
THE UNIVERSITY OF THE INCARNATE WORD
NUTRITION PROGRAM
AND DIDACTIC PROGRAM IN DIETETICS
STUDENT HANDBOOK



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1. Introduction

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and [Catholic Social Teaching](#),¹ the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a [liberal education](#)² the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and [social justice](#).³

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

Nutrition Vision Statement

Provide responsive, individualized attention to develop students in a multicultural, socially cohesive environment in order to create a better future through food and nutrition.

The faculty of the University of the Incarnate Word Nutrition Program has prepared this handbook to assist students as they progress through the Nutrition Program and the Didactic Program in Dietetics (DPD). This handbook provides details about the policies and procedures specific to the Nutrition Program and the DPD. We recommend that students use this handbook in conjunction with the University of the Incarnate Word Undergraduate Catalog (<http://www.uiw.edu/registrar/catalogs.html>), the University of the Incarnate Word Student Handbook (<http://www.uiw.edu/campuslife/handbook.html>), and the University of the Incarnate Word Academic Calendar (<http://www.uiw.edu/registrar/deadlines.html>). In addition, students interested in the DPD or pursuing the Accelerated Bachelor of Science in Nutrition and Dietetics or Master of Science in Nutrition should consult the University of the Incarnate Word Graduate Bulletin (<http://www.uiw.edu/registrar/catalogs.html>).

2. Mission of the Nutrition Program

The Mission of the University of the Incarnate Word Nutrition Program is to prepare professionals committed to providing nutrition and dietetic services to improve the health and well-being of individuals and groups. The program emphasizes the importance of scientific and evidence-based practice, ethical decision-making, and understanding of social justice issues including regional through global ecological dimensions of food and nutrition.

The Undergraduate **Food and Nutrition track** prepares students for entry-level food and nutrition careers. We are committed to providing an educational environment that promotes collaboration, teamwork, and development of leadership rooted in values of social justice.

The *Didactic Program in Dietetics*, **Nutrition and Dietetics track**, prepares students for successful entry into supervised practice in dietetic internships leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

The Undergraduate **Nutrition Science track** prepares students for successful entry into graduate programs and professional programs such as medicine, physical therapy, dentistry, pharmacy, and optometry.

3. Nutrition Program Educational Philosophy

UIW is composed of individuals of diverse backgrounds engaged in thoughtful interchanges of ideas in the search for truth. This environment is conducive to developing eventual professional dietitians whose practice is ethical and based on evidence. Each member of the UIW community has inherent dignity and worth and possesses strengths. The UIW Nutrition faculty encourage students to develop these strengths as they progress through the program. Students connect learning across the curriculum integrating knowledge from a variety of disciplines to enhance understanding and solve problems. The ecological approach emphasizes interrelationships concerning food and nutrition at the cellular, individual, social, global levels.

DPD Educational Philosophy: The DPD prepares students for entry into supervised practice. Students are encouraged to develop professional habits. Thus the nutrition program has standard evaluation components for group work and preceptor evaluations of practice in appropriate courses. Students with faculty are to actively participate in the teaching-learning process. As a student progresses through the DPD s/he is increasingly responsible for mastery of course content and thus develops skills for life-long learning.

4. Bachelor of Science in Nutrition Degree

The Nutrition curriculum integrates the study of biology, chemistry, behavioral sciences, business, and communication into the practice of nutrition and dietetics. Graduates of the UIW Nutrition Program are employed in the following areas associated with food and nutrition: health care, food industry, food service management, community nutrition programs, government agencies, private practice, wellness, corporate sales, and media communication.

NOTE: To provide the student with the most current academic curriculum and to meet accreditation standards, the Nutrition program uses the degree plans and catalog requirements on the date in which the student is admitted to the program track, not the university matriculation date. Students who leave the program and/or major and are re-admitted must follow the degree plan and catalog requirements at the time of re-admission.

All students must complete all core curriculum requirements plus 45 hours of community service in addition to the nutrition major requirements to receive a degree. Students may select from one of three tracks to obtain a Bachelor of Science Degree in Nutrition:

A. Food and Nutrition track

The Food and Nutrition track prepares students to work in food and nutrition but not as dietitians. Students work in nutrition education, food industry, food service management, and wellness.

B. Nutrition and Dietetics track

The Nutrition and Dietetic track is an accredited curriculum that provides the classroom training and content to prepare students for a career as a dietetic practitioner. Students who complete this degree and meet the Didactic Program in Nutrition and Dietetics standards will receive a Verification Statement making them eligible to take the examination to become a Dietetic Technician, Registered or to apply for a dietetic internship to become a Registered Dietitian Nutritionist. The Bachelor of Science Nutrition and Dietetics track is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). For information on ACEND accreditation, go to www.eatright.org/ACEND. Students must apply and be admitted to this track after completing prerequisite coursework.

1. Admission to the UIW Nutrition Program is based on criteria as stated in the University Undergraduate Catalog and the University Graduate Catalog (<http://www.uiw.edu/registrar/catalogs.html>). Admission to the Nutrition and Dietetics track is not automatic.
2. Students apply when all Nutrition and Dietetics prerequisites have been completed. Students submit their application by the first Monday in January for spring semester admittance and by the third Monday of May for fall semester admittance. Acceptance notification will be before the start of the next term. Please ask your advisor, the DPD Director, or the Nutrition Chair. You may also find information on the Nutrition Program Blackboard® site.
3. Students must have a minimum of a 2.8/4.00 GPA in their prerequisite coursework.
4. Students must show evidence of having successfully completed the following undergraduate courses or equivalent or higher level courses.

➤ Nutrition and Dietetics Track Prerequisite Courses

- ACCT 2301 Accounting for Non-Business Majors or higher
- BIOL 1402 General Biology I & Laboratory
- BIOL 2321/2121 Anatomy & Physiology I and Laboratory
- BIOL 2322/2122 Anatomy & Physiology II and Laboratory or
- 4 credits of Anatomy & Physiology
- BIOL 2474 Introduction to Microbiology & Laboratory or BIOL 3471 General Microbiology & Laboratory
- BMGT 3340 Management Theory and Practice
- CHEM 1301/1101 Chemical Principles I and Laboratory
- CHEM 1302/1102 Chemical Principles II and Laboratory

- ENGL 1312 Composition II
- MATH 1304 College Algebra or higher
- NUTR 1102 Introduction to Dietetics
- NUTR 2341 Introduction to Nutrition or higher
- NUTR 2231/2131 Principles of Food Preparation & Laboratory
- PSYC 1301 Introduction to Psychology or SOCI 1311 Introduction to Sociology

5. Two academic letters of reference (one from a Nutrition faculty member).

C. Nutrition Science track

The Nutrition Science track prepares students for graduate degrees in nutrition and health professions including medicine, dentistry, physical therapy, occupational therapy, pharmacy, and optometry.

The Nutrition Science track may be used to fulfill prerequisite requirements for medicine, dentistry, physical therapy, etc., as well as for graduate studies in nutrition. If a student is considering this track in preparation for professional school, it is the responsibility of the student to research the necessary course prerequisites as early as possible to ensure that s/he meets the professional school's admission requirements. Please contact the appropriate advisors at UIW for additional assistance.

1. Nutrition Science majors meet with their assigned advisor during the first semester and develop a degree plan.
2. Nutrition Science majors should research requirements for professional school or graduate school. During the student's Junior and Senior years in the degree plan, the student's advisor will assist the student in refining personal and career goals in regard to placement in either graduate or professional school.

In addition to completion of the University of the Incarnate Word Core Curriculum (see University of the Incarnate Word Undergraduate Catalog available at <http://www.uiw.edu/registrar/catalogs.htm>), undergraduate Nutrition majors must complete the following:

D. Requirements for Nutrition (B.S.)

A. 23 semester hours in required Nutrition courses:

NUTR 2231/NUTR 2131	Principles of Food Preparation and Lab
NUTR 2341	Introduction to Nutrition
NUTR 3342	Nutrition in the Life Cycle
NUTR 4335	Nutrition Education and Counseling
NUTR 4460	Community and World Nutrition
NUTR 4470	Human Nutrition and Metabolism
NUTR 4376	Medical Nutrition Therapy I

B. 39 semester hours in required supporting disciplines:

PSYC 1301 or SOCI 1311	Introduction to Psychology or Introduction to Sociology
MATH 1304	College Algebra or higher math

MATH 2303	Introduction to Probability and Statistics
or	or
PSYC 3381/SOCI 3381/CRJU3381	Statistics for Behavioral Sciences
ECON 2301	Principles of Macroeconomics
COMM 2341	Business and Professional Communication
BIOL 1402	General Biology I for Majors and Laboratory
BIOL 2321	Anatomy and Physiology I
BIOL 2121	Anatomy and Physiology Laboratory I
BIOL 2322	Anatomy and Physiology II
BIOL 2122	Anatomy and Physiology Laboratory II
BIOL 2474/2474L	Introductory Microbiology and Lab
or	or
BIOL 3471/3471L	General Microbiology and Lab
CHEM 1301	Chemical Principles I
CHEM 1101	Chemical Principles I Laboratory
CHEM 1302	Chemical Principles II
CHEM 1102	Chemical Principles II Laboratory

