the Coordinated Program in Dietetics**

Policy: Prior to starting the program in the fall semester, incoming students must verify successful completion of pre-dietetics course expectations and service-learning requirements. Application and payment for student membership in the Academy of Nutrition and Dietetics and dues payment for SAND membership must also occur upon admission to the coordinated program. Further requirements for continuation in the program occur in fall semester as outlined in students' acceptance letters.



Procedure:

1. Students must show evidence of satisfactory completion (minimum grade of C) for all nutrition and required science courses. Final grades for classes completed during summer term typically are not posted on the student's transcript in time for admission, so students must request an email from the summer course professor, addressed to the CP director, which confirms receipt of a satisfactory grade.
2. Confirmation of any outstanding service-learning hours is verified.
3. In fall semester, upon receipt of an email notice from the N&D Department administrative assistant, students will:
  - a. Complete a background check through Verified Credentials by the stated due date for each year of the program. **\*Important:** Request an account username and password only in the first year; **use the same account for each subsequent year in the program.**
    - i. Failure of the background check may prohibit students from continuing in the coordinated program and result in dismissal if unable to qualify for placement at supervised practice sites.
  - b. All admitted students must successfully complete a urine drug screen.
    - i. Register to take the screen on the Verified Credentials website
    - ii. Once the fee to do the screen has been paid,
    - iii. Verified Credentials will provide information regarding the process and approved testing sites
    - iv. Students will have **15 calendar days** from the time of payment to complete the drug screen
  - c. Additionally, Minnesota state law requires people who provide direct contact services in certain health and human service settings to have a background study completed by the Department of Human Services. The cost of the study is in addition to the background check by Verified Credentials. Some placements for supervised practice occur in Minnesota, so compliance with this policy is mandatory to provide Minnesota practice experiences. The cost of the check is reimbursed by the N&D department and occurs only one time during the program. Students work with the N&D administrative assistant to submit the information required by the MN DHS Background Study.
  - d. Submit proof of insurance coverage (health and automobile) in Verified Credentials by the due date indicated in the administrative assistant's email message.
  - e. Submit health records, including required immunizations, in Verified Credentials by the due date indicated in the administrative assistant's email message.
    - i. Delay in submission of health records may result in failure to be placed at supervised practice sites in a timely manner.

## Coordinated Program Description

### Time Expectations

The UND Coordinated Program provides both the academic and supervised practice requirements necessary for graduates to take the CDR registration exam. The condensed nature of coordinated programs is fast-paced and intense, as it combines the practice requirements (minimum 1200 hours of supervised practice) with undergraduate degree requirements. Once admitted to the program, full-time students complete the B.S. in Dietetics Coordinated Program in four semesters plus one summer session or the accelerated program (ABM) in six semesters plus two summer sessions.

It is important for the CP student to be committed, both in time and effort, to the program. It is critical for the student to realize they must tend to supervised practice obligations and maintain their best professional behavior at all times they are representing UND and the Department of Nutrition and Dietetics.

Because the program is a time of intensive, hands-on experience, it is important for students to consider supervised practice and the didactic courses a priority. The program is essentially a full-time job. Students are encouraged **not** to work in an outside paying job while school is in session, and in most circumstances, program expectations will not vary to accommodate work schedules. If students maintain outside employment, they should plan to schedule work hours in evenings or weekends only. Since supervised practice may entail some evenings and occasionally a weekend, students choosing to hold an outside job must work closely with their preceptor and faculty members regarding scheduling issues.

### Mission Statement

The mission of the Coordinated Program in Dietetics at the University of North Dakota is to provide education, discovery, and experiential training opportunities to prepare graduates for positions as registered dietitian nutritionists.

### Program Goals and Outcome Measures

UND Coordinated Program goals and outcomes meet the ACEND 2017 standards. Outcome measures for these goals correlate with the 2017 ACEND standards as part of the accreditation process.

Program Goal #1: Prepare graduates for entry-level practice as registered dietitian nutritionists.

Outcome measures:

- a. At least 80% of program students complete program/degree requirements within 3 years (B.S. in Dietetics) or 4 years (ABM). (150% of anticipated program length).
- b. Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- c. Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- d. The program's pass rate (graduates who pass the registration exam within one year of first attempt) of the CDR credentialing exam for dietitian nutritionists is at least 80%.
- e. Eighty percent of responding employers will agree that the program graduate exhibits the knowledge and skills demonstrated by competent entry-level dietitian nutritionists.

- f. Ninety percent of program graduates responding to an alumni survey will rate themselves as prepared or well-prepared for their first position.

Program Goal #2: Prepare graduates to provide culturally competent, evidence-based nutrition care to any persons with emphasis on populations with limited access to food and nutrition services.

Outcome measures:

- a. Upon completion of the program, ninety percent (90%) of new graduates will rate their perceived preparation for an entry-level dietetics position as either prepared (good) or well-prepared (excellent).

### **CORE COMPETENCIES FOR ENTRY-LEVEL REGISTERED DIETITIANS**

The Coordinated Program curriculum is supported by core knowledge and competencies required for dietetic practice established by the Academy's accrediting body, the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The most recent set of [standards](#), effective as of June 1, 2017, include four domains:

1. Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice
2. Domain 2: Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian level of practice
3. Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations
4. Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

Additionally, each competency area is supported by knowledge requirements, and these three areas of knowledge underlying competency requirements must be evident in the curriculum:

- Food and food systems
- Physical and biological sciences
- Behavioral and social sciences

ACEND's Competencies for Registered Dietitian Nutritionists (CRDNs) specify what every dietitian should be able to do at the beginning of his/her professional career. These competencies assume that students have acquired the foundation knowledge requirements (KRDN's, or Knowledge for Registered Dietitian Nutritionists). The UND Coordinated Program curriculum translates the knowledge requirements and competencies into a sequence of pre-dietetics courses, program didactic (classroom/lecture) courses and supervised practice (hands-on experience) courses occurring through simulation activities and at professional practice sites. The program incorporates ACEND's CRDNs and KRDNs into all didactic and supervised practice content to ensure that program graduates meet the Academy's requirements for dietetic practice. Below you will find the 2017 ACEND Standards for Coordinated Programs in Dietetics.

The program's curriculum must prepare students with the following core knowledge and competencies:

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

Knowledge

Upon completion of the program, graduates can:

**KRDN 1.1:** Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.

**KRDN 1.2:** Use current information technologies to locate and apply evidence-based guidelines and protocols.

**KRDN 1.3:** Apply critical thinking skills.

Competencies:

Upon completion of the program, graduates can:

**CRDN 1.1:** Select indicators of program quality and/or customer service and measure achievement of objectives.

**CRDN 1.2:** Apply evidence-based guidelines, systematic reviews, and scientific literature.

**CRDN 1.3:** Justify programs, products, services, and care using appropriate evidence or data.

**CRDN 1.4:** Evaluate emerging research for application in nutrition and dietetics practice.

**CRDN 1.5:** Conduct projects using appropriate research methods, ethical procedures, and data analysis.

**CRDN 1.6:** Incorporate critical thinking skills in overall practice.

**Domain 2: Professional Practice Expectations: Beliefs, values, attitudes, behaviors for professional dietitian nutritionist level of practice**

Knowledge:

Upon completion of the program, graduates can:

**KRDN 2.1:** Demonstrate effective and professional oral and written communication and documentation.

**KRDN 2.2:** Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe inter-professional relationships in various practice settings.

**KRDN 2.3:** Assess the impact of a public policy position on nutrition and dietetics practice.

**KRDN 2.4:** Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

**KRDN 2.5:** Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

**KRDN 2.6:** Demonstrate an understanding of cultural competence/sensitivity.

**KRDN 2.7:** Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

**KRDN 2.8:** Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies:

Upon completion of the program, graduates can:

**CRDN 2.1:** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

**CRDN 2.2:** Demonstrate professional writing skills in preparing professional communications.

**CRDN 2.3:** Demonstrate active participation, teamwork, and contributions in group-settings.

**CRDN 2.4:** Function as a member of inter-professional teams.

**CRDN 2.5:** Assign duties to NDTRs and/or support personnel as appropriate.

**CRDN 2.6:** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

**CRDN 2.7:** Apply leadership skills to achieve desired outcomes.

**CRDN 2.8:** Demonstrate negotiation skills.

**CRDN 2.9:** Participate in professional and community organizations.

**CRDN 2.10:** Demonstrate professional attributes in all areas of practice.

**CRDN 2.11:** Show cultural competence/sensitivity in interactions with clients, colleagues, and staff.

**CRDN 2.12:** Perform self-assessment and develop goals for self-improvement throughout the program.

**CRDN 2.13:** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

**CRDN 2.14:** Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

**CRDN 2.15:** Practice and/or role-play mentoring and precepting others.

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

Knowledge:

Upon completion of the program, graduates can:

**KRDN 3.1:** Use the Nutrition Care Process to make decisions, identify nutrition-related problems, and determine and evaluate nutrition interventions.

