



BUFFALO STATE
The State University of New York

Nutrition and Dietetics Handbook
334 Caudell Hall
Nutrition and Dietetics Program
Health, Nutrition and Dietetics Department

1300 Elmwood Avenue
Buffalo, NY 14222- 1095
716-878-5913

Rev. September 2024



BUFFALO STATE
The State University of New York

About Buffalo State University

Buffalo State University is a member of the State University of New York system (SUNY). A Carnegie Master's Institution, Buffalo State University is one of 136 colleges and universities in the nation that are working together to enhance the practice and profession of teaching. Buffalo State University offers 79 undergraduate majors, 64 graduate studies including master's degrees, certificates of advanced study, and various graduate certificates. The University has 1067 full-time faculty and educates over 6000 undergraduate and graduate students each year. (Fall 2023) The University is known for its strong community connections and a continuing commitment to providing high-quality lifelong learning opportunities. Buffalo State University is accredited by Middle States Commission on Higher Education. Buffalo State University is also accredited by the Board of Regents, University of the State of New York. Currently the student body is composed of approximately 49% of students who are members of underrepresented minority groups (African American, Hispanic, and Native American) and majority of students are under 25 years of age. Small, diverse classes are taught by professional, dedicated faculty members. The campus is safe, accessible, and attractive with excellent arts, athletics, and research facilities. A multitude of student organizations and clubs facilitate leadership and involvement in campus life. Buffalo State University's location and reputation provide access to outstanding internships and employment opportunities with local firms. An exceptional value, Buffalo State University is a leader in providing top-quality, affordable education in Western New York.

Health, Nutrition and Dietetics Department (716) 878-5913

<https://hnd.buffalostate.edu/>

Admissions (716) 878-4017

<https://admissions.buffalostate.edu/>

Didactic Program in Nutrition and Dietetics Program Handbook

The student handbook includes information pertaining to Academy of Nutrition and Dietetics (AND). The curriculum meets the requirements for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of AND. The outlined curriculum is a guideline and does not reflect semester schedule for every student. Therefore, individual course schedules will be determined by advisement by faculty.

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Department of Health, Nutrition and Dietetics Programs

The Health, Nutrition and Dietetics Department at Buffalo State University, SUNY offers a baccalaureate degree in Dietetics. Dietetics is the health-care profession that applies food and nutrition to health management. The professional in the dietetics field is a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). Registered Dietitians work in a wide variety of employment settings, including health care, business industry, public health, education, research and private practice.

To become an RD an individual must complete the following requirements established by the Accreditation Council for Education in Nutrition and Dietetics, the credentialing agency of the Academy of Nutrition and Dietetics (AND):

Minimum of a master's degree at an U.S. regionally accredited university or college

and

Academic course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of AND

and

Accreditation Council for Education in Nutrition and Dietetics accredited Supervised Practice Program

and

Registration Examination administered by the Commission on Dietetic Registration (CDR)

The Department offers bachelor's degrees in two dietetic programs that partially satisfy the requirements for becoming an RD- the Didactic Program in Nutrition and Dietetics (NAD) (formerly the Didactic Program in Dietetics) and the Combined Dietetics BS MS Pathway. The NAD provides the undergraduate academic course work and graduates of the program apply to an Accredited Internship Program in Nutrition and Dietetics (IPND) to fulfill the supervised practice requirement. Application to master's program if not included the IPND. Upon completion of undergraduate work, supervised practice, and master's degree, an individual is eligible to take the Registration Examination.

Accreditation Status

The both programs are currently granted accreditation by the Accreditation Council for Education and Nutrition and Dietetics of the Academy of Nutrition and Dietetics, the 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600.

Dietetics and Nutrition Faculty

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Didactic Program in Nutrition and Dietetics (NAD)

Pathway to becoming an RDN

To become a registered dietitian (RD) or registered dietitian nutritionist (RDN), an individual must complete all components established by the Commission on Dietetics Registration (CDR), the credentialing agency of the Academy of Nutrition and Dietetics

The components are:

Master's Degree

Minimum of a bachelor's degree at a U.S. regionally accredited university or college

Academic Requirements

Core Knowledge for the RD - 2022 established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of AND

Supervised Practice

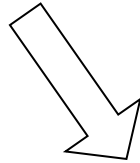
Practitioner Competencies established by ACEND of AND

Registration Examination

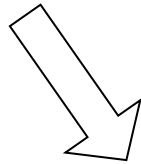
Administered by CDR

TO BECOME A REGISTERED DIETITIAN!

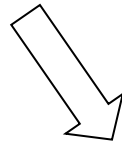
**NAD
4 years**



Bachelor of Science



**Dietetic Internship + Master's Degree
Meets Academic and Supervised Practice Requirement**

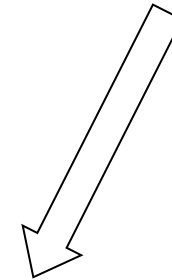


**Pass National Registration Examination
Become a REGISTERED DIETITIAN/NUTRITIONIST**

**Combined Dietetics BS,MS
5 years**



**Bachelor of Science
Masters of Science
Meets academic and Supervised
Practice Requirements**



Other Dietetic Practitioner Options

BS-NDTR (Nutrition Dietetics Technician, Registered)

In July 2014, the Academy of Nutrition and Dietetics' Board of Directors approved the optional use of the credential "Nutrition and Dietetics Technician, registered" (NDTR) by NAD graduates who have successfully completed DTR Pathway III requirements. This credential option builds upon the existing DTR Pathway and differentiates between degree levels to obtain the credential Nutrition and Dietetics Technician, Registered (PhD-, MS-, BS- or AS-NDTR).

NDTR Examination Information and Study Resources

CDR Website

<https://www.cdrnet.org/>

<https://www.cdrnet.org/Students>

- DT Pathway III Frequently Asked Questions
- Computer Based Testing FAQ

Student Center - Becoming a Dietetic Technician Registered Academy of Nutrition and Dietetics Website

<https://www.eatrightpro.org/acend/students-and-advancing-education/students-and-advancing-education-intro>

If you have questions about becoming a dietetic technician, contact CDR 800-877-1600 ext 5500 or email: cdr@eatright.org

Certification in New York State (CDN)

CDN Certification in NY is required for third party reimbursement such as Medicare and Medicaid. NYS Department of Education. <https://www.op.nysed.gov/dietetics-nutrition> administers this certification. Graduates who become an RD or DTR are eligible for certification.

A NAD graduate may become a CDN without completing an ACEND approved supervised practice and practice as a dietitian/nutritionist in NY state only. Graduates are required to complete 800 hours of supervised practice under the supervision of an NYS RDN/CDN and pass a national registration exam. For more information see: <https://www.op.nysed.gov/dietetics-nutrition>

Cost to the Student

Undergraduate Tuition and Fees

The current information on tuition and fees is available at the Buffalo State website

<https://studentaccounts.buffalostate.edu/tuition-and-fees>

Students are required to pay tuition and fees upon receipt of invoice. Deductions are made under various state and federal financial aid programs.

Tuition

The tuition for NY State residents, out-of-state residents and part-time students is provided on the website.

Mandatory Fees

The mandatory fees per semester include University Fee (finances operating budget), Activity Fee (supports student groups), Health Fee (provides basic medical assistance through the Weigel Health Center), Athletic Fee (supports intercollegiate athletics), Technology Fee (provides enhancements to campus technology) and Transportation Fee.

Non-mandatory Fees

Parking for the year on campus.

Housing – Residence Life

Information pertaining to housing and the cost are available at

<https://residencelife.buffalostate.edu/housing-cost> . All full-time freshmen and sophomore students whose permanent residency are beyond a 35-mile radius of Buffalo State are required to reside on campus for 4 consecutive semesters or until you earn 60 credits, whichever comes first. Those exempt from this requirement include married students, single parents, transfer students, veterans, and students over the age of 21, students residing with relatives (i.e. aunts, uncles, brothers, sisters, etc.). Documentation will be needed to achieve exemption status under any of these circumstances.

Health Insurance Options

Due to declining enrolling and rising premiums, Buffalo State will no longer be offering domestic health insurance effective August 13, 2018. Visit for options for to obtain insurance on your own:

<https://weigel.buffalostate.edu/new-students>

Immunizations

In order to register for classes, all students must follow New York State law regarding immunizations. Immunization records must be provided to the Health center in order to register for classes. The Health Center can help with obtaining records and/or provide measles, mumps, and rubella immunizations at no charge: <http://weigel.buffalostate.edu/new-students>.

Meningitis Response Form

Students are not required to receive the meningococcal vaccine, but you are required to fill out the response form: <http://weigel.buffalostate.edu/new-students>.

Books

Most courses require textbooks that are mandatory for the course. The cost varies per semester based on the course students are enrolled in. In addition, certain courses require students to purchase lab manuals and course material costing up to \$60.

AND dues

Student membership in the Academy of Nutrition and Dietetics may be required for selected upper division NFS classes. Cost- \$58

Travel Expenses

Students are responsible to pay transportation costs to school and Volunteer Service-learning experiences. Travel is generally limited to Western New York. NFTA student transit passes are available to purchase in the bookstore.

Drug Testing, Background Checks, Uniforms and Liability insurance

No requirements for the above are required by Volunteer Service-Learning sites.

Distance Education Components

General education courses and courses required for the dietetics major may be offered online or as hybrid courses. Syllabus information includes class-specific technological information such as required internet and computer access, computer programs (Word, PowerPoint) and preferred web browser. If hybrid course, information about format, communication guidelines and schedule for online sessions. Students considering online instruction can assess their readiness and computer skills through <https://online.suny.edu/faculty-and-staff/online-readiness/> . Tuition per credit hour \$353.00 <https://studentaccounts.buffalostate.edu/tuition-and-fees>

Verification of Identity

Computing and Technology Services is responsible for the consistent application of the automated processes related to student identity verification. Upon admission students receive a secure log-in and pass code for secure access to campus information systems. For the campus policy on Student Identity verification of online learning activities see:

<http://bscintra.buffalostate.edu/dops/policysect4/040702.pdf>

Financial Aid/Scholarships

Students enrolled at Buffalo State are eligible for financial aid and scholarships. Information regarding student loans including deferments and student employment is available from the Financial Aid Office in Moot Hall. Scholarship information can be obtained from Campus Application Portal for Scholarships (CAPS) <http://financialaid.buffalostate.edu/scholarships>.