C. Additional semester hours as indicated, in one of the following three tracks:

A. Food and Nutrition track 24-26 Semester Hours:

ACCT 2301	Accounting for Non-Business Majors
BMGT 3340	Management Theory and Practice
CHEM 2350	Survey of Organic Chemistry
or	or
CHEM 2311 & CHEM 2312	Organic Chemistry I & Organic Chemistry II
CHEM 2150	Principles of Organic and Biochemistry Laboratory
or	or
CHEM 2111	Organic Chemistry Laboratory I
CHEM 3450	Survey of Biochemistry
or	or
CHEM 4351/BIOL 4351	Biochemistry I
NUTR 1102	Introduction to Dietetics
NUTR 3320	Food Systems Management
NUTR 3134	Food Systems Management Laboratory
NUTR 3323	Food and Nutrition Services Management
NUTR 3332	Experimental Foods
NUTR 3310	Food Insecurity & Food Recovery
NUTR 4356	Nutrition and Human Performance

❖ Additional nutrition elective

B. Nutrition and Dietetics track 21-24 Semester Hours:

ACCT 2301	Accounting for Non-Business Majors
BMGT 3340	Management Theory and Practice
CHEM 2350 or CHEM 2311	Survey of Organic Chemistry or Organic Chemistry I
CHEM 2312	Organic Chemistry II
CHEM 2150	Principles of Organic and Biochemistry Laboratory
or	or
CHEM 2111	Organic Chemistry Laboratory I
CHEM 3450	Survey of Biochemistry
or	or
CHEM 4351/BIOL 4351	Biochemistry I
NUTR 1102	Introduction to Dietetics
NUTR 3320	Food Systems Management
NUTR 3323	Food and Nutrition Services Management

NUTR 3134	Food Systems Management Laboratory
NUTR 3332	Experimental Foods
NUTR 4139 or NUTR 3310	Nutritional Practicum or Food Insecurity & Food Recovery
NUTR 4100	Dietetics
NUTR 4477	Medical Nutrition Therapy II

C. Nutrition Science 30-31 Semester Hours:

CHEM 2311	Organic Chemistry I
CHEM 2111	Organic Chemistry Laboratory I
CHEM 2312	Organic Chemistry II
CHEM 2112	Organic Chemistry Laboratory II
CHEM 4351/BIOL 4351	Biochemistry I
CHEM 4251/BIOL 4352	Biochemistry II
MATH 1311 or Math 2312	Precalculus or Calculus I
PHYS 2305/ PHYS 2105	Physics I and Lab
or	or
PHYS 1301/PHYS 1101	General Physics I and Lab
PHYS 2306/ PHYS 2106	Physics II and Lab
or	or
PHYS 1302/PHYS 1102	General Physics II and Lab
NUTR 4477	Medical Nutrition Therapy II

❖ **Additional 3-4 semester hour elective in upper-division Biology, Chemistry, or Nutrition**

Recommended sequencing for both the Food and Nutrition track, Nutrition and Dietetics track, and the Nutrition Science track are provided in Appendix A.

Requirements for a Minor in Nutrition: Students seeking to Minor in Nutrition must complete NUTR 2341 plus 9 semester hours of other NUTR courses, 6 hours of which must be in upper-division courses (3000 and above). Seminar, Practicum, and 1000-level courses do not meet the requirements for a minor.

5. Didactic Program in Dietetics

Students who want to become registered dietitians nutritionists choose the **Nutrition and Dietetics Track**. Information is available on how to become a Registered Dietitian Nutritionists at the ACEND website (<http://www.eatrightpro.org/resources/acend/students-and-advancing-education>). The Didactic Program curriculum is externally approved through the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Upon completion of the Didactic Program in Nutrition and Dietetics (DPD), a student becomes eligible to apply to an Accredited Dietetic Internship program. Successful completion of both the DPD and a Dietetic Internship makes a student eligible to write the Commission on Dietetics Registration (CDR) credentialing examination to become a Registered Dietitian Nutritionist (RDN) in the United States. Students must apply and be accepted into the UIW DPD. Undergraduate students complete the didactic requirements while completing the Nutrition and Dietetics track of the Bachelor of Science Degree in Nutrition. Post undergraduate students may complete DPD requirements as a non-degree seeking student or as a graduate student who completes the DPD requirements while concurrently completing a Master's of Science Degree in Nutrition. The following criteria must be met to achieve the requirements for the DPD:

A. Admission to the University of the Incarnate Word Nutrition and Dietetics Track (DPD)

Students must be a current student at UIW. Admission to the UIW Nutrition Programs is based on criteria as stated in the [University Undergraduate and Graduate Catalogs](#). Enrollment is limited in the DPD program so admission to the DPD is not automatic. Fulfillment of the minimum requirements does not guarantee admission. Admission to the DPD program will be in accord with the University of the Incarnate Word's "Equal Opportunity and Non-Discrimination Policy". This policy is published in the [University of the Incarnate Word Student Handbook](#). Admission criteria are listed below.

I. Student Admission Criteria to the UIW DPD

1. Students apply to the DPD when all DPD prerequisites have been completed. Students must be a current student at UIW to apply to the DPD program. Official transcripts of prerequisite courses must be on file with the University or Program. Students submit their application by December 20 for Spring semester admittance and by the third Monday of May for Fall semester admittance. Acceptance notification will be a week before classes start in January and by June 15 respectively.
2. Student academic performance including overall achievement and achievement in science coursework.
3. Students must have earned a minimum of a C in all prerequisite courses.
4. Students must have a minimum of a 2.8/4.00 GPA in their prerequisite coursework.
5. Two academic letters of reference (one from a Nutrition faculty member).
6. Students must show evidence of having successfully completed the following undergraduate courses, equivalent courses, or higher level courses.
 - ACCT 2301: Accounting for Non-Business Majors or higher
 - BIOL 1402: General Biology I & Lab
 - BIOL 2321/2121 Anatomy & Physiology I and Lab and BIOL 2322/2122 Anatomy & Physiology II and Lab or 4 credits of Anatomy & Physiology
 - BIOL 2474 Introduction to Microbiology & Lab or BIOL 3471 General Microbiology & Lab
 - BMGT 3340 Management Theory and Practice
 - CHEM 1301/1101 Chemical Principles I and Lab
 - CHEM 1302/1102 Chemical Principles II and Lab
 - ENGL 1312 Composition II
 - MATH 1304 College Algebra or higher
 - NUTR 1102 Introduction to Dietetics
 - NUTR 2341 Introduction to Nutrition or higher
 - NUTR 2231/2131 Principles of Food Preparation & Lab or NUTR 41XX ST Food Lab
 - PSYC 1301 Introduction to Psychology or SOCI 1311 Introduction to Sociology

II. Promotion and Retention Requirements for UIW DPD

Students must maintain satisfactory standards to progress in the DPD and must be complete all requirements to be eligible to graduate see [UIW Catalog](#) for graduation requirements. DPD requirements include:

1. A minimum grade of C is required in all DPD courses.
2. Students are required to take all prerequisites before enrolling in a course.
3. Students may only take a DPD required courses two times. If a student withdraws or does not earn a grade of C or better after two attempts they are dismissed from the DPD. Exceptions are if they withdrew from the class for verified nonacademic reasons such as a major illness or death in the family.
4. Students who withdraw or receive a final grade of less than a C in a DPD course will be allowed to repeat this course but a written plan will be developed in conjunction with the instructor, student, and DPD director and the agreement will be signed by the DPD director and the student.
5. Students who receive a combination of four grades less than C or withdrawals (W) in DPD required courses will not be eligible to continue in the program, even if the student has already repeated one of the courses and received a grade of C or above. Students will be notified by the DPD Director of ineligibility to continue in the DPD. A petition process is outlined in the *UIW Nutrition Student Handbook* in the DPD section.
6. The students dismissed from the DPD will not be eligible to receive DPD verification. If eligible, the student may continue in the degree program but not in the Nutrition and Dietetics track.
7. To remain in the DPD program must:
 - Adhere to the [UIW Student Code of Conduct](#)
 - Demonstrate professional behaviors and attitudes compliant with department policies (see *UIW Nutrition Student Handbook*).

III. DPD Verification Requirements

- Complete all requirements for baccalaureate degree at UIW or have already obtained a baccalaureate degree from a regionally accredited U.S. college or university or foreign equivalent. Information for international students regarding education and credentialing requirements may be obtained at <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/obtaining-dietetics-credentials-with-a-foreign-degree>.
- Complete all course work requirements for the DPD program.
- A 'C' must have been earned in each course taken for the DPD to receive a verification statement
- Student must have earned a GPA of 3.0 in DPD courses.
- Complete a DPD Student Portfolio with all required documentation.

Students must have completed a minimum of 12 semester hours of credit in designated DPD course requirements to obtain a DPD Verification Statement from UIW.

When the student has met all of these requirements, the DPD Director (who has been approved by the Accreditation Council for Education in Nutrition and Dietetics the accrediting agency for the Academy of Nutrition and Dietetics and is a member of the UIW faculty) will provide the student with five copies of the official verification statement.

Receiving a verification statement does not guarantee admittance into a supervised practice program. It is strongly recommended that students have higher grades than the minimum required to earn a DPD verification statement, work experience, community service, and leadership experience. Please note that by Texas law, persons with a criminal history of a felony are ineligible to attain licensure (for more information see <https://www.tdlr.texas.gov/crimconvict.htm#dtn>).

B. Professional Portfolio

Students admitted into the Nutrition program will develop a professional portfolio to demonstrate their achievement knowledge and skills related to nutrition. Additionally, the portfolio will be used to demonstrate the student's involvement in extracurricular activities, and the student's development of professional behaviors and attributes. The creation and maintenance of the student's portfolio is a necessary component in the Didactic Program in Dietetics, and therefore, all undergraduate students and graduate DPD students are required to participate in the portfolio process in order to receive the DPD Verification Statement necessary for admission into a dietetic internship (see Section 6.B.).

