



University of New Haven

SCHOOL OF HEALTH SCIENCES

Nutrition and Dietetics Programs

# DIETETIC PROGRAM IN DIDACTIC 2018 – 2019 STUDENT HANDBOOK



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Director, Anne M. Davis, PhD, RDN, FAND | 300 Boston Post Road | West Haven, Connecticut 06516  
Office Phone Number: 203.479.4819 | Office Fax Number: 203.931.6067  
E-mail Address: [amdavis@newhaven.edu](mailto:amdavis@newhaven.edu) | Website: <http://www.newhaven.edu>

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## WELCOME to the

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... and congratulations on selecting a major in Nutrition and Dietetics at the University of New Haven! The Didactic Program in Nutrition and Dietetics falls under the Department of Nutrition Science in the School of Health Sciences. By declaring your major in nutrition and dietetics, you are enrolled in the Didactic Program in Nutrition and Dietetics (DPD). The DPD at the University is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for the Academy of Nutrition and Dietetics' educational programs. The **program's primary goal** is to prepare graduates to match to an accredited dietetic internship program on the path to becoming a **registered dietitian**. Secondary program goals may be preparation for graduate school, or for a dietetic technician, other allied health profession preparation or to become a nutrition paraprofessional. For further information about the dietetics profession in general see:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8092>

You are here at an exciting time as registered dietitian jobs are **increasing at a rate of 21%** (U.S. Bureau of Labor Statistics). There is a wide variety of practice areas for registered dietitians such as clinics, hospital, community programs, school lunch, research, supermarket chains, industry, sports nutrition, bariatrics to name a few and the diversity in opportunities continue to increase.

### IMPORTANT FOR CAREER PLANNING: CHANGE IN EDUCATIONAL REQUIREMENTS

For you entering the program now, **fall of 2018**, you will be **the last class** [Class of 2022] who will be able to follow the **current minimum requirements with a bachelor's degree to become an entry level registered dietitian** by completing your **B.S. by spring 2022** (4 years), your **dietetic internship by 2023** (9 to 12 months) and successfully passing the national registration examination **before January 1, 2024**.

The purpose of this handbook is to provide answers to your questions about the Nutrition and Dietetics Program and the profession. Additionally, it informs you of program requirements and your responsibilities as a student in the program. It should assist you in planning your course schedule and in preparing yourself for graduation and your post-graduation goals. Please keep this handbook and refer to it during your matriculation at the University.

Please stop by the department and visit the staff and faculty in Echlin Hall. We encourage you to interact with the Nutrition and Dietetics faculty and advisors/mentors throughout your academic career to best shape your future. Thank you for choosing the University of New Haven, Nutrition and Dietetics Program. Students and alumni represent our profession with excellence and lasting professional colleagues and friendships.

Anne M. Davis

## I. DIDACTIC PROGRAM IN NUTRITION AND DIETETICS FOR STUDENTS AND FACULTY

The University of New Haven DPD was granted initial accreditation status in 2007 and re-accreditation in 2017 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 (Telephone 1-800-877-1600/ (312) 899-0040). Questions regarding dietetics education may be emailed to [education@eatright.org](mailto:education@eatright.org). Information also is available on the Academy of Nutrition and Dietetics (AND) website: <http://www.eatright.org>.

The Academy of Nutrition and Dietetics ([www.eatright.org](http://www.eatright.org)) is our professional organization. We suggest you become a student member of the Academy of Nutrition and Dietetics (\$65 per year) where you are eligible for national and state scholarships, the Evidence Analysis Library and other educational resources. Please see [www.newhaven.edu/dietetics](http://www.newhaven.edu/dietetics)

You are responsible for all University and Program regulations specified in the University catalog for the year you enter the Nutrition and Dietetics Program and those guidelines that are reviewed in this handbook. See University of New Haven Student Handbook at [www.newhaven.edu](http://www.newhaven.edu) for additional information.

✓ Protection of student privacy: <http://www.newhaven.edu/information/Pages/Privacy-Policy.aspx>

✓ Access to student services:

<http://www.newhaven.edu/administrativeoffices/informationtechnology/ITServices/Students/Pages/default.aspx>

✓ Disciplinary and suspension policies:

[http://www.newhaven.edu/Academics/academicresources/Documents/Bulletin\\_2012-2013.pdf](http://www.newhaven.edu/Academics/academicresources/Documents/Bulletin_2012-2013.pdf)

For additional program information, please contact: Anne Davis, PhD, RDN, FAND. For additional program information about ACEND, please contact: Accreditation Council for Education in Nutrition & Dietetics Attn: ACEND Nominations Committee 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Email: [ACEND@eatright.org](mailto:ACEND@eatright.org) Tel: (312) 899-0040 ext. 5400/Fax: (312) 899-4817

## II. THE DPD MISSION FOR 2017 ACEND STANDARDS

It is the mission of the University of New Haven's Nutrition and Dietetics Program to prepare proficient registered dietitians/nutritionists in a global society through excellence in arts, sciences, professional preparation, leadership, service and experiential, collaborative and discovery-based learning.

## III. DPD PROGRAM GOALS AND OBJECTIVES FOR 2017 ACEND STANDARDS

**Program Goal 1:** Graduates will be prepared for acceptance into a supervised practice program through adequate individualized advising, mentoring and experiential learning in the DPD.

**Objective 1.1, for goal 1:** At least 80% of program students, enrolled as juniors, will complete the program/degree requirements within 3 years.

**Objective 1.2, for goal 1:** At least 80% of graduates, via an Exit Survey, will rate their experiential learning proficiency as meeting or exceeding their preparation requirements towards acceptance into a supervised practice program.

**Objective 1.3, for goal 1:** At least 80% of program graduates are expected to apply for admission to a supervised practice program within 12 months of graduation.

**Objective 1.4, for goal 1:** At least 80% of graduates who apply will be accepted to a supervised practice program within 12 months of graduation.

**Objective 1.5, for goal 1:** At least 80% of graduates who are accepted into a supervised practice program, will rate their advising and mentoring experiences in the DPD as meeting or exceeding their preparation requirements towards acceptance into a supervised practice program.

**Program Goal 2:** Graduates will be prepared with the required knowledge and skills for employment through the effective use of university facilities and resources.

**Objective 2.1, for goal 2:** At least 80% of graduates (via an Exit Survey) will rate UNH's DPD academic preparation (excluding their individual GPA) as meeting or exceeding all 2017 KRDN competencies for acceptance into a supervised practice program.

**Objective 2.2, for goal 2:** At least 80% of graduates (following a Supervised Practice program), after taking the RD registration exam for the first time, will pass the exam (if statistically significant numbers are evaluated).

## IV. CORE KNOWLEDGE REQUIREMENTS FOR THE RD IN THE DPD

### 2017 *New* ACEND Standards for Didactic Programs

**Domain 1. Scientific and Evidence Base of Practice:** Integration of scientific information and translation of research into practice.

*Upon completion of the program, graduates can:*

**KRDN 1.1** Demonstrate how to locate, interpret, evaluate and use **professional literature** to make ethical, evidence-based practice decisions.

**KRDN 1.2** Use **current information technologies** to locate and apply evidence-based guidelines and protocols.

**KRDN 1.3** Apply **critical thinking** skills.

**Domain 2. Professional Practice Expectations:** Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

*Upon completion of the program, graduates can:*

**KRDN 2.1** Demonstrate effective and professional **oral and written communication** and documentation.

**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.

- KRDN 2.3** Assess the impact of a **public policy** position on nutrition and dietetics practice.
- KRDN 2.4** Discuss the impact of **health care policy and different health care delivery systems** on food and nutrition services.
- 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.
- KRDN 2.6** Demonstrate an understanding of **cultural competence/sensitivity**.
- 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.
- KRDN 2.8** Demonstrate an understanding of the importance and expectations of a **professional in mentoring and precepting** others.

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

*Upon completion of the program, graduates can:*

- KRDN 3.1** Use the **Nutrition Care Process** to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2** Develop an **educational session or program/educational strategy** for a target population.
- KRDN 3.3** Demonstrate **counseling and education methods to facilitate behavior change and enhance wellness** for diverse individuals and groups.
- KRDN 3.4** Explain the **processes involved in delivering quality food and nutrition services**.
- KRDN 3.5** Describe basic concepts of **nutritional genomics**.

**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.

*Upon completion of the program, graduates can:*

- KRDN 4.1** Apply **management theories** to the development of programs or services.
- KRDN 4.2** Evaluate a **budget and interpret financial data**.
- 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.
- KRDN 4.4** Apply the principles of **human resource management** to different situations.
- KRDN 4.5** Describe **safety principles** related to food, personnel and consumers.
- KRDN 4.6** **Analyze data** for assessment and evaluate data to be used in decision-making for **continuous quality improvement**.

## V. ADMISSION REQUIREMENTS AND OTHER INFORMATION

### **University of New Haven Nutrition and Dietetics Admission Requirements**

Entry into the Nutrition and Dietetics program is based on requirements set by the University's general admissions requirements. Due to the required competency areas and strong science requirements scheduling can be challenging. As an entering freshman, the Nutrition and Dietetics Program can be completed in four years if students meet regularly with advisors, choose classes as discussed with their advisor and the schedule is followed as outlined in this handbook.

Admission requirements: <http://newhaven.edu/admissions/ugrad/process/freshman/>(First year application process)

For more specific program information including admission requirements, costs, the academic calendar, schedule of classes, graduation requirements, and other policies and procedures, refer to the University website [www.newhaven.edu](http://www.newhaven.edu).

### **Costs to Students:**

<http://www.newhaven.edu/academics/resources/bursars/tuition/undergraduate-2016-2017/>

#### **Effective July 2016 Student Expense Budget**

Description of Direct and Indirect Costs:	Full-time Resident & Non-Resident
Tuition (12-17 credit hours) and General Student Fee:	\$18,530 Per semester
Room and Board:	\$7,050 - \$8,445 Per semester
Books:	\$700 Per semester on average Personal \$1445
Per semester:	\$680 for General Student Fee <sup>1</sup> , \$765 for Student Healthcare <sup>2</sup>
Total:	\$27,725-\$29,120 Per semester; \$55,450-58,240 Per year

## **VI. GENERAL PROGRAM REQUIREMENTS**

Students are referred to the University Bulletin for specific requirements for admission and graduation for all students. Additional departmental program and DPD requirements include:

1. Completion of all University (including CORE courses- see Appendix C).
2. Completion of required semester hours as listed by program areas.
3. **Successful completion of the DPD which earns a Verification Statement** is defined as finishing the program with an overall DPD Grade Point Average of **at least 3.0, including DIET courses with a minimum grade of "B-" or higher and SCIENCE courses with a minimum grade of "C," or higher to maintain their DPD student status.**
4. **Students seeking a Verification Statement of DPD completion** [required to enter an accepted dietetic internship program or take the dietetic technician national registration examination (NDTR)] **must maintain a grade point average (GPA) of at least 3.0 and a minimum grade of "B-" or higher in all DPD DIET courses and a minimum grade of "C," or higher in all DPD SCIENCE courses to maintain their DPD student status in the program.** in DPD completion courses (see **advisor**). Students are also strongly recommended to acquire work experience in patient care and food service. (Applied to incoming DPD students, started the fall 2013 semester.)

