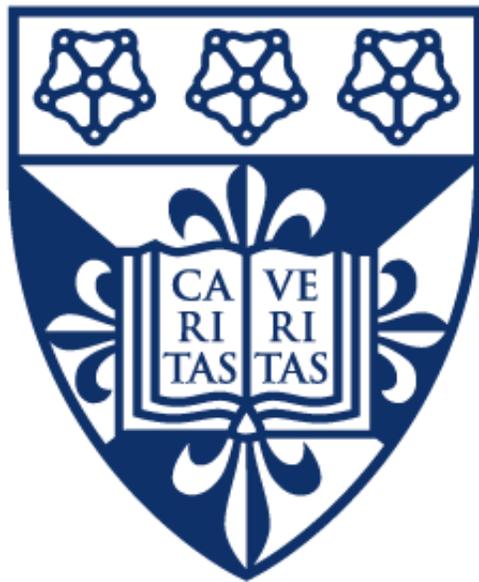


DOMINICAN UNIVERSITY COORDINATED AND ISPP PROGRAMS



HANDBOOK

Borra College of Health Sciences

Revised – Fall 2018

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Dear Student:

Whether you are a graduate student, coordinated or certificate student, we welcome you to Dominican University! We are excited to have you on board! 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 for RDN preparation. As a result, we have a challenging and rewarding program that meets all 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 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 partner with on your journey to becoming a 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 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 that can be found at www.dom.edu/studenthandbook. In addition, the **academic calendar** can be found at: https://jicsweb1.dom.edu/ICS/Resources/Student_Services/Registrar%27s_Office/Academic_Calendar.jnz

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

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

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.”

INCOMING STUDENTS: WHAT TO EXPECT

EXXAT

EXXAT is a computer-based program management platform. It will serve as our primary communication center and source of documentation. Once accepted into the program, students will receive an email through EXXAT providing instructions on how to log in and set up a profile. It is strongly recommended to watch the 6-minute video tutorial that gives an overview of the software. This process should take place as soon as possible after receiving the email so that the students will be able to upload all required program documentation before the specified deadline. EXXAT will also be used to track and get approval for supervised practice rotation hours and monitor the successful completion of supervised practice rotation competencies and evaluations. More training on how to utilize EXXAT will be provided during orientation.

Required Program Documentation and Medical Tests

The cost related to all required program documentation and medical tests are the student’s responsibility (See Appendix, Program Fees). All required documentation should be uploaded to EXXAT before the start of the program. 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 2nd submission. Failure to meet the deadline could result in a delay or suspension of 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**. Download it from EXXAT, fill it out, and email it to jdeavilla@dom.edu as soon as possible. Results of the CANTS background check are sent directly to the Nutrition Sciences office. The clearance form will be uploaded to EXXAT by our administrative assistant. A copy can be released to the student upon request.
- **State & Federal Background Checks:** Dominican University (DU) uses Accurate Biometrics, an outside company, for the FBI and State of Illinois clearance. The FBI and State of Illinois background testing will be offered on-site at DU during the week of orientation. The FBI and State of Illinois background check must be done within the last year.
- **Departmental Medical Documentation:**
 - **Antibody titers** for:
 - MMR
 - Hepatitis B
 - Varicella
 - Quantiferon Gold (for TB clearance) or if required a Chest X-ray (Annually)
 - **Physical Exam** – Get the official form from EXXAT and bring to your physician. (The student is responsible for the cost of all physical examinations and laboratory tests.)

Exemptions due to religious reasons are allowed, but the student should be aware that he/she may be required to sign a waiver of responsibility at certain sites and follow additional protocols to protect both the patient and themselves 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, their graduation date may be delayed if alternate sites are not available.