I. Purposes of the Professional Portfolio

The professional portfolio achieves the following for the student:

- Aids in determining, setting, and pursuing individual professional goals.
- Documents attainment of knowledge and skills over time.
- Documents professional growth and development over time.
- Encourages reflection and self-evaluation of abilities, strengths, and weaknesses.
- Facilitates discussions about career and education plans and practices.
- Provides a model of assessment that can be extended and applied to a variety of professional situations.

II. Steps in the Professional Portfolio Process

1. Upon assignments of a Nutrition Advisor:
 - A. Each student sets an appointment with her or his advisor to discuss personal goals and develop a degree plan.
2. During the Introduction to Dietetics Class:
 - A. Each student receives information about the Undergraduate Nutrition Program and Didactic Program in Dietetics Student Handbook.
 - B. The portfolio outline and recommended artifacts are listed (Appendix D).
 - C. Each student will obtain a binder for maintenance of portfolio artifacts.
 - D. Each student will complete the appropriate forms, collect initial artifacts, and submit the initial portfolio for review by the instructor.
 - E. The instructor will provide information regarding appropriate artifacts to be collected by students as they progress through their degree plan. Any modifications to this will be posted on the Nutrition Program Blackboard® site (Appendix D).
3. Each student collects and files artifacts from various classes for maintenance in her or his portfolio each semester.
4. During NUTR 1102 Introduction to Dietetics, NUTR 6290 Practicum in Nutrition, and NUTR 4100 Dietetics.
 - A. Students will submit their portfolios for the instructor to review the student's progression through the program.

- B. The instructor will evaluate and make recommendations for the student's further development based on this review. **Students are to make changes!**
5. Students will complete the portfolio and turn it into the DPD director near the end of the last semester of completing the DPD requirements. In order to receive a Didactic Verification Statement the student must submit a completed portfolio. The portfolio will be returned to the student after it has been reviewed.

C. Accreditation Status

The Didactic Program in Dietetics (DPD) at the University of the Incarnate Word is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, and (800) 877-1600, Extension 5400, acend@eatright.org. Information available at <http://www.eatright.org/ACEND>.

I. Goals and Outcomes Didactic Program in Dietetics

To best achieve a desired outcome from any educational endeavor, it is necessary to define the goals of the program. Outcome data is available upon request from the Didactic Program Director or the Nutrition Department Chair. The current goals for the Didactic Program in Dietetics in the Nutrition Program of the University of the Incarnate Word are:

Program Goal 1: To prepare professional, knowledgeable individuals for entry level practice in nutrition and dietetics.

Program Objectives for Goal 1:

Objective 1: At least 80% of DPD students will complete DPD requirements within three years (150% of the program length).

Objective 2: Fifty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 3: Twenty-five % of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 4: 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%.

Objective 5: Over a period of three years, 70% of DPD graduates will receive a rating of "satisfactory" or better in Professional Responsibility and Practice as evaluated by responding supervised practice directors

Objective 6: Over a period of three years, 70% of DPD graduates will receive a rating of "satisfactory" or better in Professional Responsibilities as evaluated by responding employers.

Objective 7: Over a period of three years, 70% of DPD graduates will receive a rating of "satisfactory" or better in their knowledge and skills as evaluated by responding supervised practice directors.

Objective 8: Over a period of three years, 70% of DPD graduates will receive a rating of "satisfactory" or better in knowledge and skills as evaluated by responding employers.

Objective 9: Over a period of three years, 50% of responding DPD graduates will report having worked in nutrition and dietetics or continued their education in nutrition and dietetics.

Program Goal 2: To educate individuals to meet the food and nutritional needs of underserved people.

Program Objectives for Goal 2:

Objective 1: Over a period of five years, 50% of students receiving DPD verification statements will be minority.

Objective 2: Over a period of five years, 50% of DPD graduates accepted into supervised practice programs will be minority.

Objective 3: Over a period of five years, 75% of DPD students will receive a rating of “satisfactory” in knowledge of nutrition needs of underserved people as evaluated by responding employers.

D. Grievance against the Program

Follow the UIW Grievance procedure as outlined in the Student Complaint Policy. If complaint is unresolved, students may report standard-related complaint to ACEND (120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, and 800/877-1600, ext. 5400, ACEND@eatright.org) only after all options within an institution are exhausted. ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It will act only upon assigned allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised. The following procedures will be used in the investigation of a complaint against an accredited.

I. Procedure for Complaints against Accredited Programs

Complaint Investigation Form

1. ACEND® staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair’s review that no further action will be taken.
3. If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair’s review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
5. The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt for the notification, as documented by the record of second day delivery.

6. The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicated that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

E. Disclaimer- Entrance into Dietetic Internships

Successful completion of the DPD and receipt of the Didactic Verification Statement do not guarantee admittance to the University of the Incarnate Word Dietetic Internship or any other dietetic internship or supervised practice program. Admission to all dietetic internships is on a competitive basis and usually requires students to apply through DICAS and participate in the computer matching process (for information about computer matching, please refer to [D&D Digital](#)).

The Faculty of the Nutrition Program provides workshops and advising regarding the application processes and strategies to help improve student chances of being accepted into a dietetic internship; however, the likelihood of successful placement is solely dependent upon the individual student's preparation and handling of application materials. Please refer to the Guidelines for Application to Internships in Appendix C.

6. ACADEMIC POLICIES

A. Progression, Retention, and Verification

Students must maintain satisfactory standards to progress in the DPD program and must be recommended by Nutrition Program faculty for promotion and eligibility to graduate. Requirements are as follows:

1) **Acceptable progress.** Satisfactory completion of all prerequisite courses is required to enroll classes. A minimum grade of C is required in all DPD courses. Students may only take a DPD required courses two times. If a student withdraws or does not earn a grade of C or better after two attempts they are dismissed from the DPD. Exceptions are if they withdrew from the class for verified nonacademic reasons such as a major illness or death in the family.

2) **Student Success.** As part of assuring student success in the DPD, any student who meets one or more of the three following criteria will be required to meet with the course instructor to determine a remediation plan to improve the student's performance: (a) less than a C on an assignment or exam (b) repetitive tardiness or absences, or (c) failure to turn in more than two assignments on time. Active participation in resulting remediation activities is expected. Students who do not participate will be referred to the DPD Director.

Students who withdraw or receive a final grade of less than a C in a DPD course will be allowed to repeat this course but a written plan will be developed in conjunction with the instructor, student, and DPD director and the agreement will be signed by the DPD director and the student.

3) **Student Retention.** To remain in the DPD program a student must:

- Adhere to the [UIW Student Code of Conduct](#)
- Demonstrate professional behaviors and attitudes compliant with department policies (see page 18).

4) **Ineligibility for Continuation in the DPD Program.** Students who receive a combination of four grades less than C or withdrawals (W) in DPD required courses will not be eligible to continue in the program, even if the student has already repeated one of the courses and received a grade of C or above. Students will be notified by the DPD Director of ineligibility to continue in the DPD.

An appeals process is outlined in 5 below. If a student is asked to resign from the DPD Program, the DPD Director will schedule a meeting that may include the Nutrition Program Chair or the Director of the Nutrition Graduate Program to counsel the student about possible continuation in the nutrition program or alternative education opportunities. The students dismissed from the DPD will not be eligible to receive DPD verification. If eligible, the student may continue in the degree program but not in the Nutrition and Dietetics track.

5) **Appeals.** Upon notification of ineligibility to continue in the DPD program, the student may appeal the decision by addressing a letter to the Dean of the School of Math, Science, and Engineering. Such correspondence should specify the reason(s) for the appeal and submit relevant new information for the purposes of the appeal. The Dean will consider all written statements regarding the situation and meet with any or all of the involved parties as s/he deems necessary during consideration of the student's appeal. The Dean will meet with the student within 10 working days to discuss and present a written statement of the decision.

6) **Verification Statement.** A student must complete all requirements to be awarded a DPD Verification Statement. A student must complete all requirements for a baccalaureate degree at UIW or have already obtained a baccalaureate degree from a regionally accredited U.S. college or university or foreign equivalent. Information for international students regarding education and credentialing requirements may be obtained at <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/obtaining-dietetics-credentials-with-a-foreign-degree>.

In addition to earning a 'C' or better in each course taken for the DPD, a student must have earned a GPA of 3.0 in all required DPD courses. Also, a student must submit a satisfactory student portfolio to be awarded a DPD Verification Statement.

B. Attendance Policy and Leave of Absence Policy

Students are expected to be prompt and attend all classes, exams, laboratories and practicum sessions. Notification of illness or personal emergency must be reported to the course instructor and preceptor if applicable as soon as possible.

Absences will be excused only for verifiable medical/personal emergencies, and pre-scheduled/approved campus events. Minor medical ailments (e.g.: colds, indigestion, muscle strains) are not accepted as medical emergencies (unless verified by a physician's note, or by the school nurse). Although absence from class because of illness or emergencies may be unavoidable, absence may affect quality of achievement, and therefore, the course grade. The responsibility for attendance is placed on the student. At times, a student who is participating in an activity approved by the University is required to miss a class. While the student will not be penalized for missing the class, the student is expected to meet with the instructor ahead of time to plan for the absence and determine how work will be made up. Three or more absences for lab will result in a failing grade for the lab or lab component of the course. Five or more absences will result in a failing grade or student being withdrawn from class by instructor. Three late arrivals (more than 10 minutes) will count as one non-excused absence. Excessive, minor tardiness (under 10 minutes) will result in a grade penalty of not more than 5% of the total course grade. (The instructor will provide a verbal warning if the tardiness is excessive.)

