

THE UNIVERSITY of TENNESSEE 

MARTIN

STUDENT HANDBOOK
FOR
DIDACTIC PROGRAM IN DIETETICS
2019-2020

Department of Family and Consumer Sciences
The University of Tennessee at Martin

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Student Handbook for Didactic Program in Dietetics

Department of Family and Consumer Sciences

The University of Tennessee at Martin

Introduction

The Student Handbook for the Didactic Program in Dietetics (DPD) is a reference tool designed to assist students who are enrolled in the undergraduate program in dietetics. It is a compilation of information including program goals, policies and procedures as well as student requirements and responsibilities. The handbook lists goals for students and addresses frequently asked questions about educational requirements and expected outcomes. Each dietetics student will receive a copy of the handbook to use as a reference during his/her enrollment in the program.

EEO/Title VI, Title IX/Section 504/ADA/ADE A Statement

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions or employment benefits at the University are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, The University of Tennessee at Martin, Martin, TN 38238, telephone 731-881-7847 (V/TTY available) or 731-881-3505. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Program Overview

Accreditation

The Didactic Program in Dietetics (DPD) at the University of Tennessee is currently granted Accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 312/ 899-5400, www.eatrightpro.org/acend.

Program Mission

The mission of the Didactic Program in Dietetics at the University of Tennessee at Martin is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists. Grounded in adult education theory, the science-based curriculum emphasizes critical thinking, team work, and authentic application of information. Graduates will acquire the skills necessary for both dietetics-related professional practice and lifelong learning.

Program Philosophy

As graduates of the Department of Family and Consumer Sciences, dietetics students should contribute to an improved quality of life for the people of their communities while functioning effectively as individuals, family members, citizens, family and consumer scientists, and dietetics professionals. In particular, graduates of the DPD should achieve the status of Registered Dietitian/Nutritionist.

The philosophy of the dietetics curriculum is in harmony with the educational goals of The University of Tennessee at Martin and the purpose and mission of the Department of Family and Consumer Sciences, which is accredited by the Council for Accreditation of the American Association of Family and Consumer Sciences (400 North Columbus Street, Suite 202, Alexandria, VA 22314, telephone 703-706-4600).

Admission Criteria

Interested students must meet admission requirements to The University of Tennessee at Martin, choose to major in Family and Consumer Sciences, be admitted to the Dietetics Concentration/DPD within the Department of Family and Consumer Sciences (see admissions criteria below), and work toward the Bachelor of Science degree.

University admission requirements can be viewed at: <https://www.utm.edu/departments/admissions/requirements.php>

Prospective students under the 2019-2020 catalog will be considered for entry to the Dietetics Concentration/DPD based on the following criteria:

- Cumulative GPA = 3.0 or better
- Grade of C or better in each of the following courses:
 - BIOL 140 – Cell & Molecular Biology
 - CHEM 121 – General Chemistry I*
 - CHEM 122 – General Chemistry II*
 - FSCI 200 – Food Principles
 - FSMG 312 Quantity Food Mgmt*
 - NUTR 100 – Introductory Nutrition
- *Students under earlier catalogs are able to use Chem 111/112 in place of Chem 121/122 and use FSCI 313 in place of FSMG 312
- Completion of application packet, which includes:
 - DPD admission application
 - Current transcripts from UTM and/or any other relevant universities or colleges attended
- Completion of interview with dietetics faculty
- Evaluation by department faculty for potential for success

Advising of Prospective and Admitted DPD Students

Upon entering the Family and Consumer Science Major, students are provided with a checklist and a suggested sequence of course work for each semester. The checklist serves as a means for students to track their progress. The sequence indicates the desired sequencing of courses to ensure that course prerequisites are met and the DPD program is completed in a timely manner.

An academic plan of study should be developed by each student in consultation with his/her advisor early in the academic career. The semester plan in particular shows the placement of courses which are offered at specified intervals in the university schedule. Adjustments in the semester plan will occur when the student carries less than the prescribed course load; when sequencing is affected by the need for core courses such as math or chemistry; or when deficiencies occur in high school credits for admission.

Faculty Advisor for DPD Students

Amy Richards, PhD, RD, LDN is the appointed DPD Director, and Brian Carroll, MS, RD, LDN is the appointed Director of the Dietetic Internship (DI). Dr. Richards serves as the faculty advisor to undergraduate students enrolled in the dietetics concentration. Advising activities for preparing Class Request Forms are scheduled during the times designated by the Records Office for pre-registration advising and on the regular registration day at the beginning of each academic term. Other advisement occurs during the recruitment and

admissions processes, during the first semester while students are enrolled in FCS 100 Family and Consumer Sciences Perspectives (1 credit hour), and at times initiated by either the student or the advisor.

Dr. Richards's office is located at 330E Gooch Hall, Department of Family and Consumer Sciences, University of Tennessee at Martin, Martin, TN 38238. Office hours posted on her office door and are available by appointment. She may also be contacted via email at aricha54@utm.edu. Dr. Richards will respond as promptly as possible to students' needs.

