

**Eastern Michigan University
School of Health Sciences
Admission Information – Coordinated Program in Dietetics**

Enrollment in the professional phase of the Coordinated Program in Dietetics (CPD) is limited each year so a screening procedure is utilized to select the most qualified students for the available positions. Academic status (Grade Point Average), personal statement, recommendations, portfolio presentation and committee input are criteria used for screening. **Remember... admission into Eastern Michigan University does not guarantee admission into the Coordinated Program in Dietetics.**

The CPD integrates didactic (lecture/classroom) instruction with 1088* hours of supervised practice experiences (lab classes) in a 20 month period (Fall, Winter Spring/Summer, Fall and Winter semesters... in sequence). Entry into the program begins only in the Fall Semester.

*Note: Supervised practice experiences will be increasing to a minimum of 1200 hours beginning with the 2009 application cycle.

The Coordinated Program in Dietetics is fully accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).

Commission on Accreditation for Dietetics Education
American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
312/899-0040, ext. 5400
www.eatright.org

Upon successful completion of the program and the conferral of the BS or MS degree, qualified graduates are issued a Verification Statement by the Program Director making them eligible to apply for “Active” membership in the American Dietetic Association and/or to take the Credentialing Examination for Registered Dietitians offered through the Commission on Dietetic Registration (CDR).

Eastern Michigan University (EMU) offers several educational pathways to become a registered dietitian. Students can obtain a Bachelor of Science, a 2nd Bachelor of Science or a Master Degree in Dietetics. Choose the desired pathway based on the following:

Bachelor of Science in Dietetics (offered both on campus and online*):

- Are interested in pursuing a career as a Registered Dietitian (RD)
- Don't currently have a Bachelor's Degree
- Have an Associate's Degree or want to transfer credit from a community college
- Want to complete the degree requirements and supervised practice experience at the same time and to be eligible to take the RD exam upon graduation

2nd Bachelor of Science in Dietetics (offered both on campus and online*):

- Are interested in pursuing a career as a Registered Dietitian (RD)
- Currently have a college degree in something other than dietetics
- Want to complete the degree requirements and supervised practice experience at the same time and be eligible to take the RD exam upon graduation

Master of Science in Dietetics (offered online only):

- Are interested in pursuing higher education
- Have earned the equivalent of a four-year U.S. bachelor's degree from an accredited college or university
- Do not live near Eastern Michigan's campus (> 100 miles)
- Want to obtain a Master's degree as well as be RD eligible upon completion of the supervised practice experience component
- Never completed the supervised practice experience component of dietetics education
- Are not an international student

*Note: For the Online BS and 2nd BS programs you must live more than 100 miles from EMU's campus and you cannot be an international student.

In order to be eligible for application into the Coordinated Program in Dietetics, the following requirements **must** be met:

Bachelor of Science Degree:

- Admission to Eastern Michigan University.
- Junior standing (56 credits or more) at the time of entrance into the professional phase of the Program.
- A grade point average of 2.75 or above.
- Completion of the following courses (with a grade of C or above) **prior (completed with an official transcript on file by September 1)*** to entrance into the professional phase of the Program:
***Note:** Beginning with the January 2010 application all courses except DTC 108, 202 and 251 will need to be completed at the time of application with transcripts included in the portfolio. DTC 108, 202 and 251 must be completed with a transcript submitted by September 1.

◆ **NOTE:** Some of the following courses require pre-requisite courses before you can take them, e.g. DTC 202 Principles of Nutrition – the pre-requisite course for this is Chemistry 121 and 122. Check the undergraduate catalog for the pre-requisites needed.

- ◆ Survey of Organic Chemistry (EMU equivalent is Chem 270)
- Medical Terminology (EMU = AHPR 200)
- Introductory Statistics Course (EMU = Soc 250)
- Aging to Infancy or Lifespan Human Growth and Development Course (EMU = IHHS 260 or EDPS 325)
- ◆ Physiology (EMU = SPMD 269 or Zool 326)
- ◆ Survey of Biochemistry (EMU = Chem 351)
- ◆ Introductory Microbiology (EMU = Micro 328)
- DTC 108 Careers in Nutrition and Dietetics
- ◆ DTC 202 Principles of Nutrition
- ◆ DTC 251 Experimental Foods
- General Psychology (EMU = Psych 101 or 102)

2nd Bachelor of Science Degree:

- Admission to Eastern Michigan University pursuing a Second Bachelor
- An earned Bachelor's Degree from an accredited university.
- A grade point average of 2.75 or above.

Completion of the following courses (with a grade of C or above) **prior (completed with an official transcript on file by September 1)*** to entrance into the professional phase of the Program:

***Note:** Beginning with the January 2010 application all courses except DTC 108, 202 and 251 will need to be completed at the time of application with transcripts included in the portfolio. DTC 108, 202 and 251 must be completed with a transcript submitted by September 1.

