

2018 to  
2020

Coordinated Program in Dietetics  
Student Handbook



WAYNE STATE  
UNIVERSITY



College of Liberal Arts and Sciences  
Department of Nutrition & Food Science

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## WSU Schedule and Professional Dietetic Association Information

<b>Academic Year Calendar:</b>
<a href="https://reg.wayne.edu/students/calendar">https://reg.wayne.edu/students/calendar</a>
<b>Registration for Classes:</b>
<a href="https://reg.wayne.edu/students/registration">https://reg.wayne.edu/students/registration</a>
<b>Schedule of Classes:</b>
<a href="https://classschedule.wayne.edu/#">https://classschedule.wayne.edu/#</a>
<b>Academy of Nutrition and Dietetics (the Academy):</b>
<a href="http://www.eatrightpro.org">http://www.eatrightpro.org</a>
<b>Michigan Academy of Nutrition and Dietetics (MAND) Annual Conference:</b>
<a href="http://www.eatrightmich.org">http://www.eatrightmich.org</a>
<b>Southeastern Michigan Dietetic Association (SEMDA) Meetings:</b>
Check website for location and meeting details <a href="http://www.semda.org">http://www.semda.org</a>

## ***I. Introduction: Wayne State University Coordinated Program in Dietetics***

### ***A. The Wayne State Program***

The Coordinated Program in Dietetics (CPD) at Wayne State University received developmental accreditation with specialization in July of 1980. It is one of three coordinated programs in the state of Michigan. The 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. ACEND is recognized by the Council on Post-Secondary Accreditation and the United States Department of Education. The Program is currently accredited and conducted a self-study in the year 2014. The 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 Coordinated Program in Dietetics (CPD), as a division of the Department of Nutrition & Food Science (NFS) at Wayne State University (WSU), has as its mission the successful education and training of outstanding dietetics professionals and service to the community in which the University is located. The CPD’s educational emphasis is medical nutrition therapy, in particular as it relates to nutrition and chronic diseases, which affect a disproportionate segment of Michigan residents, and particularly those in the community. In addition, the CPD strives to serve the state of Michigan, and in particular 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 first priority of developing new knowledge and its application and the NFS goals of research in nutrition and food science, the CPD teaches its undergraduate students to use theory and research as the basis for professional practice. Furthermore, the program provides the opportunity to initiate graduate education, including a research component, 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 Coordinated Program is accredited by 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 two 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 delivery of care requires skills in a number of closely allied fields such as food science, business, management, psychology, social science, economics, and communications. The strong base in science and in these other areas is developed through selection of relevant prerequisite and supporting cognate courses and in the 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 health care system including payment mechanisms, shifts in 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 CPD affirms the core knowledge and performance requirements of the AND 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 it facilitates integration of components of the role. However, the WSU 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 use of creativity and flexibility for meeting the changing needs of the profession and society. The program emphasizes 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 of the Coordinated Program***

1. Prepare practitioners who deliver quality nutritional care that is based on academic standards for entry-level dietitians and current research
2. Increase the recruitment and retention of students from within the community
3. Provide service to the community and profession through the development of diverse educational experiences for students throughout the greater Detroit metropolitan area, while meeting the employment needs of the community

### ***C. Selection to the Program***

Application for admission to the CPD is made by April 1 for the academic year beginning the following Fall semester. Application forms are available from the Office of the Department of Nutrition and Food Science (3225 Science Hall) or online at the CPD website and includes a \$25 application fee. Criteria for admission include:

1. Completion of the prerequisite courses (first two years of sequence), with at least a "C" grade by the start of the professional sequence;
2. Grade point average on prerequisite courses minimum: 3.0 (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 admission interview.

The Selection Committee consists of program faculty and others at the discretion of the Director (eg: representatives of clinical staff, students or graduates). The Committee reviews applications and conducts individual or group interviews at

the close of 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 CPD does not accept previous supervised practice or work experiences to fulfill the mandated supervised practice hours of the program or for didactic courses.

#### ***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). These privileges are the direct result of successful completion of the WSU CPD and a passing score on the nationally administered registration examination. Application forms, a CPD Verification Statement signed by the Program Director, and an official transcript showing the minimum of a Bachelor degree or a foreign-degree equivalency document are sent to the Commission on Dietetic Registration (CDR) by the program director at the completion of the senior year of the program.

