

**Eastern Michigan University
Coordinated Programs in Dietetics
Information Packet**

2016-2017

EMU

Introduction

Thank you for choosing to investigate Eastern Michigan University's (EMU) Coordinated Programs in Dietetics (CP). We are very proud of our history as an accredited program, preparing students for exciting careers as registered dietitians (RD).

We offer Bachelor of Science, 2nd Bachelor of Science and Master of Science degrees in Dietetics leading to the RD credential. We offer both a campus program and a distance-online program.

The distance-online Program was the first fully distance CP accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

The goal of this Information Packet is not to overwhelm you! The goal is to provide as much information as possible in ONE location. Reading through once will give you the basic idea. We encourage you to read the parts that do not make sense multiple times. The Program Director, staff, and faculty welcome your questions and advising appointments.

<p>Accreditation Council for Education in Nutrition and Dietetics <small>the accrediting agency for the</small> Academy of Nutrition and Dietetics</p> 	<p>Eastern Michigan University Coordinated Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext 5400. Http: //www.eatright.org/ACEND.</p>
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Ten Steps from Initial Contact to Program Start

1. Make initial contact with EMU through website, phone call to CHHS Advising, etc.
2. Review this information packet, review the appropriate program application (distance-online or campus), and review all information on the EMU Catalog website.

[EMU Undergraduate Catalog Dietetics Major](#)

[EMU Catalog Dietetics Graduate](#) (click on 2017-2017 Graduate Catalog in right-side window)

3. BS and 2nd BS: Plan remaining coursework with respect to CP application deadlines, acceptability by EMU and the Dietetics Program, financial aid requirements, etc.

MS: Complete EMU application to begin transcript review process; email the Program Director prior to applying to EMU in general.

4. BS and 2nd BS: Complete application process for EMU or enroll at other college where you will complete your prerequisite and/or general education coursework. If using a college other than EMU for prerequisites and/or general education coursework, student must still apply to EMU prior to applying to the CP in the future.

MS: Plan remaining coursework based on transcript review and discussion with the Program Director.

5. Speak with CHHS Advising (bachelors and second bachelor's seeking students) or Dietetics and Human Nutrition Program Director (MS seeking students) as needed.
6. Print CP application (updated version posted between August & October each year) in order to begin the process of completing application and searching for preceptors. Begin vaccine series.
7. Submit completed CP application by mail or in person on or before January 15th.
8. Complete any remaining pre-admission prerequisites.
9. Complete scheduled vaccines and await word on acceptance to CP (April 1st or before).

- 10.** Begin the CP in the summer/fall semester, if accepted. Final acceptance for students accepted into the CP is contingent upon successful completion of a Certified Background Check.

Registered Dietitian Credential

There are several routes to becoming a registered dietitian (RD). To view all routes please visit:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143>

To become an RD, a student must:

- Complete the minimum of a bachelor degree in dietetics/nutrition or related field from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program, such as EMU's Coordinated Program in Dietetics.
- Complete a minimum of 1200 hours of supervised practice experience.
- Pass the Registration Examination for Dietitians.

In states that require certification/licensure:

- Apply for state certification/licensure (process varies state by state).

Eastern Michigan University (EMU) offers a Coordinated Program (CP) in Dietetics leading to the RD credential. The EMU CP offers the didactic (theory) coursework concurrently with the required 1200 hours of supervised practice experience. Upon successful completion of the CP at EMU and conferral of an EMU degree, the student is issued a verification statement* making them eligible to write the Registration Examination for Dietitians through the Commission on Dietetic Registration (CDR).

*Verification Statement - This is the statement provided by the Dietetics Program Director to CDR and to the student that allows the student to sit for the Registration Examination for Dietitians. This is only issued after the student completes the CP, receives their degree and achieves all skills needed to be an entry-level dietitian.

Business Entrepreneurship Concentration

The Eastern Michigan University Coordinated Programs in Dietetics (CP) have a Business Entrepreneurship (BE) concentration designed to begin development of the entry-level depth necessary for future proficiency in business entrepreneurship. The Program chose the concentration area 15+ years ago because EMU is dedicated to community outreach. Dietetics students under the direction of a Registered Dietitian staff the campus Office of Nutrition Services (ONS). Distance-online students gain experience in business entrepreneurship by completing supervised practice experience hours with a private practice Registered Dietitian. All CP students are able to gain valuable skills related to business management including customer service, public speaking, education, counseling, billing, and coding.

The Program introduces the BE concentration during DTC 371/DTC 571 Nutrition Therapy II Experience, explores the topic in-depth in DTC 459/DTC 659 Development of the Entrepreneurial Dietitian, and reinforces the topic during DTC 431/DTC 631 Community Nutrition Experience. The Program developed DTC 459 and DTC 659 Development of the Entrepreneurial Dietitian as the in-depth course related to the BE concentration and requires it in the summer between the first and second year of the CP. The course includes the writing and presentation of a business plan, interview with a nutrition entrepreneur, reaction papers, and weekly discussions. In addition, DTC 659 includes the development of a web page.

The two BE competencies are as follows:

BE CRD 6.1 Students will customize products, programs, and services to satisfy customer needs and desires.

BE CRD 6.2 Students will develop a business plan that includes start-up costs, operating costs, estimated income, and salaries.

There are many business entrepreneur opportunities for Registered Dietitians and the BE concentration fills a need for students who aspire to be entrepreneurial in dietetics. In addition to course work, the CP has incorporated additional opportunities to learn about entrepreneurship. For example, EMU has an entrepreneur center on campus with an annual conference and business plan competition for students. The Program has also sponsored entrepreneurial workshops and speakers.

Tech Requirements and Online Course Information

The Program recommends that all potential applicants review the Extended Programs and Educational Outreach (EPEO or EMU-online) website. Students applying to the campus cohort will have at least one online course per semester while in the Dietetics Program, and the distance-online cohort will take all Program courses online.

EPEO: <http://www.emich.edu/extended/online/index.php>

Tech Requirements: <http://www.emich.edu/extended/online/online-support.php>

Students are required to have use of a computer with Internet access, additional webcam and computer microphone accessories (if not within computer/not working within computer), in addition to recording and photo-taking/uploading devices.

Answers to commonly asked questions:

1. Distance-online students ALWAYS pay in-state tuition, no matter where they live. Online courses have an extra fee per credit. When utilizing the EMU tuition calculator on the Student Business Services website (<http://www.emich.edu/sbs/calc.php>), distance-online students should indicate that they are an MI/OH resident for a more accurate estimate of total cost. Students can find additional tuition information in this document and on the EMU website.
2. Online courses at EMU are primarily asynchronous. This means that students will not need to be at their computer on a specific day at a specific time.
3. Each instructor chooses his/her method of presenting material. Examples include: podcasts, recorded voice over a PowerPoint presentation, and lecture videos.

The Dietetics Program faculty strongly recommend that students take at least one online course prior to applying to the Coordinated Program.

BS and MS Degree Full Time Status

The Coordinated Programs in Dietetics (CP) at Eastern Michigan University (EMU) are full-time programs only. This applies to both the Bachelor of Science and the Master of Science Degrees.

The Program Director and CP faculty sequenced the Programs to allow for progression of learning in the least amount of time necessary to complete all competencies and skills, and to meet the 1200 hours of supervised practice experiences required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students can complete the BS degree in 20 months and the MS degree in 24 months.

Each semester, students are completing didactic course work concurrently with supervised practice experiences. Students are in their supervised practice experience sites as follows:

First fall:	24 hours per week
First winter:	16 hours per week
Second fall:	16-24 hours per week
Second winter:	32 hours per week

These hours are in addition to a full load of classes of 12-15 credit hours. Supervised practice experience hours are generally during normal business hours (7:00 am - 7:00 pm) however, they are at the discretion of the preceptor and may vary. Students need to be flexible in their schedule to assure the hours coincide with the preceptors' ability to supervise the student. Students are required to have use of their own transportation and are responsible for their own appropriate auto insurance (which covers them to and from supervised experience sites) and are responsible for transportation to/from all practice experiences and meetings.

