COORDINATED PROGRAM
IN
DIETETICS
STUDENT HANDBOOK

Revised August 4, 2017
TABLE OF CONTENTS

SECTION I
THE MOUNT MARY UNIVERSITY COORDINATED PROGRAM

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>5</td>
</tr>
<tr>
<td>The Coordinated Program in Dietetics</td>
<td>6</td>
</tr>
<tr>
<td>Future Changes in the Profession of Dietetics and Education Changes</td>
<td>7</td>
</tr>
</tbody>
</table>

SECTION II
COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Mary University Core Courses</td>
<td>8</td>
</tr>
<tr>
<td>Interdisciplinary Course Requirement</td>
<td>9</td>
</tr>
<tr>
<td>Coordinated Program Course Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Calendar Notes</td>
<td>10</td>
</tr>
<tr>
<td>Practicum Information</td>
<td>10</td>
</tr>
<tr>
<td>Assessment of Prior Learning for Transfer Credit</td>
<td>11</td>
</tr>
</tbody>
</table>

SECTION III
STUDENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Dietetics Faculty Review Board</td>
<td>12</td>
</tr>
<tr>
<td>Eligibility for Admission to the Coordinated Program</td>
<td>12</td>
</tr>
<tr>
<td>Admission Procedures</td>
<td>13</td>
</tr>
<tr>
<td>Medical Terminology Examination</td>
<td>13</td>
</tr>
</tbody>
</table>
## SECTION III (continued)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning</td>
<td>14</td>
</tr>
<tr>
<td>Retention in the Coordinated Program</td>
<td>14</td>
</tr>
<tr>
<td>Retention in Practicums</td>
<td>14</td>
</tr>
<tr>
<td>Disciplinary/Termination Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Time Limit for Program Completion</td>
<td>15</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Temporary Certification</td>
<td>15</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>15</td>
</tr>
<tr>
<td>Assignment Policies</td>
<td>16</td>
</tr>
<tr>
<td>Exam Policy</td>
<td>17</td>
</tr>
<tr>
<td>Appropriate Attire</td>
<td>17</td>
</tr>
<tr>
<td>Student Services</td>
<td>18</td>
</tr>
<tr>
<td>Code of Ethics for the Profession of Dietetics</td>
<td>18</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>18</td>
</tr>
<tr>
<td>Coordinated Program Fee</td>
<td>18</td>
</tr>
<tr>
<td>Affiliate Members</td>
<td>18</td>
</tr>
<tr>
<td>Department Resources: Loss and Breakage</td>
<td>19</td>
</tr>
<tr>
<td>Student Insurance Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Caregiver Background Checks</td>
<td>19</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>19</td>
</tr>
</tbody>
</table>
Annual Physical Exams--------------------------------------------------------------- 19
Other Expected Expenses------------------------------------------------------------- 19
Pregnancy-------------------------------------------------------------------------- 20
Child Care-------------------------------------------------------------------------- 20
Social Media------------------------------------------------------------------------ 20
Family Educational Rights and Privacy Act of 1974--------------------------------- 21
Notice of Opportunity and Procedure to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) ------- 21
Dietetics Department Grievance Policy----------------------------------------------- 21

SECTION IV

SUPERVISED PRACTICE SITES

Supervised Practice Sites---------------------------------------------------------- 23

APPENDICES

A – Accreditation Standards: Foundation Knowledge and Competencies ---------- 27
B – Code of Ethics for the Profession of Dietetics------------------------------- 30
C – Estimated Costs for the Coordinated Program in Dietetics---------------------- 31
D – Academic Honesty and Integrity and American Disabilities Acts Statements - 32
E – Dietetics Four Year Plan------------------------------------------------------ 33
F- Professional Development Assessment------------------------------------------- 35
G – Dietetics Department Faculty-------------------------------------------------- 39
SECTION I

MOUNT MARY UNIVERSITY COORDINATED PROGRAM IN DIETETICS

HISTORY

The Coordinated Program (CP) in Dietetics at Mount Mary University had its origin on the drawing board of the University faculty as early as 1968 when the need to meet the demand for professional health personnel was urgent. The result was changing the undergraduate dietetics program at Mount Mary to a coordinated program with an emphasis in clinical dietetics. The Coordinated Program in Dietetics at Mount Mary was the first program of its kind offered by a private University and affiliated with a private hospital. It was the seventh to open in the nation. The first class to graduate from the CP was in 1975.

In 1981, the CP changed from a clinical specialization to a generalist program. The first class in the generalist program started in January 1982, with the following classes starting each August.

The primary reason for this change was the desire to provide a balanced emphasis in management, community nutrition, and clinical nutrition. This type of program would allow for more individualization of students' interests; for greater diversification in affiliations; and for more career choices to be available to the graduates.

Beginning in fall 1984, Dietetics became a department completely autonomous from the Home Economics Department. In the fall of 1985, The American Dietetic Association's Commission on Evaluation for Dietetic Education reviewed the program's self-study report on curriculum, conducted a site visit, and, as a result, gave accreditation to the CP for five years. The newly formulated department was recognized as a vehicle for the preparation of professionals for the health care system. The CP provides the framework for the student to successfully complete the registration exam and seek employment as an entry level practitioner.

In 1990, the Mount Mary University Coordinated Program in Dietetics went through another on-site evaluation by the American Dietetic Association's Council on Education (COE), now the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which sought compliance with the newly developed STANDARDS OF EDUCATION. The result of the evaluation was continued accreditation of the Coordinated Program in Dietetics through 2000. In 2000 and 2010 the program underwent self-studies and on-site evaluations by the Commission on Accreditation for Dietetics Education (now ACEND). In 2010 and the program emphasis entitled Disease Prevention/Health Promotion was adopted.

The Coordinated Program is currently accredited by ACEND of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) through 2020. ACEND is a specialized accrediting body recognized by the United States Department of Education. The address and phone number of ACEND are: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040, Ext. 5400. Additional information can be found at www.eatright.org/ACEND.
THE COORDINATED PROGRAM IN DIETETICS
There are two routes to becoming a Registered Dietitian (RD). Students may complete a 4-year degree (didactic program) in nutrition/dietetics followed by 1200 hours of supervised practice in a dietetic internship, or may simultaneously complete the didactic and supervised practice components in a Coordinated Program (CP) in Dietetics. The CP is the type of program offered at Mount Mary University (MMC).

The CP at MMC equips students for three main areas of dietetics which include clinical nutrition, community dietetics and foodservice management. Students obtain the "hands-on" (supervised practice) experience during the final two years of the degree. Students apply to the program when they have met the eligibility criteria, including prerequisites and GPA requirements. For students who declare the dietetics major early in their University career, application to the program typically occurs during the sophomore year, enabling them to graduate in four years. Students who have already earned a bachelor’s degree from another accredited University or university may apply once the eligibility criteria have been met. Students with a previous bachelor’s degree earn a Certificate in Dietetics when they complete the requirements of the CP.

Opportunities for Men
The opportunity for men to become registry eligible dietitians exists even though Mount Mary University (MMC) is a women’s University. Men who have a bachelor’s degree from an accredited University or university who meet the eligibility requirements may enroll in the University and apply to the Coordinated Program in Dietetics and receive a Certificate in Dietetics upon completion.

Dietetics Curriculum
The CP’s two-year long curriculum prepares students for the variety of career options in dietetics. The curriculum meets the Accreditation Standards for foundation Knowledge and Competencies for Registered Dietitians established by the Accreditation Council for Education in Nutrition and Dietetics in 2012. See Appendix A for the complete list of Accreditation Standards.