- **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 www.eatright.org to sign up for a membership.
- **Health Insurance Policy:** Acquiring and maintaining medical insurance is the responsibility of the student. Should a student become ill at DU, an off-site rotation, or during travel to and from rotation sites, the student's medical coverage would take effect to cover all costs. The Wellness Center can help to find affordable individual healthcare plans, if needed. Only international students will be offered insurance through DU. Go to <http://www.aipstudentinsurance.com/DU/plan.html> for more information.
- **Professional Liability Insurance:** The cost of the coverage is the responsibility of the student. A reduced rate is available for all Academy of Nutrition and Dietetics members. (~\$24) Application information is available at www.proliability.com. Be sure to apply as a student.
- **Disposition Commitment Statement** (See EXXAT)
- **Student Agreement Form** (See EXXAT)
- **Student Agreement: Change of Program Form** (See EXXAT)
- A copy of your **official acceptance letter** (Uploaded by administration)
- **Photograph** (face & shoulders only)

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

Each rotation site may have additional requirements that could include drug testing, HIPPA training, or flu shot verification. Check with your preceptor to see if any additional documentation is needed.

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.*

Lab Fees

A total of \$625 in lab fees will be added to your tuition bill. This monetary amount enables each student to participate in an intensive two-day Breeding & Associates Educational RD Exam Review Workshop, 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.

Transportation

The student must provide their own transportation throughout the program to Dominican University, didactic courses, supervised practice rotation sites, and all required events. If the student plans to drive, **they must also carry automobile liability insurance**. The student is responsible for all liability for safety in travel to and from assigned facilities. Students are responsible for parking fees at off-campus sites.

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. For additional information on days off, refer to the Policy & Procedure section: Attendance Policy.

Pregnancy

The Borra College of Health Sciences and our program value the protection of you and your family. 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.

Prior Assessed Learning (PAL)

Some students come to the program with either a DTR credential or professional experience from a job. If competency can be evaluated by a qualified professional, the student can complete a PAL application and possibly receive up to 300 hours of credit for supervised practice hours. This should be taken care of before the program begins. See "Prior Assessed Learning (PAL)" in the Policies and Procedures section for more information.

PROGRAM OVERVIEW

Note: Unless specifically noted otherwise, the policies and guidelines in this handout apply to all students in the Coordinated and ISPP programs.

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."* (<https://www.eatrightpro.org>)

- **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.*” (<https://www.cdrnet.org>)
- **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.*” (<https://www.eatrightpro.org/acend>)
- **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).
- **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**: This preceptor is employed by DU. 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, either in the morning or afternoon. Please refer to the Policies and Procedure 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 city-wide 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.
- **Pre-Rotation Testing**: In order to better prepare the student for each rotation site, a pre-test will be given. Study guides will be sent out a few weeks before the rotation begins. Student must pass with an 80% or higher in ≤ 3 attempts in order to continue the rotation. Please review the Pre-Rotation Testing policy on page 35.

- **Visual Veggies:** All students are required to earn a 70% or better for the practice RD exam within the first month of admission to the program and $\geq 90\%$ at the end of the program in order to earn their verification statement. See the related policy.

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 Individualized Supervised Practice Pathway (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 Individualized Supervised Practice Pathway (ISPP) Programs, the graduate will be eligible to take the Registration Examination for Dietitians to receive the Registered Dietitian Nutritionist (RDN) credential.

Mission

The mission of our program is to prepare competent, entry-level Registered Dietitian Nutritionists for practice in the state and nation. The learning environment 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.

Goals and Objectives

Program Goals	Program Objectives
<p>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>1a. ISPP Track: At least 80% percent of ISPP track students will complete all program/degree requirements within two years (150% of the program length).</p> <p>1b. Graduate Coordinated Program: At least 80% percent of Graduate Coordinated Program track students will complete program/degree requirements within three years (150% of the program length).</p> <p>1c. Undergraduate Coordinated Program: At least 80% percent of Undergraduate Coordinated Program track students will complete</p>