**KRDN 3.2:** Develop an educational session or program/educational strategy for a target population.

**KRDN 3.3:** Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

**KRDN 3.4:** Explain the processes involved in delivering quality food and nutrition services.

**KRDN 3.5:** Describe the basic concepts of nutritional genomics.

Competencies:

Upon completion of the program, graduates can:

**CRDN 3.1:** Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

**CRDN 3.2:** Conduct nutrition focused physical assessment.

**CRDN 3.3:** Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

**CRDN 3.4:** Design, implement and evaluate presentations to a target audience.

**CRDN 3.5:** Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.

**CRDN 3.6:** Use effective education and counseling skills to facilitate behavior change.

**CRDN 3.7:** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

**CRDN 3.8:** Deliver respectful, science-based answers to client questions concerning emerging trends.

**CRDN 3.9:** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

**CRDN 3.10:** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Knowledge:

Upon completion of the program, the graduates can:

**KRDN 4.1:** Apply management theories to the development of programs or services.

**KRDN 4.2:** Evaluate a budget and interpret financial data.

**KRDN 4.3:** Describe the regulation system related to billing and coding, what services are reimbursable by third-party payers and how reimbursement may be obtained.

**KRDN 4.4:** Apply the principles of human resource management to different situations.

**KRDN 4.5:** Describe safety principles related to food, personnel, and consumers.

**KRDN 4.6:** Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies:

Upon completion of the program, graduates can:

**CRDN 4.1:** Participate in management of human resources.

**CRDN 4.2:** Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities, and food.

**CRDN 4.3:** Conduct clinical and customer service quality management activities.

**CRDN 4.4:** Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

**CRDN 4.5:** Analyze quality, financial and productivity data for use in planning.

**CRDN 4.6:** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

**CRDN 4.7:** Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.

**CRDN 4.8:** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.

**CRDN 4.9:** Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.

**CRD 4.10:** Analyze risk in nutrition and dietetics practice.

## **PROGRAM CONCENTRATIONS**

### **Concentration Area: Limited Access Populations – Bachelor’s curriculum**

**LAP #1:** Perform complex responsibilities of a dietitian working in a rural setting or with other populations with limited access to food and nutrition services, demonstrating an understanding of federal, state, and non-governmental regulatory agency regulations and rules.

**LAP #2:** Demonstrate the ability to coordinate nutrition care and foodservice in small community health care facilities.

### **Concentration Area: Limited Access Populations – Master’s curriculum**

**LAP #1:** Apply the Nutrition Care Process to dietetics practice that improves nutritional outcomes to populations with limited access to food and nutrition services.

**LAP #2:** Apply research methodology to conduct an outcome intervention and evaluation that serves populations with limited access to food and nutrition services.

### **Concentration Area: Health Promotion**

**HP #1:** Apply the Nutrition Care Process through foodservice management, medical nutrition therapy, or nutrition in the community.

**HP #2:** Apply research methodology to conduct a health-promotion outcome intervention.

As students work through the curriculum, learning activities move from simple to more complex, and it is important for students to retain information from prior classes to build upon throughout their student career to achieve entry-level competency in all required domains. For this reason, students complete a comprehensive exam at the completion of three key supervised practice rotations: community nutrition, food service production and management, and medical nutrition therapy. Each exam gives the student a clearer assessment of their strengths and areas needing further development. The exams are in Blackboard, and the format is modeled after the RDN credentialing exam (one question at a time with no backtracking). Students complete similar exams in their senior year and a culminating comprehensive exam prior to graduation in Year 5, in preparation for the CDR credentialing exam.

## **COURSE DESCRIPTIONS**

*Students must complete the N&D classes provided in the program in sequence and the paired courses described within the section, below, should optimally be taken concurrently.*

### **First Semester (fall semester, junior year)**

The first semester of the program orients students to the program and introduces students to practice in interviewing and counseling skills. Orientation activities and supervised practice occurs on Tuesdays, and students attend didactic classes on Mondays, Wednesdays and Fridays.

**N&D 325: Nutrition through the Life Cycle**

N&D 325 examines nutritional needs of individuals prior to conception, during pregnancy and lactation, and throughout childhood, adolescence, and all of adulthood. The course covers 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.

**N&D 344/498-C – Nutrition Education and Counseling/Supervised Practice in Counseling**

N&D 344 introduces students to counseling and learning theories for approaches with individuals and groups in clinical or community settings. Students will develop fundamental skills necessary to design and implement nutrition education interventions and will practice application of principles learned in nutrition counseling. Students will acquire foundational knowledge for understanding and facilitating behavior change and self-management strategies to influence client awareness, abilities, and attitudes towards improving nutritional status.

N&D 498-C emphasizes initiating the development of interviewing and counseling skills using standardized patients and/or real play.

*N&D 344 is required for all Nutrition & Dietetics majors. N&D 498-C is limited to those enrolled in the Coordinated Program.*

**N&D 345: Community Nutrition**

N&D 345 allows students 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 conduct a community needs assessment, research the community 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 nutritional needs of the community.

**N&D 494 – Research in Nutrition and Dietetics**

N&D 494 - Research in N&D, provides the opportunity to develop research writing and reporting skills through research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

**Second Semester (spring semester, junior year)**

In this semester, time management becomes critically important as the student learns increased self-management skills necessary for balancing classroom expectations with supervised practice activities.

**N&D 380/498-FSP: Foodservice Production & Management/Supervised Practice in Foodservice Production**

N&D 380 introduces students to principles and practices of quantity food production and management. Students will study programs and operations common to all onsite foodservice operations including menu planning, purchasing, production and service. Students become familiar with principles and techniques related to basic management, leadership, and human resources management in healthcare and other onsite foodservice operations. The course focuses on the role and competencies of dietitians and nutritionists working in these environments. This class correlates with N&D 498-supervised practice in food production and N&D 498-supervised practice in foodservice management, although it is not limited to students in the dietetics program.



N&D 498-FSP provides students with an orientation to the technical skills used in quantity food production. Students work 10 days in a variety of shifts at the UND Dining Centers, with shift schedules ranging from approximately 6:00 a.m. to 8:00 p.m. except for one night shift where students spend time at the campus bakery.

*N&D 380 is open to any student who has completed prerequisite courses. N&D 498-FSP is limited to those enrolled in the Coordinated Program.*

#### **498-CN: Supervised Practice in Community Nutrition**

N&D 498-CN provides opportunity to apply concepts learned in N&D 344 and N&D 345 through experience with various community programs and health promotion activities within the university and the greater Grand Forks community. Emphasis on continued development of education skills through simulation and supervised practice, along with service-learning experiences at the university and in local schools, community health agencies, and selected community nutrition education facilities.

With possible exceptions, Tuesdays and Thursdays are devoted to supervised practice activities; Monday, Wednesday and Friday are class days on campus.

*N&D 344 and N&D 345 are required for all Nutrition & Dietetics majors. N&D 498-CN is limited to students in the Coordinated Program.*

#### **N&D 441 – Nutritional Biochemistry**

A comprehensive investigation of the nutritional needs of humans with emphasis on nutritional biochemistry and current issues. This course is an Essential Studies capstone course.

#### **PPT 315 – Human Pharmacology**

PPT 315 - Human Pharmacology provides a survey of the more important drugs used in medicine, including basic principles, clinical uses, and possible adverse effects.

#### **MED 205 – Medical Terminology**

Online course covering knowledge of medical terminology learned through the study of different body systems.

### **Summer Session One**

#### **N&D 498-FSM – Supervised Practice in Food Service Management**

The foodservice systems management experiential component gives the student hands-on experience in foodservice systems management. Students apply the concepts of quality management principles, marketing, human resources, and financial and budget considerations covered in N&D 380, Food Service Systems Management and in MGMT 300, Principles of Management. This supervised practice occurs over a four-week period in the summer, and it includes an additional simulated menu-writing group project.

From this point and going forward, students complete supervised practice opportunities at several sites outside of the Grand Forks area. Efforts are made to accommodate students' preferences based on interests and living arrangements; **however, students should anticipate being away from Grand Forks for at least part of their supervised practice time from this point forward and plan accordingly.** The first consideration in placing students at sites will be to determine which experience is most compatible with the individual's academic and experiential needs.

### **Third Semester (fall semester, senior year)**

*The third semester introduces students to medical nutrition therapy, research, and professional and inter-professional practice.*

#### **N&D 350/450/498-MNT Medical Nutrition Therapy I & II/Supervised Practice in Medical Nutrition Therapy**

Medical Nutrition Therapy I provides the opportunity for students to begin building their medical nutrition therapy knowledge base and skills. Through utilizing knowledge of nutrition, physiology, and other natural and social sciences, the students assess the nutritional status of individuals with common medical conditions and apply appropriate medical nutrition therapy interventions in caring for these individuals.

Medical Nutrition Therapy II builds on the knowledge and skills gained in N&D 350. This advanced level course allows students to broaden their study and application of nutrition intervention principles and medical nutrition therapy to complex medical conditions.