Verification statements and credentialing
Upon successful completion of the CP, graduates will be issued a verification statement and copies of the verification statements will be kept indefinitely in the students’ permanent file in the Dietetics Department. The graduates’ names will be submitted to the Commission on Dietetic Registration indicating that they are eligible for the registration exam. Successfully passing the registration exam earns the credentials RD. When graduates achieve the RD designation they may then apply to the credentialing board for certification or licensure in the state in which they intend to practice.

Mission and Goals of the Program
The mission of the Coordinated Program in Dietetics at Mount Mary University is to equip students with the knowledge, skills, and experience to successfully pass the Registration Exam for Dietitians and practice entry level dietetics in a variety of settings. Through excellence in teaching with an emphasis on critical thinking, leadership, integrity, creativity, and social justice, the program provides the foundation to build an outstanding career.
The goals of the program are to:

Goal 1: Graduate competent, entry level practitioners.
Goal 2: Prepare graduates who demonstrate professional growth.

In order to monitor program effectiveness and implement continuous program improvement the following graduate outcomes will be monitored: graduate GPAs, practicum evaluations, time taken to complete the program, pass rate for the registration exam, employment rate, employer assessments of the program, graduate membership in professional organizations including ADA and continuing education of graduates.

Future Changes in the Profession of Dietetics and Education Requirements

On January 1, 2024, all entry-level RD/RDNs will be required to hold an advanced degree (minimum of a Master’s Degree) in addition to completion of an accredited education program that provides for 1200 hours of supervised practice. This will have significant impact on the training programs for RD/RDNs.

At Mount Mary University, the intent is to end the current undergraduate program in May, 2021. All students entering or intending to apply to the Coordinated Program (CP) must work closely with their advisor and/or admissions officer to be certain they can complete the curriculum by this date. For example; a freshman can enter in the fall of 2017 and will be able to complete by May, 2021. A freshman in fall of 2018 will need to look toward the Master’s Coordinated Program (MCP) to become a dietitian. Transfer students and certificate students will need individualized assessments of their course needs and yearly plans to assure program completion by May 2021.

The current intention is to initiate a Master’s Coordinated Program (MCP) by Fall 2019. These dates are offered in the hope of transparency and are best estimates. The dates may need to change due to circumstances. Students should work closely with their faculty advisors and/or admissions officers.
SECTION II

COURSE REQUIREMENTS

The Mount Mary University Undergraduate Bulletin provides detailed information on core requirements, course descriptions, sequence of courses for the major, and academic policies. The Undergraduate Bulletin can be found at [http://mtmary.edu/campuslife/resources/registrar.html](http://mtmary.edu/campuslife/resources/registrar.html)

MOUNT MARY UNIVERSITY CORE COURSES

A minimum of 128 credits is required for graduation from MMU of which 48 credits must be CORE courses. CORE courses in liberal arts combine studies in five realms. The list below shows the minimum number of credits and type of course needed in each realm. Courses marked with an * are CP prerequisites that fulfill CORE requirements in a specific realm.

**PHILOSOPHY/THEOLOGY:** 10-12 credits required

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for Meaning</td>
<td>4</td>
</tr>
<tr>
<td>Philosophy elective</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Theology elective</td>
<td>3 - 4</td>
</tr>
</tbody>
</table>

**COMMUNICATIONS/MATH:** 6 – 8 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition II *</td>
<td>3</td>
</tr>
<tr>
<td>Statistical Literacy*</td>
<td>3</td>
</tr>
</tbody>
</table>

**LITERATURE/FINE ARTS:** 9 – 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts elective</td>
<td>3</td>
</tr>
<tr>
<td>Literature elective</td>
<td>3</td>
</tr>
<tr>
<td>Literature/Fine Arts option</td>
<td>3</td>
</tr>
</tbody>
</table>

**HUMANISTICS:** 9 – 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History elective</td>
<td>3</td>
</tr>
<tr>
<td>Sociology *</td>
<td>3</td>
</tr>
<tr>
<td>Psychology *</td>
<td>3</td>
</tr>
</tbody>
</table>

**SCIENCES:** 3 credits

(Any of the science prerequisites for the CP fulfill this requirement.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language and Public Speaking requirement</td>
<td>0-6</td>
</tr>
</tbody>
</table>

**TOTAL CORE REQUIREMENTS** 48 credits

NOTE: Students who have the minimum number of credits in each realm need to meet the 48 credit minimum by taking additional CORE credits.
**INTERDISCIPLINARY COURSE REQUIREMENT**
Mount Mary Leadership for Social Justice Seminar (SYM 110) is a 3 credit course that is required of new freshmen and transfer students with less than 15 credits. It is encouraged for all students.

**COORDINATED PROGRAM COURSE REQUIREMENTS**
Along with meeting CORE requirements, the courses listed below are required for the major.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 103</td>
<td>Introductory Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 100</td>
<td>Introductory Biology*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 212</td>
<td>Human Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 325</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 301</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 362</td>
<td>Principles of Management*</td>
<td>3</td>
</tr>
<tr>
<td>CHE 113</td>
<td>Chemical Principles I*</td>
<td>4</td>
</tr>
<tr>
<td>CHE 206</td>
<td>Essentials of Organic &amp; Biological Chemistry*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 120</td>
<td>Composition 2*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 208</td>
<td>Statistical Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Introductory Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**NOTE:** If the student tests above the MAT 105 Intermediate Algebra level on the placement exam, no further algebra course is required. If the student tests at the MAT 105 level or below, the student will have to complete any needed prerequisites to MAT 105 and complete MAT 105 with a “C” or better.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTS 152</td>
<td>The Profession of Dietetics</td>
<td>1</td>
</tr>
<tr>
<td>DTS 190</td>
<td>Culinary Skills for Healthy Living *</td>
<td>3</td>
</tr>
<tr>
<td>DTS 201</td>
<td>Food Science *</td>
<td>3</td>
</tr>
<tr>
<td>DTS 202</td>
<td>Foodservice Safety and Sanitation *</td>
<td>1</td>
</tr>
<tr>
<td>DTS 250</td>
<td>Nutrition Principles *</td>
<td>4</td>
</tr>
<tr>
<td>DTS 340</td>
<td>Dietetic Education and Counseling Strategies</td>
<td>3</td>
</tr>
<tr>
<td>DTS 354</td>
<td>Applied Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DTS 362</td>
<td>Quantity Food Procurement and Production</td>
<td>4</td>
</tr>
<tr>
<td>DTS 364</td>
<td>Medical Nutrition Therapy I</td>
<td>4</td>
</tr>
<tr>
<td>DTS 463</td>
<td>Food and Nutrition Systems Management</td>
<td>4</td>
</tr>
<tr>
<td>DTS 464</td>
<td>Medical Nutrition Therapy II</td>
<td>5</td>
</tr>
<tr>
<td>DTS 465</td>
<td>Community Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>DTS 469</td>
<td>Seminar in Dietetic Practice</td>
<td>1</td>
</tr>
<tr>
<td>DTS 470</td>
<td>Community Nutrition Research</td>
<td>3</td>
</tr>
<tr>
<td>DTS 475</td>
<td>Supervised Practice in Dietetics</td>
<td>12</td>
</tr>
</tbody>
</table>

*These courses must be taken prior to acceptance in the CP.*
CALENDAR NOTES

1. The school year consists of two semesters of approximately sixteen weeks each and the CP follows the Mount Mary University academic calendar with the exception of the second semester senior year. The academic calendar can be accessed at http://www.mtmary.edu/campuslife/resources/academic-calendar.html

2. The final semester of the program does not follow the Mount Mary University academic calendar. Students begin their rotation for DTS 475 the first Monday after New Year’s Day and continue throughout the next 20 weeks. There are no days off for snow, study days, spring break, Easter break or other religious holidays. Students missing time due to illness must reschedule. Students have little time for taking additional coursework during this final semester of the CP. Therefore the department faculty advisors guide students so that CORE courses are complete before the beginning of the final semester.