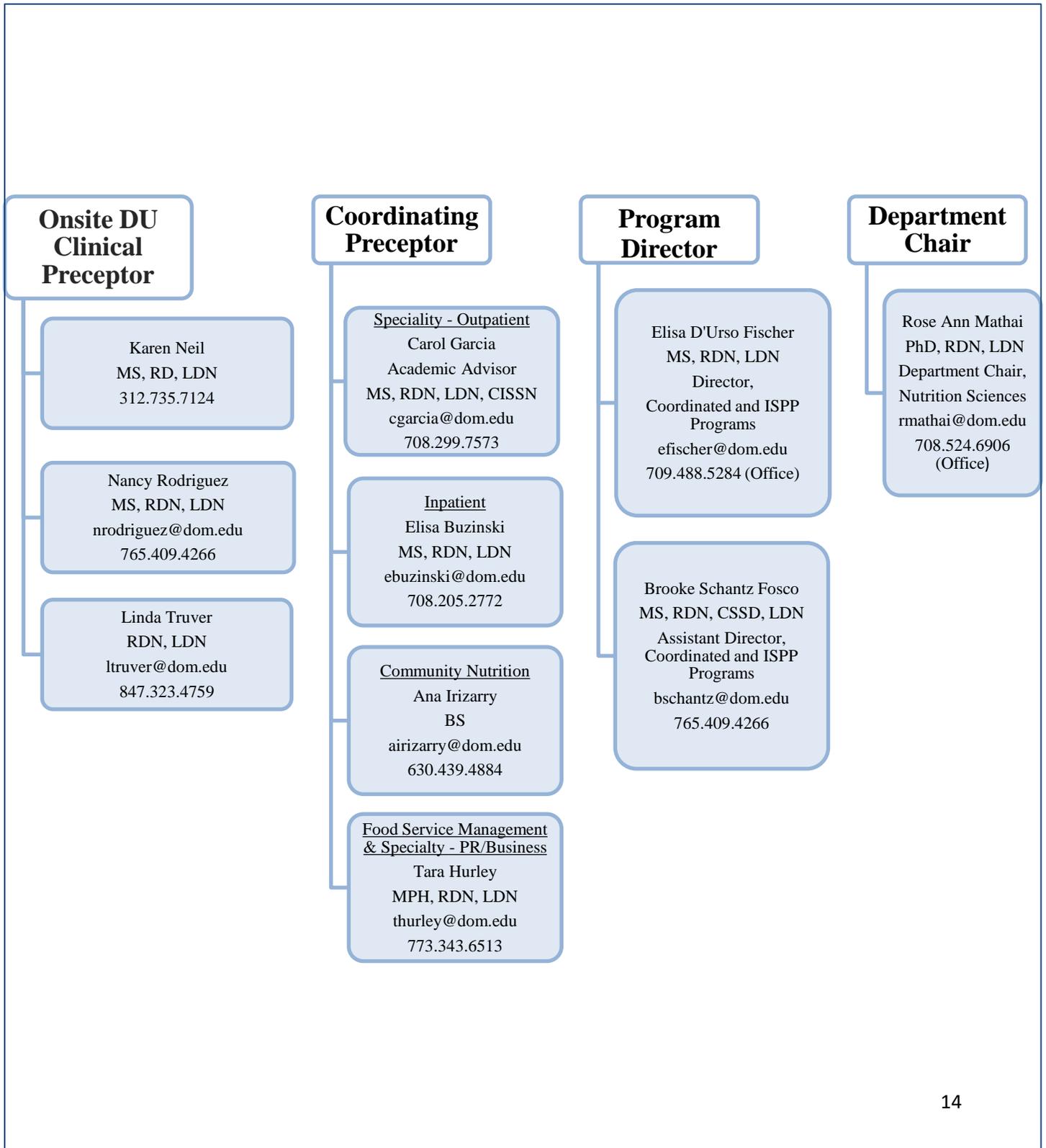
	<p>program/degree requirements within seven and one-half years (150% of the program length).</p> <p>2. At least 80% of all program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</p> <p>3. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.</p> <p>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>5. Among all program graduates who seek employment, at least 80% will gain employment in the nutrition and dietetics or related fields within 12 months of graduation.</p> <p>6. At least 80% of employers will agree or strongly agree about program graduates’ knowledge and skill preparation for entry-level practice as reported on the annual Employer Survey.</p>
<p>The program will prepare graduates who demonstrate a commitment to lifelong learning and leadership in their communities and the profession.</p>	<p>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>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>3. Within two years of program completion, at least 50% of graduates will report participation in professional development activities related to their career aspirations</p>