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<sup>1</sup> *The general fee provides a partial contribution supporting essential infrastructure, facilities and institutional services necessary to promote student learning. This fee covers access to health and counseling services and it supports student government and club activities. In addition, this fee supports technology infrastructure initiatives including, but not limited to, networks, electronic information resources, computer laboratories and smart technology classrooms. This fee also covers facility enhancements and student services such as access to the Beckerman Recreation Center. The general fee is charged for each semester in which a student enrolls.*

<sup>2</sup> *If students are still carried under parents' health insurance, or have existing coverage, they may waive the coverage UNH offers by submitting a waiver confirming existing coverage and requesting to decline UNH coverage.*

5. University Disciplinary and Termination Policies: The Dietetics program abides by the university policies regarding disciplinary action and termination procedures. Information is found at: <http://www.aamu.edu/Administration/StudentDevelopment/handbook/academics.pdf>

### **Academic Calendar**

The academic year calendar can be found on the University website. Vacation and holiday times are listed on the calendar. When an emergency arises forcing the cancellation of classes, i.e. snowstorms, the closing of the University is announced via the emergency text-messaging system or via the University website at [www.newhaven.edu](http://www.newhaven.edu). A make-up time may be announced later by administration. Dietetics classes are not canceled due to weather if the university remains open. Be sure to plan appropriately and decide to stay with classmates living close to school if a storm is in the forecast.

### **Academic Program Policies for Nutrition and Dietetics Program**

All students have access to the University of New Haven Student Handbook as a guide for academic policies. Dietetics' faculty list grading guidelines on each course syllabus. Faculty strive to comply with uniform policies and have recently approved uniform academic requirements to be included in all course syllabi. We are proud that dietetics students regularly attend class, comply with assignment deadlines, complete exams when scheduled and remain in excellent academic standing. But, if circumstances necessitate withdrawal from a class, students must comply with the university Withdrawal date printed in the syllabus. After that date, it is the professor's prerogative whether a grade of W will be given versus the grade the student earned. Students can request withdrawal from the faculty member teaching the course. Several weeks' notice is ideal but at least one week prior to the final exam is required. Once again, the faculty member decides whether a course withdrawal is justified or if the student receives the grade earned.

If students are unable to finish course requirements due to scheduling of practice hours (Dietetic Practicum course), medical necessity, serious family circumstances or documented transportation emergencies, students may request an Incomplete grade from the faculty member. Policy is in the Student Handbook <http://viewer.zmags.com/publication/bc83d17d#/bc83d17d/1>

**COURSE WITHDRAWAL POLICY** is also found in the Student Handbook <http://viewer.zmags.com/publication/bc83d17d#/bc83d17d/1>

## **VII. DIETETIC STUDENT PROFESSIONALISM UNIVERSITY OF NEW HAVEN**

The objective of this guidance is to establish a foundation of professionalism during your time as a dietetic student that will follow you through your career as a Registered Dietitian. It is important to remember that while some may falter, you must always use those experiences as learning opportunities, so they are not repeated in the future. You can learn best through continuous open communication with your Program Director and advisors.

Professionalism stems from our attitudes, character, conduct and respect for others. Your behavior as perceived by your peers, program director, faculty, and visitors must reflect your best self. You should



also be conscientious of your behavior always when representing UNH and remember that you are here to learn from our community. Keep an open mind and treat every day as a new learning experience. By attending UNH's nutrition and dietetic DPD program, you are committed to upholding our mission statement to be a national model for student success, public service and regional transformation. It is important that we hold ourselves to the highest professional standards. We should never place personal gain over academic integrity or professional behavior and disruptive or disrespectful behavior will not be tolerated. It is through cooperation and teamwork that we can succeed in meeting these standards.

Professionalism outside of UNH's campus should be representative of on campus expectations. Every interaction we have on and off campus is reflective of UNH not just you as an individual. Therefore, it is important to always conduct yourself in a professional manner.

The understanding of professionalism and our expectations are essential to your success now and in the future. By signing below, you are indicating that you understand that there is an expectation of accountability as they relate to your time at UNH. You willingly engage in the ongoing process of practicing honor and integrity in the dietetics profession. We are glad that you have chosen to become a member of our community and look forward to working together.

**EXPECTATIONS** required during my time as a dietetic student at UNH:

- treat every day as a new learning experience
- adhere to my commitments
- realize the sensitivity of the work I complete
- regularly communicate with my professors and advisors
- complete assignments per due dates
- accept constructive feedback (positive and negative)
- see value in others
- treat EVERYONE with respect
- ALWAYS conduct myself ethically
- admit my mistakes
- display competence
- take leadership roles when necessary
- keep personal issues at home
- demonstrate the core values of professionalism (appropriate attire, etiquette, punctuality, organization and dedication to your internship)
- be aware of body language
- turn off or silence mobile devices
- when approached with question(s), if I don't know the answer, I will admit that I don't know the answer

## VIII. ADVISEMENT

It is the responsibility of each student to meet with his/her advisor during the regular advisement period prior to registration each semester. Using the Sample Traditional Course Schedule (page 13) program as a guide, students should develop a tentative schedule prior to advisement. This allows the time spent with the advisor to be more effective and productive for the student. All questions regarding course planning should be directed towards the nutrition and dietetics advisor and not outside the department.

Science and Nutrition courses must be taken in sequence to have required prerequisites completed to build foundational knowledge.

**Nutrition and Dietetics Advisor Assignments** - Starting Fall 2017

<b><u>Student Group</u></b>	<b><u>Faculty Advisor</u></b>
Freshmen	Donald Stankus
Sophomores	Georgia Chavent
Juniors	Rosa Mo
Seniors	Anne Davis
Transfers & 2nd Degrees	Anne Davis

Additionally, new dietetics students should contact the DPD Director to set up an appointment for an initial counseling and information session. The director compiles a paper academic file on each DPD student to include current student transcripts and checklists. This student file will be used to advise students each semester and updated accordingly so that the student and the advisor will be aware of academic status. Students will be assessed at the initial counseling session for their probability of success in the program and the dietetics profession.

Students who have not attained the required academic benchmarks (**overall GPA of 3.0 or greater out of 4.0 scale, the grade of “B-” or higher in all DPD required DIET courses and the grade of “C” or higher on all DPD required science-based courses**) will be advised by the DPD Director to improve their GPA and/or retake science-based courses; or continue in the Nutrition and Dietetics Program (**with no expectation of receipt of a verification statement**) and explore related career options than the registered dietitian (RD) that requires dietetic registration- Such as nutrition jobs requiring a 4-year degree [WIC, School Lunch Program and many more]; or choice of another field or concentration.

Student performance is continuously monitored. All DPD students must contact their advisors each semester for academic counseling before they can be cleared for registration. If academic difficulties are observed, DPD students will be provided with information regarding tutoring and other academic resource options.

## **IX. DPD ELECTRONIC PORTFOLIO MANAGEMENT**

### **Organizing your ePortfolio**

Students are required to keep an updated record of their dietetics program work and reflection portfolio. You may choose from several open source eportfolio tools. Make sure the system you begin with is one you can add to and update over the years. You want to include your best work in your portfolio.

The following are courses that will teach students how to create an educational/career digital portfolio and how to update it with artifacts.

- DIET 2222 - Issues and Careers in Nutrition and Dietetics – start eportfolio
- DIET 3326 - Principles of Dietetics Management
- DIET 4405 - Community Nutrition

Other materials you may want to include in your portfolio are evidence of volunteer service, evidence of leadership, goals, resume, awards or certificates related to career development, records of honors or scholarships, and letters of appreciation.

## X. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

All students are encouraged to take an active role in the student organization and professional organizations to maximize your university experience. Membership is an indication of your commitment and interest in the profession. They offer many opportunities for volunteerism and obtaining valuable experience. Attending association meetings is an excellent means of networking and finding out more about the practice of dietetics. Educational sessions are a part of each meeting and discounts on publications are available to members along with other benefits.

### Student Membership in The Academy of Nutrition and Dietetics

Students interested in pursuing a career in dietetics **are strongly encouraged to become a student member** (\$65 per year) of the Academy of Nutrition and Dietetics during their sophomore, junior and/or senior years. Membership application forms are available on the Nutrition and Dietetics bulletin board or by asking the Director or at [www.eatright.org](http://www.eatright.org). The membership year is June 1 - May 31 and dues are not prorated if you elect to become a member after June 1. Membership will provide access to the Journal of the Academy of Nutrition and Dietetics and the Academy's online Evidence Based Library, resources for Medical Nutrition Therapy, as well as opportunities to attend national, state and local meetings.

Becoming a member of the Academy of Nutrition and Dietetics automatically makes you a member of our local affiliate with Connecticut Academy of Nutrition and Dietetics (CAND) or the state academy of choice. Student membership in CAND enables students to be eligible for state meeting registration cost scholarships or rebates (by lottery) to defray meeting costs. **The Academy's Foundation Scholarships are only available to student members.** Many required textbooks are published by Academy and are offered at discounted rates to members.

### National Honors Society Kappa Omicron Nu

Kappa Omicron Nu is a national honor society dedicated to recognizing and encouraging excellence in scholarship, research, and leadership in family and consumer sciences. At UNH undergraduate nutrition and dietetics students must have a GPA of 3.7 on a 4.0 scale, have completed 45 semester hours and at least 15 semester hours at UNH. Graduate students shall be enrolled in a graduate program in Human Nutrition, have completed 12 semester hours or graduate work or equivalent, and have a minimum grade point average of 3.5 on a 4.0 scale.

### University Nutrition and Dietetics Club

The Nutrition and Dietetics Club is an organization of students at UNH that promotes the field of Nutrition to the student body and university community. This organization is open to all registered University of New Haven Nutrition and Dietetics students.

**Purpose:** Provide a framework for meaningful student involvement in nutritional activities and dietetics to the student body, university community and local community nutrition needs.

**Objectives:** Provide a framework for Nutrition and Dietetics students to meaningfully involve the student body, university, community and local neighborhoods on nutritional activities and policies.

**Benefits of Club membership include:**

Opportunity to volunteer for nutrition related activities that demonstrate leadership.

Opportunity to enhance your resume through volunteer experiences.

Opportunity to develop skills and knowledge outside of the classroom through various activities.

An excellent opportunity for practicing leadership skills.

Participation helps to build your DI application.

## XI. DPD CURRICULUM

### New Students

New student/ freshman placement into an appropriate Math course depends upon results of math placement test. Nutrition and Dietetics has decided on the following guidelines-

Nutrition and Dietetics **CHANGES in Math and Chemistry PLACEMENT FOR NEW STUDENTS**

**MATH** Students who place at:

MATH 1103 will go to ⇒ MATH 1103

MATH 1108 will go to ⇒ MATH 1108

Therefore, there is no up placement to MATH 1110 unless they place at that level.

### CHEMISTRY (3 options)

**1) Student Placement to CHEM 1103**

Students have not taken or did not pass High School chemistry [less than C].