N&D 498-MNT: Students orient to MNT in-house experiences with completion of a series of in-house case studies within close supervision of clinical faculty. Students participate in activities such as resident care conferences and meal rounds, and they can observe procedures such as swallowing studies. Students then move on to work with more complex MNT experiences while rotating through various acute-care and long-term care sites throughout the region. The course culminates in major case study presentations to peers and faculty.

Much of the didactic coursework, plus role-play, real-play, hypothetical case studies and other simulation activities occur prior to placement in facilities. Once placement in facilities occur, supervised practice occurs Monday-Thursday with students' work schedule arranged to correlate with their preceptor's work schedule. De-brief sessions occur on campus on designated Fridays. Students should expect to be out of town overnight on several occasions in the third semester. Students move rather quickly through several MNT rotations, and it is important that the student be able to adapt to new environments frequently.

*MNT courses are open only to students in the coordinated program and by special permission, based on credit for prior learning.*

#### **N&D 480 – Inter-professional Health Care**

Inter-professional Health Care is a process-learning course, intended to provide experience in building a team of health professionals from different disciplines. The focus is on learning to work effectively with an inter-professional health care team. Emphasis is on effective teamwork, the unique contributions of different professions, patient or family-centered approach in health care delivery and awareness of potential medical errors. Case studies with active learning modalities will be the primary teaching strategy used.

*N&D 480 is open only to seniors in the coordinated program.*

### **Fourth Semester (spring semester, senior year)**

*The fourth semester provides opportunity for an 8-week in-depth senior practicum at one facility for students completing the ABM program. Until January 1, 2024, students completing the B.S. in Dietetics to receive the verification statement complete a 12-week practicum. One remaining didactic course rounds out the requirements for the bachelor's degree in dietetics.*

#### **N&D 488: Foundations of Dietetic Practice**

N&D 488 examines the responsibilities associated with dietetic professional practice, including but not limited to the Code of Ethics, licensure, Standards of Professional Performance, and future trends in the profession. The goal is to provide an opportunity for students to learn and continue to use professional skills and resources characteristic of nutrition and dietetics professionals in preparation for life-long learning.

The course includes a comprehensive exam that serves as a self-assessment to gauge preparation for the student's success on the CDR registration exam. Students study on their own throughout the semester with practice exams attempted at various intervals through the semester. Test scores account for a portion of the course final grade.

*N&D 488 is open only to seniors in their fourth semester.*

#### **N&D 498: Senior Practicum**

Senior practicum provides opportunity for an 8-week in-depth senior practicum at one facility where students perform one-two weeks of staff relief. Supervised practice for senior practicum has occurred primarily throughout North Dakota and Greater Minnesota but may extend to sites throughout the United States, based on the ability to establish affiliation agreements and professional contacts.

At the completion of the bachelor's degree in the fourth semester, students perform a culminating self-assessment used to identify strengths, career interest areas, and opportunities for further growth. This self-assessment aims to inform the development of the student's focus for an independent study project, to strengthen identified competencies, and to develop individualized student learning goals for incorporation into the graduate practicum.

### **Summer Session Two**

*The second summer session begins with coursework at the graduate level.*

#### **N&D 554 – Nutrigenomics**

N&D 554 explores the interactions between nutritional factors, genomics, and health. The course also explores the potential role of the nutrition professional in developing personalized dietary prescriptions to optimize health, reduce disease risk, or improve management of chronic disease.

### **Fifth Semester (fall semester, graduate year)**

#### **N&D 541 – Macronutrients**

N&D 541 covers the integration of the molecular, cellular, and physiologic aspects of macronutrient and energy metabolism in humans. Dietary energy, carbohydrates, fiber, lipids, proteins, nutritional

interactions, and metabolic consequences with emphasis on recent advances in macronutrient nutrition are explored.

#### **N&D 594 – Research Methods in Nutrition**

N&D 594 students gain the knowledge and skills needed to understand, evaluate, and synthesize research in the field of nutrition. The course provides the opportunity to develop research writing and reporting skills through a research literature review, grant application, news release, and presentation. Students will communicate their work through professional writing assignments and oral presentations.

#### **N&D 560 – Nutrition Counseling**

The goal of N&D 560 is to practice and strengthen advanced nutrition counseling skills particularly using the evidence based motivational interviewing style. Focus will be on attending to client-centered orientation and building therapeutic relationships through engage communication skills. Education is on core pieces of theory with emphasis on enhancing practical skill development through video demonstrations, case studies, creative reflection, and facilitated group discussions. The course provides opportunity for real play to practice evidence-based counseling skills.

### **Sixth Semester (spring semester, graduate year):**

#### **N&D 542 – Micronutrients**

Examination of vitamins, major minerals, electrolytes, and trace minerals as they relate to human nutrition. Structure, stability, digestion, absorption, transport, storage, function, nutrient interaction, metabolism, excretion, and dietary assessment are emphasized. Recent research related to micronutrient intake and health parameters is explored.

#### **N&D 598– Graduate Practicum**

The graduate practicum provides an opportunity for students to advance their skills and experience working with patients/residents/clients as part of an inter-professional team in an assigned area of dietetics. Students will be required to use critical thinking, clinical inquiry, informatics, and literature to demonstrate independent, problem-solving skills in practice. The expected outcomes of the practicum include the refinement of competencies required of an entry-level dietitian with advanced nutrition coursework and research skills. This is a time for students to gain confidence as an independent professional while exploring one's mentorship and leadership abilities. Minimum 90 contact hours completed onsite at assigned facility/agency.

#### **N&D 997 – Independent Study**

The independent study is designed to meet the needs of the individual student. The focus of the course is directed toward the interest of the student and aligns with their choice of either program concentration. The student selects and develops their final project in consultation with their faculty adviser's area of specialization.

## CODE OF STUDENT LIFE, ACADEMY CODE OF ETHICS, ACADEMIC INTEGRITY

As a student in the UND Coordinated Program, students must exhibit professional behavior as well as be familiar with and abide by all University, Program, and ACEND policies. In general, students in the professional program should conduct themselves with behavior expected of a professional registered dietitian.

- UND students must adhere to the [Code of Student Life](#), which outlines the rights and responsibilities of students, faculty and staff who make up our University community. The purpose of the information contained in the Code is to promote and maintain a learning environment appropriate for an institution of higher education and to serve as a basic guide to help prevent abuse of the rights of others.
- Students in the Coordinated Program must follow regulations set forth in the Health Insurance Portability and Accountability Act of 1996 ([HIPAA](#)) Privacy Rule. Protected health information and clinical activities **must** remain **confidential**. Students must discuss patient information only with members of the healthcare team for treatment, follow-up, and continuing services. It is unlawful to discuss patient information for any other reasons. Discussion of patients between a student and preceptor must occur only in private areas, and never in elevators, dining areas, hallways or other public areas. Discussions and counseling must occur in a low voice, unless otherwise required by the patient's hearing limitations. Patient information and documentation must never leave the healthcare facility where students are practicing. Rotation sites may ask students to sign a confidentiality agreement to assure that they are aware of these requirements. Students must show the utmost respect for their preceptors. It is inappropriate to disagree with them or interrupt them while they are counseling a patient or conversing with other healthcare professionals.
- Students who encounter issues with site preceptors, physicians, other health professionals or any other staff should discuss these issues with the program director immediately. If issues arise, discussions should take place as privately as possible. Discussing classmates, dietitians, employees, patients, doctors, and others in a derogatory manner is unprofessional and may lead to disciplinary action.
- Each member of the Academy, including both student and professional members, must comply with the Code of Ethics for the Profession of Dietetics and the profession's Standards of Practice and Professional Performance. The [Code of Ethics](#) is located on the CDR website and is listed here. Faculty will introduce the Code, the SOP and the SOPP upon entering the program and reference them throughout the professional curriculum.

## **ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION**

Effective Date: June 1, 2018

### **Preamble:**

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

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

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

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

### **Principles and Standards:**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

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

#### **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.

- b. Comply with all applicable laws and regulations; including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code, and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility, and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging, or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

### **4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

### Glossary of Terms:

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential, and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”<sup>4</sup>

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

**Justice:(social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup>. and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

### References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).



## **ACADEMIC INTEGRITY**

(Developed using guidelines shared by colleagues on NDEP listserv)

Group work is important. It teaches teamwork and collaboration. When faculty members assign group projects, they expect students to contribute their share to the team effort to create an outcome that is greater than if they had worked separately. However, any time you are assigned a project where you have not been authorized to work in a group, you are expected to do your own work.

CHEATING must not occur. Examples of cheating include (but is not limited to):

- a. Copying from another student's exam
- b. Allowing another student to copy from your exam.
- c. Taking a test for someone else or permitting someone else to take a test for you.
- d. Unauthorized use of books notes or other materials to complete an exam or other assignment from your instructor.
- e. Unauthorized collaboration with others on a test, quiz, assignment, or other project assigned by your instructor.
- f. Using unauthorized materials (such as notes, formulas, cheat sheets, web sites) during an exam.
- g. Receiving or sending communications such as notes, text messages, phone messages, computer-based messages, non-verbal signs) during exams.
- h. Disclosing exam questions or topics to other students or receiving information about exam questions or topics from other students
- i. Using falsified data on assignments

### PLAGIARISM

Plagiarism means using someone else's words, ideas, or data as one's own work. When you submit assignments that include the work of others, you must acknowledge the source of that information through complete, accurate and specific references. If verbatim statements are used, you must use quotation marks as well.

