



**COORDINATED PROGRAM**

**IN**

**DIETETICS**

**STUDENT HANDBOOK**

Revised October 18, 2011

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## **SECTION I**

### **MOUNT MARY COLLEGE COORDINATED PROGRAM IN DIETETICS**

#### **HISTORY**

The Coordinated Program (CP) in Dietetics at Mount Mary College had its origin on the drawing board of the college faculty as early as 1968 when the need to meet the demand for professional health personnel was urgent. The result was changing the then current traditional undergraduate dietetics program at Mount Mary College to a coordinated program with an emphasis in clinical dietetics. The Coordinated Program in Dietetics at Mount Mary College was the first program of its kind offered by a private college 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 to a generalist specialization. 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 the student with essentially an equal emphasis in management, community nutrition, and clinical nutrition. This type of program would allow for more individualization of students' interests; for more diversification in affiliations; for more career choices to be available to the graduates; and for more dietitians to have the opportunity to update their knowledge in a particular subject area.

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 College Coordinated Program in Dietetics went through another on-site evaluation by the American Dietetic Association's Council on Education (COE), now the Commission on Accreditation for Dietetics Education (CADE), 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 CADE. In 2010 and the program emphasis entitled Disease Prevention/Health Promotion was adopted.

The Coordinated Program in Dietetics at Mount Mary College is currently accredited by the Commission on Accreditation for Dietetics Education of The American Dietetic Association through 2020. CADE is a specialized accrediting body recognized by the United States Department of Education (USDE). The address and phone number of CADE are: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040, Ext. 5400. Additional

information can be found at [www.eatright.com/cade](http://www.eatright.com/cade).

### **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 College (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 may 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 college 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 college 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 College (MMC) is a women's college. Men who have a bachelor's degree from an accredited college or university who meet the eligibility requirements may enroll in the College 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 Foundation Knowledge and Competencies/Learning Outcomes for Coordinated Programs in Dietetics established by the Commission on Accreditation for Dietetics Education in January of 2008. See Appendix A for the complete list of Foundation Knowledge and Competencies/Learning Outcomes.

### **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 College 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, 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.

## SECTION II

### COURSE REQUIREMENTS

The Mount Mary College Undergraduate Bulletin provides detailed information on core requirements, course descriptions, the major sequence of courses and academic policies. The Undergraduate Bulletin can be found at <http://www.mtmary.edu/pdfs/academics/bulletin-ug.pdf>

#### MOUNT MARY COLLEGE CORE COURSES

A minimum of 128 credits is required for graduation from MMC 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

"Search for Meaning"	4 credits
Philosophy elective	3 - 4 credits
Theology elective	3 - 4 credits

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

Composition II *	3 credits
Statistical Literacy*	3 credits

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

Fine Arts elective	3 credits
Literature elective	3 credits
Literature/Fine Arts option	3 credits

**HUMANISTICS:** 9 – 12 credits

History elective	3 credits
Sociology *	3 credits
Psychology *	3 credits

**SCIENCES:** 3 credits

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

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 Seminar for Social Justice (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.

PSY 103	Introductory Psychology*	4 credits
SOC 101	Introductory Sociology*	4 credits
BIO 103	Introductory Biology*	4 credits
BIO 212	Human Physiology*	4 credits
BIO 325	Microbiology	4 credits
BUS 301	Microeconomics	4 credits
BUS 362	Principles of Management*	3 credits
CHE 113	Chemical Principles I*	4 credits
CHE 206	Essentials of Organic & Biological Chemistry*	4 credits
SYM 102	Composition 2*	3 credits
MAT 208	Statistical Literacy	3 credits
MAT 105	Intermediate Algebra	3 credits

**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.

DTS 152	The Profession of Dietetics	1 credit
DTS 190	Food Preparation and Management *	3 credits
DTS 201	Food Science *	3 credits
DTS 202	Foodservice Safety and Sanitation *	1 credit
DTS 250	Nutrition Principles *	4 credits
DTS 340	Dietetic Education and Counseling Strategies	3 credits
DTS 354	Applied Nutrition	3 credits
DTS 362	Quantity Food Procurement and Production	4 credits
DTS 364	Medical Nutrition Therapy I	4 credits
DTS 463	Food and Nutrition Systems Management	4 credits
DTS 464	Medical Nutrition Therapy II	5 credits
DTS 465	Community Nutrition	4 credits
DTS 469	Seminar in Dietetic Practice	2 credits
DTS 470	Community Nutrition Research	3 credits
DTS 475	Supervised Practice in Dietetics	12 credits

\*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 College academic calendar with the exception of the second semester senior year. The academic calendar can be accessed at <http://www.mtmary.edu/campuscalendar.htm>.

