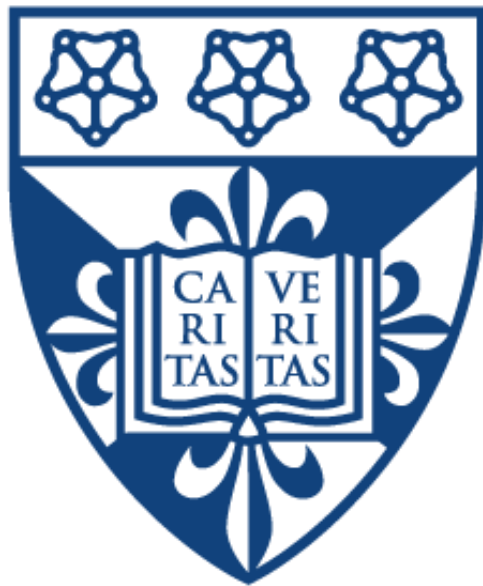


# **DOMINICAN UNIVERSITY COORDINATED AND LOCAL ISPP PROGRAMS**



## **HANDBOOK**

**Borra College of Health Sciences**

Revised – August 2019

# Table of Contents

Welcome letter .....	3
<b>Section I: Coordinated and Local Individualized Supervised Practice Pathway (ISPP) Programs.....</b>	<b>4</b>
GETTING TO KNOW DOMINICAN UNIVERSITY .....	5
Campus Parking .....	5
Dominican University Resources .....	5
Dominican University Medical Documentation .....	5
PROGRAM OVERVIEW .....	6
Definitions.....	6
Statement of Program Intent and Purpose .....	7
Philosophy and Mission .....	7
Goals and Objectives .....	8
Coordinated and Local ISPP Programs Overview Summary .....	11
Core Curriculum Course Descriptions.....	12
SUPERVISED PRACTICE OVERVIEW, EXPECTATIONS, AND GENERAL POLICIES .....	14
Overview.....	14
Orientation.....	14
Length of Program .....	14
EXXAT .....	15
Required Program Documentation and Medical Tests .....	15
Evaluations.....	17
Required Hours .....	18
Schedule.....	19
Verification of Student Identity .....	19
Liability for Safety in Travel .....	19
Professional Expectations.....	19
Written Assignments .....	20
Expectations and Responsibilities throughout the Program, including Supervised Practice.....	20
Professional Appearance .....	21
General Dress Code Guidelines .....	21
Additional Food Service Management Supervised Practice Guidelines.....	21

Tuition and Expenses .....	22
Lab Fees .....	22
SUPPORT SERVICES .....	22
Accommodation Guidelines.....	22
Academic Enrichment Center .....	22
Wellness Center .....	22
<b>Section II: Coordinated and Local Individualized Supervised Practice Pathway (ISPP) Programs Policies and Procedures .....</b>	<b>23</b>
Attendance Policy: Seminar Courses and Supervised Practice .....	24
Code of Conduct .....	27
Communication, Electronics, and Social Media .....	28
Disciplinary Action .....	29
Grading.....	31
Grievances .....	32
Injury and Illness .....	33
Pregnancy .....	34
Nutrition Seminar Courses.....	35
Pre-Rotation Testing .....	37
Prior Assessed Learning (PAL).....	38
Protection of Privacy of Student Information .....	40
Student Academic Retention and Remediation .....	41
Student Self-Arrangement of Rotations .....	43
Visual Veggies .....	44
Withdrawal Policy .....	46
<b>Section III: Appendix .....</b>	<b>47</b>
ACEND 2017 CRDNs and KRDNs .....	48
Admission Requirements for Graduate/CU/ISPP Programs .....	51
Associated Program Fees.....	53
Minimum Supervised Practice Hours by Planned Experiences .....	55
Prior Assessed Learning Application Form .....	56
Pathways to Becoming a Registered Dietitian Nutritionist at Dominican University .....	59
Problematic Behavior Form .....	61

## Welcome letter

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Dear Student,

Welcome to Dominican University! We are excited to have you join our Nutrition Sciences Department! We are very proud of all that we have done to make this a high-quality program, no matter which pathway you have chosen. We have worked hard to add highly qualified staff, grow the number and types of rotation sites, and provide multiple resources to help you prepare for the Registration Examination for Dietitians. As a result, we have a challenging and rewarding program that meets all Accreditation Council for Education in Nutrition and Dietetics (ACEND) requirements and more than adequately prepares students for a successful career in dietetics.

Handbooks are notorious for being a dry read, but we hope you will take the time and effort to review the content of this one. After all, most of the answers to your questions can be found here and all students are responsible for both knowing and following the guidelines outlined in this document. We tried to order it in a logical format, starting with general information that a new student should know (pertinent terms, available resources, program overview), followed by a description of the “meat” of the program (competencies, evaluations, testing.), and then the graduation requirements and need-to-know information as you prepare to finish. The second section covers important policies and procedures and the appendix contains additional relevant information.

Once again, we are glad to have you here. Be assured that our support for you continues through every step of the program and even beyond. We are thrilled that you have chosen Dominican University to collaborate with on your journey to becoming a Registered Dietitian Nutritionist (RDN) and we wish you the very best now and in your future career.

Looking forward to this new partnership,

Prof. Elisa Fischer

Program Director and the entire Preceptor Staff

**Section I: Coordinated and Local  
Individualized Supervised Practice Pathway  
(ISPP) Programs at Dominican University -  
Borra College of Health Science**

## GETTING TO KNOW DOMINICAN UNIVERSITY

In addition to this handbook, Dominican University has a [Student Handbook](#).

### Campus Parking

Parking at Dominican University is allowed by permit only. Permits are valid from September 1 to August 31. Cost of the parking permit is \$50 per year for commuters and \$100 per year for on-campus students. More information can be found at <http://www2.dom.edu/about/locations-and-directions/parking>.

### Dominican University Resources

<b>University Main Campus</b> 7900 West Division Street River Forest, Illinois 60305 708-366-2490 (Office)	<b>Nutrition Science Office</b> Main campus, Parmer Hall, Room 102 708-488-5290 (Office) 708-488-5117 (Fax)
<b>Dominican Priory Campus</b> 7200 West Division Street River Forest, Illinois 60305 708-488-5117 (Office)	<b>Campus Security</b> Security office: 1 <sup>st</sup> floor parking garage 708-524-5999 (24 hours non-emergency) <a href="mailto:dusecurity@dom.edu">dusecurity@dom.edu</a> Emergencies: 911
<b>Dominican Financial Aid</b> Main campus, Lewis Hall, Room 120 708-524-6809 (Office) 708-366-6478 (Fax) <a href="mailto:finaid@dom.edu">finaid@dom.edu</a>	<b>Disability Support Services</b> Main campus, Parmer Hall, Room 010J 708-488-5177 (Office) <a href="mailto:dss@dom.edu">dss@dom.edu</a>
<b>Registrar's Office</b> Main campus, Lewis Hall, Room 115 Phone: (708) 524-6774 Fax: (708) 524-6943 <a href="mailto:registrar@dom.edu">registrar@dom.edu</a>	<b>Student Accounts</b> Main campus, Lewis Hall, Room 119 708-524-6487 <a href="mailto:lheard@dom.edu">lheard@dom.edu</a>

### Dominican University Medical Documentation

All students enrolled in six credit hours or more are required by the State of Illinois to submit a Certificate of Immunity to the Wellness Center. Immunization records are due to the Wellness Center before the first day of class. Students who are not compliant with the immunization requirements will be fined \$75 each semester. Please note that the submission of the Certificate of Immunity is a completely separate form that will be sent directly to the Wellness Center. Even if requested, the Wellness Center will not send any medical information to the Department of Nutrition.

Exemptions due to religious reasons are allowed, and Dominican University requires “a written, signed, and dated statement by the student (or parent/guardian if the student is a minor) describing his/her objection to immunization on the grounds that they conflict with the tenet and

practices of a recognized church or religious organization, of which the student is an adherent or member.”

## PROGRAM OVERVIEW

**Note:** Unless specifically noted otherwise, the policies and guidelines in this handout apply to all students in the Coordinated and ISPP programs. For additional information about all program pathways to becoming a Registered Dietitian Nutritionist (RDN) please refer to the appendix (see [Pathways to Becoming a Registered Dietitian Nutritionist at Dominican University](#)).

### Definitions

Please review the definitions below before continuing with this handbook. Getting a grasp on their meanings will help you understand the remainder of this document.

- **The Academy** ([The Academy of Nutrition and Dietetics](#)): *“The Academy of Nutrition and Dietetics is the world’s largest organization of food and nutrition professionals ...and is committed to improving the nation’s health and advancing the profession of dietetics through research, education and advocacy.”*
- **CDR** ([Commission on Dietetic Registration](#)): According to CDR’s website, *“the purpose of the Commission, as the credentialing agency and organization unit of the Academy, is to serve the public by establishing and enforcing standards for certification, recertification, and the Code of Ethics and by issuing credentials to individuals who meet these standards.”*
- **ACEND**: ([Accreditation Council for Education in Nutrition and Dietetics](#)): This is *“the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.”*
- **Competencies**: Think of a competency as a way to measure your capability. In other words, if you are competent, you are able to perform the skill or action according to a pre-determined level of acceptance. ACEND has pre-determined what competencies are required throughout the program to guarantee that all students have the skills needed for entry-level practice as a Registered Dietitian Nutritionist. These competencies will be met throughout supervised practice and seminar courses (See Appendix, [ACEND 2017 CRDNs and KRDNs](#)).
- **Site Preceptor**: The site preceptor (on-site instructor/mentor) may be an employee at that site (i.e. the Food Service manager of the institution) or he/she may be a Dominican University employee (DU preceptor) who travels to the site. During each rotation, students should report directly to the site preceptor. The site preceptor is responsible for aiding in the educational experience and completing the student evaluations at the end of the rotation.
- **DU Preceptor**: Dominican University employs this preceptor. Their multi-faceted role includes that of a site preceptor, instructor, facilitator, role model and advocate. The DU preceptor supervises a group of two or more students on site.
- **Coordinating Preceptor**: The coordinating preceptor is responsible for managing all rotations within a specific area of practice (clinical, community, outpatient, food service management or specialty). In some cases, the coordinating preceptor will also act as a site/DU preceptor.

- **Supervised Practice:** The dietetic program offers 1200 hours of hands-on training under the supervision of a dietitian (Supervised Practice). It is also commonly referred to as a practicum, rotation hours, or “internship.” A student takes four supervised practice courses in order to complete the program.
- **Nutrition Seminar:** These are required courses given in a seminar format. Rather than the traditional didactic learning process, emphasis is placed on application of knowledge. These courses are offered only on Fridays, in either the morning or afternoon. Please refer to the Policies and Procedures section for more details.
- **Citywide Conferences:** All citywide conferences listed on a seminar course syllabus are mandatory. These are held at various Chicagoland locations and are usually one to two days in length. Prior to each citywide seminar, the student will be given information regarding the seminar’s location, start and end times, lunch options, and transportation/parking details. Students are required to sign in at all citywide conferences. Additional information will be provided during the seminar courses.

### Statement of Program Intent and Purpose

The intent of the Coordinated and Individualized Supervised Practice Pathway (ISPP) Programs at Dominican University Borra College of Health Sciences is to uphold the educational standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). All programs are designed to prepare graduates to become competent, diverse, Registered Dietitian Nutritionists. Coordinated and ISPP Program graduates acquire the knowledge and skills needed for humanistic dietetic practice in multiple settings. The humanistic dietetic framework fits within the scope of these Dominican University programs and enables students to complete all requirements necessary to become an entry-level Registered Dietitian Nutritionist through the integration of didactic instruction and a minimum of 1200 hours of supervised practice. The 1200 hours of field experience are divided between community, clinical, food service management, and specialty rotation sites. Upon satisfactory completion of the Coordinated and ISPP Programs, the graduate will be eligible to take the Registration Examination for Dietitians to receive the Registered Dietitian Nutritionist (RDN) credential.