Examples of plagiarism include (but are not limited to):

- a. Quoting another person's actual words, sentences, phrases, or entire pieces of written work without acknowledging the source
- b. Using another person's ideas, opinions, or theory, even if it is paraphrased, without acknowledging the source.
- c. Copying another student's written work, computer file or other assignment
- d. Allowing another student to copy your written work, computer file or other assignment.
- e. Sharing of an assignment, in any form, that is submitted as the individual work of each student.

### FABRICATION

Fabrication is the use of invented information (falsified data). Examples include but are not limited to

- a. Citation of information not taken from the source indicated.
- b. Listing sources in a bibliography not used in the academic assignment.
- c. Submitting falsified, invented, or fictitious data or evidence in a paper or other academic assignment
- d. Submitting work prepared totally or in part by another as your own.

## FINANCIAL CONSIDERATIONS

### ESTIMATED ANNUAL COST OF EDUCATION (based on 2021-2022 estimated rates)

<b>Yearly UND Undergraduate Program tuition and fees:</b> (variable, based on 2021-2022 rates) For more information on tuition rates, click <a href="#">here</a> .	\$10,731, full-time, in-state \$11,813, MN resident \$15,239, all other states
<b>Self-Paced Enroll Anytime courses (SPEA)</b> For further detail, click <a href="#">here</a> .	\$370 per credit
<b>Yearly UND Graduate tuition and fees:</b>	\$857 per credit, tuition, and fees
<b>Room &amp; Meal Plan:</b> For information on housing rates, click <a href="#">here</a> .	Variable according to contract selected
<b>Additional Program Costs</b>	
Textbooks and supplies	\$1000-1500, annual
Physical exam	50-100
Verified Credentials – annual background check	60
Insurance*	
Health	400-600
Automobile	200-500
Professional clothes (lab coat required in some MNT rotations)	Variable, see dress code guidelines
Nametag	15
Additional living expenses for supervised practice experiences **	0-1500
Annual membership fees	
Academy of Nutrition & Dietetics student member (required)	(annual dues): 58
North Dakota Nutrition Council (optional but highly encouraged)	(annual dues): 10
Student Association for Nutrition & Dietetics (required)	(annual dues): 15
Professional meeting attendance expenses * * *	variable
RDN Exam study material	0-400

\*Professional liability insurance is covered by UND policy.

\*\*Cost for supervised practice will vary with the selection of sites since some students may stay in where they have housing available and others may stay in hotels.

\*\*\*Attendance at local, state, and national meetings is encouraged. Expenses may include transportation, lodging, meals, and registration. Cost varies on meeting and location.

Online courses are assessed resident tuition, regardless of state of residence. **Tuition for online courses is not capped at 12 credits.**

Find more information on financial aid [here](#). You may wish to contact the Admissions Office to verify the latest figures at 701-777-3121 or email: [SFA@UND.edu](mailto:SFA@UND.edu).

## Professional Program Policies and Procedures

### **Communication**

**Policy:** Faculty members communicate with students via email or through Blackboard announcements. Students are responsible for checking their email daily during the week in relation to class, program, and department information. If you rely on your personal email account for communication, the program recommends that you forward your UND account to your personal account so that you will receive all messages intended for students. When communicating with faculty, staff, and preceptors, students should make it their goal to use professional language (i.e., no “net-speak”) in written communication.

### **Proof of health insurance**

**Policy:** Students enrolled in the coordinated program must meet health requirements established by their respective supervised practice sites, including current immunizations and evidence of medical insurance coverage. Depending on the site, additional requirements and documentation may be requested and must be provided. Students may purchase student health insurance if their family’s insurance plan does not include them. Students must provide facilities access to their health record as requested by the individual sites.

#### **Procedure:**

- a. Documentation must be on file in the [Verified Credentials](#) system.
- b. Students must supply health information to supervised practice facilities if requested.
- c. Health requirements are completed, and documentation submitted to Verified Credentials by deadlines established by the program for each year the student is in the coordinated program. Students will receive an email from the N&D administrative assistant informing of the timelines for submission of documentation, and they must communicate any reason for variance from this requirement to the N&D administrative assistant.

### **Professional and general liability insurance**

**Policy:** The University of North Dakota provides a professional liability policy that covers dietetic students when enrolled in supervised practice courses within the professional phase of the program. The policy covers each student up to \$1,000,000 for any one incident and up to \$5,000,000 as a total of all claims within one calendar year period. Students do not qualify under this policy when working for pay or engaging in personal volunteer work.

Reasonably priced professional liability policies are available, and students should consider whether to buy an additional individual policy for their situation. The company recommended by the Academy is the Marsh Affinity Group Services, a service of Seabury and Smith. This company also provides professional liability insurance for practicing credentialed Registered Dietitian Nutritionists. The Academy’s website provides information on professional liability insurance at [www.eatrightpro.org/](http://www.eatrightpro.org/).

### **Liability for safety in travel to or from assigned areas**

**Policy:** Students must have their own automobile insurance that covers travel and accidents when on course-mandated field trips, conferences or in traveling to and from required supervised practice experiences. Students are responsible for transporting themselves to and from destinations assigned by the program.

Procedure:

- a. Proof of valid automobile insurance must be on file in verifiedcredentials.com.
- b. When driving to program required sites, the student must be able to show a valid driver's license.
- c. The student is responsible for paying for his/her own gas, car repairs and vehicle maintenance.

**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. If a student must be absent due to illness during a supervised practice day, it is their responsibility to notify their preceptor immediately and follow up with their instructor at UND.
- b. In the event of a student health or family emergency, the student is encouraged to seek support from the UND Counseling Center (UCC). Walk-ins to the UCC are welcome. Faculty members are also willing to accompany a student to the Counseling Center, communicate to the UCC on behalf of the student if requested to do so, or provide other support as needed during and after the emergency. Information regarding contact at the [Counseling Center](#) is found at: McCannel Hall Room 200; 777-2127.
- c. Students with long-term chronic health concerns that worsen during 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. Students who provide written documentation from their healthcare provider that they are unable to complete the supervised practice can request an incomplete for the semester from the program director.
- d. If it is in the student's best interest, a referral to Student Health Services, Student Counseling Services, or the student's personal health care provider may occur. The student's health care provider may be asked to provide written approval for the student to return to the coordinated program and finish the incomplete coursework. The program director will coordinate with available supervised practice sites to facilitate completion of the supervised practice experience.
- e. Students suffering a personal crisis needing immediate attention are encouraged to call 777-3491. This number leads to the UND Police Dispatch, and they will notify the Office of Student Rights and Responsibilities (formerly known as the Dean of Students). A crisis team member will respond to the student's needs and will notify instructors of student's absence. Information on the [Office of Student Rights and Responsibilities](#) is located at McCannel Hall Room 190, 777-2664.

**Drug testing and criminal background checks**

Policy: All students must complete annual background checks and a 12-panel urine drug screen. Failure to pass either check may prevent completion of the supervised practice and therefore prevent completion of the coordinated program.

Procedure:

- a. The program will provide each student with instructions on purchasing services through verifiedcredentials.com. The resulting background clearances are for one year and students must submit a background study again prior to beginning each consecutive year in the program. Drug screens typically are for the duration of the program unless otherwise requested by the facility. Fees associated with drug testing and background checks are paid using differential tuition funds.
- b. Minnesota facilities require an additional background check through the Minnesota Department of Human Services. Students will complete this process with guidance from the N&D

administrative assistant. Facilities in other states may also have background check requirements for which the background check through [verifiedcredentials.com](https://www.verifiedcredentials.com) is not acceptable.

- c. Program staff will review results of any background checks and drug screens and alert the program director with any discrepancies found.
- d. The program will review any results flagged on the background study or drug screens on a case-by-case basis.

### **Educational Purpose of Supervised Practice**

**Policy:** The purpose of supervised practice is to provide educational opportunities designed to achieve student-learning outcomes. Experiences must be monitored onsite by a qualified professional who is competent in the designated subject matter. Students must not replace facility employees, except for educational purposes, such as for staff relief.

#### **Procedure:**

- a. The program faculty determines student placement for supervised practice.
- b. Program faculty works with the facility to determine the facility's ability to provide opportunities necessary for student learning and adequate supervision of the student while onsite.
- c. The facility may ask the student to experience a task as if they were an employee working in that position (staff relief); however, the task should only continue until determined that the student has mastered the task.
- d. If the student feels they are consistently replacing staff positions, they should contact the program director, coordinator or course instructor who will follow-up with the supervised practice site preceptor.