Students, whether enrolled or prospective, are encouraged to contact Dr. Richards for specific information related to the DPD program. In addition to the aforementioned office and email contact information, Dr. Richards can also be reached at 731-881-7100 or 731-881-7742.

Academic Calendar

The university's academic calendar is published in the university catalog, which can be viewed at <http://www.utm.edu/catalog>. Direct links to semester calendars are also available at http://www.utm.edu/departments/registrar/important_dates.php. The DPD program schedule follows the university calendar with classes offered in fall, spring, and summer sessions. Holidays are determined by the university. The DPD Director is available to students and individuals interested in applying to the program year round with on campus office hours during the fall and spring semesters and is available by email, telephone, and Skype during the summer and winter holiday break. In the event that the DPD Director were to take a leave of absence, an alternative faculty member within the Department of Family and Consumer Sciences would cover the duties of the DPD Director and be available following the same schedule.

Transfer Credit

The transcripts of students who have already earned credit at another institution are initially evaluated by the Office of Academic Records to determine equivalency to UT Martin courses. Additional review occurs in the Department of Family and Consumer Sciences to determine whether other courses merit substitution and, if so, the appropriate steps are taken to make student special requests through the curriculum and degrees committee of the college and the university, if applicable. Transfer credit information is available at: https://www.utm.edu/departments/admissions/transfer_info.php.

Credit for Prior Learning

The University of Tennessee at Martin Didactic Program in Dietetics (DPD) does not give academic credit for previous work or volunteer experience towards meeting course requirements. A course transferred from another college or university that has been identified by the DPD director as equivalent to currently offered dietetics coursework will be accepted toward earning a verification statement. The DPD Director will compare the syllabus of the transferred class to the course at UTM for which it has received transfer credit to determine if the course covers all needed material per ACEND accreditation standards so that it is able to count towards a verification statement. A verification statement must be earned in addition to a bachelor's degree in order to be eligible for dietetic internships. Courses within the Department of Family and Consumer Sciences are not eligible to receive credit through the UTM Testing Center.

Protection of Privacy of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student information. Protection of the privacy of student information is very important to the university. The UTM FERPA policy which outlines the steps that the university takes to protect student information is available at: <http://www.utm.edu/departments/registrar/ferpa.php>. Information used for identifying students in distance learning will be protected following university guidelines.

Maintenance of Records

DPD student files are maintained by the DPD Director and stored in a locked and secured location. Access to DPD student files is limited to only the DPD Director. Information contained within each student file includes but is not limited to copies of transcripts, advising plan, Declaration of Intent, and Verification Statements. Students may view their files upon request.

Verifying the Identity of Students in Distance Learning

The University of Tennessee at Martin must abide by the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires the verification of student identity in distance courses. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity. Students completing online courses use a secure login and pass code as a method of verifying the identity of the student that is participating in the class. Other methods may be used to verify the identity of students in distance learning such as proctored exams and new or other technologies and practices as approved by UTM. The instructor of each class is responsible for setting the class up in a manner in which it is evident that the person completing the work in the class is the person registered for the class.

UT Martin Drop, Add, and Withdrawal Policies

The university's drop, add, and withdrawal policies are published in the university catalog, which can be viewed at <http://www.utm.edu/catalog>.

Student Support Services

The Student Success Center located at 256 Clement Hall offers many services to students. They may be reached at (731) 881-7744. More information about services provided including testing services, disability services, and tutoring is available at <http://www.utm.edu/departments/success/>.

Financial Aid Resources are available to students through the Financial Aid and Scholarships Office which is located at 205 Administration Bldg. and they may be reached at (731) 881-7040. More information about the services provided by this office and information about scholarships and financial aid is available on their website at <https://www.utm.edu/departments/finaid/>.

Student Health and Counseling Services located at 609 Lee Street may be reached at (731) 881-7750. Mental health counseling and health clinic services are available in a cost effective manner to UTM students.

Curriculum Requirements

General education requirements for a bachelor's degree and departmental requirements for the Bachelor of Science (B.S.) degree are outlined in the UT Martin catalog. The UT Martin catalog can be viewed online at <http://www.utm.edu/catalog>. Each student is responsible for familiarizing him/herself with the requirements for completion of a B.S. in Family and Consumer Sciences with a concentration in dietetics.

A B.S. in Family and Consumer Sciences with a dietetics concentration requires accrual of a minimum of 120* semester hours, broken down into the following categories:

General Education Component.....	57-59 hours
<i>Includes:</i> biological and physical sciences, communication, fine arts, humanities, math, social and behavioral sciences	
Family and Consumer Sciences Core Component.....	13 hours
Dietetics Core Curriculum.....	33 hours
Business Component.....	9 hours
Professional Development Courses.....	8 hours
Elective Courses.....	0 hours
	<hr/>
	120+ hours*

*Please note that additional hours may accrue if deficiencies must be met.

