



Dietetics GP MPH
Student Handbook

2023-2024 Academic Year



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Dietetics GP MPH Program

ACCREDITATION:

The Dietetic GP MPH is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (The Academy). To maintain accreditation status, a Progress Report, indicating substantial compliance and a summary of procedures for the program, is submitted to ACEND for approval. Periodic self-studies and site visits are required for accreditation. The MPH also is accredited.

MISSION STATEMENT:

Graduates of the Dietetics GP Degree in Master's in Public Health will be prepared as entry-level Registered Dietitians Nutritionists for future practice in the field of nutrition and dietetics with attitudes, understandings, and skills that will allow them to analyze critically and meet the diverse needs of individuals and/or society. The program provides graduates with the knowledge and tools to develop skills necessary to develop into leaders in the field and to translate and apply the science of food and nutrition to health.

PROGRAM GOALS WITH OUTCOME MEASURES:

Program Goal 1:

Graduates will have the skills and knowledge to practice as entry-level Registered Dietitian Nutritionists.

OBJECTIVES:

1. "At least 80% of program graduates complete program/degree requirements within 3 years (150% of the program length)".
2. "Of graduates who seek employment, 75% percent are employed in nutrition and dietetics or related fields within 12 months of graduation".
3. The program will achieve a 75% employer satisfaction with graduate preparation for entry-level practice within one year of employment via survey using a 5-point Likert Scale with the opportunity to provide rationale for any responses not posted as the highest score. Employer satisfaction will be a rating of 4 or 5 on the Likert Scale.
4. Registration Exam:
 - a. "80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion".
 - b. "The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%".
5. The program will achieve a 75% graduate satisfaction with graduate preparation for entry-level practice within one year of graduation via survey using a 5-point Likert Scale with the opportunity to provide rationale for any responses not posted as the highest score. Graduate satisfaction will be a rating of 4 or 5 on the Likert Scale.

Program Goal 2:

Prepare graduates who participate in inter-professional practice and apply an evidence-based approach to practice.

OBJECTIVES:

1. During their first year of employment, 50% of those graduates who respond to our graduate survey will report participating in inter-professional practice activities.
2. During the first year of employment, 50% of those graduates responding to the graduate survey will report how they routinely use current evidenced-based research in professional practice.

The Academy of Nutrition and Dietetics Membership and Registration

The Academy's Mission

Accelerate improvements in global health and well-being through food and nutrition.

The Academy's Vision:

A world where all people thrive through the transformative power of food and nutrition.

Principles: The Academy of Nutrition and Dietetics and our members:

- Amplify the contribution and value of diverse nutrition and dietetics practitioners to the public
- Position registered dietitian nutritionists as *the* experts in food and nutrition
- Expand workforce demand and capacity
- Incorporate research, professional development, technology, and practice to foster innovation and discovery
- Collaborate with key stakeholders to solve the greatest food and nutrition challenges, now and in the future
- Focus on making a system-wide impact across the food, well-being, and health care sectors
- Have a global impact in eliminating all forms of malnutrition.

Student Membership in The Academy:

Students in dietetic programs at accredited colleges/universities are eligible for Membership in The Academy. Membership in The Academy is **required** for students in this program. Dues include subscription to the Academy Journal, daily news updates, and weekly public policy notices. Applications for membership are available on the Academy's website.

Information about the Academy is available from your academic advisor or through:

The Academy for Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60678-7215
800.877.1600
www.eatright.org

Routes To Membership in The Academy:

Successful completion of a program accredited by ACEND with clinical experience in management, Medical Nutrition Therapy, and community nutrition provides graduates with eligibility for membership in the Academy. Discount rates are available for students and recent graduates.

Code of Ethics for the Profession of Dietetics:

Preamble:

- When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.
- This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.
- The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.
- The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

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

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

Glossary of Terms:

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

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

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

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

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

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

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

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

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

Student Academy of Nutrition and Dietetics (SAND)

The University of Akron Student Academy of Nutrition and Dietetics is open to all interested undergraduate and graduate students at the University. Its purpose is to stimulate interest in the dietetic profession, orient members to The Academy of Nutrition and Dietetics, and organize activities to involve members in programs for the public to help promote nutrition education. Contact the program director (330-972-6046), watch the school Brightspace page for meeting notices, and/or talk to one of the student officers for more information. New officers are elected annually.

Serving as a SAND officer is an excellent example of your dedication and leadership abilities. This service is a positive reflection on you and will benefit your applications for scholarships and future employment.

Stark County Academy of Nutrition and Dietetics
OR
Greater Cleveland Academy of Nutrition and Dietetics

The Greater Cleveland Academy of Nutrition and Dietetics is the local professional dietetics organization in Cleveland. Cleveland area students are encouraged to become members of this association and participate in its many meetings and activities. Membership applications can be obtained by contacting GCAND directly. You must be a member of The Academy to hold membership in GCAND.