3. Students need to be flexible with their personal and work schedules to incorporate the experiences planned by the faculty outside of regularly scheduled class hours.

PRACTICUM INFORMATION

In the first three semesters of the CP students participate in approximately 400 hours of supervised practice. In DTS 475 Supervised Practice in Dietetics students complete the remaining 800 of supervised practice over 20 weeks. The 20 weeks are distributed between three Practicum rotations as follows:

- MNT
- Community
- Management

8-10 weeks
4-5 weeks
6-8 weeks

The Practicum sites are typically located within 60 miles of Mount Mary University. A student placement may be made at a site outside of this radius if an experience is of special interest to the student and is an experience that is not available within the radius. Student dietitians are required to have private transportation for the Practicums.

Practicum placements are assigned by the practicum supervisor of the Coordinated Program in Dietetics of the Dietetics Department. The following considerations, in order of priority, are taken into account when placing students at facilities that will provide the best possible experiences for each individual.

1. Student abilities and areas in need of strengthening as observed and quantified by the dietetics faculty during the Program (grade point is considered).
2. Available practicum sites. This may vary from year to year.
3. Relevant work experience.
4. Strengths and areas for growth as identified by the student.
5. Student preferences based on set guidelines presented in the fall semester of the senior year.
Students must successfully complete a rotation before continuing on to the next rotation.

The rotation sequence varies between students. Students are usually scheduled for 40-hour work weeks and are typically on-site the same hours as their site supervisors or his/her representative. Additional hours on site may be needed as in any other career field. These are generally considered a professional responsibility of the student, just as it is to the staff member. The hours generally are between 8:00 a.m. and 7:00 p.m., but may be as early as 5:30 a.m. and as late as 11:00 p.m. Students are usually scheduled for weekends as well as weekdays. Although students may not have homework in the traditional sense, they should expect to study, prepare, and self-organize for each upcoming day on their own time.

Students are at the practicum sites full time for education purposes but may not be used to replace employees.

Because students are completing a full-time work schedule in the Practicum course, OUTSIDE EMPLOYMENT IS DISCOURAGED. If students maintain part-time jobs in the community, their work hours are not to be imposed on the Practicum schedule. Financial plans for the senior semester should be addressed early by the student seeking admission to the Coordinated Program in Dietetics.

Student dietitians are evaluated at the midpoint and end of the management and MNT rotations, and at the end of the community rotation. The evaluations are finalized during conferences with the student dietitian, his/her site preceptor and Mount Mary University faculty overseeing the Practicums. Preceptors and students discuss their ratings with Mount Mary University faculty. The Practicums are pass/fail, but students must reach a pre-established level of competence for each practicum.

**ASSESSMENT OF PRIOR LEARNING FOR TRANSFER CREDIT**

Students who transfer from other academic institutions to MMC will have their transcripts assessed on an individual basis by a Mount Mary University admission counselor and a dietetics faculty advisor. Equivalent courses from local colleges and universities have been evaluated and approved for many of the courses required prior to admission to the program and will be accepted as transfer credits.

Courses in the CP that include supervised practice hours are rarely substituted for by a dietetics course from another University or university. An evaluation of the course syllabus, course textbook and documentation of comparable length and scope of the supervised practice experience will be done by the program director on an individual basis.

Supervised practice experience in programs for diet technicians is generally not substituted for supervised practice in the CP.
SECTION III

STUDENT REQUIREMENTS

THE DIETETICS FACULTY REVIEW BOARD
The Dietetics Faculty Review Board consists of all full-time faculty members in the Dietetics Department. The purpose of the Board is to evaluate the performance of students in the Coordinated Program in Dietetics and to approve their continuation in the Program. In addition, faculty and/or student concerns may be brought to the attention of the Board through an individual Board member. The members of the Board are concerned about the general well being of all student dietitians in the Coordinated Program. Because of this, consultation over student matters may be carried out with other members of the Mount Mary community such as the Vice President for Academic and Student Affairs, or the Associate Dean for Academic Affairs.

ELIGIBILITY FOR ADMISSION TO THE COORDINATED PROGRAM
The CP is accredited for 19 students per year. To be admitted to the program students must meet all eligibility criteria and apply for admission. To be eligible for admission the following are required:
1. Students must have a minimum overall grade point average of 2.85 on a 4 point scale.
2. A minimum of a “BC” is required in all classes with a DTS course code and a “C” is required in all other courses required for the major.

- PSY 103 Introductory Psychology*
- SOC 101 Introductory Sociology*
- BIO 103 Introductory Biology*
- BIO 212 Human Physiology*
- CHE 113 Chemical Principles I *
- CHE 206 Essentials of Organic & Biological Chemistry*
- SYM 102 Composition 2*
- DTS 152 The Profession of Dietetics
- DTS 190 Food Preparation and Management*
- DTS 201 Food Science*
- DTS 202 Foodservice Safety and Sanitation *
- DTS 250 Nutrition Principles*
- BUS 301 Microeconomics
- BUS 362 Principles of Management
- MAT 105 Intermediate Algebra*
- MAT 208 Statistical Literacy

a. A student who receives less than a “C” in a course required for the major may repeat the course *once* in an effort to earn a grade of “C” or better and remain eligible to apply to the CP except for DTS courses in which case a “BC” or better must be earned.
b. A student may only repeat two courses required for the major for which a grade of less than a “C” (or less than a “BC” for DTS courses) was earned to remain eligible to apply to the CP.
c. A student may repeat courses for which a grade of “C” or better (or a “BC” or better for DTS courses) was earned as often as desired in an effort to improve understanding of course material and the course grade and remain eligible to apply to the CP.
3. Students must have a minimum grade point average of 3.0 for all courses required for the major prior to admission to the CP.
4. It is recommended that all of the above courses be completed before admission to the CP. The courses marked with an asterisk must be completed by the end of the spring semester during which the application to the CP was submitted.

ADMISSION PROCEDURES
All students who are eligible to apply for the CP will be notified of a meeting in the fall semester with the Program Director. At this meeting the application procedures and the educational and financial commitments are outlined along with general information about the Program.

Students apply to the CP by April 1st in the spring semester of their sophomore standing in the dietetics major. Applications include a completed application form, a cover letter and three letters of recommendation.

After Spring semester grades are available the Faculty Review Board will then decide whether or not admission is granted based on the following:
- grade point in courses required for the major
- grade in DTS 201 Food Science
- grade in DTS 250 Nutrition Principles
- score on the Serv Safe exam
- attendance/involvement in the Mount Mary University Nutrition and Dietetics Club
- work experience in food service or healthcare
- other service or leadership experiences
- cover letter to the application form
- reference letters
- attendance and tardies in all courses

Written notification of acceptance will be mailed by June 10. Those who are admitted to the program will be invited to an orientation meeting to be held in June. Students will not be admitted on probation or waitlisted for admission the following year. Students who are not admitted may reapply the following year. These students may only apply twice; the original attempt and one re-attempt.

MEDICAL TERMINOLOGY EXAM
All student dietitians must pass a medical terminology exam prior to January 15th of their junior year in the Coordinated Program. A medical terminology textbook with ancillaries will be available in the Mount Mary University Bookstore during the second semester of the sophomore year to allow for adequate preparation. Being familiar with medical terminology will prepare students entering the Medical Nutrition Therapy coursework. The exam will be given on a pre-
determined date during the fall semester. Two scheduled retakes will be allowed if the student dietitian does not pass initially. Passage is required in order to enter DTS 364 Medical Nutrition Therapy 1. Students who take a Medical Terminology course and earn a C or better are exempt from taking the exam.