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 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 prerequisite (courses must have been completed within five years of application to the program based on time-sensitive course work, as determined by CPD Faculty)
2. Completion of the requirements for a baccalaureate degree. For students receiving a baccalaureate outside the U.S., a course-by-course equivalency statement from an approved agency must be included with the application packet. Names of approved agencies are available at the CPD website.
3. Achievement of knowledge and performance requirements specified by the ACEND at satisfactory or better.
4. Attainment of at least the minimum in grade point average, coursework grades, supervised practice evaluation scores, and assignments. Complete criteria can be found in this handbook under **F. Retention, Disciplinary Policies and Procedures**
5. Successful completion of all CPD program courses:
  - a. It is the student's responsibility to be sure they have successfully completed all program and course requirements and have signed the "Program Requirements To Be Completed" form outlining any deficiencies, which is provided upon program entry.
  - b. It is the student's responsibility to ensure they are enrolled at WSU in the correct designation (undergraduate, post-bachelor, or graduate), and that they are satisfying all the WSU general education (if applicable) and program courses during their time at WSU. This information can be found in **Degree Works**, which should be checked on a regular basis.
6. The program must be completed within three years of the fall semester of the year of program entrance. If the time period is longer, the student will need to repeat program courses (and possibly specific prerequisite courses) at the discretion of the CPD faculty, based on their assessment of student learning.

## ***II. Program Implementation***

### ***A. The Coordinated Program in Dietetics Curriculum***

The CPD curriculum, or conceptual framework, is described by learning objectives/competencies required for dietetic practice established by the Academy's accrediting agency for education programs, the Accreditation Council for Education in Nutrition and Dietetics (ACEND), most recently in 2017. The four competency areas include:

- Scientific and evidence base of practice
- Professional practice expectations
- Clinical and customer services
- Practice management and use of resources

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 dietitians (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 (KRDN). The 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 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 in the first two years. 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 near entry-level, or "job ready", mastery of practitioner skills in the last semester of the program. The WSU CPD is accredited by ACEND and students may contact ACEND via their webpage or by calling (312) 899-0040, to find out the accreditation status of any dietetic program.

The next pages outline the 2017 ACEND education standards for dietetic education programs, specifically to the coordinated program model.



**Knowledge and Competency Statements  
2017 for Coordinated Programs**

**Accreditation Council  
for Education in  
Nutrition and Dietetics**

the accrediting agency for the  
**eat right.** Academy of Nutrition  
and Dietetics

<p><b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.</b></p>
<p><b>KRDN 1.1</b> Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.</p>
<p><b>KRDN 1.2</b> Use current information technologies to locate and apply evidence-based guidelines and protocols.</p>
<p><b>KRDN 1.3</b> Apply critical thinking skills.</p>
<p><b>CRDN 1.1</b> Select indicators of program quality and/or customer service and measure achievement of objectives.</p>
<p><b>CRDN 1.2</b> Apply evidence-based guidelines, systematic reviews and scientific literature.</p>
<p><b>CRDN 1.3</b> Justify programs, products, services and care using appropriate evidence or data.</p>
<p><b>CRDN 1.4</b> Evaluate emerging research for application in nutrition and dietetics practice.</p>
<p><b>CRDN 1.5</b> Conduct projects using appropriate research methods, ethical procedures and data analysis.</p>
<p><b>CRDN 1.6</b> Incorporate critical-thinking skills in overall practice.</p>
<p><b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</b></p>
<p><b>KRDN 2.1</b> Demonstrate effective and professional oral and written communication and documentation.</p>
<p><b>KRDN 2.2</b> Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.</p>
<p><b>KRDN 2.3</b> Assess the impact of a public policy position on nutrition and dietetics practice.</p>
<p><b>KRDN 2.4</b> Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</p>
<p><b>KRDN 2.5</b> Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.</p>
<p><b>KRDN 2.6</b> Demonstrate an understanding of cultural competence/sensitivity.</p>
<p><b>KRDN 2.7</b> Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.</p>

<b>KRDN 2.8</b> Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
<b>CRDN 2.1</b> Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
<b>CRDN 2.2</b> Demonstrate professional writing skills in preparing professional communications.
<b>CRDN 2.3</b> Demonstrate active participation, teamwork and contributions in group settings.
<b>CRDN 2.4</b> Function as a member of interprofessional teams.
<b>CRDN 2.5</b> Assign duties to NDTRs and/or support personnel as appropriate.
<b>CRDN 2.6</b> Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
<b>CRDN 2.7</b> Apply leadership skills to achieve desired outcomes.
<b>CRDN 2.8</b> Demonstrate negotiation skills.
<b>CRDN 2.9</b> Participate in professional and community organizations.
<b>CRDN 2.10</b> Demonstrate professional attributes in all areas of practice.
<b>CRDN 2.11</b> Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
<b>CRDN 2.12</b> Perform self-assessment and develop goals for self-improvement throughout the program.
<b>CRDN 2.13</b> Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
<b>CRDN 2.14</b> Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
<b>CRDN 2.15</b> Practice and/or role play mentoring and precepting others.
<b>Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.</b>
<b>KRDN 3.1</b> Use the Nutrition Care Process to make decisions, identify nutrition- related problems and determine and evaluate nutrition interventions.
<b>KRDN 3.2</b> Develop an educational session or program/educational strategy for a target population.
<b>KRDN 3.3</b> Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
<b>KRDN 3.4</b> Explain the processes involved in delivering quality food and nutrition services.
<b>KRDN 3.5</b> Describe basic concepts of nutritional genomics.
<b>CRDN 3.1</b> Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
<b>CRDN 3.2</b> Conduct nutrition focused physical exams.
<b>CRDN 3.3</b> Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