♣ **NOTE:** Some of the following courses require pre-requisite courses before you can take them, e.g. DTC 202 Principles of Nutrition – the pre-requisite course for this is Chemistry 121 and 122. Check the undergraduate catalog for the pre-requisites needed.

- ♣ Survey of Organic Chemistry (EMU equivalent is Chem 270)
- Medical Terminology (EMU = AHPR 200)
- Introductory Statistics Course (EMU = Soc 250)
- Aging to Infancy or Lifespan Human Growth and Development (EMU = IHHS 260 or EDPS 325)
- ♣ Physiology (EMU = SPMD 269 or Zool 326)
- ♣ Survey of Biochemistry (EMU = Chem 351)
- ♣ Introductory Microbiology (EMU = Micro 328)
- General Psychology (EMU = Psych 101 or 102)
- DTC 108 Careers in Nutrition and Dietetics
- ♣ DTC 202 Principles of Nutrition
- ♣ DTC 251 Experimental Foods

Master of Science Degree:

- Apply to Eastern Michigan University Graduate School. For application go to: <http://www.emich.edu/admissions/apply> To take pre-requisite courses at EMU, you must apply for the semester you want to begin those courses, you will want to consider applying as a non-degree seeking student.
- An earned Bachelor Degree from an accredited university.
- A grade point average of 2.75 or above.
- Completion of the following courses (with a grade of C or above) **prior (completed with an official transcript on file by September 1)*** to entrance into the professional phase of the Program:
***Note:** Beginning with the January 2010 application all courses except DTC 108, 202 and 251 will need to be completed at the time of application with transcripts included in the portfolio. DTC 108, 202 and 251 must be completed with a transcript submitted by September 1.

▲ **NOTE:** Some of the following courses require pre-requisite courses before you can take them, e.g. DTC 202 Principles of Nutrition – the pre-requisite course for this is Chemistry 121 and 122. Check the undergraduate catalog for the pre-requisites needed.

- ▲ Survey of Organic Chemistry (EMU equivalent is Chem 270)
- Medical Terminology (EMU = AHPR 200)
- Introductory Statistics Course (EMU = Soc 250)
- Aging to Infancy or Lifespan Human Growth and Development (EMU = IHHS 260 or EDPS 325)
- ▲ Physiology (EMU = SPMD 269 or Zool 326)
- ▲ Survey of Biochemistry (EMU = Chem 351)
- ▲ Introductory Microbiology (EMU = Micro 328)
- General Psychology (EMU = Psych 101 or 102)
- DTC 108 Careers in Nutrition and Dietetics
- ▲ DTC 202 Principles of Nutrition
- ▲ DTC 251 Experimental Foods

**Eastern Michigan University
School of Health Sciences
Application Process for Admission –
Coordinated Program in Dietetics**

Apply to Eastern Michigan University. Applications can be found at:

<http://www.emich.edu/admissions/apply/index.html>

Complete and submit the application portfolio using the following address. **Submit on or before January 15.** No late portfolio applications will be accepted.

Eastern Michigan University
School of Health Sciences
Program Director
Coordinated Program in Dietetics
313 Marshall Building
Ypsilanti, MI 48197

APPLICATION PORTFOLIO GUIDELINES
Bachelor of Science
2nd Bachelor of Science
Master of Science

Use the following guidelines when preparing your application portfolio for the Coordinated Program in Dietetics. Please read the directions carefully and follow the guidelines – incomplete application portfolios will not be considered for admission.

- Use a 1 inch 3 ring binder. Your name must be affixed to the outside panel edge (binding) of the binder. The inside contents will begin with a FACE SHEET and APPLICATION PORTFOLIO CHECKLIST (details below) followed by seven (7) dividers ordered and labeled according to the specifications below.
- **FACE SHEET:** The first sheet will be a FACE SHEET. Copy the FACE SHEET found within this packet. Fill it out completely and put it as the very first sheet in the binder. You can either type or handwrite the information.
- **APPLICATION PORTFOLIO CHECKLIST:** The second sheet will be the APPLICATION PORTFOLIO CHECKLIST. Copy the CHECKLIST found within this packet. Use it to make sure that you have included everything that you need in the portfolio. The items on the checklist are in the order of how the portfolio should be organized.

DIVIDER # 1 – RESUME: Your resume should include the following information:

Name (First, Middle, Last)	
EMU Student Number	
Eastern Michigan University Email Address (no personal email addresses)	
Address(s) [street address, city, state, zip]	
	Permanent address
	Local Address (if different from permanent one)
Phone Number(s)	
	Permanent
	Cell
	Work
Secondary Education	
	Listing of all past and present secondary institutions attended (list most recent first, in reverse chronological order)
Work Experience	
	List all past and present work experiences (list most recent first)
OPTIONAL	
	The following is optional – provide on resume as applicable:
	Volunteer or service learning experiences – Listing all past and present volunteer or service learning experiences (list most recent first)
	Extra-curricular activities
	Awards and honors received
	Special skills: knowledge of technology, special certification or skills acquired (e.g. teaching, coaching)
	Conferences, seminars or continuing education programs attended (list most recent first)
	Other information that might be helpful in evaluation

DIVIDER # 2 – STATEMENTS: This area of the portfolio will include two parts.

