

EASTERN MICHIGAN UNIVERSITY  
SCHOOL OF HEALTH SCIENCES  
COORDINATED PROGRAMS IN DIETETICS (CP)

# Student Handbook



## School of Health Sciences

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## 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 entry-level dietetics-related employment.

- 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

## PROGRAM POLICIES AND PROCEDURES

These policies and procedures are for both the on-campus and distance-online students. Please review each section for information pertaining to your program.

### Definitions:

Academy - The Academy of Nutrition and Dietetics

ACEND - Accreditation Council for Education in Nutrition and Dietetics. ACEND is a branch of the Academy and is the accreditation body for our program.

CDR - Commission for Dietetics Registration. CDR is a branch of the Academy and is the overseer of the Dietetic Registration Exam.

Verification Statement - This is the statement provided by the Dietetics Program Director to the 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 dietetics program and achieves all skills needed to be an entry-level dietitian.

KRD - Core Knowledge for the RD. These are guidelines put forth by ACEND. These KRD's provide the student with the academic component of a dietetics program. Students must demonstrate competence in these KRD's before being issued a verification statement.

CRD - Competencies for the RD. These are guidelines set forth by ACEND. The CRD specifies what every dietitian should be able to do at the beginning of his or her practice career. Students must demonstrate competence in the CRD's before being issued a verification statement.

SPE - Supervised Practice Experience. This is defined as planned learning experiences in which students perform tasks over a defined period of time to integrate knowledge, skills and values in real-life situations to contribute to the acquisition and mastery of practitioner competencies (ACEND 2012 Accreditation Standards).

Affiliation Agreement - An affiliation agreement is the legal agreement between the supervised practice experience facility and EMU; it provides liability coverage for the student, the University and the supervised practice experience site.

### Attendance and Absenteeism

#### A. Lecture Component

Students attend a university primarily for their intellectual growth and development. Regular attendance and active participation in class are important elements in the learning process whether in the traditional classroom or in the distance-online environment. These elements also provide appropriate opportunities for the evaluation of the student's progress.

The student is personally responsible for the satisfactory completion of the course work prescribed by his/her instructor(s). This means specifically that he/she is expected to

attend class regularly, and that he/she is responsible for the work assigned in class, the material covered in class and for participation in class activities (including e-mails, threaded discussions, and real-time chats) designed by the instructor as part of the learning experience. Students are to notify their instructor(s) **PRIOR** to the due date or scheduled session if unable to complete a lecture module or assignment on time, are not able to log on for a real-time chat at the designated time or cannot attend class for any reason.

### **B. Supervised Practice Experience Courses (SPE)**

Students complete SPE under the direction of the faculty. Therefore, Supervised Practice Experiences must be completed within the semester they are scheduled and under no circumstances will a student be able to complete supervised practice hours before or after the assigned semester. Faculty has the right to alter a practice experience or remove the student from the experience if the student's performance is unsatisfactory.

Students are not permitted to accept compensation for SPE hours; in addition students are not to be covering job duties for employees of the assigned facility. These hours are strictly coursework. Students are not permitted to complete SPE hours at their place of employment, unless approved by the Clinical Coordinator. If a student is completing SPE hours at a facility in which they are employed, paid work hours cannot count towards completion of the SPE. Any violations of this policy may be cause for dismissal from the Program.

Students should not be at a facility without the presence of the preceptor or their designee. A designee includes clinical dietitians, dietetic technicians, Certified Dietary Managers, lead foodservice employee such as a cook, foodservice supervisor, manager or department director. You should always have someone on-site who is your point of contact, it may or may not be your main preceptor. A person should be identified and designated as the go-to person for questions and the one to provide you with your work plan for the day. If a student is asked to be on-site without a preceptor or their designee, they need to contact the instructor immediately.

Students are to request their own username/password for computer access. If they are not provided with a student username/password, the student should refuse to document under someone else's user ID. If asked to do so, students are to notify the instructor.

Students are not to communicate with preceptors or patients/clients via social media or email in regards to patient/client care or any confidential information pertaining to the SPE site. This can be a HIPAA violation. If this is a practice of the facility let your instructor know.

If a student is asked to leave a facility by the preceptor for whatever reason, the student may or may not be assigned to another facility and could potentially be dismissed from

the Program.

In order to assure that the student enrolled in the CP completes the 1200 hours of SPE required by the Accreditation Standards of ACEND during his/her academic program, the following policy on absenteeism will be followed. Each student is to spend the required amount of time at each SPE site which is generally 8 hours (plus lunch/break time - which does not count toward hours) but could be more per facility protocol. Students are not to leave a facility early; they must spend the required time in the facility. The required total hours spent in the experience must be met for each course.

In the event that the student will be late or absent from the experience, the student should notify the course instructor and the preceptor prior to the start of the SPE or as soon as possible in an emergency. Any experience missed during an absence must be made up at the convenience of the preceptor and the facility. If this time is not made up, the required verification statement for the completion of the CP will not be submitted to the Commission for Dietetic Registration (CDR) for the student. Total hours spent in each Supervised Practice Experience must be recorded on the Learning Outcomes Tool, signed by the preceptor and submitted to each course instructor before the final exam for that course.

