

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

Student Handbook



School of Health Sciences

Student Handbook – Table of Contents

Mission & Goals	3
Definitions	4
Attendance & Absenteeism	
A. Lecture	5
B. Supervised Practice Experience	5
C. Pregnancy Leave	9
D. Professional Meetings	9
E. Holiday Observance	9
F. Weather Emergency Day	10
Academic	
A. Programs of Study	
BS Program of Study	11
MS Program of Study	12
MS Options	13
B. Maintenance of Academic Requirements	14
C. Textbooks	14
D. Reference Style	14
E. Academic Calendar	15
F. Disability Resource Center	15
G. Scholarship Information	15
Grading	16
Submission of Late Assignments	16
Program Stop Out ,Withdrawal, and Readmission	
A. Program Stop Out	16
B. Program Withdrawal	16
C. Program Readmission	17
Academic Dishonesty	17
Professionalism	
A. Dress Code	18
B. Conduct	19
C. Academy Code of Ethics	21

Computer Use	
A. Email Procedures	22
B. Technical Issues	22
Disciplinary Dismissal	23
Miscellaneous	
A. Access to Personal Records	24
B. Advisor	24
C. Course Registration	24
D. Student Dietetic Association	24
E. Required Paperwork	25
F. Evaluation of Students	25
G. Evaluation of Program	25
H. Voicing Student Concerns – EMU	26
I. Voicing Student Concerns – ACEND	26
J. Student Work	27
K. Resources	27
Who to Contact	28
ACEND Accreditation Standards & Knowledge & Competencies	
Core Competencies	29
Graduation Procedure & Verification Statements	
A. Request a Graduation Audit	31
B. Degree Application	31
C. Exit Packet and RD Exam	32
D. CP Exit Information/Verification	32
Communication Tips	33
Photo/Video Waiver	35
Statement of Understanding	36

Mission Statement

The Coordinated Program in Dietetics at Eastern Michigan University educates and graduates students prepared for entry-level practice as registered dietitians, with a concentration in entrepreneurship.

The CP achieves the mission by

- providing an exceptional learning environment so students are continuously interpreting and responding to food and nutrition service delivery in a changing social and economic environment and applying new technologies to their dietetic education.
- providing student-centered learning opportunities for students to pursue their specific interests.
- encouraging and engaging in collaboration and partnerships with the community.
- promoting evidence-based knowledge and skills for students and graduates.
- enhancing students' current critical and reflective skills by collaborating with faculty to develop and complete research-based projects.

Goals and Objectives of the CP

Goal #1: The CP will educate and graduate dietetics practitioners.

- 85% of graduates will take the registration exam within 12 months of graduation.
- 80% of graduates will pass the registration exam on their first attempt.
- 80% of graduates will pass the registration exam within one year of their first attempt.
- 80% of all CP students will complete all program/degree requirements within three years of beginning the program.
- Within 12 months of completing the CP, a minimum of 80% of post-graduate survey respondents desiring such, will have a dietetics-related job.
- 80% of graduates will be rated by their employers as having the knowledge and skills expected for entry level practice.

Goal #2: Graduates of the CP will participate in professional development.

- 25% of the three-year post-graduate survey respondents will report having participated in professional development, e.g., leadership, precepting for future practitioners, professional education.

DEFINITIONS

Academy	The Academy of Nutrition and Dietetics (AND)
ACEND	Accreditation Council for Education in Nutrition and Dietetics is the accrediting agency for programs preparing students to begin careers as registered dietitians or dietetics technicians, registered. Thus, ACEND is the accreditation body for the EMU Coordinated Program in Dietetics.
CDR	Commission on Dietetic Registration. CDR administers the national registration exam and board certifications, and manages continuing education.
Verification Statement	This is the statement provided by the Dietetics Program Director to CDR and to CP graduates verifying that the graduate has completed all components necessary to sit for the registration exam. This is only issued after the student completes the dietetics program, achieves all skills needed to be an entry-level dietitian, and graduates from EMU.
KRDN	Core Knowledge for the RD/RDN. These are guidelines put forth by ACEND. These KRDNs provide the student with the didactic component of a dietetics program. Students must demonstrate competence in all KRDNs before being issued a verification statement after graduation.
CRDN	Competencies for the RD/RDN. These are guidelines set forth by ACEND. The CRDNs specify what every dietitian should be able to do at the beginning of their practice career. Students must demonstrate competence in all CRDNs before being issued a verification statement after graduation.
SPE	Supervised Practice Experience. This is defined as planned learning experiences in which students perform tasks over a defined period of time to integrate knowledge, skills, and values in real-life situations to contribute to the acquisition and mastery of practitioner competencies.
Remote Student Identified Practice Site	A Supervised Practice Experience site secured by the student. Distance-online students are responsible for securing their own preceptors/sites approximately 100 miles or more from our Ypsilanti main campus in order to complete all required SPEs.
Affiliation Agreement	An affiliation agreement is the legal agreement between the Supervised Practice Experience facility and the EMU Board of Regents; it provides liability coverage for the student and the University, and protects all parties involved.

PROGRAM POLICIES AND PROCEDURES

In general, policies and procedures apply to both the on-campus and distance-online cohorts. However, there are some that are cohort specific (e.g., distance-online students secure their own practice sites). If you have a question as to whether a specific policy is applicable to your cohort, please reach out to a Program Director. Failure to follow CP policies and procedures can result in dismissal from the Program and/or not receiving a verification statement.

Attendance and Absenteeism

A. Lecture Component

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

The student is personally responsible for the satisfactory completion of the course work prescribed by their instructor(s). This means that they are expected to attend class regularly, and are responsible for the work assigned in class, the material covered in class, and for participation in class activities (including e-mails, threaded discussions, and real-time chats) designated by the instructor as part of the learning experience. Students are to notify their instructor(s) **PRIOR** to the due date or scheduled session if unable to complete a lecture module or assignment on time, are not able to log on for a real-time chat at the designated time, or cannot attend class for any reason. Students are responsible for any material missed during an absence.