<b>CRDN 3.4</b> Design, implement and evaluate presentations to a target audience.
<b>CRDN 3.5</b> Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
<b>CRDN 3.6</b> Use effective education and counseling skills to facilitate behavior change.
<b>CRDN 3.7</b> Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
<b>CRDN 3.8</b> Deliver respectful, science-based answers to client questions concerning emerging trends.
<b>CRDN 3.9</b> Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
<b>CRDN 3.10</b> 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.
<b>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.</b>
<b>KRDN 4.1</b> Apply management theories to the development of programs or services.
<b>KRDN 4.2</b> Evaluate a budget and interpret financial data.
<b>KRDN 4.3</b> Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
<b>KRDN 4.4</b> Apply the principles of human resource management to different situations.
<b>KRDN 4.5</b> Describe safety principles related to food, personnel and consumers.
<b>KRDN 4.6</b> Analyze data for assessment and evaluate data to be used in decision- making for continuous quality improvement.
<b>CRDN 4.1</b> Participate in management of human resources.
<b>CRDN 4.2</b> Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
<b>CRDN 4.3</b> Conduct clinical and customer service quality management activities.
<b>CRDN 4.4</b> Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
<b>CRDN 4.5</b> Analyze quality, financial and productivity data for use in planning.
<b>CRDN 4.6</b> Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
<b>CRDN 4.7</b> Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
<b>CRDN 4.8</b> Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
<b>CRDN 4.9</b> Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
<b>CRDN 4.10</b> Analyze risk in nutrition and dietetics practice.

## ***B. Overview of Courses in the Professional Program***

The curriculum for the two-year professional program is organized around seven primary lecture courses, (NFS 4100, 4120, 5200, 5220, 5250, 5350, 5360) and three supervised practice (SP) courses (NFS 4200, 4210 and 4220). Other courses build on the base developed in the primary and supervised courses and prerequisites to expand knowledge of nutrition and metabolism, food chemistry, and scientific writing (see course sequences). Students with a Verification Statement from an accredited Didactic Program in Dietetics (DPD) can enter the CPD at the second year level (with an additional SP course to replace NFS 4200).

### **First Year**

#### **Semesters 1 and 2:**

The didactic component in the first semester focuses on delineating components of dietetic practice. The courses include Nutrition Care Process I (NFS 4100), Community Nutrition (NFS 5220), and Food Service Management (NFS 5350). Concurrently, students take Macronutrients (NFS 4230).

In the second semester, the two didactic courses are Nutrition Care Process II and Nutrition and Disease (NFS 4120 and 5250), in which students learn about the relationship between nutrition, both in etiology and therapy for several nutritionally-relevant diseases. Students also take Advanced Food Science (NFS 4150) and Micronutrients (NFS 4231). The second semester marks the first supervised practice course (NFS 4200), which focuses on food service management, and takes place on Thursdays and Fridays for a total of 16 hours each week. The food service management begins with gaining the skills of basic food service operations and progresses to attaining supervision and management skills.

### **Second Year**

#### **Semesters 3 and 4:**

The didactic course in semester 3 is Advanced Dietetics (NFS 5200), focusing on clinical assessment skills and specialty practice. Supervised practice (NFS 4210) begins in semester 3 of the second year and builds on skills in each rotation to culminate in semester 4 (NFS 4220) at the program end to entry-level practitioner skills (see rotation overviews below).

In semester 4 (the final program semester), the didactic course (NFS 5360) focuses on management skills in the three areas of practice. Students also take Nutrition Controversies (NFS 6860). SP continues in NFS 4220.

The emphasis during the clinical and long-term care rotations is on nutritional care of persons with various nutritionally-related diseases, with advancement to more complex health problems. The community rotation focuses on preventive health for individuals and groups in work and community settings, and program planning and implementation for high risk persons served by community agencies. Knowledge of group instruction, counseling, and client management learned from previous courses is applied in all three rotation settings. In addition, students complete a 3-week elective rotation in an area of interest, and are expected to secure this rotation on their own.

## ***C. Supervised Practice Activities***

In the second year of the program, **the week before classes begin in the first semester**, students participate in a mandatory orientation program on campus, learning and practicing skills that will be needed in supervised practice. Based on the educational and experiential level of the student, CPD faculty and preceptors coordinate and supervise student activities. This involves an initial interaction between student and faculty/preceptor to review goals, objectives and plans for the practice experience. Preceptors assume on-site responsibility for students, and CPD faculty serve as a resource. They collaborate with preceptors regarding student goals, objectives, and activities and in the evaluation of

student performance. CPD faculty retain primary responsibility for evaluating assignments and assessing progress toward meeting rotation objectives.