	and paths as reported on the annual Alumni Follow-Up Survey.
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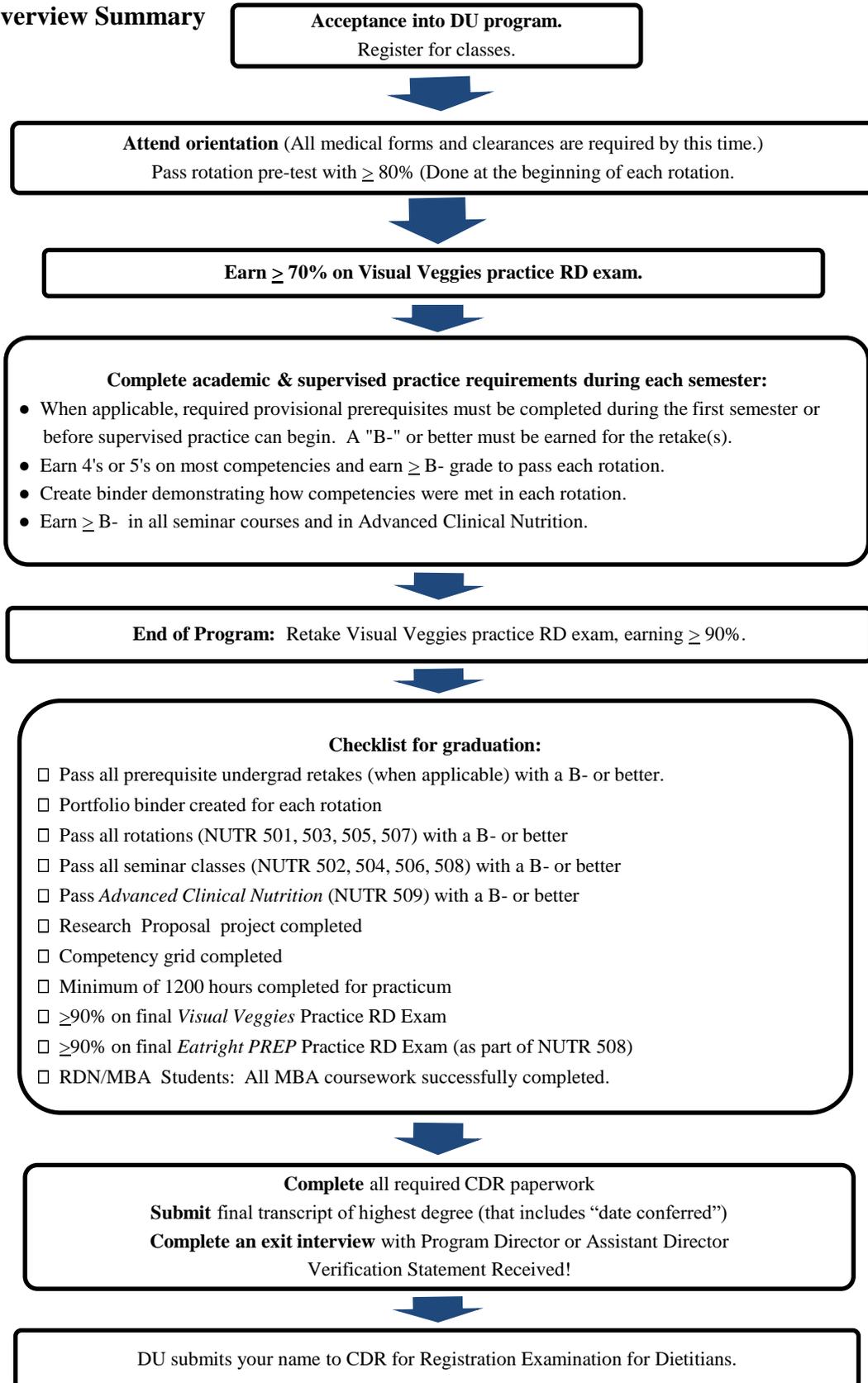
For additional information on program test completion, pass rates, and progress on program goal outcomes please visit the Dominican University [consumer information page](#).