It is extremely difficult to work while completing the CP at EMU and virtually impossible to hold down a full-time job. The Program recommends that students do not work while in the CP. If students require employment, then weekends work best. Evenings can also work, however students must be available at the discretion of the preceptor and must allow time to study and complete homework.

Program of Study Bachelor of Science and 2nd Bachelor of Science

It is the students' responsibility to make sure that all general education and prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are appropriately completed. [EMU Catalog Dietetics Major Undergraduate](#)

Students will complete the following courses as listed once they have applied and are accepted into the Coordinated Program in Dietetics. [All alternates must take DTC 230 Summer I.](#)

TOTAL NON-PREREQUISITE CREDITS ONCE ACCEPTED INTO THE PROGRAM: 58

SUMMER 1: 2
Credits/prerequisite
([alternate students](#)
[must take this course](#)
[also](#))
DTC 230
Fundamentals in
Nutrition Therapy

FALL 1 - Total Credits = 15

DTC 330	Nutrition Therapy I	3 cr
DTC 331L4	Nutrition Therapy I Experience	2 cr
DTC 350	Food Systems I	3 cr
DTC 351	Food Systems I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr

WINTER 1 - Total Credits = 13

DTC 302	Nutrient Metabolism Macronutrients	3 cr
*DTC 358	Food and Culture	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 371L2	Nutrition Therapy II Experience	4 cr

*Allowed to take out of sequence

*Summer before Program starts or 1st fall

SUMMER (10 weeks) - Total Credits = 6

DTC 459	Development of the Entrepreneurial Dietitian	6 3 cr
DTC 375	Integrative Medicine	3 cr

FALL 2 - Total Credits = 12

DTC 422	Nutrient Metabolism Micronutrients	3 cr
DTC 430	Community Nutrition	3 cr
DTC 431W	Community Nutrition Experience	4 cr
DTC 435	Seminar in Dietetics	2 cr

WINTER 2 - Total Credits = 12

DTC 450	Food Systems Management II	2 cr
DTC 451	Food Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 471L4	Nutrition Therapy III Experience	4 cr

**Program of Study
Master of Science in Dietetics**

It is the students' responsibility to make sure all prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are appropriately completed.
[EMU Catalog Dietetics Major Graduate](#)

Students will complete the following courses as listed once they have applied and are accepted into the Coordinated Program in Dietetics

TOTAL NON-PREREQUISITE CREDITS ONCE ACCEPTED INTO THE PROGRAM: 73-76

SUMMER 1: 2 Credits/prerequisite
DTC 230 Fundamentals in Nutrition
Therapy ([alternate students must take this course also](#))

FALL 1 - Total Credits = 15

DTC 330	Nutrition Therapy I	3 cr
DTC 531	Nutrition Therapy I Experience	2 cr
DTC 350	Food Systems I	3 cr
DTC 551	Food Systems I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr
*Option to take Summer prior to start of program		

WINTER 1 - Total Credits = 16

DTC 302	Nutrient Metabolism Macronutrients	3 cr
DTC 375	Integrative Medicine	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 571	Nutrition Therapy II Experience	4 cr
*DTC 500	Research Design and Methods	3 cr
*Choose Thesis, Non-Thesis Research or Research Writing option		

SUMMER (10-15 weeks) - Total Credits = 6-8

DTC 659	Development of the Entrepreneurial Dietitian	3 cr
STAT 502	Statistics for Graduate Students	3 cr
DTC 691 or 694	Thesis I or Non-Thesis Research I (not needed if taking DTC 601)	2 cr

FALL 2 - Total Credits = 15

DTC 422	Nutrient Metabolism Micronutrients	3 cr
DTC 430	Community Nutrition	3 cr
DTC 631	Community Nutrition Experience	4 cr
DTC 435	Seminar in Dietetics	2 cr
DTC 692, 695 or 601	Thesis II, Non-Thesis II or Research Writing	3 cr

WINTER 2 - Total Credits = 15

DTC 450	Food Systems Management II	2 cr
DTC 651	Food Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 671	Nutrition Therapy III Experience	4 cr
DTC 358	*Food and Culture	3 cr
*Can be taken any semester online		

SUMMER (7.5-15 weeks) - Total Credits = 6-7

DTC 693 or 696	Thesis III or Non-Thesis Research III	1 cr
DTC 608	Advanced Topics in Foods	3 cr

Master of Science Options

Thesis Option – 6 credits

The thesis option involves a research study that is planned, executed, and written in thesis format. This option includes three classes (six credit hours). Each student must have a committee of at least two people; the thesis chair must have a PhD and be an EMU faculty. More specifically, the thesis consists of a research study that requires 5 chapters detailing the study. Statistical analysis is the responsibility of the student. Chapters 1-3 are a proposal of the study, written in Thesis I. Chapter 1 is the introduction, chapter 2 is the review of literature, and chapter 3 is the methodology (how you will do the study). Thesis II involves data collection and statistical analysis of the data. Chapters 4 (Results) and 5 (Conclusions) are written. Thesis III involves dissemination of the research through a poster presentation or an article in a peer-reviewed journal.

Non-Thesis Research Option – 6 credits

The research option is a three class series (six credit hours) working with one professor on a project that the student and professor agree on. More specifically, you may follow the same format as the thesis without the statistics. You may also choose something completely different. For example, one student has designed a module to train future students on autism. In addition, students are guided toward submitting manuscripts to peer-reviewed journals.

Research Writing Option – 3 credits

The research writing option is one class (three credit hours) focused on biomedical research writing. Students complete a series of assignments in research writing; complete a newsletter article and a short manuscript that is distributed electronically to dietetics faculty and staff in the School of Health Sciences at the end of the semester.

Comparison of 2nd Bachelor of Science vs. Master of Science

	2nd BS Degree in Dietetics	MS Degree in Dietetics
Prerequisite Courses	12 (same as MS)	12 (same as 2 nd BS)
Application Process	Same as MS	Same as 2 nd BS
Overall and Prerequisite GPA	Minimum 2.75	Minimum 2.75
GRE	No	No
# of Credits	58	73-76
Approximate cost of Professional Phase of the Program	~\$25-\$28,000 MI Resident/Online ~ \$59,000 for Non-resident (campus)	~\$45-\$46,000 MI Resident/Online ~\$86,000 for Non-resident (campus)
Time once accepted in the Professional Phase of the Program	20 months	24 months
Odds of being accepted	The CP accepts about ½ the students that apply. Distance-Online = 15 MS; 8 BS/2 nd BS Campus = 3 MS; 15 BS/2 nd BS	The CP accepts about ½ the students that apply. Distance-Online = 15 MS; 8 BS/2 nd BS Campus = 3 MS; 15 BS/2 nd BS
Advantages	Less time, less expensive than the MS	~ 50% of all RD's hold a MS Degree
Eligibility	Bachelor's degree not in Dietetics	Any bachelor's degree

Recency of Education Guidelines

The Coordinated Programs in Dietetics (CP) have recency of education guidelines for both pre-requisite courses and courses within the Program.

Prerequisite courses

All pre-requisite courses must be more recent than 10 years old at the time of application. The exceptions are the general psychology course and the basic statistics course; there is no time limit on these two courses.

Program courses

A Nutrition Therapy course that a student is considering for transfer or waiver cannot be older than 3 years at the time one would enroll in the equivalent course in the CP's sequence. The CP reviews these courses on an individual basis and very rarely transfers or waives these courses.