### Philosophy and Mission

Our program’s educational philosophy is to support a learning environment that is structured to promote the Sinsinawa Dominicans’ dedication to the values-centered intellectual development. Therefore, our program strives to recruit and serve a diversified community as well as promote an appreciation for service to the community and our profession. The mission of our program is to prepare competent, entry-level Registered Dietitian Nutritionists for practice in the state and nation.



## Goals and Objectives

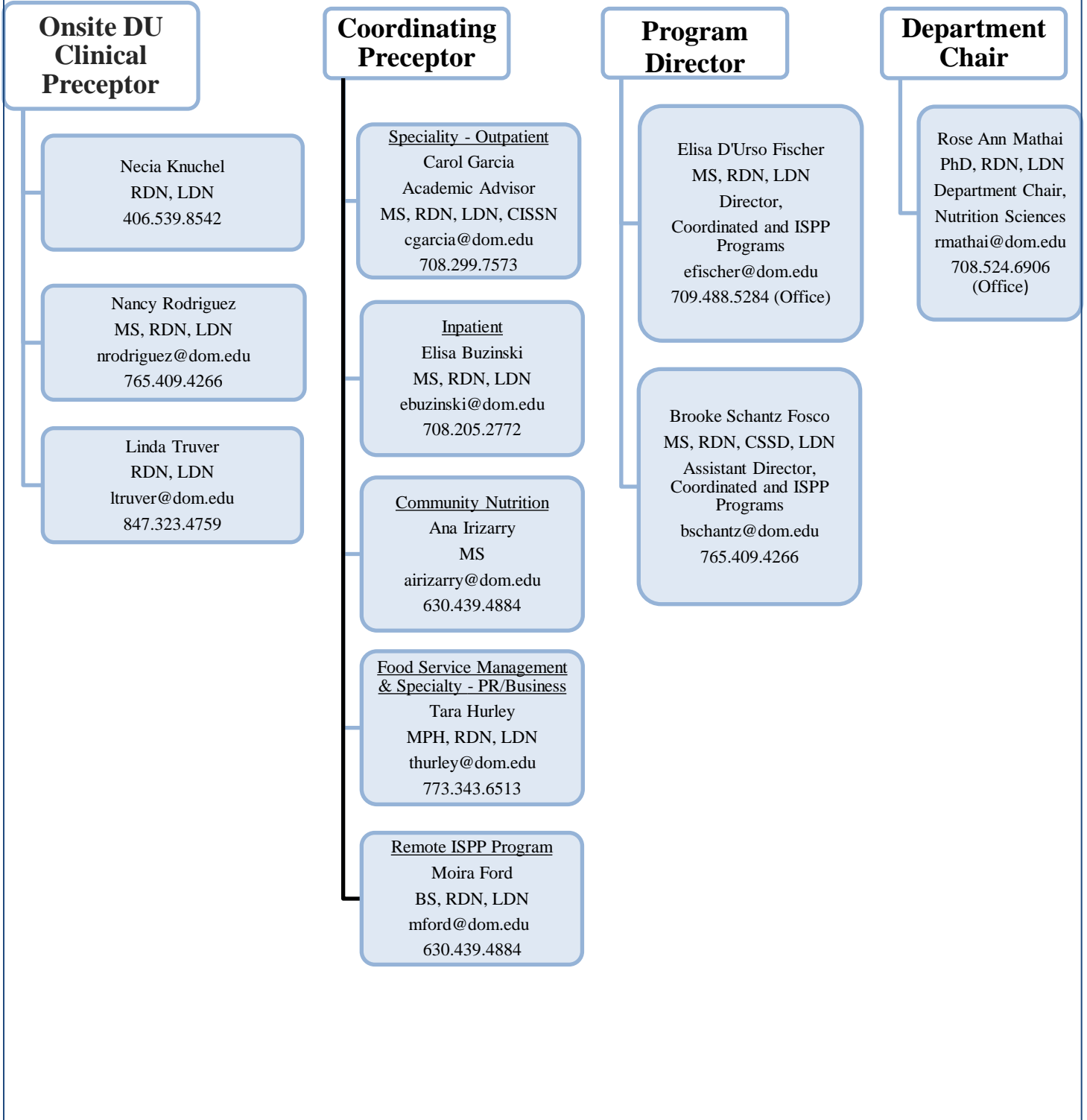
Program Goals	Program Objectives
<p>Goal 1: The program will prepare diverse graduates to become competent entry-level Registered Dietitian Nutritionists who will meet the employment needs of Illinois and the nation.</p>	<p>Objective 1.1a. ISPP Track: At least 80% percent of ISPP track students complete program/degree requirements within two years (150% of the program length).</p> <p>Objective 1.1b. Graduate Coordinated Program: At least 80% percent of Graduate Coordinated Program track students complete program/degree requirements within three years (150% of the program length).</p> <p>Objective 1.1c. Undergraduate Coordinated Program: At least 80% percent of Undergraduate Coordinated Program track students complete program/degree requirements within seven and one-half years (150% of the program length).</p> <p>Objective 1.2. 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</p> <p>Objective 1.3. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.</p> <p>Objective 1.4. At least 80% of all program graduates will agree or strongly agree that the program provided varied and valuable preparation for the Registration Examination for Dietitians as reported on the program Exit Interview Survey.</p> <p>Objective 1.5 Of graduates who seek employment 80% are employed in nutrition and dietetics or related fields within 12 months of graduation</p> <p>Objective 1.6 At least 80% of employers will agree or strongly agree about program</p>

	<p>graduates' knowledge and skill preparation for entry-level practice as reported on the annual Employer Survey.</p> <p>Objective 1.7 Maintain a program enrollment that consists of at least 25% under-represented minority students.</p>
<p>Goal 2: The program will prepare graduates who demonstrate a commitment to lifelong learning and leadership in their communities and the profession.</p>	<p>Objective 2.1 At least 80% of employers will agree or strongly agree that Dominican University graduates are prepared to meet the needs of a diverse or underserved population as reported on the annual Employer Survey.</p> <p>Objective 2.2 Within two years of program completion, at least 50% of graduates will report participation in professional or volunteer activities addressing diverse and/or underserved communities as reported on the annual Alumni Follow-Up Survey.</p> <p>Objective 2.3 Within two years of program completion, at least 50% of graduates will report participation in professional development activities related to their career aspirations and paths as reported on the annual Alumni Follow-Up Survey.</p>

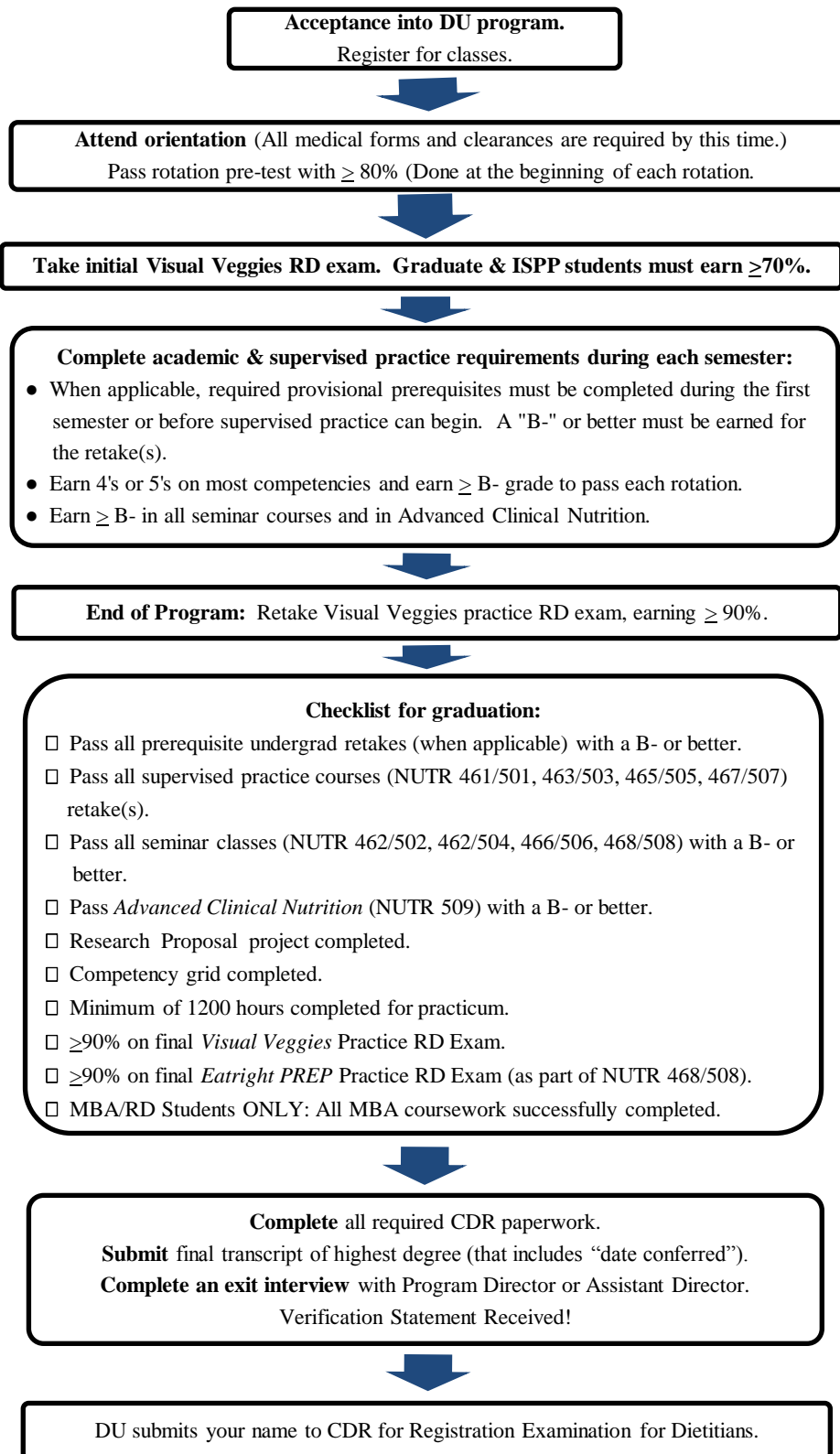
For additional information on program test completion, pass rates, and progress on program goal outcomes please visit the Dominican University [consumer information page](#).

## Communication Table

When you have a concern during your supervised practice, start with your current site preceptor. If you are unable to reach a satisfactory solution, move along to the appropriate coordinating preceptor. If necessary, continue to the program and department chair.