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. In most cases, your concerns are dealt with adequately at the preceptor level.



Program Overview Summary



Length of Program

The expected length of each program offered at DU is listed below:

- Coordinated Undergrad: 5 years (includes all B.S. requirements and supervised practice curriculum)
- MBA/RDN: 2 years (5 semesters)
- MS with ISPP: 4-5 semesters, depending on full- or part-time status
- ISPP: 3-4 semesters, depending on full- or part-time status

Understanding that unforeseen circumstances may occur, a student will be allowed to extend the program. In special circumstances, additional time may be allowed, but that would be up to the Program Director's discretion, to be decided on a case-by-case basis.

Core Curriculum Course Descriptions

Course Name	Course Description
NUTR 461/501 <i>Nutrition</i> <i>Supervised Practice</i> <i>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)
NUTR 462/502 <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)
NUTR 463/503 <i>Nutrition</i> <i>Supervised Practice</i> <i>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)
NUTR 464/504 <i>Nutrition Seminar</i> <i>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)
NUTR 465/505 <i>Nutrition</i> <i>Supervised Practice</i> <i>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)

<p>NUTR 466/506 <i>Nutrition Seminar III</i></p>	<p>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)</p>
<p>NUTR 467/507 <i>Nutrition Supervised Practice IV</i></p>	<p>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)</p>
<p>NUTR 468/508 <i>Nutrition Seminar IV</i></p>	<p>This course is designed to cover fundamentals of research design. An essential component of this course is the successful completion 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>NUTR 509 <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 AND EXPECTATIONS

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.

Students will be required to meet specific ACEND competencies aligned with each supervised practice rotation. See list of all competencies in the Appendix.

Rotation sites are assigned using a computerized program with each student's input (obtained via an online survey). 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 Hours

ACEND requires that each student accumulate 1200 total hours by the end of the program, which includes supervised practice hours in professional work settings, simulation, case studies, and role playing. 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. Refer to the Attendance Policy for more information on absences and illnesses.

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. Emergency situations are an exception and will be negotiated with the DU Coordinating Preceptor. **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 said request.

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:

Rating	Description
5 = Exceptional	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.
4 = Proficient	Meets all expectations and objectives. Consistently demonstrates thorough, accurate, and appropriate application of knowledge, professional behavior, ethics and skills in activities and assignments.
3 = Emergent	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.
2 = Limited	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.
1 = Deficient	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.

0 = Failed	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.
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To pass a rotation, scores of 4 or 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 see the policy titled *Academic Retention and Remediation*.

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.

Expectations during Supervised Practice

- Treat the rotation experience like an ongoing job interview. Some site preceptors may be looking for future employees; a wise student will act accordingly.
- Each student is responsible for tracking and submitting supervised practice hours correctly using EXXAT.
- Good relations at all supervised practice rotation sites must be maintained to establish a strong professional network and guarantee the longevity of the dietetics program. Students must honor their supervised practice rotation commitment and complete the full rotation even if the student meets their hours prior to the end of the rotation.
- The student is expected to be ready for work by the scheduled starting time, not just walking in the door. Chronic lateness will have disciplinary consequences.
- Students will wear a lab coat for clinical inpatient rotations.
- Students are expected to protect the privacy of their patients in all clinical settings. Students will receive HIPAA training at the beginning of their clinical rotation. HIPAA guidelines are to be practiced at all times.
- All medical chart notes written by the student must be cosigned by a Registered Dietitian Nutritionist (RDN) unless the site policy allows otherwise. The student and preceptor will work out a procedure and schedule as to how notes are recorded and communicated to the preceptor for cosigning.
- The training given to the dietetic student is for the benefit of the student. The student does not displace regular employees. The student will work under the close supervision of the preceptor. The student enters the rotation with the awareness that they are not entitled to wages for the time spent in training, nor to a job at the conclusion of the program.
- All students should check in with their Academic Advisor at least one time per semester.

