



WAYNE STATE
UNIVERSITY



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**Master of Science
Coordinated Program in Dietetics
Student Handbook**

Table of Contents

<i>I. Introduction: Wayne State University Master of Science Coordinated Program in Dietetics</i>	4
A. The Wayne State Program	4
B. Goals and Objectives for the Coordinated Program	5
C. Selection to the Coordinated Program	6
D. Professional Status/Program Completion Requirements	6
<i>II. Program Implementation</i>	7
A. The Coordinated Program in Dietetics Curriculum.....	7
B. Degree Requirements for Master of Science in Dietetics.....	12
C. Supervised Practice Activities and Hours.....	14
D. Weekly Schedule for Didactic Courses and Supervised Practice.....	15
E. Plan of Work.....	15
F. Evaluation.....	16
G. Retention, Disciplinary Policies and Procedures	17
H. Obligations of Faculty and Students to the Instruction Process.....	18
I. Release of Student Records Access to Personal Files	20
J. Statement of Non-Discrimination.....	20
<i>III. Professional Responsibilities</i>	20
A. Registration Procedure	20
B. Supervised Practice Hours and Schedule Changes	21
C. Academic Misconduct.....	21
D. Copyright Policy	21
E. Holiday, Vacation, Absence, Illness/Injury, Severe Weather while at Supervised Practice.....	22
F. Health Insurance and Health Services.....	23
G. Student Support Services at WSU.....	23
H. Personal Data Changes	24
I. Extracurricular Activities	24
J. Grievance Procedures.....	24

	2
K. Student Representation in Coordinated Program Governance.....	24
L. Program Extension/withdrawal.....	25
M. Professional Memberships and Activities.....	25
N. Liability for Travel Safety	26
O. Reference Format.....	26
IV. Program Costs (All costs are estimates and as such are subject to change).....	27
A. Estimated Program Costs.....	27
B. Scholarships, Awards, Honors Program.....	28
V. Policies and Requirements.....	28
A. Dress Code	28
B. Facility Policies, Criminal Background Checks & Drug Testing.....	29
C. Transportation	29
D. Liability Insurance.....	29
E. Prior Learning Credit	29
F. Health Requirements	30
<i>Physician Clearance- Physical Examination for MS-CPD Students</i>	31
<i>Student Health Clearance Release Form</i>	32
<i>Student Acknowledgment and Release Form</i>	33
APPENDIX A	34

Important Websites

- **WSU Academic Calendars, Schedule of Classes, and Registration System**
 - <https://wayne.edu/registrar>
 - Calendars include dates for each semester for course withdrawal with tuition refund
- **Accreditation and Dietetic Registration**
 - Accreditation Council for Education in Nutrition and Dietetics (ACEND)
 - <https://www.eatrightpro.org/acend>
 - Commission on Dietetic Registration (CDR)
 - <https://www.cdrnet.org/>
- **Professional Dietetic Associations**
 - Academy of Nutrition and Dietetics (the Academy):
 - <http://www.eatrightpro.org>
 - Michigan Academy of Nutrition and Dietetics (MiAND):
 - <http://www.eatrightmich.org>
 - Southeastern Michigan Dietetic Association (SEMDA):
 - <http://www.semda.org>

Abbreviations

- Academy: Academy of Nutrition and Dietetics
- ACEND: Accreditation Council on Education in Nutrition and Dietetics
- CDR: Commission on Dietetic Registration
- CLAS: College of Liberal Arts and Sciences
- CRDN: Competency for Registered Dietitian Nutritionists
- KRDN: Knowledge requirement for Registered Dietitian Nutritionists
- MiAND: Michigan Academy of Nutrition and Dietetics
- MS-CPD: Master of Science Coordinated Program in Dietetics
- NFS: Nutrition and Food Science
- SEMDA: Southeastern Michigan Dietetic Association
- SP: Supervised Practice
- WSU: Wayne State University

Throughout this document, the WSU program may be referred to in several ways, including, MS-CPD, Coordinated Program, and the Program.

I. Introduction: Wayne State University Master of Science Coordinated Program in Dietetics

A. The Wayne State Program

The Coordinated Program in Dietetics at Wayne State University received accreditation in July of 1980. The Master of Science Coordinated Program in Dietetics (MS-CPD) became official in 2021 when the program changed from an undergraduate to a graduate degree. The MS-CPD is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics (Academy) and is accredited through December 31, 2031. ACEND is recognized by the Council on Post-Secondary Accreditation and the United States Department of Education. The MS-CPD is housed within the Department of Nutrition and Food Science (NFS), in the College of Liberal Arts and Sciences (CLAS) at Wayne State University (WSU). As such, its mission must evolve from those of each, yet reflect its unique contribution to the whole:

The Master of Science Coordinated Program in Dietetics (MS-CPD), as a division of the Department of Nutrition and Food Science at Wayne State University, has as its mission the successful education and training of outstanding entry-level registered dietitian nutritionists and service to the community in which the University is located. Educational emphasis is on medical nutrition therapy, as it relates to nutrition and chronic diseases, which affect a disproportionate segment of Michigan residents, particularly those in the community. In addition, the MS-CPD strives to serve the state of Michigan, and particularly the southeastern region, from which come the majority of university students and in which the majority seek employment upon program completion.

WSU is a national research university with an urban teaching and service mission. Congruent with the University's priority of developing new knowledge and its application and the NFS goals of research in nutrition and food science, the MS-CPD teaches its graduate students to use theory and research as the basis for professional practice, while achieving the professional experience needed to become a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN).

As evidence of its commitment to maintaining excellence, the MS-CPD is accredited by ACEND, the credentialing body of the Academy of Nutrition and Dietetics (Academy). Further, it consistently and systematically seeks validation of its effectiveness through ongoing interaction with practitioners, employers, graduates, the Academy of Nutrition and Dietetics, and the Commission on Dietetic Registration (CDR). The program represents one of a few select programs in professional education in the College of Liberal Arts and Sciences.

Congruent with the university mission of service, the program is committed to the profession and the community. It is the only coordinated program preparing dietitians for entry to practice in Detroit, and one of only several such programs in the state of Michigan. Since the majority of students remain in the area and seek employment here, the faculty in the program believes strongly that educational activities use the locale as a teaching lab to develop skills needed by entry-level professionals. The community receives the direct benefit of the student's practice experiences, as the recipients of nutritional care. Finally, faculty demonstrate commitment to professional and community care service by active involvement in such activities as local, state, and national associations, consultation, and public speaking.

The Profession of Dietetics

Dietetics is concerned with the nutrition and feeding of people. The special body of knowledge of our profession is the science of nutrition, but the delivery of care requires skills in a number of closely allied fields such as food science, business, management, psychology, social science, economics, and communications. A strong base in science and in these other areas is developed through the selection of relevant prerequisite and supporting cognate courses and professional courses. Students are accountable for applying that knowledge in the supervised practice settings in food service and community and clinical dietetics.

The profession is undergoing rapid change, partly as a result of the knowledge and technological advances occurring in the sciences, but also because of changes in the healthcare system including payment mechanisms, shifts in the location of and access to care, and the nature of health problems and social system including shifts in population demographics, population mobility and more competitive career opportunities for women. An educational program must prepare the practitioner for the present and the future. As a result, the MS-CPD affirms the core knowledge and performance requirements of the Academy as the minimum standard for program completion, using them as the basis for the curriculum. The faculty also supports the concept of entry-level practice as a generalist, with skills in food service management and community and clinical dietetics; the generalist approach maximizes career flexibility while facilitating the integration of components of the role. However, the WSU MS-CPD has an emphasis in clinical nutrition or medical nutrition therapy.

By emphasizing skills in critical thinking and problem-solving, the program affirms the need to foster the use of creativity and flexibility for meeting the changing needs of the profession and society. The program emphasizes the gradual development of skills in self-directed learning, affirming the belief in the need to develop skills in deliberate, reflective, self-evaluation and lifelong learning as components of professional behavior. To help students develop as accountable professionals, the program provides opportunities for them to learn leadership and communication skills and a value system congruent with professional practice.

B. Goals and Objectives for the Coordinated Program

Goal 1: Graduates will deliver quality nutritional care that is based on current research and academic standards for entry-level dietitians.

1. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
2. The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
3. At least 80% of program graduates will receive a rating of 4 or higher (on a scale of one to five, five is the highest) from their employer, for their overall performance and level of preparation in entry-level practice.
4. At least 80% of graduates surveyed rate their overall preparation for entry-level practice at four or higher (on a scale from one to five, five is the highest).

Goal 2: Graduates will provide service to the community and profession by engaging in diverse educational experiences and community involvement.

5. Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
6. At least 70% of program graduates will become involved in their communities, evidenced by graduate survey data indicating involvement in precepting, professional, or volunteer activities.

Goal 3: Graduates demonstrate initiative, time-management, and leadership skills

7. At least 80% of students complete program requirements within three years (150% of the program length).
8. At least 25% of graduates will demonstrate leadership by securing a position involving management responsibilities or assuming leadership roles in local, state, or national dietetic associations, practice groups,

or other professional groups or associations within the first year after program completion.

C. Selection to the Coordinated Program

Application for admission to the MS-CPD is made by March 1 for the academic year beginning the following Fall semester. Application forms are available online at the MS-CPD website. Criteria for admission include:

1. A bachelor's degree or foreign degree equivalency in any subject. Applicants with a BA/BS degree in Nutrition or a Didactic Program in Dietetics (DPD) Verification Statement may be admitted without any additional coursework if they have the appropriate prerequisites. Applicants with degrees in other disciplines must complete the prerequisite courses listed under **II.B. Degree Requirements for MS in Dietetics**, with at least a "C" grade by the start of the professional program.
2. Grade point average on prerequisite courses minimum: 3.3 (on a 4.0 scale).
3. Work experience in the health care environment (volunteer or paid, 500 hours suggested but not mandatory).
4. Communication skills demonstrated on the application and during the application process.

The Selection Committee consists of program faculty and others at the discretion of the Director (e.g.: representatives of clinical staff, students, or graduates). The Committee reviews applications and may conduct individual or group interviews at the close of the winter semester (typically in early-mid May). Not all applicants will be invited for an interview, based on program selection criteria. Students are informed of acceptance by mid-late May. Provisional admission may be offered. Students indicate acceptance in writing. The WSU MS-CPD does not accept previous supervised practice or work experiences to fulfill the mandated supervised practice hours of the program or for didactic courses. Accepted applicants are required to apply to the WSU Graduate School upon notification of acceptance to the MS-CPD.

D. Professional Status/Program Completion Requirements

Evidence of professional status includes membership in the Academy of Nutrition and Dietetics and eligibility to use the title, Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). These privileges are the direct result of successful completion of the WSU MS-CPD and a passing score on the nationally administered registration examination. Application forms, a MS-CPD Verification Statement signed by the Program Director, and an official transcript showing the minimum of a master's degree, or a foreign-degree equivalency document are sent to the Commission on Dietetic Registration by the program director at the completion of the program. In addition, students receive an electronic copy of their signed Verification Statement upon program completion which can be used as verification to potential employers of their eligibility status.

After acceptance into the program, a form listing all courses that need to be completed or repeated will be provided to the student with the mailing of the Student Handbook. It is the student's responsibility to make sure all deficient courses are completed and to provide official transcripts to the MS-CPD faculty once the courses are complete. Failure to complete deficient courses or to provide official transcripts will delay completion of the program.

Criteria for program completion are:

1. Successful completion of all prerequisites (courses must have been completed within five years of application to the program based on time-sensitive coursework, as determined by MS-CPD Faculty). See **II.B. Degree Requirements for MS in Dietetics**.
2. Completion of the requirements for a master's degree. See **II.B. Degree Requirements for MS in Dietetics**.
3. Achievement of knowledge and performance requirements specified by the ACEND at satisfactory or better.
4. Attainment of at least the minimum grade point average, coursework grades, supervised practice evaluation scores, and assignments. Complete criteria can be found in this handbook under **II.G. Retention, Disciplinary Policies and Procedures**.
5. Successful completion of all MS-CPD program courses, including 1032 hours of supervised practice covered in courses NFS 5510, 5520, 5530, and 5540:
 - a. It is the student's responsibility to be sure they have successfully completed all program and course requirements and have provided proof via transcripts when required.
 - b. It is the student's responsibility to ensure they are enrolled at WSU in the correct designation (graduate), and that they are satisfying all WSU requirements and program courses during their time at WSU.
6. The program must be completed within three years of the fall semester of the year of program entrance. If the period is longer, the student will need to repeat program courses (and possibly specific prerequisite courses) at the discretion of the MS-CPD faculty, based on their assessment of student learning.

II. Program Implementation

A. The Coordinated Program in Dietetics Curriculum

The MS-CPD curriculum, or conceptual framework, is described by the Core Knowledge and Competencies required for dietetic practice established by the Academy's accrediting agency for education programs, ACEND, most recently in 2022. The five competency domains include:

- Scientific and Evidence Base of Practice
- Professional Practice Expectations
- Clinical and Client Services
- Practice Management and Use of Resources
- Leadership and Career Management

In addition, each competency area is girded by support knowledge requirements. Three areas of support knowledge precede the learning objectives and associated knowledge requirements, and these include:


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

ACEND's competencies for registered dietitian nutritionists (CRDN) specify what every dietitian should be able to do at the beginning of his or her practice career. These competencies assume that students have acquired the foundation knowledge requirements for dietitian nutritionists (KRDN). The MS-CPD curriculum translates the knowledge

requirements and competencies into a sequence of prerequisite didactic (classroom/lecture) courses, program didactic courses, and professional practice courses, which are supervised practice experiences (SP) at rotation sites. The MS-CPD incorporates ACEND's CRDNs and KRDNs into all didactic and SP content and activities to ensure that program graduates meet the Academy's requirements for dietetic practice.

Competency development is a sequential process, beginning with pre-professional or prerequisite courses completed prior to program acceptance. The professional sequence begins with basic skill development in semester one of the professional sequence, followed by refinement and transfer of skills in semesters two and three, culminating in entry-level, or "job ready," mastery of practitioner skills in the last semester of the program. The WSU MS-CPD is accredited by ACEND, and students may contact ACEND via their [webpage](#) or by calling 800/877-1600, ext. 5400, to find out the accreditation status of any dietetic program.

The next pages outline the 2022 ACEND Education Accreditation Standards for dietetic education programs, specifically to the coordinated program model.

<h2 style="text-align: center;">2022 Accreditation Standards for Nutrition and Dietetics Coordinated Programs</h2>	<p>Accreditation Council for Education in Nutrition and Dietetics <small>the accrediting agency for the</small> Academy of Nutrition and Dietetics</p> 
<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p>	
<p>KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.</p>	
<p>KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.</p>	
<p>KRDN 1.3 Apply critical thinking skills.</p>	
<p>CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.</p>	
<p>CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.</p>	
<p>CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.</p>	
<p>CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.</p>	
<p>CRDN 1.5 Incorporate critical-thinking skills in overall practice.</p>	
<p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p>	
<p>KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.</p>	

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for The Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities, and discrimination.
KRDN 2.8 Participate in nutrition and dietetics professional organization and explain the significant role of the organization.
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.
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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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 interprofessional teams.
CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7 Apply change management strategies to achieve desired outcomes.
CRDN 2.8 Demonstrate negotiation skills.
CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10 Demonstrate professional attributes in all areas of practice.
CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.
CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups, and populations.

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.
KRDN 3.6 Develop nutritionally sound meals, menus, and meal plans that promote health and disease management and meet client's/patient's needs.
CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition-focused physical exams.
CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), and recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8 Design, implement and evaluate presentations to a target audience.
CRDN 3.9 Develop nutrition education materials that are culturally and age-appropriate and designed for the literacy level of the audience.
CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13 Coordinate procurement, production, distribution, and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14 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.

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

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

KRDM 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel, and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).

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

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in 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.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

CRDN 5.5 Promote team involvement and recognize the skills of each member.
CRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5 Demonstrate the ability to resolve conflict.
CRDN 5.6 Promote team involvement and recognize the skills of each member.
CRDN 5.7 Mentor others.
CRDN 5.8 Identify and articulate the value of precepting.

B. Degree Requirements for Master of Science in Dietetics

The curriculum for the two-year professional program is organized around eleven primary lecture courses, (NFS 5100, 5120, 5200, 5220, 5250, 5350, 5360, 6860, 7060, 7240, 7800) and four supervised practice (SP) courses (NFS 5510-5540) which incorporate a required 1032 hours of SP in 4 semesters (ACEND requires a minimum of 1000 hours of SP).