B. Supervised Practice Experience Courses (SPE)

Students complete SPE under the direction of the faculty/lecturers. Therefore, Supervised Practice Experiences must be completed within the semester they are scheduled. Exceptions allowing for hours to be completed after the assigned semester may be provided at the discretion of the course instructor and Program Directors for extreme circumstances. The course instructor has the right to alter a practice experience or remove the student from the experience if the student's performance (academic or behavioral) is unsatisfactory. Preceptors/SPE sites also have the right to remove the student from the experience if the student's performance is unsatisfactory or violates any condition of the affiliation agreement (e.g., HIPAA privacy, site policies, patient/client safety, professionalism). All SPE courses include an orientation. Therefore, experiences may not be scheduled during the first 3 business days of the semester without prior approval from the Program Directors, Clinical Coordinator, and course instructor. The Clinical Coordinator will provide specifics on this for distance-online students to schedule directly with their preceptor.

Ten percent (10%) of the total point value for each SPE course will be devoted to Experience Engagement Points. Evaluation for Experience Engagement Points will be based on a student's conduct while at their SPE site (as determined through preceptor feedback and/or instructor evaluation), as well as within their course. Points will be

awarded based upon the student's demonstration of soft skills, including but not limited to the following criteria: ability to accept feedback, desire to learn, professionalism, time management, respectful behavior, positive attitude, quality and completeness of work in comparison to course expectations, and the ability to demonstrate progressive improvement in the skills associated with being an entry level RD/RDN within the given practice area.

Students are not permitted to accept monetary compensation (this includes gifts) for SPE hours. In addition, students are not permitted to complete SPE hours at their place of employment or where friends and family work, unless approved in advance by the Clinical Coordinator. If a student is completing SPE hours in a facility at which they are employed, paid work hours cannot count towards completion of SPE hours. Any violations of this policy will result in disciplinary action up to and including dismissal from the Program and/or the student not receiving a verification statement.

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

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

Students are not to communicate with preceptors or patients/clients via social media or email with regards to patient/client care or any confidential information pertaining to the SPE site. This can be a HIPAA violation. If this is a practice of the facility, students must discuss the issue with their instructor before participating in this type of communication.

If a student is asked to leave a facility by the preceptor for whatever reason, the Program reserves the right to not assign the student to another facility, which can result in dismissal from the Program and/or the student not receiving a verification statement.

In order to assure that the student enrolled in the CP completes the minimum number of SPE hours required by the Accreditation Standards of ACEND during their academic program, the following policy on absenteeism will be followed. Each student is to spend the required amount of time at each SPE site which is generally 8 hours/day (plus lunch/break time - which does not count toward hours of SPE) but could be more per

facility protocol. Students are not to arrive late or leave a facility early; they must spend the required time in the facility. The required total hours spent in each experience are a minimum and additional hours may be assigned as deemed necessary by the preceptor or course instructor. If the student fails to complete the required hours they will not receive a verification statement and may be dismissed from the Program.

In the event the student will be late or absent from the experience, the student should notify the course instructor and the preceptor prior to the start of the SPE or as soon as possible in an emergency. Written documentation related to the emergency must be provided to the course instructor and preceptor. Any experience hours missed during an absence must be made up at the convenience of the preceptor and the facility. Total hours spent in each SPE must be recorded on the Learning Outcomes Tool, signed by the preceptor, and submitted to each course instructor before the final exam for that course (unless otherwise specified by the course instructor). If documents are not submitted, the student will not pass the course. This will result in disciplinary action by the Program, which may include dismissal from the Program and/or the student not receiving a verification statement.

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

The Clinical Coordinator is available to assist in securing preceptors and remote student-identified practice sites, although it is ultimately the student's responsibility to secure all required preceptors/ sites. The student will be provided tools to help them obtain preceptors/remote student-identified practice sites. These are available at the EMU Dietetics website at application at the link titled "Directions for Securing Distance-Online Preceptors". Please be aware for the class of 2023, this website link does not accurately reflect the 2nd year rotation specifics (due to program changes starting with class of 2024). The adjusted information will be provided in email to the distance-online students by the Clinical Coordinator in September of year one.

Required preceptor paperwork for the first year of the program and the 2nd year final Nutrition Therapy III Experience is due at the time of application to the Program. For the remainder of the Program's 2nd year, the due date for securing remote student-identified practice sites and preceptors is February 15th, during year one of the Program. This means providing the completed Online Preceptor Commitment Form for each SPE course and a Summary Sheet to the Clinical Coordinator by the due date (February 15th).

Once a student is accepted into the CP at EMU, affiliation agreements are secured

through EMU Legal Affairs. The Clinical Coordinator will initiate this process. Students must confirm with the Clinical Coordinator that an affiliation agreement has been signed with a facility/preceptor prior to starting SPE hours in that facility. Students may not enter the facility for supervised practice experiences without the executed affiliation agreement on file in the University's Legal Affairs Affiliation Agreement Database. If a change in experience site or preceptor is needed at any time during the professional phase of the program, students must contact the Clinical Coordinator immediately. The Clinical Coordinator will be available to guide the student in finding a new placement site and or preceptor if needed, though it is ultimately the student's responsibility to secure a new preceptor/site.

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

SPE sites typically have onboarding requirements for students. These must be completed by the student prior to the rotation start, unless otherwise specified. Notice of these requirements will come from the Clinical Coordinator or directly from the site preceptor or administrative professional. These requirements may include completing site specific in-person or online orientation modules, providing background check and drug screen results, proof of vaccines and a physical, proof of BLS & First Aid training, proof of health insurance and completion of site forms related to HIPAA privacy/policy adherence/computer usage, etc. Unless the site specifically requires this information be provided directly from the University, students are responsible to complete all forms and training and provide all the documentation/results they submitted to the Viewpoint Screening third party system.

Students are not allowed to trade schedules/sites with each other in the on-campus program. Furthermore, students are not allowed to change their supervised practice experience schedule without prior permission from the course instructor and preceptor. Reasonable cause must be given and the request sent in email to the instructor a minimum of 2 weeks in advance of the requested schedule change. The course instructor and/or preceptor have the right to refuse a schedule change. If a schedule change is refused, the student must complete hours as scheduled. If the student does not abide by the schedule, disciplinary action will be taken by the Program, which will include at minimum a concern form write-up and may include dismissal from the Program and/or the student not receiving a verification statement.