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 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. See appendix for instructions on how to make a tutoring appointment.

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. A complete description of Dominican University's Wellness Center can be found in the Dominican University's Student Handbook. (www.dom.edu/studenthandbook)

Contact information for the Wellness Center:

- Telephone: 708-524-6229
- Email: wellness@dom.edu

Student Retention and Remediation

It is recognized that in some cases, a student may require additional support and direction, along with the opportunity to repeat a course or supervised practice in order to successfully complete the program. In such cases, a specific academic action plan will be drawn up which is individualized to the student's specific situation. Achieving the action plan will allow for the student to continue in the program. Failing to meet the requirements of the plan could end in termination. Please refer to the policy and procedure for "Program Retention and Remediation."

Grievances

Every student has the right appeal for a new decision when there is a disagreement regarding the academic procedure. This process should always begin with the instructor, but if no resolution is reached, the appeal process can be taken to the next level. See the grievance policy for more details on the exact procedures.

PROFESSIONALISM

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 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.

Student Responsibilities

The following rules were established to help students acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules may result in disciplinary actions or termination from the program.

- It is the student's responsibility to be on time, be prepared, and participate fully in all supervised experiences, courses, and program-related events.
- It is the student's responsibility to communicate regularly and appropriately with the program director, coordinating preceptors, and on-site preceptors so that expectations, arrangements, responsibilities etc. are understood and agreed upon.
- It is the student's responsibility to plan carefully and thoroughly as their preceptor or seminar professor asks them to do. It is also the student's responsibility to follow through with all supervised practice and seminar coursework, planning and preparing for the unexpected.
- It is the student's responsibility to learn when to ask for guidance and when to be appropriately self-directed.

- It is the student's responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.
- It is the student's responsibility to look for connections
 - between theory and practice
 - to what is already known and understood
 - between and among the new things being learned
 - between the training environment and future roles
- It is the student's responsibility to take care of him or herself.
 - They should:
 - Eat well
 - Exercise
 - Get enough rest
 - Manage their stress and mental health
- It is the student's responsibility to be organized, respectful, and appreciative.

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. Nail polish and artificial/acrylic nails are prohibited during the Food Service supervised practice rotation.
- Extreme hair color and styles are inappropriate in the clinical setting. During the Food Service supervised practice rotation, long hair is to be pulled back and secured.
- During Food Service rotations, jewelry is to be limited to a watch and wedding band.
- Makeup: If make-up 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.
- During the Food Service supervised practice rotation, non-slip shoes should be worn.
- 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.

Protection of Students' Privacy

While some feedback may be provided in a group setting when appropriate, all individual evaluation sessions will be conducted between the student and the preceptor in a private setting behind closed doors. Discussion of student's concerns and issues will not take place in a public area. All efforts will be taken to ensure the privacy rights of each student.

Each student has a file that is kept in a locked filing cabinet in the administrative assistant's office. Only the student, staff (preceptors and administrative personnel) and the program director have direct access to the files. For privacy reasons, students are not allowed to open the file drawer themselves to look at their file. Please see the Privacy Policy on page 38.

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

ATTENDANCE POLICY: CLASS 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 policy on 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 make-up time without first talking to the DU Coordinating preceptor. **Do not make schedule changes** without their 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, CC'ing 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 with the DU Coordinating preceptor any time or work that needs to be re-scheduled.