In addition to program requirements, CPD students seeking a bachelor's degree must meet all university and college general education requirements. Students need to check with academic advising for details. Graduate and post-baccalaureate students accepted into the CPD must provide evidence that they have satisfied the English, Math, computer literacy, and critical thinking competencies required of baccalaureate candidates. Students are directed to the WSU Undergraduate Handbook for details. Students are also responsible for ensuring that they are enrolled at WSU in the correct designation (undergraduate, post-bachelor, or graduate), and that they are satisfying all the WSU general education (if applicable) and program courses during their time at WSU. This information can be found in Degree Works, which should be checked on a regular basis.

Assignments to supervised practice sites are made on a random basis. This is done to assure that assignments 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.

### Weekly Schedule for Didactic Courses and Supervised Practice in CPD Years 1 & 2

#### Fall - Semester 1 of the Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
10:30 am			NFS 4100		
12:10 pm			V		
12:30 pm			NFS 5220		
2:10 pm			V		
2:30 pm	NFS 4230		NFS 4230		
3:45 pm	V		V		
4:30 pm	NFS 5350		NFS 5350		
6:10 pm	V		V		

#### Winter - Semester 2 of the Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
				NFS 4200	NFS 4200
10:30 am		NFS 4120		Student spends 8 hours/day at SP. Times vary by site and may be anywhere from 6:00 am until 9:00 pm.	
12:10 pm		V			
12:30 pm		NFS 5250			
1:00 pm	NFS 4231	V	NFS 4231		
2:15 pm	V	V	V		
2:30 pm	NFS 4150	V			
4:10 pm	V				
4:30 pm	NFS 4150 lab				
7:00 pm	V				

**Fall - Semester 3 of the Program**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
		NFS 4210	NFS 4210	NFS 4210	NFS 4210
11:30 pm	NFS 5200	Student spends 8 hours/day at SP. Times vary by site and may be anywhere from 6:00 am until 9:00 pm.			
2:00 pm	V				
5:00 pm					

**Winter - Semester 4 of the Program**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
		NFS 4220	NFS 4220	NFS 4220	NFS 4220
9:30 am	NFS 6860	Student spends 8 hours/day at SP. Times vary by site and may be anywhere from 6:00 am until 9:00 pm.			
11:10 am	V				
11:30 am	NFS 5360				
2:00 pm	V				

**Note:** Schedule does not include university requirements. This is a sample schedule based on the latest semesters, but course days/times are subject to change.

## D. Degree Requirements for BS in Dietetics

### PREREQUISITE COURSES

Must be completed before entering the Dietetics Program in the Fall Semester

Freshman Year 1: Fall Semester		
Course	Name	Credits
BIO 1510	Basic Life Mechanisms	4
CHM 1220	Chemical Principles	4
CHM 1230	Chemistry Lab	1
PSY 1020	Elements of Psychology	3
Freshman Year 1: Winter Semester		
BIO 2200	Microbiology	4
ANT 2100 or SOC 2000	Anthropology <i>or</i> Sociology	3
CHM 1240	Organic Chemistry I	4
CHM 1250	Organic Chemistry I Lab	1
Sophomore Year 2: Fall Semester		
NFS 2130	Food Science	3
NFS 2140	Food Science Lab	1
BIO 2870	Anatomy and Physiology	5
CHM 2220	Organic Chemistry II	4
NFS 2030	Nutrition and Health	3
Sophomore Year 2: Winter Semester		
MGT 2530	Organizational Behavior	3
NFS 3230	Human Nutrition	3
NFS 2220	Human Nutrition Lab	1
ECO 2010	Microeconomics	4
STA 1020	Elements of Statistics	3

### PROGRAM COURSES

CPD Program Year 1: Fall Semester		
Course	Name	Credits
NFS 4100	Nutrition Care Process I	2
NFS 5220	Community Nutrition	2
NFS 4230	Macronutrients	3
NFS 5350	Food Service Management	4
CPD Program Year 1: Winter		
NFS 4120	Nutrition Care Process II	2
NFS 4200	Dietetic Practice I	4
NFS 4150	Advanced Food Science	3
NFS 4231	Micronutrients	3
NFS 5250	Nutrition and Disease	4
CPD Program Year 2: Fall		
NFS 4210	Dietetic Practice II	10
NFS 5200	Advanced Dietetics	3
CPD Program Year 2: Winter		
NFS 4220	Dietetic Practice III	10
NFS 5360	Mgt of Nutrition Services	3
NFS 6860	Controversial Issues	2

- Students seeking a BS degree must also fulfill University proficiency and core requirements, which are not included here, as specified in the Undergrad Bulletin; consult with University Advising for more information.
- Students with a Verification Statement from an ACEND accredited Didactic Program in Dietetics complete 3 semesters, if they have no academic deficiencies to repeat (NFS 4200, 4210, 5200, 4220, 5360, 6860).