2. The final semester of the program does not follow the Mount Mary College academic calendar. Students begin their rotation for DTS 470 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	8-10 weeks
Community	4-5 weeks
Management	6-8 weeks

The Practicum sites are typically located within 60 miles of Mount Mary College. 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 spend time at home to study, prepare, and self-organize for each upcoming day.

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 rotation, 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 College faculty overseeing the Practicums. Preceptors and students discuss their ratings with Mount Mary College faculty. The Practicums are pass/fail courses, 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 College 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 college 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 will not substitute 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 of 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 18 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 “C” is required in all dietetics major courses.

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.
- b. A student may only repeat two courses required for the major for which a grade of “C” or less was earned to remain eligible to apply to the CP.
- c. A student may repeat courses for which a grade of “C” or better was earned as desired in an effort to improve understanding of course material and the grade and remain eligible to apply to the CP.

3. Students must have a minimum grade point average of 2.85 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 fall semester meeting 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 February 1st in the spring semester sophomore standing in the dietetics major. Applications include a completed application form, a cover letter and three letters of recommendation.

Applicants will receive written notification of their standing by March 1<sup>st</sup> in the spring semester.

- If the student meets all eligibility criteria and the application is complete the student will be notified that their possible acceptance is pending completion of Spring semester courses.
- If a student does not meet all of the eligibility criteria and rejection is the final decision, the reason for rejection will accompany the decision.

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 College Student Dietetic Association
- work experience in food service or healthcare
- other service or leadership experiences
- cover letter to the application form
- 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.

### **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 College Bookstore during the second semester of the sophomore year. This will 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. Students who have transferred credits to Mount Mary College from a medical terminology course are exempt as our students how opt to take a medical terminology class at Mount Mary College.

### **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 COORDIANATED 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 2.80 and earn a "C" or better in all dietetic major courses. A student may be placed on probation for the next semester for the following reasons:

1. the overall GPA falls below 2.80
2. the GPA for courses required for the major falls below 2.80
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 Assessment 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 preclude 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 2.80 at the end of the probationary semester.
2. the GPA for all courses required for the major is not improved to a minimum of 2.80 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 receives a grade of less than "C" the second time.

5. the student earns a grade of less than “C” in a third course required for the major.
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 national 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 2.80 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 2.80 or above is earned and all courses required for the major are completed with a “C” or better
3. 1200 hours of supervised practice are completed and all three practicum rotations are “successfully” completed with all accompanying evaluations
4. 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 American Dietetic Association. Please visit the web site: [www.DRL.state.wi.us](http://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 to take calls. 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 relayed to the faculty member as soon as possible.

### **ASSIGNMENT POLICIES**

Assignments are designed to prepare the students for entry-level practice and meet the Foundation Knowledge and competencies/Learning Outcomes for Coordinated Programs. Therefore it is essential that all assignments be completed.

Assignments are expected 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 College Bookstore.

English Department. A Writer's Reference 6<sup>th</sup> Ed. Hacker, D. Bedford, St. Martins, 2009

Final exams will be comprehensive. Exams will be counted as 50% of the course grade.

### **EXAM POLICY**

If an exam is missed, a score of zero 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 our standard which means wearing clothing appropriate to the conservative business world. The most conservative clothing item is the business suit. However, 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 College 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 College policy will apply.

Professional dress (see above) is required in all dietetics courses when, 1) a student gives a presentation and 2) a guest lecturer is scheduled.

Dietetics faculty have the right to judge whether a student is dressed suitably for a class which includes supervised practice components. 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 or cords.

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 College Foodservice:* Students may dress in slacks and a top under their 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 without obscene language. A plain ring is

acceptable, but no other jewelry on hands or arms is acceptable. 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
- Academic Resource Center
- Academic and Career Development Center
- Counseling Services
- Financial Aid

Details about these services are provided in the Undergraduate Bulletin:

<http://www.mtmary.edu/pdfs/academics/bulletin-ug.pdf>

### **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 ADA website [www.eatright.org](http://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:

<http://www.mtmary.edu/pdfs/admissions/tuition-ug.pdf>

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

The American Dietetic Association and the Wisconsin Dietetic Association offer numerous student scholarships. Mount Mary College 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 Dietetic Association:** 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. This includes equipment in the Foods Lab, i.e. breakage. 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 College requires that all student dietitians be covered under an insurance policy. This professional liability insurance is also required for students in training in occupational therapy, art therapy, interior design and social work. This is provided through the college. Practicum sites will not allow uninsured students to participate at their institutions.