SERVICE LEARNING
Ten hours of service learning are required for completion of the CP. This may be fulfilled at one or more organizations that serve the public in the areas of food, nutrition or health promotion.

RETENTION IN THE COORDINATED PROGRAM
The Dietetics Faculty Review Board will review a student’s progress at the end of each semester while in the program to determine retention in the program. Students in the CP must maintain an overall GPA and a GPA for courses required for the major at a minimum of 2.85, earn a “BC” pr better in all DTS courses, and earn a “C” or better in all other dietetic major courses. A student may be placed on probation for the next semester for the following reasons:
1. the overall GPA falls below 2.85
2. the GPA for courses required for the major falls below 2.85
3. unprofessional behavior as determined by the Professional Development Assessment (Appendix F)
Students who are placed on probation will be referred to Academic Counseling for assistance. If the student earns a grade of less than “C” the student may retake the course, but may not progress with any other CP courses. If the student improves to the minimum standard for GPA and/or Professional Development at the end of the probationary semester she/he may continue in the CP. Students are allowed to be on probation for only one semester.

RETENTION IN PRACTICUMS
Students are assessed by preceptors at the midpoint and at the end of each practicum. If the preceptor has concerns about the student’s ability to successfully complete the rotation, the preceptor will contact the faculty practicum representative. The preceptor’s summary evaluation of “successfully completed” is necessary for the student to progress on to the next practicum.

If a student does not satisfactorily meet the competencies or the preceptor assesses the student as “unsuccessfully” completing the practicum, then the practicum must be repeated. This will prevent graduation on the anticipated date.

DISCIPLINARY/TERMINATION PROCEDURES
The student will be terminated from the program for the following reasons:
1. the overall GPA is not improved to a minimum of 2.85 at the end of the probationary semester.
2. the GPA for all courses required for the major is not improved to a minimum of 2.85 at the end of the probationary semester.
3. there is not improvement in professionalism to the acceptable level by the end of the probationary semester. (See Appendix F Professional Development Assessment)
4. the student repeats a course required for the major and earns a grade of less than “C” the second time or repeats a DTS course and earns a grade of less than a
“BC” the second time.

5. the student earns in three courses a grade of less than “C” in a course required for the major or a grade of less than “BC” in a dietetics course

6. the student “unsuccessfully” completes a repeated practicum rotation.

7. the student “unsuccessfully” completes two practicum rotations.

TIME LIMIT FOR PROGRAM COMPLETION
Once admitted to the Coordinated Program, students are expected to complete the degree within two years. This policy will help to assure recency of knowledge that is needed in order to successfully pass the registration examination. A maximum of 3 years is allowed in extenuating circumstances such as severe illness.

GRADUATION REQUIREMENTS
A student is eligible to graduate when the following requirements have been met:

1. an overall GPA of 2.85 or above is earned and at least 128 total credits including 48 credits of CORE requirements are completed

2. a GPA for courses required for the major of 2.85 or above is earned

3. a grade of “BC” or above is earned in all DTS courses and a “C” or better is earned in earned in all other courses required for the major

4. 1200 hours of supervised practice are completed and all three practicum rotations are “successfully” completed with all accompanying evaluations

5. service hours for community and professional organizations are completed and documented

TEMPORARY CERTIFICATION
Following satisfactory completion of the Program, graduates who desire to work in the State of Wisconsin should apply for temporary certification status. This is a completely separate procedure from becoming registered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. Please visit the web site: www.DRL.state.wi.us.

ATTENDANCE POLICIES
Student attendance records are maintained for all courses. For some dietetics courses attendance is a component of the participation portion of the grade. For grading purposes, all absences will be considered unexcused unless a physician’s note or proof of hospitalization, legal proceedings or funeral attendance is provided. Three tardies will be considered an unexcused absence.

Emergency Absence Policy: This policy applies to all Program courses.
The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. The following reasons for absence will be considered as excused:

1. Major illness or death in a student's immediate family (includes grandparents and immediate family of spouse).
2. Illness of a dependent family member with doctor’s excuse.
3. Participation in legal proceedings that require a student's presence.
4. Religious holy day.
5. Illness that is too severe or contagious for the student to attend class with doctor’s excuse. Students must contact their faculty member regarding an absence prior to the class. Call the secretary’s phone at 256-1216; please leave a voice mail if no one is available. Please leave the date, the faculty member's name, the class name or number, your name and the reason for the absence. If a student misses class, it is her/his responsibility to bring herself/himself up to date including preparation for the following session.

Non-emergency Absence Policy-Supervised Practice: Many of the supervised practice experiences are difficult or impossible to replicate. This makes attendance a priority. For this reason, all non-emergency absences must be reported to the faculty member at least one week prior to the absence. This must be reported in writing with two suggestions for alternatives to the missed supervised practice hours. The faculty member will advise the student as to the acceptable alternative for meeting the supervised practice requirements. The absences will be noted in the student's Program file. Abuse of this policy and failure to meet supervised practice requirements will be called to the attention of the Faculty Review Board.

Practicum Rotation Absences: Students must report absences to both their Preceptor (using the proper procedures as directed on-Site) and to the student's faculty contact at 414-256-1216 prior to the absence. Time missed must be made up in order to meet the required supervised practice hours. Plans for make-up time must be pre-approved by the Preceptor and communicated to the faculty member as soon as possible.

ASSIGNMENT POLICIES
Assignments are designed to prepare the students for entry-level practice and meet the Accreditation Standards for Coordinated Programs. Therefore it is essential that all assignments be completed.

Assignments are to be completed in a legible format and are due at the beginning of class on the specified date. Late assignments that are submitted on the due date but after the start of class will have 10% marked off the grade. Late assignments turned in up to one week after the due date will have 50% marked off the grade. Assignments that are over one week late receive 0%. All assignments must be completed to receive a grade in the course, even if no credit is received for that assignment.

Resubmitting work for credit is a privilege granted by the faculty, earns less than possible for the original work, and must be submitted with the original work. The faculty has the academic right to refuse the request without question.

Extra credit work for a course may be available at the discretion of the faculty member.

Documentation of sources (citations in the body of the paper and reference list) will follow the modified format of The American Psychological Association (A.P.A.). The format is presented in the following booklet which is available for purchase at the Mount Mary University Bookstore.
EXAM POLICY
Final exams will be comprehensive. Exams will constitute 50% of the course grade. If an exam is missed, a score of up to 50% will be recorded. Exceptions will be made if a physician’s note, proof of hospitalization, or proof of funeral attendance is provided. Students who have a known conflict may arrange to take an exam early. Such special arrangements must be discussed with your instructor at least one week prior to the scheduled exam date.

APPROPRIATE ATTIRE
Professional dress is the standard for attire. This is interpreted as wearing clothing appropriate to the conservative business world. The most conservative clothing item is the business suit. When worn with lab coats, outfits of combined shirts, blouses, other attractive tops and dress slacks or skirts and/or dresses are appropriate. Tops and jackets should be tapered very little at the waist. Necklines should cover any cleavage and shoulders. Tops should not be form-fitting and buttons and/or other closures should be secured. See-through clothing should not be worn. In addition to Mount Mary University requirements, Practicum sites may have additional requirements and they are to be followed. In some community placements, dress codes may be more casual, but the standard Mount Mary University policy will apply. Professional dress is also required in dietetics courses when: 1) a student gives a presentation and 2) a guest lecturer is scheduled.