Financial Aid

The goal of the Financial Aid Office is to assist students with securing sufficient funding to cover their educational expenses. Annually, 85 percent of all undergraduate students receive some form of financial aid (federal, state, institutional, and/or private) while attending Buffalo State. Staff members in the Financial Aid Office, Moot Hall 230, are available year-round to assist students and their families with the financial aid application process. Contact the Financial Aid Office at (716) 878-4902 and/or <http://financialaid.buffalostate.edu/>. Additional financial aid information is available at email: finaid@buffalostate.edu.

Scholarships

In addition, Nutrition and Dietetics majors may apply for Department Scholarships, Phi Upsilon Omicron Scholarships (DUE Feb 1), Western New York Academy of Nutrition and Dietetics and New York State Academy of Nutrition and Dietetics. Many students from Buffalo State have received scholarships from other sources including AND Foundation and Phi Upsilon Omicron at the national level. Online application for university scholarships is offered in the fall and spring through the Campus Application Portal for Scholarships <https://buffalostate.academicworks.com/>

Among the eligibility criteria for an AND Foundation scholarship <http://www.eatrightfoundation.org/Foundation/scholarships/> : Applicants must be AND members at least one month before the application deadline. A scholarship may require membership in a specific dietetic practice group (DPG), and/or residency in a specific state. A scholarship may be earmarked for underrepresented groups.

Excelsior scholarship provides tuition awards to eligible students attending New York State's public colleges and universities (SUNY and CUNY). This scholarship, in combination with other student financial aid programs, allows students to attend a SUNY college tuition-free. Information about the scholarship <https://www.suny.edu/smarttrack/types-of-financial-aid/scholarships/excelsior/>

The Academy of Nutrition and Dietetics (AND)

The Academy of Nutrition and Dietetics (AND), formerly the American Dietetic Association (ADA), founded in 1917 is the world's largest organization of food and nutritional professionals. With nearly 75,000 members AND is a powerful advocate on behalf of the dietetic professionals serving the public through the promotion of optimal nutrition, health and wellbeing.

The Accreditation Council for Education and Nutrition and Dietetics (ACEND) is AND's accrediting agency for education programs preparing students for careers as registered dietitians/nutritionists (RDN) or dietetic technicians, registered (NDTR).

ACEND:

- establishes and enforces standards for the educational preparation of dietetics professionals. These standards of education are outcome-based and require programs to provide the foundation knowledge, skills and competencies for entry-level dietetics practice.
- recognizes dietetics education programs that meet the standards of education by accreditation or approval. Dietitian Education Program (DEP) and Didactic Program in Nutrition and Dietetics (NAD) programs at undergraduate and graduate levels, post bachelor's Dietetic Internships and associate degree Dietetic Technician Programs are accredited by ACEND.

The Commission on Dietetic Registration (CDR) is the credentialing agency for The Academy of Nutrition and Dietetics. The purpose of the Commission is to serve the public by establishing and enforcing standards for certification and by issuing credentials to individuals who meet these standards.

CDR currently awards eight separate and distinct credentials: Registered Dietitian (RD) (also known as Registered Dietitian Nutritionist, RDN); Nutrition and Dietetics Technician, Registered (NDTR); Dietetic Technician, Registered (DTR); Board Certified Specialist in Renal Nutrition (CSR); and Board Certified Specialist in Pediatric Nutrition (CSP), Board Certified Specialist in Sports Dietetics (CSSD), Board Certified Specialist in Gerontological Nutrition (CSG) and Board Certified Specialist in Oncology Nutrition (CSO) and Board Certified Specialist in Obesity and Weight Management (CSOWM).

CDR establishes and enforces standards and qualifications for dietetic registration and minimum competency for entry-level practice. The components for registration include:

- completion of a minimum of a master's degree at an U.S. regionally accredited university or college
- completion of course work required and approved by ACEND
- completion of Accreditation Council for Education in Nutrition and Dietetics accredited Supervised Practice Program
- Registration Examination administered by the Commission on Dietetic Registration (CDR)

Complaints to ACEND

For complaints related to ACEND accreditation standards, students must first talk to the chairperson, program directors, advisors or faculty if you have any concern pertaining to standards, policies, procedures or conduct of ACEND. The individual will help you to resolve the issue internally or will assist you in the complaint process directly to ACEND.

The following is the policy for Complaints to ACEND:

Complain Investigation Form: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

- A. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public, may submit a complaint about the standards, policies, procedures or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints are not considered.
- B. ACEND staff forwards all written complaints to the ACEND chair and a public member within three weeks of receipt of the complaint.
- C. If the ACEND chair and the public member determine that the complaint does not relate to the standards, policies, procedures or conduct of ACEND, the complainant is notified within two weeks of their review that no further action will be taken.
- D. If the ACEND chair and the public member determine that the complaint does relate to the standards, policies, procedures or conduct of ACEND the complaint is acknowledged in writing within two weeks of their review and the complainant is provided a copy of the process for handling the complaint.
- E. The ACEND chair appoints a review committee that considers the complaint, along with all relevant information, and recommends appropriate action to the ACEND board.
- F. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
- G. The ACEND board considers the review committee's recommendation at its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures or conduct of ACEND representative, no action is taken. If the complaint is substantiated, appropriate action is taken.
- H. The complainant is notified of the ACEND board's decision and action in writing within two weeks of the decision.

(ACEND Policy and Procedure Manual, May, 2015)

Employment Opportunities for Dietitians

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

RDN's work in:

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

Salaries and Job Outlook

The news for most dietetics practitioners is positive. According to *The Compensation & Benefits Survey of the Dietetics Profession 2021*, sponsored by the Academy of Nutrition and Dietetics, registered dietitian nutritionists (RDNs) and the dietetic technicians registered (DTRs) experienced wage gains reflected in the 2017 survey. RDN median annualized wages are now at per year \$65,000; DTR median annualized wages remain stable at \$45,000.

As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs. Salaries increase with years of experience.

In recent years, there has been increased interest in the role of food in promoting health and wellness, particularly as a part of preventative healthcare in medical settings. The importance of diet in preventing and treating illnesses such as diabetes and heart disease is now well known. More dietitians and nutritionists will be needed to provide care for people with these conditions.

The dietetics profession is faced with the challenge of how to respond to the potential increase in demand for credentialed professionals. The Dietetics Supply and Demand: 2010-2020 study results and recommendations can be found in the following publication: *J. Acad Nutr Diet.* 2012; 112,(suppl 1):S75-S91.

Key findings of the study included the following:

- Approximately 55% of CDR-credentialed dietetics practitioners work in clinical dietetics.
- Approximately 75% of the demand for the dietetics workforce will be met by the 2020 supply of CDR-credentialed dietetics practitioners (a shortage of 18,000 positions).
- The aging population, health care reform, increased prevalence of certain conditions (including obesity), and growth in the food industry are key factors affecting the demand.

(*J Acad Nutr Diet.* 2012;112(suppl 1):S75-S91.)

For more information about AND and its services, refer to:

Website: www.eatright.org Phone: 800-877-1600 or 312-899-0040
Address: The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Didactic Program in Nutrition and Dietetics (NAD)

Bachelor of Science Degree Granted

The Didactic Program in Nutrition and Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600.

NAD Mission, Goals and Program Outcomes (revised Fall 2024)

Mission Statement

The program is dedicated to providing quality education that prepares the graduate for the credentialing exam to become a dietetics technician registered and for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist. The program is committed to facilitating the critical thinking, problem solving, personal, professional growth and lifelong learning to prepare students for an evolving diverse community and workplace.

Goals

1. Graduates will attain the knowledge, skills and professional characteristics needed for successful completion of supervised practice experience or for graduate school admission.

Target Measures

- At least 80% of full time program students complete program/degree requirements with 3 years or 6 academic semesters (150% of program length) (ACEND).
- At least 50% of part time program students complete program/degree requirements with 6 years or 12 academic semesters (150% of program length) (ACEND).
- 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation (ACEND).
- 50% of program graduates are admitted to a supervised practice program within 12 months of graduation (ACEND).
- 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% (ACEND).
- DI directors will rate graduates on "academic preparation", "skills", "personal traits" "overall preparation" at least 3 (average) on a scale of 1 to 5 on a survey sent six months post-graduation (ACEND)

2. Graduates will demonstrate commitment to life-long learning, professional development, service and leadership in diverse pre-professional and community endeavors.

Target Measures

- 100% of Junior and Senior students will attend at least one professional presentation in the field of dietetics or participate in a NAD professional development activity. This will be documented in the student portfolio and reviewed annually.
- Based on the final portfolio review by the NAD director 100% of NAD graduates will complete a professional development portfolio that incorporates development of professional skills and fosters critical thinking and creative-problem solving.
- 80% of program graduates will participate in volunteer learning nutrition community service activity as evidenced by annual review of student portfolio.

Program Outcome Data

The program outcome data is reported in the self-study. The submission of a self-study followed by a site team visit occurs every seven years. Program outcome data may be obtained from the NAD director and the chairperson of the department upon request.

ACEND Verification Statement

The Didactic Program in Nutrition and Dietetics (NAD) verification statement verifies completion of educational requirements and is required for application to accredited dietetic internship (DI) programs, to take the dietetic technician, registered exam, active membership in the Academy of Nutrition and Dietetics, and state licensure/certification.

For students earning their baccalaureate degree, verification statements will be issued when the student has completed ACEND[®]-accredited Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements also have been completed. **A verification statement will be completed on behalf of the student but will not be issued to the student until the NAD Director receives an official transcript with graduation date.**

For students who have previously completed a baccalaureate degree at a US regionally accredited college/university or foreign equivalent, a verification statement will be given upon completion of Didactic Program requirements. **A verification statement will be completed on behalf of the student but will not be issued to the student until the Didactic Director receives an official transcript with graduation date.**

NAD Program Requirements

Admission Requirements: Students are admitted as freshmen or transfers. Transfer students, undeclared students, or students changing majors or desiring a major in this program must have a minimum GPA of 2.75 in previous college credit. Undeclared students or those changing majors to nutrition and dietetics must fill out a Change of Major form.