A Food Systems Management or supporting course that a student is considering for transfer or waiver cannot be more than 5 years old at the time one would enroll in the equivalent course in the CP's sequence. The CP reviews these courses on a case-by-case basis.

The CP will only consider courses within the first year of the Program for transfer/waiver. Any course within the second-year of the Program cannot be transferred in, taken elsewhere or waived; students must take all second-year courses at EMU.*

**The exception is DTC 375 Integrative Medicine offered in the 2nd year of the Program.*

Prerequisite Course List and Guidelines

- Prerequisite courses are the same for a BS, 2nd BS and MS degree
Students may access course descriptions at <http://catalog.emich.edu/>
- To be considered for entry into the Program students must earn a grade of “C” or above in all required prerequisite courses with an overall and prerequisite GPA of 2.75 or above
- Prerequisite courses cannot be older than 10 years with the exception of General Psychology and Statistics, which have no time limit
- Organic Chemistry & Biochemistry must be separate courses
- Some of the following courses require prerequisite courses before you can take them, e.g. DTC 202 Principles of Nutrition – the prerequisite course for this is Chemistry 121/122. Check the undergraduate catalog for course information: <http://catalog.emich.edu/>
- EMU does not offer all courses online; discuss options with the dietetics intent advisor
- **Courses in bold font are offered online at EMU**

Students must complete the following courses with a grade of “C” or better with an overall and prerequisite GPA of 2.75 or above at the time of application (January 15):

(There are no exceptions to this rule)

Course Required	EMU Course/Credit
Survey of Organic Chemistry (no lab required)	CHEM 270 = 4
Foundations of Biochemistry (no lab required)	CHEM 351 = 4
Introductory Microbiology (lab required)	BIO 328 = 4
Physiology	SPMD 269* or BIO 326 = 3/3
Careers in Nutrition and Dietetics	DTC 108 = 2
Principles of Human Nutrition	DTC 202 = 3

The following courses must be completed with a grade of “C” or better by September 1 of the year you begin the Dietetics program (if accepted) with a transcript submitted to the Program Director.

Course Required	EMU Course/Credit
General Psychology	PSY 101 = 3
Statistics	SOCL 250 or STAT 170 = 3/3
Medical Terminology	AHPR 200 = 1
Aging to Infancy Growth & Development	IHHS 260* or EDPS 325 = 3/4
Experimental Foods (lab required)	DTC 251 = 4

*Recommended choice

Prerequisite Planning Instructions

- All applicants to the CP (bachelors, second bachelors, and MS-Dietetics) must complete the prerequisites with a “C” or better. Students should have previous coursework evaluated.
- Official transcript review is completed based on how the student applies to EMU in General.
 - First bachelor students, upon admittance to the University, should make an appointment with Mandy, College of Health and Human Services Academic Advisor, using the self-scheduling system. [Dietetics Intent Appointment Scheduler](#)
 - Prospective second bachelor’s students apply to EMU as a second bachelor’s student (with Dietetics Intent [IDTC] as their major). Once accepted the student will call 734-487-5497 to schedule a transcript review.
 - MS-Dietetics intent students should email the Dietetics Program Director, Mrs. Sandy Pernecky, MS, RDN (spernecky1t@emich.edu) to receive transcript review forms and an explanation of the graduate-level equivalency determination process.
 - Course equivalencies at many Michigan colleges are found in the Transfer Network at the following link: <http://it.emich.edu/service/online/tranequiv/>.
- EMU offers eight of the eleven prerequisites in an online format. It is strongly recommended students take the offered prerequisite courses at EMU (but not required). Students will need to take chemistry and biology courses elsewhere if they are not able to attend courses on the EMU campus.
 - The EMU CP maintains a list of preapproved online courses (see Preapproved Online Prerequisite Alternatives page in this document). These courses do not need additional approval and ANY student preparing for the CP can take them.
 - Students may also take courses at a campus near them or other online courses. All courses should be preapproved to avoid taking the wrong course. BS/2nd BS will work with Mandy for approval; MS candidates will work with Mrs. Pernecky for preapproval.
 - Online students may be taking courses at schools other than EMU. Students should:
 - Verify policies and procedures at each school (whether EMU or other school) for possible implications of taking courses at more than one school in the same semester. Please see consortium agreement guidelines in this packet for instructions on using your EMU financial aid to pay for a course elsewhere


- Are responsible for equivalency of coursework
 - Prerequisite courses to the Program prerequisite courses if required (i.e. basic chemistry to take organic chemistry or DTC 202)
- Emails are a valuable source of documentation. Students should retain any course approval emails from an EMU source and include a copy of them in the application notebook.
- Students should begin to research the courses still needed, starting with the courses one must complete prior to applying to the CP (also known as pre-application prerequisites). Chemistry is the most time-consuming subject due to the number of courses one needs in sequence, and often these courses cannot be taken concurrently.
 - STEP 1: Determine where one will take Survey of Organic Chemistry and Foundations of Biochemistry by researching local colleges and the preapproved online courses. Many students find it helpful to speak with the professors of the potential courses. If a course is not on the preapproved list, have EMU evaluate it.
 - STEP 2: Research the prerequisites for the chosen Organic Chemistry and the Biochemistry. For example, students who are not on campus at EMU will not be taking CHEM 351 (Foundations of Biochemistry) at EMU. Therefore, students do not need to know the prerequisites for CHEM 351 at EMU, rather they need to research the prerequisites at the school where they are taking their Foundations of Biochemistry course.
 - STEP 3: Draft a tentative plan for prerequisite completion, including the planned application year for the Coordinated Program. It is important for students to consider all factors when determining how many credits to take in a given semester (i.e., family and work obligations, vacations). Although students cannot alter the schedule of the courses once accepted into the Program, students can construct the prerequisite and general education (first bachelor's seeking students only) schedule to reflect their needs.
 - STEP 4: Begin courses, remembering that life does not always go as planned. Even strong students may need to retake a course or adjust their schedule. Keep the end goal in mind!

Up to date EMU program, general education, and specific course information is found in the EMU Catalog at www.emich.edu/catalog.

Blank Schedule Planning Worksheet

Fall 2015	Winter 2016	Summer I	Summer II
Fall 2016	Winter 2017	Summer I	Summer II
Fall 2017	Winter 2018	Summer I	Summer II
Fall 2018	Winter 2019	Summer I	Summer II

Sample Scheduling Worksheet

Fall 2015	Winter 2016	Summer I	Summer II
*CHEM 117/118 (4)	*CHEM 121/122 (4)	CHEM 270 (4)	SPMD 269 (3)
*BIO 105 (4)	STAT 170 or SOCL 250 (3)		
PSY 101 (3)	DTC 108 (2)		
*College algebra (4)			
Fall 2016	Winter 2017	Summer I	Summer II
CHEM 351 (4)	DTC 251 (4)		
BIO 328 (3)	AHPR 200 (1)		
DTC 202 (3)	IHHS 260 or EDPS 325 (3/4)		
Apply to CP by January 15th, 2016 			
Fall 2017	Winter 2018	Summer I	Summer II
Begin Year I of CP if accepted			
SAMPLE ONLY			
Fall 2018	Winter 2018	Summer I	Summer II
Begin Year 2 of CP if accepted			
	April graduation for most BS and 2 nd BS		August graduation for most MS-CP students

*These courses are common prerequisites for the Dietetics program prerequisites. They can be described as “hidden” prerequisites. Hidden prerequisites are likely to differ at different institutions.

For example, EMU requires Gen Chem I (CHEM 121/122) and Intro Biology (BIO 105) in order to take Microbiology (BIO 328). Another institution may only require Intro Biology prior to taking Microbiology.