Dietetics faculty has the right to judge whether a student is dressed suitably for a class and supervised practice experiences. Students who do not meet requirements may not be allowed to participate in the day's activities.

Name tags: Name tags are provided by the dietetics department and must be worn during supervised practice. Report lost name tags to the Program Director for replacement.

MNT supervised practice experiences: The following guidelines are to be followed:
- Clean, white and pressed lab coats are to be worn during all MNT supervised practice experiences. It is advisable to have two or more lab coats.
- Skirts and dresses must be at least knee length.
- Pants should be dress slacks only. No jeans, capris, or cargo pants.
- Earrings and jewelry may be worn. Piercings other than earrings are to be removed.
- Cosmetics should be used sparingly.
- Colognes, perfumes and other body scent products are inadvisable.
- Hosiery must always be worn.

Food production and service areas: General policy requires a clean, pressed, white lab coat, clean, fully enclosed, skid-resistant, and preferably leather shoes, and no nail polish.

Additions for Mount Mary University Foodservice: Students may dress in slacks and a top under a lab coat. Hosiery other than nylons must be worn. Hair is worn off the shoulders and is enclosed in a restraint that covers a minimum of three-fourths of the hair. Students may contain their hair in a hairnet or under clean caps that are free of offending language. A plain ring is acceptable, but no other jewelry on hands or arms may be worn. Non-dangling earrings are
acceptable but no other face piercing jewelry may be worn. Special events may require other apparel.

**STUDENT SERVICES**
Students have a variety of support services available to them including:
- Academic Counseling
- Student Success Center
- Advising and Career Development Center
- Counseling Services
- Financial Aid

Details about these services are provided in the Undergraduate Bulletin:
http://www.mtmary.edu/campuslife/resources/registrar.html

**CODE OF ETHICS FOR THE PROFESSION OF DIETETICS**
Dietetics practitioners have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the profession. This Code is found on the Academy of Nutrition and Dietetics website www.eatright.org.

Students are expected to conduct themselves in a manner consistent with the Code of Ethics.

**TUITION AND FEES**
For current tuition and fee information refer to the following website:

**COORDINATED PROGRAM FEE**
Students will be assessed $200.00 (subject to change) each semester to help defray some of the additional expense of operating this form of dietetic education. This fee will appear on the student's tuition bill beginning with the second semester of the sophomore year.

**AFFILIATE MEMBERSHIPS**

**The Academy of Nutrition and Dietetics:** Student membership is required. Affiliate Membership is temporary. Any student who is enrolled in a dietetics program in an accredited University/university who does not meet the requirements for active membership is eligible. Members receive a subscription to The Journal of the Academy of Nutrition and Dietetics. Annual dues are $50.00 and the student category carries a six year limit. A portion of the dues are rebated to the Wisconsin Academy of Nutrition and Dietetics. Students are considered affiliate members of both the Academy of Nutrition and Dietetics and The Wisconsin Dietetic Association.

The Academy of Nutrition and Dietetics and the Wisconsin Academy of Nutrition and Dietetics offer a number of student scholarships. Mount Mary University students have been chosen for these scholarships on a regular basis in the past. For information about state scholarships, access http://www.eatingright.wisc.org.

**The Milwaukee Academy of Nutrition and Dietetics:** Student membership is required. Membership entitles students to attend the monthly meetings and receive mailings of other
pertinent information.
Membership is free for students.

DEPARTMENT RESOURCES: LOSS AND BREAKAGE
The Dietetics Department has many resources available to students. These include professional journals, nutrition education books and plans, food models, puppets, equipment catalogs and more. Students are responsible for damage to or loss of these items including equipment in the Foods Lab. All borrowed items are to be signed out and returned through the department administrative assistant.

STUDENT INSURANCE REQUIREMENTS
Liability Insurance: In an effort to protect the actions of all students in the Coordinated Program in Dietetics, the University requires that all student dietitians be covered under an insurance policy. This professional liability insurance is provided through the University. Practicum sites will not allow uninsured students to participate at their institutions.

Health Insurance: All full time Mount Mary University students are required to carry private health insurance. All students in the CP are required to have health insurance. A health insurance package is available to students through Mount Mary University.

CAREGIVER BACKGROUND CHECKS
A Caregiver Background Check is required before students can begin supervised practice components of most CP courses. The dietetics department requests the information from the State of Wisconsin Department of Health and Family Services and the Department of Regulation and Licensing. The Caregiver Background Check is completed before the second semester of the junior year at no charge to the student. You will be asked to sign a release form for both the junior and senior year.

DRUG TESTING
The CP does not require routine drug testing. Many supervised practice sites request this testing which must be completed by the student at his/her expense.

ANNUAL PHYSICAL EXAMINATIONS
An annual physical exam is required of all students and a physical exam report must be on file in the Dietetics Department. Many supervised practice sites require immunizations and TB tests.

OTHER EXPECTED EXPENSES (also see Appendix C)
1. Texts and Reference Books for Program Courses
   The texts and references will serve as part of the student's professional reference library. The cost of books varies per semester and tends to decrease with progression in the Program. Text costs for Fall and Spring 2012-13 will be approximately $1,200.

2. Classroom Presentation and Project Costs
   Generally these costs are absorbed by the student as part of the educational process. At times, funds for projects may be available from the department or the agency seeking
assistance.

3. **Meeting Fees (non-dues)**
   A number of professional conferences, meetings and trade shows are incorporated into the curriculum. Generally, student rates are available. Meals are included with some fees. Transportation and hotel accommodations are privately arranged. Plan for a yearly investment of approximately $250-$300.

4. **Transportation**
   All of the supervised practice courses require off-campus experiences. In addition, several of the didactic courses require off-campus experiences. Private transportation is the norm. The driver of the car is liable. Faculty do not arrange for car pools. Faculty do not provide rides for students nor do faculty ride with students. A field trip form is completed for each class. Car pooling is encouraged from the junior year through December of the senior year after which student dietitians will have individualized schedules at their Practicum sites and will need their own personal transportation. Students should plan for travel including a car, reimbursement to peers for ride-shares, bus fees, taxicab fees and parking. Most courses require travel to a facility in the Greater Milwaukee Area. Mileage is estimated between 100-400 miles per pre-Practicum semester, not including special meetings.

5. **Alternate Housing**
   Alternate housing is the responsibility of the student dietitian during the final semester of the Program. Housing may be desired for 17-20 weeks in lieu of lengthy commutes.

6. **Required Annual Physical Exam and Reports**
   Costs for the exam, chest x-ray, vaccinations, flu shots, immunizations, TB tests and lab reports are the responsibility of the student.

**PREGNANCY**
A student who is or may be pregnant should inform her supervised practice faculty and the Program Director. Her supervised practice assignments can then be pre-selected in an attempt to avoid any exposure to infectious diseases. Seniors should meet with the Practicum Supervisor who plans Practicum placements.

**SOCIAL MEDIA**
   Instructors will not accept invitations to connect on social media sites until after completion of the program.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**
Mount Mary University is in compliance with this act. The purpose of this act is to protect the rights of students to know what educational records are kept by the school; to inspect such records and, if necessary, to ask for the correction of such records; and to control the release of such information to those who are not involved in the educational process. Detailed information about FERPA and students’ access to their personal files can be found in the Mount Mary
NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS

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

A copy of the accreditation/approval standards and/or the Accreditation Council’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at 1-312-899-0040, Ext. 5400 or at:
The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995

Written complaints should be mailed to ACEND at the above address.