Students are responsible for their own appropriate automobile insurance (which covers them to/from supervised practice experience sites/remote student-identified practice sites) and are responsible for transportation to/from all practice experiences and meetings. Students should not accept transportation from EMU faculty. In certain circumstances, preceptors may offer to provide transportation to students. It is the

decision of the student whether or not to accept the offer. Students who do so, accept the offer at their own risk. The EMU Coordinated Program does not condone nor prohibit student-preceptor ride-sharing.

Students are not required to carry student medical professional liability or general liability insurance while performing in their Supervised Practice Experiences. Eastern Michigan University Legal Affairs/Risk Management covers the CP students while in their SPE for both types of insurances. This insurance is at no cost to the student and automatic while in the CP. It does not cover any outside work or volunteer work performed by the student while they are in the CP.

C. Pregnancy Leaves

The student must inform the Program Directors, in writing, of their pregnancy five months prior to the expected delivery date. At this time, the pregnant student must also document the status of their pregnancy by submitting written approval, from their physician, for continuation in the CP. The student cannot continue supervised practice experience hours without this approval. At least four months prior to the expected delivery date, the Program Directors and the student will determine the best course of action regarding continuation in the program. The student will then make arrangements with individual preceptors, the Clinical Coordinator, and the faculty of record to complete required Supervised Practice Experiences and coursework, as necessary. If a student's partner is pregnant, they must inform the Program Directors, in writing, five months in advance if the student anticipates taking a leave from course work or Supervised Practice Experience hours.

D. Professional Meetings

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

E. Holiday Observances

University Policy

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

University Practice

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

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

Program Policy

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

Students may be required to attend supervised practice experiences on federal holidays, no classes days, and/or breaks.

F. Weather Emergency Day

Student safety is of utmost importance to Eastern Michigan University. A University weather-related closing does not automatically mean a student does not report to their SPE facility. Students should attempt to contact their preceptor/facility first and then their instructor for direction. If a “weather emergency day” occurs, (i.e., SPE site is closed or it is unsafe to travel there) the SPE hours must be rescheduled and completed prior to the end of the semester. These hours will be at the discretion of the preceptor/facility and can be completed on the weekend or at the beginning or end of the regular scheduled day if necessary.

Academic**A. Program of Study****Bachelor of Science and 2nd Bachelor of Science**

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

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

TOTAL CREDITS for PROFESSIONAL PHASE: 58**FALL 1 - Total Credits = 15**

DTC 330	Nutrition Therapy I	3 cr
DTC 331L4	Nutrition Therapy I Experience	2 cr
DTC 350	Foodservice Systems Mgmt I	3 cr
DTC 351	Foodservice Systems Mgmt I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr

WINTER 1 - Total Credits = 13

DTC 302	Nutrient Met. Macronutrients	3 cr
**DTC 358	Food and Culture	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 371L2	Nutrition Therapy II Experience	4 cr

**Can be taken out of sequence

*Summer prior to Program start or 1st Fall

SUMMER (10 weeks) - Total Credits = 6**6**

DTC 459	Development of the Entrepreneurial Dietitian	3 cr
DTC 375	Integrative Medicine	3 cr

FALL 2 - Total Credits = 12

DTC 422	Nutrient Met. Micronutrients	3 cr
DTC 430W	Community Nutrition	3 cr
DTC 432	Community Nutrition Experience	4 cr
DTC 435A & B	Seminar in Dietetics	2 cr

WINTER 2 - Total Credits = 12

DTC 450	Foodservice Systems Mgmt II	2 cr
DTC 451	Foodservice Systems Mgmt II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 471L4	Nutrition Therapy III Experience	4 cr

Master of Science

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

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

TOTAL CREDITS for PROFESSIONAL PHASE: 72-75

FALL 1 - Total Credits = 15

DTC 330	Nutrition Therapy I	3 cr
DTC 531	Nutrition Therapy I Experience	2 cr
DTC 350	Foodservice Systems Mgmt I	3 cr
DTC 551	Foodservice Systems Mgmt I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr

*Summer prior to Program start or 1st Fall

WINTER 1 - Total Credits = 16

DTC 302	Nutrient Met. Macronutrients	3 cr
DTC 375	Integrative Medicine	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 571	Nutrition Therapy II Experience	4 cr
DTC 500	Research Design and Methods	3 cr

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

DTC 659	Development of the Entrepreneurial Dietitian	3 cr
STAT 502	Statistics for Graduate Students	3 cr
DTC 691 or 694	Thesis I or Non-Thesis Research I (not needed if taking DTC 601)	2 cr

FALL 2 - Total Credits = 14

DTC 422	Nutrient Met. Micronutrients	3 cr
DTC 430W	Community Nutrition	3 cr
DTC 631	Community Nutrition Experience	4 cr
DTC 435B	Seminar in Dietetics	1 cr
DTC 692, 695 or 601	Thesis II, Non-Thesis II or Research Writing	3 cr

WINTER 2 - Total Credits = 15

DTC 450	Foodservice Systems Mgmt II	2 cr
DTC 651	Foodservice Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 671	Nutrition Therapy III Experience	4 cr
**DTC 358	Food and Culture	3 cr

**Can be taken out of sequence

SUMMER (7.5-15 weeks) - Total Credits = 6-7

DTC 693 or 696	Thesis III or Non-Thesis Research III	1 cr
DTC 608	Advanced Topics in Foods	3 cr
DTC 618	Advanced Topics in Nutrition	3 cr

Master of Science Options

The following options are explored in DTC 500 Research Design and Methods. A decision will be made by each MS student during this course. It is highly recommended that students review basic statistics prior to this course, and if more than 5 years have passed since taking statistics, review via a free course such as <https://www.khanacademy.org/math/statistics-probability>.