Preapproved Online Prerequisite Alternatives

EMU Course	Online Prerequisite Alternative
<u>General Chemistry I</u> CHEM 121/122 (lab required)	<u>Colorado Community Colleges</u> : CHE 111 General College Chemistry http://www.ccconline.org/
	<u>Oregon State University</u> : http://oregonstate.edu/ CH 121 Gen Chem and CH 122 Gen Chem (2 courses) <u>Note: OSU does not accept consortium agreement</u>
	<u>University of New England Online</u> : CHEM 1010 Online Medical Chemistry I + lab *This is not a direct equivalent but will meet the requirement for the Dietetics Program http://www.une.edu/
<u>Survey of Organic Chemistry</u> CHEM 270 (no lab required)	<u>Highland Community College</u> (Freeport, IL) : CHEM 220 Elementary Organic Chemistry (3 cr) http://www.highland.cc.il.us/index.asp
	<u>University of New England</u> : CHEM 1020 Distance Medical Organic Chemistry I (lecture only - 3 cr) http://www.une.edu/
<u>Foundations of Biochemistry</u> (no lab required)	<u>Washington State University</u> : MBIOLS 303 Introductory Biochemistry (4 cr) http://www.catalog.wsu.edu/General/Courses/ByList/MBioS/303
	<u>University of New England Online</u> : Medical Biochemistry CHEM 1005 http://www.une.edu/
	<u>Iowa State University</u> : BBMB 316 Principles of Biochemistry (3 cr) or BBMB 404 and BBMB 405 Biochemistry, Biophysics, and Molecular Biology (3 cr each) http://www.iastate.edu/
<u>Introduction to Microbiology</u> BIO 328 (lab required)	<u>University of New England</u> : BIOL 1020 Microbiology for Health Professions (4 cr)* http://www.une.edu/ *This is not a direct equivalent but will meet the requirement for the Dietetics Program.
Anatomy & Physiology for Allied Health Professionals SPMD 269	<u>University of New England</u> : PHSLY 1010 Medical Physiology (4 cr) http://www.une.edu/

Students should work with the individual school to determine guest/transient student registration policies. Students are not limited to the courses listed here.

Projected EMU Prerequisite Course Schedule

	15 weeks		15 weeks		7.5 weeks*		7.5 weeks*	
	FALL	FALL	WINTER	WINTER	SUMMER I	SUMMER I	SUMMER II	SUMMER II
	campus	online	campus	online	campus	online	campus	online
CHEM 270	x		x		x			
CHEM 351	x		x		x			
BIO 328	x		x		x			
BIO 326 or	x		x		x			
SPMD 269		x				x		x
STAT 170 or	x	x	x	x	x			x
SOCL 250	x		x				x & 1 week in Livonia	
PSY 101	x	x	x	x	x	x(7.5 & 15 wk.)	x	
AHPR 200		x		x		x (15 week)		
IHHS 260 or	x	x	x	x		x (15 wk.)		
EDPS 325	x	x	x	x				x
DTC 108	x	x	x	x		x		x
DTC 202	x	x		x		x (15 wk.)		
DTC 251			x	x		x (15 wk.)		

* unless otherwise noted

This information reflects course offerings in previous years. Future schedules are subject to change. The student is responsible for verifying current course offering information and registration deadlines through the EMU Registration website.

Tuition and Fees Guidelines

- Tuition and fees generally increase every year.
- All online classes are calculated at in-state tuition rates.
- Estimated tuition and fee costs for the Coordinated Program in Dietetics (this is once you are accepted and is for Program courses only) are on page 23 of this packet.
- The program has provided estimated incidental costs in addition to the tuition and fees charged by the University; see page 24 of this packet.
- BS students will need to calculate their general education courses separately – this is variable based on when the course is taken, where it is taken and how many credits each course is (this is about an additional 13 courses at various credits each).
- All students will need to calculate their prerequisite courses – this is variable based on when they are taken, where they are taken and how many credits each course is (this is 11 courses at various credits each depending on where taken).
- Additional fees include:
 - New Student Fee – one time only fee
 - Freshman = \$350
 - Transfer Student = \$175
 - Graduate Student/2nd BS Student/Post Bach Student = \$125
 - Other one time fees
 - Application to EMU
 - Undergraduate = \$35
 - Graduate = \$45
 - Graduation Fee = \$110
- Helpful Eastern Michigan University websites include:
 - [Student Business Services General Website](#)
 - [Tuition and Mandatory Fees](#)
 - [Program Fees](#)
 - [Other Fees](#)
 - [Tuition and Fees Calculator](#)
 - [Housing](#)
 - [Meal Plans - Link on upper left side](#)

Tuition and Fees Estimate

2015.2016 Academic Year

Program Courses (see pages 10 & 11 for program of study)

Campus Cohort	Estimated Total for 2 Years; Professional Phase Courses Only
BS/2 nd BS Resident	\$27,163.40
BS/2 nd BS Non-Resident	\$59,048.90
MS Resident	\$48,245.80
MS Non-Resident	\$89,177.55

Online Cohort	Estimated Total for 2 Years; Professional Phase Courses Only
BS/2 nd BS	\$29,829.40
MS	\$50,911.80

The above estimates **do not** include:

- General Education Courses
- Prerequisite Courses

The above estimates **do** include:

- Program Courses only (once accepted into the program)

Estimated Incidental Costs

Personal health insurance coverage		Required (cost varies by plan)
Physical exam and vaccinations		Required (cost varies by health insurance, see CP application for requirements)
Flu shot	\$60.00	Average is \$30/year
CPR/AED Adult and Child plus First Aid	\$110.00	Cost is subject to change
Background check	\$72.00	Cost is subject to change-required; Foreign Country Residency Searches are an additional \$105.
Drug testing	\$40.00	May be required for some students based on supervised practice location
Fingerprinting	\$68.00	May be required for some students based on supervised practice location
Online Medical Document Manager	\$35.00	Cost subject to change- required
Books (two year total)	\$2,000.00	Varies by purchase method/location
Transportation and parking	\$500.00	Varies by location. Reliable transportation is necessary
Presentation supplies	\$80.00	
Computer/video camera usage	\$800.00	Includes estimate of Internet connection costs
Lab coat \$35/coat	\$70.00	Most students prefer 2 lab coats (costs vary)
Name badge	\$10.75	Online students add \$2.45 for shipping
Non-slip shoes	\$50.00	Required for supervised practice (costs vary)
Annual Academy student membership	\$100.00	Membership is \$50/year
Annual EMU Student Dietetic Assoc membership	\$20.00	Membership is \$10/year (optional for online students)
Annual District (local) Dietetic Assoc membership	\$30.00	Fees average \$5-\$20 per year (requirement waived for those living in one of 16 states without district associations)
FNCE Annual Conference attendance		OPTIONAL (costs vary)
Review course prior to Registration Examination	\$400.00	Costs vary (optional but highly recommended)
Application for Registration Examination	\$200.00	Following completion of CP and reception of verification statement
Additional Membership(s) to Professional Organization		OPTIONAL i.e. ASPEN, SNA, FSMEC, DPG's -\$50-\$100
Total Estimate for 2 yr. CP/MS-CP program	\$4,645.75	Includes review course and Registration Examination for Dietitians application fee



Consortium Agreement Guidelines

<http://www.emich.edu/finaid/process/cost.php>

A consortium agreement is a written contract between one or more eligible schools, allowing qualifying students to complete courses at different institutions during the same semester for the purpose of completing a degree. The agreement allows a student to register for classes at a “HOST SCHOOL” and have those credits count toward that student’s degree here at EMU (the “HOME SCHOOL”).

The consortium agreement is only used for the purposes of federal financial aid. EMU is the “HOME SCHOOL” and is where the student must be in a degree-seeking program. EMU’s role in the agreement is to administer the financial aid process by certifying the student’s combined enrollment status and Cost of Attendance for the consortium semester.