Scholarships:

Scholarships are available to members from SAND, GAAND, GCAND, Ohio Academy of Nutrition and Dietetics (OAND), The Academy, the Nutrition and Dietetics Advisory Board and various other sources throughout the year. Information regarding scholarships will be posted on the Nutrition Brightspace Page. Deadlines for applications will vary but most are considered during the spring semester. To apply for scholarships, students must:

- Complete application forms
- Request required letters of recommendation from faculty well in advance of deadlines
- Submit all materials before the deadline date

Program Information:
Estimated program costs

First year:

Name Pins - \$7.00
Physical - \$50-\$100
Uniforms, lab coats - \$50 - \$100

Second Year:

RDN exam workshop - \$300-\$400

Both Years:

Tuition information can be found on the Graduate School [Web site](https://www.uakron.edu/student-accounts/costs/graduate_tuition.dot)
https://www.uakron.edu/student-accounts/costs/graduate_tuition.dot

Housing in the area can be found [here](https://www.uakron.edu/psychology/academics/industrial-organizational-psychology/io-graduate-students/places-to-live.dot)

<https://www.uakron.edu/psychology/academics/industrial-organizational-psychology/io-graduate-students/places-to-live.dot>

Background checks - \$56
TB Tests and Flu Shots, annual - \$80
Transportation and parking fees - \$500 - \$1000
Books - \$500- \$900
Liability insurance - \$0
Drug screens (if applicable) - \$65
Other meetings and seminars - \$0-\$100
Student Membership in The Academy - \$58

The nature of the program is that above-normal expenditures for transportation, uniforms, and textbooks are necessary.

IMPORTANT POINTS TO PONDER:

- Commitment to program – faculty want you to succeed.
- Professionalism – dress, look talk, think PROFESSIONALLY.
- You are a student – not peers or faculty members, preceptors, etc. It is inappropriate to address faculty or preceptors by their first names.
- Supervised Experiential Learning sites and preceptors devote many hours to your education. They do this for FREE. Without Supervised Experiential Learning sites and preceptors we would not have a program.
- The faculty is here to help you, encourage you, teach, guide, and mentor you but not to decide your future. You control your destiny and control your personal and professional growth over the next two years.
- Remember your behavior, attitude, and work ethic not only affects you but future students in the program. It also reflects the faculty, the program, and The University of Akron.

It is all up to you. You can do this and be successful.

PROCEDURE FOR APPLYING TO THE PROGRAM:

- The student will complete and submit the application to the Graduate School by the due date posted on the Graduate School web site.
- The student will complete and submit the application to the program by the due date posted on the program web site.
- The application will be reviewed and scored by the selection committee.
- The applicant will participate in the interview process, which will be scored and become part of the total application score.
- Documentation for the waiver is to be submitted according to the waiver criteria listed below.
- The student should review the competency statements for the program to determine their level of expertise and fulfillment of the required competency. They can review their information with the program director prior to submission.
- If the overall score of the application means acceptance to the program, the documentation submitted for waiver of supervised practice shall then be reviewed.

POLICIES AND GENERAL PROGRAM INFORMATION

- This program is an accredited, concentrated program that coordinates Supervised Experiential Learning with classroom lectures during the two years of the program. A concerted and cooperative effort is encouraged, on the part of clinical staff as well as faculty, to stimulate in students a desire to discover resources and answers to many of their own questions.
- The future of this program depends on the support and cooperation of each healthcare or community agency. Please be advised that critical and/or judgmental comments made directly to clinical staff reflect upon you, personally, as well as on the program. Recommendations and comments from the preceptors, regarding the quality of your participation are shared with other professionals with whom you may be seeking future employment.
- Please always keep in mind that a positive attitude promotes learning and makes your life more enjoyable. You are the only one who can control your attitude! Civility is always expected, whether in classes, supervised experiential learning sites, laboratories, or other group situations.
- Each clinical site will provide different opportunities and when made available students will be expected to fully participate in these opportunities. Additional opportunities may become available, and you are encouraged to participate in these and, in fact, may be required to participate.
- Retention in the program is dependent upon successful attainment of the following policies. Any exception to this policy will be explicitly explained to the student verbally and in writing.
- Participation in the program represents a specified number of hours in the classroom and supervised experiential learning areas to meet the program accreditation requirements. Supervised Experiential Learning (SEL) provides the opportunity for **supervised practice** required by the program, to develop the entry-level competencies needed for registration eligibility and employment. Therefore, the following policies related to attendance and punctuality are to be followed:
- Attendance and punctuality (100%) in SEL and active participation in courses is expected unless excused for unusual circumstances by the instructor. This participation is imperative for the building of a sound foundation of theoretical concepts leading to competent professional performance in all areas of dietetics. Any time missed in SEL will be made up at a mutually agreed upon time with the preceptor.
- In case of illness and/or unanticipated absence, the student is expected to notify the SEL preceptor, and faculty instructor immediately. It will be necessary to make up any days that are missed in the SEL to comply with contractual the requirements of GP.
- The academic agreement signed by you is a contract between you and the program. Hours for each SEL are listed on the academic agreement. These hours have been sent to ACEND for our accreditation. You **MUST** fulfill the minimum hours on the academic agreement to be considered for graduation from the program.
- Attendance during times listed for SEL on any given day are approximate and may vary. You may find that you need to be at SEL longer than anticipated due to a schedule change. Flexibility is expected.
- You may expect a weekend or evening experience to be scheduled, if appropriate for the agency.
- Punctuality demonstrates self-responsibility and is expected for class, scheduled SEL, field trips, simulations, professional meetings, or seminars. Please allow sufficient time for travel. SEL hours for the

program are minimal and every minute must count! In addition, you may be creating a good impression on a future employer. If you must be absent for class, you must notify the instructor prior to the start of the class.

