Eastern Michigan University
Coordinated Programs in Dietetics
Information Packet

2013-2014

Updated 8.24.2013
Introduction
Coordinated Programs in Dietetics

Thank you for choosing to investigate Eastern Michigan University’s (EMU) Coordinated Programs in Dietetics (CP). We are very proud of our history, and look forward to celebrating our 40th anniversary as a CP in 2014.

The distance-online Program was the first fully distance CP accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

The goal of this Information Packet is not to overwhelm you! The goal is to provide as much information as possible in ONE location. Reading through once will give you the basic idea. We encourage you to read the parts that do not make sense multiple times. The Program Director, staff, and faculty welcome your questions and advising appointments.

Changes to the Information Packet
(these apply to all future CP applicants)

- **Certified Background Tracker system for CP students:** Upon acceptance to the Coordinated Program in Dietetics, all students will be required to pay a one-time $35 fee to Certified Background for an online Tracker service, which is where you will submit required documentation throughout the time you are in the Program (i.e. vaccination proof, TB test proof, proof of membership in the Academy of Nutrition and Dietetics, etc.). This service requires students to electronically scan all documents. Advantages of this system will include auto reminders to you when items are due, access to your own online checklist to track progress, and access to all your records indefinitely for any future use beyond our program.
- **Volunteer hours:** We now require CP applicants to complete 24 volunteer hours prior to applying to the CP. Please see program application for more information.
- **References:** Reference forms have been revised. Contact information for instructors is no longer required. Please see program application for more information.

Important Change for 2014-2015 Applicants

- All 11 prerequisite courses remain the same, however the timing for completion will change for DTC 108, DTC 202, PSY 101, and MATH 170/SOCL 250. Please see the Prerequisite List and Guidelines page in this document. Students applying in January 2015 and beyond will be required to complete CHEM 270, CHEM 351, BIO 328, SPMD 269/BIO 326, DTC 108, DTC202 prior to submitting their CP application in January. Students admitted to the CP must complete remaining prerequisites prior to September 1st of their first year in the CP.
Information Packet Contents
Coordinated Programs in Dietetics

4. Ten Steps: from Initial Contact to Program Start
5. Registered Dietitian Credential
6. Program Mission, Goals, and Objectives
7. ACEND Core Knowledge & Competencies for the RD
11. Business Entrepreneurship Concentration
12. Tech Requirements and Online Course Information
13. BS and MS Degree Full Time Status
14. BS/2nd BS in Dietetics: Program Graduation and Completion Requirements
16. Program of Study: Bachelors of Science and 2nd Bachelors of Science
17. Masters of Science in Dietetics: Program Graduation and Completion Requirements
19. Program of Study: Masters of Science
20. Masters of Science Options
21. Comparison of 2nd Bachelors of Science vs Masters of Science
22. Frequently Asked Questions
23. Recency of Education Guidelines
24. Prior Learning Assessment
25. International Student Information
26. Considerations for Applicants in the United States Military or Military Families
27. Prerequisite Course List and Guidelines
29. Prerequisite Planning Instructions
31. Blank Schedule Planning Worksheet
32. Sample Schedule Planning Worksheet
33. Preapproved Online Prerequisite Alternatives
34. Projected EMU Prerequisite Course Schedule
35. EMU Financial Aid Consortium Agreement Guidelines
37. EMU Financial Aid Consortium Agreement Pre-Application 2013-2014
39. Tuition and Fees Estimates
40. Estimated Incidental Costs
41. Scholarship information
42. Directions for Securing Online Preceptors for the First Year of the CP
45. Supervised Practice Experience Descriptions
49. Supervised Practice Experience Frequently Asked Questions
51. What do I do next?
Ten Steps from Initial Contact to Program Start
Coordinated Programs in Dietetics

1. Make initial contact with EMU through website, phone call to CHHS Advising, etc.

2. Print and review this information packet, review the appropriate program application (distance-online or on-campus), and review all information on the Dietetics website.

3. BS and 2\textsuperscript{nd} BS: Plan remaining coursework with respect to CP application deadlines, acceptability by EMU and the Dietetics Program, financial aid requirements, etc.

   MS: Complete EMU application to begin transcript review process.

4. BS and 2\textsuperscript{nd} BS: Complete application process for EMU or enroll at other college where you will complete your prerequisite and/or general education coursework. If using a college other than EMU for prerequisites and/or general education coursework, student must still apply to EMU prior to applying to the CP in the future.

   MS: Plan remaining coursework based on transcript review.

5. Speak with CHHS Advising (bachelor’s and second bachelor’s seeking students) or Dietetics and Human Nutrition Program Director (MS seeking students) as needed.

6. Print CP application (updated version posted by August 1\textsuperscript{st} each year) in order to begin the process of completing application and searching for preceptors. Begin vaccine series.