## Coordinated and Local ISPP Programs Overview Summary



## Core Curriculum Course Descriptions

Course Name	Course Description
<b>NUTR 461/501</b> <i>Nutrition Supervised Practice I</i>	This is the first of the four required supervised practice courses. Students will be placed in one of the following rotations: community, food service management, specialty/outpatient, or inpatient. Students will be required to meet specific ACEND competencies aligned with each rotation. (2 credits)
<b>NUTR 462/502</b> <i>Nutrition Seminar I</i>	This seminar will review the role of the community dietitian and nutrition needs during pregnancy, lactation, infancy, childhood and throughout the lifecycle. Students will explore and practice advanced motivational interviewing techniques and other treatment modalities. Students will improve communication skills through oral presentations and professional writing. (3 credits)
<b>NUTR 463/503</b> <i>Nutrition Supervised Practice II</i>	This is the second of the four required supervised practice courses. Students will be placed in one of the following rotations: community, food service management, specialty/outpatient, or inpatient. Students will be required to meet specific ACEND competencies aligned with each rotation. (2 credits)
<b>NUTR 464/504</b> <i>Nutrition Seminar II</i>	This course will examine medical nutrition therapy guidelines for various chronic diseases. Students will be required to utilize the nutrition care process, evidence analysis library, and nutrition care manual. Students will apply their previous medical nutrition therapy knowledge at an advanced level, while developing both their oral and written communication skills. Weekly CDR-style medical nutrition therapy quizzes are a fundamental part of this course, intended to increase student breadth of knowledge and improve critical thinking skills. (3 credits)
<b>NUTR 465/505</b> <i>Nutrition Supervised Practice III</i>	This is the third of the four required supervised practice courses. Students will be placed in one of the following rotations: community, food service management, specialty/outpatient, or inpatient. Students will be required to meet specific ACEND competencies aligned with each rotation. (2 credits)
<b>NUTR 466/506</b> <i>Nutrition Seminar III</i>	Students will successfully develop a Professional Development Portfolio (PDP) and gain a better understanding of public policy initiatives through completion of an advanced Legislative Action Project. Students will gain an in-depth understanding of the Code of Ethics, organizational theories, Food Service management protocols, and sustainability practices. (3 credits)
<b>NUTR 467/507</b> <i>Nutrition Supervised Practice IV</i>	This is the fourth of the four required supervised practice courses. Students will be placed in one of the following rotations: community, food service management, specialty/outpatient, or inpatient. Students will be required to meet specific ACEND competencies aligned with each rotation. (2 credits)
<b>NUTR 468/508</b>	This course is designed to cover fundamentals of research design. An essential component of this course is the successful completion

<p><i>Nutrition Seminar IV</i></p>	<p>of the Research Methods Project, which incorporates proper research design, methodology, analysis, writing style, and writing format utilized in nutrition research journals. Students will also participate in review and application activities for the Registration Examination for Dietitians. (3 credits)</p>
<p><b>NUTR 509</b> <i>Advanced Clinical Nutrition</i></p>	<p>This course will examine the role of nutrition in human metabolism and physiology with primary consideration of regulatory mechanisms; relationships in both health and disease; emphasis on current research. An expanded study of nutritional needs in advanced disease states will be included. (3 credits)</p>

# SUPERVISED PRACTICE OVERVIEW, EXPECTATIONS, AND GENERAL POLICIES

## Overview

Supervised practice rotations provide students with experience in community, food service management, specialty/outpatient, or inpatient practice settings. Students practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Supervised practice generally occurs Mondays through Thursdays each week, but can vary based on program type and/or rotation site. The Coordinated and ISPP programs follow the [Dominican University Academic Calendar](#); please reference before planning vacations.

Students will be required to meet specific ACEND competencies aligned with each supervised practice rotation. Please refer to “[ACEND 2017 CRDNs and KRDNs](#)” in the Appendix for the complete list of required competencies.

No student is allowed to start a rotation unless both parties sign an affiliation agreement. There is no situation where an affiliation agreement is not required.

## Orientation

Two orientations are scheduled each academic calendar year. Orientation typically occurs on the first day of each semester. The date, time, and location of orientation will be emailed to the students no later than two weeks prior to the starting date. *Attendance at orientation is mandatory for all new and returning students.*

## Length of Program

Students are required to complete their program within the maximum time allowed. The maximum time allotted for all tracks is 150% of scheduled completion time. Please see below to review the expected length of each program track offered at DU and the maximum time allowed:

- Undergraduate Coordinated:
  - Expected length: Two years (6 semesters), this period begins the summer after acceptance into the Undergraduate Coordinated Program.
  - Maximum time allowed: Three years.
- Graduate Coordinated (MBA/RDN):
  - Expected length: Two years (6 semesters).
  - Maximum time allowed: Three years.
- Local ISPP:
  - Expected length: 1.3 years (4 semesters) for full-time students and 2 years (5 semesters) for part-time status.
  - Maximum time allowed: Two years (full-time students) and three years (part-time students).

## EXXAT

[EXXAT](#) is a computer-based program management platform. The primary function of EXXAT is to track and get approval for supervised practice rotation hours and monitor the successful completion of supervised practice rotation competencies and evaluations. In addition, the platform also helps students monitor their progress, store required documents, review FAQs, have access to school contact list, upload and store all required assignments, and make requests for supervised practice placements. Once accepted into the program, students will receive an EXXAT invite email providing instructions on how to login and set up a profile. More training on how to utilize EXXAT will be provided during orientation.

Rotation sites are assigned using the EXXAT wishlist feature, which is a computerized matching application that considers each student's placement preferences. Therefore, all students are matched to various rotation sites using an unbiased method. Distance between the students' residence or primary rotation site may vary and extended distances may occur.

## Required Program Documentation and Medical Tests

The costs related to all required program documentation and medical tests are the student's responsibility (See Appendix, [Associated Program Fees](#)). All required documentation should be done and uploaded to EXXAT no later than two weeks prior to your orientation. It is up to the student to be aware of the deadlines; returning students should be aware of which documents have an expiration date and may need a second submission. Failure to meet the deadline could result in a delay or suspension of participation in the program. The required documents are:

- **CANTS:** The Department of Children and Family Services (DCFS) Child Abuse and Neglect Tracking System (CANTS) background clearance form is required to start the program. This form was completed as part of the application process. DU Administration will upload your cleared CANTS form to EXXAT once it is received. Therefore, no further student action is needed at this time.
- **State & Federal Background Checks:** Students are required to show proof of Federal and State background clearance. If a student has something on their record precluding them from going to a supervised practice site and becoming a Registered Dietitian Nutritionist, the student will be dismissed from the program. Dominican University uses Accurate Biometrics, an outside company for all FBI clearances. Please go [here](#) to find a location near you. Please go to EXXAT print the required form, complete it and take the form with you to an Accurate Biometrics location near you. Then, no further student action is needed. Results of the background check are sent directly to the Nutrition Sciences Office and your results will be uploaded to EXXAT for you.
- **Antibody titers** for:
  - Measles, Mumps, and Rubella (MMR)
  - Hepatitis B
  - Varicella

A titer identifies the amount of antibodies in a person's blood; therefore, a blood draw is required for this test. Titer results must show evidence that there is immunity to measles, mumps, rubella (MMR), varicella, and hepatitis B. A copy of your personal vaccination records does NOT meet the criteria. Please upload



the titer results for all five diseases to EXXAT. Once completed and immunity is proven, there is no need to repeat the test for the 2nd year of the program, unless required by a specific site.

**NOTE:** Please see the information below if any of the results indicate inadequate immunity:

- **MMR:** Re-vaccination with 1-dose/2 dose series required followed by a re-titer after 4-8 weeks if requested by healthcare provider.
- **Varicella:** Re-vaccination with a 1-dose/2-dose series required followed by a re-titer after 4-8 weeks if requested by healthcare provider.
- **Hepatitis B:** Re-vaccination with 1-dose/3-dose series required by a re-titer after 4-8 weeks if requested by healthcare provider.

Exemptions due to religious reasons are allowed, but the student should be aware that he/she might be required to sign a waiver of responsibility at certain sites and follow additional protocols to protect both the patient and student per the institution's policy. Dominican University has no control of outside institutions' policies, so it is also possible that only a limited number of supervised practice rotation sites will allow for an exemption. In the event supervised practice rotation sites are not available to accommodate this exemption, the student's graduation date may be delayed if alternate sites are not available.

- **A Quantiferon Gold or Chest x-ray test** is required. The Quantiferon Gold test requires a blood draw. Please do not use 2-step TB tests. Upload test results here. This test expires within one year and must be repeated in order to continue the program. **NOTE:** In the case of a positive result, the student must return to their primary care physician for clinical evaluation in order to obtain medical clearance for starting/continuing the program.
- **Physical Exam:** All students are required to get a physical prior to the start of the program. Please go to EXXAT to download the official form, print, and take the form with you to your healthcare provider appointment to be completed. Upload the completed and signed physical form to EXXAT.
- **Academy of Nutrition and Dietetics Membership:** All students are required to purchase a student membership with the Academy of Nutrition and Dietetics. The annual fee is the responsibility of the student. Go to [The Academy](#) website to sign up for a membership and then upload a scanned copy of your membership card to EXXAT. Membership year is June 1 through May 31. Please renew if your classes will extend beyond June 1. Membership is required in order to maintain your liability status.
- **Health Insurance Policy:** All students are required to show proof of current personal medical insurance throughout their entire program. Acquiring and maintaining medical insurance is the responsibility of the student. Please upload proof of your personal medical insurance to EXXAT; include both a copy of the front and back of your insurance card. If the insurance card does not show the student's name, please also upload documentation from your health insurance company to verify dependency status.

FYI, it is ALSO mandatory that proof of your personal medical insurance be sent to the Dominican University's Wellness Center. Per DU policy, the Nutrition Sciences office

does not share any of your medical coverage with the Wellness Center or vice versa. Note: A fee of \$75.00 per semester will be added by the Wellness Center to your student account for non-compliance. Contact the Wellness Center for more details at (708) 488-5233. The Wellness Center can help to find affordable individual healthcare plans, if needed. Only international students will be offered insurance through DU. Go [here](#) more information.

- **Professional Liability Insurance:** It is mandatory that students carry professional liability insurance throughout the entire program. The cost of the coverage is the responsibility of the student. A reduced rate is available for all Academy of Nutrition and Dietetics members. Go [here](#) to apply. Please go to EXXAT to find a helpful guide on how to apply online, but it is highly recommended that you call instead to make sure you are purchasing the correct liability insurance. Coverage for one million dollars is adequate. Please upload only the page titled Memorandum of Insurance as proof of your completed liability insurance to EXXAT. This will need to be renewed annually.
- **Disposition Commitment Statement:** Go to EXXAT and print the document, read it and, then upload a signed copy to EXXAT. You do NOT need to include a signature from your advisor/faculty.
- **Student Agreement Form:** After reading the handbook (found in the Student Packet section in EXXAT), please download the agreement on EXXAT, then print and sign. Upload the signed copy to EXXAT.
- **Change of Program Form:** Go to EXXAT and print the document, read it and, then upload a signed copy to EXXAT.
- A copy of your **official acceptance letter:** Go to EXXAT and upload this document.

**Additional documentation may be requested.** See EXXAT for more details and instructions.

Each rotation site may have additional requirements that could include site-specific drug testing, HIPPA training, or flu shot verification. Check with your preceptor to see if any additional documentation is needed. If a drug test or flu shot is required, the additional cost will be the student's responsibility.

## Evaluations

Students will be evaluated using rotation-specific competency evaluation forms. It is the student's responsibility to review the forms before each rotation. Evaluations are done at both the midpoint and end of each rotation. At the midpoint, the preceptor may opt to focus on only those areas needing additional emphasis in order to reach a competent grade by the end of the rotation. Evaluations must be completed by the preceptor and the student by the specified date. Students must earn a "proficient or exceptional" rating on all competencies to successfully complete their supervised practice.

Students will be evaluated during each supervised practice rotation using the below ACEND-required competency scale:

<b>Rating</b>	<b>Description</b>
<b>5 = Exceptional</b>	Application of knowledge, professional behavior, ethics and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.
<b>4 = Proficient</b>	Meets all expectations and objectives. Consistently demonstrates thorough, accurate, and appropriate application of knowledge, professional behavior, ethics and skills in activities and assignments.
<b>3 = Emergent</b>	Meets most of the rotation expectations and objectives by generally demonstrating accurate application of core concepts, knowledge, professional behavior, ethics and skills, but demonstrates some gaps in integration or consistent application. Requires additional instruction or practice.
<b>2 = Limited</b>	Does not meet all core rotation expectation or objectives. Continues to demonstrate inaccurate or inappropriate application of core concepts, knowledge, professional behavior, ethics, or skills. Does demonstrate some applicable knowledge or skills upon which instruction can be built.
<b>1 = Deficient</b>	Does not meet all core expectations or objectives. Does not demonstrate applicable knowledge, professional behavior, ethics, or skills upon which instruction can be built. Does not meet requirements to work unsupervised with patients or clients.
<b>0 = Failed</b>	Does not meet expectations or objectives of responsibility, knowledge, professional behavior, ethics, or skill application. Has demonstrated inappropriate conduct, lack of academic performance, or lack of commitment.