- Students will be required to attend pertinent educational seminars as they arise, for which registration fees may be required. Your time must be flexible, as some experiences and field trips may be scheduled on short notice. Transportation to these seminars, as well as to SEL sites, will be the responsibility of each student, and punctuality is expected. Professional dress (no jeans) is usually worn on field trips.
- Students are expected to attend professional meetings/conferences as assigned throughout the two-year program. If a student is absent due to an emergency, alternate arrangements must be made with the instructor. The student may be required to research and present a related topic to classmates as assigned by instructor or to substitute another professional meeting(s), if approved by instructor.
- If the University is closed due to inclement weather **before** the student is due at the SEL site, he/she will not be expected to attend the SEL. Please notify the preceptor **and** the faculty instructor. If the University closes **after** the student arrives at the clinical site; the student should work for the time determined by the preceptor.
- Books purchased initially, while costly, will be used over the two-year period and will form the nucleus of the student's professional library. Textbooks are the basis for preparation to sit for the RDN exam. **DO NOT SELL BACK YOUR TEXTBOOKS - YOU WILL NEED THEM IN THE FUTURE. DO NOT RENT YOUR TEXTBOOKS.** Workbooks and handbooks are also required for some courses.

PROFESSIONALISM:

- Professional dress for Food Systems Management SEL rotations include clean, pressed khaki pants of respectable fit and length, a top with a collar, lab coats, appropriate hose or socks, rubber soled walking shoes (cleaned daily) or substantial "duty" shoes, no nail polish, or jewelry. (Only wedding band and post-earrings). Hairnets must be worn in areas where food is present. (Plastic gloves, provided by the facility, are usually required when handling food).
- For other SEL sites, clean, pressed clothing, and jewelry appropriate for professional persons working in a business office is expected. Respectable fit and length of dress or pants is expected. No pierced nose, eye, or tongue jewelry is allowed. Tattoos should be covered. If you are unsure of required professional dress, ask your preceptor.
- Name pins with your name and title "Dietetic Student" are required as part of the professional dress and may be purchased at The University of Akron Bookstore. Verification of spelling and payment is made when name pins are ordered. Name pins are to be worn in all SEL sites.
- Second year students - interviews for potential jobs after graduation must not be scheduled during class or SEL rotations! It is neither professional nor ethical for you to conduct interviews during the time allotted for SEL.
- When guest speakers present in classes, it is expected that you will wear professional dress to class.

REQUIRED ELEMENTS 8.1

D. STUDENT PERFORMANCE MONITORING:

- Weekly reports, projects, case studies, reflections, etc. are required in this program. Effective writing skills are imperative. In evaluating your writing your instructor may require you to re-write your work and/or may refer you to the writing lab for assistance. You are required to use Journal of the Academy of Nutrition and Dietetics reference style for all papers in dietetics. This will not be the case for MPH courses.
- Evaluation sessions are scheduled at the end of each term, and at any other time deemed necessary by student, faculty, or clinical preceptor. After the second semester of the first year the faculty will conduct a total evaluation of each student's academic achievement, personal attitudes and ethics, professional involvement, contribution to the program, and in general the ability to demonstrate high quality standards required by The Academy. A majority rule will be sufficient to recommend remedial work prior to the student continuing in the program.

PROCESS FOR ASSESSMENT OF STUDENT COMPETENCE & REPORTS OF PERFORMANCE AND PROGRESS:

- Throughout the SEL rotations, progression to entry level competence will be monitored and identified by the preceptors at the end of each SEL rotation. The preceptor will determine if the student has earned credit for SEL rotation. The Program Director and/or course instructor will monitor the preceptor evaluations for the SEL.
- Faculty will determine if the student has earned a B or better in all courses. If not, the Program Director

will be notified.

- The Program Director will meet with each student once a semester to discuss the competencies not met and the competencies that have been partially met. At this point, remediation will be planned to assist the student to meet the competencies at the appropriate level of where the student is in the program.

PROGRAM RETENTION & REMEDIATION PROCEDURES:

- The faculty want each student to be successful and graduate from the program.
- **Re-evaluation of written SEL assignments:** In courses which are team taught, re-evaluation by a second instructor is possible if the following criteria apply: 1) if original grade is C- or lower, and 2) if the request is brought to the Director of the Program within one week after the assignment was returned. A second instructor to grade the assignment will be randomly assigned from among the faculty teaching the specific course. The revised grade will be an **average** of the two grades.
- For continued participation in the program and to receive the verification statement, students must maintain a 3.0 GPA each semester and earn a minimum grade of "B" (3.00) or "Cr" in the courses listed in the **Dietetics GP Track Program Curriculum Guide**.
- For SEL courses, the student's academic work must be equivalent to a B (3.00) for the student to receive credit for the SEL rotation. If a student does not receive credit for a SEL rotation, they may be dismissed from the program depending on the determination of the course instructor and the Program Director.