Part 1 – Personal Statement: 1-2 pages in length, <u>handwritten</u> on unlined white paper.	
	The letter should be in correct business format and addressed to: Eastern Michigan University Program Director, CP Application Coordinated Program in Dietetics 313 Marshall Building Ypsilanti, MI 48197
You need to include the following information in the personal statement:	
	<ol style="list-style-type: none"> 1. Describe the reasons for selecting dietetics as a profession 2. Describe why you think you will be an effective dietitian 3. What professional goals do you hope to achieve in the next five years?

Part 2 – Application Questions: 1-2 pages in length, word-processed, size 12 font, double spaced. Briefly answer the following questions. Each answer should be no more than a brief paragraph.

	<ol style="list-style-type: none"> 1. Describe the process you used to investigate the dietetics profession 2. Describe 2 areas of practice of a registered dietitian 3. What is the difference between a Coordinated Program in Dietetics and an Internship? 4. Describe a problem you've encountered in school or in the work place that interfered with your ability to be effective. What steps did you take to handle this issue?
--	--

DIVIDER # 3 – TRANSCRIPTS: Include official transcripts. You will need 2 sets of official transcripts – 1 set to be sent with your application to EMU (these are official copies sent directly to EMU by the university issuing the transcripts) and 1 set to be put in the application portfolio for the Coordinated Program in Dietetics (this can be an “official student copy” and must have this statement on it and if possible the official raised seal of the university). The number of transcripts should match what is on your resume. The screening committee for dietetics applications will access all Eastern Michigan University transcripts.

DIVIDER # 4 – ADVISING: This section of the portfolio may or may not contain items. Even if you have nothing for this divider you still need to put it in. If applicable, include any or all of the following:

Advising Plan of Study completed through the CHHS Advising Center	
	chhsadvising@emich.edu or 734-487-0918
A second bachelor's degree signed program of study completed by the second bachelor's advisor in the Academic Advising Center.	
	734-487-2171
Course evaluation information from the EMU Transfer Center	
	734-487-1442

DIVIDER # 5 – PRE-REQUISITES AND GPA: Included in this packet is a sheet with the list of pre-requisite courses listed. Complete this form and include it in this divider section. Put the grade next to the course(s) you have already completed and include the institution where you completed the course. Indicate when and where you will be taking the remaining courses. All pre-requisite courses MUST be completed and an official transcript submitted to the Coordinated Program in Dietetics Program Director on or before September 1* of the fall semester you hope to enter the Professional Phase of the Dietetics Program.

***Note:** Beginning with the January 2010 application all courses except DTC 108, 202 and 251 will need to be completed at the time of application with transcripts included in the portfolio. DTC 108, 202 and 251 must be completed with a transcript submitted by September 1.

DIVIDER # 6 – REFERENCES: Arrange for two of the official reference forms (included in this packet for your convenience) to be completed by individuals who can address your ability to complete a rigorous program of study. (They should be able to evaluate you on most if not all areas on the list, if N/A is checked on the form this will count against you). Appropriate individuals could include a work supervisor or professor in an academic course. These should be submitted in sealed and signed envelopes (unopened). Put these in page protectors. Complete and include the Reference Waiver Form.

DIVIDER # 7 – PRECEPTORS: This section is **ONLY** for the on-line students. If you are applying to the on campus cohort DO NOT include this section. You will need to arrange for preceptors to supervise you while doing your supervised practice experiences. You will need preceptor commitment for the first fall semester and the first winter semester. Once you are accepted into the program and begin your first fall semester, you will be provided with directions and timelines to secure preceptors for the second year fall and winter semesters. For your convenience, included in this packet is information about the type of preceptors you will need for the first year and the forms to be completed and included in the application portfolio. **See "Directions for Securing Online Preceptors for Your First Year in the Coordinated Program in Dietetics" within this packet.**

SUMMARY:

Submit all of the above materials together in one portfolio in the order listed. We will not accept information that arrives separate from the application portfolio. To increase your opportunity to be chosen for the program, please follow all directions carefully and submit the application portfolio on time. Please submit to the address listed in the first part of this packet. For added assurance, please send your packet via registered or certified mail. You will receive notification of the receipt of your application via email. If you have questions on this procedure, contact the Dietetics Program Director at lydia.kret@emich.edu. **Applicants will be informed of their acceptance status by April 1st.**

Additional Information:

Please be aware that immunizations are required by our Program in order for you to complete the Supervised Practice Experiences. The requirements are based on current CDC guidelines and what our placement sites (both online and on-campus) require. This includes completing the Hepatitis A, B and varicella vaccines, including 2nd and 3rd doses. If you have not had this series of vaccines in the past, it is highly recommended you begin them upon completing your application portfolio. Completion of these takes 6 months. Waiting until you receive notice of acceptance into our Program does not allow enough time to complete this series before the beginning of fall semester. This could interfere with you starting your planned Supervised Practice Experiences and/or beginning or continuing in the Program. Remember to keep documentation of vaccines. You will need to provide this to our Program.