Academic Requirements: All NAD students are required to maintain a cumulative **GPA of 2.75** to continue as juniors as defined by the program. NAD student cumulative GPA's will be reviewed prior to starting any NAD junior courses (NFS 401, Medical Nutrition Therapy I and NFS 330, Integrative and Functional Nutrition). Students failing to meet the GPA requirement **cannot advance** in the program until they have met the required GPA and **cannot**, therefore, **graduate** with a degree in nutrition and dietetics (effective for Freshman and Transfers Fall 2015).

The baccalaureate degree in the NAD requires a total of 111 credits. Of these, 33 credits are in the areas that meet the Buffalo State General Education requirement, 46 credits are in the major and 32 credits are from courses outside the Department that are required to meet some of the ACEND core knowledge requirements and may meet some of the General Education 23 requirements. Students are encouraged to consider a minor to meet the 120-credit general university graduation requirement.

Degree Requirements are listed in three categories:

- I. General Education Requirements (GE23)
- II. Required Courses for Major
- III. Required Courses Outside the Department.

I. General Education Requirements: 33 credits

II. Required Courses for Major

A. Department 46 credits

NFS 100	Introduction to Food Preparation (3)
NFS 102*	Introduction to Nutrition (3)
NFS 200	Food Chemistry Lab (1)
NFS 211	Applied Management in Dietetics I (3)
NFS 230	Introduction to Dietetics Profession (2)
NFS 302	Advanced Nutrition (3)
NFS 311	Applied Management in Dietetics II (3)
NFS 315	Life Cycle/Community I (3)
NFS 316	Life Cycle/Community II (3)
NFS 330	Integrative and Functional Nutrition (1)
NFS 401	Medical Nutrition Therapy I (4)
NFS 402	Medical Nutrition Therapy II (3)
NFS 403	Medical Nutrition Therapy III (3)
NFS 405	Principles of Nutrition Education (2)
NFS 430	Introduction to Nutrition Research (3)
NFS 420	Dietetics Field Experience (3)
NFS 495	Senior Project (3)

B. Required Courses Outside the Department*

32 credits

BIO 100*	Principles of Biology (3)
BIO 308	Human Anatomy and Physiology (3)
BIO 309	Human Anatomy and Physiology Lab (1)
BIO 355	Survey of Microbiology (3)
CHE 111*	Fundamentals of Chemistry I (3)##
CHE 112	Fundamentals of Chemistry II (3)
CHE 113	Fundamentals of Chemistry I Lab (1)
CHE114	Fundamental of Chemistry Lab (1)
CHE 201	Organic Chemistry I (3)
CHE 203	Organic Chemistry I Lab (4)
CHE 322	Biological Chemistry (4)
MAT 311*	Introductory Probability and Statistics (3)
PSY 101*	Introduction to Psychology (3)

C. General Electives

9 credits

*these courses meet the General Education requirements, see UniversityCatalog

In order to register for CHE111 students must have one of the following prerequisites: a grade of at least “C” Chem 110 or MAT114, SAT math score of at least 480 or ACT score of at least 18. If none of these are present students must take Chem 110 before taking Chem 111. This will mean that students will need to take CHE111/113 in the Spring and CHE 112/114 during summer session.

Graduation Requirements:

A. Curricular Requirements: complete required credits in:

1. General Education (GE23)
2. Required Courses for Major – didactic
3. Required Courses Outside the Department.

B. Student Professional Development Portfolio:

All students are required to complete a student portfolio. The formal portfolio process is explained in detail and begun in NFS 230, which is usually taken in the fall semester of the sophomore year. Therefore, students should keep documentation from courses taken prior to NFS 230. Transfer students should take NFS 230 as soon as possible. A “Student Portfolio Packet” is distributed in NFS 230.

Faculty supervises students at different periods of the portfolio process to monitor progress and provide the required guidance and support. Completion of the portfolio is one of the assignments in the final course of the NAD curriculum, NFS 420 Dietetics Field Experience and hence a requirement for graduation and receiving a verification statement.

The goals of the portfolio process are:

- Student learning outcome assessment through student self-assessment of personal professional characteristics and knowledge and faculty feedback
- Teaching professional development process
- Document of student progress in the curriculum
- Providing documentation that can be used in job searches
- Program assessment through review to identify patterns of strengths and weaknesses in student performance

C. University requirements:

All students expecting to qualify for a bachelor's degree must fulfill the following requirements:

1. File a graduation application with the Registrar's Office, Moot Hall, by the specified date. Failure to make application before the specified date may eliminate the student from the commencement program and delay the granting of the degree.
2. Students must meet all financial obligations to the University and return all University property.
3. Students must complete the 33 credit hours of general education requirements.

In addition to the liberal arts education coursework, all undergraduate degree candidates must meet the following university wide graduation requirements:

4. Successful completion of required coursework in the declared major
5. Successful completion of at least 120 credit hours, of which at least 33 must be upper division generally considered advanced and numbered 300-499. At least 32 credits must be taken at Buffalo State, including the last 16 credits
6. Final minimum overall cumulative GPA of 2.0
7. Final minimum major GPA of 2.0, Individual programs may have academic policies pertaining to graduation requirements that must be satisfied.
8. Final minimum cumulative GPA for courses taken in a minor is 2.0.
9. Successful clearing of all I, N, or X grades

Length of Program

The curriculum as designed can be completed in four years, or eight academic semesters for full time students. The programs' admission policies and maintenance of academic good standing ensure that most full-time students meet the target measurement of completing the program in a timely fashion. Students who begin the NAD as full time juniors are expected to complete the curriculum within 2-3 years or 4-6 academic semesters as outlined in the NAD goals. Part time students are expected to complete the curriculum 3-4 years or 6-8 semesters. Summer and J-term courses may be needed for some students. There is no maximum amount of time allowed for completion of program however financial aid is limited based on state and federal satisfactory academic progress guidelines. Students should discuss aid limitations with financial aid.

Length of Program for Transfer students

Transfer students or potential students should contact the Program Director to discuss such variables as transfer credits, sequence of courses, prerequisites, course availability and length of program.

Articulation agreements and transfer credit database exist to facilitate transfer credit.

<https://admissions.buffalostate.edu/dual> and <https://admissions.buffalostate.edu/transfer#credit>

These variables may increase program completion time to 3-4 years .

Students with Baccalaureate Degree

Students with a Baccalaureate degree may decide to complete the only the required courses for a verification statement rather than complete the general education requirements for a BS in nutrition and

dietetics. Students with a verification statement may apply for dietetic internships or take the dietetic technician registration exam.

Student Retention

Application to dietetic internships or graduate school is highly competitive. Most dietetic internships strongly prefer students with a cumulative GPA 3.0 or higher. Several internships also require the dietetics major GPA to be 3.0 or higher. Each semester the NAD director will monitor junior and senior NAD students' cumulative GPAs. Students will receive email notifying the student that their GPA (<3.0) may not be competitive for placement in a dietetic Internship. Students will meet with the NAD director about ways to improve their GPA (including retake courses with a grade of C minus and to seek help from Academic Skills Center and faculty) or to consider an alternative major.

Student Performance Monitoring

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

Assessment of Student Learning

Assessment of student knowledge and skills is done throughout the curriculum. The data is used to monitor student progress through the curriculum, identify individual student strengths and limitations, provide early intervention and support for students to work on the limitations, for curriculum development, and to meet the university, department and ACEND assessment requirements. The learning outcomes matrix reflects the ACEND 2022 standards.

Access to Student Files

The HND Department follows the procedures outlined under FERPA (Federal Education Rights & Privacy Act.) <https://deanofstudents.buffalostate.edu/ferpa-information>

General Education

General Education (GE)

Buffalo State's General Education program meets the SUNY-wide General Education requirements while maintaining the university's commitment to diversity, interdisciplinary education, and critical inquiry. Students must satisfy the university-wide requirements. Buffalo State requires that all students take 33 credits worth of General Education courses.

General education requirements are determined by student matriculation date and are listed in the Buffalo State Catalog in effect in the year of matriculation. General education requirements may differ for students if AP, IB, CLEP, or transfer credit is awarded.

New and transfer undergraduates entering Buffalo State during the summer 2023 or fall 2023 and later must complete the General Education 2023 (GE 23) program.

Each student must complete a minimum of 33 credit hours of courses approved as GE 23 courses.

General Education 2023 Program (GE23)

KNOWLEDGE AND SKILLS AREAS

Communication – Written and Oral 6 Credits

CWP 101 (3): must earn a minimum grade of C

CWP 102 (or equivalent) (3): must earn a minimum grade of C

Diversity: Equity, Inclusion, and Social Justice 3 Credits

Select one course from this area

*Can satisfy major/minor requirements (see restrictions)

Mathematics and Quantitative Reasoning 3 Credits

Select one course from this area

*Can satisfy major/minor requirements (see restrictions)

Natural Sciences & Scientific Reasoning 3 Credits

Select one course from this area

*Can satisfy major/minor requirements (see restrictions)

Credits from Three Different Categories 9 Credits

Select one course from three different categories from the following

*Can satisfy major/minor requirements (see restrictions)

Humanities

The Arts

US History and Civic Engagement

Social Sciences

World History and Global Awareness

World Languages

Credits from Any Category and in any Combination 9 Credits**

Select three courses from any combination of courses appearing in one or more of the following

*Can satisfy major/minor requirements (see restrictions)

Diversity: Equity, Inclusion, and Social Justice

Mathematics and Quantitative Reasoning

Natural Sciences & Scientific Reasoning

Humanities

The Arts

US History and Civic Engagement
 Social Sciences
 World History and Global Awareness
 World Languages

Total Credits: 33

***No more than two courses from the primary major can count anywhere in the General Education program. Each minor must have half of its credits from distinct coursework not used in the major.**

****The total number of credits may vary as each student must complete a minimum of 33 credit hours of courses approved as GE 23 courses.**

Keep in Mind:

- A minimum of 120 hours must be completed to graduate.
- NAD students should explore minors or double majors to make productive use of the credits you need to get to 120 hours
- This program will be reflected in Degree Works.
- Be sure to contact your academic adviser and/or financial aid counselor if you have questions.