E. STUDENT REMEDIATION & RETENTION:

- Re-evaluation of written SEL assignments: In courses which are team taught, re-evaluation by a second instructor is possible if the following criteria apply: 1) if original grade is C- or lower, and 2) if the request is brought to the Director of the Program within one week after the assignment was returned. A second instructor to grade the assignment will be randomly assigned from among the faculty teaching the specific course. The revised grade will be an **average** of the two grades.
- For continued participation in the program and to receive the verification statement, students must maintain a 3.0 GPA each semester and earn a minimum grade of B or "Cr" in the courses listed in the **Dietetics GP Track MPH Program Curriculum Guide**.
- For SEL courses, the student's academic work must be equivalent to a B (3.00) or "CR" for the student to receive credit for the SEL rotation. If a student does not receive credit for a SEL rotation, they may be dismissed from the program depending on the determination of the course instructor and the Program Director.

F. INCOMPLETES:

- Incompletes indicate that the student has completed passing work but that some part of the work is, for good and acceptable reason, not complete at the end of the term. You must request an incomplete from the professor. Failure to make up the omitted work satisfactorily by the end of the following term, not including summer sessions, converts the "I" to an "F." When the work is satisfactorily completed within the allotted time the "I" is converted to the grade that the student has earned.
- The request for incompletes is to be for atypical and serious situations during the semester. It is the right of the faculty member to deny the request for an incomplete.

D. DISCIPLINARY & TERMINATION PROCEDURES:

- Students are advised to become aware of and follow the Student Conduct and Community Standards located on The University of Akron web site at www.uakron.edu/studentconduct.
- In the event a disciplinary issue is not appropriate to go to Student Conduct and Community Standards, the issue will be investigated by the Program Director. The information collected will be discussed at the next faculty meeting. If the situation is egregious to the point of dismissal from the program, the faculty will vote in favor or against the student being discharged from the program.

E. SUPERVISED EXPERIENTIAL LEARNING (SEL) DOCUMENTATION:

- All SEL hours will be recorded by the student in Typhon. The Program Director or the SEL Instructor will monitor and approve all entries in the system for each SEL rotation.
- If a student completes simulations or any other activity that can count for SEL hours, the student must record the hours as approved by the course instructor or the Program Director.
- Any hours granted for prior learning will be recorded by the student in Typhon and approved by the Program Director.
- Students should arrange to discuss major objectives (SMART Goals) with preceptors during the first week of SEL rotations before the schedule for subsequent weeks is finalized.
- Class assignments and/or SEL projects are not to be completed during SEL time unless specific approval is granted by the preceptor/instructor.
- Because students are unable to have identical experiences and will observe a variety of techniques used in accomplishing similar goals, the post SEL conferences provide students an opportunity to share their experiences and to learn from one another. Your attendance at pre- and post-clinical conferences is required.

F. EQUITABLE TREATMENT:

- Program faculty will support the diverse needs of students, ensure an inclusive environment, and ensure equitable treatment by program faculty and preceptors of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.
- This policy mirrors the university policy on equitable treatment.
- Any student feeling their rights have been violated can meet with the Program Director

REQUIRED ELEMENTS 8.2

INSURANCE REQUIREMENTS, INCLUDING THOSE FOR PROFESSIONAL LIABILITY:

- Students are required to comply with the rules and regulations necessary to meet the foundation knowledge and skills for dietetics.
- Medical insurance, proof of immunization and a thorough criminal background check (BCI/FBI) for SEL are required. The background check may reveal a student's unsealed and sealed criminal record.
- Evidence of health insurance and a physical examination are required to participate in SEL sites.
- The physical examination, preceding clinical experience, must include an annual two step TB skin test or chest x-ray, Hepatitis B series, updated MMR, and tetanus booster, and COVID vaccination. Proof of required vaccinations is mandatory. Some facilities are requiring a titer for proof of vaccination.
- A two-step TB test will be required prior to the start of the fall semester of both years.
- Most health care facilities are requiring influenza vaccinations. The student should plan on obtaining a vaccine each year.
- Liability insurance is required and will be provided by the university blanket policy through course fees for SEL rotation sites. The Program Director arranges this through the university. Once the fee has been paid, the policy runs from January through December (12 months).

LIABILITY FOR SAFETY IN TRAVEL TO AND FROM ASSIGNED AREAS:

- Reliable transportation to all SEL sites, seminars, and field trips is the responsibility of the student. Often parking is free at these sites. However, if this is not the case, the student is responsible for the cost to park.
- Neither The University of Akron nor the Dietetics GP Program is liable for accident or injury in transportation to and from supervised practice locations.

INJURY & ILLNESS:

- In the case of injury or illness while at the SEL site, students should report to the Emergency Room, clinic, nurse's office, or other health service if available. If not available, students should follow the policy of their individual health insurance provider. Neither The University of Akron nor the Dietetics GP Track MPH Program assumes legal responsibility for or obligation for medical services provided.
- The Program Director will be responsible for notifying SEL sites with health information and fingerprint reports. Utmost care will be taken to maintain confidentiality.