The Office of Financial Aid at Eastern Michigan University adheres to a strict policy of allowing consortium agreements ONLY for students who are: 1) following a strictly online program of study (i.e., Dietetics) or 2) studying abroad. Unique circumstances will be considered on a case- by-case basis, but Eastern **WILL NOT** participate in a consortium agreement for economic, convenience or scheduling purposes (i.e., taking classes at Michigan community colleges).

Guidelines:

1. Students must be in a degree-seeking program at EMU and must be meeting Satisfactory Academic Progress requirements.
2. Each course taken at the “HOST SCHOOL” must transfer back to EMU as a requirement for that student’s degree program.
3. Interested students must complete the Consortium Agreement Application and obtain all required signatures. **This is neither the actual agreement nor a guarantee that participation in the agreement will be approved.**
4. The application must be completed **EACH** semester for consideration. All consortium agreements expire at the end of the semester.
5. The consortium period will always correspond to EMU’s semester schedule:

Fall—September through December Winter—
January through April Summer—May through
August

6. Each institution has its own policy on consortium agreements. EMU has no control over another school’s willingness to participate, and to what capacity.

7. It is expected that the student will establish contact with the "HOST SCHOOL" representative. Should a student be entered into an official consortium agreement, it is that student's responsibility to ensure the host school completes and returns all required paperwork to EMU.
8. Students must make necessary financial arrangements with the "HOST SCHOOL" to meet that institution's bill due date. EMU **will not** make payments to the host school. Students must use their EMU refund to pay the host school. **EMU will not disburse financial aid early to meet the host school due date.** Please be advised of EMU's financial aid disbursement and refund schedule. It is also important to know that processing a consortium agreement from application to financial aid disbursement may take several weeks.
9. Students are responsible for having transcripts sent to the Office of Financial Aid for proof of course(s) completion and review of Satisfactory Academic Progress (SAP). **Failure to submit transcripts will result in a return of financial aid for that semester and will prohibit consortium agreement participation for subsequent semesters.**
10. A student's budget (Cost of Attendance) for a consortium agreement is based on combined tuition and fees at the HOST and HOME institutions, including allowances for books/supplies, transportation, room and board, and other personal expenses as determined by the HOST/HOME schools.
11. **A student's loan deferment is his/her responsibility.** EMU cannot certify enrollment at another institution. The student will need to make contact with all lenders to explore options in regards to deferment prior to and during a planned consortium agreement.
12. All students receiving financial aid are encouraged and expected to closely monitor their my.emich and E-bill accounts. An assumption is made that since you are seeking your degree through Eastern, you are aware of all University policies, important dates/deadlines and using the official EMU communication methods.
13. Financial aid refunds are issued through the Eagle OneCard (the official EMU ID card). Distance learners MUST contact Eagle Card Services via telephone at 734.487.3176 to start the process of getting a Distance Learner Eagle OneCard.

****Special Note Regarding University of New England:** There have been issues in regards to the loose parameters of UNE's start whenever/end whenever online classes. For the purposes of financial aid disbursement at Eastern Michigan University, grades and transcripts must be submitted in a time frame that corresponds to our semesters (see #5 and 9 above). For example, if a student is in a consortium agreement for the Fall semester, EMU will not enter into another agreement for the Winter semester until official transcripts have been received showing successful completion of coursework for the Fall semester.

[Consortium Agreement Application .pdf to print and complete](#)



Eastern Michigan University Consortium Agreement Application

(To be submitted to your Dietetics or Academic Advisor)

Student Name: _____

Student Number: E _____ Social Security # (Last Four): xxx-xx-_____

Address: _____

Home Phone: _____ Cell Phone: _____

University you plan to attend ("Host" School): _____

Host School Financial Aid Contact Name: _____

Contact's Email Address: _____

Contact's Phone Number: _____

Contact's Fax Number: _____

Semester you are requesting the Consortium Agreement (select only ONE):

Fall [] Winter [] Summer []

Dates of Attendance: _____ to _____

Students requesting to participate in a consortium agreement MUST acknowledge the following and provide a signature:

- 1. You must be participating in a study abroad program or a solely on-line program of study. Submitting this application does not guarantee approval for the consortium agreement. THIS IS NOT THE ACTUAL AGREEMENT. It is a request for consideration only.
2. You must be meeting Satisfactory Academic Progress requirements: www.emich.edu/finaid/process/eligibility/index.php
3. The class(es) you wish to take at another college/university is/are required for your major or minor. Authorization is required by your academic advisor in the department of your major. The "host school" must be a Title IV Federal Financial Aid approved institution.
4. You must submit an official "host school" transcript to EMU within four weeks of the end of the consortium semester. Failure to submit your transcript will result in the cancellation of the consortium and a return of the financial aid issued. If your aid is returned, you are responsible for the charges on your EMU student account.
5. EMU will not make payments to the "host school." You must work with that school to make payment arrangements. Some schools adhere to a strict policy of payment upon registration. EMU cannot disburse financial aid early under ANY circumstances to meet host school deadlines.
6. I will notify EMU's Office of Financial Aid immediately of any changes in my enrollment status at either institution.
7. It is expected you have thoroughly read through the Consortium Agreement Guidelines.
8. It is your responsibility to have a refund preference set up through Student Business Services.

Student Signature

Date

****REQUIRED****

ONLY for University of New England Consortium Agreement Requests

-
- Eastern Michigan University and University of New England are not affiliated in any way. This means EMU has no control over UNE’s policies and procedures.
 - University of New England has a strict policy of **requiring payment up front at time of registration**. UNE will NOT complete, sign, or send back a consortium agreement until a student is officially registered and **paid in full**.
 - Eastern Michigan University will not and cannot disburse federal financial aid based on assumed or planned enrollment. A complete, officially signed consortium agreement between EMU and the host school (UNE) must be on file before we can disburse aid for combined enrollment.
 - Many students will pay UNE up front with a credit card (or borrow funds from family/friends, etc.), knowing they will be reimbursed once the consortium agreement is final and EMU can disburse financial aid.
 - EMU will not disburse funds earlier than our normally scheduled disbursement dates under any circumstances.
 - ***If you are not in a financial position to pay UNE up front, you will want to find another “host school” OR enroll in the minimum number of credits required for federal aid at EMU.***
-

I have read and understand the above. EMU will deny the University of New England consortium application if this signature page is not submitted.

Name: _____ Student #: _____

Signature: _____ Date: _____

Scholarship Information

There are several specific scholarships available to students accepted into the EMU CP. The Program provides this information to all program students at the appropriate time, usually in the winter semester. As the Program Director becomes aware of additional scholarships, the CP will notify students via email.

1. **College of Health and Human Services Scholarships** (including general ones and those specific to Dietetics)
 - a. Generally announced in Winter Semester
 - b. Information found at: <http://www.emich.edu/chhs/hs/>
 - c. Form are due in February or March - TBD

2. **EMU Academic Scholarships**
 - a. Students are evaluated for academic related scholarships (including transfer) at the time of admission to EMU. An additional opportunity to apply occurs in October.
 - b. Please see the Financial Aid website for additional information.
<http://www.emich.edu/finaid/scholarships.php>

3. **Michigan Academy of Nutrition and Dietetics**
 - a. Scholarships are available to Michigan residents. Students should check with their state and local dietetic associations for additional scholarship resources.
 - b. Michigan: <http://eatrightmich.org/mnd-institute-scholarships/>

4. **Academy of Nutrition and Dietetics Scholarships**
<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133>

Supervised Practice Experience Information (Basic Information)

Campus Students: The Clinical Coordinator will secure supervised practice experience (SPE) sites/preceptors for you. You will be assigned and scheduled at sites each semester, based on the guidelines for that semester.

Distance-online Students: You are responsible for securing SPE sites/preceptors based on the guidelines for each semester.