**Health Insurance:** All Mount Mary College students are required to carry private health insurance. A health insurance package is available to students through Mount Mary College.

## **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. Occasionally a supervised practice site requests this and this must be completed by the student at his/her expense.

## **ANNUAL PHYSICAL EXAMINATIONS**

An annual physical exam is required of all students and an physical exam report must be on file in the Dietetics Department.

## **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 2009-2010 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. Low cost copying is available through the Dietetics Department. 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 and lab reports are the responsibility of the student.

**PREGNANCY**

Any 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 for the Spring semester.

**CHILD CARE**

Details regarding child care are found in the undergraduate bulletin under Student Development and in a pamphlet available through the Child Care Center. Students must be on campus when children are in the child care center. Therefore, alternate arrangements will need to be made for child care when student dietitians are enrolled in supervised practice courses or for field trips or off-campus experiences in other dietetics classes. Concerns about child care should be addressed to the Associate Dean for Student Affairs (414-256-1220), Office 147 Caroline Hall.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Mount Mary College 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 College Student Handbook and accessed at: [https://my.mtmary.edu/ICS/icsfs/Microsoft\\_Word\\_-\\_student\\_handbook\\_2009-2010.pdf?target=09363c54-7aed-43af-b1ca-96ed987ba7de](https://my.mtmary.edu/ICS/icsfs/Microsoft_Word_-_student_handbook_2009-2010.pdf?target=09363c54-7aed-43af-b1ca-96ed987ba7de)

### **NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION (CADE)**

The Commission on Accreditation for Dietetics Education (CADE) will review complaints that relate to a program's compliance with The Standards of Education or with published accreditation guidelines. The Commission 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 Commission'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 American Dietetic Association  
120 South Riverside Plaza, Suite 2000  
Chicago, Illinois 60606-6995

Written complaints should be mailed to CADE 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 College 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 College 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 College an idea of involvement with the community of professionals 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 College 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

**FOUNDATION KNOWLEDGE AND COMPETENCIES/LEARNING OUTCOMES FOR THE COORDINATED PROGRAM IN DIETETICS**

FOUNDATION KNOWLEDGE FOR DIDACTIC CURRICULUM CONTENT		COMPETENCIES/LEARNING OUTCOMES FOR DIETITIAN EDUCATION SUPERVISED PRACTICE
<b>1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.</b>		
Knowledge Requirement		Competencies/Learning Outcomes
<p>KR 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include <u>research methodology, interpretation of research literature and integration of research principles into evidence-based practice.</u> Examples of evidence based guidelines and protocols include the ADA 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.</p>	<p>CP 1.1</p> <p>CP 1.2</p> <p>CP 1.3</p> <p>CP 1.4</p> <p>CP 1.5</p>	<p><b>Upon completion of the CP, graduates are able to:</b></p> <p>Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes</p> <p>Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA 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</p> <p>Justify programs, products, services and care using appropriate data</p> <p>Evaluate emerging research for application in dietetics practice</p> <p>Conduct research projects using appropriate research methods, ethical procedures and statistical analysis</p>
<b>2. Professional Practice Expectations: beliefs, values attitudes and behaviors for the professional dietitian level of practice</b>		
Knowledge Requirement		Competencies/Learning Outcomes
<p>KR 2.1 The curriculum must include opportunities to develop a variety of communication skills for entry into pre-professional practice.</p> <p>KR 2.2 The curriculum must provide principles and techniques of effective <u>counseling methods.</u></p> <p>KR 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Professional of Dietetics and interdisciplinary relationships in various practice settings.</p>	<p>CP 2.1</p> <p>CP 2.2</p> <p>CP 2.3</p> <p>CP 2.4</p> <p>CP 2.5</p> <p>CP 2.6</p>	<p><b>Upon completion of the CP, graduates are able to:</b></p> <p>Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics</p> <p>Demonstrate professional writing skills in preparing professional communications (such as research manuscripts, project proposals, education materials, policies and procedures</p> <p>Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience.</p> <p>Use effective education and counseling skills to facilitate behavior change</p> <p>Demonstrate active participation, teamwork and contributions in group settings</p> <p>Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility</p>