### **Stipends**

**Policy:** The program does not provide paid compensation for any part of the program. Some practice sites provide optional housing at a free or reduced cost. Acceptance of housing accommodations provided is at the student's discretion and is at their own risk. Other facilities may offer free or reduced meals for students while they are on rotation. Free parking is available at most sites. On rare occasion, a facility may offer a monetary stipend.

#### **Procedure:**

- a. Students may accept any stipend offered, following the individual facility's policy and protocol.
- b. Students must notify the program director, coordinator, or course instructor whether they plan to use housing accommodations offered by the facility.

### **Grievance Policy**

**Policy:** In keeping with the University's policies, the coordinated program's "commitment to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable, and students must maintain scholastic honesty beyond reproach."

[www.und.edu/code-of-student-life/index.cfm](http://www.und.edu/code-of-student-life/index.cfm)/ Appendix B-2.

All student matters are handled privately and without fear of retaliation.

If you feel you have experienced unfair treatment in a program course, you should

- a. See your instructor. Refer to course syllabus for any guidelines established by course instructor for expressing concerns.
- b. If the problem is unresolved, you may appeal to the program director. The program director will investigate; however, the director will not substitute their judgement for that of the instructor regarding the quality of your work.
- c. If still dissatisfied, you may appeal to the chairperson of the department, then to the dean of the CNPD, then to the university, as described in the Code of Student Life.
- d. Unresolved complaints of issues related to the Standards of Education may be referred to ACEND, only after all other avenues within the university have been exhausted. Refer to page 3 of this handbook for ACEND's address for submission of written complaints. Complaints relating to ACEND-required expectations are stored in a separate file for seven years. The documentation of each complaint will include a description of the complaint and resolution.

### **Credits Based on Assessment of Prior Learning**

Policy: Students in the coordinated program may receive undergraduate credit for prior learning based on previous education and/or professional work experience. No graduate credit may be earned through previous professional experience.

#### Procedure:

- a. The student will declare their interest for seeking credit for prior learning at least one semester prior to the course or rotation scheduled. The program director and student will establish a strategy and timeline for submission of work to demonstrate prior learning.
- b. The program director provides a matrix for the course or supervised practice, which lists the core knowledge and competencies met with the course or rotation. The matrix also lists key learning activities typically used by the program to identify the means used to meet the knowledge and competencies of the course.
- c. The student will provide evidence of past work to demonstrate the knowledge and skill the course or rotation teaches.
  1. A Serv Safe® certificate may replace N&D 220. Certification must be current through the undergraduate graduation date of the student. A copy of the certificate is filed in the student's program file in the Department of Nutrition and Dietetics.
  2. Other options used to demonstrate competence include but are not limited to
    - Transcript evaluation
    - Portfolio containing examples of work.
    - Work performance evaluations
    - Job descriptions
    - Professional letters of recommendation
    - Challenge exams
- d. The program director, with assistance from course faculty as applicable, will assess to determine whether the student met the criteria and will write a conclusion. For supervised practice waivers, the conclusion will include the rotation and the number of hours toward supervised practice granted.
- e. The student may choose to waive the credits granted through the credit for prior learning process or may choose to register for the credits for them to be included on their academic transcript.

### **Formal assessment of student learning**

Policy: Students will receive formal assessment of learning and periodic feedback on performance and progress at specified intervals during the coordinated program.

#### Procedure:

- a. Each didactic and supervised practice course in the program requires multiple graded items that determine a final course grade.
- b. In supervised practice, preceptors and/or instructors meet periodically with students to discuss performance and progress. At a minimum, final evaluations document student progress. Mid-point written evaluations occur in longer rotations.
- c. The program encourages meetings with the program director or coordinator each semester to discuss student progress and areas for further development.
- d. Students complete comprehensive computer exams at designated periods throughout the program to help gauge areas of strength and opportunities for growth.

Students in the program must demonstrate competence in both knowledge and performance criterion. Preceptors and instructors will make every effort to provide guidance and assistance to students with problems in any area. However, if improvement is not evident and the student continues to show a lack of commitment or ability, they will be encouraged to seek other career options.

### **Program Retention**

Policy: To remain in the program, a student must meet all academic and professional conduct standards.

#### Procedure:

To meet academic standards the student must maintain:

- a. A minimum grade of C in any nutrition or required science course.
- b. A cumulative GPA greater than or equal to 3.0.
- c. Satisfactory progress in supervised practice experience.

A student may terminate the program at any point.

### **Program Remediation**

Policy: Students who 1) fail to meet the minimum C grade in course requirements and/or 2) receive a cumulative GPA of less than 3.0 while in the program, and/or 3) show overall unsatisfactory progress in supervised practice, will be placed on academic probation, and will be released from the program if satisfactory progress does not occur.

#### Procedure:

- a. **Failing to meet course grade requirement.** Refer to the university [Course Repeat Policy](#) which states that undergraduate students may repeat courses to attempt to receive a better grade; however if a student has previously passed the course twice with a "D" or higher, that course will not be counted for federal financial aid. The program requires a minimum grade of C in the repeated course. UND generally does not allow S/U grading on courses required for a major. There are two exceptions permitted in the dietetics major: N&D 100 Introduction to Nutrition and Dietetics (1 cr.) and N&D 480 Inter-Professional Health Care (1 cr.).
- b. **Receiving a cumulative GPA of less than 3.0 while in the program.** The program director will advise students of their probationary status as soon as the semester grades are available.

Program faculty will meet with the student to discuss the probationary status and develop an individualized plan to correct the deficiency. Additional coursework may be required. Students with two consecutive cumulative semester GPAs of less than 3.0 while in the program are subject to program dismissal.

- c. **Showing unsatisfactory performance in supervised practice experience.** The preceptor, course instructor and/or program faculty will determine best strategies to make up for deficiencies. Additional coursework and/or additional time in supervised practice may be required. The additional time required for remediation is above the minimum 1200 hours required by accreditation standards.

Students who encounter challenges to their success in the classroom or in other areas of university life are encouraged to seek guidance from the [Student Success Center](#) to support their ability to reach their academic and personal goals.

### **Disciplinary/termination procedures**

**Policy:** Students must conduct themselves with integrity in the professional and academic settings. Students must meet academic and professional standards. The university Code of Student Conduct; the Academy of Nutrition and Dietetics Code of Ethics; course syllabi, and supervised practice guidelines are resources used to guide student expectations.

#### **Procedure:**

- a. When an action by a student violates program policy or protocol, a conference will occur between the student and the program director to seek corrective action. Other faculty members will attend as warranted. The student will receive written suggestion for improvement and a copy of the documentation will be stored in the student's program file.
- b. A second violation will result in a meeting between the student, course instructor, and program director. The course instructor and program director will determine the best course of action relevant to the situation and university guidelines.
- c. Any further violation may result in program suspension, and continuation in the program will occur on a space-available basis, only if program faculty determine the student has met requirements to do so.
- d. The following are examples of major offenses that will result in immediate dismissal from the program with no opportunity to re-enter:
  1. Theft, embezzlement of, or destruction of property to anything belonging to the university.
  2. Harm to faculty, preceptors, or supervised practice sites.
  3. Civil offenses.
  4. Illegal possession of firearms.
  5. Verbal or physical abuse of vulnerable populations served by supervised practice sites.
  6. Reporting for work under the influence of illegal drugs and/or alcohol.

### **Graduation and program completion requirements**

**Policy:** Students must apply for graduation within the first four weeks of the semester in which they expect to receive the degree. Forms are available at the Office of the Registrar or online at the [Registrar's website](#). It is the student's responsibility to assure they have met all requirements for graduation. Failure to do so delays processing of graduation as well as delayed authorization to take the registration exam.



To receive a Bachelor of Science in Dietetics degree from UND students must:

- Complete all coursework required for a Bachelor of Science in Dietetics degree
- Maintain a cumulative GPA of at least 3.0 on a 4.0 scale.
- Earn a 'C' or better in all nutrition and science courses.
- All required courses completed with a passing grade.
- Meet University requirements to graduate with a B.S. degree at UND.
  - Minimum 120 credits
  - 30 credits from UND
  - 36 upper division (300-level and higher) credits
  - Essential Studies requirements fulfilled.
  - All transfer courses are requested and posted on transcript.

Until January 1, 2024, students may opt to complete additional N&D 498 supervised practice hours that will meet accreditation requirements for receipt of a verification statement following successful completion of the bachelor's degree. The additional credits and supervised practice hours from N&D 498 will not replace requirements for N&D 598, which is supervised practice in the graduate program.

The B.S. in Dietetics curriculum is designed for completion in four semesters plus one summer session. The ABM Coordinated Program requires two additional semesters plus one additional summer session to achieve an M.S. in Nutrition and receive a verification statement. To graduate from the ABM program, students must:

- Complete the master's degree within 12 months of receiving their bachelor's degree.
- Maintain a minimum GPA of 3.0.
- Achieve a "B" or better in graduate courses.
- Complete all courses listed in the curriculum, totaling 31-33 credits (dual credit and graduate credit)
- Successfully complete an independent study project

Failure to complete graduation requirements within this specified criterion results in the need for students to work with their academic adviser and program director to determine their individual requirements for program completion.