To pass a rotation, scores of four (4) or five (5) must be attained in  $\geq 90\%$  of the competencies. If a student does not successfully pass a rotation, they will need to register and retake the entire course. For more information, please refer to the [Student Academic Retention and Remediation](#) policy.

Most competencies will be repeated throughout the program to offer opportunities for growth and improvement. Students must ultimately earn a four (4) or five (5) for all competencies to successfully complete the program and earn a verification statement. Please also note that achieving a rating of “Proficient” (4) or “Exceptional” (5) for a particular competency during a rotation does NOT excuse the student from meeting the competency again in subsequent rotations. It is expected that all competencies for every rotation be completed with a rating of “Proficient” or “Exceptional” in 90% of them, regardless of previous achievements, in order to successfully complete the current rotation.

### Required Hours

ACEND requires that each student accumulate a minimum of 1200 total hours by the end of the program, which includes supervised practice hours in professional work settings, simulation, case studies, and role playing. For more information, please review the [Minimum Supervised Practice Hours by Planned Experiences](#) in the appendix. However, if a student is not deemed competent after the minimum hour requirement is met, the student will be required to complete

additional hours. In addition, students may earn hours above the minimum requirements for a particular rotation due to both academic calendar and rotation site requirements. Refer to the [Attendance Policy: Seminar Courses and Supervised Practice](#) for more information on absences and illnesses.

All hours will be documented using EXXAT. Training for use of this information management system will be provided in orientation. Administration will be able to access your hours to monitor progress, which will include any previously earned hours from prior learning.

## Schedule

By orientation, the student will receive the schedule for their next rotation site. Changes in the schedule may be necessary due to site changes, turnover, and/or other unforeseen circumstances. If the student needs to have their schedule changed, they must request this from the DU Coordinating Preceptor with at least one week's notice. The student should not initiate a change with the site preceptor without first consulting the DU Coordinating Preceptor. If the site asks the student for a change, the DU Coordinating Preceptor should be immediately informed of the request.

## Verification of Student Identity

Students enroll in-person at the River Forest campus and are established with a Dominican University photo identification card. This identification card is only provided after all admission paperwork is complete and the student's identity is verified. A background check is also required for all Coordinated Graduate, Coordinated Undergraduate, Local ISPP, and Remote ISPP students to further confirm the student's identity. In addition, our university learning management system (Canvas) is equipped with Respondus LockDown Browser functionality to ensure the identity and integrity of any examinations or quizzes completed remotely by our students in an online (distance) course. The LockDown browser ensures that the student is not accessing information while taking the exam.

## Liability for Safety in Travel

The student must provide their own transportation throughout the program to Dominican University, any facility or agency acting as a site for supervised practice, didactic courses, and all other required events, conferences, classes, and experimental learning opportunities. All students should take responsible and safe measures during all supervised practice rotations and any other required travel. In the event of any injury, loss, or damage, the student will not seek compensation from Dominican University, the supervised practice site, or any individual faculty or preceptor.

## Professional Expectations

All Coordinated and ISPP Program students are expected to comply with all components of Dominican University's Code of Academic Integrity and with the Nutrition Sciences Department Disposition for Students (See [EXXAT](#)). Failure to comply with either of these codes may result in various student sanctions and/or disciplinary actions.

## Written Assignments

It is expected that all students will follow professional guidelines when communicating with other professionals, whether it be in the form of a phone call, email, text message, or Canvas message. Avoiding the use of improper abbreviations and using proper grammar and spelling is expected at all times. Students should address any preceptor, professor, advisor, etc., using a professional title unless directed otherwise.

All written assignments and projects must be completed neatly, accurately, and thoroughly. They must be turned in by the specified date. All projects, emails, and assignments, unless otherwise stated, must be typed and should be checked for spelling and grammar. Instructors have the right to deduct points from any assignment or project containing these errors.

Any form of plagiarism or cheating is a serious offense and will result in immediate disciplinary action. Plagiarism is the presentation of the writing or thinking of another as the student's own work. In written or oral work, a student may use quotations, ideas, images, etc., that appear in others' work only if the student gives the appropriate credit to the original authors. Please note that more than seven non-consecutive words from one source is considered plagiarism. Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations or quizzes is prohibited.

## Expectations and Responsibilities throughout the Program, including Supervised Practice

Professional behavior is expected at all times. Examples of student expectations include, but are not limited to, the points listed below.

It is the student's responsibility to:

- Be organized.
- Be punctual. This includes being on time for rotations, classes, and homework due dates. Being on time for rotations means being present and ready to begin at the start time, not just walking in the door and still needing to look for a cup of coffee.
- Be participatory. This means being prepared with required assignments ahead of time and fully participating in related discussions and events.
- Be a good communicator. This includes taking the initiative to ask questions when clarification is needed, responding to emails within 24 hours during the weekdays, listening well to program staff and responding accordingly (this includes reading emails fully and responding to each question). Good communication is important with your preceptor, fellow students, and other professionals you encounter at your rotations.
- Confer with the academic advisor at least once each semester.
- Receive feedback in a positive manner. You are here to learn, therefore, become comfortable with receiving input and applying it accordingly.
- Take care of yourself. Practice what you preach! Be sure to eat well, exercise regularly, get enough sleep and manage your stress to protect your mental health.
- Maintain a positive attitude. This includes being respectful and showing appreciation for the instruction received.

- Treat every supervised practice rotation like a job. Some site preceptors may be looking for future employees; a wise student will act accordingly.
- Track and record supervised practice hours correctly using EXXAT.
- Work to exceed expectations in meeting competencies and completing the full rotation, even if the student meets their hour requirement prior to the end of the rotation.
- Follow HIPAA guidelines at all times; appropriate training will be provided at the beginning of all clinical rotations.
- Acquire a lab coat for the clinical inpatient rotation.

**NOTE:** The training given to the dietetic student is for the benefit of the student. A student must not be used to replace employees when completing a supervised practice rotation. The student will work under the close supervision of the preceptor.

Failure to follow the above expectations may result in disciplinary action or termination from the program.

### Professional Appearance

Students are expected to present a professional image to all patients/clients, their family members, preceptors, colleagues, and other health care providers. It is the student's responsibility to be neat, clean and appropriately dressed during every supervised practice rotation, seminar class, and citywide conference. Students are expected to comply with our program's dress standards, as well as the dress requirements of each individual site. Students may be asked to leave a rotation site, seminar class, or citywide conference when in violation of the dress code.

### General Dress Code Guidelines

- Fingernails are to be neatly trimmed, no longer than the fingertip.
- Extreme hair color and styles are inappropriate in the clinical setting.
- Makeup: If makeup is used, it should be natural and conservative, portraying a professional appearance. Facial hair: Face may be clean-shaven or facial hair must be neatly groomed and trimmed.
- Perfumes, colognes, and heavily scented soaps are not allowed in consideration of patient sensitivities.
- Dress slacks are acceptable; however, these do not include any kind of jeans, sweat pants, or leggings. Dress shoes may range from flats to moderate-sized heels, if the site allows.
- Ties are acceptable, but not required.
- Each site has the right to include additional requirements, which the student is expected to follow.

### Additional Food Service Management Supervised Practice Guidelines

- Nail polish and artificial/acrylic nails are prohibited.
- Long hair is to be pulled back and secured.
- Jewelry is to be limited to a watch and wedding band.
- If applicable, facial hair (i.e. beard) must be covered.
- Non-slip shoes should be worn.

## Tuition and Expenses

Information on current tuition and fees are available each semester on the Dominican University's Student Accounts website. It is the student's responsibility to be aware of Dominican University's tuition and expenses policy. For more information on Tuition and Expenses for Dominican University, please visit the Student Accounts website by clicking [here](#).

## Lab Fees

A total of \$625 in lab fees will be added to your tuition bill throughout the length of the program. This monetary amount enables each student to participate in an intensive two-day Breeding & Associates Educational RD Exam Review Workshop, utilize our online program management platform EXXAT, attend collaborative citywide conferences and workshops, receive academic support (tutoring, books, materials, and online resources), attend educational trainings (orientation, DU specific programs, and Advocacy Day), and have the opportunity to participate in the Registration Examination for Dietitians Incentive Program.

## SUPPORT SERVICES

### Accommodation Guidelines

It is the responsibility of any student who has special needs to inform the program director as soon as possible and provide documentation so reasonable accommodations may be provided. Each student requiring accommodations should contact Dominican University's Disability Support Services (DSS) to obtain all required documentation. Students are encouraged to meet with the Disability Support Services Coordinator prior to the start of the program. To contact the DSS office, please email them at [dss@dom.edu](mailto:dss@dom.edu) or call 708-488-5177.

### Academic Enrichment Center

If a student is struggling with a class or rotation assignment, the student should seek out the support of the pertinent instructor or preceptor. In addition, all DU students have access to the Academic Enrichment Center. Services provided include, but are not limited to, the writing lab (for technical guidance and constructive feedback at all stages of the writing process), tutoring (both online and in person) and the math clinic. In addition, there are ample literacy and learning resources, as well as assistance with career development strategies. Instructions on how to make a tutoring appointment can be found on EXXAT in the FAQs section.

### Wellness Center

The Wellness Center is staffed by a full-time advanced nurse practitioner who provides everything from sick care to annual checkups to lab services in collaboration with Rush Oak Park Hospital. Many services are free of charge and all are confidential. In addition, the Wellness Center provides free and confidential counseling services to all Dominican University students. For a complete description of Dominican University's Wellness Center, please refer to [Dominican University's Student Handbook](#). Additional information about the Wellness Center can be found [here](#).

**Section II: Coordinated and Local  
Individualized Supervised Practice Pathway  
(ISPP) Programs Policies and Procedures**



## Attendance Policy: Seminar Courses and Supervised Practice

**PURPOSE:** To outline the required attendance schedule for all didactic, seminar, and supervised practice courses for students in the Coordinated and ISPP Programs.

**POLICY:** Punctuality and preparedness enhance the educational experience and are an important aspect of professional behavior. Students are expected to attend all classes, supervised practice rotations, and required events, arriving on time and fully prepared. If a student is late or misses a day (or more) for illness, bereavement, or inclement weather, or requires a leave of absence, the procedures listed below must be followed. Additional guidelines for seminar courses will be in the course syllabus; full compliance is expected.

### **PROCEDURE:**

#### *Tardiness*

Lateness to any course or supervised practice is unacceptable and may result in a grade reduction for the course.

1. If a late arrival is expected, the student should call the site preceptor to explain the situation and provide an expected time of arrival.
2. The preceptor will document the tardy.
3. Chronic tardiness will result in disciplinary action (see [Disciplinary Action](#)).

#### *Illnesses*

The student is allowed one (1) illness absence per semester. A second and subsequent absence (consecutive or not) requires a signed note from a physician (MD or DO)/medical provider (PA) using the medical office's letterhead.

1. In the event of an absence, the student should call or text the site preceptor at least two (2) hours before the start of their scheduled shift, when possible. If applicable, the student should then text or call the coordinating DU preceptor.
2. The student's missed absence should be properly reflected in the weekly time record.
3. You may not re-schedule makeup time without first talking to the DU coordinating preceptor. Do not make schedule changes without permission.
4. All patterns of illness that occur before or after a weekend or on critical dates (test days, project due dates, holiday weeks, long weekends, etc.) will be addressed by the DU preceptor or program director and may result in disciplinary action (see [Disciplinary Action](#)).