## **Graduate Degree Programs**

Dietetic students may opt to combine the dietetics program with a graduate degree. Students interested in this track must still meet all the prerequisite courses needed for program entry and all courses in the dietetics program as previously outlined in this handbook. Courses offered at the 5000 level or higher are eligible for graduate credit, and several courses in the program meet this criterion. Students must apply and be admitted into the Graduate School before these courses will be applied to a graduate program, and the courses must be part of your graduate plan of work.

Students should be advised that the dietetics program is time intensive because of the combination of required dietetics courses and supervised practice hours. Students may need to do their graduate research and writing over the summer between program year one and two. Even with the summer, it may require more time beyond the completion of the dietetics program to meet all requirements for the graduate degree. The Plan of Work for the Graduate Program must be planned with graduate faculty. In addition, students must take the GRE Exam by the end of the first year in the graduate program. Students interested in this option should meet with CPD faculty to discuss their options. Complete information on the NFS graduate program and requirements can be found at: <http://www.clas.wayne.edu/NFS/masters>

### **AGRADE - Accelerated Graduate Enrollment**

Qualified seniors in the Department of Nutrition and Food Science having not less than a 3.5 GPA may enroll simultaneously in the undergraduate and graduate program and apply a maximum of fifteen credits towards both the bachelor's and master's degrees in nutrition and food science. Students may apply for the Program as soon as they complete ninety credits towards the undergraduate degree. Graduate courses taken as part of the AGRADE program are assessed undergraduate rate tuition. AGRADE information can be accessed at:

<http://www.clas.wayne.edu/NFS/AGRADE>

### **Doctor of Philosophy (Ph.D.)**

The Department of Nutrition and Food Science offers a doctoral program that is open to holders of a Master's degree in nutrition and/or food science or in a cognate science. This program is described in a separate publication. Exceptionally well qualified students may be admitted directly to the Ph.D. program. Information regarding this program can be accessed here: <http://www.clas.wayne.edu/NFS/phd>

## **E. 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 supervised practice settings. Achievement of a level of satisfactory or better in supervised practice objectives is required. Faculty, and as appropriate, Preceptors, meet with individual students at the mid-point 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.



## 2. Graduate Follow-up

### i. Registration Exam

The National Registration Exam is administered throughout the year by external testing services. Eligibility depends upon submitting transcripts, the Program Director's "Verification Statement", and official transcripts by the deadline specified by the Academy of Nutrition and Dietetics. Students are strongly encouraged to participate in a review course and/or study AND or other 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. Further information will be available during the senior year regarding the national exam.

### ii. Job Survey

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

## ***F. Retention, Disciplinary Policies and Procedures***

1. Student 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 companion didactic courses (NFS 4100, 4120, 4200, 4210, 4220, 5200, 5220, 5250, 5350 and 5360)
- c. A "C-" or better in all other non-dietetic courses

In addition, the supervised practice (SP) courses (NFS 4200, 4210, 4220) 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 grade for SP.

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

- a. 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 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 CPD cannot continue the sequence (this includes all didactic and SP courses, as well as non-dietetic program courses). Readmission to the Program is at the discretion of 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 CPD requirements must be completed within one year in order 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 development of an acceptable plan of action by the student, in conjunction with the Director and appropriate CDP 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.

5. If a student fails to successfully complete the plan of action developed with CPD Director and CPD 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. The student may reapply to the CPD, but their application would be evaluated within the applicant pool for that particular year.

### ***G. 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, and 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 so as to maintain a scholarly atmosphere.

2. Academic Responsibilities of Students (see WSU Undergraduate Bulletin)

- 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.
- 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's and university policies on attendance, withdrawal or other special procedures.

In addition to University stated student responsibilities, the student in the CPD has several additional ones. Missed supervised practice time must be made up at the discretion of the Program Director (specific details regarding SP absence will be found in the syllabus for Dietetic Practice courses (NFS 4200, 4210, 4220). 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 in an effort 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 Ombudsman is not a direct part of the appeal process, students and faculty may consult the Ombudsman at any point during such proceedings. The grievance procedure for the CPD Program is outlined under III, section H.

3. Program and Course Evaluations:

In addition to the provision for anonymous faculty evaluation for each course in the Coordinated Program, students are strongly encouraged to complete evaluations for all courses and supervised practice rotations. 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.

#### ***H. Academic Honesty (see WSU Undergraduate Bulletin)***

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. Information on these procedures is available in the Office of the Dean of the College.

#### ***I. Copyright Policy***

Each semester, certain computer programs are used 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 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.

#### ***J. Release of Student Records Access to Personal Files***

The CPD adheres to the University policy relating to the release of student information. 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, name of parent or guardian, 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.