**2) Student Placement to CHEM 1115/1117**

Students who have passed [C or better] High School chemistry **AND** must have either placed at MATH 1110 or request accelerated pacing in MATH 1108 & MATH 1110 or take the Challenge Test for MATH 1108

**3) Student Placement to CHEM 1116/1118**

Students who have **passed** MATH 1110 (or higher) **AND** CHEM 1115/1117 (or equivalent) [C or better].

There are two paths for any student with a MATH 1108 placement who needs to complete MATH 1110 quickly, i.e., in one semester:

- They can take the Challenge Test for MATH 1108 (they have time to practice and they have two attempts). If they pass, then they can start in MATH 1110 in the Fall Semester.

- Students can request an accelerated pacing in MATH 1108 so that they can get through it and MATH 1110 by the end of the semester. They will then get credit for only MATH 1110 if they successfully complete it.

## Curriculum (2017) Course Schedule with New CORE

1st SEMESTER	2nd SEMESTER
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ENGL 1112 Composition	3	PSYC 1111 Psychology	3
UNIV 1141 Critical Thinking & Prob Solving	3	MATH 1110 College Algebra	3
BIOL 1121 w/lab Biol 1123	4	CHEM 1116 Gen Chem II	3
CHEM 1115 Gen Chem I	3	CHEM 1118 Gen Chem II Lab	1
CHEM 1117 Gen Chem I Lab	1	DIET 2215 Principles of Nutrition ♦	3
	14		13
<b>3rd SEMESTER</b>		<b>4th SEMESTER</b>	
BIOL 2259 Vert Anat & Phys I + lab BIOL 2262	4	BIOL 2260 Vert Anat & Phys II + lab BIOL 2264	4
DIET 2222 Careers Nutr & Dietetics	3	DIET 4405 Community Nutrition ♦	3
DIET 2217 Institutional Food Service	3	COMM 1100 Human Communication	3
DIET 2200 Food Science & Prep w/lab	4	Any Tier 2 Writing Course	3
Elective	3	HIST 1101 or HIST 1102 Western World	3
	17		16
<b>5th SEMESTER</b>		<b>6th SEMESTER</b>	
CHEM 2201 Organic Chemistry	3	BIOL 2261 Biochemistry ♦	3
DIET 3350 Nutrition through Lifecycle ♦	3	DIET 3315 Nutrition and Disease I ♦	3
HLTH 2200 Intro to U.S. Health Care System	3	DIET 3330 Research Methods	3
ENGL 2230 Publ Speak & Sm Grp Discussion	3	Perspec on Creative Arts	3
Elective	3	Elective	3
	15		15
<b>7th SEMESTER</b>		<b>8th SEMESTER</b>	
BIOL 3301 Microbiology with lab BIOL 3302	4	DIET 3370 Nutrition Counseling	3
DIET 4450 - 4455 Special Topics	3	DIET 3326 Principles Dietetics Management	3
DIET 3335 Nutrition & Disease II ♦	3	DIET 3342 Healthy Food Prep w/lab 4451	4
DIET 3360 Nutrition Care Process ♦	3	DIET 1175 Food, Nutr & Culture	3
Elective	3	Elective	3
	16		16

**122 total credits for B.S degree in Nutrition and Dietetics**

## XII. DPD DIET COURSE DESCRIPTIONS (University catalog)

[http://catalog.newhaven.edu/preview\\_program.php?catoid=7&poid=1110&returnto=741](http://catalog.newhaven.edu/preview_program.php?catoid=7&poid=1110&returnto=741)

### DIET 1150 - Sports Nutrition

Review of the principles of nutrition and exercise with emphasis on counseling the athlete; facts and fallacies of sports nutrition; energy and fluid balance; evaluating sports nutrition information in the lay literature; appropriate diets for training; and managing the young person, older adult, and athlete with special needs. Planning meals for training and competition, as well as using computerized nutrient analysis, will be included. 3 credits

### DIET 1175 - Food, Nutrition, and Culture

Prerequisite: fluent in Microsoft Office and have web access. This course introduces the student to the study of food and culture of diverse groups in Asia, Africa, the Americas, and Europe. It examines how ethnic foods and dietary practices may affect the nutritional status of a population. It explores intercultural communication strategies and studies the history, religion, family structure, and traditional

health practices to illuminate the cultural context from which ethnic cuisine emerges, evolves, and influences North American fare. 3 credits

**DIET 2200 - Food Science & Prep with Lab**

Prerequisite: Nutrition major, minor, or permission of instructor. Provides knowledge of food science, cooking and baking principles; physiology of taste; components of food including color and flavor pigments (phytochemicals); application of scientific reactions during preparation and cooking; accurate weighing and measuring skills; proper tasting and product evaluation techniques; safe handling of knives, kitchen equipment and food products. Instruction will include sanitary food experimentation and preparation in food laboratory in addition to classroom lectures. Laboratory fee. 4 credits

**DIET 2215 - Principles of Nutrition**

Prerequisite: BIOL 1121 An introduction to nutrition science including nutrient interactions, digestion, absorption, sources of nutrients, and importance of phytochemicals. Energy metabolism, weight control, contemporary nutrition issues, and individual nutrition analysis are included. 3 credits

**DIET 2222 - Issues and Careers in Nutrition and Dietetics**

Prerequisite: Majors only or permission of instructor. An overview of the US health care system related to the field of nutrition and discussion of public policy issues affecting dietetics practice. Introduction to statistical review of professional literature. Career preparation for nutrition professionals including resume and manual and e-portfolio design. 3 credits

**DIET 3350 - Nutrition Throughout the Lifecycle**

Prerequisite: DIET 2215 Emphasizes the nutritional foundations needed for the growth, development, and normal functioning of individuals in each stage of the lifecycle - pregnancy, lactation, infancy, childhood, adolescence, adulthood and aging adulthood; covers age-specific clinical and nutritional interventions from preconception to the elderly stages of life. 3 credits

**DIET 4405 - Community Nutrition\* Service-designated course**

Prerequisite: DIET 2215 Emphasizes tools for developing community nutrition programs including planning, needs assessment, implementation, and evaluation. Public health nutrition programs and policies for varying population groups will be discussed for cultural, economic, and social health practices. Budgeting food for low-income populations, complementary/alternative medicine practices, and presenting nutrition education programs will be included. 3 credits

**DIET 3315 - Nutrition and Disease I**

Prerequisite: DIET 2215. Prerequisite or co-requisite: BIOL 2259. Aspects of diet in treating and preventing various symptoms and syndromes, diseases, inherited errors of metabolism, and physiological stress conditions. 3 credits

**DIET 3326 - Principles of Dietetics Management**

Provides knowledge required to effectively manage the provision of dietetic services in a food service operation, clinical nutrition department, community or ambulatory nutrition program, private practice office, or other food/nutrition facility. Management principles will be discussed using human resource

applications, leadership theories, decision-making tools, and organizational skills for the successful dietetics manager. Managing materials, productivity, financial data, and information in a dietetics environment will be discussed using quality improvement principles. 3 credits

### **DIET 3335 - Nutrition and Disease II**

Prerequisite: Prerequisite: DIET 3315. This course applies the knowledge of physiology using a body systems approach to describe appropriate medical nutrition therapy in treating and preventing various syndromes and diseases. It provides the latest framework for nutrition therapy and the most current research on the integration of evidence-based practice within the context of the nutrition care process. 3 credits

### **DIET 3360 - Nutrition Care Process**

Prerequisite: DIET 3315 and co-Requisite: DIET 3335. Provides knowledge of the nutrition care process for patients including nutrition screening and assessment, nutrition diagnosis and terminology, intervention strategies, and monitoring and evaluation tools. Medical abbreviations, medical terminology, laboratory values, format of the medical record, documenting nutrition care using acceptable medical nutrition therapy (MNT) processes. Complete nutrition assessment through identification of nutrition risk factors. Determine ideal body weight, calorie, protein, and fluid needs. Apply the nutrition care process to case studies in renal disease, liver disease, respiratory disease, and critical care for trauma, burns, wounds, and sepsis. Enteral and parenteral nutrition therapy will be reviewed and practiced. Other diseases covered include: obesity, diabetes, cancer, HIV/AIDS, cardiovascular disease, and gastrointestinal diseases. Diseases covered include: obesity, diabetes, cancer, HIV/AIDS, cardiovascular disease, and gastrointestinal diseases. 3 credits

### **DIET 3370 – Nutrition Counseling**

Motivational interviewing and ambulatory counseling will also be reviewed and practiced.

### **DIET 3342 - Healthy Food Preparation**

Prerequisites: DIET 2215 nutrition major, minor, or permission of instructor. Preparing food according to today's healthy eating goals. Food laboratory strategies include modifying recipe content to include natural sources of protein, fat, and carbohydrates in healthy meals, snacks, and sports beverages while incorporating accurate nutrition analysis and costing of recipes using the latest technology. Discussion of organic, functional, and genetically engineered foods. Students design recipe or food demo projects incorporating course content. Laboratory fee. 4 credits

### **DIET 4450 – Special Topics**

### **DIET 4597 - Dietetic Practicum**

An elective course that provides an opportunity for students to gain practical work experience in the dietetics field. Students must spend a total of 130 hours at a field site under the supervision of a registered dietitian and an additional 20 hours of course time devoted to preparation of a term paper or case study directly related to their practicum experience. This opportunity will help students meet competencies required for entry into a post-graduate internship. 3 credits

### XIII. FACILITIES, RESOURCES, FACULTY AND STAFF

The Nutrition and Dietetics Program is part of the School of Health Sciences. **Faculty and Staff**



Dr. Anne Davis, PhD, RD, FAND is the DPD Program director and her office is located at 215 Echlin Hall, Dr. Davis specializes in pediatric nutrition and teaches nutrition throughout the life cycle, nutrition and disease I and II as well as several graduate courses (Function and Physical Nutrition Assessment, Research Methods, and Nutrition and Disease I. Her telephone number is 203.479.4819. You may also email: [amdavis@newhaven.edu](mailto:amdavis@newhaven.edu). Office hours and appointment times are posted.



Professor Georgia Chavent, MS, RD CSSD is the Dietetic Internship Program Director and her office is at 217 Echlin Hall. Professor Chavent teaches the food laboratory courses: Food Science and Healthy Food Preparation, as well as, Sports Nutrition, and Principles of Dietetics Management. Professor has developed and directs the new Dietetic Internship Program. Her telephone number is 203.932.7410. You may also email: [GChavent@newhaven.edu](mailto:GChavent@newhaven.edu). Office hours and appointment times are posted.



Dr. Rosa Mo, EdD, RD is the Chair of Nutrition Science department and also serves as faculty for the undergraduate Nutrition and Dietetics Program and Coordinator of the Graduate Program in Human Nutrition. Dr. Mo's courses include Nutrition and Disease II, as well as, her specialty area: Nutrition and Culture. Her office is located at 218 Echlin Hall and her telephone number is 203.932.7040 and email address is: [RMo@newhaven.edu](mailto:RMo@newhaven.edu). Office hours and appointment times are posted.