#### *Bereavement Days*

The student is excused for three (3) regularly scheduled days when there is a death in the immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild, or spouse's parent). The program director reserves the right to request valid proof of death and relationship to the family member. Any request for additional days of absence can be approved by the program director.

1. The student will email the program director and the DU coordinating preceptor when there is a death of an immediate family member. The student should also reach out to any professors if missing a class or additional time for assignments is needed.
2. The coordinating preceptor will contact the site preceptor.

3. If requested, the student may need to provide valid proof of death and relationship of immediate family member.
4. Upon return, the student should discuss how to reschedule all missed hours/days with the DU Coordinating preceptor and program director.

#### *Inclement Weather*

Every student is expected to attend all scheduled program supervised practice rotations, academic courses, and events as scheduled, unless the University declares a campus closure due to inclement weather.

1. The student signs up for Dominican University's Emergency Notification system, which will provide warnings in the event of a campus, closure using the following website: <http://duit.dom.edu/emergency-notification>.
2. In the event of inclement weather (such as heavy snow or ice), the student will follow instructions from Dominican University's Emergency Notification system.
3. If Dominican University's Emergency Notification system states that the campus has closed, the student should not go to the rotation site or come to campus. However, they need to contact their site preceptors as soon as possible about the university closing.
4. Upon return to the rotation, the student will discuss the plan for makeup hours with the DU coordinating preceptor and site preceptor, if needed.

#### *Leave of Absence*

A student that has completed at least one semester successfully may request a leave of absence (LOA) for significant events. Examples of requests for LOA include, but are not limited to, student/family member health issues, prolonged illness or death of a loved one, birth or adoption of a child, and military deployments. The program director reserves the right to either grant or refuse a program delay to any student.

1. Student must submit a written request including reason and length of time to program director.
2. Any student granted an LOA would be required to resume the program on the agreed-upon date. Failure to restart the program as agreed will result in dismissal from the program.

#### *Missed Supervised Practice Hours or Days*

If the student does not complete the assigned supervised practice hours and/or predetermined schedule for each rotation due to absence(s), then the missed hours or days must be completed (madeup) per approval from the corresponding coordinating preceptor and program director. If the student is unable to complete those assigned supervised practice hours and/or predetermined schedule, it will result in the need for the student to repeat the entire rotation.

#### *No Show*

Students who are unable to make it to their assigned rotation or class are responsible for communicating the expected absence to their preceptor or instructor using the procedures described above.

1. If no communication is attempted, a "no show" results.
2. A meeting with the DU coordinating preceptor or director is required to determine if the "no show" is excused or unexcused.

3. Disciplinary action could result, which could include termination from the program.

*Vacation*

Vacations planned outside of scheduled university vacation days are NOT ALLOWED. All programs follow the [Dominican University Academic Calendar](#); please reference before planning vacations.

## Code of Conduct

### **PURPOSE:**

- To ensure professionalism and quality patient care by proper enforcement of Dominican University (and affiliating sites) rules, policies, and procedures.
- To maintain professional standards as set by the Academy of Nutrition and Dietetics.

**POLICY:** Students will practice professional behavior during all supervised practice rotations, required courses, and any other program-required events. Failure to follow the code of conduct as established by Dominican University and the Academy of Nutrition and Dietetics will result in immediate disciplinary action (see [Disciplinary Action](#)).

### **PROCEDURE:**

*Students will adhere to the following policies throughout the program:*

1. [Dominican University's Academic Policies and Student Conduct](#)
2. All affiliate supervised practice site policies regarding conduct
3. [Academy of Nutrition and Dietetics Code of Ethics](#)
4. All guidelines, expectations, policies, and procedures as outlined in the Dominican University Coordinated and Local ISPP Programs Handbook

## Communication, Electronics, and Social Media

**PURPOSE:** To outline the policies for communication, electronics, and social media.

**POLICY:**

*Communication*

All electronic communication with the Coordinated and ISPP Programs will be done utilizing the university email account provided to each enrolled student. Students are expected to check their Dominican email accounts daily during the workweek (M-F) and respond in a timely manner ( $\leq$  48 hours) to all communication from the program's faculty and staff.

*Electronic*

Use of a cell phone, text messaging device, iPad, or other electronic device for nonwork-related reasons is prohibited while students are working at a supervised practice rotation site. These devices are also not allowed in the classroom unless approved for a class activity by the course professor. Please note that there are extenuating circumstances that may warrant the use of electronic devices pending prior approval from the preceptor or professor

*Social Media*

Social media includes all electronic-based technologies such as Facebook, Twitter, Snapchat, Instagram, etc. While using these social media platforms, every student is expected to maintain the highest standard of conduct and professionalism required by the dietetics profession.

**PROCEDURE:**

1. The student is required to follow the policies stated above throughout the program.
2. Failure to act professionally regarding these policies may lead to disciplinary action (see [Disciplinary Action](#)), which could include immediate dismissal from the program.

## Disciplinary Action

**PURPOSE:** To outline the processes for disciplinary action within the Coordinated and ISPP Programs.

**POLICY:** There may be occasions when disciplinary actions must be taken by DU preceptors, staff, and/or faculty due to a lack of professionalism, problematic behavior of a dietetic student, or failure to comply with an academic remediation or action plan. Problematic behavior can be defined as, but not limited to, consistently demonstrating the inability and/or unwillingness to acquire and integrate professional standards of practice.

The following are examples that would warrant disciplinary action; however, this list does not exhaust all the instances leading to disciplinary action:

- Unexcused absences or repeated tardiness in a nutrition seminar or supervised practice course
- Cheating or plagiarism
- Inappropriate dress in a nutrition seminar course or supervised practice rotation
- Unprofessional communication via phone, email, text message, or Canvas message
- Any inappropriate behavior identified on the Problematic Behavior Form (See Appendix, [Problematic Behavior Form](#))
- Not complying and/or meeting the requirements of a corrective action or an academic remediation plan
- Removal from a supervised practice rotation site due to the request of the site preceptor, facility, or organization
- Any Code of Conduct violations as cited in [Dominican University's Student Handbook](#)

### PROCEDURE:

1. Initial Intervention –
  - When there is problematic behavior and/or inadequate performance, the preceptor will discuss the concern(s) with the student.
  - The student will then work with the corresponding preceptor or professor to identify steps needed to resolve the issue and review the consequences for not correcting the identified issue.
  - Afterwards, an email summary of the conversation will be sent to both the student and program director.
  - A copy will be placed in the student's file.
2. First Official Warning –

When the initial intervention is not enough to correct the problem or an additional problem emerges, the next step is the first official warning.

  - A corrective action plan, including specific actions for correction and consequences, will be discussed with the student and documented.
  - The corrective action plan must be signed by the student, preceptor, and program director.
  - A copy of the plan will be placed in the student file.

3. Second Official Warning–

When the first official warning is not enough to correct the problem or an additional problem emerges, the next step is the second official warning.

- At this point, a remediation plan must be completed with the student, preceptor/ professor, and program director.
- The remediation plan will include:
  - Identified problems
  - Goals/objectives
  - A timeframe for correcting any identified problems.
- The remediation plan may also include a schedule modification with seminar or supervised practice course removal.
- The remediation plan must be signed by the student, preceptor/professor, and program director.
- A copy of the plan will be placed in the student file.

4. Final Warning with Possible Program Removal –

Failure to comply with program guidelines or following Dominican University’s Code of Conduct may result in immediate removal from the program, and even if no other warnings have been given.

- When a student is unable to successfully correct identified problematic behavior that was previously cited as an official warning, removal from the program may be warranted.
- A copy of the pertinent documentation will be sent to the program director, the dean of the Borra College of Health Sciences, and the dean of students.

## Grading

**PURPOSE:** To outline the summative evaluation of didactic and supervised practice coursework and courses.

**POLICY:** The nature of dietetics requires a rigorous evaluation of didactic courses, supervised practice competencies, and program outcomes. The grading scale of the of the Coordinated and ISPP programs is:

- A 94-100%
- A- 90-93.9%
- B+ 87-89.9%
- B 84-86.9%
- B- 80-83.9%
- C+ 77-79.9%
- C 74-76.9%
- C- 70-73.9%
- D 60-69.9%
- F 0-59.9%

Students must earn a grade of 80% (B-) or better in every required course to successfully complete the program. A final grade in any Coordinated or ISPP program course less than 80% will require that the student register for and retake the course again (see [Student Academic Retention and Remediation](#)).

**PROCEDURE:**

1. Students must earn a final grade of 80% (B-) or better in every required course in order to remain eligible to progress in the program.
2. Exams, quizzes, assignments, etc., are not rounded to the nearest whole number.
3. A final grade in any course less than 80% will require that the student register for and retake the course again (see [Student Academic Retention and Remediation](#)).



## Grievances

**PURPOSE:** To outline the grievance policy, as stated in the Student Bulletin under Academic Regulations.

**POLICY:** Any disagreement regarding academic procedure, including individual cases of alleged violation of academic integrity and final grades, should first be taken up with the instructor/preceptor. For additional information about Dominican University's Grievance policy, please click [here](#).

### **PROCEDURE:**

1. In the case of a grievance, the student is to first set up a meeting with the pertinent instructor/preceptor.
2. If the meeting does not settle the matter satisfactorily, the matter should be taken up with the DU coordinating preceptor when applicable.
3. If the meeting does not settle the matter satisfactorily, the matter should be taken up with the program director.
4. If the meeting does not settle the matter satisfactorily, the matter should be taken up with the department chair.
5. The department will maintain a record of the student's complaint(s) for a period of seven years, including the resolution of complaint(s).
6. If the issue cannot be resolved at the department level, it should then be presented to the dean of the school of the Borra College of Health Sciences.
7. If the issue is still not resolved, the student has the right to present the issue in writing to the committee in the Borra College of Health Sciences responsible for overseeing educational policies. The committee will request a written response from the instructor and may, at its discretion, seek further clarifications from the student, instructor, and/or dean. The committee will evaluate the student's appeal and vote to approve or deny it. A written response will be sent directly to the student presenting the appeal, including grade adjustments if appropriate, with a copy to the faculty member.
8. **Note:** If a student believes their program does not comply with accreditation standards, ACEND will review complaints. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995.

## Injury and Illness

**PURPOSE:** To provide guidelines in the event a student becomes ill or gets injured while on campus or at a supervised practice site.

**POLICY:** Students should have safe and immediate access to any medical care that they require when they are on the Dominican campus or on-site at their rotation in the case of sudden illness or injury. When in doubt, always err on the side of calling 911 (from a campus phone when applicable). Staff or other students should never take on the responsibility of bringing a person to the ER themselves.

### **PROCEDURE:**

*In the case of sudden illness or injury when on campus:*

1. In non-emergency situations, if the student can ambulate and get himself or herself around, assistance can be provided to bring them safely to the Wellness Center (open 9 am to 5 pm on weekdays).
2. If there is any doubt, or if the person passes out and/or is unable to get themselves to the Wellness Center, dial 911, preferably from a campus phone (when on campus) so that Campus Security can assist the first responders with location and access.
3. Note: Neither staff nor students should attempt to drive a person to the ER themselves as they would be unequipped to manage the situation if things got worse before arrival.

*In the case of sudden illness or injury when on-site in a non-emergency:*

1. Inform the site preceptor and coordinating preceptor of the situation including, reason and time the student left the assigned rotation site.
2. Communicate tasks that were completed and not completed to the on-site preceptor so that patient/client care and departmental operations can be maintained.
3. Seek medical attention as appropriate.
4. If applicable, complete any required rotation site incident report.
5. Accurately record the day's supervised practice hours in EXXAT.
6. Missed hours must be completed (madeup) per approval from the corresponding coordinating preceptor and program director.