### ***K. 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 on the basis of 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 as a result of filing a complaint of discrimination. The OEO website can be accessed here: <https://oeo.wayne.edu/about>

## ***III. Professional Responsibilities***

### ***A. Registration Procedure***

Registration at WSU occurs electronically. Students should check the Schedule of Classes online for each semester to determine the dates for early and late registration. CPD students cannot be closed out of courses in the sequence. Materials fee charges are required for all dietetics courses and are automatically assessed during the registration process. Information on class schedules and registration can be accessed here: <http://classschedule.wayne.edu/#>

### ***B. Class Time and Schedule Changes***

A block of time for CPD supervised practice hours is listed each semester in the WSU Schedule of Classes. The block has more hours than required for credits to maximize flexibility in meeting optimal learning experiences. Students may be scheduled for supervised practice anytime during the block for the number of hours indicated by course credits (1 credit equals 4 hours of supervised practice). Hours scheduled may vary throughout the semester, as students rotate through different sites.

Adjustments may need to be made when supervised practice activities need to occur outside these blocks (eg, 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 supervised practice sites regardless of how inconsequential they seem to be, unless the changes have been approved by the Program Director. Requests for any changes should be made in writing with supporting rationale for the request. The Director, in consultation with appropriate persons, 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 persons involved must be taken into consideration.

## **C. Vacation, Holiday, Absence/Illness Policy and Procedures**

### **1. Vacation/Holiday**

Vacations and Holidays are to be scheduled in accordance with the WSU academic schedule. These dates are published in the WSU Schedule of Classes issued before advanced registration for each term. Students are strongly advised not to schedule such activities during the academic year. However, the WSU policy is followed regarding religious holidays not identified as a holiday falling within the regular academic time frame. This policy states that students requesting absence during religious holidays must notify relevant faculty at the beginning of the term in which holiday falls & make arrangements for fulfilling obligations for the day(s) involved. Students may not be penalized for such absences, eg., no work that cannot be made up be scheduled during those holiday times. See makeup policy for CPD under (2) below.

### **2. Absences**

Attendance is mandatory for all supervised practice hours. Pre-practice activities during the first week or two on campus and post-practice activities the last week of the semester constitute supervised practice. This includes an orientation the week before the semester begins in the senior year. Hence, attendance is mandatory during these times as well. In the event of illness, students must contact their preceptor and course instructor. ***Supervised practice time must be made up for any absence, regardless of reason.*** Make-up activities for supervised practice absences will be at the discretion of the involved faculty/preceptor, with the emphasis on achievement of rotation/course objectives. This make-up supervised practice time may need to be scheduled at the end of the term, which could result in an incomplete 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 supervised practice setting to the person/s immediately responsible for their activities, including the preceptor and WSU faculty. 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 supervised practice sites are responsible for costs due to injuries sustained on campus or at supervised practice sites.

Students will be accountable for any make-up time, as with the policy for any absences. Due to the nature of supervised practice experience, attendance is expected at all scheduled sessions. If illness or personal complications occur, notification should be given as soon as possible. In the event of anticipated absence, the student must discuss the absence with the program director or supervised practice faculty/preceptor.

In the event of the need for an extended absence, please see **J. Program Extension/withdrawal**

In the event of an emergency situation, the student must contact the WSU faculty member responsible for the supervised practice and also appropriate staff at supervised practice. Note (C.2, above), that absences must be made-up.

#### ***D. Health Services***

Students are encouraged to use the 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 physical 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>

#### ***E. Student Counseling***

A number of student counseling programs are available, including the Academic Success Center, which provides assistance in developing the learning skills necessary for academic success, including "walk – in" services for students who find an immediate need to improve or refine their academic skills (<http://www.success.wayne.edu/>); Counseling and Psychological Services (CAPS), which provides individual confidential counseling (<http://caps.wayne.edu/>).

#### ***F. Personal Data Change***

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.

#### ***G. 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 supervised practice schedules. Under no circumstances may students receive reimbursement for time in supervised practice facilities pursuant to meeting their educational requirements.

#### ***H. 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 procedure in the event the informal process (H.1) reaches an impasse. The formal grievance procedure is initiated with a written appeal, citing grounds and including supporting documentation, to the faculty member (see WSU bulletin for details).
3. The Ombudsman office has been established to assist students to resolve any University related problems. If requested, inquiries are kept confidential. Information and location can be accessed here: <https://wayne.edu/ombuds/>

#### ***I. 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 senior, at the discretion of the Director, for the purpose of interviewing and selecting prospective students;
2. Curriculum Program Reviews: One junior and one senior 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 CPD Advisory Committee.

## ***J. Program Extension/withdrawal***

### **1. Illness or Other Emergencies**

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 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 completion of the program.

### **2. Extension of the Program**

If requirements for the 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.F 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.



## **K. 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](http://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 (MAND)**

The state association holds an annual meeting in the spring; students are encouraged to attend. MAND publishes an eNewsletter that is available to members. Your membership in the Academy makes you an automatic member of MAND when you choose Michigan as your affiliate state. The MAND website is [www.eatrightmich.org](http://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 CPD faculty at the beginning of the fall semester. The Academy membership year is June 1-May 31.