Professor Don Stankus, MS, RD is Lecturer. He teaches Institutional Food Service, Nutrition and the Media, Nutrition Care Process, Culinary Nutrition and the food laboratory component of Food Science and Healthy Food Preparation. He is an Ambulatory Clinical Dietitian at St. Vincent's Hospital. His office is located at 216 Echlin Hall, his telephone number is 203.932.7340 and email address is: [dstankus@newhaven.edu](mailto:dstankus@newhaven.edu) .



Dr. Patricia Grace-Farfaglia is a Practitioner in Residence and teaches the Food, Nutrition and Culture, Principles of Nutrition, Nutrition and Dietetics Careers and Issues, and Nutrition Counseling courses.

Professor Dominique Doris, MS, RD is an adjunct instructor. She has gained recognition as a Service Learning faculty member and teaches our ***Service Learning designated course***: Community Nutrition. Her email address is: [ddoris@newhaven.edu](mailto:ddoris@newhaven.edu).

Jennifer Pilato is the department administrative assistant located in Room Echlin Hall. Her hours are usually Monday through Friday: 9:00 am – 4:00 pm and her telephone number is 203.932.7340 and email address is: [jpilato@newhaven.edu](mailto:jpilato@newhaven.edu).

### Department Resources

There is a Nutrition and Dietetics bulletin board located on the first floor of Harugari Hall. Information received from the Academy of Nutrition and Dietetics, announcements, scholarship information, professional meetings, student notices and other information about careers and alumni accomplishments will be posted there.



The Food Laboratory facilities are in the food lab (small commercial kitchen) and dining room/ presentation area shared with the Hospitality Program in Harugari Hall. There is a new greenhouse outside of Harugari Hall to be used in nutrition courses and managed by the Nutrition and Dietetics Club. There is a complete collection of nutrition-focused physical examination equipment including Lange calipers, MedGem portable indirect calorimetry, bioelectrical impedance, grip strength dynamometer, FitMate Pro fitness testing, stethoscopes, blood pressure cuffs, glucometer, pulse oximeter.

The Harugari Computer Lab is used for teaching and meeting use by Nutrition and Dietetics students. It is equipped with the state of the art ESHA Food Processor Nutrition Analysis Program. There is also a Nutrition Resource Center and Conference Room located in Room 229, Harugari Hall which may be used as a seminar or study room by reserve with the department administrative assistant.

## **XIV. DPD PROGRAM POLICIES: PROTECTION OF PRIVACY, STUDENT PRIVACY & TRAVEL**

### **Protection of Privacy of Student Information and Student Files Policy**

All student files are retained indefinitely in a locked storage room and include unofficial and official transcripts, advising meeting records, verification of professional meeting attendance, professional recommendations, didactic check lists, verification statement, etc. Active, inactive and alumnae student files are kept in a locked file cabinet in the Nutrition main office and are only accessible by the director and DPD faculty.

### **Protection of privacy of information (confidentiality of student records).**

The University of New Haven, in accordance with the University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974 (i.e. the Buckley Amendment) assures the confidentiality of student educational records. See FERPA policy. However, student educational records may be released without the student's consent to school officials who have a legitimate educational interest to access the records, and the university may disclose information from a student's educational records to either individuals or entities permitted under applicable federal and state law.

**Access to personal files.** Students have the right to review their personal educational records for information and to determine accuracy. To review your student files, contact your advisor during their office hours. Students must show their student ID to review their files. Letters of recommendation or other materials to which the student has waived his/her rights will not be available for review by the student.

### **Travel Policy**

#### **Student Use of Personal Vehicle for Off-Campus Experiential Education**

The University of New Haven is recognized for its experiential education enhancements in many of its academic programs. Students participate in one or more educational experiences. These experiences

are both curricular and co-curricular and may take place on or off campus. The Nutrition and Dietetics program includes one or more of these experiences as a graduation requirement. Students should check with their advisor and/or DPD director to determine if this is a requirement for their major area. If the experience is to be convened at a remote location, students are required to provide their own transportation to and from the site.

#### **Liability for safety in travel to or from assigned areas**

The University of New Haven assumes no responsibility for transportation of students to the site of an experience. Students participating in an off-campus educational experience will be responsible for all costs related to travel. Personal vehicles should be adequately insured for public liability insurance protection. Students are responsible for insuring their own vehicles. Students will not be reimbursed by the University for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. The University of New Haven does not provide any coverage for comprehensive or collision insurance for personal vehicles. Each individual student is responsible for transportation to and from facilities for outside work experiences and are responsible for auto liability insurance coverage for designated trips.

#### **Injury or illness while in a facility for experiential learning or a Practicum course.**

- Educational purpose of supervised practice to prevent the use of students to replace employees
- On If there is a DPD affiliation agreement, there is a policy that states students will not be used to replace employees when they shadow.

## **XV. STUDENT GRIEVANCES AND CONCERNS**

### **Procedure for Handling Student Complaints**

Student complaints against faculty members should be initially discussed with the professor directly associated with the complaint. A course of action will be discussed for resolution of the problem or if this is unacceptable, the student may present their complaint to the Chair of the Division of Health Professions. If the complaint remains unresolved, the student may consult with the Dean of the College of Arts and Sciences, and then the Office of the Provost. If the student wishes to initiate a formal grievance against a faculty member, the university grievance procedure is described in the UNH Student Handbook. All student complaints in writing will be maintained in the Dietetics Offices for yearly review by all members of the faculty.

Should it become necessary for a student to file a grievance against a faculty member or another student within the Department, the following channels shall be followed:

#### **The process is as follows and should be completed in the following order:**

1. Seek assistance from the Student Government Association Office (Procedures listed in handbook).

2. Student must make a complaint (oral or written) to the member of faculty/staff responsible for the service, decision or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution.
3. Students who feel that their complaint has not been satisfactorily resolved can request a review by the Department Chairpersons or Administrative Managers. Chairpersons and Managers will independently review the complaint and either support the original offer or provide an alternative resolution. The next managerial level should conduct the review where the Chairperson or Manager was involved in the initial attempts at resolution or has a conflict of interest in the review.
4. If a satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the Divisional Vice President who will hear the complaint and render a final decision based on all the evidence presented. Only the President of the University may overturn this decision. Students are encouraged to express their concerns regarding any aspect of all programs in Family and Consumer Sciences. This can be accomplished by using a variety of channels (i.e., advisors, suggestion box, course/faculty evaluation, area coordinators, and department chairperson). If you are still unsatisfied with this appeals process, and the complaint is related to ACEND accreditation standards, you may follow the steps for student complaint procedures provided by ACEND. Information is found on page 49 of the **ACEND Policy and Procedure handbook located at:**  
<http://www.eatright.org/ACEND/content.aspx?id=7877>

The procedure for complaints against a program may be found here:  
(<http://www.eatright.org/ACEND/content.aspx?id=7975&terms=complaints> ) A file for student complaints is maintained in the dietetic program director's office.

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
Tel: (312) 899-0040, ext. 5400  
Fax: (312) 899-4817  
E-Mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
URL: [www.eatright.org/ACEND](http://www.eatright.org/ACEND)

## **XVI. COMPLETION OF THE DPD PROGRAM**

### **Graduation and Program Completion Requirements**

Each student receives an academic plan of course requirements. The (revised 6/17) Bachelor of Science degree in Nutrition and Dietetics requires 122 credits for graduation. All transfer credits must be from accredited schools of higher learning. Official transcripts are processed by the University Admissions Office and approved by the DPD Director. The program is completed as a full or part-time matriculated student. Once courses are planned on their academic worksheet, students meet with their advisor each semester to guide choices for upcoming semester. Academic credit may also be granted for transfer

courses taken, with prior department approval, at other institutions. All major nutrition courses must be taken at the University.

## VERIFICATION STATEMENT

Upon completion of required courses, meeting the Verification Statement **criteria** (below), and a Bachelor of Science degree, students receive **five signed “Verification Statements”** from the DPD Director of the program upon. Only accredited programs [DPD or CP] may issue a Verification Statement. Meeting the requirements for receiving a Verification Statement allow entry into a supervised practice program (Dietetic Internship).

*Purpose:* Verification of completion of DPD coursework is the method used by the **Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics** to ensure that students are eligible to sit for the Nutrition-Dietetic Technician Registration Exam (NDTR). Verification Statements are also provided upon successful completion of supervised practice programs such as Dietetic Internship Programs which allows candidates to sit for the national registered dietitian exam. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the graduate to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

**Mandatory Verification Meetings** are held after final transcripts are prepared by the Registrar’s Office (following graduation) and sent to the Nutrition and Dietetics Program: Mid-March, Mid July, and Mid October.

Distribution: The program director will issue the verification Statements once all program requirements have been completed and the Registrar has cleared you for graduation. Requirements for receiving a signed **Verification Statement** are as follows:

Criteria
1. Completion of all UNH and DIET required courses
<b><i>Be in Good Academic Standing</i></b>
2. For all DPD <u>science</u> courses, student must have earned a “C” or higher grade
3. For all DPD <u>nutrition</u> courses, student must have earned a “B- “or higher grade
4. All DPD students are required to maintain an overall DPD <b>GPA of at least 3.0</b> (based upon a 4.0 scale) to maintain their DPD student status
5. All DPD students must have a copy of a <b>current SERV Safe certification</b> in their student file
6. All DPD must have successfully completed the “ <b>Service-designated</b> ” course, which is DIET 4405, Community Nutrition earning a “B- “or higher grade.
7. Recommended <b>Volunteer or Work Experience</b> in <u>Patient Care <b>and</b> Food Service or Community nutrition</u> – 400 to 800 over the 4 years
8. Completion of the Exit Graduate Survey
9. <b>No HOLDS</b> on student’s University account

**2 to 5. Good academic standing and completion of required courses as evidenced by review of final, official transcript. (Successful completion of the DPD course requirements as defined as earning grades of a “C” or better in all DPD required SCIENCE courses or transfer equivalents and earning grades of a**

**“B- “or better in all DPD required DIET courses or transfer equivalents); completion of a bachelor’s degree with a GPA of 3.0 or higher; and 2. Successful passage of SERV Safe® Food Safety Exam.**

6. Completion of at least two community learning activities or projects (such as health fair participation, speaking to an open house, fundraising activities and community service) approved by the Program Director which foster nutrition and health.

7. Dietetics, food service or nutrition-related experience as an employee, volunteer or completion of a Dietetic Practicum approximately 400-800 hours over the 4 years. DI directors want to see some hospital experience and some experience with longer hours such as weeks to months.