Students in the distance-online cohort are responsible for securing their own Supervised Practice Experiences. Appropriate supervised practice sites include clinical facilities such as acute and long-term care; foodservice establishments such as acute and long-term care, schools or colleges and universities; community-based agencies such as WIC, senior centers, corporate wellness, and private practitioners. The number of supervised practice sites selected, and subsequent affiliation agreements signed, will depend on what is available in the student's geographical location.

The student will be provided tools to help obtain SPE sites. These are available in the Application Notebook Packet. The Clinical Coordinator is available to assist in securing preceptors/practice experience sites.

Required preceptor paperwork for the first year of the Program and the 2<sup>nd</sup> year final Nutrition Therapy III Experience is due at the time of application to the Program. For the remainder of the Program, the due date for securing SPE sites and preceptors is February 15<sup>th</sup>. This means providing the completed Preceptor Agreement Forms and the Supervised Practice Facility Forms for each SPE course to the Clinical Coordinator no later than February 15th, during Year One of the program.

Once a student is accepted into the CP at EMU, affiliation agreements are secured through EMU Legal Affairs. The Clinical Coordinator will initiate this process. Students must confirm with the Clinical Coordinator that an affiliation agreement has been signed with a facility/preceptor prior to starting placement in that facility. Students may not enter the facility for supervised practice experiences without the executed affiliation agreement on file in the University's Legal Affairs Affiliation Agreement Database.

If a change in experience site or preceptor is needed at any time during the professional phase of the program, students need to contact the Clinical Coordinator immediately. The Clinical Coordinator will be available to guide the student in finding a new placement site and or preceptor if needed.

Students in the on-campus cohort will be assigned to a facility by the Clinical Coordinator. Students may be placed in a supervised practice experience site up to a 2 hour drive away from campus. All paperwork and legal agreements will be managed by the Clinical Coordinator. Information related to the assigned facility will be provided to the student by the Clinical Coordinator and/or the faculty of record for the course.

Students are not allowed to change their supervised practice experience schedule without the prior permission of the EMU Course Instructor and Preceptor. Good cause must be given and the request sent in email to the instructor, preferably a minimum of 2 weeks before the scheduled change.

Students are responsible for their own appropriate automobile insurance (which covers them to/from supervised practice experience sites) and are responsible for transportation to/from all practice experiences and meetings. Students should not accept transportation from EMU faculty. In certain circumstances, preceptors may offer to provide transportation to students. It is the decision of the student whether or not to accept the offer. Students who do so, accept the offer at their own risk. The EMU Coordinated Program does not condone nor prohibit student-preceptor ride-sharing.

Students are not required to carry professional liability or general liability insurance while performing in their Supervised Practice Experiences. Eastern Michigan University covers the CP students, while in their SPE for general liability and student's medical professional liability. This insurance is at no cost to the student and automatic while in the CP. It does not cover any outside work or volunteer work performed by the student while they are in the CP.

### **C. Pregnancy Leaves**

The student must inform the Program Director, in writing, of her/partner's pregnancy five months prior to the expected delivery date. A pregnant student must also document the status of her pregnancy by submitting written approval, from her physician, for continuation in the CP. At least four months prior to the expected delivery date, the Program Director and the student will determine the best course of action regarding continuation in the program. The student will then make arrangements with individual preceptors, the Clinical Coordinator, and the faculty of record to complete required Supervised Practice Experiences and coursework, as necessary.



### **D. Professional Meetings**

Attendance at professional meetings, outside lectures, food and restaurant shows, etc., does not substitute for regularly scheduled supervised practice experiences in the CP, unless designated as part of course requirements stated in the syllabus. The student should attend such events as a future professional in dietetics, to become acquainted with the field, to gain knowledge in topics of interest and to network with practitioners.

### **E. Holiday Observances**

#### **University Policy:**

Eastern Michigan University recognizes the rights of students to observe religious holidays without penalty to the student. **University Practice:**

Students will provide advance notice to their instructors *in* order to make up work, including examinations, which they miss as a result of their absence from class due to observance of religious holidays.

If satisfactory arrangements cannot be made with the appropriate instructor(s), students may appeal to the head(s) of the department(s) in which the course(s) is/are offered.

#### **Program Policy:**

If a student must miss SPE due to personal religious beliefs they are responsible for making the hours up at the convenience of the facility/preceptor. The student is responsible for providing this information to the instructor and preceptor within one week of the start of the semester in which the holiday will be observed.

Students may be required to attend supervised practice experiences on university holidays or breaks. For example: Martin Luther King Day.

### **F. Snow Days**

Student's safety is of utmost importance to Eastern Michigan University. If a "snow day" occurs, (facility is closed or it is unsafe to travel to the supervised practice experience site) the SPE hours must be rescheduled. The hours will be at the discretion of the facility and can be completed on the weekend or at the beginning or end of the regular scheduled day. A University "snow day" does not automatically mean a student does not report to their facility. Students should contact their facility/preceptor first and then their instructor for directions.

**Academic****A. Program of Study****Bachelor of Science and 2<sup>nd</sup> 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.

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

**TOTAL CREDITS for PROFESSIONAL PHASE: 58**

**SUMMER 1: 2 Credits/prerequisite**  
DTC 230 Fundamentals in Nutrition Therapy

**WINTER 1 - Total Credits = 13****FALL 1 - Total Credits = 15**

DTC 330	Nutrition Therapy I	3 cr
DTC 331	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

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

\*Allowed to take out of sequence

\*Summer before Program starts or 1<sup>st</sup> fall**SUMMER (10 weeks) - Total Credits = 6                      6**

DTC 459	Development of the Entrepreneurial Dietitian	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 471	Nutrition Therapy III Experience	4 cr

## Masters of Science

It is the students' responsibility to make sure all prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are appropriately completed.