Students requesting a Leave of Absence follow university policies found in the Student Handbook and the Graduate Bulletin. Students must formally request a leave of absence from the DPD director. A leave of absence of up to one year may be granted if a student is in good standing within the DPD program and if there is room within enrollment limits. If a student is absent for more than one year s/he must reapply for admission to the DPD program and is not guaranteed readmission.

C. Assignment Completion Policy

Make-up exams will not be given unless the student has made arrangements in advance with the instructor. Makeup exams will only be given in situations which meet the definition of major emergency as defined above. Make up exams are given at the instructor's discretion. Re-takes of exams are not provided to individual students.

At the instructor's discretion, late assignments will be accepted late. However, all late assignments accepted will have penalty points deducted (not to exceed 5% of the assignment grade per day late). Extra credit assignments will not be made available.

Students who participate in campus events (e.g., sports, choir, ROTC, etc.) are responsible for informing the instructor in advance of any event that conflicts with school assignments. If the student fails to adequately inform the instructor (no later than one class session before the event), then the above policies will be applied.

D. Access to Student Records

The University of the Incarnate Word's *Statement of Confidentiality* governing the handling of student records accommodates the provisions of the Family Educational Rights and Privacy Act (available at <http://www.uiw.edu/registrar/FERPA.html>). A student may have access to all materials maintained by the DPD Director in student's files with the exception of references provided as part of the application if access was waived. Any requests for student file materials must be made in writing. The *University of the Incarnate Word Student Handbook* (available at <http://www.uiw.edu/studentconduct/documents/studenthandbook2016-2018revisedjanuary2017.pdf>) provides additional information about both academic and community policies that affect students, as well as providing information about campus life and services, including health services, counseling services, and testing services.

E. Student Evaluation of Faculty and Program

Student evaluations of instructors are considered important for faculty development in classroom and teaching. Faculty members are evaluated online according to established UIW policy. DPD students participate in exit interview at the end of their last semester of education. The DPD director or designee will conduct an exit interview with DPD students.

F. Student Complaints Related to Faculty Decisions about Student Course Work Procedure Guidelines

The current [*UIW Student Handbook*](#) provides guidance for student complaints.

7. Career and Advanced Training Opportunities

Many employers and agencies contact the Nutrition Department with job opportunities, fellowships and summer internship programs. Information about these training opportunities is made available for both current students and graduates of the Nutrition Program. The University of the Incarnate Word Career Services office offers assistance with resume writing, interviewing skills, job searches, and temporary and permanent job opportunities.

Students should try to obtain part-time or summer employment or volunteer opportunities in areas related to food and/or nutrition. Students pursuing the Nutrition Science track are strongly encouraged to apply for summer jobs or fellowships that provide research experiences. Professional and graduate schools look more favorably at applicants that can demonstrate research experience.

Dietetic internships and employers consider the student's work experience when evaluating applicants. Work and volunteer opportunities allow students to develop technical skills related to the provision of food and nutrition services as well as skills related to professional manner. Informing your advisor and instructors about your work experiences allows them to write more meaningful recommendations for when you apply to dietetic internships, graduate school, and/or actual employment.

The Nutrition Department has available a variety of information regarding graduate programs dietetic internships. See the Nutrition Program Blackboard® site and Nutrition bulletin boards on the third floor of the Bonilla Science Hall. Additional information concerning graduate programs is available through resource guides found at the J.E. and L.E. Mabee Library.

8. Credit for Previous Work Experience

A student may petition to substitute work experience for required courses in foods and/or food and nutrition service management for which s/he believes s/he has acquired the associated knowledge (see Appendix E). To qualify for substitution, the work experience must have occurred within the last five years and for a minimum of six months. The student must provide a portfolio containing detailed description(s) of work experience(s), including location, job responsibilities, and supervisor or administrator name and contact information. The supervisor or administrator should verify that the student worked in the described experiences by signature, letter of affirmation, and/or phone interview with the Didactic Program Director. The Didactic Program Director, upon verifying expected knowledge and skill

requirements have been met by work experience, may allow a waiver for any or all of the following courses: Principles of Food Preparation, Principles of Food Preparation Laboratory, Experimental Foods, Food Systems Management, Food Systems Management Laboratory, and Nutrition Practicum. If a waiver is granted for any of these courses, the student must still meet the necessary credit hours required for degree completion as documented in the University of the Incarnate Word Undergraduate Catalog. Waived courses may be substituted with other nutrition courses and/or electives as approved by the student's faculty advisor.

9. Community Service

Students may satisfy the University's 45-hour community service graduation requirement by selecting volunteer opportunities and taking service-learning courses (in the core or in the major). Service-learning courses involve working with organizations to meet community needs. This experience is an effective method of accomplishing certain course objectives. Each semester, the Schedule of Classes and other notices identify service-learning courses, and Campus Ministry posts volunteer opportunities. Students are encouraged to volunteer for food and/or nutrition related agencies and organizations. The Nutrition faculty encourage completing most of the service hours with one or two organizations so as to better establish a working relationship with people within these organizations that could be approached to be future references. Contact information for food and/or nutrition organizations may be obtained from the Nutrition faculty.

10. Experiential Learning Classes

Students should not be used to replace employees in experiential learning classes and students are not compensated for the work they perform at the experiential learning sites. Experiential learning sites require travel off campus; students are responsible for arranging travel to sites. The student is liable for safety to and from sites. A student who drives is expected to have the minimum liability insurance coverage required by Texas State Law.

Depending on the site, students may need proof of additional immunizations e.g. a flu shot. Sites may also require a student to pass a criminal background check and drug screen. These costs are paid by the student.

All students enrolled in experiential learning classes are expected to have health insurance. All full-time Main Campus students (undergraduate 12 or more hours, graduate 6 or more hours, all professional programs, PhD programs 6 hours or more, 3 hours in dissertation) are automatically billed for health insurance through the [university health insurance plan](#). International Students (full or part-time) are automatically billed for health insurance. If a student has his/her own private insurance, an Insurance Waiver Form must be submitted on-line to the Insurance Carrier prior to the last day to receive a 100% refund for the semester as established by the Academic Calendar. For additional information contact Student Health Services at 210-829-6017.

Students may receive health services from [Campus Health Services](#). If a student becomes injured or ill while at a practice site, the student is responsible for seeking appropriate personal health care services. No experiential learning site, including hospitals and clinics, is required to provide a student with health care services.

Students are required to be covered by liability insurance when they are enrolled in NUTR 3310 Food Insecurity and Food Recovery, NUTR 4139 Nutrition Practicum and NUTR 6290 Practicum in Nutrition. The liability insurance fee is included in course fees. The University maintains professional liability insurance in the form of an occurrence policy. This coverage provides \$1,000,000 coverage per incident, with a maximum total coverage of \$3,000,000 in any given year. Student names are added to the liability coverage at the beginning of the term for the above listed courses

Adherence to the [Code of Ethics for the Profession of Dietetics](#) (Appendix F) is required at all times when students are at experiential learning sites and facilities. Students should not discuss confidential information, including information

about individual patients or clients, and/or facility records outside of the health care or educational settings. Patient names should not be used in discussions in class. Proprietary information is considered confidential. Individual sites will also emphasize institutional policies as part of the orientation to the facility.

When working on site, student dress should be that of what would be expected of a future professional:

1. Obtain a copy of your work site's dress code.
2. No sleeveless tops at clinical sites or foodservice sites unless covered by a jacket or sweater.
3. No cleavage on women or pectoral muscles on men should show.
4. No midsection skin or undergarments should show in front or back when you bend over or reach your hands over your head.
5. No shorts or Capri pants unless teaching a class with exercise and your site approves.
6. No workout clothes such as sweat pants and shirts.
7. Shoes that totally enclose the feet should be worn at clinical and foodservice sites for safety reasons.
8. Jewelry should not be loose so that it could catch on something.
9. Many facilities have policies about showing tattoos and body piercings.

11. Conduct and Dress

A. Classroom Code of Conduct

Students are expected to conduct themselves courteously in the classroom. Each student should practice the following behaviors.

1. Turn off cell phone when in the class room.
2. Use computer or tablet only for class work when in class.
3. If leaving class early try to sit near an exit and inform the teacher before class.
4. If coming in late to class do not disrupt the class.
5. Go to the bathroom before class. Try to minimize leaving class to go to the bathroom.
6. Eat quietly if you are allowed to eat in the class.
7. Clean up after yourself in laboratories and in class rooms.
8. If a break is given during the class period, be back in the room by the time the instructor says class will resume. You will be considered tardy if you are not in the class at the appointed time.
9. Come prepared to class with paper, pen, pencil, and calculator.
10. Hand in assignments stapled or in an appropriate folder or notebook.
11. Be respectful to instructors and students.

B. Class Presentation Dress Code

For oral presentations for classes, student dress should not distract from the presentation. A neat well-groomed appearance is best for oral presentations. The presentation is being graded and not the appearance of the presenter. Failure to comply will result in a ½ letter grade deduction for the presentation.

1. No cleavage on women or pectoral muscles on men should show.
2. No midsection skin or undergarments should show in front or back when you bend over or reach your hands over your head.
3. Skirts more than 4 inches above the knee should not be worn for presentations.
4. No shorts.
5. Jewelry that clangs should not be worn.

12. Student Dietetic Association and Student Activities

Students are encouraged to become members of [The Academy of Nutrition and Dietetics](#) (AND). Membership is available at a special student rate, and it provides students with special benefits, including a monthly published journal,

access to members-only materials at the AND website (www.eatright.org), and eligibility for scholarships from the [Texas Academy of Nutrition and Dietetics Foundation](#) and the [AND Foundation](#). Applications for membership are available from the Nutrition faculty.