## **L. Liability for Travel Safety**

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

## **M. Reference Format**

Reference style of the CPD is Journal of the Academy of Nutrition and Dietetics; points will be deducted for incorrect reference format on all assignments. The first issue of the volume (January) contains information for authors outlining the format.

#### IV. Program Costs

		Estimated Costs
<b>First Semester</b>	Academy of Nutrition and Dietetics student membership	58
	Textbooks and course materials	300
	Tuition (based on 11 credits for upper division resident) <sup>i</sup>	5494
<b>Second Semester</b>	CPD Fee <sup>ii</sup>	400
	Physical examination and lab fees	751 <sup>iii</sup>
	Textbooks and course materials	125
	Tuition (based on 16 credits for upper division resident)	7890
<b>Third Semester<sup>iv</sup></b>	Academy of Nutrition and Dietetics affiliate membership	58
	CPD Fee	700
	Lab Coat	35
	Textbooks and course materials	140
	Tuition (based on 13 credits for upper division resident)	6452
<b>Fourth Semester</b>	CPD Fee	700
	Textbooks and course materials	125
	Tuition (based on 15 credits for upper division resident)	7411

<sup>i</sup> Tuition fees will vary if the student is not a resident of Michigan or Windsor, or is enrolled as a graduate student.

<sup>ii</sup> The CPD Fee is \$1800 total, spread over the three dietetic practice courses (semesters 2-4). This fee covers administrative costs for the program, including clinical rotation supervision, professional liability insurance, name badges, criminal background checks, registration examination review course, CPR certification, and other miscellaneous fees.

<sup>iii</sup> This amount is for a complete physical and all required vaccinations (MMR, varicella, DtaP, Hepatitis B, influenza, and a TB test) if completed at the Campus Health Center for a student with no insurance. This amount will vary depending if all vaccines are needed, and if the student has insurance coverage. Vaccinations can also be completed for low cost at local health departments. Campus Health can be accessed here: <http://health.wayne.edu/>

<sup>iv</sup> Those students with a degree in dietetics, who enter the program at the third semester point, are still responsible for the \$400 CPD fee from the second semester, which will be charged to the NFS 4990 course that is required in the spring/summer semester at the end of the program. These students must also have a physical examination; the estimated cost is listed under the second semester.

**Note:** Costs are estimates and as such are subject to change. This list does not include the cost of housing or transportation to supervised practice sites (please see V.C. below regarding the CPD policy on transportation). Tuition information can be accessed here: <https://wayne.edu/tuition>

#### Cost Information After Completion of the CPD

Academy Membership dues	234.00
Registration Exam Fee	200.00
Registration maintenance fee, (annual)	60.00

## **A. 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: [www.eatrightmich.org](http://www.eatrightmich.org)      SEMDA: [www.semda.org](http://www.semda.org)

The Academy Foundation offers several scholarships to students in CPD. Application forms may be submitted at one time of the year only, from October 1st to January 15th. Application details are available at the Academy website ([www.eatright.org](http://www.eatright.org)), and criteria for selection and nomination procedures for next year's awards may be requested by writing. Announcement of recipients is made in the November issue of the Academy Journal.

### **Department**

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

## **B. Departmental Honors Program and A-Grade**

### **Honors Program**

The Department of Nutrition and Food Science (NFS) offers an Honors program. Students with a minimum grade point average (GPA) of 3.3 are encourage to enroll in the NFS Honors program; you must maintain an overall honor point average of at least 3.0 in the major to be awarded the Honors Degree. Requirements:

1. Enroll in Honors section of NFS 3230.
2. Complete at least 3 credits in an independent research project (NFS 5990, Honors Directed Study).
3. Complete at least one 4200 level Honor Program Seminar (3 credits).
4. Complete at least fifteen credits in honors designated coursework, including the above.

Full details can be found here: <http://www.clas.wayne.edu/NFS/undergrad#honors>

### **AGRADE Option - Accelerated Graduate Enrollment**

Qualified seniors in NFS with a GPA of at least 3.3 may enroll simultaneously in the undergraduate and graduate program and apply a maximum of 16 credits towards both the bachelor's and master's degrees in NFS. Students may apply for the program as soon as they complete ninety credits towards the undergraduate degree. Graduate courses taken as part of the AGRADE Program are assessed undergraduate rate tuition. See more information here:

<http://www.clas.wayne.edu/NFS/AGRADE>

## ***V. Policies and Requirements***

### ***A. Dress Code***

Appropriate dress is business/professional attire, with the WSU CPD student name tag worn at all times. Some sites may require students to wear a facility name badge in addition to the WSU name tag. In some settings, a clean, freshly pressed white lab coat may be required (usually hospital clinical only). Please see specific guidelines below.