### **Verification statements**

**Policy:** Upon successful completion of all graduation and program requirements, each M.S. in Nutrition candidate receives a verification statement with an original program director signature or an electronic signature. Graduates need verification statements for various purposes such as taking the registration exam, applying for state licensure, job applications, etc. The verification statement from the coordinated program indicates successful completion of all didactic and supervised practice program requirements. Graduates receive the verification statement only after successful completion of the program, concluding with the M.S. in Nutrition degree.

### **Procedure:**

- a. The program provides five copies of a dated verification statement with an original program director signature via mail or electronic signature via email to each graduate following the date of graduation.
- b. The program retains an original signed and dated verification statement on file in the Nutrition and Dietetics department indefinitely.

**Senior Exit**

Policy: Students will receive a link to a brief online exit survey in their UND email within the last two weeks of their final semester. The anonymous survey gives the program faculty important feedback to use for program improvement. A group discussion with graduates and the program director and coordinator occurs at the end of the program, and each graduating student is welcome to make an individual appointment with the program director to offer more in-depth feedback.

**Distance instruction and online testing**

Policy: Online exams are administered in the Blackboard learning platform through the university's technical support department. Faculty may proctor their own exams onsite in the classroom, or they may be password-protected for use with off-site proctors. Faculty have several resources to protect the integrity of their online exams, including Proctor-U, Respondus Lock-Down Browser, and YuJa recording.

**Withdrawal and Refund of Tuition and Fees**

Policy: The program follows university policy pertaining to withdrawal from the university and refund of tuition and fees.

**Procedure:**

Refer to the UND Academic Catalog for withdrawal and tuition refund policies. Detailed information on refund of tuition and fees is located [here](#).

Refunds of program fees occurs on the same schedule as tuition. Contact Student Account Services at 701-777-3911 or [UND.studentaccounts@und.edu](mailto:UND.studentaccounts@und.edu) with any questions about dates and deadlines.

**Attendance in Didactic Courses and Supervised Practice Experience:**

Policy: Attendance in didactic courses is expected and supervised practice is mandatory at all times and is necessary to gain knowledge and develop skills necessary for entry-level dietetics. Excused absence occurs only in case of emergency or illness, and students must reschedule all missed supervised practice hours at the convenience and discretion of the preceptor and course instructor. Students must log contact hours spent at facilities and in simulated activities on forms provided, and they must submit hours at the conclusion of each semester. Record of hours will be filed in each students' program file.

The Accreditation Council for Education in Nutrition and Dietetics requires a minimum of 1200 hours in supervised practice. Students meet this requirement by full participation in assigned experiences through simulation, role-play, real-play, and case studies in addition to time assigned at supervised practice sites. Any absence due to unexpected situations require prompt communication to the appropriate instructor or preceptor to explain the situation and arrange for make-up work as warranted. Each didactic course instructor will establish his or her classroom policy for late or missed work due to absence.

Students must abide by the schedule assigned by the faculty and preceptors. Schedules are important to the operation of every facility. It is imperative that you arrive early to be prepared to begin work on time, and you should not ask to leave early. If you complete your own work ahead of schedule, ask to assist others or prepare for the next day. Expectations are for students to conduct themselves professionally; thus, they must plan to stay at their supervised practice site until all expected obligations for the day are complete. Students should not plan work, meetings, or other activities immediately following scheduled supervised practice experience, as some experiences may require longer than the scheduled time.

### Procedure in case of unplanned absence from supervised practice:

- a. In situations of illness or other unexpected absence, the student must communicate first with their preceptor, preferably before their expected start time for the day.
- b. The student must follow up with communication to the course instructor to inform of the absence.
- c. The student must initiate conversation and develop a plan with the course instructor, preceptor, and/or program director, as appropriate; to determine the best course of action to make up missed supervised practice hours.
- d. If absence is due to illness, the student must consider the nature of the illness prior to returning to work. If the nature of the illness is one that endangers either the student or clients, physician's documentation may be required to verify that the student is able to return to the supervised practice area.

### **Dress and Grooming in Supervised Practice**

Policy: Students must be professionally dressed and groomed for all supervised practice experiences.

#### Procedure:

Specific dress requirements vary by site. Your instructor will provide information about dress standards for each facility when available. Students may also contact their preceptor prior to the start of their rotation for dress code and other facility requirements. Failure to comply with dress or grooming requirements may result in the student's removal from the supervised practice site.

### **Inclement Weather and Supervised Practice**

Policy: Students are encouraged to monitor weather forecasts when required to travel and to use good judgment regarding the advisability of travelling during adverse weather conditions. Consult with preceptor or course instructor for any needed advice regarding safety of travel. Rescheduling is required for missed supervised practice hours.

#### Procedure:

- a. If inclement weather is imminent such that you are unable to report to a supervised practice site, first notify the preceptor.
- b. Communicate your inability to report for supervised practice to your course instructor.
- c. Determine with your preceptor how to make up the missed hours.
- d. Consult with course instructor for assistance with re-scheduling, if needed.

### **Vacations and Holidays**

Policy: Schedules for supervised practice will follow the university calendar for vacations and holidays in the first year of the coordinated program. Beginning with summer session and thereafter, students follow the holiday arrangement of the supervised practice site. Students must make up any hours missed due to time off. With rare exception, scheduling personal vacation time within supervised practice periods is not allowed.

**Procedure:**

- a. Campus holidays and vacation breaks are published in the academic catalog and in the university academic calendar (click [here](#)).
- b. Students and preceptors should work together to ascertain the best schedule for their facility.
- c. Consult with the program director or coordinator for any unique situation that may arise requiring personal time off during supervised practice.

**Interruption of Professional Education**

**Policy:** If a student's program of study is interrupted for any reason (probation, maternity leave, health/personal reasons, etc.) they must send a letter of intent for readmission to the program director by the application deadline of February 15 to assure space is available and to ascertain whether they have maintained the appropriate level of competency. The student must repeat the application process for reacceptance into the program if:

- More than one leave of absence occurs.
- More than one year has elapsed.

Reacceptance into the program will be contingent on space available.

**Protection of privacy of student information**

**Policy:** The [University Catalog](#) contains information pertaining to student records and additionally, in Section 8 of the UND Code of Student Life.

The University abides by FERPA laws pertaining to maintaining the confidentiality of student records. All information, except for that designated as public directory information, is confidential and is not released without written consent of the student to any individual (including parents), agency, or organization other than authorized personnel or as otherwise allowed under FERPA.

Within the Nutrition and Dietetics department, the program director maintains information on each CP student that includes the application to the program, recommendation letters, required entrance documents, and evaluations of student performance in supervised practice rotations. Program files are stored in the department for seven years after the graduation date; verification statements are kept indefinitely. Each student has the right to inspect their own records under the provision of the Federal Educational Rights and Privacy Act (FERPA).

**Supervised Practice Site Locations**

**Policy:** Determination of location for supervised practice sites is the responsibility of the program. The goal is to provide supervised practice experiences that best meet each students' learning needs.

**Procedure:**

- a. Supervised practice sites will be in Grand Forks or within reasonable (within 50 miles) driving distance from Grand Forks through the first year.
- b. During the first summer session and through the remainder of the program, student placement occurs in a variety of supervised practice site locations, both local and remote (meaning greater than or equal to 100 miles from UND). All students should plan for placement within these parameters.

- c. Students are encouraged to provide the faculty with suggestions for preferred supervised practice locations. However, it is the faculty, and not the student, who makes the final decision regarding student placement.
- d. No student can begin supervised practice until an affiliation agreement is in place.

### **Affiliation Agreements**

Policy: Master and department affiliation agreements are managed through the University. In most cases, no student may begin a supervised practice experience until an affiliation agreement is in place and there is a qualified professional available and willing to serve as the preceptor. Exceptions to the affiliation agreement includes when the supervised practice occurs on the university's campus. The program director will work with students to explore new supervised practice sites for the potential to establish a new agreement.

### Procedure:

- a. Students interested in exploring a new supervised practice site will inform the program director of their intention to request a new site and provide contact information at least one semester before the supervised practice is scheduled.
- b. The program director will follow up with communication to the facility to determine the ability to accommodate required student learning, including program goals, learning objectives and competencies related to the requirements of the specific rotation. Appropriateness of the site will be ascertained by various methods including a personal visit, communication with the prospective preceptor, recommendation of trusted professional colleagues, and evaluation of information provided on the website.
- c. If the site is appropriate, the program director will inform the departmental administrative assistant to initiate either a master or a department affiliation agreement.
- d. Ongoing evaluation of the practice site occurs both formally and informally to assess compatibility between the program and supervised practice site. Formal avenues for assessment may include a combination of:
  1. Facility site visits by the program director or other faculty member
  2. Student reflections and end-of-rotation evaluation
  3. Preceptor evaluation of the program

### **Student Support Services**

Policy: Dietetic students have access to and are encouraged to use the various support services available to foster student success. A brief synopsis, taken from the UND Academic Catalog, of ones most common to students, is listed below. More information is provided in the [Catalog](#) under the heading, “Student Services, Support Programs, and Activities.”