Supervised Field Experience

The supervised field experience provides experiential education to all Family and Consumer Sciences majors who qualify with a minimum 3.0 GPA and senior standing.

Supervised field experience courses for the dietetics student are specifically numbered for the approved DPD. Dietetic students complete a community nutrition field experience in the fall of their senior year and a combined clinical/management field experience the following semester.

Clinical and Management Field Experience

Cooperating healthcare facilities provide a common body of knowledge and activities in order that students will achieve similar outcomes in clinical and management rotations. Resources abound in the surrounding region, up to a 150-mile radius, but are limited near the university. Thus, to facilitate the student's coordination of living arrangements during the field experience, field placements are made at the earliest possible convenience. Documentation of required immunizations, background check, and student liability insurance must be received prior to beginning clinical and management field experience.

A list of contracted health care facilities which cooperate in the clinical and management field experience is available from the DPD Director. These facilities are primarily in the surrounding region as described above, but additional arrangements may be made when circumstances dictate. Students begin discussing placements with the DPD Director in the fall of the senior year.

A DPD Clinical and Management Field Experience Manual is provided to students and preceptors by the DPD Director to serve as a guide for both the student and preceptor with respect to minimum objectives for the field experience. Appendices included in the Clinical and Management Field Experience Manual must be completed in their entirety by the student and submitted to the DPD Director at the conclusion of the student's clinical and management field experience. These appendices along with a preceptor evaluation are a large portion of the grade for the Clinical and Management Field Experience course.

Community Field Experience

There are many organizations in NW Tennessee that students can gain community nutrition learning experiences. Most of the organizations do not require an agreement to be in place with the university, but documentation of this must be on file (or an agreement needs to be in place) prior to students spending time at organizations for community field experience. A list of organizations that are approved for community nutrition experiences can be obtained from the community field experience instructor or the DPD Director. If students would like to obtain experience at an organization that is not on the approved list, the student should check with the instructor to see if steps can be taken to add the organization.

Written Affiliation Agreements with Facilities

When facilities that provide field experience opportunities for students require an agreement to be in place, the university will initiate an agreement process that delineates the rights and responsibilities of both the facility and the university. Agreements must be signed by the designated university official that has signing authority and be signed prior to

students spending time at the facility. When facilities that provide field experience opportunities for students do not require an agreement to be in place, it is good practice to have an agreement in place, but is not required prior to students spending time at the facility.

Educational Purpose of Field Experiences

The purpose of the field experiences is to provide educational learning experiences under the supervision of a registered dietitian/nutritionist or other professional staff. Students may not replace employees, however, the student may be expected to complete a variety of experiences that the registered dietitian/nutritionist or professional staff member would normally complete on a typical day.

Selection of Clinical and Management Field Experience Sites

The DPD Director as instructor for FCS 497 Clinical and Management Field Experience will oversee the selection of field experience sites for FCS 497 and ensure that the facilities and preceptors are adequate and that a contract is in place prior to starting the rotation when a contract is required.

Selection of Community Field Experience Sites

The instructor for FCS 487 Community Field Experience will oversee the selection of field experience rotation sites. If students would like to select their own field experience sites for their community rotation, the student must obtain approval from the instructor of the class prior to reaching out and contacting possible field experience rotation sites or preceptors. The instructor for FCS 487 will research the site and make a decision as to whether or not the site will provide a good experience for the student. The instructor may direct the student to contact the site, ask the site if they are interested, and obtain contact information for preceptors—or the instructor may do all of the steps of initiating a new field experience site including the initial work of determining interest.

Preceptor and Facility Evaluation Process, Orientation, and Ongoing Training

- Field experience rotation sites will be selected based upon their potential for providing a positive learning environment for the students and their ability to provide required field experiences for the students. The DPD Director is responsible for the oversight of clinical and management rotation sites used for FCS 497 and the instructor for FCS 487 is responsible for oversight of community rotation sites used for FCS 487.
 - Evaluation of the preceptors/facilities that the DPD program used for field experience shall occur annually. Input from current and past students will be included in the evaluation process as well as observations made by DPD program faculty during site visits and conversations and correspondence with