- SPE sites/preceptors are required to be secured at the time of application to the Program, using the application notebook process due in January of any given year. Information must be included in the application or your application will be considered incomplete and will not be reviewed. If you have questions or need assistance from the Clinical Coordinator, you must contact her before November 30th, prior to the January in which you are applying. The Clinical Coordinator is unavailable from December 1st through January 15th.

Preceptor Forms for First Year Fall and Winter, plus Second Year Winter DTC 471 or 671 are due with the Application Notebook by January 15th of each year, for the following Fall admission consideration.

- Second year SPE sites/preceptors are required to be secured in the Winter semester of your first year in the program, if you are accepted.

Preceptor Forms for Second Year Fall and Winter DTC 451 or 651 are due to the Dietetics Clinical Coordinator no later than February 15th of the first year students are in the program.

Please visit the link labeled “Application-Online” in the Important Documents area of the EMU Catalog ([LINK: Undergraduate](#) or [Graduate](#)) for detailed information and instructions including SPE forms, helpful hints for securing SPE sites and a letter to potential preceptors to aid in securing SPE sites.

Supervised Practice Experience Frequently Asked Questions

What will a typical weekly schedule be like, once accepted into the Coordinated Program? Will working an outside job be possible?

If one is accepted as an On-Campus student, in Fall and Winter semesters, the full day of didactic classes is on Fridays. Supervised Practice Experience Courses (SPE's) are the days the student is at experience sites with Registered Dietitian preceptors, working on accomplishing specific competencies. For any SPE Course day, the 8 hours (plus lunch) will vary according to the hours the preceptor wants the student to work with them. It may involve early mornings or evenings (the hours listed in course registration are just examples of a typical day). Here is a breakdown by semester:

First Fall:

Three days per week of SPE's, with one day devoted to DTC 331 and 2 days devoted to DTC 351. Students do not choose their days; the Program Director places them in groups. Three days plus Friday classes means students have one weekday "off". Holding a part-time outside job is possible.

First Winter:

Two days per week of SPE's, both devoted to DTC 371, on either Tuesday/Thursday or Monday/Wednesday. The Program Director assigns students groups (whatever group the student is in will be the same for the Second Fall). Two days plus Friday classes means students have 2 weekdays "off". Holding a part-time outside job is possible.

First Summer (Extended – 10-15 weeks):

Students have 2-3 online didactic class. Holding a part-time outside job is possible.

Second Fall:

Two days per week of SPE's, both devoted to DTC 431, on either Tuesday/Thursday or Monday/Wednesday (students are in the same groups as first Winter). Two days plus Friday classes means students usually have 2 weekdays "off". However, there are 3 additional single day educational programs, i.e. Saturday health fair and weekday school programs, etc., that the Program requires, plus 1-3 special days with the instructor. The CP aims to provide advance notice for these, resulting in some weeks having 3 days of SPE's. In addition, the Specialty rotation schedule varies widely and may be compressed into some weeks of 4 days of SPE's. This has to be scheduled at the preceptor's convenience. This is an intensive semester, with lots of homework. Students should limit outside part-time jobs to a minimum number of hours, if any.

Second Winter:

Four days per week (Monday thru Thursday) of SPE's for DTC 471 and DTC 451, plus Friday classes. This is an intensive semester, with lots of homework. The Program does **not** recommend outside jobs. This is the prime semester to prepare for the RD exam!

In every semester, the SPE instructors may have 1 or 2 additional days (on ANY weekday) that they need the whole class to meet for orientations, mid-semester meetings/reviews, field trips, etc. Instructors give students advance notice of this.

If you are accepted as an Online student, your schedule will vary. You have the same courses and requirements as the On-Campus cohort. The difference is your didactic coursework is online and you work out your SPE course schedules directly with your preceptors each semester. They must take place with the semester "first day of classes" and "last day of classes" on the University academic calendar for that semester. See the EMU website for these dates. The On-Campus schedule (above) is a good suggested guideline to plan for each semester.

What Do I Do next?

After reviewing the entire information packet and all information in the EMU Catalog website, please use the following resources to obtain answer any remaining questions.

Contacts:

- Undergraduate CP Information
CHHS Advising
chhsadvising@emich.edu or 734-487-0918
- MS-CP Information
MS-CP Intent Advisor and Dietetics Program Co-Director – Mrs. Sandy Pernecky, MS
RDN spernecky1@emich.edu
- Supervised Practice Experience Information
Dietetics Clinical Coordinator - Diane Reynolds, RD
dreynol2@emich.edu
- Financial Aid Information
<http://www.emich.edu/finaid/> or 734-487-0455
- Admissions Information
<http://www.emich.edu/admissions/> or 734-487-3060
- Graduate Program for Human Nutrition (does not lead to RD credential)
Graduate Advisor – Dr. Alice Jo Rainville, PhD, RD, CHE, SNS, FAND
<mailto:arainvill@emich.edu>

Appendix A

Program Mission, Goals, and Objectives

Mission CP

The Coordinated Programs in Dietetics at Eastern Michigan University educate and graduate students prepared for entry-level practice as registered dietitians, with a concentration in entrepreneurship.

The CP achieves the mission through:

- Providing an exceptional learning environment so students are continuously interpreting and responding to food and nutrition service delivery in a changing social and economic environment and applying new technologies to their dietetics education
- Providing student-centered learning opportunities for students to pursue their specific interests
- Encouraging and engaging in collaboration and partnerships with the community
- Promoting evidence-based knowledge and skills for students and graduates
- Enhancing students' current critical and reflective skills by collaborating with faculty to develop and complete research-based projects

Goals and Objectives of the CP

Goal #1: The CP will educate and graduate dietetics practitioners.

- A minimum of 80% of first-time test takers & one year test takers will pass the RD exam
- 80% of all CP students will complete the program successfully within three years of beginning it

Goal #2: The CP will prepare graduates for employment in entry-level nutrition and dietetics related positions.

- Within 12 months of completing the CP a minimum of 80% of post graduate survey respondents desiring such, will have a dietetics-related job.
- Employers of CP graduates will rate at least 80% of employees as having the knowledge and skills to perform as expected during the first three years of practice.

Program outcomes data are available upon request

Appendix B

ACEND Core Knowledge & Competencies for the RD

To become an entry-level prepared dietitian ACEND requires that all students achieve a minimum level of competency. All Dietetics Education Curriculum must include learning that results in the student achieving entry-level competency. During the time in the CP students will achieve this through a variety of learning activities.

Core Competencies for the RD

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

Upon completion of the program, graduates are able to:

CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: *Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.*)

CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

CRD 1.3 Justify programs, products, services and care using appropriate evidence or data

CRD 1.4 Evaluate emerging research for application in dietetics practice

CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completion of the program, graduates are able to:

CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics

CRD 2.2 Demonstrate professional writing skills in preparing professional communications

(Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures)

CRD 2.3 Design, implement and evaluate presentations to a target audience

(Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.)

CRD 2.4 Use effective education and counseling skills to facilitate behavior change

CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings

CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate.

(Tip: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)

CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

CRD 2.8 Apply leadership skills to achieve desired outcomes

CRD 2.9 Participate in professional and community organizations (see tip, below)

CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. *(Tip: Other health professional include physicians, nurses, pharmacists, etc.)*

CRD 2.11 Demonstrate professional attributes within various organizational cultures

(Tip: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.)

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CRD 2.13 Demonstrate negotiation skills

(Tip: *Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.*)

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

Upon completion of the program, graduates are able to:

CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

- a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
- b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.
- c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.
- d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.
- e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats. (Tip: *Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.*)

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management (Tip: *Students/interns should consider health messages and interventions that integrate the consumer's desire for taste, convenience and economy with the need for nutrition, food safety.*)

CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends

CRD 3.5 Coordinate procurement, production, distribution and service of goods and services.