Students are also encouraged to become members of the Student Dietetic Association at UIW. Membership in the Student Dietetic Association provides students with opportunities to develop their leadership and other professional abilities, participate and complete University community service requirements, and obtain funding to go to the Texas Academy of Nutrition and Dietetics Food and Nutrition Conference and Exposition in the spring semester. Being active in the South Texas Academy of Nutrition and Dietetics (<https://www.eatrighttexas.org/>) enables students to meet and interact with professionals in practice, identify and locate potential volunteer and work experiences, and make contacts for future employment opportunities.

13. Financial Information

The University of the Incarnate Word provides financial assistance information through the University Financial Aid Office (<http://www.uiw.edu/finaid/index.html>). Information about billing, payment due dates, and withdrawal and refund of tuition and fees is available through the University Business Office (<http://www.uiw.edu/busoff/understandbill.html>). Information about various scholarships particular for students studying food and nutrition is collected and announced by the Nutrition faculty. In particular, [The Academy of Nutrition and Dietetics Foundation](#) and the [Texas Academy of Nutrition and Dietetics Foundation](#) offer a number of scholarships, usually starting at \$500, for DPD students. Notices about these and other scholarships are made in the Nutrition department as they come available.

In 2017-2018 academic calendar, the estimated tuition and university fee for a full-time Undergraduate student is \$14,175 per semester. In addition, Junior and Senior laboratory course fees are estimated to be \$285 per semester. The estimated tuition and university fee for a Graduate student is \$960 per credit hour.

Textbooks costs vary depending if a student rents, purchases an electronic copy, or purchases a bound book. It is recommended that DPD students keep textbooks in major classes as reference books to use in a supervised practice program and to prepare for the credentialing exam. The average cost of textbooks for a nutrition course is approximately \$150 per course.

14. Program Advising

The [Academic Advising](#) office assigns an advisor from among the Nutrition Faculty to new students during their first semester. Sometime within the first two months of the semester, the student should schedule an appointment with the Nutrition advisor to introduce her or himself, to discuss possible educational and career goals, and to develop the student's specific degree plan. Then, AT LEAST ONCE A SEMESTER, the student should schedule an appointment with the advisor to update the advisor about the student's progress in classes as well as professional goals.

Each semester, toward the end of the last full month of the semester, the University schedules an Advising period and Registration Day. This time is used to allow students to schedule appointments with their advisor. In the Nutrition Program, instead of meeting with students individually, the nutrition faculty schedule times in one of the Bonilla Science Hall classrooms to meet with groups of students based on student class rank (e.g., freshman, sophomore, junior, senior). It is important that each student has met with the advisor BEFORE these sessions to update the student's degree plan so these times will be used for group advising to inform students about and to help students prepare for application to Nutrition and Dietetics track (DPD), and complete internship, graduate or professional school, and/or scholarship applications. Students should come with a tentative schedule of classes. DPD students meet for DPD group advising. The

Nutrition Chair will send out an announcement as to the time we will meet with particular student groups. Since all students require specific alternate Personal Identification Numbers (PINs) to register for courses, they must come to the group advising meetings to receive these numbers from their advisor. There is then a specific Registration time for signing on-line for classes. The Registrar sends out instructions and times for students to register based on student class rank. Athletes meet early with their Academic advisor and then with their student athlete advisor.

15. COMPLIANCE FORM

Compliance Form

(Student Instructions: Please **initial** each item and sign below.)

_____ I certify that I have read the *University of the Incarnate Word Student Handbook* and the *University of the Incarnate Word Student Handbook*. I have been given the opportunity to ask any questions about all or parts of the handbooks, and I declare my intentions to comply therewith.

_____ I recognize the importance of the following information as it applies to my continuation in the DPD program and in the nutrition and dietetics profession.:

_____ Information related to progression and retention in the DPD.

_____ Information related to requirements to receive a DPD Verification Statement.

_____ Information related to requirements to become a registered dietitian nutritionist.

STUDENT NAME (print)

SIGNATURE OF ORIENTOR

STUDENT SIGNATURE

DATE OF ORIENTATION

16. Appendix A

Sample Course Sequence- Food and Nutrition track

Freshman Year: Fall		Hrs.	Freshman Year: Spring		Hrs.
ENGL 1311 Composition I		3	BIOL 1402 General Biology I & Lab		4
Foreign Language I		3	CHEM 1301/1101 Chemical Principles I and lab		4
MATH 1304 College Algebra or higher		3	DWHP 1200 Dimensions of Wellness		2
NUTR 1102 Introduction to Dietetics		1	Foreign Language II		3
PHIL 1381 Introduction to Philosophy		3	ENGL 1312 Composition II		3
PSYC 1301 Introduction to Psychology or SOCI 1311 Introduction to Sociology		3			
Total hours		16	Total hours		16
Sophomore Year: Fall			Sophomore Year: Spring *		
BIOL 2321/2121 Anatomy & Physiology I and Lab		4	ACCT 2301 Accounting for Non-Business Majors or higher		3
CHEM 1302/1102 Chemical Principles II and lab		4	BMGT 3340 Management Theory and Practice		3
NUTR 2341 Intro. to Nutrition		3	BIOL 2322/2122 Anatomy & Physiology II and Lab		4
NUTR 2231/2131 Principles of Food Preparation & Lab		3	BIOL 2474 Intro. to Microbiology & Lab or BIOL 3471 General Microbiology & Lab		4
HIST 1311, 1312, 1321, or 1322		3	ENGL World Literature		3
Total hours		17	Total hours		17
Junior Year: Fall			Junior Year: Spring		
CHEM 2350/2150 Survey of Organic Chemistry & Principles of Organic and Biochemistry Laboratory		4	CHEM 3450 Survey of Biochemistry		4
MATH 2303 Intro. to Probability & Statistics or PSYC/SOC/3381 Statistics for Behavioral Sciences		3	ECON 2301 Principles of Macroeconomics		3
NUTR 3342 Nutrition in the Life Cycle		3	NUTR 3310 Food Insecurity & Food Recovery (odd years)		3
Nutrition Elective		2	NUTR 3332 Experimental Foods		3
COMM 2341 Business & Professional Communications		3	Religion		3
Total hours		15	Total hours		16
Senior Year: Fall			Senior Year: Spring		
NUTR 4376: Medical Nutrition Therapy I		3	Fine Art		3
NUTR 4460 Community & World Nutrition		4	NUTR 4356 Nutrition and Human Performance		3
NUTR 4470 Human Nutrition & Metabolism		4	NUTR 4335 Nutrition Education & Counseling		3
NUTR 3325 Food Systems Management		3	NUTR 3323 Food & Nutrition Services Management		3
NUTR 3134 Food & Systems Management Laboratory		1	Religion or Philosophy		3
Physical Activity		1			
Total hours		16	Total hours		15
UIW Core - Total Hours		43			
Major - Total Hours		85			
Degree - Total Hours		128			

Sample Course Sequence- Nutrition and Dietetics track

Freshman Year: Fall		Hrs.	Freshman Year: Spring		Hrs.
NUTR 1102 Introduction to Dietetics	1		BIOL 1402 General Biology I & Lab	4	
PSYC 1301 Introduction to Psychology or SOCI 1311 Introduction to Sociology	3		CHEM 1301/1101 Chemical Principles I and lab	4	
ENGL 1311 Composition I (core)	3		ENGL 1312 Composition II	3	
MATH 1304 College Algebra or higher	3		DWHP 1200 Dimensions of Wellness (core)	2	
Foreign Language I (core)	3		Foreign Language II (core)	3	
PHIL 1381 Introduction to Philosophy	3				
Total hours	16		Total hours	16	
Sophomore Year: Fall			Sophomore Year: Spring *		
BIOL 2321/2121 Anatomy & Physiology I and Lab	4		ACCT 2301 Accounting for Non-Business Majors or higher	3	
CHEM 1302/1102 Chemical Principles II and lab	4		BMGT 3340 Management Theory and Practice	3	
ENGL World Literature (core)	3		BIOL 2322/2122 Anatomy & Physiology II and Lab	4	
NUTR 2341 Intro. to Nutrition	3		BIOL 2474 Intro. to Microbiology & Lab or BIOL 3471 General Microbiology & Lab	4	
NUTR 2231/2131 Principles of Food Preparation & Lab	3		COMM 2341 Business & Professional Communications	3	
Total hours	17		Total hours	17	
Junior Year: Fall			Junior Year: Spring		
CHEM 2350/2150 Survey of Organic Chemistry & Principles of Organic and Biochemistry Lab	4		CHEM 3450 Survey of Biochemistry	4	
MATH 2303 Intro. to Probability & Statistics or PSYC/SOC/3381 Statistics for Behavioral Sciences	3		ECON 2301 Principles of Macroeconomics	3	
NUTR 3325/3134 Food Systems Management and Laboratory	4		NUTR 3323 Food & Nutrition Services Management	3	
NUTR 3342 Nutrition in the Life Cycle	3		NUTR 3332 Experimental Foods	3	
HIST 1311, 1312, 1321, or 1322	3		#NUTR 4139 Nutrition Practicum (even years) or NUTR 3310 Food Insecurity & Food Recovery (odd years)	1-3	
Total hours	17		Total hours	14-16	
Senior Year: Fall			Senior Year: Spring		
NUTR 4376: Medical Nutrition Therapy I	3		Fine Art (core)	3	
NUTR 4460 Community & World Nutrition	4		NUTR 4477 Medical Nutrition Therapy II	4	
NUTR 4470 Human Nutrition & Metabolism	4		NUTR 4335 Nutrition Education & Counseling	3	
NUTR 4100 Dietetics*	1		Physical Activity (core)	1	
Religion (core)	3		Religion or Philosophy (Core)	3	
Total hours	15		Total hours	14	
UIW Core - Total Hours 43			Major - Total Hours 83-85		
Degree - Total Hours 126-128					

*Apply to the Nutrition and Dietetics track if wanting to complete the Didactic Program in Dietetics. **Didactic Program in Nutrition and Dietetics Admission Requirements: prerequisite courses are highlighted in yellow must have a minimum of 2.8 GPA.**

Students take either NUTR 4139 Nutrition Practicum or NUTR 3310 Food Insecurity & Food Recovery.