8. Completion of the Exit Graduate Survey.

It is expected that the bachelor’s degree and therefore, DPD requirements will be completed **within 4-6 years when a full-time student.**

### **Verification Statements**

Each student will receive **5 signed Verification Statements**, all of which must have an ORIGINAL signature of the **DPD Director**. You may need these statements:

- To include in your permanent file
- To submit with The Academy of Nutrition and Dietetics’ Membership application
- To submit with application(s) for Dietetic Internships
- To submit with application for state licensure/certification

### **SECOND DEGREE STUDENTS - Pathway to Dietetic Registration for those who have already earned a bachelor’s degree:**

For students who have previously completed a baccalaureate degree, they are encouraged to apply to the undergraduate program as a matriculated student and submit official transcripts through the admissions process. These transcripts will be evaluated by a dietetics faculty member at the University to determine what additional courses are needed to fulfill DPD requirements. A minimum of 30 credits in the major nutrition and dietetic courses in the University’s DPD are required to obtain a Verification Statement of DPD program completion. Since coursework meets the current UNH residency requirements, students also earn a BS degree in Nutrition and Dietetics, along with a **Verification Statement**. Upon completion of DPD requirements, students are eligible for acceptance into post graduate supervised practice programs such as ACEND-accredited dietetic internship programs. Currently, academic credit is not rewarded for prior experience.

Generally, fewer courses need to be taken when the student transfers their baccalaureate courses to UNH and obtain a second degree from the University in Nutrition and Dietetics. Otherwise, courses in medical nutrition therapy, food service management, community and public health nutrition and food science are the minimum courses that would require updating. A minimum of 30 credits in the major nutrition and dietetic courses in The University’s DPD in addition to meeting or exceeding the minimum criteria listed above are required to be issued a Verification Statement from the University’s DPD program completion. It is strongly recommended to obtain a 2nd BS degree in nutrition and dietetics.

## TRANSFER STUDENTS

The program attracts many transfer students who may start in the fall or spring semesters. To determine transfer credits, students must submit an undergraduate application and official transcripts from all schools attended. Admissions prepares transcripts for review by the director. It is suggested that students apply as full time students to be considered for scholarships and financial aid. Part time students apply as evening students through the College of Lifelong Learning.

Because the Master of Science degree Program in Human Nutrition at UNH is not accredited by ACEND, a graduate student may be awarded a Verification Statement by qualifying as a transfer student (defined as holding a bachelors' degree and have taken Anatomy and Physiology I and II and Biochemistry) to be accepted into the DPD program. Some graduate students complete weekend graduate courses while taking undergraduate didactic coursework to obtain a Verification Statement.

## INTERNATIONAL GRADUATE STUDENTS

All international students must have their previous coursework reviewed by an evaluation agency approved by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (see Academy website related to International Students). Once coursework is evaluated by the appropriate agency, this evaluation is processed by the UNH International Admissions Office and reviewed by the Program Director to determine what additional coursework is necessary for earning a Bachelor of Science degree in Nutrition and Dietetics.

## XVII. HOW TO BECOME A REGISTERED DIETITIAN

The Current Dietetics Education Model for Becoming a Registered Dietitian or Registered Dietitian Nutritionist includes:

Educational and professional requirements Registered Dietitians (RDs) or Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria and earned the RD or RDN **during the period of 2018-2023 for the 4-yr. DPD, 9-12-month DI (2013) and passing the RD exam before January 1, 2024** credential by:

- Completing a minimum of a bachelor's degree at a U.S. regionally accredited university or college or foreign equivalent, and coursework through an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP).
- Completing 1200 hours of supervised practice through an ACEND accredited Dietetic Internship, Coordinated Program in Dietetics or an Individualized Supervised Practice Pathway (ISPP) offered through an ACEND accredited program.
- Passing (70%) a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at [www.cdrnet.org](http://www.cdrnet.org). To maintain the credential, an RD or RDN must complete continuing professional educational requirements.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners and require state licensure. Often these state requirements are met through the same education and training required to become an RD.

All RDs are required to complete continuing professional educational requirements (75 CEUs every 5 years) to maintain registration and participate in life-long learning. If continuing education requirements are not met, the RD credential is forfeited and can only be reinstated by taking and passing the national RD exam again.

Additional certifications in specialized areas of practice, such as pediatrics, weight management, renal nutrition, nutrition support, and diabetes education are available for RD's. These certifications are awarded through CDR, the credentialing agency for AND, and/or other medical and nutrition organizations recognized within the profession but are not required.

### **Becoming a Registered Dietitian**

The current process for becoming a registered dietitian (RD) can be confusing! Students must successfully complete didactic coursework from an accredited Didactic Program in Dietetics (DPD) program (such as what is offered here at the University of New Haven; at least 15 dietetics courses plus Math, Science, English courses), be accepted into a 1200 hour, post-graduate, accredited Dietetic Internship program (There are 5 programs in Connecticut- Yale-New Haven Hospital, Danbury Hospital, University of Connecticut (UCONN), the University of Saint Joseph and the University of New Haven) and successfully pass the national registration exam.

There are also Coordinated Programs (UCONN offers the only program in CT) that combine coursework and supervised practice hours. These programs are full-time, year-round during a student's final two years and require application and acceptance. Acceptance into post-graduate dietetic internship programs is highly competitive (national average 50%; University of New Haven exceeds the national pass rate to 59%).

### **MESSAGE TO PROSPECTIVE STUDENTS** Requirements for Becoming a **Registered Dietitian**

#### **THE RECOGNIZED NUTRITION CREDENTIAL GRANTED BY THE COMMISSION ON DIETETICS REGISTRATION (CDR) OF THE ACADEMY OF NUTRITION AND DIETETICS**

Here at the University of New Haven, there are many students entering the field of nutrition and we are pleased to help you pursue your career path. Our first suggestion is to visit the website of the Academy of Nutrition and Dietetics- [www.eatright.org](http://www.eatright.org) for further information about the field of dietetics and career opportunities. Becoming an RD or RDN (Registered Dietitian/Nutritionist) is extremely rewarding but the process requires quality education, supervised practice and successful exam results for an individual to obtain that designation, which is the only nationally recognized nutrition credential.

An individual can become certified in the State of Connecticut with a master's degree in a Nutrition-related field and successful passage of the (RD or RDN) registration exam or another, "clinical nutrition" exam. This certification is not the same as the RDN credential and is not recognized by most health



facilities or insurance companies within our state. (This information is not clearly communicated in many cases.)

### Here is the process for becoming an RD:

1. Successful completion of Didactic Program (DPD) requirements (also named “DPD courses)
2. Application and acceptance (National Matching Process) into a supervised practice program (accredited Dietetic Internship- minimum of 1200 hours of unpaid experience- highly competitive, tuition requiring, full or part-time (“internship” is not the best term to describe this experience- it is supervised practice- like a “residency”) There are 5 programs physically located in CT: Danbury Hospital, UCONN, Univ. of St. Joseph, Yale-New Haven Hospital and the University of New Haven is the newest DI in CT. “Distanced programs” allow completion of practice hours at local hospitals set up by students prior to application.

3. Passage of the RDN exam- administered nationally

The University of New Haven offers an undergraduate, accredited Didactic Program in Nutrition and Dietetics (DPD- the only accredited program in southern Connecticut) and a Dietetic Internship awaiting accreditation. The DPD courses are taught at the undergraduate level but can be taken by individuals who have completed their undergraduate or graduate degree in another field. If an individual would like to complete DPD requirements, they must apply to the undergraduate program as a full or part time student. We often recommend applying as a full-time student to determine the best scholarship or financial aid package. If part-time is the ONLY option, apply as a part time evening student majoring in Nutrition and Dietetics. (1/3 of our current students are part time). Once students are matriculated into the undergraduate program and are successfully completing undergraduate “DPD” courses, they frequently decide to earn another undergraduate BS Degree in Nutrition and Dietetics. Qualified students taking DPD courses may also enroll in the weekend Graduate Program to further strengthen their academic background.

Admissions will prepare transcripts for review by the Nutrition and Dietetics Program (DPD). Most students need to take at least 15 courses (4-6 semesters) to complete DPD requirements allowing them to receive a Verification Statement for entry into accredited Dietetic Internship programs. This “Verification Plan” is determined once the student has matriculated into the program and taken at least one semester of coursework.

## **XVII. FUTURE EDUCATION MODEL TO BECOME A RD**

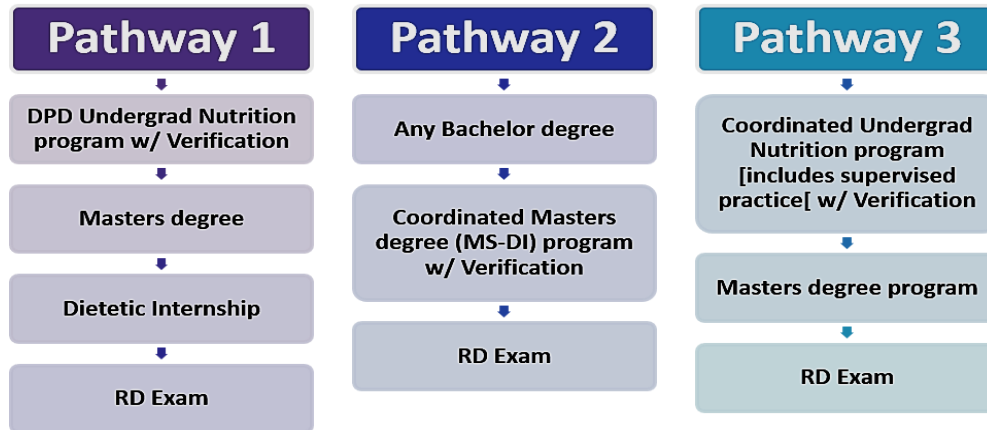
Data collected by ACEND has revealed an emergence of many non-traditional practice settings for the field of nutrition and dietetics and an expanding scope of practice for those working in the profession. There is an increased focus on disease prevention and integrative healthcare and the need for more knowledge in emerging areas such as genomics, telehealth, behavioral counseling, diet order writing and informatics.

Employers indicated the need for improved communication skills in nutrition and dietetics practitioners and an improved ability to understand the patient’s community and cultural ecosystem. Employers also expressed a desire for stronger organizational leadership, project management, communication, patient assessment and practice skills. Many of the stakeholders identified gaps in current competencies in

areas of research, communication, leadership/management skills, cultural care, interprofessional work, basic food and culinary preparation and sustainability.

As a result, ACEND has moved to the development of new graduate level standards to prepare entry level dietitians for these future roles to **begin January 1, 2017**. The recommended new model **Preparation for practice as a registered dietitian** nutritionist is recommended to move to the graduate level with the **entry-level generalist preparation occurring at the master’s level** and specialized preparation at the doctoral level.

Directors were advised to begin educating students on this **future education model** in 2017. There are several updated and FAQs available on the ACEND website, [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend) **What does this mean? As of January 1, 2017, to be allowed to take the national registration examination (CDR) to become a registered dietitian, a student must have either completed a master’s degree and a dietetic internship (accredited) OR a coordinated master’s program (accredited).**



**The Address of the Academy of Nutrition and Dietetics is:**

The Academy of Nutrition and Dietetics  
 120 South Riverside Plaza,  
 Suite 2000 Chicago, IL 60606-6995  
 Telephone: 800-877-1600      [www.eatright.org](http://www.eatright.org)

## APPENDICES

- Appendix A. Student’s Responsibilities for Academic Advising
- Appendix B. University Core Curriculum
- Appendix C. Dietetic Technician, Registered Option (Pathway III)

Appendix D.	Dietetic Internship Application Process
Appendix E.	Dietetic Internships in Connecticut
Appendix F.	Taking the National RD Exam, Maintaining RD Status & Life- Long Learning
Appendix G.	Employment for the Registered Dietitian
Appendix H.	Frequently Asked Questions
Appendix I.	Student Sign-off sheet for reading and comprehension

## APPENDIX A. ACADEMIC ADVISEMENT

### STUDENT ADVISEMENT ROLES AND RESPONSIBILITIES

You will be assigned to an academic or faculty advisor. The advisor's role is to help guide your academic progress. All faculty have posted office hours weekly. It is best to make an appointment with your advisor so that you have ample time for discussion. You are responsible for a minimum to meet with your advisor each semester before registration to review proposed course selection and other DPD progress, goals and preparation.