DIETETICS DEPARTMENT GRIEVANCE POLICY

A. Course Related Issues
   A student is expected to resolve problems related to grading or the classroom practices of an instructor by direct contact with the instructor. This should be done as soon as possible and no later than two weeks after the final grade is received. If the faculty member is not available, a written statement of concern (dated, addressed to the faculty member) should be given to the Department Chairperson who will contact the faculty member.

   If contact with the instructor does not lead to resolution, the matter should be referred to the Program Director or Chairperson of the department. If the instructor involved is the Program Director or Chairperson, the matter should be referred to the Division Chair.

   On all levels, the administrative official inquires and investigates to determine the validity of the complaint, to promote understanding between the individuals involved and to effect a resolution. The administrative official does not force a settlement.

B. Practicum Related Issues
   In the Practicum setting a student is expected to resolve problems directly with the Practicum site preceptor(s). If this does not lead to resolution of the problem, the matter should be referred to the Mount Mary University faculty member assigned to the site. He/she will determine if the matter needs to be referred to the Coordinated Program Director.
C. **Issues involving administrative policies and procedures including admission and retention in the program/major.**

A student is expected to resolve problems through direct contact with the program director/chairperson. If this does not lead to resolution, the matter should be referred to the Associate Dean for Academic Affairs who will attempt to mediate a settlement.

If the process of mediation is not successful, a student may initiate a formal appeal with the procedure described in the Mount Mary University Student Handbook.
SECTION IV

SUPERVISED PRACTICE SITES

Hands-on experience is essential to professional training. Equally valuable is the teaching by professionals in the field who share their specialized expertise with students.

The supervised practice sites listed below have participated in providing learning experiences, either on site or in our classrooms, with sites being subject to change from year to year. This list is provided to give the student attending Mount Mary University a sense of the degree of involvement with the dietetics community in the Greater Milwaukee Area.

**Acute and Critical Care**

Aurora Advanced Healthcare, Greater Milwaukee Area

**Acute and Critical Care continued**

Aurora Sinai Medical Center

Aurora Sheboygan Memorial Medical Center

All Saint's Healthcare System, Racine

Care-Age of Brookfield

Children's Hospital of Wisconsin, Milwaukee

Columbia-St. Mary’s Hospital, Milwaukee

Columbia-St. Mary’s Hospital, Ozaukee County

Community Memorial Hospital, Menomonee Falls

Elmbrook Hospital

Froedtert Memorial Lutheran Hospital, Milwaukee

Grafton School District

Kenosha Memorial Hospital and Medical Center, Kenosha

Kindred Healthcare

Lifecare Hospital of Wisconsin
Linden Grove – New Berlin

Medical University of Wisconsin, General Clinical Research Center, Wauwatosa

Oconomowoc Memorial Hospital

Oncology Alliance, S.C.

Rogers Memorial Hospital, Oconomowoc

Sheboygan Memorial Medical Center, Sheboygan

Watertown Hospital, Watertown

West Allis Memorial Hospital, West Allis

Wheaton Franciscan – All Saints

Wheaton Franciscan – St. Joseph’s Hospital

Wheaton Franciscan – St. Francis Hospital

**Outpatient and Home Health care settings**
ANEW Family Care Management

Community Care Organization

Lakeshore Medical Clinic, St. Francis

Lutheran Living Services

**Long term Care settings**
Franciscan Woods, Brookfield

Luther Manor, Milwaukee

Lutheran Home and Harwood Place, Milwaukee

Marian Franciscan Center, Milwaukee

Mitchell Manor, West Allis

Mount Carmel Health and Rehabilitation Center, Milwaukee

The Village at Manor Park
**Public Health/Community settings**
Aging & Disability Resource Center of Washington County

Aging & Disability Resource Center of Waukesha County

Aurora Health Care WIC

City of Milwaukee Health Department, Milwaukee

Cudahy Health Dept. WIC Program

Fond du Lac County Department of Aging and Disability

Fondy Food Center

Franklin School District

Grafton School District, Grafton

Hartford Union High School

Hartland-Lakeside School District

Indian Community School of Milwaukee

Kettle Moraine YMCA at River Shores

**Public Health/Community Settings continued**

Milwaukee Center for Independence – Chef-line Food Services

Milwaukee Public Schools Food Service

Mukwonago School District,

New Berlin School District, New Berlin

Oconomowoc School District

Prairie School (Village of Wind Lake)

School District of Elmbrook
School District of Kettle Moraine

Seeds of Health

Shorewood School District

Sixteenth Street Community Health Center WIC Project

Waukesha County WIC Project

WEE Care WIC, Milwaukee

West Allis Health Department

West Bend School District

Wheaton Franciscan St. Joseph’s Hospital

**Other and Worksite-wellness settings**
Northwestern Mutual Life Insurance Company

Quad-Med Clinic

U.S. Foodservice
Accreditation Standards-2012

The standards for Competencies for Registered Dietitians (CRD) and the Knowledge components (KRD) of the curriculum are listed below.

1. **Scientific and Evidence Base of Practice: integration of scientific information and research into practice**
   - **KRD 1.1:** The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
   - **CRD 1.1:** Select indicators of program quality and/or customer service and measure achievement of objectives.
   - **CRD 1.2:** Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.
   - **CRD 1.3:** Justify programs, products, services and care using appropriate evidence or data.
   - **CRD 1.4:** Evaluate emerging research for application in dietetics practice.
   - **CRD 1.5:** Conduct projects using appropriate research methods, ethical procedures and data analysis.

2. **Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**
   - **KRD 2.1:** The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
   - **KRD 2.2:** The curriculum must provide principles and techniques of effective counseling methods.
   - **KRD 2.3:** The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
   - **CRD 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.
   - **CRD 2.2:** Demonstrate professional writing skills in preparing professional communications.
   - **CRD 2.3:** Design, implement and evaluate presentations to a target audience.
   - **CRD 2.4:** Use effective education and counseling skills to facilitate behavior change.
   - **CRD 2.5:** Demonstrate active participation, teamwork and contributions in group settings
   - **CRD 2.6:** Assign patient care activities to DTRs and/or support personnel as appropriate.
   - **CRD 2.7:** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
   - **CRD 2.8:** Apply leadership skills to achieve desired outcomes.
   - **CRD 2.9:** Participate in professional and community organizations.
   - **CRD 2.10:** Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.
CRD 2.11: Demonstrate professional attributes within various organizational cultures.
CRD 2.12: Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.
CRD 2.13: Demonstrate negotiation skills.

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

KRD 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.
KRD 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.
KRD 3.3: The curriculum must include education and behavior change theories and techniques.

CRD 3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

- CRD 3.1.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.
- CRD 3.1.b: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.
- CRD 3.1.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.
- CRD 3.1.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.
- CRD 3.1.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

CRD 3.2: Demonstrate effective communications skills for clinical and customer services in a variety of formats.

CRD 3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRD 3.4: Deliver respectful, science-based answers to consumer questions concerning emerging trends.
CRD 3.5: Coordinate procurement, production, distribution and service of goods and services.
CRD 3.6: 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.