*In the case of sudden illness or injury when on-site in an emergency:*

1. Inform the site preceptor and coordinating preceptor of the situation, including reason and time the student left the assigned rotation site.
2. Ask for assistance in obtaining emergency care (i.e. 911, emergency room, etc.)
3. Seek medical attention as appropriate.
4. If applicable, complete any required rotation site incident report.
5. Accurately record the day's supervised practice hours in EXXAT.
6. Missed hours must be completed (madeup) per approval from the corresponding coordinating preceptor and program director.

## Pregnancy

### **PURPOSE:**

- To ensure the safety of both the student and unborn child in cases of pregnancy.

**POLICY:** The Borra College of Health Sciences and our program value the protection of you and your family. Students are allowed to complete supervised practice hours at a rotation site with prior approval from their OB/GYN doctor and the program director.

Therefore, a student who is pregnant is required to notify the program director as soon as she becomes aware of her pregnancy. A doctor's note is required to continue the program without restrictions while pregnant and again after the postpartum check-up to return to the program. Any change in health status must be immediately reported to the DU preceptor and program director in written format. Pregnant students must comply with every supervised practice rotation site's policy concerning health care worker (HCW) pregnancy in their organization to avoid potential hazards to the mother and the unborn child.

### **PROCEDURE:**

1. A student who is pregnant is required to notify the program director as soon as she becomes aware of her pregnancy.
2. An OB/GYN doctor's note is required to continue the program without restrictions while pregnant and again after the postpartum check-up to return to the program.
3. Any change in health status must be immediately reported to the DU preceptor and program director in written format.
4. Pregnant students must comply with every supervised practice rotation site's policy concerning health care worker (HCW) pregnancy in their organization to avoid potential hazards to the mother and the unborn child.

## Nutrition Seminar Courses

**PURPOSE:** To outline the policies of the nutrition seminar courses.

**POLICIES:**

- **ATTENDANCE:** Attendance and arriving on time for class are necessary. *Tardiness and absences will result in a lowered attendance grade.* If you have been absent, you are responsible for finding out about any missed material and/or making up quizzes. (Note: All citywide conferences listed in the course syllabus are mandatory.)
- **ELECTRONIC DEVICES:** Mobile devices must be turned OFF during class. Do not check text messages, social media, email, etc., during class, as this is disrespectful to your professor and peers. When using a computer during class, students must not check text messages, social media, email, or work on any homework/projects. You are expected to give your full and undivided attention to anyone who is speaking in class, especially your peers. If a student is caught using their cell phone or laptop for anything other than taking notes of the topics being presented, they will lose participation points and may be asked to leave the class. There are extenuating circumstances that may warrant use of electronic devices; please get approval from the professor prior to class.
- **DRESS CODE:** Students are expected to dress and groom themselves in an appropriate manner. Display of personal undergarments, pajamas, provocative dress or clothing with vulgar language is not appropriate attire for seminar class. Professional business attire like a suit should be worn for all formal presentations. When attending citywide conferences, business casual wear is required.
- **ACADEMIC DISHONESTY:** Any form of plagiarism or cheating is a serious offense and will result in an F for that assignment. Student plagiarism is the presentation of the writing or thinking of another as the student's own work. In written or oral work, a student may use quotations, ideas, images, etc., that appear in others' work only if the student gives the appropriate credit to the original authors. Please note that more than seven non-consecutive words from one source is considered plagiarism. Use of TURNITIN.com may be required with a mandatory 15% originality score or less. Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations or using notes on online quizzes is prohibited.
- **QUALITY OF ORAL PRESENTATIONS:** All oral presentations should be high quality, well organized, presented in a logical order, innovative, and contain original PowerPoint slides. Speak clearly, maintain good eye contact, do not read note cards, and wear professional business attire. Above all, you must PRACTICE if you want to excel and have a successful presentation.
- **CLASSROOM EXPECTATIONS:** Expectations for class include attendance, preparation, and class participation. This classroom is to serve as a real-world test run to help you become proficient in numerous ACEND-required competencies. Constructive criticism may be provided by fellow classmates and professor openly to help with professional growth and competency skill development.
- **RUBRICS:** Please review each assignment rubric prior to completion to ensure an adequate understanding of all assignment-specific expectations. Professors will evaluate assignments using each assignment-specific rubric. Rubrics will serve as feedback.

Additional comments added to the rubric can be viewed by going to grades > then click on the assignment > then click on view feedback. In addition, students are encouraged to contact their professor if they have questions about an assignment or rubric.

- **GRADES:** A grade of a B- or better is expected or you will be required to repeat the course. All assignments and/or quizzes must be completed by the scheduled deadline. Failure to complete an assignment on time will result in a reduced grade; 20% of the total points will be deducted for each day the assignment is late, including weekends, holidays, etc. Grading scale: A 100-94%, A- 93.9-90%, B+ 89.9-87%, B 86.9-84%, B- 83.9-80%, C+ 79.9-77%, C 76.9-74%, C- 73.9-70%, D 69.9-60%, and F 59.9-0%.
- **EXTRA CREDIT:** Providing extra credit would diminish the evaluation of the competencies related to each assignment; therefore, no extra credit will be given.
- **TUTORING:** If you find you need additional help with course material, subject-specific department tutoring is available through the Academic Enrichment Center. All department tutors are Registered Dietitian Nutritionists and they can help you excel and enhance your classroom experience. In addition, tutoring is also offered by DU tutors through the Academic Enrichment Center in supplemental areas like math and writing. Appointments can be made through an online portal <http://www.dom.edu/aec/learning>. Tutoring may be required as per your professor's discretion.

**PROCEDURE:**

1. The student is required to follow the policies stated above throughout the program.
2. Failure to do so will lead to disciplinary action or remediation (see Appendix, [Disciplinary Action](#) and [Student Academic Retention and Remediation](#)).

## Pre-Rotation Testing

**PURPOSE:** To facilitate successful completion of each rotation and overall program.

**POLICY:** Students are required to take a pre-rotation test and successfully pass it prior to starting each assigned rotation.

### **PROCEDURE:**

#### *Community, Food Service, and Specialty Supervised Practice*

1. All students will take a pre-rotation test prior to starting each assigned rotation.
2. Each student must pass with an 80% or higher to begin their assigned rotation.
3. If the student does not pass on the first attempt, they will have two additional opportunities to complete the pre-rotation test successfully (three opportunities in total).
4. If the student is unable to pass the pre-rotation test on the third attempt, a corrective action/remediation plan will be required, which will include a referral to the Academic Enrichment Center and possibly a delay in the rotation until the following semester.
5. Note: If a student is assigned two rotations in a single semester, only one test will be completed during program orientation. The student will work with the corresponding coordinating preceptor to determine the timing of the second required pre-rotation test.

#### *Inpatient Supervised Practice*

1. All students will take a pre-rotation test prior to starting each assigned rotation.
2. Each student must pass with an 80% or higher to begin their assigned rotation.
3. If the student does not pass on the first attempt, they will have one additional opportunity to complete the pre-rotation test successfully (two opportunities in total). In addition, a written assignment based on the incorrectly answered pre-rotation test questions will be required. The hand-written assignment will be due prior to the second pre-rotation attempt. If the assignment is not completed by the due date, the student will not be allowed to complete his/her second attempt and be held to the same procedure as those students unsuccessful at both attempts.
4. If the student is unable to pass the pre-rotation test on the second attempt, the student will be removed from the scheduled inpatient rotation site and be required to audit MNT II and earn a B- or better at Dominican University that semester instead. This may result in a program completion delay.
5. After successful completion of MNT II (earning a B- or better), the student will be scheduled for the next inpatient rotation spot available. If the student is unable to pass the pre-rotation test on the second attempt, they may be dismissed from the program.
6. Note: If a student is assigned two rotations in a single semester, only one test will be completed during program orientation. The student will work with the corresponding coordinating preceptor and program director to determine the timing of the second required pre-rotation test.

## Prior Assessed Learning (PAL)

**PURPOSE:** To outline the process of applying for prior assessed learning (PAL) credit towards supervised practice hours and program coursework.

**POLICY:** Dominican University's Coordinated and ISSP Programs grant credit for qualifying prior assessed learning towards supervised practice hours and program coursework. Once a student has been accepted into the program, they may apply for PAL credit. There is a non-refundable \$150 evaluation fee. All PAL-required documentation must be submitted within 30 days of acceptance. An enrolled student may receive up to 300 hours of PAL credit for supervised practice hours and/or one seminar course may be waived. Credit earned with PAL should reflect the competence/knowledge learned from the experience in addition to meeting all other requirements.

### *Supervised Practice*

- PAL for supervised practice experience may be gained from a paid full-time position of at least 6 months or a paid part-time position of at least 12 months after successful completion of an ACEND-accredited didactic program in dietetics (DPD).
- PAL credit will only be awarded for community and food service management supervised practice hours.
- No prior learning credit will be awarded towards the clinical supervised practice hours.
- All hours waived must meet ACEND's accreditation standards including both learning outcomes and rotation site-specific competencies.
- The graduation date for the Coordinated and ISPP programs will not change regardless of PAL credit awarded.
- Completion of PAL documentation and application does not guarantee that credit will be awarded. The final decision regarding full, partial, or no credit awarded is up to the discretion of the program director.

### *Academic Coursework*

- Students who have previously completed a master's program or graduate course in a relevant area can earn PAL for academic coursework.
- Credit for one seminar course may be awarded.
- The graduation date for the Coordinated and ISPP programs will not change regardless of PAL credit awarded.
- Completion of PAL documentation and application does not guarantee credit will be awarded. The final decision regarding full, partial, or no credit awarded is up to the discretion of the program director.

### *Nutrition and dietetic technicians, registered (NDTRs)*

- Students who have the NDTR or DTR credential can earn PAL for supervised practice.
- Credit for up to 150 hours of community and up to 150 hours of food service management may be awarded.
- Completion of PAL documentation and application does not guarantee credit will be awarded. The final decision regarding full, partial, or no credit awarded is up to the discretion of the program director.

## **PROCEDURE:**

### *Supervised Practice*

1. The student will contact the program director to request a PAL form.
2. Students applying for PAL must submit a complete Prior Assessed Learning Portfolio and the corresponding competency evaluation form to the program director within 30 days of acceptance. The portfolio includes:
  - a. Completed PAL application form.
  - b. The competency evaluation form, signed and verified by a qualified supervisor. The “activities completed” section should be typed by the student and the supervisor should sign and date all approved competencies.
  - c. Documentation of competence and knowledge learned for each completed competency being assessed. Documentation should be neatly organized.
  - d. Statement or letter from supervisors verifying both competencies and knowledge learned during the experiences.
  - e. Non-refundable \$150 evaluation fee. Please make check out to Dominican University Nutrition Sciences Department.
3. Additional documentation may be requested and must be provided in a timely manner upon request. Failure to do so will result in no credit awarded.
4. Applicants will be informed if any credit is awarded prior to the start of the program.

### *Academic Coursework*

1. The student will contact the program director to request a PAL form.
2. Students applying for PAL must submit a complete Prior Assessed Learning Portfolio within 30 days of acceptance. The portfolio includes:
  - a. Completed PAL application form.
  - b. Official transcripts verifying coursework and/or degree completed.
  - c. Any pertinent documentation to prove the student has completed the academic curriculum for which the waiver is requested.
  - d. Non-refundable \$150 evaluation fee. Please make check out to Dominican University Nutrition Sciences Department.
3. Additional documentation may be requested and must be provided in a timely manner upon request. Failure to do so will result in no credit awarded.
4. Applicants will be informed if any credit is awarded prior to the start of the program.

### *Provision for Appeal*

1. If a student wants to appeal the final decision made by the program director, the student should contact the program director and schedule a meeting.
2. If the meeting does not settle the matter satisfactorily, please refer to step four of the grievance procedure (See Appendix, [Grievances](#)).