Eastern Michigan University
School of Health Sciences
Application Portfolio CHECKLIST –
Coordinated Program in Dietetics

Name _____ EMU Student Number _____

Include this CHECKLIST directly behind the FACE SHEET and in front of the first divider. Check off all items included in the packet.

_____ FACE SHEET

_____ CHECKLIST

_____ RESUME (divider # 1)

_____ STATEMENTS (divider # 2)

_____ TRANSCRIPTS (divider # 3)

_____ ADVISING (divider # 4)

_____ PRE-REQUISITES AND GPA (divider # 5)

_____ REFERENCES (divider # 6)

_____ reference waiver form

_____ reference # 1

_____ reference # 2

_____ PRECEPTORS (divider # 7) For online students only

_____ Supervised Practice Experience facility forms for all 4
preceptors needed during the first year

_____ Preceptor Agreement Forms for all 4 preceptors needed
during the first year

**Eastern Michigan University
School of Health Sciences
FACE SHEET - Coordinated Program in Dietetics**

Name: _____

(Last)

(First)

(Middle Initial)

(Maiden Name)

Social Security Number: _____ Student Number: _____

Home Address:

Telephone Number: _____

Eastern Michigan University E-mail: _____

Applying for:

_____ Bachelor of Science Degree _____ on campus OR _____ online

_____ 2nd Bachelor of Science Degree _____ on campus OR _____ online

_____ Master of Science Degree Only offered online

(Date)

(Signature of Applicant)

Eastern Michigan University adheres to the principle of equal education and employment opportunity, and programs and activities of the University are open to all qualified persons without regard to race, gender, sexual orientation, color, creed, national origin, or disabling condition. This policy extends to all programs and activities supported by the University.

**Eastern Michigan University
School of Health Sciences
Pre-requisite Form**

Pre-Req	IF COMPLETED: Course Title, Credit Hours, Grade Received, Completion Date, Which University	Expected Completion Date & University
----------------	--	--

Survey of Organic Chemistry		
Survey of Biochemistry		
Introductory Microbiology		
Physiology		
Medical Terminology		
Elementary Social Statistics		
General Psychology		
Aging to Infancy or Lifespan Human Growth and Development		
DTC 108 Careers in Nutrition & Dietetics		
DTC 202 Principles of Human Nutrition		
DTC 251 Experimental Foods		

PROGRAM USE ONLY: DO NOT COMPLETE

	PRE-REQ GPA
	OVERALL GPA

**Eastern Michigan University
School of Health Sciences
Reference Form Waiver –Coordinated Program in Dietetics**

To the applicant — Please complete the following:

Name _____
(last, first, middle or former)

EMU Student ID Number _____

The applicant should sign and date one of the following statements:

1) I wish to have access to the letter(s) and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read these recommendation(s).

Applicant's Signature _____ Date _____

2) I wish these letter(s) to be confidential and I hereby waive any and all access rights granted me by the above laws to these recommendation(s).

Applicant's Signature _____ Date _____

**Eastern Michigan University
School of Health Sciences
Reference Form –Coordinated Program in Dietetics**

_____ is applying for admission to the Coordinated Program in Dietetics at Eastern Michigan University and has selected you to provide a meaningful appraisal of his/her capacity to perform.

Individuals who are accepted into the Coordinated Program in Dietetics must be able to fulfill the academic requirements of the curriculum and possess qualifications essential to professional performance in the field of dietetics.

Please select the most appropriate level of competence for the specified characteristics listed below:

- 5 = Superior; very competent and effective; highly satisfactory performance.**
- 4 = Above Average; has reached satisfactory standard of competence; acceptable.**
- 3 = Average; is learning; should improve; requires more time and instruction.**
- 0 = Below Average; does not have a grasp of this; needs remedial work.**

Personal and Professional Appraisal

Characteristics:	Superior 5	Above Average 4	Average 3	Below Average 0	Not Able to Evaluate
Intellectual capabilities					
Leadership skills					
Sense of responsibility					
Ability to organize efforts of others					
Ability to adapt to new situations					
Ability to work independently					
Written communication skills					
Oral communication skills					
Ability to analyze problems and solve them effectively					
Emotional stability					
Interpersonal skills					
Creativity					
Motivation					
Time management					
Self-discipline					

Reference Form for Application to the Coordinated Program in Dietetics at Eastern Michigan University.