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

KRD 4.1: The curriculum must include management and business theories and principles required to deliver programs and services.
KRD 4.2: The curriculum must include content related to quality management of food and nutrition services.
KRD 4.3: The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
KRD 4.4: The curriculum must include content related to health care systems.
KRD 4.5: The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.
CRD 4.1: Participate in management of human resources.
CRD 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRD 4.3: Participate in public policy activities, including both legislative and regulatory initiatives.
CRD 4.4: Conduct clinical and customer service quality management activities.
CRD 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data.
CRD 4.6: Analyze quality, financial or productivity data and develop a plan for intervention.
CRD 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.
CRD 4.8: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRD 4.9: Analyze financial data to assess utilization of resources.
CRD 4.10: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRD 4.11: Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

5. Support Knowledge: knowledge underlying the requirements specified above.
KRD 5.1: The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
KRD 5.2: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.
KRD 5.3: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
Code of Ethics for the Profession of Dietetics

The Code of Ethics can be accessed at this site:
http://www.eatright.org/About/Code.aspx?id=7602&terms=code
APPENDIX C

ESTIMATED COSTS FOR THE COORDINATED PROGRAM IN DIETETICS

- Full time tuition for two years: $~50,000.00
- Coordinated Program Fee ($200/semester x 3 semesters): $600.00
- Books (total depending on student’s resources and individual needs): $1,200-1,800.00
- Lab Coats (two recommended): $40-80.00
- Student AND membership (required): $50.00
- Milwaukee academy of Nutrition and Dietetics Membership: no fee
- General Fee (covers parking, computer services, library, etc.) $200/per semester: $800.00
- Housing: Housing in the residence hall is available at a cost of approximately $6,800-8,120 per year. A two-bedroom apartment shared by two people in the Milwaukee area averages $350-700 per person per month.
- Transportation to Experience Sites: Variable
  - A private vehicle is necessary as sites are from 4-60 miles from campus and public transportation is not feasible. Affiliates may require proof of auto liability insurance and/or assess parking fees.
- Physical Exam: Variable
  - Documentation of current inoculations, titers and TB testing required.
  - Medical insurance is required by the University.
- Caregiver Background Check is required by supervised practice sites: Paid by CP
- Professional Liability Insurance (annual Mount Mary University group student rate): Paid by CP
- Drug testing currently is not, but may be required by a supervised practice site: variable

31
ACADEMIC HONESTY AND INTEGRITY AND AMERICAN DISABILITIES ACTS STATEMENTS

Mount Mary University is an academic community dedicated to the intellectual and social and ethical development of each of its members. As members of this community we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the values of the School Sisters of Notre Dame and the mission of the University. In keeping with these goals, all students are expected to strive for integrity, in academic and non-academic pursuits. Acts that involve any attempt to deceive, to present another’s ideas as one’s own, or to enhance one’s grade through dishonest means violate the integrity of both the student and University. Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary University Community. Therefore, such acts are treated as a serious breach of trust.

A faculty member has the right and authority to deal with academic dishonesty in his or her classroom; however, a student who commits multiple violations against academic integrity shall be subject to administrative disciplinary action as described in the Academic Honesty and Integrity Policy and Procedures.

Copies of the full Academic Honesty and Integrity Policy and Procedures are available through the office of the Associate Dean for Academic Affairs. The policy and procedures are included in the Mount Mary University Student Handbook, the Undergraduate Bulletin and online at mtmary.edu/handbook.htm and my.mtmary.edu.

American Disability Act Statement

Mount Mary University complies with Section 504 of the Rehabilitation Act of 1973 which stipulates that the University will make reasonable accommodations for person with documented disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see me or Marci Ocker, Coordinator of Disability Services (253NDH), 414-443-3645, EXT. 645, e-mail: ockerm@mtmary.edu so that such accommodations may be arranged.
### Dietetics First Semester/Second Semester Four-Year Plan

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>BIO 100 Introductory Biology</td>
<td>4</td>
<td>CHE 113 Chemical Principles I</td>
</tr>
<tr>
<td>4</td>
<td>MAT 105 **</td>
<td>4</td>
<td>SEA 101 Search for Meaning</td>
</tr>
<tr>
<td>4</td>
<td>PSY 103 Introductory Psychology</td>
<td>4</td>
<td>SOC 101 Introductory Sociology</td>
</tr>
<tr>
<td>3</td>
<td>ENG 110 Composition I **</td>
<td>3</td>
<td>ENG 120 Composition II</td>
</tr>
<tr>
<td>3</td>
<td>SYM 110 MMC Leadership Seminar</td>
<td>2-3 *</td>
<td></td>
</tr>
</tbody>
</table>

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>BIO 212 Human Physiology</td>
<td>3</td>
<td>BUS 362 Principles of Management</td>
</tr>
<tr>
<td>4</td>
<td>BUS 301 Microeconomics</td>
<td>3</td>
<td>DTS 201 Food Science</td>
</tr>
<tr>
<td>4</td>
<td>CHE 206 Essentials of Organic &amp; Biochemistry</td>
<td>1</td>
<td>DTS 302 Foodservice Sanitation &amp; Safety</td>
</tr>
<tr>
<td>1</td>
<td>DTS 152 The Profession of Dietetics</td>
<td>4</td>
<td>DTS 250 Nutrition Principles</td>
</tr>
<tr>
<td>3</td>
<td>DTS 190 Culinary Skills for Healthy Living</td>
<td>3</td>
<td>MAT 208 Statistical Literacy</td>
</tr>
<tr>
<td>2-3 *</td>
<td></td>
<td>2-3 *</td>
<td></td>
</tr>
</tbody>
</table>

**JUNIOR YEAR**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>BIO 325 Microbiology</td>
<td>4</td>
<td>DTS 364 Medical Nutrition Therapy I</td>
</tr>
<tr>
<td>3</td>
<td>DTS 340 DTS Education &amp; Counseling Strategies</td>
<td>4</td>
<td>DTS 465 Community Nutrition</td>
</tr>
<tr>
<td>3</td>
<td>DTS 354 Applied Nutrition</td>
<td>6-8 *</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DTS 362 Quantity Food Procurement &amp; Production</td>
<td>2-4 *</td>
<td></td>
</tr>
</tbody>
</table>

**SENIOR YEAR**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>DTS 463 Food &amp; Nutrition Systems Management</td>
<td>1</td>
<td>DTS 469 Seminar in Dietetic Practice</td>
</tr>
<tr>
<td>5</td>
<td>DTS 464 Medical Nutrition Therapy II</td>
<td>12</td>
<td>DTS 475 Supervised Practice in Dietetics</td>
</tr>
<tr>
<td>3</td>
<td>DTS 470 Community Nutrition Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-4 *</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Core Courses Required:**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Communications/Math 105 (Composition II)</td>
</tr>
<tr>
<td>3</td>
<td>Communications/Math (Mat 208)</td>
</tr>
<tr>
<td>3+</td>
<td>Humanistics – History *</td>
</tr>
<tr>
<td>4</td>
<td>Humanistics – (Psychology)</td>
</tr>
<tr>
<td>4</td>
<td>Humanistics – (Sociology)</td>
</tr>
<tr>
<td>3+</td>
<td>Literature/Fine Arts – (Music, Art, Drama, Dance)*</td>
</tr>
<tr>
<td>3+</td>
<td>Literature/Fine Arts – Fine Arts *</td>
</tr>
<tr>
<td>3+</td>
<td>Literature/Fine Arts – Literature *</td>
</tr>
<tr>
<td></td>
<td>Math (equivalent to MAT 105)</td>
</tr>
<tr>
<td>4</td>
<td>Philosophy/Theology 101 (Search….)</td>
</tr>
<tr>
<td>3+</td>
<td>Philosophy/Theology – Philosophy *</td>
</tr>
<tr>
<td>3+</td>
<td>Philosophy/Theology – Theology *</td>
</tr>
<tr>
<td>4</td>
<td>Sciences (CHE 113)</td>
</tr>
<tr>
<td>2–5</td>
<td>Public Speaking &amp; Foreign Language requirement</td>
</tr>
</tbody>
</table>