## Protection of Privacy of Student Information

**PURPOSE:** To protect the privacy rights of each student.

**POLICY:**

*Verbal/Written Communication*

All efforts will be taken to ensure the privacy rights of each student. While some feedback may be provided in a group setting when appropriate, all individual evaluation feedback meetings will be conducted between the student and the preceptor in a private setting. In addition, discussion of student's concerns and issues will also take place in a private setting. Email communications are considered private and are not to be shared publicly with non-essential staff or other students.

*Student Files*

Each student has a file that is kept in a locked filing cabinet in the program director's office. Only the student, staff (preceptors and administrative personnel) and the program director have direct access to the files.

**PROCEDURE:**

*Accessing Department Student Files*

1. A student may request to view his/her file. Permission can only be granted from the program director.
2. The student must stay in the Nutrition Office while viewing the file.
3. When finished, the file must be given back to the program director.

*Accessing Dominican University Educational Records*

1. The student also has the right to inspect and review their Dominican University educational records within 45 days after the university receives a request for access.
2. Students should submit a written request that identifies the record they wish to inspect to the Office of the Registrar.
3. The university official will arrange for the access and notify the student of the time and place where the records may be inspected.

## Student Academic Retention and Remediation

**PURPOSE:** To identify struggling students and facilitate successful completion of the Coordinated and ISPP Programs, contributing to the academic success of the dietetic student.

**POLICY:** The appropriate DU staff will initiate student retention and remediation procedures when student performance does not meet criteria for progressing in the program. Midpoint evaluations will be utilized to identify struggling students early on. Students will be provided with additional resources in order to achieve success, including appropriate accommodations, when applicable. Other remedies may include lightening the student's course load or requiring a rotation to be repeated. However, students with minimal chances of success in the program may be counseled about career paths that are more appropriate to their ability after adequate intervention has been implemented to support the student, yet without noted improvement in the student's performance.

### **PROCEDURE:**

#### *Supervised Practice*

1. Students are expected to earn a "Proficient" (4) score (or better) for at least 90% or more of the competencies. When a student does not meet this standard, the rotation must be repeated.
2. An academic remediation plan will be drawn up by the preceptor and agreed upon by the program director and the student before a second attempt of the rotation will be made.
3. In most cases, a need to repeat a rotation should be accompanied by an assessment with the *Academic Enrichment Center* in order to determine what resources should be utilized by the student to ensure success the second time around.
4. The student will complete all required objectives, supervised practice competencies, and coursework as agreed to in the plan of action. This includes the achievement of at least an 80% on the corresponding rotation quiz that will be retaken prior to the start of the rotation.
5. The student will have two (2) opportunities to complete a rotation. If unable to pass on the second attempt, the student will be dismissed from the program.

#### *Inpatient Supervised Practice*

1. At midpoint, if the student has one or more 2's or below, the student will be placed on probation and is at risk of not successfully completing the inpatient rotation. If a student received 3's or higher at the midpoint, but is not showing any improvement during the second half of the rotation, the student may be placed on probation and is at risk of not successfully completing the inpatient rotation.
2. The student needs to meet with the clinical preceptor and the DU coordinating preceptor to create an academic remediation plan.
3. If the student is unable to meet the requirements of the academic remediation plan or obtain a passing score of a B- or better on the final evaluation, the student may be required to register, pay for, and retake the inpatient rotation.

*Nutrition Seminars and Advanced Clinical Nutrition (NUTR 509)*

1. Students are expected to earn a B- (80%) or better for all coursework. If unable to meet that standard, the student must re-register for the class and take it a second time.
2. The instructor for the course should sit down with the student and determine whether an additional plan of action should be instituted (i.e. concurrent tutoring, consulting with the Academic Enrichment Center, etc.)
3. The student must complete all required objectives, seminar competencies, and coursework as agreed to in the academic remediation plan.
4. If a student is unable to pass the course on the second attempt, they may be dismissed from the program.

*Pre-Rotation Testing*

1. A score of  $\geq 80\%$  must be achieved in  $\leq$  three attempts for community, foodservice management, and specialty. It must be achieved in  $\leq$  two attempts for inpatient.
2. If the final attempt results in lower than 80%, the student may not be able to continue at their supervised practice rotation site and the coordinating preceptor and program director will devise an Academic Retention and Remediation plan. Note: If a student is removed from a rotation site, there will be a program completion delay.

*Visual Veggies*

1. A score of greater than 70 percentage must be achieved by the end of the first full month from the student's start date.
2. If the student is unable to achieve the required minimum score by the deadline, the student will need to schedule an appointment with the academic advisor within two weeks. Exception there is no minimum score required for the Undergraduate Coordinated students. Failure to schedule and attend this appointment may result in program dismissal.
3. The academic advisor and program director will devise an Academic Retention and Remediation plan.
4. As part of the Academic Retention and Remediation Plan, students will be referred to Academic Enrichment Center for assessment.

## Student Self-Arrangement of Rotations

**PURPOSE:** To outline the process of applying and qualifying for a student self-arrangement supervised practice rotation site.

**POLICY:** A student can work with the coordinating preceptor of a specific rotation and the program director to secure a supervised practice rotation site not currently included in our active program sites. However, this opportunity will not be offered if our current previously arranged rotation sites are not filled or the length of time it takes to acquire the new rotation exceeds set program time constraints.

### PROCEDURE

1. The student should write a proposal and acquire approval from the appropriate coordinating preceptor and program director prior to contacting any outside supervised practice rotation sites. The proposal must include the expected schedule and planned number of hours to be earned during the rotation. The program must be relevant and meet ACEND competencies. ACEND guidelines are available in the nutrition office and should be reviewed for the appropriate type of program prior to initiating contact with the proposed site. **The process of setting up a program takes a minimum of six weeks. Therefore, the process must be initiated no later than ten weeks before the end of the prior semester.**
2. If approved, the student may look up and contact an unpaid internship and/or supervised practice rotation site.
  - a. It must be clear that the student is not looking for a job.
  - b. Internship programs and supervised practice rotation sites should have a defined length and a qualified preceptor.
  - c. The preceptor will need to sign off on competencies, provide feedback on evaluation forms, have direct communication with Dominican University coordinating preceptor, and sign off on hours.
3. An affiliation agreement must be signed by both parties before a student is allowed to start a supervised practice rotation. There is no situation where an affiliation agreement is not required.
4. On site, the student is responsible for tracking hours and completing all required HR paperwork.
5. After a rotation, the site preceptor will complete the evaluation form.

## Visual Veggies

### **PURPOSE:**

- To facilitate successful completion of each rotation and overall program by ensuring that all students begin with the same foundational knowledge base.
- To measure the progress over the course of the program and ensure an adequate knowledge base is attained in preparation for the Registration Exam for Dietitians.

**POLICY:** All students are required to take the 2-1/2 hour Visual Veggies practice RD exam at both the beginning (within the first month of the program start) and the end of the program (during the student's final semester). Students must attain a minimum of 70% at the beginning and a 90% at the end to earn the Verification Statement. Exception there is no minimum score required for the Undergraduate Coordinated students. There is no limit to the number of test attempts. Results are automatically sent to the monitoring preceptor. If cheating is discovered, there will be immediate consequences, which could result in dismissal from the program. Students are encouraged to utilize the Visual Veggies software throughout the duration of the program to practice test-taking skills or review domain-specific tests.

### **PROCEDURE:**

The exam is already downloaded to the laptop in the preceptor office and all eight computers on the **second floor of Parmer in the Jane Simmons Student Commons** in the north hallway.

#### *Beginning of program:*

- Using the appropriate DU computer, search for the program "RD Practice Exam ACADEMIC".
- Register using your Dominican e-mail address.
- If on computers # 1, 5, 6, 7, or 8, set the desired test score for 90% (regardless of whether this is your first or last attempt).
- Upon completing registration, a box will pop up asking you to take the 2-1/2 hour pretest. Click YES.
- After completing the test, return as many times as you want to explore the site and take different tests in the various domains. Computers # 1, 5, 6, 7 & 8 have additional study tools. Using a different computer will require registration again.
- All results automatically are sent to the monitoring preceptor, however, as an added protection, take a screen shot and/or email the result to [cgarcia@dom.edu](mailto:cgarcia@dom.edu) once the desired score has been achieved (70% for beginning of the program).
- If a student is unable to achieve the minimum score by the deadline, an Academic Retention and Remediation plan will be devised (see Academic Retention and Remediation).

#### *End of program:*

- Near the end of the program, retake the 2-1/2 hour exam (called either the pretest or the "full random test"). **Use only computers # 1, 5, 6, 7 & 8** and set the desired score to 90% if you have not done so already.
- Note: The software automatically stops the test once that average has been achieved; setting it to anything lower will not allow you to reach 90%. The older software versions on the other computers do not allow for this feature, so use those

only for the first test at the beginning of the program. Take a screen shot and/or email the result to [cgarciadom@dom.edu](mailto:cgarciadom@dom.edu) once the desired score has been achieved.

- Achievement of the 90% or better score is required in order to receive a Verification Statement.

## Withdrawal Policy

**PURPOSE:** To outline the process for withdrawal from the program.

**POLICY:** A student may withdraw at any time from the program. Withdrawal is immediate. The student cannot return to the program after withdrawal. Withdrawal is different from a leave of absence.

**PROCEDURE:**

1. The student writes a letter to the program director, requesting a withdrawal and providing the reason for withdrawal.
2. The program director meets with the student to discuss the decision.
3. After the discussion, if the student decides to remain in the program, the student resumes the usual schedule.
  - a. The student writes on the original letter that it was decided to remain in the program.
  - b. The student and the program director sign the letter.
  - c. The signed letter is placed in the student's file.
4. After the discussion, if the student decides to withdraw from the program, the student withdraws immediately.
  - a. The student and program director sign and date the original letter of withdrawal.
  - b. The signed letter is placed in the student's file.
5. Tuition refunds are based upon the date of completion of the appropriate academic withdrawal or drop paperwork. It is the student's responsibility to be aware of the University's policy on tuition refunds. For more information about this process and the Register's Office, please visit their website by clicking [here](#) or call (708) 524-6774.

## **Section III: Appendix**



<b>ACEND 2017 CRDNs and KRDNs</b>	
<b>Domain I</b>	
KRDN 1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence based practice decisions.
KRDN 1.2	Use current information technologies to locate and apply evidence based guidelines and protocols.
KRDN 1.3	Apply critical thinking skills.
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6	Incorporate critical-thinking skills in overall practice.
<b>Domain II</b>	
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
KRDN 2.3	Assess impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6	Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7	Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
CRDN 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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2	Demonstrate professional writing skills in preparing professional communications
CRDN 2.3	Demonstrate active participation, teamwork, and contributions in group settings
CRDN 2.4	Function as a member of inter-professional teams.
CRDN 2.5	Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply leadership skills to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Participate in professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural competency / sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14	Demonstrate advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15	Practice and/or role-play mentoring and precepting others.
<b>Domain III</b>	
KRDN 3.1	Use the Nutrition Care Process to make decisions, identify nutrition-related problems, determine, and evaluate nutrition interventions.
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4	Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.5	Describe basic concepts of nutritional genomics.
CRDN 3.1	Perform the NCP and use standardized nutrition language for individuals, groups & populations of differing ages/ health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical exams.
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4	Design, implement and evaluate presentations to a target audience.

CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10	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.
<b>Domain IV</b>	
KRDN 4.1	Apply management theories to the development of programs or services.
KRDN 4.2	Evaluate a budget and interpret financial data.
KRDN 4.3	Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4	Apply the principles of human resource management to different situations.
KRDN 4.5	Describe safety principles related to food, personnel and consumers.
KRDN 4.6	Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
CRDN 4.1	Participate in management of human resources.
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3	Conduct clinical and customer service quality management activities.
CRDN 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice.