Applicants with a BA/BS degree in Nutrition or a Didactic Program in Dietetics (DPD) Verification Statement may be admitted without any additional coursework if they have the appropriate prerequisites. Applicants with degrees in other disciplines must complete the prerequisite courses listed below.

Master of Science in Dietetics Prerequisite Course Requirements		
WSU Course or Equivalent	Course Name or Equivalent	Credits
BIO 2270/2271	Principles of Microbiology & Lab	3 + 2
BIO 2870	Anatomy and Physiology	5
CHM 1100 & 1130	General Chemistry I & lab	4 + 1
CHM 1140 & 1150	General Chemistry II & lab	4 + 1
CHM 1240	Organic Chemistry I	4
MGT 2530	Management of Organizational Behavior	3
NFS 2130/2140	Food Science & lab	3 + 1
NFS 3230/2220	Human Nutrition & lab	3 + 1
NFS 4230	Macronutrient Metabolism	3
NFS 4231	Human Nutrition: Micronutrients	3
PSY 1020	Elements of Psychology	3
SOC 1010 or ANT 1100	Sociology or Anthropology	3
STA 1020	Elementary Statistics	3

See the Curriculum plan below for details on the timing of courses and course descriptions. These are the courses students must register for by semester in the program.

Master of Science in Dietetics Program Course Sequence			
Course Number	Course Title	Credit Hours	Description
Year 1 Fall Semester			
NFS 5100	Nutrition Care Process I	2	Introduction to management of nutrition care in both healthy and ill people throughout the life span using the Nutrition Care Process model, developed by the Academy of Nutrition and Dietetics. Emphasis is on the Registered Dietitian's role in in the four steps of the process, nutrition assessment, diagnosis, intervention, and monitoring and evaluation.
NFS 5220	Community Nutrition	2	Introduction to management of nutritional care in healthy and at-risk persons throughout the lifespan. Identifying problems and planning interventions to meet population nutritional problems and to reduce nutrition-related health risks in community settings.
NFS 5350	Food Service Management	4	Survey of food service systems; factors affecting their successful operation. Components of quality assurance supporting well-being of target markets. Identification of operative management skills
NFS 5510	Supervised Practice 1	1	Supervised practice in specialty, food service, clinical, critical care areas and in community settings; experiences in developing, implementing, evaluating, and documenting care plans for individuals and/or groups needing specialized nutrition support and nutrition education programs for health promotion.
Year 1 Winter Semester			
NFS 5120	Nutrition Care Process II	2	In-depth and simulation-based application of the steps of the Nutrition Care Process, including nutritional assessment, interpretation of biochemical parameters, drug-nutrient interactions, planning therapeutic diets, documenting in the medical record, and patient interviewing
NFS 5250	Nutrition and Disease	4	Application of the principles of biochemistry and physiology in the study of nutrient metabolism as altered by disease. The physio-biochemical basis for diet in the treatment of disease.
NFS 6860	Controversial Issues	2	Current controversial topics; differing points of view will be debated; discussion of modes of communication of nutrition information.
NFS 5520	Supervised Practice 2	1	See description for NFS 5510
Year 2 Fall Semester			
NFS 5200	Advanced Dietetics	3	Development and refinement of dietetic practitioner skills through application in critical care and specialty practice areas such as nutrition support, renal, oncology, pulmonary, stress and trauma

NFS 7060	Research Problems	2	Research orientation: acquaintance with published data, principles of design, methods of collecting data, and basic statistical analysis
NFS 7240	Nutritional Epidemiology	3	Introduction to epidemiology concepts and terminology. Emphasis on examining the associations between nutrition and chronic disease.
NFS 5530	Supervised Practice 3	1	See description for NFS 5510
Year 2 Winter Semester			
NFS 5360	Management of Nutrition Services	3	Application of management theory and principles in the three areas of dietetic practice; career planning and professional role development.
NFS 7800	Master's Capstone in Dietetics	3	The capstone course is designed for students to demonstrate the foundational knowledge acquired in the didactic coursework, as well as the practical skills, problem-solving and critical thinking gained during the supervised practice rotations of the Coordinated Program in Dietetics.
NFS 5540	Supervised Practice 4	1	See description for NFS 5510
	Total Credit Hours	34	

C. Supervised Practice Activities and Hours

Based on the educational and experiential level of the student, MS-CPD faculty and preceptors coordinate and supervise student activities. This involves an initial interaction between the student and faculty/preceptor to review goals, objectives, and plans for the practice experience. Preceptors assume on-site responsibility for students, and MS-CPD faculty serve as a resource, collaborating with preceptors regarding student activities and evaluation of student performance. MS-CPD faculty retain primary responsibility for evaluating assignments and assessing progress toward meeting rotation objectives.

At no time is a student allowed to be compensated monetarily for any supervised practice activities. In addition, SP sites are prohibited from using students as replacements for employees that are ill or on vacation.

SP consists of 1032 over 4 semesters in SP courses numbered NFS 5510 through 5540. Hours vary per semester based on the rotation, from 16 to 24 hours per week. Missing SP creates difficulty in rescheduling so students must make every effort to attend all scheduled SP hours. If missing SP is unavoidable due to illness or other emergencies, missed hours must be made-up. If a student must miss SP time, contact the preceptor immediately, and inform the MS-CPD faculty for that course. The student must arrange to make up missed time at the discretion of the preceptor in terms of dates and times. If the make-up time cannot be scheduled within the time frame of the rotation, or if the preceptor cannot accommodate make-up time, then the hours must be made up during another rotation.

Assignments to SP sites are made on a random basis to assure they are made in the fairest possible way. Every effort is made to place students at rotation sites that are within a reasonable driving distance, but due to the number of students and the sites that are available at any particular time, this is not always possible.

D. Weekly Schedule for Didactic Courses and Supervised Practice

Fall - Semester 1 of the Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
10:30 am			NFS 5100	NFS 5510 Supervised Practice 1 (192 hours total) 8 hours/day at SP. Reporting times vary by site and may be anywhere from 6:00 am until 9:00 pm.	
12:10 pm			X		
12:30 pm			NFS 5220		
2:10 pm			X		
4:30 pm	NFS 5350		NFS 5350		
6:10 pm	X		X		

Winter - Semester 2 of the Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am				NFS 5520 Supervised Practice 2 (192 hours total) 8 hours/day at SP. Reporting times vary by site and may be anywhere from 6:00 am until 9:00 pm.	
9:30 am	NFS 6860	NFS 5250			
10:30 am	X	X	NFS 5120		
11:20 am	X	X	X		
12:10 pm		X	X		
12:50 PM		X			

Fall - Semester 3 of the Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
11:30 am	NFS 5200	NFS 5530 Supervised Practice 3	NFS 7060	NFS 5530 Supervised Practice 3 (288 to 360 hours total) ¹ 8 hours/day at SP. Reporting times vary by site and may be anywhere from 6:00 am until 9:00 pm.	
12:30 pm	X		X		
2:00 pm	X				
2:30 pm			NFS 7240		
5:00 pm			X		

Winter - Semester 4 of the Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
11:30 am	NFS 5360		NFS 5540 Supervised Practice 4 (288 to 360 hours total) Student spends 8 hours/day at SP. Reporting times vary by site and may be anywhere from 6:00 am until 9:00 pm.		
2:00 pm	X				
2:30 pm	NFS 7800				
5:00 pm	X				

¹Number of hours depends on the type of rotation the student is assigned for that semester

This is a sample schedule based on the latest semesters, but course days/times are subject to change.

E. Plan of Work

A Plan of Work (POW) must be completed and filed for graduate students to be advanced to the rank of "Candidate" for the degree. The POW must be authorized by the time 12 graduate credits have been earned or subsequent registration will be denied. In the second semester of the Program, students will be contacted by the Program Director to complete and sign the POW for submission to the graduate school. For the plan to be approved, students must be officially admitted to the program and have attained a minimum GPA of 3.0. If a student previously filed a POW under the AGRADE program, they should advise the Program Director that a POW was previously filed.