**Dietetics Major Courses Required**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DTS 152 The Profession of Dietetics</td>
</tr>
<tr>
<td>3</td>
<td>DTS 190 Food Prep and Management</td>
</tr>
<tr>
<td>3</td>
<td>DTS 201 Food Science</td>
</tr>
<tr>
<td>1</td>
<td>DTS 202 Foodservice Sanitation &amp; Safety</td>
</tr>
<tr>
<td>4</td>
<td>DTS 250 Nutrition Principles</td>
</tr>
<tr>
<td>3</td>
<td>DTS 340 Dietetics Ed. &amp; Counseling Strategies</td>
</tr>
<tr>
<td>3</td>
<td>DTS 354 Applied Nutrition</td>
</tr>
<tr>
<td>4</td>
<td>DTS 362 Quantity Food Procurement/Prod.</td>
</tr>
<tr>
<td>4</td>
<td>DTS 364 Medical Nutrition Therapy I</td>
</tr>
<tr>
<td>4</td>
<td>DTS 463 Food &amp; Nutrition Systems Mgmt</td>
</tr>
<tr>
<td>5</td>
<td>DTS 464 Medical Nutrition Therapy II</td>
</tr>
<tr>
<td>4</td>
<td>DTS 465 Community Nutrition</td>
</tr>
<tr>
<td>2</td>
<td>DTS 469 Seminar in Dietetic Practice</td>
</tr>
<tr>
<td>3</td>
<td>DTS 470 Community Nutritional Research</td>
</tr>
<tr>
<td>12</td>
<td>DTS 475 Supervised Practice in Dietetics</td>
</tr>
</tbody>
</table>

**Expected pre-University competencies include high school**

**Other Major Courses Required**
biology, high school chemistry, basic computer usage skills, MAT 105 Intro. Algebra or equivalent (3 units of high school University prep math including algebra and plane geometry).

**Key:**
3+ Means that three or more credits are required in this area
* Indicates a Core course is required that is not listed above by name
** If this course or equivalent has been taken, DTS 152 should be taken in its place. A Core course may also be added.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103</td>
<td>Introductory Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 212</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 325</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 301</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 362</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>CHE 113</td>
<td>Chemical Principles I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 206</td>
<td>Essentials of Organic &amp; Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 208</td>
<td>Statistical Literacy</td>
<td>4</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Introductory Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 120</td>
<td>Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>
APPENDIX F

Professional Development Evaluation Form

Student: _______________________________ Semester: _________

The purpose of the evaluation is to provide feedback to students regarding their professional development toward becoming a dietitian. The following rating scale will be used by faculty to evaluate student performance every semester or when professional development issues arise.

1 = Needs Improvement  The student does not demonstrate the required level of professional skill.
2 = Developing Skill  The student, while beginning to demonstrate the required level of professional skill, needs continued development in either quality or quantity.
3 = Professional Skill  The student demonstrates the required level of professional skill.

A student may be requested to withdraw from the program if they receive a score of 1 in any professional development skill for two consecutive semesters.

<table>
<thead>
<tr>
<th>PROFESSIONAL DEVELOPMENT SKILL</th>
<th>RATING</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arrives punctually to class, other academic events, and clinic appointments</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>2. Promptly notifies faculty if circumstances prevent attendance and assumes initiative to make up missed assignments</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>3. Manages and prioritizes use of time</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>4. Demonstrates the ability to problem solve</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>5. Demonstrates the ability to be flexible with unexpected situations</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>6. Asks relevant questions when in doubt, and seeks new knowledge</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>7. Communicates professionally and effectively, both in writing and orally</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>8. Demonstrates functional level of confidence, self assurance, and assertiveness</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>9. Demonstrates the ability to work productively and cooperatively with authority figures, classmates, clinicians, and clients</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>10. Assumes responsibility for own actions</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>11. Demonstrates the ability to modify behavior in response to feedback and demonstrates the ability to give constructive feedback.</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>12. Dresses appropriately to the setting</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>13. Displays honesty and integrity in academic and professional matters</td>
<td>1 2 3</td>
<td></td>
</tr>
</tbody>
</table>
Additional faculty comments:

Student comments on evaluation:

Plan of action to improve any areas of concern:

Above plan of action to be achieved by: _______________________________

Faculty Signature: ________________________________ Date: _________

Student Signature: ________________________________ Date: _________
Professional Development Evaluation Form
Interpretive Guide

Arrives punctually to class, other academic events, and clinic appointments.
Examples: Shows respect for faculty’s, guest lecturers’ and classmates’ time.
Enters without disrupting.

Promptly notifies faculty if circumstances prevent attendance and assumes initiative to make up missed assignments.
Examples: Seeks out classmates for missed notes and handouts.
Makes arrangements to make up missed work with faculty.

Manages and prioritizes use of time.
Examples: Comes to class prepared.
Plans ahead for completion of assignments.
Balances time for school, family, and work.

Demonstrates the ability to problem solve.
Examples: Recognizes and defines problems.
Develops and implements solutions, and evaluates outcomes.
Thinks critically, questions logically, recognizes and differentiates facts and assumptions.
Distinguishes the relevant from the irrelevant.
Analyzes options prior to making a judgment.

Demonstrates the ability to be flexible with unexpected situations.
Examples: Exhibits professional behaviors during difficult situations.
Explores multiple solutions with others to seek resolution.

Asks relevant questions when in doubt, and seeks new knowledge.
Examples: Independently seeks out learning experiences.
Seeks new knowledge and understanding.
Uses resources from books, class materials, internet, library, clinicians, etc. to formulate questions and seek clarification.

Communicates professionally and effectively, both in writing and orally.
Examples: Varies speech and body language for different audiences and purposes.
Uses correct spelling, grammar, and sentence structure.
Communicates ideas and options clearly and concisely.

Demonstrates functional level of confidence, self assurance, and assertiveness.
Examples: Takes initiative outside comfort zone.

Demonstrates the ability to work productively and cooperatively with authority figures, classmates, clinicians, and clients.
Examples: Participates collaboratively in class and clinic activities, and discussions.
Acknowledges and adjusts for learning styles, ethnic, and cultural differences.
Fulfills commitments.
Remains open minded.
Allows others to express their opinions.
Respects decisions of authority figures.

**Assumes responsibility for own actions.**
Examples: Acknowledges mistakes and plans for change.
Respects and returns borrowed materials.

**Demonstrates the ability to modify behavior in response to feedback and the ability to give constructive feedback.**
Examples: Effectively asks for and uses feedback from identified sources.
Provides feedback to facilitate classmates’ professional development.

**Complies with dress appropriate to the school or clinic.**
Examples: Chooses clothing and accessories that fit in with other professionals and reflects a professional attitude.

**Displays honesty and integrity in academic and professional matters.**
Examples: Does own work.
Acts ethically and encourages ethical behavior in others.
Maintains confidentiality.
DIETETICS DEPARTMENT FACULTY

Megan Baumler, PhD, RD, CD
B.S. Dietetics, UW- Madison
PhD, Interdepartmental Graduate Program in Nutritional Sciences, UW – Madison
Interim Director, Graduate Program in Dietetics

Cindy Dostal, MA, RD, CD
BS – Iowa State University, Aimes, IA
MA – University of Northern Iowa, Cedar Fall, IA
Instructor, Dietetics

Linda Gleason, MS, RD, CD
B.S. – University of Illinois-Chicago
M.S. – University of Illinois-Chicago
Director, Coordinated Program in Dietetics

Lisa Stark, MPH, MS, RD, CD
B.S. - Iowa State University, Ames, IA
M.S. - Mount Mary University, Milwaukee, WI
M.P.H. – University of Minnesota–Twin Cities
Associate Professor, Dietetics
Chairperson, Dietetics Department
Director, Dietetic Internship Program