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

### TOTAL CREDITS for PROFESSIONAL PHASE: 73-76

**SUMMER 1:** 2 Credits/prerequisite  
DTC 230 Fundamentals in Nutrition Therapy

#### 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
<b>*Option to take Summer prior to start of program</b>		

#### 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
<b>*Choose Thesis, Non-Thesis Research or Research Writing option</b>		

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

DTC 659	Development of the Entrepreneurial Dietitian	3 cr
MATH 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
<b>*Can be taken any semester online</b>		

#### 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
DTC 618	Advanced Topics in Nutrition	3 cr

## **Masters 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 complicated 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 faculty and staff in the School of Health Sciences at the end of the semester.

## **B. Maintenance of Academic Requirements**

Once the student has been accepted into the CP, it is assumed that he/she will maintain his/her academic status. If the student receives a grade of C (C+, C, C-) in any two required courses during the professional phase of the program he/she will be put on academic probation within the program. The student will be required to meet with the Faculty of Record and the Program Director. At this time conditions of the academic probation will be determined and a plan of action will be put into place.

If the student receives another C (C+, C, C-) in a required course during the professional phase of the program, a committee review of the circumstances will be conducted and disciplinary action will be taken including possible dismissal from the program

A grade of D (D+, D, D-) in any required course during the professional phase of the program will be referred for a committee review and disciplinary action will be taken including potential dismissal from the program.

A grade of E in any required course during the professional phase of the program will result in automatic dismissal from the CP.

If a grade of D (D+, D, D-) or E is received in any course during the final semester of the professional phase of the program, the circumstances will be committee reviewed and the student potentially will not graduate or receive a verification statement to sit for the Registration Examination for Dietitians.

The formation of the review committee will be determined at the time of need by the Program Director.

### **C. Textbooks**

Textbook information will be available via the EMU Bookstore website prior to the start of the semester. Although it is encouraged, students are not obligated to purchase books through the EMU Bookstore; this is however, where the information will be found. Visit the EMU Bookstore:

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=15453>

It is recommended that students keep all textbooks until the end of the program. They may be needed for more than one class and of course can be used as references.

### **D. Reference Style**

All DTC courses will utilize the American Medical Association reference style (AMA); the style used by the Journal of the Academy of Nutrition and Dietetics (JAND).

The website for the current Guidelines for Authors for JAND is:

<http://www.andjrn.org/article/S2212-2672%2813%2900308-0/fulltext#sec6>

AMA citation information is found via this link:

<http://www.lib.jmu.edu/citation/amaguide.pdf>

Halle Library Citing Sources website link:

<http://www.emich.edu/library/help/citing.php>

### **E. Academic Calendar**

The CP follows the academic calendar of the University regarding the start and finish of each semester as well as University closings. The exception to this rule would be if supervised practice experience hours needed to be rescheduled; this might be scheduled during a University day(s) off, for example during spring break.

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

### **F. Disability Resource Center**

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

**Philosophy:** The Disability Resource Center (DRC) views disabilities as an integral part of the rich diversity at Eastern Michigan University.

**Approach:** To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment.

Visit the Disability Resource Center if you feel you have an issue that might qualify for services.

### **G. Scholarship Information**

The College of Health and Human Services and the Dietetics and Human Nutrition Program offer competitive scholarships to students who are currently enrolled in the Program. These are announced during winter semester with recipients notified in summer semester. Funds are dispersed during fall/winter of the following school year unless a special request is sent to the Financial Aid Office.

In addition, the Dietetics and Human Nutrition Program Director will announce and provide details to all program students of any additional scholarships that may be announced during the academic year.

Students may also find opportunities for scholarships through the Office of Financial Aid, their local Dietetic Association, their State Dietetic Association and the Academy of Nutrition and Dietetics.

## **Grading**

A standard grading scale is followed for all Dietetics Program courses. Please refer to the course syllabus for specifics. Individual evaluation of a student's written and oral communication is considered academic freedom and is stated within each course syllabus.

The University has a grade grievance procedure in place to assist students who wish to challenge their grades.

Official Grade grievance procedures can be obtained at:

[http://www.emich.edu/registrar/formslibrary/forms/grade\\_grievance.pdf](http://www.emich.edu/registrar/formslibrary/forms/grade_grievance.pdf)

### **Submission of Late Assignments**

The student is expected to submit each assignment or project on the scheduled date and by the time indicated by the instructor(s) in the course syllabus. For an assignment or project submitted late, 10% of the point value of the assignment will be deducted for each late day, up to a maximum of five (5) days. An assignment submitted more than five (5) days after the scheduled due date will not be accepted for grade credit. However, assignments may still be submitted after this period, at the discretion of the instructor, for evaluation or feedback purposes but not for grade credit. The course instructor will give special consideration when circumstances such as hospitalization or a family member's death have caused the assignment to be late. Documentation of these circumstances may be required.