DRUG SCREENING & BACKGROUND CHECKS:

- All students will be required to submit BCI and FBI fingerprint (background) checks for placement in SEL sites. Information on obtaining fingerprints will be provided by the Director. Fingerprints are to be completed during both years of the program.
- Background checks are sent to the director of the program.
- Some facilities may require that students submit a drug screen. The student is responsible for payment of the drug screen and for securing a drug screening facility.

REQUIREMENTS THAT STUDENTS DOING SEL MUST NOT REPLACE EMPLOYEE:

- Student work in SEL sites may not be used to replace employees at the facility.

STUDENTS & PAID COMPENSATION:

- Although a student may elect to work while enrolled, it is difficult to do justice to this educational opportunity concurrently. "Incompletes" in courses will be given only under very extraordinary circumstances, and only when the student has been doing acceptable work.
- Students do not receive financial compensation for SEL rotation hours.

PROCESS FOR FILING & HANDLING COMPLAINTS:

1. Students or preceptors who wish to express a complaint or concern about courses, faculty, preceptors, other students, existing policies, and procedures, etc. should follow appropriate lines of communication.

Courses of action:

- The student(s) or preceptor(s) should first request an appointment with the instructor of record to discuss and attempt to resolve the concern/complaint. Full-time faculty will have office hours posted on the course syllabi. A request for an appointment may be made in writing through email, or by phone.
 - If the problem remains unresolved (or if the student(s) or preceptor(s) feel they are unable to approach the instructor of record about the matter), the student(s) or preceptor(s) should then request an appointment with the Program Director. The student(s) or preceptor(s) should be prepared to list: 1) the nature of their concern(s); 2) what steps they have already taken to resolve the matter; 3) their expectations regarding how the matter should be resolved.
 - The student(s) or preceptor(s) may take unresolved issues to the Director of the School for Exercise and Nutrition Sciences for further review. Judith A Juvancic-Heltzel jaj52@uakron.edu
 - If the issue is still unresolved, the student(s) or preceptor(s) may make an appointment with the Dean of the College of Health and Human Sciences for further review.
2. If the complaint/concerns/allegations involve the conduct of a fellow student or a faculty member, complainant(s) should be prepared to document their complaint(s) with verifiable facts (dates, description of incidents, persons involved, etc.).
 3. If the matter involves the time schedule or content of a course, resolution may require input from all school faculty as well as other branches of the University organization. This means resolution of a problem may not occur within the semester during which it is identified. However, students are encouraged to call faculty attention to such concerns as faculty are constantly adjusting clinical and didactic course content and schedule to comply with ever-changing accreditation and university requirements.
 4. Students are expected to comply with appropriate standards of confidentiality and ethical behavior regarding faculty, fellow students, university staff, clinically based employees, and patients/clients during their matriculation through the Dietetics Programs.

PROCESS FOR SUBMISSION OF WRITTEN COMPLAINTS TO ACEND:

- If there is an unresolved issue with the accreditation standards for the Graduate Program after all the above avenues have been exhausted, the student(s) preceptor(s) may contact ACEND at 1-800-877-1600, ext. 5400.

POLICIES FOR ASSESSING PRIOR LEARNING OR COMPETENCE:

- It shall be the policy of the program in Dietetics to modify the SEL for individuals with extensive learning and professional experiences that have been acquired outside of the academic setting. The assessment of prior learning experience will provide limited waivers that will acknowledge the accomplishments and learning of the student while meeting the competency requirements for completion of the SEL as established by the Accreditation Council for Education in Nutrition and Dietetics. The prior learning experience can be in Clinical Nutrition, Food Systems Management, Community Nutrition or Health and Wellness.

- Approval of prior learning will be based on the following criteria:
 - A. It shall be the student's responsibility to request a substitution of a SEL with prior learning or professional experience.
 - B. The student shall provide the Director of the Program with documentation of the prior learning experience which shall be the basis for the assessment.
 - C. Documentation is to be submitted with the application to the program.
 - D. The documentation shall be approved prior to the beginning of the program.
- Procedure for the waiver process:
 - A. Students will submit documentation that will verify employment place(s), date(s), and supervisor's name(s)
 - B. Provide documents from the work experience that relate to the competency statements. The documentation shall list the competency number with the related experience.
 - C. Documentation should demonstrate the level of current knowledge, work experience and skill competency.
- A separate interview will be scheduled for the applicant to present the document to the application review committee.
 - 1) For Food Systems Management, documentation should include one or more of the following: menu planning, supply and food procurement, food production, food service systems, sanitation and safety, continuous quality improvement, management functions and skills. Higher level skills, such as financial resources management, human resource management, project management, shall not be waived. Students possessing these higher-level competencies in one type of facility will be placed in a contrasting management rotation, i.e., a student with experience in long term care will be placed in a school lunch facility. Examples of work include but are not limited to: menus planned, personnel evaluations, production records, copy of purchasing activities.
 - 2) For Community Nutrition, documentation should include information on community nutrition education, participation in a Women, Infant, and Children (WIC) program, nutrition education at health and wellness facilities, program development at county boards of health. Samples to be included in the documentation may include but are not limited to nutritional screenings and assessments reflecting the nutritional status of the community or specific populations, documentation of providing nutrition care or education for community groups across the lifespan, in-service programs for a diverse population, documentation of community-based health promotion programs.
 - 3) For Clinical Nutrition, documentation should include information on utilization of the nutrition care process, providing nutrition education, completing, and interpreting nutrition assessments, calculating nutritional needs and making recommendations according to the nutrition care process. Samples to be included may include but are not limited to examples of the nutrition care process documentation, completed nutrition assessments, medical nutrition therapy recommendations and calculations made.