- preceptors from the utilized facilities. A review of experiences that the student was able to complete at the facility will be compared to what is available at other facilities to determine adequacy of the current facility for preparing the student to be ready for a dietetic internship.
- Primary preceptors are credentialed and/or licensed as appropriate to meet state and federal regulations for the area in which they are supervising students and have a minimum of one-year professional practice experience post credentialing.
 - The DPD Director will verify that all clinical preceptors are currently registered with the Commission of Dietetics Registration (CDR) and licensed to practice in Tennessee. The instructor of FCS 487 will also verify annually that all community preceptors that are in roles requiring licensure are currently licensed.
 - Verification of registration and/or licensure will occur annually and a record will be kept on file for all preceptors for which registration and/or licensure is appropriate.
 - Preceptors are provided orientation to the field experience objectives and expected student learning outcomes before assuming responsibilities; and ongoing training is provided to preceptors as needed based on evaluation by the DPD Director, program faculty, and feedback from students, and advisory committee. Additionally, CEU types of training are offered annually to the DPD preceptors.
 - New preceptors and facilities go through an initial screening process. Email or telephone discussion determines the preceptor's interest and ability to have a student spend time with him or her as well as his or her ability to meet the requirements of the DPD program, spend adequate time with the student, and provide a positive learning environment for the students. If the DPD Director or program faculty does not know the preceptor and is not familiar with the facility, and the student will spend more than a few days at the facility, an onsite meeting will be scheduled to meet the preceptor in person; view the facility to ensure it is clean, has friendly and professional staff, and it appears to be a safe environment; determine if the preceptor and facility will provide field experiences that are compatible with the DPD curriculum and experiences that students are expected to meet by the end of the supervised practice experience; and verify that the preceptor and facility will be a good fit for the DPD. Facilities are not selected unless they are able to provide field experience activities that are able to meet learning requirements of the DPD.

In order to determine if facilities and preceptors are able to provide experiences that fit curricular and field experience required activities, the DPD Director or other program faculty member shall interview the prospective preceptor and learn more about the type of practice that the preceptor(s) does, what type of field experience activities would be available to the students; the number of hours that the students would be able to gain per day/week, as well as how long the students could be at that facility. The DPD Director or other program faculty member will then make a decision as to the ability of the facility and the preceptor to provide experiences that will meet the curricular and field experience

activities needed by the DPD. Email and/or telephone may be used in place of onsite meetings for determining if the preceptor and facility will be a good fit for the DPD for short duration experiences (less than 50 hours).

Special Costs for DPD Students

Tuition and fees, which are applicable to all students enrolled in The University of Tennessee at Martin, are established by the Board of Trustees annually and published in the UT Martin Undergraduate and Graduate Catalog (available online at <http://www.utm.edu/catalog>). Costs of books and supplies required for individual classes are not included in tuition and fees, but may be obtained on the website of the university bookstore. In addition, dietetics students will accrue the following expenses: *

<p><i>Student Liability Insurance</i></p> <ul style="list-style-type: none"> • Required for FSMG 312 and supervised field experience • The current fee will be collected and receipted in The Department of Family and Consumer Sciences office, 340 Gooch Hall. A directive is on file from the Office of Risk Management for The University of Tennessee (system-wide), which describes the procedure and limitations. 	\$20.00* per term
<p><i>Background check</i></p> <ul style="list-style-type: none"> • Required for supervised field experience 	\$60*
<p><i>Laboratory tests/immunizations (e.g., TB, Hepatitis A)</i></p> <ul style="list-style-type: none"> • Required for supervised field experience • Estimated cost provided above is for these tests/immunizations to be performed at a physician's office. • These tests/immunizations may be performed at a reduced price or free of charge at facility where student is placed for field experience. Therefore, student should check with respective facility/preceptor upon notification of field placement. 	\$200*
<p><i>Travel and/or lodging for field experience</i></p> <ul style="list-style-type: none"> • Dependent on living arrangements and distance (mileage) of commute • Student assumes liability for safety in travel. 	Varies

Lab coat

\$25

- Required for supervised field experience

*Costs shown are estimated

Immunizations

Immunization requirements are listed below.

MMR (Measles, Mumps, Rubella) Series

- You must provide documentation showing you have had the two-shot MMR series, OR
- You must provide documentation showing a positive titer.

Polio Series

- You must provide documentation showing you have had the polio series (aka *OPV*),

Tetanus/Diphtheria/Pertussis Vaccination

- You must provide documentation showing you have had an adult TDAP (Tetanus/Diphtheria/Pertussis Vaccination).

Hepatitis B Series

- You must provide documentation showing you have recently (within the last few months) started the three-vaccination Hepatitis B series (aka *HBV* or *HepB*), AND provide documentation of each additional vaccination within the series as you complete them, AND
- If the series was completed prior to starting your field experience, you must provide documentation showing you have had a post-series positive titer.

Varicella Series

- You must provide documentation showing you have had a two-vaccination Varicella series (aka *Var* or *Chicken Pox*), OR
- You must provide documentation showing you have a positive (immune) titer.

Tuberculosis (TB) Skin Test

- You must provide documentation showing you have had a negative TB Skin Test within the last 12 months and the TB test must be retaken on an annual basis to ensure compliance with rotation sites requirement that all students must have had a TB within the last 12 months of the dates that they are at the rotation site.
- Students that test positive or whose documentation show a previous positive TB result must receive a chest x-ray. If the chest x-ray is abnormal, then DPD Director will consult with the field rotation site as to the best way for further evaluation.

Students may not go to rotation sites until cleared by the DPD Director and the rotation site for all immunization results.

Criminal Background Checks

Students are required to complete and pass a criminal background check prior to starting their field experience rotations in order to be in compliance with agreements in place with field rotation sites. The student must complete the background check following the

instructions provided by the DPD program. The student is responsible for costs associated with completing the background check.