Sample Course Sequence- Nutrition Science track

		Hrs.	Freshman Year: Spring		Hrs.
CHEM 1301/ 1101 Chemical Principles I & lab	4		BIOL 1402 General Biology I and Lab	4	
ENGL 1311 Composition I	3		CHEM 1302/1102 Chemical Principles II & lab	4	
HIST 1311, 1312, 1321, or 1322	3		DWHP 1200 Dimensions of Wellness	2	
MATH 1311 or MATH 2312 Calculus I	3		ENGL 1312 Composition II	3	
PHIL 1381 Introduction to Philosophy	3		NUTR 2341 Introduction to Nutrition	3	
Total hours	16		Total hours	16	
BIOL 2321/2121 Anatomy & Physiology I and Lab	4		BIOL 2322/2122 Anatomy & Physiology II and Lab	4	
CHEM 2311/2111 Organic Chemistry I & Lab	4		CHEM 2312/2112 Organic Chemistry II & Lab	4	
Foreign Language I	3		Foreign Language II	3	
NUTR 2231/2131 Principles of Food Preparation & Lab	3		BIOL 3471 General Microbiology and Lab	4	
Physical Activity	1				
Total hours	15		Total hours	15	
CHEM 4351/4151 Biochemistry I & Lab	4		CHEM 4352 Biochemistry II	3	
MATH 2303 Intro to Probability & Statistics or PSYC/SOC 3381 Statistics for Behavioral Sciences	3		ECON 2301 Principles of Macroeconomics	4	
NUTR 3342 Nutrition in the Life Cycle	3		PSYC 1301 Intro to Psychology or SOCI 1311 Intro to Sociology	3	
1301/1101 General Physics I & Lab or PHYS 2305/2105 Physics I & lab or PHYS	4		PHYS 1302 /1102 General Physics II & Lab or PHYS 2306/2106 Physics II & lab	4	
COMM 2341 Business and Professional Communications	3				
Total hours	17		Total hours	14	
ENGL 2310 World Literature	3		Fine Arts	3	
NUTR 4376 Medical Nutrition Therapy I	3		NUTR 4335 Nutrition Education & Counseling	3	
NUTR 4460 Community & World Nutrition	3		NUTR 4477 Medical Nutrition Therapy II	4	
NUTR 4470 Human Nutrition & Metabolism	4		Upper Division Biology, Chemistry, or Nutrition (3000 or higher)	3-4	
Religion	3		Religion or Philosophy (3000 or higher)	3	
Total hours	16		Total hours	16-17	
UIW Core - Total Hours		43			
Major - Total Hours		82-83			
Degree - Total Hours		125-126			

17. Appendix B

GUIDELINES FOR THE COMPLETION DIDACTIC REQUIREMENTS IN NUTRITION AND DIETETICS

Upon completion of the Didactic Program in Nutrition and Dietetics (DPD), a student becomes eligible to apply to an Accredited Dietetic Internship program. Successful completion of both the DPD and a Dietetic Internship makes a student eligible to write the Commission on Dietetics Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist in the United States. Students must apply and be accepted into the UIW DPD. Undergraduate students complete the didactic requirements while completing the Nutrition and Dietetics track of the Bachelor of Science Degree in Nutrition. Post undergraduate students may complete DPD requirements as a non-degree seeking student or as a graduate student who completes the DPD requirements while concurrently completing a Master's of Science Degree in Nutrition. The following criteria must be met to achieve the requirements for the DPD:

I. Admission to the University of the Incarnate Word DPD

Students must be a current student at UIW. Admission to the UIW Nutrition Programs is based on criteria as stated in the [University Undergraduate and Graduate Catalogs](#). Enrollment is limited in the DPD program so admission to the Didactic Program in Dietetics is not automatic. Fulfillment of the minimum requirements does not guarantee admission. Admission to the DPD program will be in accord with the University of the Incarnate Word's "Equal Opportunity and Non-Discrimination Policy". This policy is published in the [University of the Incarnate Word Student Handbook](#). Admission criteria are listed below.

Student Admission Criteria to the UIW DPD

1. Student apply to the DPD when all DPD prerequisites have been completed. Students must be a current student at UIW to apply to the DPD program. Official transcripts of prerequisite courses must be on file with the University or Program. Students submit their application by December 20 for Spring semester admittance and by the third Monday of May for Fall semester admittance. Acceptance notification will be a week before classes start in January and by June 15 respectively.
2. Student academic performance including overall achievement and achievement in science coursework.
3. Students must have earned a minimum of a C in all prerequisite courses.
4. Students must have a minimum of a 2.8/4.00 GPA in their prerequisite coursework.
5. Two academic letters of reference (one from a Nutrition faculty member).
6. Students must show evidence of having successfully completed the following undergraduate courses, equivalent courses, or higher level courses.

DPD Prerequisite Courses	Credit Hours	Institution	Equivalent	Date Completed	Grade
ACCT 2301 Accounting for Non-Business Majors or higher	3				
BIOL 1402 General Biology I & Lab	4				
BIOL 2321/2121 Anatomy & Physiology I and Lab BIOL 2322/2122 Anatomy & Physiology II and Lab or 4 credits of Anatomy & Physiology and BIOL 6392 Advanced Human Physiology	7-8				
BIOL 2474 Intro. to Microbiology & Lab or BIOL 3471 General Microbiology & Lab	4				
BMGT 3340 Management Theory and Practice	3				
CHEM 1301/1101 Chemical Principles I and lab	4				
CHEM 1302/1102 Chemical Principles II and lab	4				
ENGL 1312 Composition II	3				
MATH 1304 College Algebra or higher	3				
NUTR 1102 Introduction to Dietetics ^{&}	1				
NUTR 2341 Intro. to Nutrition or higher	3				
NUTR 2231/2131 Principles of Food Preparation & Lab or NUTR 41XX ST Food Lab	3				
PSYC 1301 Introduction to Psychology or SOCI 1311 Introduction to Sociology	3				

[&] Only undergraduate students.

II. DPD course requirements

Subject		Credit Hours	Institution	Equivalent	Date Completed	Grade
Undergraduate Option	Graduate					
CHEM 2350/2150 Survey of Organic Chemistry and Principles of Organic Chemistry & Biochemistry Lab OR CHEM 2311/2111 Organic Chemistry I & Lab and CHEM 2312 Organic Chemistry II						
CHEM 3450, Survey of Biochemistry						
MATH 2303 Intro to Probability & Statistics or PSYC/ SOCL/ Statistics for Behavioral Sciences						
NUTR 3332 Experiment Foods						
NUTR 3325 Food Systems Management						
NUTR 3134 Food Services Management Laboratory						
NUTR 3323 Food and Nutrition Services Management II	NUTR 6414 Advanced Nutrition Services Administration					
NUTR 3342 Nutrition in the Life Cycle	NUTR 6342 Life Cycle Nutrition					
NUTR 4460 Community & World Nutrition						
NUTR 4470 Human Nutrition & Metabolism *#	NUTR 5470 Human Nutrition & Metabolism*#					
NUTR 4376 Medical Nutrition Therapy I*	NUTR 6332 Nutrition in the Prevention & Treatment of Chronic Disease*					
NUTR 4477 Medical Nutrition Therapy II*	NUTR 5477 Medical Nutrition Therapy II*#					
NUTR 4100 Dietetics and (NUTR 4139 Nutrition Practicum or NUTR 3310 Food Insecurity & Food Recovery)	NUTR 6290 Practicum in Nutrition					
NUTR 4335 Nutrition Education & Counseling	NUTR 6465 Nutrition and Health Behavior					

*Students must show evidence of having completed at least six semester hours of these courses within the past five years at an accredited institution of higher learning. Advanced Nutrition I & II (NUTR 6325 & 6330) may be used to update Human Nutrition & Metabolism (NUTR 4470). # These courses may be counted toward a master of science degree in nutrition.

III. Promotion and Retention Requirements for UIW DPD

Students must maintain satisfactory standards to progress in the DPD and must be complete all requirements to be eligible to graduate see UIW Catalog for graduation requirements. DPD requirements include:

1. A minimum grade of C is required in all DPD courses.
2. Students are required to take all prerequisites before enrolling in a course.
3. Students may only take a DPD required courses two times. If a student withdraws or does not earn a grade of C or better after two attempts they are dismissed from the DPD. Exceptions are if they withdrew from the class for verified nonacademic reasons such as a major illness or death in the family.
4. Students who withdraw or receive a final grade of less than a C in a DPD course will be allowed to repeat this course but a written plan will be developed in conjunction with the instructor, student, and DPD director and the agreement will be signed by the DPD director and the student.
5. The students dismissed from the DPD will not be eligible to receive DPD verification. If eligible, the student may continue in the degree program but not in the Nutrition and Dietetics track.
6. To remain in the DPD program student must:
 - Adhere to the [UIW Student Code of Conduct](#)
 - Demonstrate professional behaviors and attitudes complaint with department policies (see *UIW Nutrition Student Handbook*).