GRADUATION & PROGRAM COMPLETION REQUIREMENTS:

- Students will have 5 years to complete the program.
- To practice in the State of Ohio, a license issued by the Ohio Medical Board is required.
 - Graduates may obtain a limited permit to practice after graduation by sending your official transcript to the Medical Board and completing the application for a limited permit.
 - Upon satisfactory completion of the program each student is eligible to take the registration examination in dietetics. It is expected that graduates of the program will sit for the RDN exam.
 - Graduates may obtain a permanent license to practice after graduation after you have sent your official transcript to the Medical Board and have passed the RDN exam.
- The completion of a survey by every graduate after approximately one year of employment is required to maintain accreditation status. This will provide information for program evaluation and planning.

VERIFICATION STATEMENT REQUIREMENTS:

- The Dietetics GP MPH is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The student's Academic Program Requirements include courses which meet the verification statement requirements.
- Upon graduation, the verification statement is signed by the Program Director, indicating satisfactory completion of the program requirements. To earn a Verification Statement students must have a 3.0 GPA and obtain a grade of "B" (3.0) or better in all courses (unless waived). In addition, students must complete all Supervised Experiential Learning rotations with a minimum of a CR. Please note: Recency of education requirements may need to be satisfied. Students will receive 6 copies of the Verification Statement which should be stored in a safe location.
- Graduates are eligible to take the registration examination for dietitians (RDN exam) after successful completion of the program.
- Upon successful completion of the program, the Program Director will submit verification data to the Commission on Dietetic Registration with each graduate's current information. After the candidates are sent as a class to CDR by the Program Director, an Authorization to Test letter with information on how to schedule the RDN exam will be sent to the candidate by CDR.
- The computer based RDN examination is conducted at centers designated by the Commission on Dietetic Registration (CDR). Information is provided during the second year of the program.

DISTANCE INSTRUCTION & ONLINE TESTING:

- The faculty member in charge of the SEL rotation will locate sights and/or preceptors according to student preference.
- If a student lives out of the Akron, OH area the same process is followed.
- The courses with examinations will use the Respondus-Lockdown Browser which is accessible on Brightspace. Each student will have their picture on the website which will allow the faculty member for the course to compare the person taking the examination to the student picture on the website to ensure the student is taking the examination.
- All students provide a picture of their driver's license or official identification card from the Bureau of Motor Vehicles.
- All students record a short introductory video at orientation which will be accessible by all faculty and students in the program.
- Required Technologies and Technology Skills
 - Students must have access to a computer capable of handling Brightspace and Canvas Learning Platforms. These are free of charge to all students.
 - Students will be expected to upload papers, listen to streaming excerpts, and take quizzes and exams.
 - Assignments may be submitted in the following formats only: Microsoft Word, Excel, and PDF unless instructed differently by a faculty member.
 - Use a mouse or keyboard to navigate online content.
 - Type all assignments.
 - Create documents, spreadsheets, and presentations.
 - Open, minimize, and close computer applications.
 - Participate in online discussion boards.
 - Participate in online chat rooms.
 - Identify, open, and create common file formats such as .doc, .docx, .pdf, .ppt, .pptx, or .txt. The university provides a Google Apps account to all students, and Google Apps can be used to create files in these file types.
 - Use appropriate plug-ins when required.
 - Have a working knowledge of Outlook, Teams, Panopto are expected in all courses.
 - The computer must have a camera.
 - If you encounter technical difficulties, please call IT at (330) 972-6888.

WITHDRAWAL & REFUND OF TUITION AND FEES:

- A student may drop a course through the 14th calendar day of a semester or proportionately equivalent dates during other sessions: a "drop" will not appear on your transcript, as the class simply "disappears." After the 14th calendar day period, students may withdraw from a course through MyAkron until the 49th calendar day of a semester or proportionately equivalent dates during other sessions: a "WD" will appear on your transcript. *A withdrawal may affect your financial aid, eligibility*

for on-campus employment and eligibility for insurance, so speak with your advisor for details.

Questions regarding registration can be addressed by the [Office of the Registrar](#), 330-972-5400. [Read more about the official University Withdrawal Policy.](#)

- The student will need to contact the registrar's office to determine the procedure for attaining refunds on tuition. Contact information is found on the university web site.

PROGRAM SCHEDULE, VACATIONS, HOLIDAYS, AND LEAVES OF ABSENCE:

- The program follows all university calendars for semester begin and end dates and holidays.
- Students requesting a vacation will be required to meet with the Program Director to discuss feasibility.
- A leave of absence can be granted for the inability to continue in the program due to financial, health, or other appropriate reasons. The student must meet with the Program Director to complete the Leave of Absence Paperwork. The student's program completion date will be extended to cover the leave of absence.