### **Program Withdrawal and Readmission**

#### **A. Program Withdrawal**

A student wishing to withdraw from the CP for whatever reason(s) must arrange a conference with the Program Director to discuss the reason(s) for requesting withdrawal and possible future options. Following this conference, the student must submit a letter to the Program Director detailing the reason(s) for withdrawal from the CP. This must be accomplished before official withdrawal procedures are implemented.

For official withdrawal procedures for the University please go to:

[http://www.emich.edu/registrar/registration\\_info/withdrawing.php](http://www.emich.edu/registrar/registration_info/withdrawing.php)

Fees are assessed when a student withdraws from a course or all courses. For the current fee assessment and withdrawal deadlines review the current EMU catalog or log onto:

<http://catalog.emich.edu/>

#### **B. Program Readmission**

A student who has withdrawn from and wishes to re-enter the CP must submit a letter to the Program Director stating:

- i. Circumstances necessitating withdrawal
- ii. Reasons for requesting readmission
- iii. Assessment of ability to complete the CP

In addition, this student must arrange a time with the Program Director to discuss the aspects regarding readmission into the CP. Readmission of students into the CP will be determined on an individual basis – on the merits of each student, input from the faculty, and on the availability of open positions in the CP. As a result, students may be required to re-apply according to the current application procedure and readmission cannot be guaranteed.

Both the BS/2<sup>nd</sup> BS and the MS CP consist of a 2 year program (20 and 24 months respectively). 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.

### **Academic Dishonesty**

Office of Student Conduct and Community Standards:

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

University Student Policies and Procedures:

<http://www.emich.edu/studenthandbook/policies/academic.php#univ>

Office of the Ombudsmen:

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

Academic Dishonesty is taken seriously by the CP and by Eastern Michigan University. The following acts by students constitute academic dishonesty and carry the penalty of expulsion from the course and/or University.

Engaging in academic dishonesty in any form with respect to examinations, course assignments, research projects, grades, and/or academic records, including, but not limited to the following:

1. **Cheating** - using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else's paper; using any kind of "cheat" sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else's homework or lab assignments; collaborating with another student on any assignment or take-home test if told that collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.



2. Falsification - intentional and unauthorized falsification or invention of any information or citation in an academic assignment. Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; altering then resubmitting returned academic work; giving false information to a faculty or staff member to increase one's grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.
3. Plagiarism - deliberate and knowing use of someone else's work or ideas as one's own. Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else's work as one's own; or failing to give credit for ideas or materials taken from someone else.

Adapted from the EMU Policies, Rules and Regulations: Student conduct code and judicial structure.

<http://www.emich.edu/policies/policy.php?id=124&term=student%20conduct>

## Professionalism

### A. Dress Code for Supervised Practice Experiences

Students are expected to look professional. Preceptors will share any specific dress code requirements of the facility. The following dress code is expected by EMU and will apply to most facilities:

1. Proper hygiene to minimize body odor and residual smoke odor. Some sites do not permit smokers on their premises.
2. Refrain from using scented body products such as perfume, cologne, after shave and lotions. Some foods absorb these scents and some people are highly sensitive to such products.
3. A clean and pressed white lab coat
4. Official EMU nametag (the Clinical Coordinator will provide instructions on how to obtain the official EMU nametag). There is a charge for this.
5. Dresses or skirts must be at least knee length (no mini's)
6. Full-length casual dress pants (no jeans), must be hemmed. No fraying, or holes or bleached out fabrics.
7. Comfortable closed-toe and heel walking shoes with non-slip soles (no sneakers)
8. Appropriate undergarments must be worn; undergarments and midriffs are NOT to be exposed. Low cut necklines are unacceptable.
9. Jewelry may be worn but is limited to engagement and wedding rings, watch, and one pair of small earrings (no hoops, dangles or spacers); additional jewelry is not permitted. Exposed body piercings (except ears) are not permissible; all body jewelry must be removed
10. Short, clean fingernails (without polish) are required.
11. Dark or neutral hose or socks must be worn at all times.

## B. Conduct

Conduct involves the responsibility of student(s) in Supervised Practice Experience or assigned areas away from the School of Health Sciences.

The student...

1. Is responsible to address the preceptor(s) and employees in a professional manner. Please ask how the preceptor would like to be addressed. Students are the first impression many of these professionals will have of EMU.
2. Is responsible to be flexible – recognizing that in working in the real world setting, change is inevitable.
3. Is responsible for his/her own meals at facilities.
4. Is responsible for following the policies of facilities.
5. Is responsible for reporting on time. Arrive at least 10 minutes early for each day's work. This shows eagerness to learn and displays respect for the preceptor.
6. Must contact the preceptor at the facility and the EMU Course Instructor, **prior** to the start of the experience if an emergency prevents reporting for SPE as scheduled.
7. Must reschedule hours as soon as possible with the preceptor and EMU faculty at their convenience.
8. With greater than one unexcused absence or tardiness from a supervised practice rotation, will be referred for a counseling session with the Program Director/advisor to develop a plan of action. Additional unexcused absences or tardiness may result in dismissal from the coordinated program.
9. May not leave assigned facility areas during supervised practice experiences without the permission of the preceptor. Students must always check in and check out with the preceptor before leaving the area or leaving for the day.
10. Is responsible for the cost (either through personal health insurance or personal funds) for any emergency/routine/personal health care delivered at an SPE facility or another facility related to illness or injury occurring during supervised practice experience hours. EMU, SPE sites and preceptors are not responsible to cover any such costs. All medical care costs not covered by personal health care insurance are the responsibility of the individual student.
11. Is not covered by worker's compensation; they are not employees of the university or the facility.
12. Is responsible for completing necessary accident report forms of the facility if injured during supervised practice.