Thesis Option – 6 credits

The thesis option involves a research study that is planned, executed, and written in thesis format. This option includes three classes (six total credit hours). Each student must have a committee of at least two people; the thesis chair must have a PhD and be an EMU faculty. More specifically, the thesis consists of a research study that requires the writing of 5 chapters detailing the study. Statistical analysis is the responsibility of the student. Chapters 1-3 are a proposal of the study, written in Thesis I. Chapter 1 is the introduction, chapter 2 is the review of literature, and chapter 3 is the methodology (how you will do the study). Thesis II involves data collection and statistical analysis of the data. Chapters 4 (Results) and 5 (Conclusions) are written. Thesis III involves dissemination of the research through a thesis defense presentation and a poster presentation or an article in a peer-reviewed journal.

Non-Thesis Research Option – 6 credits

The research option is a three-class series (six total credit hours) working with one faculty on a project that the student and faculty agree on. More specifically, you may follow the same format as the thesis without the statistical analyses. You may also choose something completely different. Students should work with a faculty to determine project details. As with the thesis option, students are guided toward a poster presentation and/or submitting manuscripts to peer-reviewed journals.

Research Writing Option – 3 credits

The research writing option is one class (three credit hours) focused on biomedical research writing. Students complete a series of assignments in research writing; complete a newsletter article, and a short manuscript that is distributed electronically to faculty and staff in the School of Health Sciences at the end of the semester.

B. Maintenance of Academic Requirements

Once the student has been accepted into the CP, it is expected that they will maintain a high level of academic progress. If the student earns a grade of C+, C, C- in any two required courses during the professional phase of the Program they will be put on academic probation within the Program. The student will be required to meet with the Program Directors (this may be via phone, Zoom, or email). At this time, conditions of the academic probation will be determined and a plan of action will be put into place.

If the student earns another (third) C+, C, C- in a required course during the professional phase of the Program, a committee review of the circumstances will be conducted and disciplinary action will be taken including a concern form write-up and possible dismissal from the Program and/or the student not receiving a verification statement.

A grade of D+, D, D- in any required course during the professional phase of the Program will be referred for a committee review and disciplinary action will be taken including potential dismissal from the Program and/or the student not receiving a verification statement. At a minimum, the student will be required to retake the course, which may result in the need for a modified plan of study that extends the length of the Program.

A grade of F in any required course during the professional phase of the Program will result in automatic dismissal from the Program, which includes the student not receiving a verification statement.

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

C. Textbooks

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

It is recommended that students keep all textbooks until the end of the Program. They may be needed for more than one class and can be used as references and study aids for the registration exam.

D. Reference Style

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

[Website for current JAND guidelines.](#)

[Website for AMA citation information.](#)

E. Academic Calendar

The CP follows the academic calendar of the University regarding the start and finish of each semester as well as University closings with respect to didactic courses. Supervised practice experience hours should not be scheduled prior to the start or a semester or beyond the end a semester. However, SPE hour may be scheduled on a University day(s) off (e.g., during spring break or Federal Holiday).

[Link to University Calendar](#)

F. Disability Resource Center

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

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

We encourage you to visit the DRC if you feel you might qualify for accommodations. Please note that accommodations cannot be provided without appropriate documentation from the DRC and that accommodations are not retroactive (meaning you cannot re-do work or exams completed before documentation was provided). As a Program, we make every effort we can to accommodate student disability needs. However, we (the CP and EMU) do not have the authority to require SPE sites/student identified supervised practice sites to make accommodations.

[Link to DRC webpage.](#)

G. Scholarship Information

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

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

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

Grading

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

The University has a grade grievance procedure in place to assist students who wish to challenge their final grades. Please note that EMU does not have a grade grievance process for students to dispute grades received on individual assignments or exams.

Official Grade grievance procedures can be obtained at: [Link](#)

Submission of Late Assignments

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

Program Withdrawal and Readmission**A. Program Stop Out**

A student may request a stop out from the Program if they feel they cannot complete the Program plan of study as outlined for physical health or mental health reasons. Any student requesting a stop out must schedule a meeting with the Program Directors prior to withdrawing from CP classes and/or not registering for CP courses according the prescribed plan of study. If a student withdraws from CP courses (or fails a CP course) prior to receiving stop out approval from the CP Program Directors, it will be considered that they have withdrawn from the CP and they will not receive a verification statement or graduate from the CP.

Both the BS/2nd BS and the MS CP consist of a 2-year program (20 and 24 months respectively). If it is determined the student will be allowed additional time to successfully complete the program the time frame allotted for this is an additional 1 year. Therefore, the maximum amount of time a student will be afforded to complete the Program is 150% from beginning the Program. In such a situation, a modified program of study will be created by the Program Directors and will be signed by the student. This may require a change to the student's SPE. If the student is a distance-online student, they are responsible for securing the appropriate preceptors/sites based on the modified program of study.

B. Program Withdrawal

A student wishing to withdraw from the CP for whatever reason(s) must arrange a conference with the Program Directors to discuss the reason(s) for requesting

withdrawal and possible future options. This must be accomplished before official withdrawal procedures are implemented.

For official withdrawal procedures for the University please go to: [Link](#)

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

C. Program Readmission

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

- I. Circumstances necessitating withdrawal
- II. Reasons for requesting readmission
- III. Assessment of ability to complete the CP

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

Academic Dishonesty

Relevant links:

Office of Wellness and Community Responsibility: [Link](#)

University Student Policies and Procedures: [Link](#)

Office of the Ombudsmen: [Link](#)

Academic Dishonesty is taken seriously by the CP and by Eastern Michigan University. The following acts by students constitute academic dishonesty and carry the penalty of expulsion from the course, Program, and/or University. This may result in dismissal from the Program and/or the student not receiving a verification statement.

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

1. Cheating - using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else's paper; using any kind of "cheat" sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else's homework or lab assignments; collaborating with another student on any assignment or take-home test if told that

collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.

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

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

Professionalism

A. Dress Code for Supervised Practice Experiences

The Dietetics Program is a pre-professional program and therefore dress code expectations are different from those of the University. Students are expected to present themselves in a professional way, which includes dress and hygiene. Preceptors will share specific dress code requirements of the facility if applicable. These may be stricter than the Program dress code. You are expected to follow any additional requirements of the facility.