F. Evaluation

1. The Grading System

The grading system is presented in the syllabus for each course. Components may include self-evaluation, faculty/staff observation, and evaluation, written and oral examinations, papers, and projects. Professional role delineation studies and standards of practice (the Academy) are the basis for evaluation in the SP settings. Achievement of a level of satisfactory or better in SP objectives is required. Faculty and/or Preceptors meet with individual students at the midpoint and close of each rotation to provide feedback on their progress. End-of-the semester evaluation is comprehensive, encompassing all rotations. The faculty reviews students' grade points and course grades after each semester to determine compliance with program standards. Students are informed by letter when the retention criteria are not met. Students should make an appointment with the Program Director to discuss a deficiency as soon as possible. The following is the standard Grading Scale for MS-CPD courses unless stated otherwise in the course syllabus.

MS-CPD Grading Scale							
A	93-100	B+	86-89	B-	80-82	C	73-75
A-	90-92	B	83-85*	C+	76-79	F	<73
* Grades below a "B" are unacceptable for a graduate course. See II.F below							

2. Post-Graduation Procedures

i. Registration Examination

The national Registration Examination to obtain the Registered Dietitian/Nutritionist (RD/RDN) credential is administered throughout the year by the Commission on Dietetic Registration through their testing vendor, Pearson VUE. Eligibility depends upon successfully completing the requirements (a graduate degree and SP hour completion from an ACEND-accredited program) and the Program Director submitting documentation to CDR including the official master's degree transcript and a Verification Statement. A copy of the Verification Statement is provided to each student upon program exit and can be provided to potential employers as proof of registration eligibility before the exam is written.

A study review course is provided by the MS-CPD, and students are strongly encouraged to participate in the scheduled review course and/or study Academy examination review materials in preparing for the exam. Students are also encouraged to release their exam score to the Program. Individual scores are confidential, but important in Program evaluation. Students are asked during the exam if results may be released to the Program, and this is encouraged as the information is vital for Program statistics and improvements. Further information will be available during the final semester of the Program regarding the registration exam.

ii. Graduate and Employer Surveys

Approximately one year following completion of the program, questionnaires are sent to graduates and their employers via email to assess opinions regarding the relevance of the program to job performance and expectations. Individual replies are confidential. Group data from the evaluations is a component of the year-end program evaluation. Such feedback provides important data for program revisions.

G. Retention, Disciplinary Policies and Procedures

1. Students must maintain the following for academic coursework throughout the entire program:

- a. An overall University GPA of 3.0 or better
- b. A "B" or better in all supervised practice and didactic coursework
- c. Grades of "B-" or below in a didactic or SP course are not acceptable for graduate courses, and the student will be placed on program probation for that semester. A grade of B- or lower in a subsequent semester is cause for dismissal from the program.

In addition, the supervised practice (SP) courses (NFS 5510-5540) encompass several components in which the student must achieve satisfactory or better on all performance requirements including:

- a. An 80% or better on all assignments required during the SP courses.
- b. A final evaluation score of 80% or better on all SP evaluations.
- c. A rating of "3" or better on each individual objective on all SP evaluations. A rating of "2" is not a passing evaluation for SP.

2. Failure to meet any criteria outlined in F.1 will result in:

- a. MS-CPD faculty will evaluate the student's performance at that point to determine if he or she will be allowed to continue in the program. This determination will be based on the faculty's evaluation of the student's prerequisite knowledge and skills. The student will receive notice in writing via email that they have dropped below the minimum criteria and the subsequent consequences.
- b. If the student is allowed to continue, the course in question must be repeated. A second attempt resulting in below-established criteria will result in dismissal from the program.
- c. Students earning a grade below a "C-" in any course in the MS-CPD cannot continue the sequence (this includes all didactic and SP courses). Readmission to the Program is at the discretion of MS-CPD faculty, to include at a minimum, satisfactory completion of the course in question.
- d. If a student needs to repeat any course or rectify a deficiency, all MS-CPD requirements must be completed within one year to receive the Verification Statement, which confers eligibility to take the RD Exam.

3. Students not meeting the retention criteria should initiate a meeting with the Program Director regarding their status as soon as possible.

4. Readmission following dismissal would be considered, based on the development of an acceptable plan of action by the student, in conjunction with the Director and appropriate MS-CPD faculty, which addresses knowledge and/or performance deficiencies and/or low GPA leading to dismissal. Such a plan might require additional or repeated coursework or supervised practice activities. A written Student Action Plan Form will be provided by the MS-CPD that details the deficiency (or deficiencies), measurable objectives to rectify each deficiency, actions or tasks to complete to achieve the objectives and a timeframe for completion.

5. If a student fails to successfully complete the Student Action Plan developed with the MS-CPD Director and faculty, the student is dismissed from the program. The student may still be eligible to receive their degree, if they have met all degree requirements, but they cannot receive the Verification Statement which confers eligibility to take the

credentialing exam. The student may reapply to the MS-CPD, but their application would be evaluated within the applicant pool for that particular year.

H. Obligations of Faculty and Students to the Instruction Process

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

1. Responsibilities of Faculty Members:

- a. Contribute to and remain abreast of the latest developments in their fields.
- b. To pursue teaching excellence continually.
- c. Treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, gender, sexual preference, age, marital status or disability.
- d. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
- e. Attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes.
- f. Establish and maintain appropriate office hours.
- g. Present, early in the term, the following course information:
 - I. Course objectives and general outline
 - II. Classroom procedures to be followed, expectations concerning class attendance, and proposed dates of major evaluations. (Including examinations, papers, and other projects)
 - III. Grading policy
 - IV. Where appropriate, schedule of class-related activities, including class meetings
 - V. List of texts and/or other materials needed for the course
 - VI. Late enrollment, withdrawal, and other special policies.
- h. Provide and adhere within reasonable limits to the written syllabus of the courses.
- i. Know course matter thoroughly and prepare and present the material conscientiously.
- j. Be informed of University services and recommend their use to students as needed.
- k. Follow these policies concerning written work and grades.
 - I. Grade and return written work promptly.
 - II. Submit final grades by the scheduled time.

III. Allow students to examine written material not returned within the term (e.g., final exam, major term paper) and retain such materials for one academic term in accordance with unit policy).

I. Implement unit procedures for student evaluation of faculty teaching with attention to preserving student anonymity.

m. Behave appropriately in dealing with students to maintain a scholarly atmosphere.

2. Academic Responsibilities of Students (also see the CLAS [Student Rights & Responsibilities](#)).

a. To inform themselves of and to fulfill all requirements of the University and those of the College and Department from which they expect to receive their degree.

b. Fulfill conscientiously all assignments and requirements of their courses.

c. Attend regularly and punctually.

d. Uphold academic honesty in all activities. This includes not misrepresenting their identity for examinations completed online.

e. Maintain a scholarly, courteous demeanor in class.

f. Notify the instructor as early as possible if canceling an appointment.

g. Discuss with instructor any class-related problem and follow procedures in the resolution of these problems.

h. Adhere to instructor and university policies on attendance, withdrawal, or other special procedures.

In addition to University stated student responsibilities, the student in the MS-CPD has several additional ones. Missed SP time must be made up at the discretion of the Program Director. See **II.C. Supervised Practice Activities and Hours**, in this Handbook for the policy on SP absence and make-up time. Students are also expected to provide a copy of their current transcript to the Program Director, to verify compliance with program retention criteria.

It is expected that faculty and students will fulfill their obligations to the instructional process. However, if a complaint does arise, the parties should meet to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the head of the academic unit should be contacted. If this contact fails to satisfy the complaint, the college's published procedures should be followed. Although the University Ombuds Service is not a direct part of the appeal process, students and faculty may consult the Ombuds Service at any point during such proceedings. The grievance procedure for the MS-CPD Program is outlined under **III.J Grievance Procedures**.

3. Program and Course Evaluations:

In addition to the provision for anonymous faculty evaluation for each course in the MS-CPD, students are strongly encouraged to complete evaluations for all courses and SP rotations via the eValue system (program management software). These evaluations are discussed at the year-end curriculum workshop pursuant to program revision. The faculty believes participation in such evaluation is a component of professional behavior and accountability.

I. Release of Student Records Access to Personal Files

The MS-CPD adheres to the University policy relating to the release of student information (see University policies here <https://wayne.edu/registrar/records/privacy>). Faculty recognize academic records as being privileged and ensure that this information is not improperly divulged without the consent of the student. Guidelines indicate conditions under which the following types of information which are routinely maintained in University files may be released by University units without further approval by the Commission of Student Records.