Drug Testing

A few of the healthcare facilities utilized as rotation sites for field experiences may require drug testing. Students must complete drug testing if required by the facility and the student is responsible for any associated costs.

Professional Liability Insurance

It is a requirement for students to purchase individual student liability insurance in order to be eligible to go to the healthcare facilities utilized as rotation sites for field experiences.

Liability for Safety in Travel

On all occasions that students take their own vehicle for an experience related to the didactic program in dietetics, students are required to have automobile insurance that is in compliance with Tennessee law.

Injury or Illness While in a Facility for Field Experiences

Students that are injured or become ill while at a health care facility completing field experiences need to notify their preceptor immediately and will be sent to the Emergency Room, Urgent Care, or private physician as appropriate following the guidelines established at each specific practice facility. In the event of a major injury, the DPD Director shall be contacted. All costs associated with injuries or illnesses that occur while completing field experiences are the responsibility of the student. It is required that students have their own health insurance so that if they are injured while at a rotation location they will have medical coverage. UTM is not liable for injuries or health incidents that arise from the student spending time at rotations sites.

Professional Dress Code

Students are expected to be clean, neat, and dressed in a professional manner. Students are expected to follow the dress code of the facility to which they are completing field experience hours. In addition to dress, facilities generally have specific requirements regarding jewelry, piercings, tattoos, fingernail length, and hair being appropriately covered while in the kitchen—and all requirements of the facility must be followed in order to complete field experience. For example, your assigned field experience site(s) may require that all tattoos be covered. If this is the case, you will be required to cover any visual tattoos to be able to complete your field experience and successfully complete the dietetics

program. Students will be dismissed for the day from the field experience if they do not meet the dress code of the facility and hours and experiences will be required to be made up at a later time.

Proper attire for field experience will be covered in the classroom component of field experiences.

Code of Ethics for the Profession of Nutrition and Dietetics

Students are required to comply with the Academy of Nutrition and Dietetics Code of Ethics available for review at www.eatright.org/codeofethics/ in addition to the requirements of the university for academic integrity.

Formal Assessment of Student Learning and Regular Reports of Performance and Progress

Throughout the student's academic career, assessment occurs via course assignments, tests, projects, course grades, and other measures of student ability and learning. Students expressing interest in the dietetic program will meet one-on-one with the DPD Director for an initial session and annually to review the pathway to a career in dietetics, to assess their ability to be successful in the program, and for guidance on the necessary steps to be a viable candidate for entry into the DPD program and for successful attainment of a dietetic internship. The student's assigned academic advisor will further work with the student to help guide them on appropriate coursework and necessary steps towards a career in dietetics or towards a career in another area if it is determined that they do not have the ability or GPA to be successful in the DPD program and the dietetics profession.

Students who have expressed an interest in the dietetics program and whose GPA falls below 3.0 or who have a grade lower than a C in any class in any given semester will be scheduled to meet with the DPD Director for assessment, counseling, and development of a plan of remedy. Tutoring and other forms of remediation will be available as appropriate.

Disciplinary/Termination Procedures

Students falling below the 3.0 cumulative GPA once being admitted to the DPD will be sent a letter and individually advised that their GPA is below the minimum requirement for retention and they are on probation for one semester. Students on probation will be allowed that semester to raise their curriculum GPA to 3.0 or above. If, by the end of the semester, their GPA is not at 3.0 or above, they will be dismissed from the DPD program and be placed in another curriculum of study. Students may re-apply to the DPD program one time following a dismissal.

Violations of the Academy of Nutrition and Dietetics Code of Ethics, evidence of lack of academic integrity, and documented non-professional behavior will be taken into consideration in decisions regarding progression of the student. Students enrolled in the DPD program that are found to have violated the Code of Ethics or displayed other unprofessional behavior may be removed from the DPD program depending upon the severity of the violation(s) and provided with counseling as to the best pathway forward for their career including reapplication to the DPD program if appropriate.

Students receive grades for each course at the end of the semester. Individuals who are performing below standard may be remediated by the individual instructor of the course and, when applicable, the DPD Director. DPD students must earn a grade of “C” or better in all subject matter courses within the Department of Family and Consumer Sciences. Students whose performance falls below this standard will repeat the particular course at the next available opportunity.

Student Performance Monitoring

Evaluation of learning occurs throughout the academic components of the program at pre-determined times in courses as established by syllabi for the courses. It is the student’s responsibility to be familiar with the various evaluation methods so that they are well prepared for evaluation. Students completing field experiences are evaluated through instructor and preceptor evaluations as detailed in the syllabi for the field experience courses.

In an effort to increase student success, UTM utilizes an early notification system in which advisors are notified if one of their students is struggling in a class as reported by the instructor of the class. The DPD Director is the advisor of all students enrolled in the DPD program and she checks on the students periodically to ensure they are doing okay in their classes and offers assistance as needed with connecting students with available university resources to support them. Any issues with professional behavior, ethical behaviors, and/or academic integrity are taken seriously and the university’s policy will be followed in addition to the Code of Ethics for the profession dietetics.