IV. DPD Verification Requirements

- Complete all requirements for baccalaureate degree at UIW or have already obtained a baccalaureate degree from a regionally accredited U.S. college or university or foreign equivalent. Information for international students regarding education and credentialing requirements may be obtained at <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/obtaining-dietetics-credentials-with-a-foreign-degree>.
- Complete all course work requirements for the DPD program.
- A 'C 'must have been earned in each course taken for the DPD to receive a verification statement
- Student must have earned a GPA of 3.0 in DPD courses.
- Complete a DPD Student Portfolio with all required documentation.

Students must have completed a minimum of 12 semester hours of credit in designated DPD course requirements to obtain a DPD Verification Statement from UIW.

When the student has met all of these requirements, the DPD Director (who has been approved by the Accreditation Council for Education in Nutrition and Dietetics the accrediting agency for the Academy of Nutrition and Dietetics, and is a member of the UIW faculty) will provide the student with five copies of the official verification statement.

Receiving a verification statement does not guarantee admittance into a supervised practice program. It is strongly recommended that students have higher grades than the minimum required to earn a DPD verification statement, work experience, community service, and leadership experience. Please note that by Texas law, persons with a criminal history of a felony are ineligible to attain licensure.

Effective for students entering matriculating January 2018.

18. Appendix C

Guidelines for Applying to a Dietetic Internship

I. Freshman

1. Maintain the highest GPA possible (minimum 2.8 in DPD prerequisite classes to be admitted to the UIW DPD in Nutrition and 3.0 for DPD Verification Statement).
 - a. Develop good organizational, time management, study, and test-taking skills.
 - b. Locate and utilize support services, such as the Learning Assistance Center. If any difficulties with classes or skills become apparent, discuss problems in any class with the instructor as early as possible in the semester, and seek a tutor or help at the Learning Assistance Center as needed.
2. Become a student member of the Academy of Nutrition and Dietetics and an active member of the Student Dietetic Association.
3. Explore options for summer or part-time employment in an area related to food or health care as this will help familiarize you with the environments in which dietitians work. At a minimum, do volunteer work in a food, nutrition, or health care worksite for community service hours.
4. Participate in extracurricular activities and take a leadership role when possible. Apply for scholarships and honor society memberships when possible.
5. Realize that your courses build on each other and internalize the material from each course. Just because you may be taking algebra or chemistry now does not mean that you will not have to use this knowledge and skill in future classes.
6. Establish a rapport with your advisor and the faculty in the Nutrition program. These individuals are here to facilitate the learning process for you.
7. Start files of class materials, personal resume information, and materials related to your degree and career goals.

II. Sophomore

1. Continue with or build on the activities identified above for freshmen. Assess your progress as a freshman; identify knowledge and personal characteristics that are your strengths and those that are your weaknesses. Seek assistance and write a plan to build on your strengths and improve your weaknesses.
2. Write short-term (1-3 year) and long-term (3-5 year) goals for yourself. Identify and pursue activities that will help you achieve your goals.
3. Apply to DPD program in May.

III. Junior

1. Continue with or build on the activities identified above for freshmen and sophomores. Assess your progress as a sophomore; reevaluate your strengths and weaknesses. Write and pursue a plan to continue building on your strengths and improving your weaknesses.
2. Evaluate your progress toward completion of your goals. Revise your goals as necessary, and continue to identify and pursue activities that will help you achieve your goals.
3. Prepare your resume. The Career Guidance Office can help you in the formatting of this.

Summer

1. All students should take the [Graduate Record Examination](#) (GRE). If applying to graduate school take the GRE the summer before the senior year or the fall semester of their senior year. At the latest, students should take the GRE during the winter break of their last year of undergraduate courses.
2. Research Dietetics Internships and Graduate Programs. See Applicant Guide to Supervised Practice on Blackboard® site for Nutrition Program.
3. In light of your goals, begin considering characteristics of dietetic internships that would help meet your goals (e.g., location, emphasis, stipend). Access the list of [Dietetic Internships](#) and start collecting information about potential dietetic internships that may fall in line with your goals.
 - a. For each dietetic internship that you are considering, consult the website for program information and possible application materials. Most programs utilize Dietetic Internship Centralized Application System

(DICAS customer support at 617/612-2855 or dicasinfo@dicas.org). Please make sure of all application materials and fees required for each program.

- b. If contacting graduate school programs or dietetic internships please use professional communication.
 - i. Whether using regular mail or e-mail, type a professional, business-like letter that has no spelling, typographical, or grammatical errors.
 - ii. Address the dietetic internship director by her or his appropriate title. If in the listing of the program information it shows that the director has a PhD or EdD, address the director as “Dr.” If the program is associated with the military, address the director by rank (e.g., “Lt.,” “Major”, “Lt. Colonel”).
4. If a program is associated with a graduate program, you will also need to obtain the application materials related to that university’s graduate school. Make sure that as you collect materials for the internship application, you also collect that required materials for the graduate application.

IV. Senior

Fall

1. Review [Dietetic Internship Match](#) process. Take GRE if you have not done so.
2. Apply to the Graduate Program if needed for any Dietetic Internships applying to.
3. Obtain a copy of all your transcripts. Please note, if the internship is associated with a graduate school, you will need two sets of transcripts – one for the internship, and one for the graduate school. Begin completing the DICAS application on-line. Consulting with the DPD Director when you have uncertainties.
4. If you have attended other colleges or universities, you should order copies of official transcripts for each program to which you are applying. For some schools, there may be a fee charge. Also, as the beginning and the end of the semester are busy times for the Registrar’s office, you should order these transcripts during the middle of the semester so that there will be no delays.
5. Complete all application materials exactly as indicated. Many programs ask for a personal statement. It tells more about you, your goals, and why you would like to be admitted into their program. The purpose of this statement is usually to give the program an idea about what type of person you are. You should not simply repeat information already included on the application form, but instead, provide some details and substance so that the program will be able to identify you as an individual. In the same vein, to each program you apply, you should write your statement as if you are only applying to that one program. The less generic your statement is the more likely the program will remember you and consider your placement.
6. Solicit letters of recommendation from the number and type of people suggested by each program to which you are applying. If no individuals are specified, you should request recommendations from one nutrition professor and one work supervisor. Do not use as references physicians, clergy, family members, or personal acquaintances as these will be perceived as biased references in relation to your knowledge and abilities. For those persons who will be providing your references, you should give them the following so that they can complete your recommendation:
 - a. Your resume, including your current GPA, work experiences, honors, memberships, offices, etc.
 - b. A copy of your goals.
 - c. Any particular requests by a specific program.
 - d. The deadline for the recommendation and the date you would like to submit your applications. Allow references four weeks to complete a recommendation (longer if they are completing many recommendations). Do not expect people to complete a reference with a one week deadline.
7. If you will not have completed all DPD classes by the end of the semester make sure you inform the DPD director you will be requesting a “Declaration of Intent to Complete” Form through DICAS. The DPD director needs access to all academic records to complete this form. If transcripts have not been sent to the Registrar’s office send them. Please fill out what classes on the DPD Course List (available on Nutrition Blackboard® site) you have completed, at what institution they were completed, when they were completed, and grade earned. The DPD Director will check transcripts against the list.

Spring

1. As soon as possible, obtain updated copies of your transcripts that include your grades for courses from the previous fall.
2. Complete any updates on the Application forms. Check and Recheck your grades.
3. Recheck your application for spelling and grammatical errors. If time permits, you may wish to set an appointment with the DPD Director or your advisor to review both your statement and general application.
4. Recheck graduate school applications if required.
5. The deadlines for mailing graduate school applications vary. At the latest, complete the graduate school application by the deadline for DICAS submission.
6. Submit your DICAS at the latest by the February deadline (usually the 15th).
7. Submit your prioritized list of selected dietetic internships with D&D Digital and make sure to pay the matching fee with a credit card. NOTE: If the computer matching is not complete by the application deadline, none of your internship applications will be considered.
8. Continue to work on classes and be patient until the Computer Matching date. On that date, you will receive e-mail notification from the computer matching service as to which of your desired internships you have been matched. If you do not match to an internship, the computer matching service will notify you about this as well. If this happens, set an appointment with the DPD Director who will have information about possible remaining openings in various internships.
9. If you are not matched the first time you may want to consider applying for an [Individualized Supervised Practice Pathway \(ISPP\)](#).
10. Turn in your portfolio before the end of the semester. Please note what is missing and what date the artifacts will be available. The DPD Director will evaluate your Portfolio and return it back to you by the end of finals week.
11. DPD Director will evaluate your transcripts after the posting of the Semester Grades. If a student meets all DPD requirements five copies of your AND Verification Statement will be mailed to you unless you request to pick them up in person.

Checklist for Preparing for Dietetic Internships or Graduate or Professional School

All Students

Have you:

- Yes No Reviewed the University Student Handbook and located offices for student support services?
- Yes No Joined the American Academy of Nutrition and Dietetics?
- Yes No Joined the Student Dietetic Association?
- Yes No Joined other university student organizations or teams?
- Yes No Participated in a leadership role in any student activities?
- Yes No Met with your advisor and established your degree plan?
- Yes No Started maintaining a portfolio collecting samples from your courses?
- Yes No Sought and located part-time or volunteer work in an area related to food, nutrition, or health care?
- Yes No Made progress in completing your university community service hour requirement (45 hours)?
- Yes No Identified and written down your personal strengths and weaknesses related to course content?
- Yes No Identified and written down your personal strengths and weaknesses related to professional character traits?
- Yes No Written down ideas and plans to build on your personal strengths and improve your weaknesses?
- Yes No Written down short-term (1-3 year) and long-term (3-5 year) goals for yourself?
- Yes No Reviewed your plans and goals with your advisor?
- Yes No Reevaluated your strengths and weaknesses?
- Yes No Rewritten updated plans to build on your strengths and improve on your weaknesses?
- Yes No Evaluated your progress toward completion of your goals?
- Yes No Revised your goals, as necessary?
- Yes No Reviewed updates of your plans and goals with your advisor?
- Yes No Identified, investigated, and applied for potential scholarships and internships?