### **Equal Opportunity & Title IX Twamley Hall Room 102 701-777-4171**

Inquiries as to the equal opportunity, affirmative action, or diversity policies for UND may be directed to the affirmative action officer. See [here](#) for information pertaining to affirmative action. [UND.EO.TitleIX@UND.edu](mailto:UND.EO.TitleIX@UND.edu)

### **Student Diversity & Inclusion 315 Princeton Street 701-777-6895**

Student Diversity and Inclusion focuses on creating an equitable, inclusive, and welcoming campus for all students. Services include identify support resources, academic and resource support, cross-cultural programming, cultural diversity scholarship, and diversity, equity, and inclusion education. Student Diversity and Inclusion is located at the American Indian Center, ([AISS](#)), a place where everyone is welcome.

### **Career Services (currently operating remotely) 701-777-2117**

Career Services offer individual and/or group assistance in job search techniques, resume/cover letter writing, and interviewing skills. Students are encouraged to register with Career Services online via the Career Services homepage: [www.career.und.edu/](http://www.career.und.edu/). Once registered, students will have access to job openings, become available to employers searching the database, and are able to sign up for on-campus interviews. [UND.careerservices@UND.edu](mailto:UND.careerservices@UND.edu)

### **University Children’s Learning Center (UCLC) 525 Stanford Road Stop 9026 701-777-3947**

The Center serves children of UND students and employees as well as the greater Grand Forks community. Children between ages 18 months – 12 years may enroll. See: [www.und.edu/uclc/](http://www.und.edu/uclc/)

### **University Counseling Center (UCC) 200 McCannel Hall 701-777-2127**

Students may request [UCC](#) services by calling or visiting. The UCC offers a variety of services to students, faculty and staff including short-term counseling such as group, individual or couples counseling, alcohol and other drug counseling and career counseling.

### **Disability Services for Students 190 McCannel Hall 701-777-2664**

Students planning to use [DSS](#) accommodations must complete a DSS application and submit current documentation of disability. [UND.dss@UND.edu](mailto:UND.dss@UND.edu)

### **Office of the Registrar 201 Twamley Hall 701-777-2711**

The [Registrar](#) is responsible for monitoring all academic policies and procedures relative to curriculum, registration, and grade processing. [UND.Registrar@UND.edu](mailto:UND.Registrar@UND.edu)

### **Dining Services Administrative Office 3625 Campus Road Stop 9033 701-777-3823**

A variety of meal plans is available for students, staff, and faculty. Students with special dietary needs or food allergies need to self-report those needs to Dining Services staff. See [here](#) for more information on dining services. [dining@UND.edu](mailto:dining@UND.edu)

**Housing Office 525 Stanford Road Stop 9029 701-777-4251**

Student living facilities at UND include residence halls, apartment style housing, and apartments for single students and families. Applications are available from the Enrollment Services office, the Housing office, or [online. housing@UND.edu](mailto:housing@UND.edu)

**One-Stop Student Services 204 Twamley Hall 701-777-1234**

Students are offered financial assistance in various forms, including scholarships, grants, employment, and loan programs. See [www.und.edu/admissions/financial-aid/](http://www.und.edu/admissions/financial-aid/) [onestop@UND.edu](mailto:onestop@UND.edu)

**UND Student Health Services 100 McCannel Hall 701-777-4500**

Student Health Services is a full-service medical clinic designed to meet the health needs of all enrolled students. To make an appointment call 777-2605 or 777-4500. Check their [website](#) for more information on student health services. [UND.studenthealth@UND.edu](mailto:UND.studenthealth@UND.edu)

**Office of Student Rights and Responsibilities McCannel Hall Room 190 701-777-2664**

The [Office of Student Rights and Responsibilities](#) provides the following services:

- General advisement and campus consultation
- Student disciplinary services
- Coordination of referrals and services for students in crisis or in need
- Assistance in problem solving or identifying appropriate and available services.
- Special Circumstance Late Drop/Withdrawal from UND

[UND.osrr@UND.edu](mailto:UND.osrr@UND.edu)

**Student Academic and Career Services McCannel Hall Room 180 701-777-2117**

[Student Academic and Career Services](#) focuses on three areas: advising for the undeclared student population; learning services such as tutoring, study skills assistance and support and study skills courses; and programming such as Getting Started, Staying on Track and adult re-entry programs and services.

**U Card Room UND One-Stop Student Services, Twamley Hall 204 701-777-1234**

The [U Card](#) is the official University ID card used at any campus service requiring identification. The U Card allows access to, or services from, the bookstore, library, complex service centers, dining centers and athletic events.

**Wellness Center 801 Princeton Street Stop 8365 701-777-WELL (9355)**

Students pay for their membership in their student fees. Faculty and staff are able to purchase a membership. Refer to their [website](#) for more information on the UND Wellness Center.

[UND.wellnesscenter@UND.edu](mailto:UND.wellnesscenter@UND.edu)

**Writing Center Chester Fritz Library Room 321 701-777-2795**

Writing consultants are available to offer constructive, positive responses to work at any stage of the writing process. To work with a consultant, schedule an appointment [online](#).

[UND.writingcenter@UND.edu](mailto:UND.writingcenter@UND.edu)

## The Registration Exam for Registered Dietitian Nutritionists

The registration exam to become a Registered Dietitian Nutritionist is administered at designated Pearson VUE testing sites throughout the US. There is a cost charged for the exam. Graduates have one year to take the exam from the date the Commission on Dietetic Registration (CDR) authorizes them to do so. Failure to do so within that time will require them to re-apply to CDR to take the exam.

The program uses the following process to establish eligibility:

- The Department Chair audits all graduates' UND transcripts to verify they are eligible to graduate. The Program Director confirms all program requirements are met.
- The Program Director gathers appropriate forms from the graduates and sends the required information to the Commission on Dietetic Registration (CDR) for graduates who have met both the academic and supervised practice requirements.
- The CDR will then verify that the students are eligible to take the exam and will forward their names to Pearson VUE.
- Pearson VUE will contact each student by email with specific information regarding identifying testing sites and the procedure to follow to register for the exam.

Individuals requiring testing adjustments due to a documented need are referred to [Pearson VUE](#) to make their request.

According to the CDR, each exam consists of at least 125 questions but no more than 145; there are 25 pre-test questions included that are not scored. The RD exam is a computerized exam. Test-takers are unable to skip questions or go back to review or change answers.

For further information on the registration process, refer to the Commission on Dietetics Registration website: [www.cdrnet.org/](http://www.cdrnet.org/).



## **RD Exam Study Resources**

This is only a partial list for your reference. The program does not endorse one resource over another. However, as funds allow, the department will register each student ready to receive their verification statement for participation in the face-to-face Jean Inman exam review course.

### **eatrightPREP for the RDN Exam**

This is the Academy of Nutrition and Dietetics course to prepare for the RDN exam. Find more information at <https://www.eatrightprep.org/rdn-exam>

### **Jean Inman RD exam review course**

This 2-day course is offered in May at NDSU, and any student is welcome to pay the fee and attend. (refer to note, above, pertaining to financial support provided from the department, as funds allow). Students may also opt to purchase the learning DVDs (at their own expense) to study on their own instead of participating in the onsite course. DVD's are generally readily accessible to purchase used. For more information, refer to <http://www.inmanassoc.com/review.htm>.

### **Christine Carlson's DietitianExam.com**

This online review course offers numerous quizzes that simulate a computerized exam environment. Students may sign up to receive a question of the week delivered to their email. The weekly multiple-choice question includes explanations of the reason why the answer given was the best choice. Find more information at: [www.DietitianExam.com](http://www.DietitianExam.com)

### **RD In A Flash**

This study aid provides over 600 flash cards to prepare individuals for the RD exam. Visit [www.rdinflash.com](http://www.rdinflash.com) for more information and for ordering information. The department owns a set of the flash cards that may be checked out for practice.

### **10<sup>th</sup> Edition Study Guide for the Registration Examination for Dietitians**

This study guide is available through the Commission on Dietetic Registration. The N&D department has one copy of the guide, and it is stored in the program director's office. Each purchase of a study guide comes with three online codes to allow the user three practice-exams. Study guides are available through [www.cdrnet.org](http://www.cdrnet.org).

The Commission on Dietetic Registration provides a [study outline](#) covering the domains required of entry-level dietitians, in preparation for the RDN exam.

## Membership in Professional Organizations

### **Academy of Nutrition & Dietetics**

Student membership in the Academy is required for all UND students in the Coordinated Program. Graduates are encouraged to maintain active membership as a professional. To apply online go to [www.eatrightpro.org](http://www.eatrightpro.org) → Join the Academy.