If at any time, student coursework or conduct is at an unsatisfactory level of performance or the student’s health status is a detriment to the student’s successful completion of the program, a meeting will be held with the DPD Director to determine the needed steps to correct the situation.

Program Retention

Students with minimal chances of success in the program will be counseled into career paths that are appropriate for their ability. In cases where a student has the potential to be successful in the program, a remediation plan will be developed and the DPD Director will work with the student. If the student does not complete the remediation plan as agreed upon, the student will be dismissed from the program.

Career Opportunities for Non-Credentialed DPD Graduates

A variety of opportunities in dietetics-related fields are available to those students interested in food and nutrition who choose not to pursue the RD credential. Such opportunities include but are not limited to positions in child nutrition services (formerly school food services), college and university food management, commercial enterprises, institutional food management, and supervisory functions in various congregate feeding settings. Careers in food science and food technology are also available to food and nutrition/dietetics majors.

Disciplinary/Termination Procedures

See above.

Verification Statements

The academic program provides the necessary didactic instruction to meet the Foundation Knowledge and Competencies for Entry-level Dietitians/Nutritionists as defined by the ACEND. All students who successfully complete the DPD curriculum and graduate with a bachelor's degree are entitled to receive a verification statement which is required to enter an ACEND-accredited Dietetic Internship. The DPD Director will check Banner for the date when the B.S. degree was conferred and will confirm that the DPD courses were successfully completed. For students who have a B.S. degree from another institution and have completed DPD courses at UTM, the DPD Director will confirm the degree and completion of DPD requirements using all of the student's official undergraduate transcripts and Banner information before issuing a verification statement. To establish authenticity, each copy of the Verification Statement must be signed in blue ink by the DPD Director on record with the Academy of Nutrition and Dietetics. One copy of the verification statements is needed by the dietetic internship where a student is accepted and state licensure may require a copy for every state that licensure occurs as well as the Academy of Nutrition and Dietetics may require a copy for membership and for establishing eligibility to write the Registration Examination for Dietitians/Nutritionists.

Students who need additional copies of the form should contact the DPD Director. This form is VERY IMPORTANT proof of achievement and should be kept with the graduate's

permanent records. If the original DPD Director is no longer in this position, the current DPD Director will sign statements with the current date.

Verification Statement Procedures for Students Not Completing Bachelor's Degree

Students that complete a bachelor of science degree in Family and Consumer Science with a concentration in dietetics will receive a verification statement upon graduation from the program as outlined above.

Students not completing a bachelor of science degree in Family and Consumer Science with a concentration in dietetics at the University of Tennessee at Martin that would like to obtain a verification statement need to apply and be formally admitted to the DPD program.

Courses from other institutions will be considered for acceptance towards the requirements of a verification statement if they are substantially similar to UTM courses. A review of syllabi for the courses will be used to compare coursework taken outside of UTM. Generally, coursework will not be accepted if it occurred more than 5 years previously. A grade of "C" or better is required for coursework to be considered from other universities to apply towards a verification statement. The courses required for a verification statement are listed on the DPD Course Requirement List which is updated as needed every year and is available by request from the DPD Director.

Graduation and Program Completion Maximum Time Requirement

Students have four years to meet graduation and DPD requirements under the catalog in effect when they are admitted into the dietetics program. If the student requires more than four years to complete the DPD requirements, then the student must meet the requirements currently in effect in order to be granted a Verification Statement.

Role of DPD Program in Credentialing Process

Completion of the DPD program qualifies students to apply for a Dietetic Internship (DI). Successful completion of an ACEND accredited DI establishes eligibility to write the Registration Examination for Dietitians/Nutritionists administered by the Commission on Dietetic Registration (CDR). Upon passing the Registration Examination for Dietitians/Nutritionists, individuals may use the credentials of Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). Further means of specialization are possible by earning advanced degrees and through work in specialized professional practice as a RD or RDN.

Matching to Dietetic Internships

The Academy of Nutrition and Dietetics requires that dietetics students who wish to enter a supervised pre-professional program leading to registration eligibility be matched to Dietetic Internships (DI). Matching occurs in the spring and fall of each year. The application deadline for the spring match is typically the second week of February, and the application deadline for the fall match falls on or about September 25th. Students failing to register for the match with D&D Digital Systems by the established deadline will not be included in the match and the DI programs will not be able to consider their applications. Thus, students should contact their DI programs of choice well in advance of the application deadline, allowing adequate time to complete any necessary application materials.

While the majority of DI programs utilize the Dietetic Internship Centralized Application Service (DICAS), a few opt instead for a paper application process. Therefore, direct communication with individual DI programs is also necessary to ensure compliance with each program's application process.

Appendix A provides a matching checklist to guide students in the matching process. Please note that applicants lacking a Verification Statement must have a signed Declaration of Intent from the DPD Director of the academic program in attendance. The Declaration of Intent establishes the student's intent to complete any degree and/or ACEND minimum academic requirements, leading to the issuance of a Verification Statement prior to commencement of the Dietetic Internship.