### STUDENT (ADVISEE) RESPONSIBILITIES

- Get to know your advisor – her/his name, location, office hours, phone numbers, email address, etc.
- Meet with your advisor at least once a semester to discuss your academic goals and interests as well as your career and professional plans
- Come prepared to your registration conferences – review the course schedule in advance and develop a list of possible courses; bring your registration form with you so you can acquire your advisor's signature in advance of your registration date
- Keep track yourself of your academic record – have a clear understanding of the requirements you need to complete for both your major and general education courses
- Meet with your advisor if you are experiencing academic difficulty
- Take charge of your academic career – you are ultimately responsible for your own academic decisions

### What is expected of each student before meeting with their advisor before the start of registration?

Find your curriculum worksheet that was given to you during your first meeting with your advisor.

Sketch out the courses you think you will take in the following semester

Obtain a course schedule sheet to plan the course section, number, day and time.

Bring your worksheet and course schedule to the meeting – **BE PREPARED**. If you have not done this step, your advisor may send you back to complete this step before agreeing to meet with you.

Remember: nutrition courses are not necessarily offered every semester and they very often have only one section so

### PLAN AHEAD.

Bring a list of any work or volunteer experiences completed or planning to begin.

Bring questions about program, courses etc.

If you plan to take a course at another college (in the winter, summer), it needs to be approved in advance. There is a transfer credit form to complete and have signed by your advisor. If you do not do this, you run the risk that your course credits may not transfer to UNH. Science and nutrition courses at other colleges (especially community colleges) vary widely in content, skill and competencies.

### Course Selection

Note: Students may be administratively dropped from any courses in which they enroll without academic advisor approval

Date of Advising Session: \_\_\_\_\_ For term: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Course #	Title	Section #	Days	Start Time	End Time	Advisor Notes

### What each DPD student can expect from their DPD director and/or faculty advisor:

- Help in selecting the correct Nutrition Major Requirement (MR) courses in the optimal sequence (semester course schedule), CORE (CC) and elective courses so that degree requirements are met according to the program’s four-year plan.
- Advise on appropriate supportive courses and activities that may enhance the student’s career development.
- Help in setting up future course schedules
- Discussion of student progress at each advisement meeting on gaining dietetic-related experience (freshman through senior years)
- Students in the DPD are encouraged to gain experience in the field of dietetics through volunteerism, work experience, independent study, or service learning for course credit.
- Advisement about the current curriculum changes
- Provide information about graduate schools, post-graduate jobs, internships, letters of recommendations, DI application procedure etc.
- Awareness of extracurricular activities (clubs, volunteer activities, organizations, local nutrition educational meetings and conferences, undergraduate research opportunities, etc.)

## APPENDIX B. UNIVERSITY CORE CURRICULUM

### Introduction

The University of New Haven is a student-centered comprehensive university with an emphasis on excellence in liberal arts and professional education. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society by providing the highest-quality education through experiential, collaborative, and discovery-based learning.

An educated person at the University of New Haven demonstrates a balance of liberal arts, professional,

and experiential education. General education is addressed through the University Core Curriculum (as outlined below) and discipline education is addressed through the major requirements within each program. The University of New Haven experience also includes two additional core skills that fully round out the general education program: experiential learning and writing across the curriculum.

### Experiential Education

All University of New Haven undergraduates complete at least one of the four pillars of experiential education: academic service-learning, study abroad, an internship, or faculty-mentored research prior to graduation. Academic programs may specify the particular experiential education pillar(s) required for successful completion. Students are encouraged, however, to pursue as many experiential education opportunities as they desire.

### Writing Across the Curriculum (WAC)

“W” designated courses indicate a writing-intensive course. Every University of New Haven undergraduate must take at least one “W” course, whether as part of the Core or through a major’s requirements and electives prior to graduation. This requirement applies to all bachelor and associate degrees.

### University Core Curriculum Overview

The Core encourages interdisciplinary interaction; establishes competency-based outcomes throughout the institution; provides flexibility in achieving those outcomes; and allows for a standardized campus-wide assessment of the general education requirements. The University of New Haven’s Core Curriculum strives to develop nine basic competencies among its undergraduate students, so they may better understand and relate to diverse people, succeed in their chosen careers, and pursue lifelong learning after completing their education.

The design of the core is inspired greatly by the American Association of Colleges and Universities’ “LEAP Model”—Liberal Education for America’s Promise. The LEAP initiative seeks to make excellence inclusive by providing essential learning outcomes, high-impact educational practices, and authentic assessments. This LEAP model was adapted to create a University Core that fits with the unique mission, purposes, and identity of the University of New Haven.

The University Core aims to graduate students who:

- communicate effectively, both in writing and orally,
- apply quantitative techniques to derive useful information from data,
- think critically and solve real world problems,
- appreciate scientific exploration of the natural world,
- realize their role and responsibilities within a larger society,
- embrace the diversity of cultural differences,
- participate effectively as citizens of their own country and the world, and
- appreciate the aesthetic value of artistic works.

Each of the nine competency categories possesses two tiers of expectations. Tier 1 provides breadth through a fundamental set of outcomes that every student will complete, whereas Tier 2 provides depth through higher-level learning outcomes related to more focused content. Tier 2 courses can be selected

by the student if not prescribed by the student's major program. In consultation with a faculty adviser, and based on degree requirements, each student will select core courses from the nine categories as outlined below:

<b>Degree</b>	<b>Core Credit Hour Breakdown</b>			<b>Total Core Hours</b>
<b>Bachelor</b>	Tier 1	1 course per category	28 credit hours	At least 40 credit hours
	Tier 2	3 or 4 courses from various categories	12 credit hours	
<b>Associate</b>	Tier 1	1 course each from: Written Communication, Oral Communication, Mathematical Literacy, and Critical Thinking.	12 credit hours	At least 20 credit hours
	Tier 1 or Tier 2	2 or 3 courses from additional categories	8 credit hours	

**Notes:**

1. The adviser and student are cautioned to take note of the prerequisites for courses and plan core choices accordingly.
2. A student may not use a single course to satisfy more than one category of the core.
3. An academic program may require certain choices within both Tier 1 and Tier 2 core categories. Program requirements may not limit core course choices without the approval of the University Undergraduate Curriculum Committee.
4. The university will determine the appropriate placement level for students in English, Mathematics and certain specialized disciplines, indicating remedial work may be required. As with any course, a core course may be satisfied through approved transfer credit from another institution, or other types of credit (e.g., an Advance Placement exam) as noted elsewhere in the catalog.
5. If a student tests out of Tier 1 in Mathematical & Quantitative Literacy based on a proctored exam administered by the Mathematics Department, they will proceed to a Tier 2 course as required by their major program or, if no higher math course is required, they will take any other core course chosen in consultation with their major advisor.

**Appendix C. NUTRITION DIETETIC TECHNICIAN, REGISTERED OPTION (PATHWAY III)**

**PATHWAY III B.S. TO REGISTERED NUTRITION-DIETETIC TECHNICIAN, NDTR**

There is a newly approved pathway for DPD Graduates to become credentialed as Dietetic Technicians. Registered Students receiving Verification Statements are now eligible to sit for the national Dietetic Technician Registration exam (effective spring 2009) authorized by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. Students seeking this opportunity should notify the Dietetics Program Director who will process group eligibility applications following receipt of final transcripts and processing of Verification Statements. (February, June, September) Dietetic technicians, registered (NDTRs), are trained in food and nutrition and are an integral part of the health-

care and foodservice management teams. NDTRs have met the following criteria to earn the NDTR credential.

- completed a minimum of an Associate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- completed a minimum of 450 supervised practice hours through a Dietetic Technician Program as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietetic Technicians; and
- remitted the annual registration maintenance fee; and
- completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- met current academic requirements (Didactic Program in Dietetics) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- completed a minimum of 450 supervised practice under the auspices of a Dietetic Technician Program as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietetic Technicians;
- remitted the annual registration maintenance fee; and
- complied with the Professional Development Portfolio (PDP) recertification requirements.

UNH students meet the criteria of the last pathway when they graduate with a degree in Dietetics. This is an option if you do not plan to complete a dietetic internship and become a Registered Dietitian. There are many positions for those with NDTR certification in long-term care, food service, clinical dietetics, and WIC (Women, Infants, and Children) programs. Those with NDTR certification often work under the direction of a Registered Dietitian. If you plan to pursue a career in nutrition without becoming a RD, NDTR certification may give you a competitive edge for these positions.

#### **Instructions for applying to take the NDTR exam:**

Once you have graduated, you may apply to take the NDTR exam by submitting a Registration Eligibility Application for DTR Form and a DTRE Mis-Use Form to the Dietetics Program Director. The forms are available at the Commission on Dietetic Registration website via the Dietetics Program Students & Graduates menu under the Graduating Student Information (DPD/DT-Pathway III only) link. Both forms must be received by the Program Director as original paper copies with your signature in blue ink on each form. Faxed or emailed copies are not acceptable. There is a link on the application form to complete the Graduate Candidate Survey which is online. This survey must be completed before your application can be processed. Once the Program Director receives your original signed forms, your information will be sent to CDR for processing. You will receive notification from CDR if your eligibility to take the exam and instructions to assist with preparing for and taking the exam.

## **APPENDIX D. DIETETIC INTERNSHIP APPLICATION PROCESS**

Information is provided during advising sessions with your academic advisor as you progress through the program. A good place to begin looking for information about dietetic internships is the for Students tab on the Academy of Nutrition and Dietetics website. You will find a general description of supervised practice programs (dietetic internships) and a list of all programs accredited by ACEND.

For information on the application process, consult the Accreditation Council for Education in Nutrition and Dietetics website and click on Computer Matching. Information is available on the centralized application system (DICAS), the applicant's responsibilities, tips to prepare for DI application, a calendar of deadlines, and an overview of what to expect.

Another part of the application process is applying to D&D Digital to enroll in the computer match system. Application to D&D Digital must be completed at the same time as the internship applications are submitted. There are separate application fees for D&D Digital, the centralized application, and in some cases for specific programs.

Internship programs typically have a committee to select interns for admission. The internship program director submits results of the program's selection process to D&D Digital. Notification of your match/no match to a program will come from D&D Digital approximately 2 months after the application submission deadline. Dietetic internships provide a minimum of 1200 hours of experience (about one year in length). Some programs offer stipends while others charge tuition. Internships have concentrations to provide more experience in specific areas of dietetics. They may be affiliated with universities, hospitals, health departments or other health/food service organizations.