13. Is responsible for obtaining background checks, immunizations, physical examinations, drug screening, fingerprinting, etc. plus any fees associated with meeting these requirements, as mandated by the supervised practice experience facility.

### C. Academy Code of Ethics

<http://www.eatright.org/healthprofessionals/content.aspx?id=6868>

The Academy and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct.

#### Published Code of Ethics

The Code of Ethics Task Force reviewed and revised the 1999 Code of Ethics in March 2009. The Academy Board of Directors, Commission on Dietetic Registration and House of Delegates approved the revised Code in May 2009. The 2009 Code of Ethics was published in the August 2009 *Journal of the American Dietetic Association*, now *Journal of the Academy of Nutrition and Dietetics*, (pages 1461-1467). The 2009 Code is in effect as of January 1, 2010 and the 1999 version of the code is no longer valid.

Accessed from the Academy website; [www.eatright.org](http://www.eatright.org) 8.2014

## Computer Use

Also refer to the Communication Tips at the end of this Manual

### A. E-Mail Procedures

All students in the CP MUST use their assigned EMU emich email accounts for all classes and all correspondence with faculty/staff and preceptors of the program. Outside email addresses may cause problems within the EMU system.

Emails are a means of formal communication between the student and the faculty/staff/preceptors etc. and should, therefore, be treated as such. That means that emails should include a proper salutation (e.g. Dr. \_\_\_\_), completed sentences, and proper punctuation, grammar, capitalization and an appropriate closing including name, student number, and contact information. Emails should not include "text" nomenclature (e.g., U, R Gr8). This is a life skill that is necessary for success as a student and future practitioner.

Any messages deemed inappropriate or offensive will be forwarded to the Program Director and the Extended Programs and Educational Outreach Administrators. Appropriate action will be taken, not excluding expulsion from the course and the CP.

Sending Assignments: Students must identify themselves on the subject header of the e-mail. More specifically list the following – “last name, course number, and assignment”. In the body of the message, identify the assignment.

Sending General E-mails: Students must identify themselves on the subject header of the e-mail (last name and course number) whether it is sent to just the instructor or to other course participants.

Composing E-mail: Students may wish to compose assignments on a personal computer and then paste them into an e-mail message rather than composing on the e-mail itself. This allows for retention of a copy of the assignment and avoidance of unexpected e-mail “wipe-outs”.

## **B. Technical Issues**

Please contact eCollege or tech support immediately if experiencing difficulty accessing the course or submitting an assignment. eCollege operates their help desk 24/7 so you should be able to seek professional help with any technical difficulties.

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

Please contact the course instructor if technical difficulties will cause a missed scheduled chat session, an e-mail due date, or an assignment due date.

## **C. Social Networking**

Students are expected to use social media judiciously (sensibly, carefully, cautiously etc.). Information posted on Facebook, Twitter, Instagram and other social networking sites is considered public domain and available for viewing. Students are not permitted to post anything in social media that is reputation damaging to EMU’s preceptors, the SPE site/facility, EMU faculty/staff, past EMU graduates or fellow EMU students. Violations of this policy are subject to disciplinary action up to and including not releasing a verification statement to sit for the RD exam and dismissal from the program.

Examples of inappropriate posting on Social Media include but are not limited to:

- Content that is disrespectful or has an aggressive tone
- Content containing vulgarity, obscenities or profanity
- Content that displays (even in jest) an individual getting hurt, attacked or humiliated

- Content that could be judged as racist, bigoted or demeaning to an individual, a group or an organization
- Content that might be perceived as illegal, such as narcotics or underage drinking
- Content that represents EMU in a negative light

Sharing information that is not available to the public should be avoided. Please follow these proper confidentiality procedures:

- Do not post confidential or proprietary information about any person, business or organization.
- Do not post content that could potentially create a security risk for any person, business or organization.
- Do not post personally identifiable information about any person. This includes screen names, personal photos, hobbies, addresses and phone numbers, and work or school information.
- Do not use social media to collect personal information of users. Most websites' terms and conditions, as well state and federal laws, impose requirements and restrictions that govern collection of the personal information.
- Understand and follow all policies related to confidentiality, such as FERPA, HIPAA, and EMU's employee policies.

### **Disciplinary Dismissal**

Incompetent behavior or behavior that puts a patient at risk or jeopardizes the preceptor, facility or faculty's safety or reputation will result in disciplinary action up to and including immediate dismissal from the Coordinated Program in Dietetics. The Program reserves the right to discipline or dismiss a student for infractions deemed serious by the Program. Serious violations that would result in immediate dismissal from the Program include but are not limited to:

1. Social Networking Policy
2. Harm to patient, client, faculty, preceptor etc.
3. Theft
4. Drug/Alcohol use while in a facility or class
5. Violation of any ACEND Code of Ethics guidelines

Inappropriate and/or unprofessional behavior will be documented and will be as follows:

1. Upon being informed of an alleged infraction, the Program Director and/or faculty member or preceptor will conference with the student.
2. A written incident report will be filed in the student's record.