For additional information, contact:

- D & D Digital: 515-292-0490 or dnd@sigler.com.
- DICAS: 617-612-2855 or dicasinfo@dicas.org.
- DICAS informational video: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/how-to-apply-for-a-dietetic-internship>

Directory of ACEND Accredited Programs

A current Directory of ACEND accredited programs, including both DPD and DI programs, may be accessed at: <https://www.eatrightpro.org/acend#accredited-programs>.

Studying for the GRE Examination and Applying to Dietetic Internships

Students accepted into the DPD program should begin studying for the Graduate Record Exam (GRE) no later than the summer before their senior year. A majority of dietetic internships require the completion of the GRE and due to the competitive nature of dietetic internships, the higher the score achieved, the better the chances of receiving a dietetic internship. It costs about \$200.00 to take the GRE, so students should build this expense

into their budget for the fall semester of their senior year if they plan to apply to internships that require the GRE.

The fall of the senior year in the DPD program is when applications to dietetic internships are completed. In preparation for this, students should make a list of at least 10 dietetic internships that are of interest to them and learn as much as possible about each of these dietetic internships including the requirements for admission, whether the internship qualifies for federal financial aid, how many applicants the dietetic internship receives, the average GPA of interns accepted into the internship, the steps needed to apply to the dietetic internship, whether the mission and concentration of the internship is a good match for the student, what the first-time pass rate of the internship is, and whether there is an application fee to apply to the dietetic internship. Additionally, the student is highly encouraged to schedule a site visit (or attend an open house) at internships that are of interest to them after reviewing information on the internship's website. The higher number of dietetic internships that the student applies, the better the student's chances of being accepted into one of them if the student has good references, nutrition related work and volunteer experience and good grades. Students should build the cost of applying to multiple internships through the computerized national dietetic internship application system (DICAS) into their financial budget for the fall/spring of their senior year. The cost is \$40.00 for the first dietetic internship application and \$20.00 for each additional dietetic internship application. Please note, that some internships require an additional application fee paid directly to the internship or university. Additionally, there is a \$50.00 fee payable to D&D Digital which covers the cost of participating in the national matching process.

Filing Complaints

The Didactic Program in Dietetics (DPD) follows University procedures related to grade appeals, academic integrity, standards of conduct, student rights, FERPA Rights Disclosure, and complaint procedures. Concerns or complaints regarding the DPD should follow the steps below:

1. Any student or practitioner providing experiential learning with a concern or complaint regarding the DPD program should feel free to contact the DPD Director by email, phone, or in person. Dr. Richards' office is located in the Department of Family and Consumer Sciences, 330E Gooch Hall, Martin, TN 38238. Her telephone number is 731-881-7742 and her email address is aricha54@utm.edu. If the student or practitioner is not comfortable bringing the concern to the DPD Director, he or she may make an appointment to speak directly to the department chair.

2. If the concern or complaint is not resolved, a signed and dated formal written complaint that outlines the concerns or complaints related to the DPD program may be submitted to the DPD Director or directly to the department chair if the student or practitioner is not comfortable bringing it to the DPD Director. Following the receipt of the formal written

complaint, a meeting will be scheduled with the student or practitioner and the Director of the Dietetic Program in Dietetics and/or the Department Chair as appropriate.

3. If resolution is not achieved after taking the previous steps, the student or practitioner should contact the Chair of Family and Consumer Sciences and schedule a meeting to discuss the student's or practitioner's concerns without the DPD Director present. The department chair, Dr. Keith Dooley's office is located in the Department of Family and Consumer Sciences, 340 Gooch Hall, Martin, TN 38238. The department chair's email address is wdooley@utm.edu and he may be reached by telephone number at 731-881-7100.

4. If resolution is not achieved, the student or practitioner should contact the Dean of the College of Agriculture and Applied Sciences, Dr. Todd Winters, at winters@utm.edu or 731-881-7252 to schedule a meeting to discuss the students concerns.

5. If resolution is not achieved, the student or practitioner should contact the Provost of the University of Tennessee at Martin whose office is located at 324 Hall-Moody Administration Building and whose phone number is 731-881-7010 to discuss the student's concerns.

6. If resolution is not achieved at the University level, any student or practitioner who still has an unresolved complaint related to ACEND Accreditation Standards should contact the Accreditation Council for Education of Nutrition and Dietetic (ACEND) and follow the complaint procedures outlined by the accrediting body. ACEND may be contacted at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; phone 312-899-5400, email www.eatrightpro.org/acend.

7. At no time during the process of filing a complaint with the Didactic Program in Dietetics, the Department of Family and Consumer Sciences, the College of Agriculture and Applied Sciences, the University of Tennessee at Martin, or ACEND will there be any retaliation to the student or practitioner due to the filing of such complaint.