1. Student Status Information: indications of active registration, dates of registration, college, major, degree(s) sought, courses elected.
2. Scholastic Standing Information: honor point average, grades received (both final grades and grades on individual examinations and assignments), academic probationary status, class rank, awards received.
3. Personal Information: Address and telephone number, birth date, sex, marital status, number of dependents, military status, health information, letters of recommendation and evaluations, financial information.

Permanent files are maintained in the office of the Director. Information is not released without the consent of the student. A form indicating which records and for what purposes students authorized release is maintained in the student's file. Students may request a review of their own records through the Program Director.

J. Statement of Non-Discrimination

Wayne State University is an equal opportunity/affirmative action University. It is the policy of the University that no person shall be discriminated against in employment, educational programs, and activities based on race, color, gender, national origin, sexual orientation, marital status, disability or veteran status. Wayne State University complies with Title VI and VII of the Civil Rights Act of 1965, Executive order 11247 as Amended, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, and Michigan Public Act 453. Inquiries or complaints may be directed to the Office of Equal Opportunity, 656 W. Kirby Ave-Suite 4234 Faculty Administration Building, Wayne State University, Detroit, MI 48202. Telephone: (313) 577-2280. The WSU policy forbids retaliation and/or any form of harassment against an individual because of filing a complaint of discrimination. The OEO website can be accessed here: <https://o eo.wayne.edu/about>

III. Professional Responsibilities

A. Registration Procedure

Registration at WSU occurs electronically. Students should check the Schedule of Classes online each semester to determine the dates for early and late registration. MS-CPD students cannot be closed out of courses in the program sequence. This sequence can be found above under section **II.B. Degree Requirements for MS in Dietetics**. Overrides in the system may be necessary to register for certain courses and students should contact the department advisor to obtain these overrides (email Deanna Cavanaugh at ak5787@wayne.edu with your access ID and a screenshot of the error code you are receiving to obtain an override). Materials fee charges are required for some dietetics courses and are automatically assessed during the registration process. Information on class schedules and registration can be accessed here: <https://wayne.edu/registrar>.

B. Supervised Practice Hours and Schedule Changes

Schedule SP hours may vary throughout the semester, as students rotate through different sites. The schedule is set by the preceptor and the student is expected to work 8 hours per day, not including lunch. Reporting times may vary depending on the semester, site, and the preceptor assigned to the student. Most preceptors work “typical” hours (e.g. 8 am to 4 pm or 9 am to 5 pm), however, reporting times may be earlier or later depending on the preceptor. Preceptors are asked to provide the schedule at the beginning of the rotation so that students are prepared.

Adjustments may need to be made when SP activities need to occur outside of regular hours (e.g., an early day during a food service rotation, a field trip, teaching a class for clients in the evening, or attending a continuing education event). When this occurs, faculty and students negotiate trade-off time. Students should not make any schedule changes involving SP sites regardless of how inconsequential they seem to be unless the changes have been approved by the faculty or Program Director. Requests for any changes should be made in writing with a supporting rationale for the request. The Director, in consultation with appropriate people, will decide if a change should be initiated and who should be responsible for initiating the request. In making the decision, the impact of the request on all people involved must be taken into consideration.

The MS-CPD is a professional program and as such, may schedule SP course hours outside of the regular academic calendar to meet the required number of SP hours for program accreditation (e.g. MS-CPD students may be required to attend SP a week prior to the official first day of the semester and a week after the official last day of the semester).

C. Academic Misconduct

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. This includes plagiarism, cheating, and misrepresenting student identity during online examinations, among other violations. The principle of honesty is recognized as fundamental to a scholarly community. Students and instructors are expected to honor this principle and instructors are expected to take appropriate action when instances of academic dishonesty are discovered. An instructor, on discovering such an instance, may give a failing grade on the assignment or for the course. The instructor has the responsibility of notifying the student of the alleged violation and the action being taken. Both the student and the instructor are entitled to academic due process in all such cases. Serious acts of dishonesty may lead to suspension or dismissal. More details can be found through the Dean of Students Office on the Student Conduct page, including a link to the complete Student Code of Conduct.

<https://doso.wayne.edu/conduct/student>

Plagiarism is a serious offense. The MS-CPD follows the NFS Department guidelines for plagiarism which can be found at this link: <https://clas.wayne.edu/nfs/students/policies/plagiarism>.

The policy on use of Artificial Intelligence in MS-CPD coursework will be covered in the syllabi for each course.

D. Copyright Policy

Computer programs may be used throughout the MS-CPD in the context of professional courses. Faculty adhere to the University's policy regarding copying of computer software programs and remind students that they too are accountable for compliance with the intent of the policy. University employees who purchase, lease, or otherwise acquire computer

software programs for word processing and office automation, or for any other University use, with University funds, may not copy any such programs which contains a notice of copyright.

Any University employee who participates, directly or indirectly, in the copying of any software program in violation of this order will be deemed to have misappropriated property and will be subject to appropriate disciplinary measures. This policy does not prohibit the copying of software programs which are covered by the express written permission of the copyright holder allowing such copying. Nor does this policy prohibit the copying of any software which does not contain a notice of copyright or is not subject to copyright protection.

Students are also reminded that they are responsible for compliance with laws governing copyright protection of course and resource materials. Noncompliance may result in disciplinary action beyond the legal ramifications.

E. Holiday, Vacation, Absence, Illness/Injury, Severe Weather while at Supervised Practice

1. Holidays and Vacation

Holidays are scheduled in accordance with the WSU academic schedule. These dates are published in the WSU Academic Calendar issued before advanced registration for each term (<https://wayne.edu/registrar/registration/calendar>).

Students are strongly advised not to schedule vacations during the academic year since any missed SP time must be made up. An extended absence from SP may make it difficult to reschedule and may result in the postponement of the rotation and/or completion of the program.

Because of the extraordinary variety of religious affiliations of the University student body and staff, the WSU Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes, examinations or SP hours that conflict with their religious observances are expected to notify the relevant faculty at the beginning of the semester in which the holiday falls so that mutually agreeable alternatives may be worked out. See the makeup policy for the MS-CPD under **III.E.2. Absences**.

2. Absences

Attendance is mandatory for all SP hours, which also includes any pre- and/or post-SP activities taking place on campus. For example, an orientation may be scheduled the week before the semester begins, and activities on campus may take place after the SP hours at the facility are complete; attendance is mandatory during these times as well.

In the event of illness/emergency when SP will be missed, students must contact their preceptor immediately and WSU course instructor as soon as possible. ***Supervised practice time must be made up for any absence, regardless of reason.*** Make-up activities for SP absences will be at the discretion of the involved preceptor/faculty, with the emphasis on achievement of rotation/course objectives. This make-up SP time may need to be scheduled at the end of the term, which could result in an incomplete grade for the course until course requirements are met.

3. Illness/Injury while in Facility for Supervised Practice

Students are responsible for reporting any illness or injury occurring in the SP setting to the preceptor immediately and to the WSU course instructor as soon as possible. The student will be sent for appropriate treatment, where their injury can be evaluated. ***Students must carry their own health insurance policies, as neither the University nor SP sites are***

responsible for costs due to injuries sustained on campus or at SP sites (see III.F.1. Health Insurance and Health Services).

Students will be accountable for any make-up time resulting from illness/injury at SP, as with the policy for any absence. Due to the nature of the SP experience, attendance is expected at all scheduled sessions. If illness, injury, or personal complications occur at SP, notification should be given to the preceptor immediately, and to program faculty as soon as possible. In the event of an anticipated absence, the student must discuss the absence with the program director and SP faculty/preceptor. In the event of the need for an extended absence, please see III.L. Program Extension/withdrawal

4. Severe Weather Closure

Wayne State University will close when severe weather conditions compromise the safety of its students, faculty, and staff, both at the university and in transit to or from the university, and a transition to remote operations, according to the Remote Operations Policy (APPM Section 10.1.3), is not feasible. Students scheduled for SP during a University weather closure are not expected to attend SP or make up the time if closures do not surpass 3 days during a student's 2-year program. Any missed time for closures over 3 days will require make-up.

F. Health Insurance and Health Services

1. Health Insurance

MS-CPD students are required to maintain health insurance coverage which must be in effect throughout the duration of the program. The student is responsible for all costs associated with maintenance of their health insurance policy.