For More Information visit <https://generaleducation.buffalostate.edu/>

Curriculum Guide NAD

Freshman Year (32 credits)

FIRST SEMESTER

Course Title	Catalog Number	Prerequisite(s)	Important Details
College Writing I (GE 23 Communications)	CWP 101		
Principles of Biology	BIO 100		Could accept BIO 211 here (if they already have it)
Introduction to Nutrition	NFS 102		
Fundamentals of Chemistry I (GE 23 Natural Sciences) *	CHE 111	High School GPA >83% or SAT Math >480 or MAT 114	Essential to continue to advance in the program (if this is taken in Spring semester, then have to take CHE 112/114 over the summer)
Fundamentals of Chemistry I Lab	CHE 113		
GE 23 World Languages			

SECOND SEMESTER

Course Title	Catalog Number	Prerequisite(s)	Important Details
College Writing II	CWP 102	CWP 101	
Introduction to Psychology (GE23 Social Sciences)	PSY 101		
Introduction to Food Preparation	NFS 100		Offered Spring only
Fundamentals of Chemistry II	CHE 112	CHE 111/113	If not taken in the spring, then need to take over the summer to stay on track)
Fundamentals of Chemistry Lab	CHE 114	CHE 111/113	
GE 23 Social Sciences			

Notes and recommendations:

Attend at least one faculty office hour; visit Academic Commons (Math & Writing Centers, tutoring); view your degree audit sheet in Degree Works

*In order to register for CHE 111/113, students must have a High School grade of >83% or SAT Math >480 or MAT 114. This will mean that students will need to take CHE111/113 in the Spring and CHE 112/114 during summer session.

Sophomore Year (61 credits)

THIRD SEMESTER

Course Title	Catalog Number	Prerequisite(s)	Important Details
Introduction to the Diet Profession	NFS 230		Offered Fall only
Applied Food Chemistry	NFS 200	NFS 100, NFS 102, and CHE 112	Offered Fall only
Organic Chemistry I	CHE 201	CHE 112, CHE 114	Offered Fall & Spring but must take in the Fall so that CHE 322 can be taking in spring as that is the only semester it is offered
Organic Chemistry I Lab	CHE 203	CHE 112, CHE 114	
Human Anatomy and Physiology	BIO 308	BIO 100	Offered Fall Only (Could also take BIO 111 AND BIO 113)
Human Anatomy and Physiology Lab	BIO 309	BIO 100	Offered Fall Only (Could also take BIO 111 AND BIO 113)
GE 23 US History and Civic Engagement			

FOURTH SEMESTER

Course Title	Catalog Number	Prerequisite(s)	Important Details
Advanced Nutrition	NFS 302	NFS 102 , CHE 112 , CHE201 CHE203, BIO 308	Offered Spring Only
Life Cycle/Community Nutrition I	NFS 315	NFS 102	Offered Spring Only
Applied Management in Dietetics I	NFS 211		Offered Spring Only
Biological Chemistry	CHE 322	CHE 321	Offered Spring Only
GE 23 Humanities			

Notes and recommendations: Form a study group; consider enrolling in a minor or certificate program

Junior Year (90 credits)

FIFTH SEMESTER

Course Title	Catalog Number	Prerequisite(s)	Important Information
Applied Management in Dietetics II	NFS 311	NFS 211	Offered Fall Only
Life Cycle/Community Nutrition II	NFS 316	NFS 315	Offered Fall Only
Medical Nutrition Therapy I	NFS 401	NFS 302, CHE 322, BIO 308, BIO 309	Offered Fall Only
Introduction to Probability/Statistics (GE 23 Mathematics)	MAT 311	3 years high school math or equivalent	Offered Fall Only (Should be taken here or next semester close to NFS 430 to help with material)
GE 23 World History and Global Awareness			

SIXTH SEMESTER

Course Title	Catalog Number	Prerequisite(s)	Important Information
Principles of Nutrition Education	NFS 405	NFS 316 and NFS 401	Offered Spring Only
Integrative and Functional Nutrition	NFS 330	NFS 102, NFS 401	Offered Spring Only
Medical Nutrition Therapy II	NFS 402	NFS 401	Offered Spring Only
GE 23 Arts			
Additional courses to meet 120 credits to graduate			

Visit the Career Development Center; talk to your faculty advisor about graduate school options

Course Pre-requisites and Co-requisites (instruction type)

Department Required Courses

Course Number	Course Title	Credits	Semester (may vary)	Online Offerings	Pre-requisites/Co-requisites
NFS 100	Introduction to Food Preparation	3	Sp		None
NFS 102	Introduction to Nutrition	3	F, Sp	Summer	None
NFS 200	Food Chemistry lab	1	F		NFS 100, CHE 112, required co-requisite CHE 201
NFS 211	Applied Management in Dietetics I	3		Sp	Majors only
NFS 230	Introduction to Dietetics Profession	2	F		
NFS 302	Advanced Nutrition	3	Sp		Prerequisites: NFS 102, CHE 112, CHE 201, BIO 308. Recommended co-requisite: CHE 322.
NFS 311	Applied Management in Dietetics II	3		F	NFS 100, NFS102, NFS211, Majors only
NFS 315	Life Cycle/Community I	3	Sp		NFS 102
NFS 316	Life Cycle/Community II	3	F		NFS 315
NFS 330	Integrative and Functional Nutrition	1	Sp		NFS 102, NFS 401, junior or senior standing
NFS 401	Medical Nutrition Therapy I	4	F		NFS 302, CHE 322, BIO 308 and 309
NFS 402	Medical Nutrition Therapy II	3	Sp		NFS 401
NFS 403	Medical Nutrition Therapy III	3	F		NFS 402
NFS 405	Principles of Nutrition Education	2	Sp		NFS 401 and 316
NFS 430	Introduction to Nutrition Research	3	F		Statistics and NFS 402
NFS 420	Dietetics Field Experience*	3	Sp		NFS 403
NFS 495	Senior Project*	3	Sp		Senior standing in DPD or instructor permission

Required Courses Outside the Major

Course Number	Course Title	Credits	Semester (may vary)	Online Offerings	Pre-requisites/Co-requisites
BIO 100	Principles of Biology	3	F, Sp		
BIO 308	Human Anatomy and Physiology	3	F		BIO 100
BIO 309	Human Anatomy and Physiology Lab	1	F		BIO 100
BIO 355	Survey of Microbiology	3	F		BIO 100
CHE 111	Fundamentals of Chemistry 1	3	F, Sp, Su		Math 114 C or higher SAT/Math 480 ACT 18 or higher. Take Chem 111 in Spring and take Chem 112/114 summer
CHE 113	Fundamentals of Chemistry 1 lab	1	F, Sp, Su		
CHE 112	Fundamentals of Chemistry 2	3	F, Sp, Su		CHE 111
CHE 114	Fundamentals of Chemistry 2 Lab	1	F, Sp, Su		
CHE 201	Organic Chemistry I	3	F, Sp		CHE 112
CHE 203	Organic Chemistry I Lab	1	F, Sp		
CHE 322	Biological Chemistry	4	Sp		CHE 202
CIS 101	Computer Fundamentals	3	F, Sp		Recommended; not required
MAT 311	Intro. Probability and Statistics	3	F, Sp		
LIB 100	Intro. Library Research Methods	1	F, Sp		Recommended; not required
PSY 101	Intro. Psychology	3	F, Sp		
SOC 100	Intro. Sociology	3	F, Sp		Recommended; not required

Curriculum Course Descriptions

Food Sequence (NAD, Combined)

NFS 100 Introduction to Food Preparation

Credit Hours: 3 (2, 2)

Prerequisite: None

Catalog Description:

A study of the composition of food and scientific principles of food preparation and cookery. Students learn food selection, storage, and preparation skills.

NFS 200 Applied Food Chemistry

Credit Hours: 1(0, 2)

Prerequisite: NFS 100 Introduction to Food Preparation, 2 semesters of Inorganic Chemistry; recommended co-requisite: CHE 201 Organic Chemistry I

Transfer credit will be given subject to approval.

Catalog Description:

A study of the structure, properties, analysis techniques of food components – carbohydrates, fats, proteins, color, flavor, toxins, additives, and evaluation of commercial food products and their role in the diet.

Nutrition Sequence (NAD, Combined)

NFS 102 Introduction to Nutrition

Credit Hours: 3 (3, 0)

Prerequisite : None

Catalog Description:

A basic human nutrition course with emphasis on requirements, functions, dietary sources, digestion, absorption, transportation, utilization, and excretion of essential nutrients and other substances in foods. Key contemporary nutritional issues include dietary standards for diet adequacy and healthy eating for prevention of chronic diseases.

NFS 302 Advanced Nutrition

Credit Hours: 3 (3, 0)

Prerequisites: NFS 102, CHE 112, CHE 201, BIO 308. Recommended co-requisite: CHE 322.

Catalog Description:

The course on advanced nutritional science lays the foundation for the Medical Nutrition Therapy courses and includes in-depth study of macronutrient intermediary metabolism with applications to practice; the study of macronutrients involved in bone metabolism, red blood cell information, antioxidant functions, water and electrolyte balance; and evaluation of functional foods and their role in health.

Life Cycle/Community Nutrition Sequence (NAD, Combined)

NFS 315 Life Cycle and Community Nutrition I

Credit Hours: 3 (3, 0)

Prerequisites: NFS 102 Introduction to Nutrition

Catalog Description:

A study of the physiological changes during pregnancy, lactation, growth and development during infancy, preschool, school age and adolescence; the food and nutritional needs, specific nutritional concerns and nutrition services and programs available.

NFS 316 Life Cycle and Community Nutrition II

Credit Hours: 3 (3, 0)

Prerequisites: NFS 315 Life Cycle and Community Nutrition I.

Catalog Description:

A study of the nutritional issues and chronic disease prevention in adult life; community nutrition services available to adults and identifying and developing community nutrition programs.

Medical Nutritional Therapy Sequence (NAD, Combined)

NFS 401 Medical Nutritional Therapy I

Credit Hours: 4 (2, 4)

Prerequisites: NFS 302 Advanced Nutrition, CHE 322 Biological Chemistry, BIO 308 Human Anatomy and Physiology, BIO 309 Human Anatomy and Physiology Lab

Co-requisites: Combined Pathway in Dietetics - NFS 445 Nutritional Care A

Catalog Description:

First of three course sequence examining interrelationships of pathophysiology, biochemistry, genetics and nutrition as related to medical nutritional therapy. Emphasis will be given to the nutrition care process, nutritional assessment and role of nutrition in preventing and treating diseases/disorders: obesity/weight management, cardiovascular disease, drug-nutrient interactions, and disordered eating.