The following dress code is expected by the CP and will apply to most facilities, including Eagle Nutrition Services.

1. Proper hygiene to minimize body odor and residual smoke odor.
2. Refrain from using scented body products such as perfume, cologne, after shave, and lotions. Some foods absorb these scents and some people are highly sensitive to such products.
3. Short, clean fingernails (without polish) are required.
4. A clean and pressed white lab coat will be required by some sites/facilities.
5. Official EMU nametag (the Clinical Coordinator will provide instructions on how to obtain the official EMU nametag). There is a charge for this.
6. Dresses or skirts must be least knee length or longer.
7. Full length casual dress pants that are hemmed. No shorts or capri length pants. Jeans are not permitted. Leggings (no matter the material) may only be worn under a dress or skirt. No fraying, holes, or bleached out fabrics.
8. Tops must cover your shoulders and midriff. Low cut necklines (front or back of top), shoulder cut-outs, and sleeveless tops are not permitted.

9. Appropriate undergarments must be worn; undergarments are not to be exposed or be of a dark color under light colored clothing.
10. Socks or stockings/hose must be worn at all times in all foodservice or food preparation settings. They may be required in other settings as well.
11. Shoes must be closed-toe and closed-heel. Non-slip soles are required in all foodservice or food preparation settings and are recommended in other settings.
12. Sneakers and winter boots should not be worn beyond walking from the car to the area you leave your belongings. Leather fashion boots may not be permissible, especially in foodservice areas. Ask your preceptor for clarification.
13. Jewelry may be worn but is limited to engagement and wedding rings, watch/fitness trackers, and small earrings (no hoops or dangles as these can pose a safety risk). Some sites, particularly foodservice sites, may require the removal of all jewelry.
14. Sites/facilities may have a more conservative atmosphere. It is expected that students will be respectful of this and remove any body piercings (with the exception of earrings) and cover tattoos as much as possible when in these settings.

In preparation for supervised experiences, students should have at least two to three professional/business casual outfits available. As our cohorts are diverse and have a wide range of professional experiences, you may or may not already own these. To make best use of finances, consignment/resale stores may be an option. For additional guidance, [this site](#) may be helpful. Please direct questions about dress code to the Clinical Coordinator, your preceptors, and Program Directors.

Following dress code is a policy of the Program. Failure to do so may result in the student being sent home from an SPE site. Any missed SPE hours must be made up at the convenience of the preceptor/facility. Repeated violation of the dress code will result in a concern form write-up. See “Disciplinary Actions and Dismissal” for an explanation of the consequences of repeated policy violations.

B. Conduct in SPEs, on EMU’s campus, and in virtual courses

The following conduct involves the responsibility of the student in the classroom or virtual classroom and on EMU’s campus.

The student

1. is responsible to interact with fellow students, faculty, guests, and facility employees in a professional and respectful manner. This includes following the Eastern Michigan University Code of Community Responsibility.
2. is responsible for arriving on time. Arrive at least 5 minutes prior to the start of class. This shows eagerness to learn and respect for the instructor’s time.

3. may not have their cell phone visible or in use. At no time are cell phone photos to be taken while in class, unless the instructor gives permission and FERPA privacy is not violated.
4. may not use internet or computer for personal use. Class time may not be used to email, study for, take exams/quizzes for, do any other work related to other didactic classes or an SPE course, along with other computer-based activities.
5. must contact the EMU course instructor, prior to the start of class if an emergency prevents attendance in class.
6. with greater than one unexcused absence or tardiness for class, will be referred for a counseling session with the Program Directors/course instructor to develop a plan of action. Additional unexcused absences or tardiness will result in a concern form.
7. is responsible for completing all orientation materials and following all directions and policies from instructors, the clinical coordinator, and Program Directors.

The following conduct involves the responsibility of the student in Supervised Practice Experience or assigned areas away from the School of Health Sciences.

The student

1. is responsible to interact with the preceptor(s), fellow students, and facility employees in a professional and respectful manner. Please ask the preceptor how they would like to be addressed. Students are the first impression many of these professionals will have of EMU.
2. is responsible to be flexible – recognizing that in working in the real-world setting, change is inevitable.
3. is responsible for their own meals at facilities.
4. is responsible for following the policies of facilities.
5. is responsible for reporting on time. Arrive at least 10 minutes early for each day's work. This shows eagerness to learn and respect for the preceptor's time.
6. may not have their cell phone visible or in use. At no time are cell phone photos to be taken while in SPE, unless the preceptor gives permission and HIPAA privacy is not violated. The preceptor cannot waive HIPAA or give permission to photograph others.
7. may not use internet or computer for personal use. SPE hours may not be used to email, study for, take exams/quizzes for, or do any other work related to didactic classes or another SPE course.
8. must contact the preceptor at the facility and the EMU course instructor, prior to the start of the experience if an emergency prevents reporting for SPE as scheduled.
9. must reschedule missed SPE hours as soon as possible with the preceptor and EMU course instructor, at the convenience of the preceptor.

10. with greater than one unexcused absence or tardiness from a supervised practice rotation, will be referred for a counseling session with the Program Directors/course instructor to develop a plan of action. Additional unexcused absences or tardiness may result in dismissal from the SPE rotation. The Program reserves the right to not assign the student to another facility if this occurs. As a result, the student will not complete the required SPE portion of the CP and will therefore not receive a verification statement and may not be able to graduate from the CP.
11. may not leave assigned facility areas during supervised practice experiences without permission of the preceptor. Students must always check out with the preceptor before leaving the area or leaving for the day.
12. is responsible for the cost (either through personal health insurance or personal funds) for any emergency/routine/personal health care delivered at an SPE facility or another facility related to illness or injury occurring during supervised practice experience hours. EMU, SPE/remote student-identified practice sites, and preceptors are not responsible to cover any such costs. All medical care costs not covered by personal health care insurance are the responsibility of the individual student.
13. is not covered by worker's compensation; they are not employees of the university or the facility. There is an exception for Colorado based students; see the Clinical Coordinator for details.
14. is responsible for completing necessary accident report forms as required by the facility if injured during supervised practice.
15. is responsible for obtaining background checks, immunizations, physical examinations, drug screening, fingerprinting, etc., plus any fees associated with meeting these requirements, as mandated by the Program and each supervised practice experience facility/remote student identified supervised practice site.
16. is responsible for completing all orientation materials and following all directions and policies of all SPE sites/preceptors.