FOUNDATION KNOWLEDGE FOR DIDACTIC CURRICULUM CONTENT		COMPETENCIES/LEARNING OUTCOMES FOR DIETITIAN EDUCATION SUPERVISED PRACTICE
Knowledge Requirement		Competencies/Learning Outcomes
<b>Professional Practice Expectations continued</b>		
	CP 2.7 CP 2.8 CP 2.9 CP 2.10 CP 2.11 CP 2.12 CP 2.13 CP 2.14	<b>Upon completion of the CP, graduates are able to:</b> Refer clients and patients to other professionals and services when needs are beyond individual scope of practice Demonstrate initiative by proactively developing solutions to problems Apply leadership principles effectively to achieve desired outcomes Serve in professional and community organizations Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses, and other health professionals, administrative and support personnel to facilitate individual and organizational goals Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background

<b>3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>		
Knowledge Requirements		Competencies/Learning Outcomes
<p>KR 3.1 The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.</p> <p>KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.</p> <p>KR 3.3 The curriculum must include education and behavior change theories and techniques.</p>	<p>CP 3.1</p> <p>CP 3.1a</p> <p>CP 3.1b</p> <p>CP 3.1c</p> <p>CP 3.1d</p> <p>CP 3.2</p> <p>CP 3.3</p>	<p><b>Upon completion of the CP, graduates are able to:</b></p> <p>Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups, and populations of differing ages and health status, in a variety of settings</p> <p>Assess the nutrition status of individuals, groups, and populations in a variety of settings where nutrition care is or can be delivered</p> <p>Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements</p> <p>Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.</p> <p>Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis</p> <p>Develop and demonstrate effective communications skills using oral, print, visual, electronic or mass media methods for maximizing client education, employee training and/or marketing</p> <p>Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods</p>
<b>FOUNDATION KNOWLEDGE FOR DIDACTIC CURRICULUM CONTENT</b>		<b>COMPETENCIES/LEARNING OUTCOMES FOR DIETITIAN EDUCATION SUPERVISED PRACTICE</b>
Knowledge Requirement		Competencies/Learning Outcomes
<b>Clinical and Customer Service continued</b>		
	<p>CP 3.4</p> <p>CP 3.5</p> <p>CP 3.6</p> <p>CP 3.7</p>	<p>Develop and delivery products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions Deliver respectful, science-based answers to consumer questions concerning emerging trends</p> <p>Coordinate procurement, production, distribution and service of goods and services</p> <p>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</p>

<b>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>		
Knowledge Requirements		Competencies/Learning Outcomes
KR 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.	CP 4.1	<b>Upon completion of the CP, graduates are able to:</b> Use of organizational processes and tools to manage human resources Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food Apply systems theory and a process approach to make decision and maximize outcomes Participate in public policy activities, including both legislative and regulatory initiatives Conduct clinical and customer service quality management activities Use current informatics technology to develop, store, retrieve and disseminate information and data Prepare and analyze quality, financial or productivity data and develop a plan for intervention Conduct feasibility studies for products, programs or services with consideration of costs and benefits Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers
KR 4.2 The curriculum must include content related to quality management of food and nutrition services.	CP 4.2	
KR 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.	CP 4.3	
KR 4.4 The curriculum must include content related to health care systems.	CP 4.4	
	CP 4.5	
	CP 4.6	
	CP 4.7	
	CP 4.8	
	CP 4.9	
	CP 4.10	
	CP 4.11	
	CP 4.12	
<b>5. Support Knowledge: knowledge underlying the requirements specified above.</b>		
SK 5.1	The food and food systems foundation of the dietetics profession must be evidence 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.	
SK 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, statistics, basic nutrition, advanced nutrition and nutrition across the lifespan.	
SK 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	\$ ~43,000.00
Coordinated Program Fee (\$200/semester x 3 semesters)	600.00
Books (total depending on student's resources and individual needs)	1200-1800.00
Lab Coats (two recommended)	40-80.00
Student ADA membership (required)	50.00
Milwaukee Dietetic Association 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.	Variable
Transportation to Experience Sites 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.	Variable
Physical Exam Documentation of current inoculations, titers and TB testing required. Medical insurance is required by the college.	Variable
Caregiver Background Check is required by supervised practice sites	Paid by CP
Professional Liability Insurance (annual Mount Mary College group student rate)	Paid by CP
Drug testing currently is not, but may be required by a supervised practice site	Paid by CP

**ACADEMIC HONESTY AND INTEGRITY AND AMERICAN DISABILITIES ACTS STATEMENTS**

Mount Mary College 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 College. 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 College. Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary College 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 College Student Handbook, the Undergraduate Bulletin and online at [mtmary.edu/handbook.htm](http://mtmary.edu/handbook.htm) and [my.mtmary.edu](http://my.mtmary.edu).*

**American Disability Act Statement**

Mount Mary College complies with Section 504 of the Rehabilitation Act of 1973 which stipulates that the college 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](mailto:ockerm@mtmary.edu) so that such accommodations may be arranged.