2. Health Services

Students are encouraged to use the Campus Health Center at any time for health care needs including illnesses, physical examinations, vaccinations, and family planning. Counseling services are also available. X-rays and laboratory tests for annual physicals can be performed in the Campus Health Center. There are charges for these services. Medical visits to the Health Service are by appointment. Information on the Health Center can be found at the following website:

<http://health.wayne.edu>

G. Student Support Services at WSU

WSU offers services that support students with academics and beyond. Services include:

- **WSU Academic Success Center:** The Center provides student counseling programs that assist in developing the learning skills necessary for academic success, including Peer Assisted Learning, Student Success Workshops, Writing Center, and more. <http://www.success.wayne.edu/>
- **Counseling and Psychological Services (CAPS):** Offers individual confidential counseling and "telemental health" services. (<http://caps.wayne.edu/>)
- **Financial Aid:** Information on financial aid can be located on their website. (<https://wayne.edu/financial-aid>).
- **Student Disability Services:** Students with a need for accommodations can contact SDS for information on accommodations for testing, and other services including assistive technology, emotional support, interpreters for deaf/hearing impaired students, and more. <https://studentdisability.wayne.edu/accommodations>.

H. Personal Data Changes

Any change in name, address, email address, or telephone number should be reported as soon as possible to the Program Director. The information will be forwarded to the Department office.

I. Extracurricular Activities

The demands of a practice program are heavy, making part-time jobs difficult. If such employment is necessary, hours must not conflict with course or SP schedules. Under no circumstances may students receive reimbursement for time in supervised practice facilities pursuant to meeting their educational requirements.

J. Grievance Procedures

1. All attempts should be made to work out any problems among the direct participants in the teaching/learning process: student, and WSU faculty and/or supervised practice preceptor. If resolution cannot be achieved at this level, the student should contact the Program Director.
2. Students should follow WSU grievance procedures in the event the informal process reaches an impasse. The formal grievance procedure is initiated with a written appeal, citing grounds, and including supporting documentation, to the faculty member. Information can be found on the Dean of Students Office website (<https://doso.wayne.edu/complaints>).
3. The Ombuds Services office has been established to assist students in resolving any University-related problems. If requested, inquiries are kept confidential. Information and location can be accessed here: <https://wayne.edu/ombuds/>
4. If all options at the University are exhausted and the student feels their grievance was not addressed, a written complaint can be filed with ACEND related to MS-CPD noncompliance with ACEND accreditation standards at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

K. Student Representation in Coordinated Program Governance

In the Coordinated Program in Dietetics, students may serve as representatives to the following:

1. The Student Selection Committee: One second-year student, at the discretion of the Director, for the purpose of interviewing and selecting prospective students.
2. Curriculum Program Reviews: One first-year and one second-year student may serve as student representatives in the annual curriculum workshop and program review. All students are encouraged to evaluate all courses and supervised practice rotations routinely.
3. Advisory Committee: One first-year and one second-year student may serve on the MS-CPD Advisory Committee.
4. A class President and President-elect will be chosen by each program cohort. The class officers will have various duties throughout the year including acting as liaisons for the Diabetes Education and Wellness (DEW) clinic. More information will be available during the program.

L. Program Extension/withdrawal

1. Illness or Other Emergencies

Missing SP time and the make-up policy is covered under **III.E.2. Absences**. In the event of the need for an extended absence, the student may be required to postpone the program. Students requesting a program extension for illness or other emergency should do so in writing to the Program Director stating reasons for the request. In situations where the circumstances are temporary, the student may request a leave of absence and make arrangements with the Program Director for readmission at the appropriate time. Resuming the program is on a space-available basis. This will postpone the completion of the program.

2. Extension of the Program

If requirements for the MS-CPD cannot be met within the two-year program period, a plan of work should be developed by the student in collaboration with the Director. Continuing in the Coordinated Program sequence will be on a space-available basis.

3. Personal Decision

If professional goals change, or the student and/or faculty determine that the program is not meeting the student's needs, counseling sessions will be arranged. Alternatives will be reviewed and mutually agreed upon.

4. Grade Point Deficiencies

For detailed explanation, see **II.G. Retention, Disciplinary Policies and Procedures**. Potential problems regarding academic status will be reviewed during routine faculty-student conferences and appropriate remedial action noted in student records.

M. Professional Memberships and Activities

1. Local Organizations/Meetings

Students are encouraged to become active participants in professional groups. Membership forms and program schedules for the Southeastern Michigan Dietetic Association (SEMDA) are available on their website: www.semda.org. Notification of other professional meetings, seminars, and workshops will be announced by faculty and supervised practice staff as they become known.

2. Michigan Academy of Nutrition and Dietetics (MiAND)

Membership in the Academy of Nutrition and Dietetics is required throughout the program. Academy membership offers automatic membership in MiAND when Michigan is chosen as the affiliate state. If the student is an Academy member in another state, you can request that your affiliate be changed to Michigan while you are in the MS-CPD. The state association holds an annual meeting in the spring; students are encouraged to attend. MiAND publishes an eNewsletter that is available to members. The MiAND website is www.eatrightmich.org

3. The Academy of Nutrition and Dietetics (the Academy)

Students in the WSU Coordinated Dietetics Program are required to become student members of the Academy while enrolled in the program. A fee of \$58 annually (subject to change) entitles students to the monthly Journal of the Academy of Nutrition and Dietetics, the *Food and Nutrition Magazine*, and access to the Evidence Analysis Library (EAL). Members also receive discounts on Academy publications, scholarship and financial aid opportunities, and many other benefits. The membership application is available at the Academy website at <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>. Students are required to provide verification of membership to the first- and second-year MS-CPD faculty at the beginning of the fall semester. The Academy membership year is June 1-May 31.

N. Liability for Travel Safety

Students are liable for safety in travel to and from assigned supervised practice settings.

O. Reference Format

Reference style of the MS-CPD is *Journal of the Academy of Nutrition and Dietetics* which follows the *AMA Manual of Style, 11th ed.* Points will be deducted for incorrect reference format on all assignments. The first issue of the JAND volume (January) contains information for authors outlining the format. MS-CPD Style Guidelines for referencing can be found in **Appendix A**.

IV. Program Costs (All costs are estimates and as such are subject to change).

A. Estimated Program Costs

MS-CPD Specific Costs	Estimated Costs
First Semester	
Academy of Nutrition and Dietetics student membership	58
Textbooks and course materials	300
Tuition (based on 9 credits for in-state, graduate school) ⁱ	7769
Second Semester	
Physical examination and lab fees	751 ⁱⁱ
Textbooks and course materials	200
Tuition (based on 9 credits for in-state, graduate school)	7769
Third Semester	
Academy of Nutrition and Dietetics affiliate membership	58
Lab Coat	35
Textbooks and course materials	200
Tuition (based on 9 credits for in-state, graduate school)	7769
Fourth Semester	
Textbooks and course materials	200
Tuition (based on 7 credits for in-state, graduate school)	6121
ⁱ Tuition fees will vary if the student is not a resident of Michigan or Windsor. Access more Tuition information . ⁱⁱ This amount is for a complete physical and all required vaccinations (see V.F. Health Requirements) if completed at the Campus Health Center for a student with no insurance. The amount will vary depending on the vaccinations needed, and if the student has health insurance.	

In addition to the above MS-CPD-specific costs, WSU estimates the following for housing and transportation:

WSU Cost Estimates for one full academic year (https://wayne.edu/financial-aid/resources/cost-of-attendance)			
Fall/Winter-one full academic year	Living with parent	Living in Ghafari Hall	Living away from home
Living expenses (housing and food)	\$5408	\$11,762	\$12,104
Transportation	\$3392	\$3392	\$3392

Student Health Insurance:

Wayne State University sponsors a health insurance plan for [international students](#) only, which is managed by the Office of International Students and Scholars. Domestic students looking for a health plan can visit [Healthy Michigan Plan](#). All MS-CPD students are required to carry a health insurance policy (see **III.F.1 Health Insurance and Health Services**).