C. Academy Code of Ethics

The Academy and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. It is expected that students adhere to the Code of Ethics while in the program to the extent that it is consistent with EMU's Code of Community Responsibility.

[Link to the Academy Code of Ethics](#)

As stated in the Code of Ethics for the Nutrition and Dietetics Profession, *the nutrition and dietetics practitioner supports and promotes high standards of professional practice*¹. Being a student in the CP requires dedication to learning both in the classroom and in the field during experiences. The CP provides opportunities for students to learn both foundational knowledge and soft skills to support them as they

work toward entering the profession. Faculty, preceptors, and connected partners dedicate much time and effort toward this end, and attention taken from these is detrimental to all CP students.

EMU's Code of Community Responsibility is an additional standard to which all EMU students must adhere. If a Dietetics Program student bullies, harasses, or discriminates against someone associated with EMU or an EMU-affiliated SPE site (or violates another Code of Community Responsibility), that student will be disciplined by Dietetics Program representatives, with a minimum of a concern form write-up, and up to and including dismissal from the Dietetics Program and/or not receiving a verification statement.

As additionally stated in the Code of Ethics for the Nutrition and Dietetics Profession, *nutrition and dietetics practitioners shall refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims*¹. Keeping these statements in mind as some of the guidelines for the Dietetics profession once an RD/RDN, students should consider the Code of Ethics important to be mindful of and to aspire to, while working through the Dietetics Program.

Computer Use

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

A. E-Mail Procedures

All students in the CP must use their assigned EMU emich email accounts for all classes and all correspondence with faculty/staff and preceptors of the Program. Outside email addresses may cause problems within the EMU system and correspondence sent from such email addresses may not be responded to.

Emails are a means of formal communication between the student and the faculty/staff/preceptors etc. and should, therefore, be treated as such. That means that emails should include a proper salutation (e.g. Dr. ____), complete sentences, proper punctuation, grammar, and capitalization, and an appropriate closing including name and contact information. Students are not permitted to use titles that include RD, RDN, future RD/RDN, or the like. If a title is desired, it is suggested that students use either BS CP Dietetics Student or MS CP Dietetics Student.

Emails should not include "text" nomenclature (e.g., U R Gr8). This is a life skill that is necessary for success as a student and future practitioner.

Any messages deemed inappropriate or offensive will be forwarded to the Program Directors and School Director. Appropriate action, that it is consistent with EMU's Code of Community Responsibility, will be taken.

B. Technical Issues

EMU uses the Canvas Learning Management System. Course specific information such as the syllabus, course assignment descriptions, PowerPoint presentations, handouts,

grades, etc., are available via course Canvas pages (sometimes referred to as shells). For access information and system requirements, visit <https://canvas.emich.edu>. You can log in to Canvas using your EMU NetID Credentials.

Please contact Canvas Support or tech support immediately if experiencing difficulty accessing the course, any part of a course shell, or submitting an assignment. Canvas operates their help desk 24/7 so you should be able to receive professional help any time of day. The Canvas helpdesk can be reached by phone, email, or live chat by clicking the help link (the question mark in a circle icon).

Please contact the course instructor if technical difficulties will cause a missed meeting or an assignment/discussion/quiz/exam due date.

Disciplinary Actions and Dismissal

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

- Upon being informed of an alleged infraction, the Program Directors and/or faculty member or preceptor will conference and then meet with the student. This meeting may be via phone, Zoom, or in person.
- A written concern form will be filed in the student's record. The student and Program Director(s) will sign the concern form and the student will receive a copy.
- The third infraction, whether this infraction is a repeat of prior infractions or different, will result in immediate dismissal from the Program and/or the student not receiving a verification statement.
- Facility, University, and community authorities will be contacted as appropriate.
- If a serious infraction of any program policy occurs in the last semester of the program, the student may not be able to graduate. If the student graduates, they may not receive a verification statement. The Program reserves the right to withhold a verification statement if a serious violation of any program policy occurs.

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

1. harm (including verbal, written, or physical) to patient, client, faculty, preceptor, etc.
2. theft
3. drug/alcohol use while in a facility or class
4. violation of HIPAA or FERPA

Miscellaneous

A. Access to Personal Records

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

The Program Directors, faculty, and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy please visit: [Link](#)

B. Advisor

Students are assigned an advisor upon entering the CP. A new advisor may be chosen by an MS-CP student upon beginning their thesis or research project. The process for this will be communicated to the student through DTC 500 coursework. Students should communicate with their advisor as needed.

C. Course Registration

Registration for DTC prefix courses within the CP requires department permission. A Program Director/advisor will send the courses with CRNs to the students for each semester for registration purposes. This will happen for the first through last semester of the CP. **Note:** Students are guaranteed spots in all of the DTC prefix courses within the Program. Therefore, registration permission may not be processed before the start of registration. MS CP students are responsible for registering for STAT 502 and should reach out to the course instructor for an override as needed. DTC 358 is a General Education course and therefore does not require department permission for registration, although MS CP students will need to request an override because of their graduate status. Students can (and should) register for this course as early in the registration process as possible for the semester during which they plan to take the course. Spots in a specific section are not guaranteed for DTC 358.

D. Student Dietetic Association

All on campus students are required to join and participate in the Student Dietetic Association. Meetings are the 2nd Friday of every month from 12:00-1:00 pm. SDA meetings may be held in person on campus or via Zoom. Dues will not be charged for the 2021-2022 academic year. It is expected that all campus students participate in meetings. This includes arriving on time, staying for the entire meeting, and being attentive. Additional participation requirements will be communicated by the SDA Board at the start of the fall semester. Unexcused absences or failure to meet additional participation requirements will result in a concern form write-up.