**FRESHMAN YEAR**

Credits

4	BIO 103 Introductory Biology	
4	MAT 105 **	
4	PSY 103 Introductory Psychology	
3	SYM 101 Composition I **	
3	SYM 110 MMC Leadership Seminar	

Credits

4	CHE 113 Chemical Principles I	
4	SEA 101 Search for Meaning	
4	SOC 101 Introductory Sociology	
3	SYM 102 Composition II	
2-3	*	

**SOPHOMORE YEAR**

4	BIO 212 Human Physiology	
4	BUS 301 Microeconomics	
4	CHE 206 Essentials of Org. & Bio Chemistry	
1	DTS 152 The Profession of Dietetics	
3	DTS 190 Food Prep & Mgmt	
2-3	*	

3	BUS 362 Principles of Mgmt	
3	DTS 201 Food Science	
1	DTS 202 Foodservice Sanitation & Safety	
4	DTS 250 Nutrition Principles	
3	MAT 208 Statistical Literacy	
2-3	*	

**JUNIOR YEAR**

4	BIO 325 Microbiology	
3	DTS 340 DTS Education & Counseling Strategies	
3	DTS 354 Applied Nutrition	
4	DTS 362 Qty Food Proc. & Prod	
2-4	*	

4	DTS 364 Medical Nutrition Therapy I	
4	DTS 465 Community Nutrition	
6-8	*	

**SENIOR YEAR**

4	DTS 463 Food & Nutrition Systems Mgmt	
5	DTS 464 Medical Nutrition Therapy II	
3	DTS 470 Comm. Nutrition Research	
0-4	*	

2	DTS 469 Seminar in Dietetic Practice	
12	DTS 475 Supervised Practice in Dietetics	

**Core Courses Required:**

3	Communications/Math 105 (Composition II)	
3	Communications/Math (Mat 208)	
3+	Humanistics – History *	
4	Humanistics – (Psychology)	
4	Humanistics – (Sociology)	
3+	Literature/Fine Arts – (Music, Art, Drama, Dance)*	
3+	Literature/Fine Arts – Fine Arts *	
3+	Literature/Fine Arts – Literature *	
	Math Competency (equivalent to MAT 105)	
4	Philosophy/Theology 101 (Search....)	
3+	Philosophy/Theology – Philosophy *	
3+	Philosophy/Theology – Theology *	
4	Sciences (CHE 113)	

**Dietetics Major Courses Required**

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

**Other Major Courses Required**

4	BIO 103 Introductory Biology	
4	BIO 212 Human Physiology	
4	BIO 325 Microbiology	
4	BUS 301 Microeconomics	
3	BUS 362 Principles of Management	
4	CHE 113 Chemical Principles I	

Expected pre-college competencies include high school biology, high school chemistry, basic computer usage skills, MAT 105 Intro. Algebra or equivalent (3 units of high school college 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.

4	CHE 206 Essentials of Org. & Biochem.
3	MAT 208 Statistical Literacy
4	PSY 103 Introductory Psychology
4	SOC 101 Introductory Sociology
3	SYM 102 Composition II

## 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.

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

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

Director, Graduate Program in Dietetics

**Linda Gleason, M.S., R.D., CD**

B.S. – University of Illinois, Chicago, IL

M.S. – University of Illinois, Chicago, IL

Director, Coordinated Program in Dietetics

**Dostal, Cindy, MA, RD, CD**

BS – Iowa State University, Ames, IA

MA – University of Northern Iowa, Cedar Fall, IA

Instructor, Dietetics

**Kristine Gonzalez, RD, LD, CD, CNSD**

B.S. – University of Wisconsin - Madison

M.S. – Georgia State University

Instructor, Dietetics

**Bob Hanisch, M.A., C.D.E., C.S.C.S.**

B.S. – Columbia University, New York, NY

M.S. – Columbia University, New York, NY

Instructor, Dietetics

**Judith C. Johnson, M.A., R.D., C.D.**

B.S. - University of Wisconsin-Stevens Point, Stevens Point, WI

M.A. - Pepperdine University, Los Angeles, CA

Assistant Professor, Dietetics

**Lisa Stark, M.P.H., M.S., R.D., C.D.**

B.S. - Iowa State University, Ames, IA

M.S. - Mount Mary College, Milwaukee, WI

M.P.H. – University of Minnesota – Twin Cities, MN

Associate Professor, Dietetics

Chairperson, Dietetics Dept. and Director, Dietetic Internship Program