How long have you known the applicant? _____

In what capacity? _____

If possible, would you employ this applicant? _____

If no, please explain. _____

Please add any descriptive comments that would assist in providing a complete picture of this applicant's abilities and potential as a dietitian:

Recommendation for admission into the Coordinated Program in Dietetics:

_____ Strongly Recommend _____ Recommend
_____ Recommend with Reservations _____ Do Not Recommend

Your name: _____

Your title: _____

Address: _____

Date: _____ Signature: _____

RETURN THIS FORM TO THE APPLICANT.

For the reference to be official and evaluated it must be given back to the applicant in a sealed and signed envelope. The student will submit it (unopened) with the entire application portfolio. Note: the applicant has included a signed reference waiver form to view or not to view the official reference forms after being used for the application process.

**Eastern Michigan University
School of Health Sciences
Reference Form –Coordinated Program in Dietetics**

_____ is applying for admission to the Coordinated Program in Dietetics at Eastern Michigan University and has selected you to provide a meaningful appraisal of his/her capacity to perform.

Individuals who are accepted into the Coordinated Program in Dietetics must be able to fulfill the academic requirements of the curriculum and possess qualifications essential to professional performance in the field of dietetics.

Please select the most appropriate level of competence for the specified characteristics listed below:

5 = Superior; very competent and effective; highly satisfactory performance.

4 = Above Average; has reached satisfactory standard of competence; acceptable.

3 = Average; is learning; should improve; requires more time and instruction.

0 = Below Average; does not have a grasp of this; needs remedial work.

Personal and Professional Appraisal

Characteristics:	Superior 5	Above Average 4	Average 3	Below Average 0	Not Able to Evaluate
Intellectual capabilities					
Leadership skills					
Sense of responsibility					
Ability to organize efforts of others					
Ability to adapt to new situations					
Ability to work independently					
Written communication skills					
Oral communication skills					
Ability to analyze problems and solve them effectively					
Emotional stability					
Interpersonal skills					
Creativity					
Motivation					
Time management					
Self-discipline					

Reference Form for Application to the Coordinated Program in Dietetics at Eastern Michigan University.

How long have you known the applicant? _____

In what capacity? _____

If possible, would you employ this applicant? _____

If no, please explain. _____

Please add any descriptive comments that would assist in providing a complete picture of this applicant's abilities and potential as a dietitian:

Recommendation for admission into the Coordinated Program in Dietetics:

_____ Strongly Recommend

_____ Recommend

_____ Recommend with Reservations

_____ Do Not Recommend

Your name: _____

Your title: _____

Address: _____

Date: _____

Signature: _____

RETURN THIS FORM TO THE APPLICANT.

For the reference to be official and evaluated it must be given back to the applicant in a sealed and signed envelope. The student will submit it (unopened) with the entire application portfolio. Note: the applicant has included a signed reference waiver form to view or not to view the official reference forms after being used for the application process.

*****ONLINE STUDENTS ONLY*****

**Directions for Securing Online Preceptors for Your First Year
in the Coordinated Program in Dietetics**

1. Carefully read through the documents that follow these instructions; “EMU’s Coordinated Program in Dietetics – Supervised Practice Experience Descriptions for Online Cohorts”, two preceptor forms titled “Supervised Practice Experience Facility Form” and “Preceptor Agreement Form”, and the “Dear Potential Preceptor” letter.
2. Make several copies of all the above listed documents. You need to take all of them with you when you meet with potential preceptors.
3. You need a total of 4 preceptors for your first year in the program. There are some facilities and/or preceptors that may be able to accommodate more than one of these experiences. For example, a medical center or large hospital may be able to provide DTC 331 or 531 and 351 or 551, although most likely with a different preceptor working in those areas of the food and nutrition services department. They may even have an outpatient clinic and/or a long term care facility or unit that could provide part of your DTC 371 or 571 experience.
4. Here is a brief summary of needed preceptors for the first year, per the descriptions document referred to in #1.
 - **First Fall:**
 - 1 preceptor for DTC 331 or 531-Nutrition Therapy I
 - 1 preceptor for DTC 351 or 551-Food Systems Management I
 - **First Winter:**
 - 2 preceptors for DTC 371 or 571-Nutrition Therapy II
(1 for Long Term Care and 1 for Outpatient)
5. For purposes of the application packet, the 2 preceptor forms (referred to in #1) must be completed for all 4 preceptors for the first year. This means a total of 8 forms, unless you are at the same facility for more than one experience. This must be clearly specified by all the 3 digit EMU course numbers being listed on the Supervised Practice Experience Facility Form. If different preceptors are supervising each

course at the same facility, you still need the preceptor agreement form for each person or lead person (such as a chief clinical dietitian).

Completing these forms correctly is critical to setting up your supervised practice experiences. **IMPORTANT: Application packets that do not contain both preceptor forms for all 4 field experiences (with the 3-digit EMU course code specified), will not be considered for admission.** This means, one set of forms for DTC 331 or 531, one set for DTC 351 or 551 and two sets for DTC 371 or 571.