### **Dietetic Internship Application Process**

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424> lists of DI programs

The process of application begins early during the student's final year of study. However, preparation for the DI is discussed during each advising session to monitor individual student progress. Career objectives are discussed with the Director by early November to determine if a Dietetic Internship is the best way to become credentialed nutrition professional.

The Dietetic Internship application process is carefully presented at annual fall workshops open to all students but mandatory for senior students planning to apply. Information about the application process is posted on a specially designed Blackboard site. The site posts the most recent Applicant Guide to Supervised Practice, along with information about the online application process and other tips from former students and dietetic internship directors. Accredited Dietetic Internship Programs are listed in the student section on the website of the Academy of Nutrition and Dietetics [www.eatright.org](http://www.eatright.org) Students should begin reviewing Dietetic Internship websites before their final year so they can plan to visit Open House presentations offered by programs of their interest. Many Dietetic Internship programs offer graduate credit, thus requiring the graduate record exam (GRE) during the summer or fall of senior year is advised.

A checklist is distributed outlining the yearly process for submitting materials for recommendation letters, Declaration of Intent forms and Verification Statements.



When applying for dietetic internships, membership to the Academy of Nutrition and Dietetics or licensure/certification, the Verification Statement is submitted by the individual as part of the complete application packet in DICAS.

If you are a senior applying for internships a Declaration of Intent to Complete Degree and/or ACEND-approved minimum academic requirements form should be requested from the Program Director. This form is used in lieu of the Verification Statement until you graduate and/or complete the DPD program.

Computer matching is mandatory for all Dietetic Internship appointments except when the program enrolls only employees of the sponsoring institution.

### **DIETETIC INTERNSHIP CENTRALIZED APPLICATION SYSTEM (DICAS)**

Almost all dietetic internships will be using the online dietetic internship centralized application process (DICAS). Please refer to the dietetic internship's website for any additional instructions regarding the application.

If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org).

### **COMPUTER MATCHING**

To do this, register and submit all the internship programs you plan to apply to D&D Digital by February 15 for April match and September 25 for Fall match at 11:59 p.m. (Central).

If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or [dnd@sigler.com](mailto:dnd@sigler.com).

## **APPENDIX E: FAQs- TOP 10 QUESTIONS ABOUT COMPUTER MATCHING FOR DIETETIC INTERNSHIPS (DIs)**

### **Top 10 Questions about Computer Matching for Dietetic Internships (DIs)**

10. What is computer matching?
9. If computer matching is one part of the process, what else do I need to do to apply to DIs?
8. Is there a limit to the number of programs that one can apply to and rank for computer matching?
7. Is it possible to receive a match to more than one DI?
6. If a program offers both a full and part-time option, can I apply to both?
5. When does computer matching occur?
4. Are there deadlines for the computer matching/internship application process?
3. If I don't receive a match the first time I apply, can I apply again?
2. How can I increase my chances of receiving a DI appointment?
1. Where can I get more information about this whole process?

#### **10. What is computer matching?**

Computer matching is one part of the process necessary to obtain an appointment to most DIs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers

the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants.

Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

**9. If computer matching is one part of the process, what else do I need to do to apply to DIs?**

To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIs participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the DI list.

Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does not change the applicants' or programs' selection process.

**8. Is there a limit to the number of programs that one can apply to and rank for computer matching?**

No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

**7. Is it possible to receive a match to more than one DI?**

No. Only one match is made, the highest priority choice for which a program match occurs.

**6. If a program offers both a full and part-time option, can I apply to both?**

Yes. Be sure to check the computer matching codes for each option. Many programs have one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

**5. When does computer matching occur?**

Computer matching occurs in April and November of each year. The DI list includes information about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

**4. Are there deadlines for the computer matching/internship application process?**

Yes, there are two deadlines that you must be aware of when applying to DIs. First, each program should have a deadline date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date.

Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should

check with your DPD program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

**3. If I don't receive a match the first time that I apply, can I apply again?**

Yes. You may continue to apply as often as you wish in April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.

**2. How can I increase my chances of receiving a DI appointment?**

Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

**1. Where can I get more information about this whole process?**

If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 FREE ext. 5400 or e-mail [education@eatright.org](mailto:education@eatright.org). D&D Digital Systems can provide information about the computer matching process. Visit their Web site at [www.dnddigital.com/](http://www.dnddigital.com/), call 515-292-0490, or e-mail [dnd@sigler.com](mailto:dnd@sigler.com).  
March 2013

## **Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position**

### **QUALITIES INTERNSHIP DIRECTORS ARE LOOKING FOR:**

1. Professionalism and leadership skills
2. Understanding and commitment to the profession and internship
3. Clarification of the level of experience
4. Ability to accept constructive feedback
5. Ability to utilize resources versus requiring "hand-holding"

### **POSSIBLE DI INTERVIEW QUESTIONS:**

1. How did you become interested in the field of dietetics?
2. What is your current area of interest?
3. Why would you like to do your internship at the specific program you have selected?  
(PROBE: Is there some unique quality or skill you will bring to us?)
4. How will you add value to our institution as an intern?
5. What are your expectations of the internship?
6. What is the future of the dietetic profession?
7. Briefly summarize your work experience and/or volunteer activities, and tell us how these experiences have helped you prepare for an internship?

8. Which professional organizations do you currently participate in and what benefits have you received from this involvement?
9. Tell us about a time when you had to deal with an extremely difficult or unhappy customer, patient or coworker. How did you deal with the situation & what was the outcome? Would you do anything differently next time?
10. Have you ever worked in an ethnically diverse setting? If so, please tell us what that experience was like for you.
11. Summarize yourself in 3 words, with one word describing a strength, a weakness, and the third is up to you.
12. How has your "weakness", \_\_\_\_\_, impaired your ability to achieve a goal? (if necessary, PROBE with: What goals have you made with regard to overcoming your weakness? and what steps have you taken to achieve these goals?) What steps have you taken to improve upon your "weakness?"
13. What is the most difficult thing you've ever done or your greatest challenge in your life (not work related)? What/how did you overcome it and tell us what you learned from it?
14. We have all had an experience either professionally or personally where we did not live up to the expectations of another. Describe a situation in which this may have happened to you including your reaction and how you were affected by this experience.
15. The internship will require a large commitment of time, energy and financial resources over a 12-month period. Do you anticipate any problems achieving this level of commitment?
16. Please describe any patient or client contact you have had in a nutrition related setting. Please describe the setting and tell us, what was the most enjoyable aspect? What was the least enjoyable or most challenging aspect?
17. In the internship you will be required to remember information that you learned as an undergraduate. If you don't remember something, please explain to us what you would do about it?
18. What course did you enjoy the most during your undergraduate program? Why?
19. If we were to ask your work supervisors to describe you, what would they say?
20. If we were to ask your co-workers or classmates to describe you, what would they say?
21. The DI/Master's program requires that you handle multiple projects and assignments. Give an example which illustrates your ability to deal with such situations.
22. What project or work from your undergraduate program are you most proud of? Least proud of?
23. Why should we choose you for this program? Are you aware that you cannot work while in the Dietetic Internship Program? Have you made plans for this?
24. You receive a consult for diet education for a client. The client arrives and is not interested in making any dietary changes. How would you handle this situation?
25. You are not personally interested in a specific DI rotation. How will you motivate yourself to complete the requirements of the rotation?
26. What course did you enjoy the least during your undergraduate program? Why?
27. Why did you choose to apply to the DI/Master's program at \_\_\_\_\_?
28. How have your extracurricular activities influenced your development as a person?
29. What are your short term and long-term career goals?
30. What influenced your choice of dietetics as a profession?
31. What do you see as the future for the profession of dietetics?
32. How do you go about researching new information for school or work?

33. How do you handle stress in your life?
34. What do you enjoy doing in your spare time?
35. What is your favorite professional journal? Why?

### **Computer Matching: Student Applicant Responsibilities**

All complete computer matching information, including computer matching dates with deadlines, is on the Academy/ACEND website.

#### **Part 1: Application Phase**

Applicants are responsible for obtaining current application information from the Dietetic Internships (DI). The basic steps in this process are:

Complete the Dietetic Internship Centralized Application Services (DICAS) on-line application.

It is recommended that you review the DI program websites, attend the open houses and/or meet with the DI program directors to see if there are specific application instructions or materials needed from the program of interest 3-6 months before the February DICAS application due date. The computer match for DI programs occur every April and November annually. Please note that DI application forms for programs that do not use DICAS are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs.

**If you have any questions on the application materials, discuss with your Didactic Program Director.**

- Check to see if the DI program requires GRE scores. If required, apply to take Graduate Record Examination (GRE).
- Request references from advisor/faculty/employers and order official transcripts as needed to submit to DICAS and internships not using DICAS.
- Complete DI application according to instructions provided and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not Academy staff.
- Provide telephone number(s) and email address with applications where you can be reached on Appointment Day.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.

Applicants must register on the D&D Digital website, pay the \$50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.

If you do not receive a match, you must register with D&D Digital and reapply to internship by the withdrawal deadline date for each Spring and Fall computer matching period. If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org).

## **Part 2: Student Dietetic Internship Application Phase**

Ensure that students understand that they must do the following two items:

1. Submit a complete on-line application via DICAS or a complete paper application packet for each dietetic internship they are applying to AND;
2. Register on the D&D Digital Web site, pay the computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period).

## **Part 3: Computer Matching Phase**

DI Matching Home Academy of Nutrition and Dietetics

Academy of Nutrition and Dietetics Internship Matching: Welcome to the D & D Digital Online Dietetics Internship Matching Service for the Academy of Nutrition and Dietetics.

For each internship, Applicant must:

1. Send an Application to the Internship: DICAS
2. Prioritize the Internship for Matching: DI Matching

We will be unable to match you with an Internship if:

- You do not apply to the Internship
- You do not prioritize the Internship

To participate in D & D Internship Matching, please click DI Matching. Website link:

<https://www.dnndigital.com/>

Applicants are responsible for

- notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

## **Part 4: Appointment Phase**

Applicants who

- receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or email by 6:00 pm (of the program's time zone) on Appointment Day.
- submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

## **Important Student Applicant Responsibilities**

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program

Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

Video for **Dietetic Internship Centralized Application System** can be found on Blackboard. Video of Overview of **Changes** to the Dietetic Internship Application can be found on Blackboard.