PROTECTION OF PRIVACY:

- Under the [Family Educational Rights and Privacy Act \(FERPA\)](#), higher education institutions are limited in the information they can reveal about students.
- FERPA also grants students certain rights, including the right to keep their educational records. Private. Because it is important that you know and understand the rights granted to you by FERPA, The University of Akron has drafted this document as a way of informing you about your FERPA rights. For more detailed information, please consult the University's rule [3359-11-08](#) on policies and procedures for student records.
- All new and continuing students should log onto MyAkron to control the release of information. If a current or former student is unable to log onto MyAkron to release the information, please see the Authorization and Request for Release of Records and Information Form.
- For additional information please see the [Registrar's Webpage](#), the [Family Policy Compliance Office](#).

STUDENT ACCESS TO THEIR OWN FILES:

- Students have access to their files with SEL evaluations at any time. These are stored in Typhon.
- Students may have access to any files not stored in typhon by contacting the Program Director

ACCESS TO STUDENT SUPPORT SERVICES:

- The program wants all students to be successful and graduate from the program. Academic support for students is available free of charge including writing labs, study skills lab, and tutorial services. Help a Zip can be used to report if you are having academic, mental, or financial concerns. https://www.uakron.edu/audiences/current_students/academic_resources.dot. This information can also be found on course syllabi.

EMPLOYMENT OPPORTUNITIES:

A student majoring in Dietetics gains some knowledge and experience in all three areas of specialization: management, medical nutrition therapy, and community dietetics. Thus, rewarding positions may be found in a variety of settings: hospitals, schools and colleges, commercial food services, community agencies, health care agencies, with manufacturers and distributors, with family practice units and private physicians requiring the professional services of a Registered Dietitian Nutritionist, or in food and nutrition research. Average salary for dietitians is approximately \$55,000 annually.

INSURANCE INFORMATION DIETETICS GP MPH
THE UNIVERSITY OF AKRON

MEDICAL INSURANCE INFORMATION:

Student's Name _____

Address _____

Phone: _____

In case of emergency contact _____

Health and Accident Insurance Company _____

Name of Insured _____

Policy and/or Group Number _____

I certify that the above information is true and complete to the best of my knowledge. I understand that I am covered by the University of Akron blanket liability insurance policy during my Supervised Experiential Learning rotations in the program and that I am responsible for my own health and accident insurance coverage.

Student's signature _____ Date _____

The University of Akron Dietetics GP MPH

INSTRUCTIONS FOR THE HEALTH REQUIREMENTS REPORT FORM

PLEASE READ CAREFULLY!

- **Physical Health Examination.** The Ohio Revised Code requires all persons working (or learning) in health care settings to undergo a physical exam. The results of this examination should be submitted to the Director of the Coordinated Program on the enclosed form (blue). **Please make one copy of this form for your records prior to submitting it to the Program Director.** (A copy of a physical exam from place of employment or the military reserves is also acceptable if done prior to January 1st of Fall Semester) **Deadline for submission is First Day of Fall Semester.**
- **Immunizations.** Documentation is required in regard to the following communicable diseases, based on Ohio Revised Code, and/or policies established by health care agencies with which we have affiliation agreements. Documentation of Chicken Pox, Measles, Mumps, and Rubella must be provided either on the Health Requirements Report Form or a signed physician's statement. Copies of childhood immunization forms are sufficient if signed. However, the following information is also necessary relative to these communicable diseases: 1) you must have received the live measles (Rubeola) or MMR after your first birthday; 2) persons who received killed mumps vaccine (1950-1978) will benefit from vaccination with live mumps (MMR can suffice if it contains live mumps). **If you can provide no proof or records from a healthcare provider, you must have titres drawn as required by State Law. Deadline for submission First Day of Fall Semester.**
- **Annual Tuberculin TB test (Mantoux, PPD).** The Ohio Revised Code requires all persons working (or learning) in health care settings have to have an **annual** TB test. Upon entering the program, the required test is called the **TWO STEP**. You will get the test twice with results being read within 48-72 hours of each test. The second test is to be performed from 1 to 3 weeks after the first test. **Documentation of both test results must be submitted to the Program Director.** Since this is not a subcutaneous test, pregnancy is not an exemption as there is not a risk factor involved. If a significant reaction occurs, you should receive a chest x-ray and be evaluated by a physician. **If you have a positive reaction or know you are positive, initial x-ray results and an annual follow up form need to be filled out and turned in.** (Form available in Student Affairs.) If you had a BCG vaccine you are **not** exempt from skin test requirements. A single TB test accompanied by a chest x-ray and/or a chest x-ray result within the last year is also acceptable. You may or have your healthcare provider visit www.cdc.gov/nchstp/tb for further explanation of the Two Step TB healthcare worker requirements. **Deadline for submission is First Day of Fall Semester.**
- **Hepatitis B.** Vaccination against Hepatitis B is also required. This is a 3-dose series of vaccinations given over a 7-month period of time. The 2nd dose is given one month after the 1st and the 3rd is given five months after the 2nd. You should complete the entire series with one service provider. Your health insurance policy may cover the cost of the series. **The date of your 1st Hepatitis B dose must be provided on an official medical document/form. Deadline for submission of the first dose is the First Day of Fall Semester.** A copy of the 2nd dose must be submitted in like manner no later than the first week of September and the 3rd no later than the first week of February. Please confer with your healthcare provider with questions or concerns.