6. Helpful Information for Securing Potential Preceptors:

- We are not an internship program, we are a coordinated program in dietetics and the preceptor experiences are correctly referred to as “supervised practice experiences”, not internships. The correct terminology needs to be used when meeting with potential preceptors.
- Your preceptors usually must be Registered Dietitians and need to attach a copy of their CDR (dietetic registration) card and/or resume to the preceptor forms. In some cases, as in Food Systems Management Experiences, the qualified individual in a management position may be a Certified Dietary Manager or hold a related college degree or chef’s training certificate. This person would be acceptable as a qualified preceptor.
- To find potential preceptors, view the American Dietetic Association website; the direct link to the “Find a Nutrition Professional” page is:
http://eatright.org/cps/rde/xchg/ada/hs.xsl/home_4874_ENU_HTML.htm
- You can also check online or in your local phone directory for a list of healthcare facilities and school districts (for food systems management). It is also beneficial to join your local dietetic association now. It is a great way to meet Registered Dietitians and begin the networking process that will benefit your future career. The most successful students do this early and find the process of obtaining preceptor commitments much easier.
- Once you have a list of facilities, with addresses, phone numbers and contact persons, begin setting up appointments with each one. You will need to call each facility and inquire for the food/nutrition services director if you only have a facility name to start with. Speak personally by phone first and first

determine whether that person and site is willing to consider having a student. Many RD's enjoy doing this and view it as an investment in the future of their profession.

- Go to each appointment dressed professionally, with copies of the documents listed in #1 in hand and a positive attitude. Regardless of the outcome, thank each person for the meeting and follow-up with a brief thank-you note. Perhaps they would be willing to precept in your second year if you make a good impression. Sometimes a "no" simply means the timing is not good then for accommodating a student.
- When a preceptor agrees to provide the experience, leave them a copy of the letter from the EMU Dietetics Clinical Coordinator and the "EMU's Coordinated Program in Dietetics – Supervised Practice Experience Descriptions for Online Cohorts" documents. Ask them to complete the 2 preceptor forms with the EMU course numbers designated and return them to you.
- If your potential or confirmed preceptors have questions, please direct them to contact the EMU Dietetics Clinical Coordinator per the letter you have given them.
- Online student applicants who live in California, Florida and Virginia need to be aware that certain affiliation agreements, particularly with larger healthcare organizations, may be problematic and not resolvable between the two parties (EMU and your potential site). Additional preceptors may need to be secured by the student, to have alternates available for these circumstances. It is recommended that you include a couple back-up preceptors in your application portfolio, if you live in these states.

Eastern Michigan University
Online Coordinated Program in Dietetics

Supervised Practice Experience Descriptions

All Preceptor Forms for First Year Fall and Winter are due with the Application Portfolio by January 15th of each year, for the following Fall admission consideration.

FIRST YEAR-FALL

First Fall Semester-ONLINE

DTC 331/531 – Nutrition Therapy I Experience - 104 hours

Acute-care hospital/medical center – 13 – 8 hour experiences

The emphasis is on nutrition assessment, utilizing a review of systems approach. The didactic coursework and supporting information provided in the online courses will be the foundation you will build upon for the next 3 semesters. The supervised practice experience hours are your opportunity to practice the skills you will be learning, under the guidance of your preceptor. By the end of this first semester you will be able to complete basic nutrition assessments. This experience is to be scheduled between the preceptor and student to begin 3 weeks or later, after semester start of classes. (See the academic calendar online at the EMU website.) Didactic information and practice is provided *first*, in the online course.

DTC 351/551 – Food Systems Management - 104 hours

Food Service facility – 10 – 8 hour experiences

Field Trips – 3 – 8 hour field trips

Your preceptor can assist in finding opportunities for field trips. They do not need to accompany you; however it is helpful to gain their insight by discussing what you saw.

Select 3 field trip choices from this list: vendor food show, state restaurant show, tour a food distribution center such as GFS or Sysco, FNCE meeting related to food systems (2 sessions), state dietetics assoc. mtg., tour a cook-chill or central kitchen facility, food manufacturer facility tour, fresh produce processing/packaging plant/facility, meat processing plant, tour a facility type different from where student is completing DTC 351/551 Experience. Please check with your DTC 351/551 EMU Instructor if you are unsure about what is a suitable field trip choice.

FIRST YEAR-WINTER

First Winter Semester-ONLINE

DTC 371/571 – Nutrition Therapy II Experience - 208 hours total

Long Term Care Facility - 13 - 8 hour experiences (104 hours)

Outpatient Facility - 13 - 8 hour experiences (104 hours)

The supervised practice hours are equally divided between the long-term care environment and the outpatient counseling environment. It is best to complete one type of experience for the first half of the semester and then complete the other in the same manner. It does not matter whether outpatient or long term care is scheduled first. Scheduling the experiences to take place approximately 2 days a week matches well with the pace of the didactic curriculum.