NFS 402: Medical Nutritional Therapy II

Credit Hours: 3 (2, 2)

Prerequisites: NFS 401 Medical Nutrition Therapy I

Co-requisite: For students in the Combined Pathway in Dietetics - NFS 446 Nutritional Care B

Catalog Description:

Second of a three course sequence examining the interrelationships of physiology, biochemistry, and nutrition as related to medical nutritional therapy. Emphasis on role of nutrition in preventing and treating disease/disorders: diabetes mellitus, hypoglycemia, dysphagia, kidney disease, chronic obstructive pulmonary disease, and cystic fibrosis.

NFS 403 Medical Nutritional Therapy III

Credit Hours: 3 (3,0)

Prerequisites: NFS 402 Medical Nutrition Therapy II

Co-requisites: NFS 447 for students in the Combined Pathway.

Catalog Description:

Third of a 3-course sequence examining the interrelationships of pathophysiology, biochemistry, genetics, and nutrition as related to medical nutritional therapy (MNT). Addresses MNT for cancer, upper and lower gastrointestinal (GI) disorder, exocrine, pancreas, hepatobiliary, and pulmonary disease, metabolic stress (including sepsis, SIRS, head trauma, burns, ARDS, acute respiratory failure), acid/base disorders, acquired immune deficiency syndrome (AIDS), parenteral/enteral nutrition.

Management Sequence (NAD/Combined)

NFS 211 – Applied Management in Dietetics I

Credit Hours: 3 (3, 0)

Catalog Description:

Majors only. First of a two-course sequence, this course focuses on concepts and practices consistent with the practice of human resource management, financial management, safety, and infection control as they apply to health care food service management. Students will engage in assignments that will prepare them to become skilled in specific areas of dietetics practice and food service management.

NFS 311 Applied Management in Dietetics II

Credit Hours: 3 (3, 0)

Prerequisites: NFS100, NFS102, NFS 211, Majors only

Catalog Description:

Final of a two-course sequence, this course focuses on food service systems and related subsystems involving an in-depth analysis of menu development and modifications for disease states. Procurement, food production, distribution and service, and marketing applicable to dietetics and health care food service management are also covered.

Seminar Sequence (NAD/Combined)

NFS 230 Introduction to the Dietetics Profession

Credit Hours: 2 (2, 0)

Prerequisite: NFS102 suggested

Catalog Description:

Overview of the dietetics profession: career options, professional development, career portfolio development, professional organization, code of ethics, standards of practice, professional values, creativity, Academy of Nutrition and Dietetics position papers, introduction to legislative process, professional issues and trends, and professional references and resources.

NFS 330 Integrative and Functional Nutrition

Credit Hours: 1 (1, 0)

Prerequisites: NFS 102, NFS 401, and junior or senior standing or permission of instructor.

Catalog Description:

A one-credit course introduces integrative and functional nutrition (IFN) and complementary and alternative medicine (CAM). The course focuses on dietary supplements that include vitamins, minerals, functional foods, phytochemicals, nutraceuticals for disease prevention and treatment. An emphasis will be given to the regulatory (legal, ethical and moral) issues of dietary supplements. The goal of the course is to prepare students to have competency in IFN as a part of medical nutrition therapy.

Nutrition Education (NAD/Combined)

NFS 405 Principles of Nutrition Education

Credit Hours: 2(2,0)

Prerequisites: NFS 316 Life Cycle and Community Nutrition II, NFS 401 Medical Nutrition Therapy I; Co-requisites for students in the Combined Pathway NFS402 and NFS446.

Catalog Description:

Theories and methods of learning, communication, and counseling as they apply to nutrition education and counseling settings; development, implementation, and assessment of an instructional unit utilizing various forms of multimedia.

Research Course (NAD/Combined)

NFS 430: Introduction to Nutrition Research

Credit Hours: 3 (3, 0)

Prerequisites: Statistics, NFS 402 Medical Nutrition Therapy II, MAT311

Catalog Description:

An introduction to nutrition research. Students explore various research designs and characteristics of quantitative nutrition studies. Places emphasis on the evidence analysis process with regard to clinical trials and the use of information technologies to locate and apply evidence-based guidelines. Infused for critical thinking and information management.

Dietetic Practice Courses (NAD)

NFS 420 Dietetic Field Experience

Credit Hours: 3

Catalog Description:

Formalized observation/experience in a variety of health care settings such as clinical, community, food service, regulatory agencies, etc.; research paper and consumer education. Offered spring only.

NFS 495 Senior Project

Credit Hours: 3 (3, 0)

Prerequisites: instructor permission

Catalogue Description:

A university-wide course designed to meet individual student needs. The purpose of this course is to provide DPD students an opportunity to explore an area in dietetics practice of their interest in greater depth.

Student Support Services

A variety of student support services are available to all students at Buffalo State. Academic Commons (<http://academiccommons.buffalostate.edu/>) provides advisement, academic support, and student-learning opportunities, and removes obstacles to student success, eases the transition to the university, and engages students with the Buffalo State experience. The Academic Commons houses the following student support services in addition to other programs:

Academic Skills Center: <https://academiccommons.buffalostate.edu/>

Academic Standards: <https://academicstandards.buffalostate.edu/>

College Writing Program: <http://writing.buffalostate.edu/>

Academic Support Programs <https://academiccommons.buffalostate.edu/>

The Writing Help Center (<https://academiccommons.buffalostate.edu/writing-center>) provides writing assistance for students of all skill levels.

The Career Development <http://cdc.buffalostate.edu/> is dedicated to helping students fulfill the lifelong pursuit of purpose by providing services, access to information, resources, and experiences that address individual career needs. The center assists students with writing resumes, interviewing skills, job searches and making decisions on changing majors.

Student Accessibility Services

The office provides aid and support for students with disabilities <https://sas.buffalostate.edu/>

Weigel Health Center

Weigel Health Center (<http://weigel.buffalostate.edu>) provides health and wellness services for all registered students, including part-time, full-time, commuter, residential, graduate, and undergraduate students. In addition to diagnosis and treatment of illnesses and injuries, the center stresses health education and preventive medicine. Students are seen by appointment. Walk-in appointments are also available. There is no charge for services, regardless of insurance coverage.

Counseling Center

<https://counselingcenter.buffalostate.edu/>

The Counseling Center dedicates itself to providing students with mental health services with a focus on support, education, and advocacy for their personal and academic growth. The center is especially committed to strengthening each student's ability to live and work successfully in a diverse society. The center also provides support with coping with the aftermath of a critical incident. The center also conducts workshops as required on topics related to coping with stress.

Student Advisement

Role of Students and Faculty in the Advisement Process

Effective academic advisement is the interaction between a qualified adviser who is knowledgeable and supportive and a serious student who is motivated and receptive, as together they evaluate and plan the student's course of study. The task of the adviser is to provide guidance and information for the student to make efficient progress in the pursuit of an academic goal. The adviser is responsible for being well informed and ready to provide aid in the selection of specific areas and courses, and for helping the student fulfill academic regulations and interpret administrative policies. The task of the student is to seek advisement, to understand, and to be responsible for decisions. The student should be familiar with the sources of information on requirements, regulations, and policies. The university bears the responsibility for establishing procedures and providing a setting conducive to good advisement.

New students, freshmen or transfer, may contact the Department faculty regarding questions about the Programs or curriculum. During the university orientation sessions for newly accepted students, Department faculty provides advisement regarding course selection and registration. During the first semester at Buffalo State, all students are assigned a faculty advisor. Formal advisement sessions regarding course selection are usually scheduled prior to pre-registering for the coming semester. During these sessions, faculty will review student audit sheets, discuss progress, and answer questions about the dietetics profession. Students are encouraged to talk with their faculty advisor whenever they have questions or need assistance throughout the semester.

Bengal Success Portal

The Bengal Success portal allows for efficient communication among students, faculty, advisors, support staff and administrator to support student success. Students can use the Bengal Success Portal to schedule appointments with faculty, advisors, tutors and other student support providers on campus.

<http://academiccommons.buffalostate.edu/bengal-success-portal>.

Transfer Credit

The Department has stated policies for the following:

Course Credit

1. Course Equivalency Transfer Credit and Course Waivers
2. Alternate Methods of Earning Course Credit

Copies of the policies are available in the Health, Nutrition, & Dietetics Department Office.

Credits for Prior Learning or Experience

The Dietetics and Nutrition programs do not give credit for prior learning or experience.

Department/Program Assessment

As part of the requirement for ACEND accreditation and University assessment plan, the Department and Programs have developed an on-going assessment strategy incorporated into the curriculum and student portfolio process. Upon acceptance into the major, students are made aware of the specifics of the

assessment strategy (assessment of student learning in the curriculum is provided earlier in the handbook).

Academic Calendar

Check the Academic Calendar, including general student deadlines, at <http://suny.buffalostate.edu/academic-calendar>.

Student Affairs Office Policies – Go to: <http://deanofstudents.buffalostate.edu/college-policies>.

Affirmation of the Code of Conduct

In compliance with the April 2004 directive from the Chancellor of the State University of New York, Buffalo State University requires all student to receive and positively affirm the campus's Student Code of Conduct. Access to Degree Works will be denied for students who have not completed the affirmation of the Code of Conduct.

Students will be automatically redirected to the Code of Conduct affirmation pages each time they attempt to log into Degree Works until they complete the affirmation. Students can affirm they have received and will abide by the Code by clicking here to view the Code and follow the few simple steps needed to complete their affirmation. Questions regarding the affirmation of the Code can be addressed to the Student Conduct and Community Standards Office, Campbell Student Union 311, (716) 878-3051. Visit: <https://studentconduct.buffalostate.edu/student-code-conduct>

Academic Good Standing, Warning, Probation, Misconduct, and Dismissal

(<https://academicstandards.buffalostate.edu/academic-standing-undergraduates>)

Good Academic Standing in the University

All students not on Academic Probation are considered to be in good academic standing and are eligible to participate in extracurricular activities at Buffalo State University. Any Buffalo State University student with a cumulative GPA of a 2.0 or above, on Academic Warning, or on Academic Probation is eligible to register for coursework at Buffalo State University.