1. NO jeans, Capri or short pants, leggings/yoga pants, or any type of spandex or tight clothing.
2. Skirts must be no shorter than 2 inches above the knee.
3. NO tank tops, cropped shirts, or any type of shirt that shows any bare stomach, bare upper arms, or cleavage.
4. 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.
5. NO platform or high heeled shoes or boots, open-toed sandals or flip-flops, or shoes without socks or stockings.
6. Minimal jewelry may be worn, including small earrings, a watch, and wedding rings (some food service sites may specify no hand jewelry).
7. NO nail polish other than clear, French manicure, or very light pastel-type colors. Some food service sites may require that you wear no nail polish or false/artificial nails for sanitation purposes.
8. Make-up should be simple and hair should be clean and neat. All food service sites require that you confine long hair and wear hairnets in all kitchen or food preparation areas.
9. 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).
10. 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.C.2 Absences**.

### ***B. Facility Policies and Regulations, Criminal Background Check***

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 supervised practice begins (the CPD covers the cost of this check 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 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 also require **drug testing**, and students must be willing to submit to such testing as a condition of being accepted into the program.

### ***C. CPR Certification***

Students are required to complete CPR training to obtain the Basic Life Support (BLS Provider) Certificate through the American Heart Association. The certification cost is covered through the program fee and information will be provided in the junior year about the training. The certificate is valid for 2 years.

### **D. Transportation**

Students are responsible for their own transportation to supervised practice. It is advisable for students to have their own transportation instead of relying on someone else. During the two-year program, supervised practice assignments are made at a variety of sites throughout the metropolitan area. Supervised practice 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. Car pools among students are permitted, but supervised practice assignments cannot be made on the basis of pre-established arrangements. Information on parking is available before beginning each supervised practice assignment.

### **E. Liability Insurance**

The University maintains a Professional Liability Insurance Program. This protects against professional liability at the supervised practice sites. Each student is required to participate in their own health care insurance for bodily injury that may occur at SP sites. The CPD maintains a group policy and provides this insurance as part of the CPD fee.

### **F. Health Requirements**

All students must have a physical examination, provide proof of required vaccinations, and complete/submit the WSU CPD health forms to the Program Director prior to beginning supervised practice 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.

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

**3) Vaccinations or titers:** Official documented proof of all required vaccinations, with dates, will be accepted (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** – **d**iphtheria, **t**etanus and **p**ertussis: DtaP must be within a 10- year recency, so a Tdap booster is required if the original vaccine or subsequent booster is more than 10 years old.
- **Influenza (seasonal)**
- **Varicella-Zoster (chickenpox)**

**4) Hepatitis B vaccination.** 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. If you

received the vaccination but do not have written proof, a titer is required. If proof of first and/or second shot in series is given, proof of the completed series must be provided when available.

**The “*Physician Clearance,*” “*Health Clearance Release,*” and “*Student Acknowledgement and Release*” forms must be filed with the Program Director by the first day of the winter semester of the junior year. Students entering the program in the second year must provide their medical forms by the orientation date at the beginning of the program. Failure to provide such document will preclude student participation in supervised practice.**

**Physician Clearance  
Wayne State University  
Physical Examination for CPD Students  
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: \_\_\_\_\_  
\_\_\_\_\_

**Complete the following section indicating when the tests were performed and the result:**

	Date Performed	Result
<b>TUBERCULIN SKIN TEST</b>	_____	_____

Chest X-Ray (if indicated)	_____	_____
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**HEPATITIS B VACCINATION** Date of Dose 1 \_\_\_\_\_ Date of Dose 2 \_\_\_\_\_ Date of Dose 3 \_\_\_\_\_

**LABORATORY TESTS - Attach reports for all required vaccinations; **MMR (rubeola, mumps, rubella), DtaP (diphtheria, tetanus, pertussis), seasonal Influenza, and Varicella-Zoster.** Official documented proof of all required vaccinations, with dates, will be accepted. If this is not available, please attach proof of titers.**

Health Care Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

\_\_\_\_\_  
(Health care Provider's Signature)

**Return to:** Director, Coordinated Program in Dietetics  
Wayne State University, NFS Dept.  
3225 Science Hall  
Detroit, MI 48202  
**Or Fax/email:** 313.577.8616 or marywidth@wayne.edu

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





**Student Acknowledgment and Release Form**

**Wayne State University  
CPD Handbook, Program Requirements, Release of Information**

*This form must be signed and submitted to CPD Faculty on the first day of classes upon entry into the program.*

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

I, \_\_\_\_\_, acknowledge that I am aware that the CPD will be providing the results of my background check and my medical information to supervised practice sites.

I, \_\_\_\_\_, acknowledge that I received the CPD "Outstanding Program Requirements" form, completed for me by CPD program staff prior to program entry, and I agree to complete all requirements as outlined. I understand that if these are not completed, I will not be provided with the Academy Verification Statement and will not be eligible to take the Registration Examination for Dietitians.

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

- Professional mailings (eg continuing education offerings, 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: \_\_\_\_\_