- **Outpatient:** Preceptors working in outpatient diabetes and weight management will be most effective in helping the student to achieve the competencies connected with the outpatient facility practice experience. Other opportunities may be found in cardiac rehabilitation, outpatient renal (kidney) dialysis and other outpatient counseling services associated with hospitals/medical centers.
- **Long Term Care:** Preceptors working in nursing homes (or long term care communities that have skilled nursing facilities) would have the client base to help the student achieve the competencies. Some Registered Dietitians in private practice specialize in providing services to long term care facilities and may be a potential preceptor for this experience. An RD must be present at the facility to supervise the student. If the facility only has an RD consultant once a month, it would not be a suitable site.

All Preceptor Forms for Second Year Fall and Winter are due to the Dietetics Clinical Coordinator no later than February 1st of the first year students are in the program.

SECOND YEAR-FALL

Second Fall Semester-ONLINE

DTC 431/631 – Nutrition Therapy III Experience (Community Based) - 224 hours (Three preceptors needed **PLUS** four single day experiences)

Three Preceptors Needed:

WIC (2.5 weeks x 16 hours per week; 40 hours total)

Specialty Experience (6 weeks x 16 hours per week; 96 hours total)

Private Practice (3.5 weeks x 16 hours per week; 56 hours total)

Single Day Experiences: Preceptor forms and affiliation agreements NOT needed for these:

Elementary School – one day - 8 hours total

Middle School or High School – one day - 8 hours total

Senior Nutrition Center or Congregate Meal Site - one day - 8 hours total

Health Fair – one day - 8 hours total

SECOND YEAR-WINTER

Second Winter Semester-ONLINE

DTC 451/651 – Food Systems Management II Experience- 128 hours

Food Service Facility (Must be a different site from first year DTC 351, we recommend a different type as well. For example; public or private school system with full food services for school lunch, university/college dining services, hospital/healthcare site, long term care facility, etc.) - 4 weeks @ 32 hours/wk

DTC 471/671– Nutrition Therapy IV Experience- 320 hours

Acute Care Hospital (providing experiences in Enteral Feeding, Parenteral Nutrition, Renal, Liver, Intensive Care) 10 weeks @ 32 hours/wk.) This experience is intensive. You will present 2 actual patient case studies to your preceptor(s).

- If your First Fall semester DTC 331/531 experience site can provide a variety of patient types and acuity levels, it works well to request of your preceptor to return for this final semester experience. Larger medical/surgical facilities are preferred. Please discuss any questions on choosing sites for this last semester with the Dietetics Clinical Coordinator.

Current Experience Hours Totals by Content Areas

Nutrition Therapy:

DTC 331: 104

DTC 371: 208

DTC 471: 320

Total: 632 hours

Community:

DTC 431: 224

Total: 224 hours

Food Systems:

DTC 351: 104

DTC 451: 128

Total: 232 hours

Current Program Total Hours:
632+224+232 = 1088

Please note that our supervised practice experience hours are under review and will increase to meet the new CADE requirements of 1200 hours total. This information will be posted on the website when that occurs.

Eastern Michigan University-Online Coordinated Program in Dietetics
Supervised Practice Experience Facility Form

Name of Student Applicant: _____

Name of Preceptor (primary contact): _____

Name of Facility/Business: _____

Facility Street Address: _____

Facility City: _____ State: _____ Zip Code: _____

Facility accredited/ licensed by: _____

Type of Affiliation (Please check): Foodservice Nutrition Therapy

Long Term Care Outpatient WIC Specialty

Private Practice/ Business/Entrepreneur

EMU 3 digit course number for this experience: DTC _ _ _ (required)

At your facility, please list:

Number of Preceptors or Dietitians: Total _____ RD _____

Number of Dietetic Technicians: Total _____ DTR _____

Number of Food Service Employees: Total _____

Please provide a brief description of facility/agency/ institution, i.e. mission, population served (attach extra sheet if needed):

Please provide a brief description of your department or specialty, including services performed (attach extra sheet if needed):

If the student is admitted into **or** currently is in our Coordinated Program in Dietetics, an affiliation agreement must be signed by both parties before the student can begin their Supervised Practice Experience at your site. If you or the appropriate person is willing to consider it for signing, please check **YES, we are willing to review the EMU affiliation agreement for signing** below. If your facility requires *only* their own affiliation agreement form be used, please indicate by checking **NO, we will provide our own form for EMU's consideration**. If this second option is checked, please attach a hard copy of your agreement and a contact person's information. *Thank-you!*

_____ YES, we are willing to review the EMU affiliation agreement for signing.

_____ NO, we will provide our own form for EMU's consideration. If you checked this option, please attach a copy of your agreement and other requirements for your facility/site.