Policy for Maintenance of Good Standing in the NAD

Policy

It is the policy of the NAD that students must maintain required academic and professional standards. Academic standards are set by the NAD in the NAD Handbook. The Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics sets professional standards for the Profession of Dietetics

Definition of Good Standing in the NAD

- A. Maintains a minimum cumulative GPA of 2.75
- B. Conducts oneself in a manner that is consistent with the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics.

Procedures

A. Admission into the NAD

Admission into the junior year of the program is a cumulative minimum GPA 2.75 and conduct consistent with the Academy of Nutrition and Dietetics (AND)/Commission on Dietetics Registration (CDR) Code of Ethics for the Profession of Dietetics. The Code's fundamental principle requires that an individual conduct himself/herself with honesty, integrity and fairness. Additionally, the Code requires responsibility to demonstrate respect for the values, rights, knowledge, and skills of others. Failure to meet academic standards or failure to exercise conduct consistent with the Code of Ethics will result in the student being prohibited from taking upper level required NFS courses and therefore will be unable to graduate from the NAD program.

B. Failure to Maintain Good Standing

Junior or Senior Students who do not meet the stated grade criteria and/or professional code may be:

- a. Dismissed from the NAD
- b. Placed on Program probation for one semester and allowed to continue if the conditions of the probation are met.

Students dismissed from the Program may appeal the decision. Students who are dismissed from the NAD should consider alternate academic studies. The students will be unable to fulfill the academic courses to become a registered dietitian/nutritionist

C. Appeals Procedure

- a. Appeals must be submitted in writing to the NAD director. The Director has broad discretion to determine how to proceed including, but not limited to, dismissing the student appeal, assembling an appeals committee, requesting further information, resolving the case through educational activities, or any other way deemed advisable.
- b. When the NAD Director determines how to proceed, the NAD Director will recommend and consult with the HND Chair, for the final decision on how to proceed
- c. The NAD Director will notify the student of the appeals process. The student will provide a written response (electronically or paper) to the NAD Director within one week of notification if they choose to appeal. No student response will be considered an acceptance of the Director's decision.
- d. An appeals committee may hear the appeal. An appeals committee membership will consist of at least two full- time HND faculty.
- e. The committee may accept or reject the appeal or request more information.
- f. The student will be notified in writing of the committee majority decision.

This policy will be effective starting with Freshman/transfers class entering Fall 2015

Academic Eligibility for Financial Aid

Financial aid guidelines require that to continue to receive financial aid, students must show evidence of making satisfactory academic progress toward a degree. For additional information about financial aid eligibility, refer to the financial aid section of this catalog or visit <http://financialaid.buffalostate.edu/>.

Student Complaints, Grievances, and Appeals

Buffalo State complies with New York State Education regulations requiring that campuses have procedures in place for filing complaints and seeking resolution of perceived problems.

<https://studentconduct.buffalostate.edu/student-code-conduct>

Complaints to State Education Department

<https://studentconduct.buffalostate.edu/student-code-conduct>

Attendance, Withdrawals & Leaves of Absence, Attendance

<https://registrar.buffalostate.edu/withdrawal-course>

Withdrawal from Courses

<https://registrar.buffalostate.edu/withdrawal-course>

Instructors are required to notify students of their academic standing no later than the end of the ninth week of the semester, or after two-thirds of a summer session or January Term. If a student does not officially withdraw from a course and stops attending, a grade of E will be recorded.

Students who wish to leave a course after the drop/add period and before the final withdrawal date (the end of the 10th week of the semester, or after two-thirds of a Summer Session or January Term) may withdraw via Self Service Banner. Nonattendance at the first-class meeting does not withdraw a student from a class.

Students withdrawing from some coursework may be eligible for a refund in accordance with the university refund schedule, which is posted each term <https://studentaccounts.buffalostate.edu/>. Beyond the end of the refund schedule's time limit, full charges are assessed. Student-teaching courses have different deadlines. Students should check with their departments.

Withdrawals remain on the transcript and are recorded as W's but do not count in credit hours or GPAs. Withdrawal from a course may affect eligibility for financial aid in the current semester and in future semesters. For additional information about financial aid eligibility, refer to the financial aid section of this catalog, or online at <https://registrar.buffalostate.edu/withdrawal-course>

Before withdrawing from a course, careful thought should be given to the reasons for withdrawing and possible consequences. Course Withdrawals can have a negative impact on both your progress toward graduation and eligibility for financial aid. Withdrawal from Course should be used infrequently and considered an action of last resort. It is to your advantage to read the instructions under Withdrawal from Course at <https://registrar.buffalostate.edu/withdrawal-course> .

Protection of Privacy of Student Information

This university policy applies to all credit-bearing courses including distance education courses or programs offered via the campus-supported learning management system (LMS).

The Higher Education Opportunity Act (HEOA) requires that institutions offering distance education courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The HEOA requires institutions to verify the identity of a student who participates in class or coursework by using methods such as the following:

- A secure log-in and pass code
- Proctored examinations
- New or other technologies and practices effective in verifying student identity

Experiential Learning

At present there is no experiential learning opportunities in the NAD program. As part of the curriculum, students participate in volunteer service learning. NAD students develop community-based nutrition skills. NAD students are encouraged to **independently** volunteer to shadow an RDN or volunteer with community-based programs.

Student Evaluation

Formal assessment of student learning is provided regularly throughout a given course. Grades will be based on progress towards course objectives and the AND Core Knowledge. Evaluation criteria and schedule are outlined in the course syllabus.

Students can monitor their grades for individual courses on Brightspace. Midterm grades are submitted for all NFS major courses and are documented in Degreeworks. Final grades for a course are documented in Degreeworks, Banner and Bright Space. Instructors may also flag a student in Bengal Success Portal for assistance and to notify the academic advisor of the student's successes and challenges.

Grades are based on various evaluation instruments developed by the instructor and may include:

1. Tests and final examinations
2. Completion and quality of assigned projects and studies
3. Student's interest, participation, and attitudes in classes.
4. Attendance in classes
5. Written assignments - well written, proofread, spell-checked, grammatically correct, and properly referenced.

Program Evaluation

Program effectiveness is evaluated according to ACEND Standards for NAD program. Each semester selected learning outcomes are evaluated by the NAD Director and reported to the HND faculty.

Students have the opportunity to anonymously complete course evaluations in Brightspace at the end of the semester.

NAD graduates complete a total program evaluation prior to graduation.

Graduates and Supervised practice/Internship directors provide feedback to the NAD director through an electronic survey on program preparation for successful practice. Feedback is summarized and is part of the ongoing evaluation of the program

STEPS TO SUCCESS

This list represents some habits and practices of successful students that can help every student be more successful at Buffalo State.

1. **Put learning first:** Understand that learning something is more than getting good grades. Expect to be challenged. If you knew the material already, you wouldn't be learning it now. Learning takes work, and you will have to stretch beyond your current knowledge and comfort to do so.
 - Learn how to learn in college.
 - For your first year, plan more time for assignments compared to high school.
 - Maintain the proper school-work-personal life balance.
 - If you need to work, plan your work schedule so that it allows sufficient travel, class, and study time
2. **Have a Plan and Know your Roadmap to Graduation.** Complete an Individual Academic Plan. The IAP will include the following items:
 - What are your academic, personal, and professional goals?
 - How do you think Buffalo State will help you achieve those goals?
 - What do you think you would be doing if you weren't in college?
 - An academic roadmap for the major of interest or a plan for major selection
3. **Show Up:**
 - **Go to class,** be prepared, do the assignments and activities, ask questions
 - **Take advantage of the events you can as a student:** participate in concerts, sporting events, intramurals, clubs, lectures and museums, on and off campus
 - **Participate:** Want to participate in a student roundtable or discussion? Vote on campus issues? Stay informed via print and electronic sources.
4. **Reach Out:**
 - **Join the community:** You cannot expect to get the most of out of college if you experience it in isolation.
 - **If you're struggling with something, let someone know.** Where can I get tutoring? Where can I find out about my bill? Where can I find out about financial aid questions?
 - **Help us help you:** complete surveys and come to focus groups so that we can hear how you've experienced campus life and we can make things better. Complete the MAP-Works survey.
5. **Handle Your Business**
 - **Know your financial status and plan.** Make sure your bill is paid and your aid package is in place and look ahead to plan for paying until graduation.
 - **Know that your schedule is accurate** - check Banner to be sure that you are not registered for what you believe you've dropped and that you are registered for what you believe you've added.
 - **Know your to-do list for the semester:** review your course syllabi and documented the due dates of every assignment and exam in one calendar.
 - **Know how to use the campus technology:** Email, Banner, Degree Navigator, and Angel are essential to life on this campus. Master them as soon as you can.
 - **Know Your Support Network**
 - i. Know the names, office locations, and office hours of the faculty teaching your courses.
 - ii. Know the name and office location of your academic advisor.
 - iii. Know where you stand: Understand how to calculate your grades in your classes.

Academic Skills Center

TEST TAKING: GENERAL TIPS

What does a classroom test truly measure?

- A. Your intelligence
- B. Your self-worth
- C. How well you did on that particular test
- D. How much you know about that subject.

Did you guess D? Most people do. The actual answer is C. It is important to put tests into perspective.

They do not measure your intelligence, self-worth, or even your knowledge of a subject. What if you knew the material but are not a great test taker, or what if you're a great test taker but didn't really know the material? The test will only measure how well you did on that specific test. Nothing more.

TIPS TO APPLY BEFORE THE TEST

1. In an effort to refine your study plan, ask the professor the following:

- * How long will the exam be?
- * What topics/chapters will be on the exam?
- * Will the test be based on the notes, the text, or both?
- * Will it be multiple choice, essay, short answer...
- * If it is an essay exam, what critical skills will the students be asked to use? (define, explain, compare, contrast, apply, predict, create, evaluate...)