Distance-online students will be given the opportunity to join the SDA and participate in activities. This will be done through email and Canvas.

E. Required Paperwork

Due to the affiliation agreement requirements of Supervised Practice Experience facilities, all CP students are required to obtain a criminal background check and drug screen prior to placement in their assigned facility. Students may be required to repeat this during the program, per SPE site requirements. The Clinical Coordinator will provide Viewpoint Screening directions for the student to complete the background check, drug screen and Clinical Requirements or Heath Portal (online document manager). These are secure third-party systems, whereby students have lifelong access to their portal. All items are at the expense of the student. We suggest budgeting for unexpected repeat items each year.

Other required paperwork to be submitted electronically through the third-party system(s) includes:

- Record of Immunizations (plus annual influenza vaccine and TB skin tests)
- Physicians Physical Exam Statement (annually)
- Proof of membership in the:
 - The Academy of Nutrition and Dietetics (annually)
 - The students district Dietetic Association (annually)
- Proof of completion of a healthcare providers 2-year certification in adult/child CPR/AED/First Aid
- Other items as required

F. Evaluation of Students

During SPE, preceptors will evaluate students at the mid-point and/or at the end of most of the rotations. Students will also have the opportunity to complete self-evaluations at the mid-point and/or at the end of each rotation. Evaluations are submitted to the course instructor. These evaluations may contribute to the final grade in the course.

Students may also complete case study presentations, food demonstrations, examinations, and other assignments as deemed appropriate by the course instructor(s).

G. Evaluation of Program

At the end of the first year in the Program, students are given the opportunity to evaluate the program curriculum and their preparedness according to each of the educational competencies. Evaluation may occur via computer or hard copy. All Program evaluations remain anonymous and are compiled by the computer or by a third party (if done hard copy) and presented to the Program Directors. The Program Directors share the aggregate information with the program faculty for discussion and implementation where appropriate.

At the end of the final year of the Program, students are given the opportunity to evaluate the program curriculum and their preparedness according to each of the educational competencies. Evaluation may occur via computer or hard copy. All

Program evaluations remain anonymous and are compiled by the computer or by a third party (if done hard copy) and presented to the Program Directors. The Program Directors share the aggregate information with the program faculty for discussion and implementation where appropriate.

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

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

H. Procedure for Voicing Student Concerns – EMU Policies

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

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

If solutions cannot be found at this level, please refer to the services offered through the Office of the Ombuds: [Link](#)

I. Procedure for Voicing Student Concerns – ACEND Policies

The CP at EMU strives to uphold all ACEND Policies and Procedures related to the Accreditation Standards. Visit the ACEND website for the full 2017 Accreditation Standards Document: [Link](#).

Students should contact the Program Directors regarding issues of concern related to the ACEND 2017 Accreditation Standards before they become significant problems. Students should email the Program Directors to schedule an appointment.

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

If all of the above options have been exhausted and the student is still not satisfied with the results related to the ACEND 2017 Accreditation Standards they may contact ACEND directly. The procedure for this can be found at: [Link](#)

J. Student Work

Samples of student's work including but not limited to; assignments, projects, posters, etc., may be retained by the Program Directors or Clinical Coordinator for accreditation purposes. These samples of work will be used for evaluation purposes related to the ACEND accreditation process and will not be shared with any other persons or entities outside of the Coordinated Program in Dietetics.

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

K. Resources

University Health Services: [Link](#)

Financial Aid: [Link](#)

Academic Calendar: [Link](#)

School of Health Sciences Website: [Link](#)

EMU Academic Catalog: [Link](#)

EMU Writing Support

The University Writing Center (115 Halle Library) offers one-to-one writing consulting for both undergraduate and graduate students. Students can make appointments or drop in. In-person appointments and drop-in options may be limited due to restrictions related to COVID-19. The UWC also offers small group workshops on various topics related to writing (e.g., Reading in College: Tips and Strategies; Incorporating Evidence; Revising Your Writing).

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

The Academic Projects Center (116 Halle Library) offers one-to-one consulting for students on writing, research, or technology-related issues. No appointment is required – students can just drop in. Additional information about the APC can be

found at: [Link](#). Students visiting the Academic Projects Center should also bring with them a draft of what they're working on and their assignment sheet.

Holman Success Center (G04 Halle Library) provides students with supportive assistance to help them reach academic achievement through instruction and personal goal planning. We aim to equip students with the skills necessary for success in a learning environment: [Link](#)

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

Who to contact for what:

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

Advisor – Information related to the plan of study, courses needed, plans after graduation, etc.

Clinical Coordinator – Preceptor information, Supervised Practice Experiences in general/placements, affiliation agreement progress (for online students), use of the Viewpoint Screening system, and all orientation paperwork such as immunizations, Academy membership, background checks, drug screens, etc.

Instructor – Information about the particular course, including book information, assignments and problems with course work and/or SPE. Once at the SPE site, please contact the instructor with any issues or concerns that arise. If needed, the Program Directors and/or Clinical Coordinator will be notified.

Program Directors – All other program questions such as registration issues, transcripts, special needs like financial aid forms to be signed, over credit forms, graduation etc. Please see the “Who to Contact for What” document (emailed to students in May before starting 1st year of Program) for which Program Director to contact for what.

ACEND Accreditation Standards & Core Knowledge & Competencies for the RDN

All ACEND accredited programs abide by strict standards to ensure students are receiving appropriate education to become entry-level practitioners. To become an entry-level prepared dietitian ACEND requires that all students achieve a minimum level of competency. All Dietetics Education Curriculum must include learning that results in the student achieving entry-level competency. During the time in the CP students will achieve this through a variety of learning activities.

Students are expected to achieve all competencies associated with each course. If the student fails to do this, action will be taken by the Program Directors up to and including dismissing the student from the Program and/or the student not receiving a verification statement. Options such as additional course work and SPE hours will be explored first with the faculty, student, and preceptor.