Your site contact person for affiliation agreement completion:

Name: _____ Phone: _____ E-mail: _____

Eastern Michigan University-Online Coordinated Program in Dietetics
Preceptor Agreement Form

Thank-you for considering the role of a Preceptor for Eastern Michigan University's Online Coordinated Program in Dietetics. The student you are considering is applying to or currently is in our distance education program. To provide the Student's Supervised Practice Experience at your site, you need to be able to commit to and perform the following:

- Be a Registered Dietitian (for at least one year) with proof of current registration for all Nutrition Therapy and Community experiences or a qualified Food Service Director/Manager/Supervisor for all Food Systems Management experiences.
- Be currently employed at the sponsoring facility and be present during the scheduled practice experiences or have another similarly qualified supervising the student in your absence.
- Attach a copy of your current CDR Registration Card to this Form to verify your qualifications and ability to insure a positive learning experience. DTR's, CDM's and other qualified food systems professionals, attach a copy of your card/certification proof.
- Assure that the student will be able to accomplish all the learning experiences outlined in the curriculum materials provided. EMU instructor will provide evaluation forms and syllabus to the preceptor to guide the planning for this experience.
- Be responsible for the coordinating/ scheduling of activities for the student. Scheduling of the Supervised Practice Experiences is planned between student and preceptor, at the preceptor's convenience. The student contacts you to set this up. It must take place within the designated semester timeframes.
- Conduct the evaluation of the student (using the provided Learning Outcome Tool) at the close of the Experience.
- Act as the point of contact in the facility for the course instructor, Clinical Coordinator and the Program Director.

Name of the Applicant (Student): _____

Name & Title of Preceptor: _____

Facility/Business of Preceptor: _____

Preceptor Signature: _____ Date: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Official Program Use only:

Course Facility/Preceptor used for: _____ Semester: _____

Preceptor Paperwork complete: Yes No

Affiliation Agreement w/ EMU complete: Yes No _____

You may copy and use the following letter (on the next page) to help secure preceptors. Again this is ONLY for online students.

Preceptors for on-campus students are arranged by the EMU Dietetics Clinical Coordinator.



EASTERN MICHIGAN UNIVERSITY
School of Health Sciences

September, 2008

Dear Potential Preceptor:

Thank-you for considering service as a preceptor for a Distance (fully online) Dietetics student applicant to the Coordinated Program in Dietetics at Eastern Michigan University! A component of applying as a student to the Online Dietetics Program is the student responsibility for locating the preceptors and facilities that will assist them in achieving the requirements and competencies associated with each Supervised Practice Experience Course. Preceptors play a key role in promoting the future of our profession through their commitment to student education in the workplace. We extend all our preceptors our deepest appreciation!

If you agree to precept the student, you will need to complete the 2 Preceptor Forms, which are provided by the student and return them to the student applicant (if they are applying as a new student to our program, they need to include them in their application portfolio). These single paged 2 forms are titled "Supervised Practice Facility Form" and "Preceptor Agreement Form".

The application process is competitive. If the student is admitted to our program, you will be notified by me through a letter in the early summer, prior to the Fall Semester start of the program. At that time, completion of an Affiliation Agreement through our Legal Counsel will be initiated. The affiliation agreement is the legal document that covers the student, preceptor, facility and University during the completion of the Supervised Practice Experience hours. Please indicate on the "Supervised Practice Experience Form" if there are any special requirements by your facility for such agreements.

Since this experience is actual coursework, prior to the start of the practice experience the preceptor will be contacted by the University Instructor teaching that course. Upon the completion of all the required paperwork and communication between preceptor and Instructor, the completion of Supervised Practice Experience Hours can begin within the designated semester. The Instructor will provide direction for the Experience, including the Course Syllabus and a Learning Outcome Evaluation Tool. The Learning Outcome Tool specifies what must be accomplished and would be completed by you as a means of evaluating the student based on their experience at your facility.

Pg. 1

Please also be aware that the student applicant you are contacted by may not be admitted into our program. In that case, you will still receive a letter from me, indicating that the student was not chosen. One of our program goals is to build an online database of potential preceptors as a means of developing relationships across the country. Perhaps you would consider being an ongoing preceptor resource with our Online Coordinated Program? This would greatly assist our prospective students in the application process. In the letter, I will ask if you are interested in being a part of this Distance (online) Education option that is drawing interest from students across the USA. If you live in an area with shortages of RD's, this is a unique way for you to enhance the education of a student in your hometown – thus playing a key role in building the next generation of RD's to fill those needs!

As all of you are busy professionals, I truly aim to provide the necessary support to make the experience of being a preceptor to our students a smooth process. I thank you in advance for working with Eastern Michigan University and look forward to hearing from you. If you have any questions or concerns, please do not hesitate to contact me.
Preceptors make the field of dietetics come alive for our students!

Sincerely,
Diane

Diane F. Reynolds, RD
Dietetics Clinical Coordinator
314 Marshall Building
Ypsilanti, MI 48197
(734) 487-0327 (Office)
(734) 487-4095 (Fax)
E-mail: dreynol2@emich.edu