2. Schedule all that you need to do for your test(s). Make to-do lists for each test (pages from text, notes, problems needed to master, make flashcards, make tutoring appointments (878-5223...FREE!), design mind map summary sheets, and #1: design a pre-test)

3. Avoid the "escape syndrome." If you find yourself fretting or talking about your work rather than studying, relax for a few minutes and rethink what you are doing...ask: Would I pay myself for what I'm doing right now?

4. Design flash cards. Examples include the following: question on 1 side & answer on the other, formulas, simple problems, definitions, foreign language phrases. Keep 2 piles: 1 for mastered cards, 1 for cards you still need to work on. Review the diminishing 2nd pile until all cards are mastered.

5. Best study tool: Design a pretest. Guess what the questions will be and answer them. This is far more effective than "looking over your notes."

How will you know what to ask?

- * end of chapter questions in your textbook
- * from your textbook: turn headings & subheadings into questions
- * any time you put an * in your notes, make that a question
- * ask the teacher (see point #1)
- * previous quizzes
- * copies of old exams in the library

6. Review actively. Integrate notes, text, and other info onto summary sheets by diagramming, charting, outlining, categorizing in tables or simply writing summaries. Create pictures, stories and mnemonics. (Eg. What are the 5 great lakes? HOMES). When reviewing, say the information out loud, stand and pace. This will help you remember.

7. Study groups: Study with other well-prepared students and attend review sessions. NEVER miss a class before an exam...this is when you'll be getting hints.

8. Be physically ready for the test:

- * catch your ZZZZZZs the night before
- * eat high protein, low carbs, green veggies, but don't pig out
- * minimize caffeine (gets in the way of concentration)

* minimize sugar (CRASH)

9. True or False: You should never cram under any circumstances. I bet you'd be surprised to find that the answer is false! Cramming is not optimal, but it is better than nothing. Focus on the key points and recite the information out loud.

10. Arrive at the test room early, but not too early. You should have enough time to arrange your working conditions and establish a calm, alert mode. Select a seat where the lighting is best, usually in the front, and where your view of other students is minimal. If you arrive too early, you may catch anxiety from your fellow students....anxiety is very contagious!

TIPS TO APPLY DURING THE TEST

1. 1st and foremost...RELAX! In an anxious state, brain waves speed up, and concentration becomes difficult, if not impossible. This is how stress sabotages. It is actually easy to slow down brain waves, but it takes focus and intention. Here's what to do: ask:

A. "What can I do with my body?"

* With feet flat on the floor, sit up straight and breathe deeply from the abdomen. A few deep breaths will slow down brain waves immediately.

B. "What can I do with my mind?"

* Get into a fighting attitude before the test. Focus on what you know rather than what you don't know. There is nothing you can do about it now anyway. Visualize a big red A on your test.

* Does the following sound familiar to you: "Oh no, I don't know the answer to the 1st question...oh, no, I don't know the answer to the 2nd question...I'm going to fail this test...I'm going to fail this course...I'm going to get kicked out of school...I'll never get a job...I'm going to end up eating cat food in a ditch.."

YIKES! This is called the "whirlpool of despair," and there is nothing rational about it.

* Notice when you're entering the whirlpool and, in your head, yell "STOP!"

* Stay out of the whirlpool by practicing the mantra, "It's no big deal!"

2. When you receive your test jot down all of the information you might forget in the margin or on the back. (As long as it's o.k.) Get the info out of your head and onto the paper. 3. Preview the whole test prior to answering any questions. Make sure your copy has no missing or duplicate pages. Note the format...are there essays? Read the directions....are you to pick only 1 or 2 of the essays?

4. Plan your time. Allow the most time for the questions which offer the most points, and leave time for review. P.S. Wear your own watch...don't trust the one on the wall!

5. Read and re-read each question. Circle and underline the important words in the question; pay special attention to words like except, as it changes the entire question. How annoying it is to study hard and know the information but get it wrong simply because the question was read incorrectly!

6. Start with the easy questions 1st; this'll get you into the "flow" and build confidence for the harder questions.

7. Use the test to take the test. This means that some questions actually answer other questions. Pay attention to this.

8. As soon as your anxiety increases, MOVE ON! Make a slash next to the question and visit it later.

9. True or False: Your 1st answer is usually correct. TRUE! Put down that eraser unless you're certain!

10. Do not panic if you see a question you did not anticipate. Use everything you know to analyze the questions and create a logical answer. Go for partial credit; if you studied, you're bound to know something.

11. Read the question as is. Avoid overanalyzing or oversimplifying.

12. Pay attention to the test, not to yourself or others. True or False:

The 1st person to finish the test usually gets the best score....FALSE! Don't worry about what you should have done; pay attention to what you can do now.

13. Don't hesitate to ask for clarification from the professor.

If you have questions about the Academic Commons:

EH Butler Library
Buffalo State University
1300 Elmwood Avenue
Buffalo, NY 14222
(716) 878-5223

If you have questions about academic advisement, please contact:

Academic Advisement Center
Buffalo State
1300 Elmwood Avenue
South Wing 100
Buffalo, NY 14222
(716) 878-5478
Fax: (716) 878-3465
advise@buffalostate.edu

For help in study skills, math, reading, ESL, writing, computer skills, foreign language, physical sciences, business, or social sciences, please call 878-5223 for a tutoring appointment. You'll be glad you did

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

Preamble:

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.

f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.

2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.

<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx>

3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. J Acad Nutr Diet. 2018; 118: 132-140.

4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Additional Information:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Internship Program in Nutrition and Dietetics

The **Accreditation Council for Education in Nutrition and Dietetics** (ACEND) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered . <http://www.eatright.org/ACEND/>

To apply to an Internship Program in Nutrition and Dietetics (IPND), individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Nutrition and Dietetics - NAD). Currently all IPNDs must provide at least 1000 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. All students must also earn a masters degree as of January 2024. Individuals completing the program who are verified by the program director are eligible to write the Commission on Dietetic Education (CDR) registration examination for dietitians. Passing the registration exam is required for becoming a Registered Dietitian (RD).

Appointments to IPNDs are awarded on a competitive basis and many use Dietetics Inclusive Centralized Application Services (DICAS). This is a web-based application service that simplifies the dietetics application process by allowing applicants to apply to multiple programs with once application. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request. <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

Which Internship is for you?

- Onsite: University or hospital based
- Distance
- **Some may provide additional experience**
 - Sports Nutrition
 - Obesity
 - Public Health
 - Pediatrics
- Evaluate variety and breadth of experiences
- Check the accreditation status of internship on ACEND
<http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>
- Consider newer programs which may be looking for applications
- Consider internships having both distance and onsite programs

- **Distance Internships**
 - Intern responsible for setting up clinical experiences /preceptors prior to applying to internship
 - Use local resources to find preceptors
 - Must be very organized to develop
- **Costs**
 - Expenses including tuition and fees
 - Housing and transportation
 - Orientation travel costs
- **Academic Requirements**
 - Many DI require
 - a cumulative GPA >3.0
 - Science courses GPA >3.0

- NAD courses GPA >3.0
 - Check DI website for details. Do not apply if you do not meet criteria
- **Scholarships**
 - Outside employment may be difficult /discouraged
 - Stipends
 - Assistantships
 - Local dietetic association (WNYAND) and Academy of Nutrition and Dietetics
 - Student loans
 - Savings
- **How many?**
 - Each application costs about \$100-150 (application fee, DICAS and D&D_Digital)
 - Suggest 4 (3-6)
 - Dream
 - Realistic
 - Safety
- Watch application deadlines - Feb for April match and Sept for November match
- Check internship web page some have early deadlines
- STAY ORGANIZED

Other Considerations

- Use the Applicant Guide for Supervised Practice (updated annually - find online)
 - to check for internships that get less applicants
 - to check that you can afford the internship and you meet minimum requirements
- Don't apply if your focus is something very different from the internship
 - Food service management or community nutrition
- Select Masters and Coordinated programs
- Don't limit yourself geographically

Dietetic Internship Centralized Application System (DICAS)

Many dietetic internships will be using the online dietetic internship centralized application process (DICAS). This is a web-based application service that simplifies the dietetics application process by allowing applicants to apply to multiple programs with once application. Please refer to the dietetic internship's website for any additional instructions regarding the application.

If you plan to apply to a program that uses DICAS, you will need to submit the application through DICAS at <https://portal.dicas.org>. As part of the application process, you will also need to have the colleges you attended send an official transcript to DICAS. Directions are detailed on DICAS website.

Applicant Information Handout: <https://www.eatrightpro.org/-/media/files/eatrightpro/acend/program-directors/application-process-for-program-directors/applicant-information-handout.pdf?rev=c477f8c0eae74290a6a9a7d3bdd9b10b&hash=F4DAA7D055E7CBE0527116E7B14EB7BB>

DICAS cycle applicant tips: <https://www.eatrightpro.org/-/media/files/eatrightpro/acend/students-and-advancing-education/dicas-cycle-applicant-tips.pdf?rev=6127efdc7d5442198858f908bde5ac60&hash=79E8024161FF26169526B96683C33102>

DICAS Applicant Help Center: https://help.liasonedu.com/DICAS_Applicant_Help_Center

Applicant Training Video: <https://vimeo.com/752082325/0893b172b9>

Application to the Dietetic Internship Program

Application phase

The basic steps in this process are:

- Review the IPNDs offered in the region of the country you are interested in on the ACEND website.
- The Program director will provide you with the Applicant Guide that has detailed information pertaining to all the IPNDs
- Obtain current application materials from selected DIs at least 6 months prior to the application deadlines in April and November annually. Please note that DI application forms are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Obtain a DPD course list from your DPD which you will use to fill out the DICAS application
- Request references from advisor/faculty/employers. Provide references with DICAS link and this informational video <http://www.youtube.com/watch?v=JK3MbkTIM6g>
- Order official transcripts as needed for each DI application.

- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not Academy staff.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- If you plan to apply to a program that uses DICAS, you will need to submit the application through DICAS at <https://portal.dicas.org> (check the deadline dates) (e-mail DICASinfo@DICAS.org). Open an account through the [DICAS portal](#). Complete all parts of the Application
- Provide telephone number(s) with applications where you can be reached on Appointment Day.