3. The first infraction will result in a verbal warning with documentation in the student's file.
4. The second infraction will result in a write-up with documentation in the student's file.
5. The third infraction will result in immediate dismissal from the Program.
6. Facility, University and community authorities will be contacted as appropriate.
7. If in the last semester of the program (near graduation) a serious infraction of the Programs Policies are violated the student may or may not be able to graduate. If the student graduates, he/she may or may not obtain a verification statement. The Program reserves the right to withhold a verification statement if serious violations of any Program Policies occur.

## **Miscellaneous**

### **A. Access to Personal Records**

Student records are kept secure within the School. Upon written request, and with proof of identification, copies of the student's file will be provided.

The Program Director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy act of 1974 is a federal law designed to protect the privacy of current and former student's educational records and afford students certain rights with respect to their education records.

To view the entire FERPA policy please visit:

[http://www.emich.edu/registrar/registration\\_info/ferpa.php](http://www.emich.edu/registrar/registration_info/ferpa.php)

### **B. Advisor**

Students are assigned an advisor upon entering the CP. This advisor will see the student through the CP part of the program. A new advisor will be given for the MS-CP student(s) upon beginning their thesis or research project. The process for this will be communicated to the student through DTC 500 coursework. Students are expected to make an appointment with their advisor a minimum of one time per semester.

### **C. Course Registration**

Registration for all courses within the CP is through department permission only. The Program Director/Advisor will send the courses with CRN #'s to the students for each semester for registration purposes. This will happen for the 1<sup>st</sup> through last semester of the CP. **Note:** Students are guaranteed spots in all of the courses within the Program so registration permission may not happen before the start of registration but information will be provided before any late registration fees would occur.

#### **D. Student Dietetic Association**

All on campus students are required to join and participate in the Student Dietetic Association. Meetings are the 1<sup>st</sup> Friday of every month from 12:00-1:00 pm. Dues are \$10.

All distance-online students will be given the opportunity to join the SDA and participate in activities. This will be done through email and a website.

#### **E. Required Paperwork**

Due to laws and the request of supervised practice experience facilities all CP students are required to obtain criminal background checks prior to placement in their assigned facility. The Clinical Coordinator will provide the tools for the student to complete the background check.

Other required paperwork includes (costs incurred by student):

- Record of Immunizations
- Physicians Statement
- Proof of membership in the:
  - The Academy of Nutrition and Dietetics
  - The students district Dietetic Association
- Proof of completion of a 2-year certification in adult/child CPR/AED/First Aid
- Contact information sheet each semester
- Other items as requested

Per the directions of the Clinical Coordinator, this paperwork is to be submitted electronically to an online document manager system; the same one providing the background check. All costs incurred for the background check and document manager system is the responsibility of the individual student.

#### **F. Evaluation of Students**

During SPE, preceptors will evaluate students at the mid-point and/or at the end of the rotation. Students will also have the opportunity to complete self-evaluations at the mid-point and/or at the end of each rotation. Evaluations

are submitted to the course instructor at EMU. These evaluations may contribute to the final grade in the course.

Students may also complete case study presentations, food demonstrations, examinations and other assignments as deemed appropriate by the course instructor(s). Students in the capstone courses complete notebooks indicating how each assignment completed relates to the Core Knowledge and Competencies for the RD.

### **G. Evaluation of Program**

At the end of the junior year, students are given the opportunity to evaluate the Program curriculum and their preparedness according to each of the educational competencies. Evaluation may occur via computer or hard copy and will be completed prior to the end of the winter semester. All evaluations remain anonymous and are compiled by the computer or by a third party (if done hard copy) and presented to the Program Director. The Program Director shares the aggregate information with the Program Faculty for discussion and implementation where appropriate.

At the end of the senior year, students are given the opportunity to evaluate the Program curriculum and their preparedness according to each of the educational competencies. Evaluation may occur via computer or hard copy and will be completed prior to the end of the winter semester. All evaluations remain anonymous and are compiled by the computer or by a third party (if done hard copy) and presented to the Program Director. The Program Director shares the aggregate information with the Program Faculty for discussion and implementation where appropriate.

While evaluating the Program students need to keep in mind to evaluate the course work and the effectiveness of the instructor. Evaluations should not be based on personal like or dislike of the course or instructor or area of practice but rather on the course/instructor meeting objectives. Constructive comments and ideas for change are helpful and allow for the faculty/staff to evaluate and make changes to courses/books/assignments as needed.

Students are also given the opportunity to evaluate their own preparedness related to the Core Knowledge and Competencies for the RD. The evaluation form regarding preparedness in each educational competency area is submitted directly to the Program Director. Students may review this with the Program Director and a corrective plan of action can be created for any deficiencies. This form is not anonymous as the Program Director may use the information to compare each second-year student's perception of preparedness to actual performance on the RD exam or to compare the first year preparedness evaluation to the second year preparedness.



## H. Procedure for Voicing Student Concerns – EMU Policies

Students should contact the Program Director regarding issues of concern before they become significant problems. The Program Director is available in-person or via phone; email the Program Director to schedule an appointment.