Cost Information After Completion of the MS-CPD

Academy Membership dues (first year)*	70.00
Registration Exam Fee	225.00
Registration maintenance fee, (annual)	70.00

* The Academy Career Starter Dues Program offers reduced rates for members in their first five years of Active category membership eligibility. Information on this program can be found at

<https://www.eatrightpro.org/membership/membership-types-and-criteria/career-starter-dues-program>

B. Scholarships, Awards, Honors Program

Dietetic Associations: The Academy Foundation, Michigan Nutrition & Dietetics Institute (MNDI), SEMDA

A limited number of scholarships are offered by these organizations each year. Information and application forms are made available through the faculty during the winter semester. Recently, these scholarships have ranged in amount from \$250 to \$1500. For the local and state dietetic associations (SEMDA, MNDI), completed applications are usually due during the months of January through March. Applications are available online at the associations' websites:

MNDI: <https://eatrightmich.org/students/mndi-scholarships/>

SEMDA: www.semda.org

The Academy Foundation offers several scholarships to students in dietetics programs. Applications may be submitted at one time of the year only, from February to April (please check the website for specific dates as they may vary each year). Application details are available at the Academy website link below.

<https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>.

Department

The Department of Nutrition and Food Science offers a scholarship in the winter semester. Details will be made available by the instructors.

V. Policies and Requirements

A. Dress Code

Acceptable dress at most facilities is business casual, with the WSU MS-CPD student name tag always worn. Some sites may require students to wear a facility name badge in addition to the WSU name tag. Please see specific guidelines:

- **Business Casual Attire:** Business casual is generally comprised of casual slacks and skirts, collared shirts, blouses and sweaters, and dresses.
- **Inappropriate Attire:** Inappropriate attire includes, but is not limited to, active sportswear, jeans, shorts, halter tops, sneakers, beach shoes or similar footwear, T-shirts or apparel with messages or commercial advertising, as well as unkempt or inappropriately revealing or tight-fitting clothing. You are expected to exercise good judgment in choosing work clothes.
- Some settings may require a white lab coat (usually hospital clinical only). Some facilities have approved the dietitians to wear scrubs (but **only** if allowed by the facility). Students should follow the norm of the preceptors at the site.
- Shoes should be comfortable and sensible for the setting. Avoid wearing hard-soled shoes that make noise in the hospital setting. In food service settings, shoes must be rubber-soled to avoid slipping in wet kitchen areas.
- Minimal jewelry may be worn, including small earrings, a watch, and rings (some food service sites may specify no hand jewelry for sanitary and safety reasons).
- Nail polish is allowed however, some food service sites may require that you wear no nail polish or false/artificial nails for sanitary reasons.
- All food service sites require that you confine long hair and wear hairnets in all kitchen and food preparation areas.
- Use perfume, cologne, or body sprays sparingly, especially when having patient contact in hospital or long-term care settings (strong smells can aggravate some patients or residents).
- Some supervised practice sites may have additional dress code guidelines that must be followed.

Any student not in compliance with this dress code (and any other at the facility where working) may be asked to leave the supervised practice site. The time must be made up, according to the policy detailed under **III.E.2. Absences**.

B. Facility Policies, Criminal Background Checks & Drug Testing

Orientation to each facility is conducted at the time of supervised practice at that facility. Students are required to follow identified facility policies and procedures in the supervised practice sites.

Students are required to submit to a **criminal background check** to be completed before SP begins (the MS-CPD covers the cost for students in the U.S. and information will be provided to students prior to program start). A facility has the right to deny a rotation to a student based on the results of the background check. WSU faculty will attempt to reassign a student in this situation, but depending on the nature of the report, the student may need to follow up with the agency/institution that initially generated the report (e.g., police department, local or district court). Sites may require **drug testing and fingerprinting**, and students must be willing to submit to such testing as a condition of being accepted into the program.

C. Transportation

Students are responsible for their own transportation to SP. It is advisable for students to have their own transportation instead of relying on someone else. During the two-year program, SP assignments are made at a variety of sites throughout the metropolitan area. Assignments within a convenient distance from home or in conjunction with another student cannot be assured. Locations range from one-half to 40+ miles from campus. The Detroit public transportation system is not adequate for traveling to rotation sites outside of the downtown area. Carpooling among students is permitted if scheduled at the same location, but SP assignments cannot be made based on pre-established arrangements. Information on parking is available before beginning each SP assignment.

D. Liability Insurance

The University maintains a Professional Liability Insurance Program. This protects against professional liability at the supervised practice sites. The MS-CPD maintains a group policy and provides this insurance as part of the MS-CPD fee.

Each student is required to participate in their own health care insurance to defray the cost of hospital and medical care of any illness or injury that might be sustained while the student is participating in any SP fieldwork. Failure to maintain health insurance coverage may result in substantial monetary liability to the student. See **III.F.1 Health Insurance and Health Services**.

E. Prior Learning Credit

The MS-CPD does not offer credit for prior learning at this time.

F. Health Requirements

All students must have a physical examination, provide proof of required vaccinations, and complete/submit the WSU MS-CPD health forms to the Program prior to beginning SP rotations (*Physician Clearance, Health Clearance Release, and Student Acknowledgement and Release* forms). **Required vaccinations cannot be waived for any reason.** The examination must include:

1) Tuberculin (TB) skin test (aka: Mantoux tuberculin skin test (TST) or PPD test):

- If the test is positive, a chest X-ray must be done.
- TB test results are valid for one year from the date of the test reading. All students in supervised practice (SP) must have a valid TB test for the entire time they are at SP. **Since the first TB test will be required in the junior year, a second TB test will be required in the senior year.**
- Students who have had a previous TB infection or the BCG vaccination should inquire about having a Two-Step TB test or may provide a chest x-ray or a TB blood test (interferon-gamma release assay or IGRA) in place of the regular TB skin test.
- Students from Canada who complete a portion of the supervised practice in Canada **MUST** have a two-step TB test.

2) Ear/nose/throat, heart, lung, abdominal examination.

3) Vaccinations or titers: Official documented proof of all required vaccinations, with dates, must be provided (a physician's office or health department documentation card will be accepted). If this is not available, you must obtain proof of immunity via titers (laboratory tests measuring the existence and level of antibodies to these diseases in blood).

The following vaccinations are required:

- **MMR** – measles (rubeola), mumps, rubella (German measles)
- **DtaP – diphtheria, tetanus, and pertussis:** DtaP must be within a 10- year recency, so a booster is required if the original vaccine or subsequent booster is more than 10 years old.
- **Influenza (seasonal)**
- **Varicella-Zoster (chickenpox)**
- **Hepatitis B.** Official documented proof of completed series (3 shots, sometimes 2 shots in Canada). If the series is not complete at the start of the program, proof of at least the first injection must be provided before starting supervised practice. If proof of the first and/or second shot in the series is given, proof of the completed series must be provided when available.

The Physician Clearance, Student Health Clearance Release, and Student Acknowledgement and Release forms (found below) must be filed with the Program ONE WEEK prior to the first day of classes in the first semester of the Program. Failure to provide the required documents will preclude student participation in supervised practice. Details for uploading required forms will be provided in the Welcome Letter distributed in June prior to the first semester of the program.

Vaccination policies stem from the requirements of the sites and facilities we use for supervised practice and are not necessarily the policies of WSU. The MS-CPD must follow both WSU and SP facility policies regarding required vaccinations and testing.

Physician Clearance- Physical Examination for MS-CPD Students
Wayne State University
To Be Completed by Health Care Provider

I have examined _____ on _____
(Student Name) (Date)

and find that he/she is in good health and free of any communicable disease as can be ascertained by my examination.

Comments or Recommendations: _____

Health Care Provider Name: _____

Address: _____
Street City State Zip Code

(Health care Provider's Signature)

Complete the TB test information below and provide a printed report. Upload this form, your TB results, and the vaccinations/lab tests listed below to eValue (instructions provided by program faculty).

• **TUBERCULIN SKIN TEST:**

Date Performed _____ **Result:** _____ (also attach printed results report)

(Health care Provider's Signature confirming results)

If Chest X-Ray is indicated, please attach a separate report with findings.

• **VACCINATIONS/LABORATORY TESTS:** Acceptable documentation is either:

1. Official documented proof of all required vaccinations, with dates (either a Health Department file or one provided by your physician with dates of vaccinations) OR
2. If documented proof of vaccinations is not available, you must obtain titers and provide those results (lab tests showing immunity).

- Upload the appropriate documentation for all required vaccinations to eValue including **MMR (rubeola, mumps, rubella), DtaP (diphtheria, tetanus, pertussis), seasonal Influenza*, varicella zoster, and hepatitis B.**

*The seasonal influenza vaccine may not be available prior to the start of the Program as below, but you must receive the vaccination as soon as it is readily available to the public and upload the documentation to eValue.