Improvements You can also increase your chances at getting an internship by using the suggestions for current DPD Students in the section above and by following the recommendations listed below:

- Talk with the program director of programs where you applied to get suggestions for making future applications more competitive.
- Consider seeking employment in a food-and-nutrition department at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities
- Repeat classes to achieve higher grades in those dietetics courses or supporting courses that may be contributing to a less competitive GPA.
- Improve your GRE score by taking the examination again.
- Begin a graduate degree before reapplying for the internship placement.

Obtain certifications and credentials that are related to your work, such as the Nutrition and Dietetic Technician Registered (NDTR). Changes in eligibility requirements for the Dietetic Technician Registered exam now allow DPD graduates to sit for the NDTR exam. To increase your chances of passing the exam, you should consider getting supervised-practice hours toward the NDTR through an accredited Dietetic Technician Program that is specifically designed for DPD graduates who would like to become certified as NDTRs. If one is not in your area, you may want to consider a distance program

<https://www.eatrightpro.org/acend/accredited-programs/dietetic-technician-programs>

Study guide materials for the NDTR exam are available through the Academy of Nutrition and Dietetics website. <https://www.eatrightstore.org/product-type/study-guides/study-guide-for-the-registration-examination-for-dietetic-technicians-7th-edition>

The NAD director also has some study guide materials available.

Individualized Supervised Practice Pathways

In September 2011, the Academy of Nutrition and Dietetics announced the development of Individualized Supervised Practice Pathways or ISPPs ("ispeys") which are intended to add supervised practice capacity through ACEND-

accredited dietetics programs, while providing student protections missing from the unaccredited models of the past. Programs that host ISPPs must be accredited in good standing by ACEND and must assure compliance with ACEND accreditation standards including those addressing supervised practice.

- 1) ACEND policies for Individualized Supervised Practice Pathways (ISPPs) allow graduates who did not match to a dietetic internship (some programs require that you were not matched with their internship), but who possess a DPD verification statement.
- 2) individuals holding a doctoral degree
- 3) oversees dietitians to apply for an ISPP

Eligibility requirements and options may vary by program. You can see which Dietetic Internships, Coordinated, or Didactic programs currently offer ISPPs. <https://www.eatrightpro.org/acend/accredited-programs/program-directory> Students interested in applying to an ISPP should research the eligibility requirements of the program where they intend to apply, including whether you are required to locate your own preceptors, and then contact the program director. Individuals with work experience should also inquire whether the program grants credit for specific competency requirements through an assessment of prior learning.

A Strong Application to an Internship Program in Nutrition and Dietetics

Twice as many students applied for internship positions, as there are positions available. So, it's critical that you do everything possible to make your qualifications and application stand out from the others:

- Maintain good grades in courses
- Maintain a major and overall GPA of ≥ 3.0 as most IPND cite it as a minimum requirement
- Read the information provided on study skills and test-taking skills provided in the Department Student Handbook
- Seek help early
- Use campus student support services

The following are the suggestions available on the ACEND website:

GPA

Make sure that your GPA is above the minimum required by the internship, the higher the better. Although GPA is not the only factor considered by directors, it is one of the most highly weighted. **A GPA of 3.0 (B) is often listed as the minimum considered by most DI programs; however, remember that this is only a minimum.** So, if given a choice between a 3.0 or a 3.8 GPA, chances are that the applicant with 3.8 GPA will be selected.

- If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.
- If your GPA is below what is required by the internship, it is very unlikely that you will be given a placement.

GRE

Check to see if the program that you are applying to requires a Graduate Record Exam (GRE) score. If so, you must take the GRE. The same advice applies to GRE scores as does to GPAs.

Make sure that your GRE score is above the minimum required by the internship. A score that is just at the minimum will get your application reviewed, but your chances of being accepted are much better if your score is well above the minimum.

- If your GRE score is not competitive (i.e., low or close to the minimum required), consider retaking the GRE to bring it up to the highest possible level.
- If you haven't taken the GRE exam or your score is less than what is required by the internship, it is very unlikely that your application will be reviewed.

References

Make sure that your **letters of recommendation and references are from individuals who really know the quality of your work and your character** and are willing to put positive recommendations in writing and say them to others. Vague or mediocre letters of recommendation are clues to internship programs that either your work or character is not good or that the person who wrote the letter of recommendation does not know you well.

- Always do your best work, and always cultivate good relationships with your advisors, teachers, employers, peers, patients, clients & students.
- Ask for letters of recommendation from people who know that you do high-quality work, have a strong study and work ethic, and behave in a professional and ethical manner.
- Make sure that that people who are writing letters of recommendation or serving as references are doing so, because they truly believe in you, not because they feel obligated to do so.
- Make sure that the people you ask to write a letter of recommendation or serve as a reference are considered by others to be honest and professional.
- Never ask for a letter of recommendation or a reference from someone for whom you have done poor or mediocre work or with whom you have been in trouble.
- Provide reference writer with your resume and why you want to be a dietitian. Ask the reference writer if they would like to interview you for background information
- Provide writer with you tube video from DICAS in submitting reference .<https://www.youtube.com/watch?v=JK3MbkTIM6g>

Communication

Pay attention to how you communicate, whether verbally or written, because this conveys much about your sense of organization and attention to detail.

- First and foremost, give yourself enough time to write good cover letters. Unlike GPA, your letters are among the few things that you can change during senior year! Personalize your messages. Avoid using a generic cover letter or one that is the same for every application that you submit. Carefully read the directions on what each internship program wants included in the letter.

Study the internship where you plan to apply, and make sure that your cover letter and application documents highlight your strengths and experience that directly relate to the internship.

- Ask others who know dietetics to proofread and seriously consider their comments. When possible, let documents sit as long as possible before making changes to enable you to revise them with a fresh perspective.
- Make sure that any documents submitted for your application (letters, CV, publications, writing samples, and other documents) are flawless. Use standard conventions for spelling, grammar and punctuation. Make sure that all printed documents are neatly prepared on clean, high-quality paper.
- Communicate thoughtfully, honestly and politely whether in writing or verbally.
- Speak well of your DPD program and your experiences. Disparaging remarks or gossip about advisors, teachers, employers, peers, patients, clients and students is unprofessional.
- Always keep your writing professional, cordial, and factual. Under no circumstances should you ever write or communicate in a tone that could be construed as derisive or complaining.

Stand Out

There are many things that you can do as a student to make your application stand out from the others that will not only improve your chances of getting admitted into an internship, but also propel you in your career as a Registered Dietitian.

- Volunteer and provide community service, especially in areas related to health and nutrition. If possible, volunteer at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Get practical, paid work experiences, especially in areas related to your desired area(s) of practice. If possible, seek employment at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Become actively involved in professional organizations, such as college dietetics clubs; district-, state- and national-dietetics associations; especially at the leadership level.
- Publish and present any relevant research, projects or work that you have done in journals and at conferences or in poster sessions.

Up the Odds

Along with implementing the recommendations above, you can also increase your chances at getting an internship by making sure that you do the following. Apply to internship locations that receive a lower ratio of applicants to the number of available positions. This information may be available by contacting the internship directly, or by reviewing the Applicant Guide to Supervised Practice <https://www.eatrightstore.org/product-type/books/applicant-guide-to-supervised-practice-2023-2024>

- Apply to several internship programs and do not limit yourself to only one geographic region when searching for programs.
- Read the program's Website information or contact the program director well in advance of preparing your application to determine

what qualifications and documentation you need to make your application the most competitive.

- Research the requirements for each internship and make sure that you are qualified before you apply. Do not apply to an internship if your GPA or GRE score is lower than the internship requirements; if you don't have all the required experiences and documentation; or if you cannot afford the tuition, relocation or local living expenses.

Although many decisions and experiences can increase your chances of getting accepted into an internship, a few may actually jeopardize your chances and negatively affect your entire professional future!

AVOID

- Avoid posting embarrassing or unsavory personal information or photographs on the Internet. Such information may be seen as an indicator of poor professional judgment.
- Avoid criminal behavior. A criminal record may make you ineligible to work in many health-care facilities and prevent you from completing your education.
- Never misrepresent or falsify information regarding your education, work experiences or credentials. If you are discovered doing this, you could ruin your professional reputation and jeopardize your career.

Availability of Dietetic Internship Positions

A review of the data on the demand for dietetic internships in relation to the number of available positions indicates that the supply is not keeping up with demand. The data are being provided, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), so that students who are currently enrolled in Didactic Programs in Dietetics (DPD) or those who are considering becoming a Registered Dietitian (RD) are aware of this situation in order to make informed career decisions. To summarize the chart showing the Supply and Demand for Dietetic Internships since 1993, demand for internships rose to a peak in 1997, followed by a downturn that bottomed out in 2001. Since then, the demand has been rising and now exceeds the 1997 high with no significant increase in the number of positions since 2003.

<https://www.eatrightpro.org/-/media/files/eatrightpro/acend/about-acend/acend-data/supply-and-demand-for-internships-chart.pdf?rev=6e66266755aa40c3927ef5d7d5b08df2&hash=8005BC88F6C15BC6C29FCB24424B852D>

Computer Match Results are available: <https://www.eatrightpro.org/acend/about-acend/acend-data/april-and-november-computer-match-results>

Didactic Program Director Responsibilities

Application Phase

Didactic Program Directors are responsible for advising applicants participating in the application process. This should include, but is not limited to, the following:

Provide access to the [Academy/ACEND website directories](#) and encourage activities that acquaint students with Dietetic Internships (DI) and the application process.

Complete Declaration of Intent to Complete or Verification Statement form for each applicant. You will receive email notification from DICAS with a request to submit Intent to Complete or Verification

Statement. You must still provide paper verification statements with your original signature to all program graduates.

Write references for applicant promptly upon request and encourage applicant to request other references well in advance of the application deadline dates.

Accreditation Standards 2022 Core Knowledge for the RDN

The curriculum must prepare students with the following core knowledge. Upon completion of the program, graduates are able to:

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

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

KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.

KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.

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.

KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Acknowledgement of Handbook Receipt Form

I, _____ (printed name
of student)

Acknowledge that I have received a copy of the NAD Handbook for my personal/reference.

The contents of the handbook have been explained to me and I have been provided an opportunity to discuss and/or question the contents.

I understand that I am expected to be responsible for following the policies/guidelines as specified in the Handbook and that failure to comply with them may result in program probation or dismissal

Student signature: _____

Date: _____