### **North Dakota Nutrition Council**

Student membership in other professional organizations is optional. Membership in the NDNC is highly encouraged for students and for graduates who remain in North Dakota after completing their degree. Student membership provides opportunities to apply for the NDNC student scholarship, gives access to job postings and social networking, and provides reduced conference rates and leadership opportunities. Find their online application at [www.ag.ndsu.edu/ndnc/students](http://www.ag.ndsu.edu/ndnc/students) → become a member.

### **Society for Nutrition Education and Behavior**

The Society for Nutrition Education and Behavior is an international community of professionals actively involved in nutrition education and health promotion. Their work takes place in colleges and universities, government agencies, cooperative extension, communications and public relations firms, the food industry, voluntary and service organizations and with other reliable places of nutrition and health education information. Information on becoming a member of the SNEB is found [here](#).

## Professionalism Defined

Think of supervised practice as career training, much like holding an actual job. This means students must be able to demonstrate professional behavior throughout their experience. Students must:

- Dress, behave, and present themselves as if they were an employee at that practice site. Students should not use cell phones/smart phones for personal use while on duty at a supervised practice site.
- Purchase and wear an identification badge at supervised practice sites. Students receive their name badge the first week of fall semester of the junior year. Program fees cover the cost of the first badge. It is the student's responsibility to order and pay for any replacement identification badge; they should ask the administrative assistant for help in ordering one if needed.
- Know and abide by the policies and protocols of the assigned supervised practice site.
- Function as part of a multi-disciplinary team of professionals
- Provide appropriate nutritional care to patients/clients in a manner always respectful of the client's needs and right to privacy. Sharing information must be limited to those persons who have a professional need to know. Evidence of professional/ethical violation of confidentiality will result in instant dismissal from the supervised practice.
- Obtain advice and direction from supervising preceptors and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee at the supervised practice site
- Respect the wants and needs of customers and clients in the supervised practice facility.
- Be able to communicate within the organization, including speaking, writing, and active listening.
- Accept constructive criticism and be able to provide constructive criticism.
- Demonstrate sensitivity to differences between themselves and others.
- Demonstrate appropriate work habits such as punctuality, efficient use of time, ability to plan and organize work, ability to set priorities and meet deadlines.
- Recognize the importance of keeping scheduled appointments and give proper notice of need to re-schedule. Demonstrate flexibility in work situations and adapt successfully when new situations arise.
- Display a positive attitude. Exhibit enthusiasm and optimism with staff and the public.
- Be able to express educational needs to their preceptor and know when to act independently.
- Remember to say, "thank you". The program director has a supply of thank you note cards if you would like to use them to send a note of thanks to your preceptor.

**Policy Number:** 200  
**Policy Name:** Student Social Media Policy (SSMP) for CNPD Students  
**Reviewed by:** College Faculty  
**Last Review Date:** 03/26/2018

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## 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	Provide a copy of the Social Media Policy to all students
Administration	1) Violations of the Social Media Policy should be reported utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities 2) Investigate reports of violations of this policy and determine 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 electronic "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. Student 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:**

Discussing or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department's policy on Academic Integrity. 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 threaten, intimidate, ridicule, humiliate, insult, or harass someone may constitute cyber-bullying. Students experiencing this type of behavior as well as those who witness it are required to report utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities.

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. 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. <http://www.med.und.edu/administration/deans-office/index.cfm>

Professionalism Considerations for Online Social Networking Usage. Creighton University School of Pharmacy and Health Professions. <https://spahp.creighton.edu/sites/spahp.creighton.edu/files/Social%20Networking.pdf>

Canadian Federation of Medical Students Guide to Medical Professionalism: Recommendations for Social Media. <https://www.cfms.org/files/internal-policy-bylaws/CFMS%20Guide%20to%20Social%20Media%20Professionalism.pdf>

Social Networking Policy. Duke University. <https://medschool.duke.edu/sites/default/files/field/attachments/Social%20Media%20Policy.pdf>

National Association of Social Workers Code of Ethics. <https://socialwork.utexas.edu/dl/files/academic-programs/other/nasw-code-of-ethics.pdf>

A Nurse's Guide to the Use of Social Media. National Council of State Boards of Nursing. [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

Social Media Policy. Department of Physical Therapy. University of Tennessee at Chattanooga.

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

Approved by College Faculty **03/26/2018**

Revised January 3, 2022

### **Service Learning**

Service learning is required for all students in the Nutrition and Dietetics department. N&D faculty believe that service learning provides important opportunities for students to develop many valuable assets, including career exploration, networking opportunities, leadership & organizational skills, and many other soft skills needed to make the student more marketable in a competitive work force. Service learning provides a prime opportunity for each student to pave their own career path with individualized experiences that build on courses required in the CP curriculum to help each student to achieve their individual career goals. Fifty service-learning hours are required prior to admission into the coordinated program and ten hours per year while in the program is expected. Find more information about service learning, including criteria and forms, [here](#).

### **Academic Advising**

Each student receives an academic advisor within the Department of Nutrition and Dietetics, and students are encouraged to meet with their assigned advisor each semester prior to enrollment for assistance with course planning and sequencing. It is the student's responsibility to arrive at their enrollment appointment with plans in mind and specific questions to ask. Students will choose an advisor for their graduate independent study project or comprehensive examination. Selection of an advisor for the independent study project must be agreed upon the semester prior to graduation. Students who have questions about this process should inquire with the graduate program director.

It is important for students to be aware that many courses are available only once a year. Because of this, it is important to plan the full academic program with their advisor. Course offerings, semesters offered, and course pre-requisites for each course are included in the university catalog and the course schedule found online in Campus Connection. Students should use these resources when completing their academic plan with their advisor.

Pre-requisites are adhered to, and in most cases, this prevents students from registering in a course before they have met the pre-requisite. If a student enrolls in a course without the required pre-requisite or with the instructor's approval, the course instructor reserves the right to remove the student from their course.

The University encourages continuing communication between faculty and students to enhance the advisement process. **The student has final responsibility to meet the stated requirements for the degree sought, as listed in the appropriate catalog or bulletin.** Every student is accountable for complying with the information contained in this catalog and the Schedule of Courses for each term, and registration is the student's personal responsibility. The University provides an electronic degree audit for each student as a guide and for discussion with the academic advisor. More information is available at: <http://und-public.courseleaf.com/undergraduateacademicinformation/undergraduateacademicinformation/>

### **Transfer Credits**

Students, who have started college elsewhere, including earning college credits while in high school, are transfer students. Follow the [guidelines](#) set by the UND Registrar's Office to transfer credit to UND.

Some courses completed by students may not already be in the UND transfer system. The academic advisor and the N&D Department Chair must approve any substitution of courses. Students must provide a course description and a syllabus from the other institution for consideration of course transfer.



The student is responsible for verification that all transcripts of college credit from previous institutions are on file at the Registrar's office by the time they apply for graduation. Failure to request transcripts in a timely manner may delay the student's graduation date. Any student with an unaccounted-for gap on their transcript will not receive a verification statement, making them ineligible to take the registration exam for dietitians.

### **Student Petitions – Essential Studies**

Students occasionally have reason to ask for an exception to the University's requirements for Essential Studies, and they may submit a petition to the Essential Studies committee to make their request. Refer to the Essential Studies [website](#) for information on filing a student petition. It is advisable to seek guidance from your academic advisor on how to best prepare this request.

**Coordinated Program in Dietetics**  
Acknowledgement of Program Orientation Presentation and Handbook Review

**By my signature below, I acknowledge that I have participated in program orientation for the Coordinated Program in Dietetics at the University of North Dakota, and I have read the program handbook. Additionally, I acknowledge that I understand the contents of orientation and handbook, and I am aware that I can discuss the contents and ask questions of my program director and/or program coordinator concerning any material covered in orientation or the handbook. I agree to abide by all policies, procedures and guidelines presented.**

**Some of the key points found in the handbook include:**

(Initial each point)

- \_\_\_\_\_ 1. I am not expected to know all the answers. My job is to ask questions, be organized and assume responsibility for my own learning. I will learn when to ask questions and when to find the answers myself.
- \_\_\_\_\_ 2. I realize I am now in upper division classes; '300' and '400' level classes are more rigorous than '100' and '200' level classes therefore I expect to put more time and effort into my coursework than needed during freshman and sophomore years. Because of this rigor I realize I have limited ability to work at an outside job while class is in session.
- \_\_\_\_\_ 3. The development of professional skills takes time, effort, practice and patience. I understand that not everyone is great at everything. I realize constructive criticism will be given to me with the intent to improve my skills and should not be taken personally.
- \_\_\_\_\_ 4. I understand there are many professionals doing extra tasks and giving generously of their time, energy and talents to allow me to complete this program. I will treat them all with courtesy and respect, and I will remember to thank them when my time with them is complete.
- \_\_\_\_\_ 5. I will respect due dates and deadlines, and I will be on time when I am expected to be places. I will let preceptors and instructors know if I have a reason for being unable to meet obligations as expected.
- \_\_\_\_\_ 6. Although faculty members consider where I have places to live when considering supervised practice placement, the priority will be to place me where the best learning experience will be. Faculty make the final decision for where I am placed.

I understand this statement is part of my program file.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date