Program Goals

The Department of Family and Consumer Sciences has two broad goals for the DPD. Each of the goals and the corresponding outcome measures are listed below:

Goal 1: To prepare graduates for a dietetic internship, graduate programs, and dietetics-related employment.

Outcome 1: At least 80% of program students complete program/degree requirements within three years (150% of program length).

Outcome 2: In surveys from field experience preceptors, at least 75% of respondents will indicate agreement with respect to preparation of UTM senior dietetic students in each of the following areas: science-based knowledge required of dietetics professionals, community nutrition, food service operations, multicultural awareness, and both oral and written communication skills.

Outcome 3: In surveys from Supervised Practice Program Directors, at least 75% of respondents will indicate satisfaction with graduates preparation for supervised practice and indicate agreement with respect to UTM graduates' preparation in each of the following areas: science-based knowledge required of dietetics professionals, community nutrition, food service operations, multicultural awareness, and both oral and written communication skills.

Outcome 4: In surveys from employers of UTM graduates, at least 75% of respondents will indicate agreement with respect to UTM graduates' preparation in each of the following areas: science-based knowledge required of dietetics professionals, community nutrition, food service operations, multicultural awareness, and both oral and written communication skills

Outcome 5: In surveys from graduating DPD seniors, at least 75% of respondents will indicate feeling adequately prepared for their field experience.

Outcome 6: 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of program graduation.

Outcome 7: 75% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Outcome 8: Of the graduates who are accepted for supervised practice/internship within 12 months of program completion, at least 75% will indicate feeling adequately prepared for their Dietetic Internship.

Outcome 9: Of the graduates who do not apply for supervised practice programs within 12 months of program completion, at least 60% of graduates will obtain employment in a dietetics-related field or enroll in either a graduate or continuing education program.

Goal 2: To prepare graduates to pass the Registration Examination for Dietitians/Nutritionists and to be future preceptors and active members in their professional organization.

Outcome 1: The program's one year pass rate (graduates who pass the exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Outcome 2: At least 75% of program graduates will indicate that they used the study review guide for the registered dietitian nutritionist exam provided to them in their senior year as additional preparation for their supervised practice program and in preparation for taking the registration exam.

Outcome 3: At least 75% of seniors admitted to the DPD program will hold student membership with the Academy of Nutrition and Dietetics.

Outcome 4: DPD students will participate in at least one professional development activity during their senior year.

Outcome 5: At least 75% of senior dietetic students will volunteer to participate as peer mentors to freshman, sophomores, and juniors.

Learning Outcomes for All Family and Consumer Sciences Majors

Upon completion of curriculum requirements for a B.S. in Family and Consumer Sciences, graduates will be able to:

- 1) utilize computers and the latest technologies in all aspects of their careers, particularly as managerial and instructional tools.
- 2) use professional skills for effective communication, team building, and decision making consistent with standards of ethical practice.
- 3) exhibit appropriate interpersonal skills and professional attitude in professional and community settings.
- 4) engage in professional networking in their area of specialization.
- 5) be knowledgeable and active in the legislative process of public policy as it relates to the student's specific discipline.
- 6) interact effectively with individuals and families, taking into consideration social, psychological, and cultural differences.
- 7) apply physical, biological, and social science foundations in family and consumer sciences careers.
- 8) apply knowledge gained from the student's specialty area in family and consumer sciences careers.
- 9) apply critical thinking skills for analysis of social, economic, and political issues.

As future registered dietitians/nutritionists, graduates of the DPD will be expected to devise personal plans for growth and development as part of the Professional Development Portfolio process. As preparation for this expectation, dietetics students are encouraged to develop personal goals for scholarship, leadership, and overall achievements. Space is provided below for each student to record his/her own goals.

Student's Personal Goals:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Appendix A

Matching Checklist

- Application Date: _____
- Received from DPD Director a copy of *Applicant Responsibilities for the Application, Computer Matching and Appointment Procedures* by D&D Digital
- DI Programs of Choice Contacted for Application Process/Materials:
 - Program #1: _____
 - DICAS application **or**
 - Paper application
 - Program #2: _____
 - DICAS application **or**
 - Paper application
 - Program #3: _____
 - DICAS application **or**
 - Paper application
 - Program #4: _____
 - DICAS application **or**
 - Paper application
 - Program #5: _____
 - DICAS application **or**
 - Paper application
- Registered with Dietetic Internship Centralized Application Services (DICAS)
- Registered on D&D Digital website for computer match
- Paid \$50 matching fee to D&D Digital
- Submit to D&D Digital a prioritized list of Dietetic Internships
- Complete:
 - Declaration of Intent **or**
 - Verification Statement
- Request letters of reference/recommendation

Acknowledgement of Receipt of Policy Handbook

I acknowledge that I have received the UTM DPD Handbook containing the policies and procedures of the DPD Program. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the Didactic Program in Dietetics of the Family and Consumer Sciences Department at UTM as well as the UTM policies and procedures.

Printed Name of the Student

Signature of the Student

Date