(Tip: Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)

CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals
2012 Standards for Nutrition & Dietetic Internship Programs

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 are able to:

CRD 4.1 Participate in management of human resources

CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food

CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives

CRD 4.4 Conduct clinical and customer service quality management activities

CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data

CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention

CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRD 4.9 Analyze financial data to assess utilization of resources

CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

Appendix C

BS/2nd BS in Dietetics Program Graduation and Completion Requirements

BS/2nd BS in Dietetics; campus and distance-online

Upon acceptance into the Program:

- 1) The student will enroll in the sequence of courses as listed in the Undergraduate Program of Study.
- 2) Upon successful completion of the required professional phase courses the student will be eligible for graduation.

The BS/2nd BS is a 20 month program. While the full time Program is very structured and is expected to be completed in this time frame, sometimes situations arise that require some extra time for a student to complete the program. These circumstances are reviewed carefully and thoroughly to determine if this will be possible. If it is determined the student will be allowed additional time to successfully complete the Program, the time frame allotted for this is an additional 1 year. Therefore the maximum amount of time a student will be afforded to complete the Program is 150% from beginning the Program.

3) **Undergraduate Graduation Audit Request**

Graduating seniors need to contact the CHHS Advising Center for their degree audit. Book an appointment at: <https://booknow.appointment-plus.com/419rk18y/> or call 734-487-0918. Audit appointments are to be completed no later than October 10.

4) **Second Bachelor's Graduation Audit Request**

Please make your request directly to the Second Bachelor's Advisor at 734.487.5497 or via email at second.bachelor@emich.edu. Requests are to be made AFTER September 15 of fall semester of the second year of the program.

5) **Degree Application**

The appropriate form should be completed in the first 2 weeks of the semester in which you are graduating (April grad – complete in January; August grad – complete in May). View the website for instructions; applying for graduation is done online using you're my.emich account.

<http://www.emich.edu/registrar/graduation/>

6) Exit Packet and RD Exam

Two - four weeks prior to graduation the Program Director will provide each student with an exit packet. This will trigger the final process in completing the program. Once graduation occurs and the degree is conferred the Program Director will complete paperwork and send to CDR electronically. CDR will notify the candidate of their eligibility to take the exam and CDR will provide instructions for doing so. The entire process can take as long as 6 weeks post-graduation but usually occurs sooner.

7) CP Exit Information/Verification

- I. Receive exit packet. Complete and return to the Program Director within 2 weeks of receipt. Follow directions carefully so as not to delay receiving the verification statement.
- II. Program Director will review all material submitted for accuracy.
- III. A degree must be granted before a verification statement can be issued.
- IV. Once all material is received by the Program Director, degree conferment will be verified and information will be sent to CDR.
- V. The Program Director will send 3 - 5 copies of the verification statement along with information of how to use the verification statements to each student.
- VI. CDR will notify the student when he/she is eligible to sit for the exam. The student is responsible for setting up a time and place for the exam. CDR will provide information about this and a ticket to get into the testing site.
- VII. Students may wish to obtain several official copies of their transcripts. Visit <http://www.emich.edu/registrar/trans.htm> for more information.

Appendix D

Masters of Science Program Graduation and Completion Requirements

MS in Dietetics; on-campus and distance-online

Upon acceptance into the Program:

- 1) The student will enroll in the sequence of courses as listed in the MS Program of Study.
- 2) Upon successful completion of the required professional phase courses the student will be eligible for graduation.

The MS CP is a 24 month program. While the full time Program is very structured and is expected to be completed in this time frame, sometimes situations arise that require some extra time for a student to complete the program. These circumstances are reviewed carefully and thoroughly to determine if this will be possible. If it is determined the student will be allowed additional time to successfully complete the Program the time frame allotted for this is an additional 1 year. Therefore the maximum amount of time a student will be afforded to complete the Program is 150% from beginning the Program.

3) Graduation Audit Request

The audit of the graduate student's file is triggered by the submission of the application for degree.

4) Degree Application

The appropriate form should be completed within the first two weeks of the semester in which the student will graduate; i.e. in May for August or in September for December graduation. View the website for instructions; applying for graduation is done online using your my.emich account.

<http://www.emich.edu/registrar/graduation/>

5) Exit Packet and RD Exam

Two - four weeks prior to graduation the Program Director will provide each student with an exit packet. This will trigger the final process in completing the program. Once graduation occurs and the degree is conferred the Program Director will complete paperwork and send to CDR electronically. CDR will notify the candidate of their eligibility to take the exam and CDR will provide instructions for doing so. The entire process can take as long as 6 weeks post-graduation but usually occurs sooner.

6) CP Exit Information/Verification

- I. Receive exit packet. Complete and return to the Program Director within 2 weeks of receipt. Follow directions carefully so as not to delay receiving the verification statement.
- II. Program Director will review all material submitted for accuracy.
- III. A degree must be granted before a verification statement can be issued.
- IV. Once all material is received by the Program Director, degree conferment will be verified and information will be sent to CDR.
- V. The Program Director will send 3 - 5 copies of the verification statement along with information of how to use the verification statements to each student.
- VI. CDR will notify the student when he/she is eligible to sit for the exam. The student is responsible for setting up a time and place for the exam. CDR will provide information about this and a ticket to get into the testing site.
- VII. Students may wish to obtain several official copies of their transcripts. Visit <http://www.emich.edu/registrar/trans.htm> for more information.

Appendix E

International Student Information

Eastern Michigan University's CP is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through the Academy of Nutrition and Dietetics (AND).

EMU's CP does not allow for students to complete supervised practice experiences outside of the United States. Students must reside in the U.S. to complete the program. Based on United States Immigration Guidelines, International students who live in the U.S. may or may not be eligible for the distance-online program; eligibility is dependent on Visa type. Visit <http://www.emich.edu/admissions/requirements/international.php> for more information related to being an International student at EMU.

International students who wish to be in the CP must follow certain guidelines.

Students holding an F-1 Visa cannot complete the CP online; they must be in the on-campus cohort. International students need to contact the International Admissions Office for information related to status, transcript review if applicable, and anything related to admissions into the University. Students should also review the website for EMU's Office of International Students.

Students who have earned a degree from a foreign university (even if the student is a U.S. Citizen) must have their transcripts reviewed based on EMU protocol using the Educational Perspective Procedure. Visit <http://www.edperspective.org/emich/> for detailed information and instruction.

EMU does offer a Master of Science in Human Nutrition degree via distance education, which does not allow you to become a Registered Dietitian. This Program is not accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and does not provide supervised practice experiences. You may live outside of the United States to complete this Program. For more information about this degree, please contact Dr. Alice Jo Rainville at arainville@emich.edu.

Website - International Admissions: <http://www.emich.edu/admissions/requirements/international.php>

Website – Office of International Students:
<http://www.emich.edu/ois/>

ACEND – http://catalog.emich.edu/preview_program.php?catoid=19&poid=9835&returnto=3824

AND - www.eatright.org **CDR** – www.cdrnet.org

Appendix F



Eastern Michigan University Coordinated Program in Dietetics Considerations for Applicants in the United States Military

We support members of the US military and welcome applications from those in the military or in military families. Due to possibility of relocation at short notice, students in the military face challenges when securing preceptors for Supervised Practice Experiences. We do our best to assist military students in the event of a move, but the student must complete the program in a manner congruent with our accreditation from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. We have had some students in military families successfully complete our program.