*You may secure all the above required health requirements through a private physician, health care agency, the Akron Health Department or our Student Health Services. Call for pricing information.

The University of Akron
Dietetics GP MPH
Health Requirements Report Form Fall Orientation Year 1

NAME: _____
(Please Print) Last Name First Name M.I.

PHYSICAL EXAMINATION:

Ht.	Wt.	B.P.	Temp.	Pulse	Resp.
Eyes	Ears (Hearing)	Thyroid	Heart	Lungs	Abdomen
Musculo-Skeletal	PeripheralVascular	General Appearance	Skin	Spine (note curvature)	

Medical Problems	Medications Discuss on back side of form	Allergies
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IMMUNIZATIONS:

Chicken Pox Titre: (Required info medical history)	Date:	Titre Ratio:
Mumps Titre: (Required if nomedical history)	Date:	Titre Ratio:
Rubella Titre (German Measles): (Required if no medical history)	Date:	
Rubella Vaccine: (Required if negative Rubella Titre – NOT forpregnant students)	Date:	Titre Ratio:
Rubeola Titre (Regular Measles): (Required/Recommended for pregnant students)	Date:	Titre Ratio:
Rubeola Vaccine: (Required ifnegative Rubeola Titre)	Date:	
MMR Immunization (Measles,MMPS, Rubella)	Date:	
TDAP Immunization	Date:	

NAME: _____
(Please Print) Last Name First Name M.I.

Caution Regarding Pregnancy: Check with physician; caution also recommended for males with no history of mumps.Except for Rubella, no immunizations required once individual is past 32 years of age.

TB: Mantoux 2 Step:

Step #1	Date Administered:	Results:
Step #2	Date Administered:	Results:

A. Chest X-Ray if Mantoux is positive. Chest X-Ray, if taken within past 4 months (submit results) can eliminate need for PPD

Hepatitis B (3 Dose Series): **NOTE:** Hepatitis B series can be refused but requires signing a waiver after reading literature pertaining to Hepatitis B Immunizations.

Step #1	Date:
Step #2	Date:
Step #3	Date:

Assessment: Does this student have any findings which may interfere with functioning as a clinical dietetic student?

Physician/Nurse Practitioner

Date

I understand that the Dietetics Department will share this information with appropriate faculty, clinical agencies, or in the event of medical emergency.

Student's Signature: _____ **Date** _____

The student is responsible for uploading the document to Typhon.

Dietetics GP MPH
STUDENT DIETITIAN AGREEMENT

I agree to accept and abide by the policies and curriculum of the Dietetics Graduate Program Master of Public Health at The University of Akron which is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Upon satisfactory completion of this program and graduation from the University, I understand that I will:

- qualify for active membership in The Academy of Nutrition and Dietetics;
- be eligible to take the registration examination for dietitians;
- and be able to apply for a Limited Permit from the Medical Board to practice dietetics in Ohio.

I understand that as a student I am representing The University of Akron and the Dietetics GP MPH program. I understand that I am responsible for fostering positive relationships with peers, faculty, and preceptors that will facilitate a positive working and learning environment and, thus, ultimately strong letters of reference and recommendation.

I understand that Supervised Experiential Learning rotations are offered at local facilities to enhance the learning process and to complete the number of practice hours required by the program. Facility preceptors and university faculty work together to help me to attain the goals and competencies of the GP MPH. I understand that the facilities, faculty, and the Program Director expect me to be at SEL placements when scheduled and to act in a professional, respectable manner.

I agree to extend my best effort to function in a manner appropriate with the clinical facility, dietary staff, and university instructors. I hereby waive any claims against the facilities, personal or otherwise, that might arise during this association.

I agree to undergo a physical examination and obtain required immunizations to safely function in the supervised clinical settings. I agree to maintain personal health insurance throughout the program. I agree to obtain background checks and complete drug screens where required.

I understand that active learning in all courses is imperative for the building of a sound foundation of theoretical concepts. I also understand that I will not be able to continue in the program if I do not participate in courses or SEL rotations for any reason becomes a problem. Poor or borderline performance in classes and/or SEL rotations may also result in dismissal from the program.

I have reviewed and understand the program policies and agree to adhere to the policies. I understand that if I do not adhere to the policies or achieve satisfactory performance, I may be asked to leave the program.

I have reviewed and understand The University of Akron policy on plagiarism, cheating or other forms of dishonesty and The University of Akron Department of Student Conduct and Community Standards available in the Student Bulletin. I understand that if I do not adhere to the policies, I may be asked to leave the program.

I agree to complete a questionnaire for the Program Director after approximately one year of employment. Evaluations from both the graduate and the employer are continued accreditation requirements.

Signature of Student

Signature of Program Director

Date