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, student should not go to their 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 make-up 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 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 a LOA will be required to resume the program on the agreed-upon date. Failure to restart the program as agreed will result from dismissal from the program.

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.

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 during throughout the program:

1. Dominican University's Academic Policies and Student Conduct (<https://www.dom.edu/admission/graduate/library-information-studies-programs/school-information-studies/academic-policies>)
2. All affiliate supervised practice site policies regarding conduct
3. Academy of Nutrition and Dietetics Code of Ethics (<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>)
4. All guidelines, expectations, policies, and procedures as outlined in the Dominican University Coordinated and 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, iPod, or other electronic device for non-work-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 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 is 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)
- 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 (<https://www.dom.edu/admission/graduate/library-information-studies-programs/school-information-studies/academic-policies>)

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, 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 Program 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 said course again (see Program 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 go to:
<http://www2.dom.edu/diversity/resources/help-central/students>.

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 applicable DU coordinating preceptor.
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 a program is not in compliance 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 2000, Chicago, IL, 60606-6995.

INJURY AND ILLNESS WHEN ON SITE

PURPOSE: To provide guidelines for getting aid to an ill or injured student when on campus or at a Supervised Practice.

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:

1. In non-emergency situations, if the student can ambulate and get themselves 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.

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. 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, don't 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 0 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 that 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 Disciplinary Action & 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:

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 (total of three opportunities).
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.

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 MS/RD and MBA/RDN 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

- PAL for academic coursework can be earned by students who have previously completed a master's program or graduate course in a relevant area.
- Credit for one seminar course may be earned.
- The graduation date for the MS and MBA/RD 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.

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 should be 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 checks out to Dominican University Nutrition Sciences Department.
3. Additional documentation or clarification of competence and knowledge learned 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 checks out to Dominican University Nutrition Sciences Department.
3. Additional documentation or clarification of competence and knowledge learned 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, then 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’s procedure (page 33).

PROTECTION OF PRIVACY

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 sessions will be conducted between the student and the preceptor in a private setting behind closed doors. Discussion of student's concerns and issues will not take place in a public area. 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 administrative assistant's office. Only the student, staff (preceptors and administrative personnel) and the program director have direct access to the files. For privacy reasons, students are not allowed to open the file drawer themselves to look at their file.

PROCEDURE:

Accessing Student Files

1. The administrative assistant is responsible for unlocking the file cabinet drawer.
2. A student may request to view his/her file. Permission can only be granted from the administrative assistant or dietetics program staff members.
3. Only the allowed staff member can pull the student's folder from the file cabinet
4. The student must stay in the office while viewing the file.
5. When finished, the file must be given back to the appropriate staff who will file it back in the cabinet.
6. The administrative assistant locks the file cabinet at the end of the day.
7. The student also has the right to inspect and review their DU educational records within 45 days after the university receives a request for access. Students should submit a written request that identifies the record they wish to inspect to the Office of the Registrar. 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 or 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. Mid-point 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 a total of 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.
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 2nd attempt, they will be dismissed from the program.

Pre-Rotation Testing

1. A score of $\geq 80\%$ must be achieved in \leq three attempts.
2. If the third attempt results in $< 80\%$, the student may not be able to continue at their supervised practice rotation site and an Academic Retention and Remediation plan will be devised by the Coordinating Preceptor and Program Director. Note: If a student is removed from a rotation site, there will be a program completion delay.
3. As part of the Academic Retention and Remediation Plan, students will be referred to Academic Enrichment Center for assessment.

Visual Veggies

1. A score of $\geq 70\%$ 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 score minimum by the deadline, said student will need to schedule an appointment with their academic advisor within two weeks. Failure to schedule and attend this appointment may result in program dismissal.
3. An Academic Retention and Remediation plan will be devised by their Academic Advisor and Program Director.
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 will need to be signed by Dominican University and the supervised practice rotation site before proceeding.
4. On site, the student is responsible for tracking their hours and completing all required HR paperwork, rotation competencies, and their competency binder.
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. 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 get sent to the monitoring preceptor, however, as an added protection, take a screen shot and/or email the result to 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 (either called 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 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 than a leave of absence.