Core Competencies for the RDN**1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice**

Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Graduation Procedure and Verification Statements

A. Request a Graduation Audit

Undergraduate Graduation Audit Request

A degree audit for undergraduate students will be conducted by the CHHS Advising Center during the fall of their final year in the program. The Program Directors and student will be notified of any missing courses. Students should conduct their own (unofficial) audit by comparing their transcript to the CP program of study and University requirements.

Graduate Student Graduation Audit Request

The audit of the graduate student's file is triggered by the submission of the application for degree. Students should conduct their own (unofficial) audit by comparing their transcript to the CP program of study and University requirements.

B. Graduation Application

The appropriate form should be completed in the first 2 weeks of the semester in which you are graduating. View the website below for instructions. Applying for graduation is solely the responsibility of the student as this is a University level process.

[Link](#)

C. Exit Packet and RD/RDN Exam

During the student's final semester of the program, they will receive (via email) an Exit Packet from the Program Directors. This will trigger the final process in completing the Program (this process is separate from applying for graduation). Once graduation occurs and the degree is conferred, the Program Directors will complete paperwork and send this to CDR electronically. CDR will notify the candidate of their eligibility to take the exam and CDR will provide instructions for doing so. The entire process can take as long as 6 weeks post-graduation but often occurs sooner.

The CP will give an RD/RDN practice exam in March or April of the year of graduation.

D. CP Exit Information/Verification

Receive Exit Packet. Complete and return to the Program Directors by date indicated in the email. Follow directions carefully so as not to delay receiving the verification statement.

Program Directors will review all material submitted for accuracy.

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

Once all materials are received by the Program Directors, degree conferment will be verified, and information will be sent to CDR.

The Program Directors will provide a signed verification statement, via email, along with information on how to use the verification statements to each student.

CDR will notify students when they are eligible to sit for the exam.

The student is responsible for setting up a time and place for the exam. CDR will provide details.

Students may wish to obtain several official copies of their transcripts. Visit, [Link](#), for more information.

Communications Tips for EMU Dietetics Students and New Graduates

Terminology for Students

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

Terminology for New Graduates

- The terms RD Eligible (RDE) and RDN Eligible (RDNE) are not approved by ACEND and should not be used.

E-mail Tips:

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

Example of an e-mail message:

Dear Dr. Haque,

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

Sincerely,

Susie Jones

MS CP Dietetics Student

In Person Communication Tips:

- Arrive early, or at a minimum, promptly.
- Smile
- Keep personal concerns and opinions about topics not relevant to your work at the site to yourself when in Supervised Practice Experience settings.
- Issues related to the Dietetics Program need to be communicated through the proper channel. If you are unsure of whom that is, start with your instructor. These issues do not need to be shared with your preceptor.

Telephone Tips:

- Use a professional voice message.
- If answering the Eagle Nutrition Services phone or a phone at a supervised practice site, say, “Eagle Nutrition Services/Name of facility, this is _____, may I help you?”
- When calling someone say, “Hello, this is _____, may I speak with _____?”

Written Communication Tips:

- You are expected to be proficient in Word and PowerPoint and be able to use Excel.

- Proof-read your communications and have another person proof-read your communications.
- The EMU CP requires all students to utilize the American Medical Association (AMA) reference style. Information will be available in each course syllabus.
- Refer to page 27 of this student handbook regarding information about the EMU Writing Center.
- If preparing a nutrition tip, flyer, handout, or PowerPoint slides, use evidenced-based references. The www.eatright.org website has the Academy of Nutrition and Dietetics Evidence Analysis Library®, a free member benefit. Information sources gathered from Google, Yahoo, or Wikipedia searches are not appropriate.

**Photo/Video Waiver Form**

I hereby grant Eastern Michigan University and its regents, assigns, successors in interest, agents, employees, consultants and designated representatives (collectively, "EMU"), the irrevocable, perpetual, non-exclusive, royalty-free and unrestricted right and license to:

- ☐ Record my participation, appearance, and likeness on digital photography, videotape, audiotape, or any other form, medium or manner known now or hereafter known (collectively, the "Recordings").
- ☐ Use my name (or any fictional name), likeness, photograph, portrait, voice and biographical material in connection with these Recordings.
- ☐ Reproduce, distribute, create derivative works from, publicly display, and/or publicly perform, in print, digital, electronic, web, banners, signage, or any other form, medium, or manner known now or hereafter known, copies of the Recordings, in whole or in part, including, without limitation, all originals, prints, and transparencies. This may be done without restriction as to changes or alterations, for purposes of advertising, promotion, marketing, exhibition or other lawful purposes.

I represent and warrant that I possess all rights necessary to grant this permission. I make this grant of rights voluntarily.

I acknowledge and agree I have no right, title, or interest in the Recordings, or in any negatives, digital files, tapes, disks, or other recording media used for the Recordings, or in any works derived from them. I hereby release, hold harmless, and forever discharge EMU from any and all claims, demands, actions, causes of action, suits, costs, expenses, liabilities, and damages whatsoever, in law or equity, that I, my heirs, personal representatives, or anyone acting on my behalf, have or shall have, arising out of the use, modification or alteration of the Recordings or works derived from them, including but not limited to claims for invasion of privacy or libel. I waive any right to inspect or approve any Recordings or finished products incorporating my name or likeness. This Agreement does not obligate EMU to use the Recordings in any way.

I have read this release, am fully familiar with its contents and, if desired, I have had the opportunity to review it with legal counsel. This release is governed by the laws of The State of Michigan, without giving effect to its conflict of laws principles.

I represent and warrant that I am 18 years of age or older, am competent to sign this release, and am under no legal or contractual obligation that prevents or limits me from executing and performing it.

Statement of Understanding

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

I have received information regarding the Health Insurance Portability and Accountability Act (HIPAA). I understand HIPAA and agree to safeguard and protect the security and confidentiality of any/all patient/client health information. I have also received information on OSHA Bloodborne Pathogens. I understand and agree to follow these procedures.

Signed _____

Date _____

**Please upload a scan of this signed form into your Viewpoint Portal by
September 14th, 2021.**