This form and all lab results/proof of vaccination are due ONE WEEK prior to the first day of classes in the first semester of the Program. If not received by this time, the student will not be allowed to participate in supervised practice activities.

*Student Health Clearance Release Form
Wayne State University
To Be Completed by Student*

Student Name: _____

Address: _____
Street City State Zip Code

Phone: _____
Cell

Date of Last Medical Exam: _____

Student Statement of Understanding

I understand that I must maintain a level of good health and remain free from communicable disease while I am enrolled in the Coordinated Program in Dietetics. I understand that if my level of health changes, I must immediately report this to the Director of the Program. I must provide proof that I have either natural or acquired immunity to measles (rubeola), mumps, rubella (German measles), diphtheria, tetanus, pertussis, and varicella-zoster (chicken pox). I must provide documented proof of seasonal influenza, and hepatitis B vaccination. I must provide proof that I am free from communicable diseases and have had a tuberculin clearance (skin test, chest x-ray or IGRA). I understand that all of these required reports and clearances must be provided to the Program at least ONE WEEK prior to the start of supervised practice and that the required tuberculin test must be valid throughout the entire course of the program, which means a second test will be required during the second year of the program.

Student Signature

Date

PDF scans of all forms are required to be uploaded to the eValue system by the student. Please see program faculty for instructions.

This form and all lab results/proof of vaccination are due ONE WEEK prior to the first day of classes in the first semester of the Program. If not received by this time, the student will not be allowed to participate in supervised practice activities.

Student Acknowledgment and Release Form
 Wayne State University
 MS-CPD Handbook, Program Requirements, Release of Information

This form must be signed and uploaded to the eValue system PRIOR to the first day of classes upon entry into the program.

I, _____, acknowledge that I received the MS-CPD Handbook and have reviewed all policies and procedures. I agree to follow all MS-CPD policies and procedures as outlined.

I, _____, acknowledge that I am aware that the MS-CPD will be providing the results of my background check and my medical information to supervised practice sites if requested.

I, _____, authorize release of my name and contact information by the MS-CPD of the Department of Nutrition and Food Science for the following purposes (please check all you agree to):

- Professional mailings (e.g., continuing education offerings, MS-CPD evaluations, employment information, professional insurance, etc.).
- Employers or agencies seeking dietetic professionals
- Fellow classmates
- Students or potential students wishing information on the program or career options

Signature: _____

Date: _____

APPENDIX A

Academy Of Nutrition & Dietetics Style Guidelines

These guidelines should be followed when writing papers for courses within the MS-CPD.

How to Cite References in the text and on the References page

- The *Journal of the Academy of Nutrition and Dietetics* follows the *AMA Manual of Style*, 11th ed, for references and citations. The information below should be sufficient, but full details can be found at <http://www.adajournal.org/authorinfo>.

In Text

- Number references consecutively in the order they are mentioned in the text (start with 1, 2, etc.). Each time a single source is referenced in the work, its original reference number is cited throughout the entire paper (so each source maintains the same citation numeral throughout the entire paper).
- Use Arabic superscript numerals **outside** periods and commas, and **inside** colons and semicolons. Do not use the footnote function for references.
- More than one reference should be separated by commas with no spaces. Use a hyphen for more than two consecutive references.
- If including the name of an author, include the reference directly after the name, names or “et al,” even if it’s in the middle of a sentence.

In-Text Examples:

- Diabetes mellitus is associated with a high risk of foot ulcers.¹
- The results were as follows²:
- Several interventions have been successful at increasing compliance.^{3,4}
- The average length of stay is 3 days.^{1,5-8}
- The data of Smith et al⁴ is further evidence of this effect.

On References Page

- Citations from the text are listed on the “References” page in numerical order as they appeared in the text (NOT alphabetically or chronologically). The Reference page comes immediately after the last page of the paper, before the appendices.
- Double-space between each reference.
- Authors’ names are inverted (last name listed first) and use only initials for first and middle names. No periods are used with initials except for one after the last author.
- In article titles, only the first word and proper nouns and abbreviations that are ordinarily capitalized are capitalized.
- Use accepted US National Library of Medicine's abbreviations of journal names (found at: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>). You can search the journal title and the site will give you the accepted abbreviation for your reference page. Journal titles are *italicized*.
- For journals, use issue numbers in parentheses after the volume number. If there is no issue number specify month before the year.

Reference Page Examples:**Article in a journal or periodical (1-6 authors):**

Bruemmer B, Harris J, Gleason PD, White, TJ. Publishing nutrition research: a review of epidemiologic methods. *J Acad Nutr Diet*. 2019;109(10):1728-1737.

(above: 2019 = year; 109 = volume; (10) = number; 1261-1268 = page numbers)

Article in a journal or periodical (more than 6 authors):

Geller AC, Venna S, Prout M, et al. Should the skin cancer examination be taught in medical school? *Arch Dermatol*. 2002;138(9):1201-1203

Material from websites:

Provide: (1) name of author, if given; (2) title of document; (3) URL or web site address; and (4) date website was published (if given), updated (if given) and accessed. **For example:**

Tucker, ME. Cancer risk from diabetes drugs unproven, say AACE/ACE. <http://www.medscape.com/viewarticle/809723>. Published August 21, 2013. Accessed August 23, 2019.

Or with no author

US Bureau of Labor Statistics. BLS Report 1040. Women in the labor force: A databook. US Bureau of Labor Statistics website. <http://www.bls.gov/databook.pdf>. Published February 2013. Revised March 2018. Accessed January 15, 2019.

Book:

Wardlaw GM, Insel PM, Seyler MR. *Contemporary Nutrition: Issues and Insights*. 2nd ed. St. Louis, MO: Mosby Publishers; 2004.

Book written by a committee:

Food and Nutrition Board. *Recommended Dietary Allowances*. 10th ed. Washington, DC: National Academy Press: 2005.

Chapter in a book:

Delahanty L. Implications of the Diabetes Control and Complications Trial (DCCT) in nutrition intervention. In: Pastors JG, Holler H. eds. *Meal Planning Approaches for Diabetes Management*. 2nd ed. Chicago, IL: American Dietetic Association: 2004:11-13.

Government bulletin:

The following information should be included in the order given: (1) name of author (if given); (2) title of bulletin; (3) place of publication; (4) name of issuing bureau, agency, department, or other governmental division; (5) date of publication; (6) page numbers, if specified; (7) publication number, if any; and (8) series number, if given. **For example:**

The Surgeon General's report on Nutrition and Health. Washington, DC: US Dept of Agriculture. Human Nutrition Information Service; 2002. Home and Garden Bulletin No. 252

How to use Abbreviations

- Define abbreviations at first mention by providing the expanded term first, followed by the abbreviation in parentheses, and the abbreviation is used thereafter.
- Do not introduce an abbreviation in a title or heading (if the term appears for the first time in a title/heading, use the full term and then introduce the abbreviation the next time the full term is used in the body of the paper).
- The efficiency of using an abbreviation is lost if the abbreviation is used only one time, so as a rule of thumb, introduce an abbreviation only if it is used at least 2 times.
- Tables, figures, and abstracts are treated as separate items from the text, so abbreviated terms must be re-expanded in each of these items.
- Use the appropriate article (*a* or *an*) before an abbreviation according to the sound following the article (eg, a UN resolution, an HMO plan).
- Use lowercase *s* (and no apostrophe) when making abbreviations plural (e.g., NSAIDs).

General Paper Formatting

- Use standard, 12-point, Times New Roman font and double-space type throughout.
- Number each page of the manuscript consecutively. Delineate new paragraphs with an extra line space or indentation.
- Using numbers:
 - Numerals are used to express numbers in most circumstances (e.g., 5 vs five). Numbers that begin a sentence are always spelled out.
 - Two dietitians completed 11 assessments, 12 follow-ups, and 5 education sessions.
 - Decimals and percentages can be written as numerals (i.e., 4.5 or 9%). For numerals less than 1.00, insert a zero to the left of the decimal point (e.g., 0.95).
 - Fractions should be spelled out (two-thirds vs 2/3).
 - When two numbers come next to each other in a sentence, spell out one of these numbers to avoid confusing the reader.
 - There were twelve 4-year-old children in the study OR There were 12, four-year-old children in the study.)
- Do not use contractions in a formal paper.