Special considerations include:

1. When applying, students need to secure preceptors for the entire first year and second year clinical, even if unsure as to where they will be located when the program begins. It is best to be straightforward with potential preceptors and let them know there is a possibility of a move. It is the responsibility of the student, to let preceptors know when a move happens and they won't be needed, with a gracious and professional "thank-you and perhaps our paths will cross again" type of ending.
2. Preceptors at a military base hospital and/or medical center are excellent choices. They can be stateside or located at US military bases overseas (where it is considered US soil). We have affiliation agreements with a few US military bases/hospitals in this country. We do not have any yet overseas. A military affiliation agreement between the facility and EMU's Legal Affairs can take a year to be finalized. In case of a move, when a semester is due to start, trying to get into another military site for Experiences is not possible, unless EMU already has an agreement with the facility. There will not be time to complete a new affiliation agreement. Instead, the student needs to seek other stateside sites.
3. All Experiences typically cannot be completed at a military base site alone. Specifically, this may include Experiences needed in DTC 371 Long Term Care, DTC 431- WIC and Private Practice and the final DTC 451 Foodservice Systems. If living overseas, this means the student would have to come stateside to complete these Experiences. We are not accredited for overseas students to complete any Experiences off US soil.
4. When moving, it is the student's responsibility to inform Diane Reynolds ASAP and secure new preceptors. This can be stressful, especially if a semester is underway and the student has a course-load to keep up with. We can provide a list of sites we have agreements with in the new location (if there are any), but that does not mean the preceptor is willing and able to have another student complete Supervised Practice Experiences with them. In addition, the student needs to decline their original preceptors in a professional manner.
5. In order to assist the student who needs to arrange new preceptors/sites, Diane Reynolds can communicate by phone with potential preceptors the student has made contact with, to give more information. Providing potential preceptors with the related course materials often helps the RD make a decision. Most conversations of this nature end positively.
6. Unfortunately, if the student is unable to find new preceptors in the new area they live in; they most likely would have to "stop out" of the program and may not be able to continue. This is evaluated on a case-by-case basis and involves the decision of Dr. Olivia Ford and Mrs. Sandy Pernecky, Co-Program Directors, on how to proceed.

Questions? Please e-mail Mrs. Diane Reynolds, RD, Dietetics Clinical (Placement) Coordinator at: dreynol2@emich.edu (it is the letter "L" before the "2") or call: 734-487-0327

Appendix G

Frequently Asked Questions

The CP is a second admission program, meaning that an interested student must be an EMU student prior to applying for the CP. **Please be aware that the EMU CP is not a dietetic internship, nor is the CP affiliated with any dietetic internship.**

Are all of the prerequisites online?

Not all prerequisites are available online through EMU. Students may take prerequisites not offered online through EMU at an approved community college or university. Suggestions for preapproved online options on the Preapproved Online Prerequisite Alternatives page in this document. Page 20 of this packet

Will the classes I have taken at other colleges and universities count towards the prerequisites?

First bachelors and Second Bachelor's students: EMU Admissions website
http://www.emich.edu/admissions/requirements/transfer_credit.php

Master's students: please email [Mrs. Sandy Pernecky \(spernecky1@emich.edu\)](mailto:spernecky1@emich.edu).

Note: Students with college level International coursework must have Education Perspectives evaluate their transcripts, per EMU's policy. International Admissions Website:
<http://www.emich.edu/admissions/requirements/international.php> Page 43 of this packet

What is a coordinated program?

In a coordinated program, students complete supervised practice experience (SPE) hours concurrently with the didactic classes (theory) portion of the program. The CP length is two years. This differs from a didactic program, where students seek a dietetic internship after earning a degree.

What is a preceptor?

A preceptor is a Registered Dietitian (RD) or other related professional that works with you to fulfill the objectives needed to obtain a verification statement upon graduation from the coordinated program. A verification statement will allow you to sit for the RD exam. Preceptors supervise you in the field, in their places of work, to assist in the completion of SPE hours. The Clinical Coordinator assigns on-campus students to preceptors. Distance-online students secure their own preceptors.

Can I work full time while I'm in the program?

The coordinated program is a full-time commitment. You will carry a full course load, in addition to SPE hours. We do not recommend attempting to work full-time during the Program. The Program is available online however **one cannot complete it only in the evenings and on weekends.** Pages 9 & 31 of this packet

When are CP applications due?

The Program Director must receive the application on or before January 15 (applications received after January 15 will not be accepted). The Program Director will send letters of decision regarding acceptance by April 1 for a Fall Program start.

How many students are accepted each year?

There are 18 on-campus and 20 distance-online spots each year. The Program typically receives 25-45 applications for each cohort, although this number varies each year. If an applicant is not accepted, the applicant may reapply the following year.

My first degree is in something other than dietetics, can I do the master's program?

Anyone with a bachelor's degree is eligible to apply for the master's program. Those with a bachelor's degree in something other than dietetics are eligible to apply to the second bachelor's degree. The prerequisites are sufficient preparation for the CP professional phase coursework.

Appendix H

Additional Information

2016-2017 EMU Student Handbook

<http://www.emich.edu/studenthandbook/>

The Eastern Michigan University Student Handbook contains information for students about available university services, university policies and procedures, and helpful information to aid in student success. Pay close attention to the policies and procedures included in this guide. Some titles and positions may have changed, but the policies remain and will be enforced accordingly. ([Read full advisory note.](#))

Program Student Handbook

[Student Handbook CP 2016-2017-FINAL-9.27.16 \(1\).pdf](#)

Faculty – link on the left side of the site

https://www.emich.edu/chhs/hs/programs/dietetics_nutrition.php

Office of Nutrition Services

<https://www.emich.edu/chhs/hs/ons/>

College of Health and Human Services General Website

<https://www.emich.edu/chhs/>

Appendix I

Prior Learning Assessment – Alternative Methods of Earning University Credit

Prior Learning Assessment (PLA) offers students admitted to Eastern Michigan University the opportunity to earn credit for college-level learning they have gained outside the college environment. This may include:

- Seminars
- Training completed on the job
- Knowledge acquired independently

The Prior Learning Assessment process requires students to:

- Identify and analyze learning
- Document experience
- Match the learning to EMU courses
- Compile a written portfolio for each class in which you hope to gain credit.

Once the portfolios are completed:

- The student pays a fee
- The portfolio is evaluated by department faculty
- A determination is made
- The student is notified of the determination
- Credit for successful portfolios are recorded on the student's transcript

Submitting a portfolio does not guarantee a student will earn credit. Students may apply credits earned through portfolio-assisted prior learning assessment toward any degree for which they are appropriate. Students seeking credit for prior learning must attend a free workshop prior to beginning the process.

The following Dietetics courses are eligible for Prior Learning Assessment:

DTC 251 Experimental Foods

DTC 372 Nutrition of the Lifecycle

DTC 375 Integrative Medicine

DTC 459 Development of the Entrepreneurial Dietitian

Students may find course descriptions in the EMU catalog: <http://catalog.emich.edu/>

Please review the Alternative Credit Option/PLA website at: [Alternative Credit Options](#)

Appendix J

State Authorization Reciprocity Agreement (SARA)

As distance education has become more popular, the State Authorization Reciprocity Agreement (SARA) has been established. This agreement has placed limitations on students enrolling in a distance-learning program in another state.

The state of Michigan is participating in SARA and Eastern Michigan University (EMU) is a member of SARA.

*******IMPORTANT INFORMATION*******

ARE YOU ELIGIBLE TO PURSUE AN ONLINE DEGREE THROUGH EMU? Visit this link for the answer:

<http://www.emich.edu/extended/online/state-authorization.php>

For more information about SARA please visit this website: <http://nc-sara.org/>

Appendix K

Background Check Information

Students accepted into the Coordinated Program in Dietetics must successfully pass a comprehensive background check and complete Supervised Practice Experiences, as part of the Program curriculum. Individual Supervised Practice Experience sites and preceptors are not part of Eastern Michigan University, and may have additional requirements that do not permit students to complete Practice Experiences at a site if a student has a criminal conviction on his or her record. Depending on the nature of the record, it may be difficult for such students to complete all required Supervised Practice Experiences. Therefore, students with relevant history are strongly encouraged to contact a Dietetics Co-Program Director or Dietetics Advisor early in their application process.