## APPENDIX F. DIETETIC INTERNSHIPS IN CONNECTICUT

Five dietetic internship programs with a total of 36 intern spots are available in CT:

<p><b>Western Connecticut Health Network</b> Dietetic Internship (formerly Danbury Hospital) 24 Hospital Avenue Danbury, CT 06810-6077 Accredited Accreditation Term Ends: 06/30/2020 Full Time Non-Degree Annual Enrollment: 6 Enrollment: September Program Length: 09 Months Emphasis: Medical Nutrition Therapy Estimated Total Tuition: Resident and Non-Resident = \$8000</p>	<p>Janet D Hiser Ms. Janet D Hiser MOE RD CDN (203)739-7216 Fax: (203)739-7619 E-mail: janet.hiser@wchn.org <a href="http://danburyhospital.org/Research-and-Academics/Dietetic-Internship-Program.aspx">http://danburyhospital.org/Research-and-Academics/Dietetic-Internship-Program.aspx</a> Other Stipend: Parking Computer Matching: April Other Information: Effective December 1, 2015, Danbury Hospital changed its name to Western Connecticut Health Network Dietetic Internship</p>
<p><b>Yale-New Haven Hospital</b> Department of Food and Nutrition 20 York Street, EPB 806 New Haven, CT 06510 Accredited Accreditation Term Ends: 06/30/2017 Full Time Non-Degree Annual Enrollment: 12 Enrollment: Other Program Length: 11 Months Emphasis: Clinical Estimated Total Tuition: Resident and Non-Resident = \$2000</p>	<p>Lisa M Mastroianni Lisa M Mastroianni MS RD CDN (203)688-8822 Fax: (203)688-2412 E-mail: lisa.mastroianni@ynhh.org <a href="http://www.ynhh.org/">http://www.ynhh.org/</a> Graduate Credit Offered: Graduate degree available Other Stipend: None Computer Matching: April</p>
<p><b>The University of Connecticut</b> Department of Allied Health Sciences 358 Mansfield Road, Unit 1101 Storrs, CT 06269-2101 Accredited Accreditation Term Ends: 06/30/2019 Full Time Non-Degree Annual Enrollment: 6 Enrollment: August Program Length: 10 Months Emphasis: Urban Issues Estimated Total Tuition: Resident and Non-Resident = \$9960</p>	<p>Valerie B Duffy Valerie B Duffy PhD RD (860)486-1997 Fax: (860)486-5375 E-mail: valerie.duffy@uconn.edu <a href="http://www.cag.uconn.edu/ahs/ahs/dietetics/internship.php">http://www.cag.uconn.edu/ahs/ahs/dietetics/internship.php</a> Other Stipend: None Computer Matching: April</p>
<p><b>University of Saint Joseph</b> Department of Nutrition 1678 Asylum Avenue West Hartford, CT 06117-2700 Accredited Accreditation Term Ends: 12/31/2019 Full Time Non-Degree</p>	<p>Vacant Director Position  <a href="http://www.usj.edu/dietetics">http://www.usj.edu/dietetics</a> Other Stipend: All/Some meals Computer Matching: April</p>

Annual Enrollment: 16 Enrollment: Fall term Program Length: 09 Months Emphasis: Clinical Estimated Total Tuition: Resident and Non-Resident = \$13500	
<b>University of New Haven</b> Division of Health Professions College of Arts and Sciences 300 Boston Post Road West Haven, CT 06516 Candidate for Accreditation Accreditation Term Ends: 01/29/2020 Full Time Non-Degree Annual Enrollment: 6	Georgia A Chavent Ms. Georgia A Chavent MS RD (203)932-7410 Fax: (203)931-6067 E-mail: gchavent@newhaven.edu <a href="http://www.newhaven.edu">http://www.newhaven.edu</a> Emphasis: Community and Wellness Program Length: 10 Months

## APPENDIX G. EMPLOYMENT AREAS FOR THE REGISTERED DIETITIAN

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as a RD.

### RD'S WORK IN:

- Hospitals, HMOs, or other health care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice organizations in these settings, as well as in schools, day-care centers, and prisons, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health.
- Food and nutrition-related businesses and industries, working in communications, consumer affairs, public relations, marketing, or product development.
- Private practice, working under contract with health care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, athletes, nursing home residents, or company employees.
- Community and public health settings, teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.
- Universities and medical centers, teaching physicians, nurses, dietetics students, and others in the sophisticated science of foods and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

### WHAT YOU CAN DO WITH THIS DEGREE: EMPLOYMENT AREAS POTENTIAL EMPLOYERS TIPS TO PREPARE

#### Clinical

Clinical Nutrition

Hospitals

Health centers



Home health Providers	Exercise and fitness centers	
Nursing homes	Residential care centers	Assisted Living/Alzheimer's
Health maintenance organizations (HMOs)		

*Volunteer in hospitals or nursing homes to gain experience working with patients/elderly*  
*Need Registered Dietitian credential*  
*Several years of experience and possibly graduate degree required for specialty such as pediatrics, gerontology, sports, critical care, etc.*

**Community and Public Health Nutrition**

School Lunch	Program Planning	Administration
Social service agencies	Consultation	Community centers
Public and home health agencies	Daycare centers	Health and recreation clubs
Health maintenance organizations	Counseling	Education

*Gain extensive clinical experience first*  
*Master's degree generally required*  
*Background in public health a benefit*  
*Learn government application procedures*  
*Develop presentation and public speaking skills*

**Food Service Management**

Menu Planning	Budgeting	Purchasing
Food Preparation	Personnel Management	Hospitals
Schools	Colleges and universities	Catering
Cafeterias	Prisons	Camps
Restaurants	Hotels	

*Obtain work experience in any large-scale food service operation such as campus cafeterias*  
*Take business courses and develop computer skills*  
*Seek supervisory roles to gain experience*

**Federal, State and Local Government**

Clinical Dietetics	Nutrition Education and Teaching Administration
Research	Army/Navy/Air Force
Food and Drug administration	US Public Service -Indian Health Service
National Institutes of Health	National Center for Diseases Control
Administration Hospitals	Peace Crops and VISTA
US Department of Agriculture	Bureau of Health Care and Delivery
Veterans Administration	NASA (National Aeronautics and Space Administration)
School Lunch	Food Safety
WIC (Supplemental Food Program for Women, Infants and Children)	

*Learn federal government application procedures*  
*Earn Master's degree for advancement in research or administration*  
*Pursue internships in government agencies*

**Consulting**

Diet Counseling	Education and Programming	Sports nutrition
Private practice	Physicians' offices	Weight loss clinics
Nursing homes	Health clubs and spas	Catering services
Food manufacturers Restaurants	Health-related magazines Writing	Newspapers

*Gain experience and expertise in a specialty*

*Sense a need in the community and fill it*

*Entrepreneurial spirit required*

*May work in several areas*

*Develop excellent written and verbal communication skills*

*Work with athletes or have experience as an athlete*

*Double major in counseling or exercise science*

*Become certified with ACSM*

### **Industry**

Research	Product Development	Sensory Evaluation
Quality Assurance	Marketing	Sales
Customer Service	Consumer Food Science	Corporate Wellness
Food Manufacturers	Pharmaceutical Companies	Health-related businesses
Weight loss programs	Restaurant and hotel chains	
Public relations firms with food industry accounts		

*Background in business*

*Administration, marketing or advertising helpful*

*Develop written and verbal communication skills*

*Gain computer expertise*

*Gain experience in working with the business sector and or athletes*

### **Teaching**

Teaching	Research	Colleges and Universities
Community and technical schools	Nursing, medical and dental schools	
Teaching hospitals ☐ Medical centers	Government agencies	
Food and pharmaceutical companies	Major universities	

Master's degree required for instructor positions  
 Doctorate and research experience necessary for tenure track professorships  
 Earn graduate degree for advancement in research positions  
 Learn government application procedures

## **APPENDIX H. FREQUENTLY ASKED QUESTIONS**

### **Q. What jobs are available for dietetic majors who do not pursue a dietetic internship?**

A. Your baccalaureate degree will benefit you whenever you apply for employment. In addition, there are several professional opportunities for graduates in nutrition and hospitality areas that do not require dietetic registration. Many of these positions require working under the direction of a registered dietitian and they may be in areas of management, counseling, or nutrition screening. For example, WIC

educator positions typically do not require dietetic registration. Many food service management, marketing, or culinary positions do not require dietetic registration; however, a degree in dietetics is extremely helpful. Pursuing research in foods and/or nutrition often requires an advanced degree; however, laboratory experience is attainable with a baccalaureate degree. Your degree in dietetics, management and chemistry courses prepares you for marketing positions with pharmaceutical companies. Another option for those not pursuing a dietetic internship is to obtain Nutrition-Dietetic Technician Registration (NDTR)

**Q. If I already have a bachelor's degree in a field other than dietetics, can I apply for a dietetics internship?**

A. If you already possess a bachelor's degree and it is not an ACEND-accredited DPD you need only complete the UNH courses required for the Dietetics Program to be eligible to receive verification to allowed to apply for a dietetic internship. The DPD requirements usually meet UNH residency requirements for earning another BS degree. You will need advisement from the Dietetics faculty for possible transfer credit. You may also be required to repeat courses if your degree is more than five years old.

**Q. Where is the UNH Bulletin Board?**

A. The Nutrition and Dietetics Bulletin Board is an important means of communication among dietetic majors and faculty. It is located on the first floor of Harugari Hall diagonally across from the computer lab.

**Q. How do I volunteer and make contacts in dietetics?**

A. It is up to you to take advantage of opportunities and to know how to manage your time when taking on extra activities. As described above, the Nutrition and Dietetics Club is a good place to start. March is National Nutrition Month and public education projects during this month always require volunteer help. The local dietetic association seeks student volunteers for committee work and for special projects. Any experience working with people, health care, or food service is valuable. Be creative!

**Q. Do I need to keep my textbooks?**

A. You are not required to keep your textbooks; however, if you are planning on pursuing a career in food, nutrition, or dietetics you may want to keep texts from your NHM courses. They are often helpful references in the future.

**Q. How do I request reference letters to apply for jobs or internships?**

A. Faculty members are not required to write reference letters for each student; however, it is their goal to support your career development and pursuit of further education. It is suggested protocol to inquire of each potential reference if he/she will write a letter of recommendation rather than assuming so. Be prepared to give the person(s) writing your letter(s) a copy of the Request for a Letter of Recommendation Form. It is extremely helpful for the reference to have detailed information about you and your goals to write an effective letter.

**Q. How do I apply for a dietetic internship?**

A. If dietetic registration is your goal you should begin preparing early to make yourself a good candidate for selection to an internship. In general, GPA, evidence of leadership, good communication skills, practical experience, and positive reference letters are required for obtaining an internship. Approximately ½ of students who apply will receive an internship. Only seniors and graduates of the DPD may apply. There are two application deadlines each year February and September. Students graduating in the Summer or Fall may apply for the September date while those graduating in spring may apply for the February deadline while you are still a senior. The September deadline application date has many fewer dietetic internship programs than those for February.

The Applicants Guide to Supervised Practice Programs that is updated annually in October is a directory of almost all dietetic internships with helpful information about each program. This guide is purchased by the Nutrition and Dietetics Program and is posted on the DI application Blackboard site and it is available online at [www.eatright.org](http://www.eatright.org). While completing the application(s) you will find letters of reference are required.

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## APPENDIX I. AGREEMENT OF STUDENT READING & COMPREHENSION

This sheet is to be signed by the DPD student upon completion of reading, review and question in DIET 2222 Careers in Dietetics course and filed in their department file.

"I"

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Student signature

... hereby acknowledge that I have read and understand the entire 2018-2019 Student Handbook for the Didactic Program in Dietetics at the University of New Haven. The Program Director has answered all my questions.