Concerns a student has regarding programmatic issues should be dealt with on an individual level, i.e., student and faculty member or student and preceptor. If resolution of the concern is not achieved, the student may take the concern to the next level, i.e., student, faculty and Director or student, preceptor and Clinical Coordinator. If resolution of the concern is not achieved at this level, the student may take their concern to the Director of the School of Health Sciences and then the Dean of the College of Health and Human Services.

If solutions cannot be found at this level please refer to Policies Affecting You at EMU:

<http://www.emich.edu/studenthandbook/policies/academic.php#univ>

## I. Procedure for Voicing Student Concerns – ACEND Policies

The CP at EMU strives to uphold all ACEND Policies and Procedures related to the Accreditation Standards. Visit the ACEND website for the full 2012 Accreditation Standards Document:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485341>

Students should contact the Program Director regarding issues of concern related to the ACEND 2012 Accreditation Standards before they become significant problems. The Program Director is available in-person or via phone; email the Program Director to schedule an appointment.

If resolution of the concern is not achieved via the Program Director, the student may take their concern to the Director of the School of Health Sciences and then the Dean of the College of Health and Human Services.

If all of the above options have been exhausted and the student is still not satisfied with the results related to the ACEND 2012 Accreditation Standards he/she may contact ACEND directly. The procedure for this can be found at:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>

## J. Student Work

Samples of student's work including but not limited to; assignments, projects, posters, etc. may be retained by the Program Director or Clinical Coordinator for accreditation

purposes. These samples of work will be used for evaluation purposes related to the ACEND accreditation process and will not be shared with any other persons or entities outside of the Coordinated Program in Dietetics.

For accreditation purposes all coursework and online course shells may be reviewed by persons related to ACEND. This may also include observation of a live class.

## K. Resources

University Health Services: <http://www.emich.edu/uhs/>

Financial Aid: <http://www.emich.edu/finaid/>

Academic Calendar: <http://www.emich.edu/registrar/calendars/index.php>

Extended Programs:

[http://ep.emich.edu/programs/dietetics.aspx?ekmense=c580fa7b\\_130\\_134\\_532\\_2](http://ep.emich.edu/programs/dietetics.aspx?ekmense=c580fa7b_130_134_532_2)

School of Health Sciences Website:

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

EMU Catalog Dietetics Major:

Undergraduate:

[http://catalog.emich.edu/preview\\_program.php?catoid=18&poid=9260&returnto=3608](http://catalog.emich.edu/preview_program.php?catoid=18&poid=9260&returnto=3608)

Graduate:

[http://catalog.emich.edu/preview\\_program.php?catoid=21&poid=10689](http://catalog.emich.edu/preview_program.php?catoid=21&poid=10689)

EMU Writing Support

The University Writing Center (115 Halle Library) offers one-to-one writing consulting for both undergraduate and graduate students. Students can make appointments or drop in. The UWC also offers small group workshops on various topics related to writing (e.g., Reading in College: Tips and Strategies; Incorporating Evidence; Revising Your Writing).

Visit the website for up-to-date information regarding hours and offerings:

<http://www.emich.edu/english/writing-center/>

The Academic Projects Center (116 Halle Library) offers one-to-one consulting for students on writing, research, or technology-related issues. No appointment is required – students can just drop in. Additional information about the APC can be found at <http://www.emich.edu/apc>. Students visiting the Academic Projects Center should also bring with them a draft of what they're working on and their assignment sheet.

The UWC also has several satellite sites across campus—in Sill Hall for COT students; in Marshall for CHHS students; in Pray-Harold for CAS students; in Porter for CHHS and COE students; and in Owen for COB students. The locations of these sites and their hours will be posted on the UWC web site

<http://www.emich.edu/english/writing-center>.

Holman Success Center (G04 Halle Library) provides students with supportive assistance to help them reach academic achievement through instruction and personal goal planning. We aim to equip students with the skills necessary for success in a learning environment <http://www.emich.edu/hsc/>

Distance-Online students: We realize coming to campus is not feasible in most cases so please view the websites above and make contact via email or phone for support.

#### Who to contact for what:

In the essence of time and for the efficient use of resources, please contact the following people for the following information. This will prevent duplication of answers and will prevent you from having to be “bounced” around.

**Diane Reynolds** – Preceptor information, Supervised Practice Experiences in general/placements and all orientation paperwork such as immunizations, Academy membership, background checks etc.

**Advisor** – Information related to the plan of study, courses needed etc.

**Instructor** – Information about the particular course, including book information, assignments and problems with course work and SPE. Once at the SPE site, please contact the instructor with any issues or concerns that arise. (begin with the instructor then Lydia or Diane will be notified if necessary).

**Dr. Olivia Ford or Mrs. Sandy Pernecky** – All other program questions such as registration issues, transcripts, special needs like financial aid forms to be signed, over credit forms, graduation etc.

### **ACEND Accreditation Standards & Core Knowledge & Competencies for the RD**

All ACEND accredited programs abide by strict standards to ensure students are receiving appropriate education to become entry-level practitioners. 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. To review all standards and current requirements (KRD's) and competencies (CRD's) visit:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485341> (NOTE: This link take you to the standards page where you then click the very last link to download a pdf of the most current KRD's and CRD's)

Students are required to achieve all competencies associated with each course. If the student fails to do this, action will be taken by the Program Director up to and including dismissing the student from the program. Options such as additional course work, hours etc. will be explored first with the faculty, student and preceptor.

## 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. 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. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis. 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.