Sophomore

Spring Semester

Have you:

- Yes No Asked for letters of reference for application to *Nutrition and Dietetics Track, DPD*?
- Yes No Made sure all transcripts are available to DPD director?
- Yes No Complete DPD application?

Juniors

Have you:

- Yes No Accessed Dietetic Internships and started collecting information about potential dietetic internships? OR
- Yes No Started collecting information about potential graduate or professional schools?
- Yes No Prepared your resume?
- Yes No Started identifying potential references knowledgeable about your academic ability, skills, and professional characteristics?
- Yes No Started preparing to take the Graduate Record Examination or other required aptitude test prior to the start of your senior year?
- Yes No Continued to review your strengths, weaknesses, and goals?
- Yes No Identified, investigated, and applied for potential scholarships?

Seniors

Have you, during the first semester:

- Yes No Started DICAS application process?
- Yes No Requested and received application materials from internships, graduate schools, or professional schools?
- Yes No Requested and received transcripts from all previous colleges and universities attended?
- Yes No Obtained an adequate GRE or aptitude test score?
If not, have you set time to re-study and re-take the exam prior to the end of this semester?
- Yes No Select dietetic internships to which you are applying?
- Yes No Ask for letters of recommendation?
- Yes No Identified, investigated, and applied for potential scholarships?

Have you, during the second semester:

- Yes No Applied to Graduate Schools if needed
- Yes No Continued to review your strengths, weaknesses, and goals?
- Yes No Identified, investigated, and applied for potential scholarships?

Graduate Students

Have you, during the fall semester:

- Yes No Started filling out the DICAS Application and/or other application forms?
- Yes No Started first drafts of personal statements for DI application?
- Yes No Confirmed references and provided them with necessary materials to complete letters of recommendation?
- Yes No Obtained and completed a “Declaration of Intent” form from the Didactic Program Director or “Intent to Complete”?
- Yes No Identified, investigated, and applied for potential scholarships?
- Yes No Reviewed your application materials with your advisor?

Have you, during January:

- Yes No Completed any updates on and proofread your application forms?
- Yes No Requested current transcripts showing grades from last semester?
- Yes No Finalized and proofread your letters of application?
- Yes No Checked that all letters of recommendation, transcripts, aptitude test scores, and other required materials have been received by DICAS or graduate schools?
- Yes No Reviewed final versions of your application?

Have you, during February:

- Yes No Completed all applications, including payment for fees, and mailed these, following specific directions, by the application postmark deadline?
- Yes No Completed the Computer Matching application including check or money order for required fee, by the deadline?
- Yes No Identified, investigated, and applied for potential scholarships?

19. Appendix D

Required Portfolio Format

1. Table of Contents (Graded on Organization)
2. Statement of Originality and Confidentiality
3. Professional Career Development
 - a. Professional Personal Statement
 - b. Goals (choose i or ii)
 - i. Short term 3-year plan and long term 5-year plan
 - ii. Short term 4-year plan and long term 6-year plan
 - c. Resume
 - i. One page
 - d. Seniors (NUTR 4100):
 - i. DICAS application
 - ii. Graduate school application
 - e. Strengths Finder Profile- including reflection on how will use in the Dietetic Internship.
4. Core Knowledge for the RD – artifacts in reverse chronological order with essay on how artifacts demonstrate competence in the four domains (see below)
5. Degrees and Diplomas
6. Academic Plan of Study
 - a. Degree plan and any changes made (make sure changes are dated)
 - b. Unofficial academic transcript (if you are a freshman, include high school transcript)
 - c. Copies of CLEP, advanced placement score results
7. Certificates, Awards, Honors
8. Community Service
 - a. Copies of UIW community service forms
 - b. Logs or certificates of all other community service hours
9. Student and Professional Memberships
 - a. List of organizations with dates of membership
 - b. Log in table format of date, place, hours, and for whom professional service was provided
10. List of References – three necessary
 - a. An academic reference
 - b. A work reference
 - c. Do not include family members or person

Portfolio Artifacts List

The following are the course items that should be included as artifacts to demonstrate the achievement of the Core Knowledge for the RDN in the following areas. Only graded versions of these items should be included. Using these artifacts the student is asked to write a one page reflection of how the artifact demonstrate competence in the four Domains.

Domains

1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice
2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and population
4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

Artifacts

NUTR 3134: Cycle menu

NUTR 3320: Quantity meal project, Copy of ServSafe Certificate or Texas Food Handles Certification

NUTR 3310/4139/6290: Professional evaluation by preceptor

NUTR 3332: Research experiment report

NUTR 3323/414: Business plan

NUTR 4335: Nutrition counseling session plan; WIC online training certificate, education project presentation, educational materials design project

NUTR 4376 or NUTR 6332: Glycemic Response Report

NUTR 4477: Written case study and oral presentation

List of involvement with professional organizations

20. Appendix E

KDRN Student Learning Outcomes (SLO) Assessment Plan

A) RE 6.1.a: ACEND-Required Core Knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur
KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NUTR 4376 MNT I or NUTR 6332 Prevention & Treatment of Chronic Disease
	NUTR 4376 MNT I or NUTR 6332 Prevention & Treatment of Chronic Disease
	NUTR 4477/5477 MNT II
KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.	NUTR 4376 MNT I or NUTR 6332 Prevention & Treatment of Chronic Disease
KRDN 1.3: Apply critical thinking skills.	NUTR 4470/5470 Human Nutrition & Metabolism
	NUTR 4376 MNT I or NUTR 6332
A) RE 6.1.a: ACEND-Required Core Knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur
KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.	NUTR 3323 Food & Nutrition Services Management or NUTR 6414 Advanced Nutrition Services Administration
	NUTR 3332 Experimental Foods
	NUTR 4335 Nutrition Education & Counseling or NUTR 6464 Nutrition & Health Behavior
	NUTR 4477/5477 MNT II
KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.	NUTR 4100 Dietetics or NUTR 6290 Practicum in Nutrition
	NUTR 6414 Advanced Nutrition Services Administration
	NUTR 4139 Nutrition Practicum, or NUTR 3310 Food Insecurity & Food Recovery
KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.	NUTR 4100 Dietetics or NUTR 6290 Practicum in Nutrition
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	NUTR 4460 Community & World Nutrition
	NUTR 3323 Food & Nutrition Services Management and NUTR 6414 Advanced Nutrition Services Administration
KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.	NUTR 4376 MNT I/ NUTR 6332 Nutrition in the Prevention and Treatment of Chronic Disease and NUTR 4477/ 5477 MNT II
KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.	NUTR 4460 Community & World Nutrition
	NUTR 4335 Nutrition Education & Counseling and NUTR 6464 Nutrition & Health Behavior
	NUTR 3134 Food Systems Management Laboratory
KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.	NUTR 4100 Dietetics or NUTR 6290 Practicum in Nutrition
	Student Portfolio
KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NUTR 4100 Dietetics or NUTR 6290 Practicum in Nutrition
	NUTR 4139 Nutrition Practicum, NUTR 3310 Food Insecurity & Food Recovery, or NUTR 6290 Practicum in Nutrition

A) RE 6.1.a: ACEND-Required Core Knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur
KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.	NUTR 4376 MNT I and NUTR 6332 Prevention & Treatment of Chronic Disease NUTR 4477/5477 MNT II
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.	NUTR 4335 Nutrition Education & Counseling and NUTR 6464 Nutrition & Health Behavior
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.	NUTR 4335 Nutrition Education & Counseling and NUTR 6464 Nutrition & Health Behavior
KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.	NUTR 3323 Food & Nutrition Services Management or NUTR 6414 Advanced Nutrition Services Administration Portfolio
KRDN 3.5: Describe basic concepts of nutritional genomics.	NUTR 4376 MNT 1/ NUTR 6332 Nutrition in the Prevention & Treatment of Chronic Disease
Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations	

A) RE 6.1.a: ACEND-Required Core Knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur
KRDN 4.1: Apply management theories to the development of programs or services.	NUTR 3325 Food Systems Management NUTR 3134 Food Systems Management Laboratory
KRDN 4.2: Evaluate a budget and interpret financial data.	NUTR 3323 Food & Nutrition Services Management or NUTR 6414 Advanced Nutrition Services Administration
KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	NUTR 4460 Community & World Nutrition NUTR 4477/5477 MNT II
KRDN 4.4: Apply the principles of human resource management to different situations.	NUTR 3323 Food & Nutrition Services Management or NUTR 6414 Advanced Nutrition Services Administration
KRDN 4.5: Describe safety principles related to food, personnel and consumers.	NUTR 3325 Food Systems Management NUTR 3323 Food & Nutrition Services Management or NUTR 6414 Advanced Nutrition Services Administration
KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	NUTR 3323 Food & Nutrition Services Management or NUTR 6414 Advanced Nutrition Services Administration

21. Appendix F

Code of Ethics

PLEASE READ THE [CODE OF ETHICS FOR THE PROFESSION OF DIETETICS – THE ACADEMY OF NUTRITION AND DIETETICS](#). STUDENTS IN COMMUNITY SERVICE OR IN DEPARTMENT RELATED ACTIVITIES SHOULD CONDUCT THEMSELVES PROFESSIONALLY ABIDING BY THE CODE OF ETHICS.