## Admission Requirements for Graduate/CU/ISPP Programs

### **Graduate Coordinated Program Requirements:**

- Completed online application
- Official transcripts from ALL college-level institutions attended
- Original Declaration of Intent, Verification Statement, or the completion of the following prerequisite courses: College level courses in Anatomy, Physiology, General Chemistry, Organic Chemistry and Microbiology. NUTR 250 (Basic Nutrition), NUTR 200 (Fundamentals of Food), and six hours of 300-400 level nutrition courses with grades of a B- or better.
- A satisfactory score on the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE). GMAT/GRE waiver available. Read [Request for Waiver of Admission Test](#) on program website to learn more.
- Two professional references (in a sealed envelope or sent directly from the recommender)
- Personal statement. Personal statement should 2-3 pages, double-spaced, with one-inch margins all around. Please discuss your strengths/weaknesses, personal definition of professionalism, and career aspirations.
- Resume
- Completed CANTS form
- Application fee

### **Undergraduate Coordinated Program Requirements:**

- Completed online application
- Official transcripts from ALL college-level institutions attended
- Two professional references (in a sealed envelope or sent directly from the recommender)
- Personal statement. Personal statement should 2-3 pages, double-spaced, with one-inch margins all around. Please discuss your strengths/weaknesses, personal definition of professionalism, and career aspirations.
- Resume
- Completed CANTS form
- Application fee

### **Local ISPP Program Requirements:**

- Completed online application
- Official transcripts from ALL college-level institutions attended
- Documentation of DICAS Non-Match
- DPD Verification Statement
- Two professional references (in a sealed envelope or sent directly from the recommender)
- Personal statement. Personal statement should 2-3 pages, double-spaced, with one-inch margins all around. Please discuss your strengths/weaknesses, personal definition of professionalism, and career aspirations.
- Resume
- Completed CANTS form
- Application fee

Additional Admission Consideration: Each program track requires that a B- or better be earned in Biochemistry, Medical Nutrition Therapy I (or equivalent), and Medical Nutrition Therapy II (or equivalent). However, provisional acceptance is granted with the requirement of successfully completing (earning a B- or better) any required course(s) within the first semester of the program.

### Associated Program Fees

	<b>Undergraduate Coordinated Program in Dietetics</b>	<b>Graduate Coordinated Program in Dietetics</b>	<b>ISPP Program</b>
<b>Tuition and Fees (year)</b>	\$16,482	\$1009.00/credit hour <i>(40-46 credit hours for business courses)</i>  \$950.00/credit hour <i>(23 credit hours for nutrition courses)</i>	\$950.00/credit hour <i>(23 credit hours)</i>
<b>Lab Fees (total amount)</b>	\$625.00	\$625.00	\$625.00
<b>Student Fee (per class)</b>	\$23.00 (85.00 maximum per semester)	\$23.00 (85.00 maximum per semester)	\$23.00 (85.00 maximum per semester)
<b>Technology Fee</b>	\$75.00 (part-time) \$150.00 (full-time)	\$75.00 (part-time) \$150.00 (full-time)	\$75.00 (part-time) \$150.00 (full-time)
<b>Matriculation Fee (one-time charge)</b>	\$25.00	\$25.00	\$25.00
<b>Graduation Fee (one-time charge)</b>	\$75.00	\$75.00	\$75.00
<b>Experimental Fee (one-time charge)</b>		\$500.00	
<b>Parking Fee (per academic year)</b>	\$50.00 (commuter) \$100.00 (resident)	\$50.00 (commuter) \$100.00 (resident)	\$50.00 (commuter) \$100.00 (resident)
<b>Room &amp; Board/meal plan (per year)</b>	\$4,971.00-5,976.00	\$4,971.00-5,976.00	\$4,971.00-5,976.00
<b>Resident Fee (per semester)</b>	\$20.00	\$20.00	\$20.00

<b>Liability Insurance (per year)</b>	\$27.00	\$27.00	\$27.00
<b>Medical Exams, Medical Tests, and Drug Testing*</b>	\$150.00	\$150.00	\$150.00
<b>Background Check (one-time fee)</b>	\$53.00	\$53.00	\$53.00
<b>Academy Membership (per year)</b>	\$58.00	\$58.00	\$58.00

\*Note: Exact fees are subject to change based on student's medical insurance coverage.

## Minimum Supervised Practice Hours by Planned Experiences

### Types of Planned Experiences for Coordinated and Local ISPP Programs

Track: Rotation Area/Course	Column A	Column B				
	# of hours in Professional Work Setting	# of hours in Alternate Practice Experiences				
US Based		B1 Simulation	B2 Case Studies	B3 Role Playing	B4 Other	B5 Combined Hours for Alternate Practice Experiences
Community	270				5	5
Food Service Management	270				10	10
Inpatient - General Med/Surg, Specialty, and staff relief	260	10	5	5		20
Specialty – retail/marketing, or outpatient/clinical	270	5	5	5		15
Orientation/Trainings					10	10
Seminar 1		6		8	16	30
Seminar 2		4		2	24	30
Seminar 3		4		10	16	30
Seminar 4		2			28	30
<b>International</b>						
<b>TOTAL</b>						
<b>Sum of Hours for Each Category (Program may insert additional rows.)</b>	<b>1070</b>					<b>180</b>
	<b>Total <u>Column A</u></b> must be ≥ 900 hours for CP, DI, ISPP; and ≥ 350 hours for DT.	<b>Total <u>Column B5</u></b> must be ≤ 300 hours for CP, DI, ISPP and ≤ 100 for DT.				



Prior Assessed Learning Application Form  
(See full form on following pages.)

# DOMINICAN UNIVERSITY

Prior Assessed Learning Application

APPLICANT INFORMATION						
Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
PAL Credit Requested:      Supervised Practice <input type="checkbox"/> Seminar <input type="checkbox"/>						

EDUCATION							
High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT	
<b>Company</b>	Phone
Address	Supervisor
Email Address	
Job Title	
<b>Company</b>	Phone
Address	Supervisor
Email Address	
Job Title	
<b>Company</b>	Phone
Address	Supervisor
Email Address	
Job Title	

**PAL CREDIT AWARDED (FOR NUTRITION SCIENCE DEPARTMENT USE ONLY)**

Type of Credit Awarded	Supervised Practice <input type="checkbox"/>	Seminar <input type="checkbox"/>
If Supervised Practice Please specify:	Community <input type="checkbox"/>	Foodservice management <input type="checkbox"/>
If Seminar please specify:	NUTR 502 <input type="checkbox"/>	NUTR 506 <input type="checkbox"/>
Full Credit Awarded <input type="checkbox"/>	Hours Awarded	
Partial Credit Awarded <input type="checkbox"/>	Hours Awarded	
No Credit Awarded <input type="checkbox"/>		
Other <input type="checkbox"/>	Please explain:	

**PAL FINAL DECISION (FOR NUTRITION SCIENCE DEPARTMENT USE ONLY)**

I acknowledge the above PAL credit decision.

Program Director Signature	Date
Student Signature	Date

## Pathways to Becoming a Registered Dietitian Nutritionist at Dominican University

Pathways/ Descriptive features	Coordinated Graduate (MBA/RD)	Coordinated Undergraduate	ISPP Options		
			Local ISPP	Local MS with Supervised Practice (ISPP)	Remote ISPP (Student lives >50 miles from DU)
<b>Application Status</b>	DPD Verification <b>or</b> DPD Declaration of Intent <b>or</b> completion of appropriate prerequisite courses (see below)	Junior status in the DPD program at Dominican University	<ul style="list-style-type: none"> <li>▪DPD Verification, <b>or</b> DPD Declaration of Intent</li> <li>▪Status post application to DICAS (non-match)</li> </ul>	<ul style="list-style-type: none"> <li>▪ DPD Verification <b>or</b> DPD Declaration of Intent</li> <li>▪Status post application to DICAS (non-match)</li> </ul>	<ul style="list-style-type: none"> <li>▪ DPD Verification <b>or</b> DPD Declaration of Intent</li> <li>▪Status post application to DICAS (non-match)</li> </ul>
<b>Admission Requirements</b>	*Base Requirements plus: <ul style="list-style-type: none"> <li>▪Completed CANTS form.</li> <li>▪GRE (Waived if GPA &gt;3.0; see Brennan School of Business Policy)</li> </ul>	*Base Requirements plus: <ul style="list-style-type: none"> <li>▪Completed CANTS form</li> </ul>	*Base Requirements plus: <ul style="list-style-type: none"> <li>▪Completed CANTS form</li> </ul>	*Base Requirements plus: <ul style="list-style-type: none"> <li>▪Completed CANTS form</li> <li>▪GRE (no min score required &amp; can be waived if GPA &gt;3.0)</li> </ul>	*Base Requirements (Students must be independent workers & able to set up their own supervised practice sites)
<b>Length of Program</b>	Two years (6 semesters).	Two years (6 semesters), this period begins the summer after acceptance into the Undergraduate Coordinated Program.	1.3 years (4 semesters) for full-time & 2 years (5 semesters) for part-time status.	1.3 years (4 semesters) for full-time & 2 years (6 semesters) for part-time status. (students)	1.3 years for full-time & 2 years for part-time status.
<b>Summary of Required Courses</b>	**Grad Nutrition Core Requirements + MBA coursework	***Undergraduate Coordinated Program Requirements + remainder of B.S. required courses.	**Local ISPP Program Core Requirements	**Local ISPP Program Core Requirements + MS coursework (NUTR 510, 511, 512, 513, 514)	RD Readiness Online Seminar + Rotations in the following: <ul style="list-style-type: none"> <li>▪MNT I</li> <li>▪MNT II</li> <li>▪Community</li> <li>▪FSM</li> <li>▪Outpatient</li> </ul>
<b>Degree or Certificate Awarded</b>	MBA Degree + Verification Statement	B.S. in Nutrition and Dietetics Degree + Verification Statement	ISPP Certificate + Verification Statement	M.S. in Nutrition Degree + Verification Statement	Verification Statement

**Pre-requisite courses required for Coordinated Graduate (MBA/RD) pathway:** College-level courses in Anatomy, Physiology, General Chemistry, Organic Chemistry and Microbiology. NUTR 250 (Basic Nutrition), NUTR 200 (Fundamentals of Food), and six hours of 300-400 level NUTR courses with grades of  $\geq$  B-.

**\*Base Requirements:** Completed online application; Official transcripts from ALL college-level institutions attended; Two professional references; Personal statement; Resume; Application fee

**\*\*Graduate and ISPP Nutrition Core Requirements:** NUTR 501, 502, 503, 504, 505, 506, 507, 508, 509

**\*\*\*Undergraduate Coordinated Program Requirements:** NUTR 461, 462, 463, 464, 465, 466, 467, 468, 509

## Problematic Behavior Form

#	Student's Problematic Behavior	Provide the date(s) of each occurrence:		
		First Incident	Second Incident: Official Verbal Warning	Third Incident: Written Warning
<b>Integrative Professionalism</b>				
1	Consistently tardy and/or was not ready to work at assigned time			
2	Dress code was not followed appropriately			
3	Interpersonal skills were not demonstrated appropriately			
4	Difficulty accepting guidance and/or constructive criticism			
5	Interest was not demonstrated in seeking guidance when needed			
6	Information was not researched as needed			
<b>Behavior toward Assignments</b>				
7	Unprepared for rotation; i.e., does not have adequate knowledge of rotation requirements or subject matter			
8	Objectives, learning experiences, reading assignments and projects were incomplete by the set due date			
9	Unexcused absence or was unprepared for required conferences or meetings			
<b>Site responsibilities</b>				
10	Lack of initiative			
11	Difficulty following hospital, department, and/or program policies and procedures			
12	Unable to work as a team player			
13	Critical thinking skills were not demonstrated			
14	Protocol was not followed by:(please explain)			
15	Disrespectful to positions of authority and/or displayed insubordinate behavior			
16	Area of responsibility was left unattended without preceptor's approval			
17	Unable to work independently, relied on peers or others consistently			