#### **Graduation Procedure and Verification Statements**

##### **A. Request a Graduation Audit**

###### 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/419rkl8y/> or call 734-487-0918. Audits appointments are to be completed no later than October 10.

### 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

<http://www.emich.edu/uacdc/students/advising/secondbachelordegree.php>. Requests are to be made AFTER September 15 of fall semester of the second year of the professional phase of the program.

### Graduate Student Graduation Audit Request

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

## **B. 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 your my.emich account.

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

## **C. Exit Packet and RD Exam**

About 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.

Within the exit packet the student will find a resource list of opportunities to study for the RD Exam.

The CP will give an RD practice exam in April of the year of graduation. In addition, the CP will provide a study guide with the opportunity to ask questions of faculty and staff through the middle of May of the year of graduation.

## **D. CP Exit Information/Verification**

This information will be provided again at the end of the program.

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.

Program Director will review all material submitted for accuracy.

A degree must be granted before a verification statement can be issued.

Once all material is received by the Program Director, degree conferment will be verified and information will be sent to CDR.

The Program Director will send 3 copies of the verification statement along with information of how to use the verification statements to each student.

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.

Students may wish to obtain several official copies of their transcripts. Visit <http://www.emich.edu/registrar/trans.htm> for more information.

Please leave the program code area of the Registration Eligibility Application Form and the Transcript Degree/Confirmation Release Form blank. The Program Director will fill this in.

## **Communications Tips for EMU Dietetics Students and New Graduates**

### **Terminology for Students**

- You are a dietetics student, not a dietetic intern.
- You are completing Supervised Practice Experience hours, not internship hours, not mentored hours, not shadowing.

### **Terminology for New Graduates**

- The term RD Eligible (RDE) should not be used. See statement in exit packet.

### **E-mail Tips:**

- Use emich e-mail account only
- Use a salutation such as Dear Dr. Haque, Hello Mrs. Reynolds, Dear Dr. Brooks
- Never address anyone with “Hey” or “Hi” unless you know them well
- Proof-read your message for spelling, grammar, and capitalization
- Use complete sentences; you are not text messaging
- Sign your name and put Dietetics Student under your name



*Example of an e-mail message:*

Dear Dr. Haque,

Thank you for the recommendation letter. I will let you know when I hear from the scholarship committee.

Sincerely,

Susie

Susie Jones

Dietetics Student

### **In Person Communication Tips:**

- Arrive early or at a minimum, promptly
- Smile
- Shake hands (firmly), when introduced
- Keep personal issues to yourself when in Supervised Practice Experience settings
- Issues related to the dietetics program need to be communicated through the proper channel. If you are unsure of whom that is, start with your instructor. These issues do not need to be shared with your preceptor.

### **Telephone Tips:**

- Use a professional voice message.
- If answering the Office of Nutrition Services phone or a phone at a supervised practice site, say, "Office of Nutrition Services/Name of facility, this is \_\_\_\_\_, may I help you?"
- When calling someone say, "Hello, this is your name, may I speak with \_\_\_\_\_?"

### **Written Communication Tips:**

- You are expected to be proficient in Word and PowerPoint and be able to use Excel.
- Proof-read your communications and have another person proof-read your communications.
- The EMU CP requires all students to utilize the International Committee of Medical Journal Editors (ICMJE) reference style. Information will be available in each course syllabi.
- Refer to page 18 of this student handbook regarding information about the EMU Writing Center.

- If preparing a nutrition tip, flyer, handout, or PowerPoint slides, use non-commercial, evidenced-based references. The [www.eatright.org](http://www.eatright.org) website has the Academy of Nutrition and Dietetics Evidence Analysis Library® a free member benefit. Information sources gathered from Google, Yahoo!, or Wikipedia searches are not appropriate.

### **How to use Medline to search for recent research articles**

1. Go to [www.emich.edu/halle/](http://www.emich.edu/halle/)
2. Click on the 5<sup>th</sup> tab at the top, “Indexes and Databases”
3. There is an alphabetical list of databases.
4. Click on “M” for Medline.
5. Click on MEDLINE (via FirstSearch)
6. Put search terms in boxes.
7. You can limit your search by years and language.
8. Click “search” button.

### **PowerPoint Slide Tips:**

- Use some pictures or clip art to make the slides interesting.
- Don’t put too much text on the slides. A rule of thumb is six lines per slide to avoid crowding the information.
- Animation is good but too much will detract from your presentation.
- Be consistent with font size, backgrounds, and colors.

### Statement of Understanding

I, \_\_\_\_\_ have read the Student Handbook of the Eastern Michigan University Coordinated Program in Dietetics, and understand its content. I have been given an opportunity to clarify any information I do not understand. I agree to abide by the terms and policies contained therein as long as I am a student in the Program. The Program has made no promise or guarantee that upon graduation from the Program I will find employment in Dietetics, nor does it insure that as a graduate of the Program, I will pass the Registration Examination for Dietitians.

I have received information regarding the Health Insurance Portability and Accountability Act (HIPAA). I understand HIPAA and agree to safeguard and protect the security and confidentiality of any/all patient/client health information.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Return this signed form via email to Nick Pomante RDN, GA for DHN.**  
**[npomante@emich.edu](mailto:npomante@emich.edu)**

**DUE: on or before September 14<sup>th</sup>, 2016**