PROCEDURE:

1. The student writes a letter to the Program Director informing them of the withdrawal and the reason for withdrawal.
2. The program director meets with the student to discuss their decision.
3. After the discussion, if the student decides to remain in the program, the student resumes their usual schedule.
 - a. The student writes on their original letter that they have 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. This can be done in the Registrar's Office or on Dominican University's website.

Section IV: Appendix

ASSOCIATED PROGRAM FEES

	Undergraduate Coordinated Program in Dietetics	Graduate Coordinated Program in Dietetics	ISPP Program
Tuition and Fees (year)	\$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>
Lab Fees (total amount)	\$625.00	\$625.00	\$625.00
Student Fee (per class)	\$23.00 (85.00 maximum per semester)	\$23.00 (85.00 maximum per semester)	\$23.00 (85.00 maximum per semester)
Technology Fee	\$75.00 (part-time) \$150.00 (full-time)	\$75.00 (part-time) \$150.00 (full-time)	\$75.00 (part-time) \$150.00 (full-time)
Matriculation Fee (one-time charge)	\$25.00	\$25.00	\$25.00
Graduation Fee (one-time charge)	\$75.00	\$75.00	\$75.00
Experimental Fee (one-time charge)		\$500.00	
Parking Fee (per academic year)	\$50.00 (commuter) \$100.00 (resident)	\$50.00 (commuter) \$100.00 (resident)	\$50.00 (commuter) \$100.00 (resident)
Room & Board/meal plan (per year)	\$4,971.00-5,976.00	\$4,971.00-5,976.00	\$4,971.00-5,976.00
Resident Fee	\$20.00	\$20.00	\$20.00

(per semester)			
Liability Insurance (per year)	\$27.00	\$27.00	\$27.00
Medical Exams, Medical Tests, and Drug Testing*	\$150.00	\$150.00	\$150.00
Background Check (one-time fee)	\$75.00	\$75.00	\$75.00
Academy Membership (per year)	\$58.00	\$58.00	\$58.00

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

ACEND 2017 CRDNs and KRDNs

Domain I

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

All Programs Require:

- Completed online application
- 2 Professional References
- Personal Statement
- Transcripts from all schools
- Application fee

Additional requirements based on program:

Program Pathway	DPD Verification Statement Required	GRE Required	Apply but not match to DICAS
RDN/MBA		X	
MS with ISSP	X		X
ISPP	X		X
Coordinated Under-graduate Program	Course of study with advisor		

All applicants are evaluated on all the submitted documentation. As a result, students may be accepted, declined, or provisionally accepted. The most common required provision is the retaking of an undergraduate course (MNT I & II as well as Nutritional Biochemistry require a B- or better). The student is to meet with the advisor to come up with a plan that prioritizes the meeting of their requirements within the first semester. Multiple class retakes may lengthen the usual time it takes to complete the program.

PROBLEMATIC BEHAVIOR FORM

Patterns of behavior can interfere with a student's ability to successfully complete competencies or work well with others. Therefore, to help the student's performance, it is important to record incidences and provide feedback. Please use this form to document any incidence by circling the corresponding number. If you are recommending a written warning for the student, the coordinating preceptor will write and file the pertinent warning.

#	Student's Problematic Behavior	Provide the date(s) of each occurrence:		
		First Incident	Second Incident: Official Verbal Warning	Third Incident: Written Warning
Integrative Professionalism				
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			
Behavior toward Assignments				
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			
Site responsibilities				
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			

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	
Company	Phone
Address	Supervisor
Email Address	
Job Title	
Company	Phone
Address	Supervisor
Email Address	
Job Title	
Company	Phone
Address	Supervisor
Email Address	
Job Title	