7. Submit completed CP application by mail or in person on or before January 15\textsuperscript{th}.

8. Complete any remaining pre-admission prerequisites.

9. Complete scheduled vaccines and await word on acceptance to CP (April 1\textsuperscript{st} or before).

10. Begin the CP in the summer/fall semester, if accepted. Final acceptance for students accepted into the CP is contingent upon successful completion of a Certified Background Check.
Registered Dietitian Credential
Coordinated Programs in Dietetics

There are several routes to becoming a registered dietitian (RD). To view all routes please visit:

http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143

To become an RD, a student must:

- Complete the minimum of a bachelor degree in dietetics/nutrition or related field from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program, such as EMU’s Coordinated Program in Dietetics.
- Complete a minimum of 1200 hours of supervised practice experience.
- Pass the Registration Examination for Dietitians.

In states that require certification/licensure:

- Apply for state certification/licensure (process varies state by state).

Eastern Michigan University (EMU) offers a Coordinated Program (CP) in Dietetics leading to the RD credential. The EMU CP offers the didactic (theory) coursework concurrently with the required 1200 hours of supervised practice experience. Upon successful completion of the CP at EMU and completion of an EMU degree, the student is issued a verification statement* making them eligible to take the Registration Examination for Dietitians through the Commission on Dietetic Registration (CDR).

*Verification Statement - This is the statement provided by the Dietetics Program Director to CDR and to the student that allows the student to sit for the Registration Examination for Dietitians. This is only issued after the student completes the CP and achieves all skills needed to be an entry-level dietitian.
Program Mission, Goals, and Objectives
Coordinated Programs in Dietetics

Mission: Coordinated Program in Dietetics (CP)

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

The CP achieves the mission through:

- 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.

- A minimum of 80% of first-time test takers will pass the RD exam
- 80% of all CP students will complete the program successfully within three years of beginning it

Goal #2: The CP will prepare graduates for entry-level dietetics-related employment.

- Within 12 months of completing the CP a minimum of 80% of post graduate survey respondents desiring such, will have a dietetics-related job.
- Employers of CP graduates will rate at least 80% of employees as having the knowledge and skills to perform as expected during the first three years of practice.

Program outcomes data are available upon request
ACEND Core Knowledge & Competencies for the RD
Coordinated Programs in Dietetics

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. To review all current requirements (KRD’s) and competencies (CRD’s) visit:

http://www.eatright.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=6442468848&libID=6442468830

Core Competencies for the RD

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

Upon completion of the program, graduates are able to:

**CRD 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.)

**CRD 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

**CRD 1.3** Justify programs, products, services and care using appropriate evidence or data

**CRD 1.4** Evaluate emerging research for application in dietetics practice

**CRD 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis
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:

CRD 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics

CRD 2.2 Demonstrate professional writing skills in preparing professional communications

(Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures)

CRD 2.3 Design, implement and evaluate presentations to a target audience

(Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.)

CRD 2.4 Use effective education and counseling skills to facilitate behavior change

CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings

CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate.

(Tip: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)

CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

CRD 2.8 Apply leadership skills to achieve desired outcomes

CRD 2.9 Participate in professional and community organizations (see tip, below)

CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. (Tip: Other health professional include physicians, nurses, pharmacists, etc.)

CRD 2.11 Demonstrate professional attributes within various organizational cultures

(Tip: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.)

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CRD 2.13 Demonstrate negotiation skills
(Tip: Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.)

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:

CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.

b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats. (Tip: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (Tip: Students/interns should consider health messages and interventions that integrate the consumer’s desire for taste, convenience and economy with the need for nutrition, food safety.)

CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends.

CRD 3.5 Coordinate procurement, production, distribution and service of goods and services. (Tip: Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)

CRD 3.6 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. 2012 Standards for Nutrition & Dietetic Internship Programs
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:

CRD 4.1 Participate in management of human resources

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

CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives

CRD 4.4 Conduct clinical and customer service quality management activities

CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data

CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention

CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRD 4.9 Analyze financial data to assess utilization of resources

CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.
Business Entrepreneurship Concentration/Emphasis
Coordinated Programs in Dietetics

The Eastern Michigan University Coordinated Programs in Dietetics (CP) have a Business Entrepreneurship (BE) concentration/emphasis designed to begin development of the entry-level depth necessary for future proficiency in business entrepreneurship. The Program chose the concentration area about 15 years ago because EMU is dedicated to community outreach. Dietetics students under the direction of a Registered Dietitian staff the on-campus Office of Nutrition Services (ONS). Distance-online students gain experience in business entrepreneurship by completing supervised practice experience hours with a private practice Registered Dietitian. All CP students are able to gain valuable skills related to business management including customer service, public speaking, education, counseling, billing, and coding.

The Program introduces the BE concentration during DTC 371/DTC 571 Nutrition Therapy II Experience, explores the topic in-depth in DTC 459/DTC 659 Development of the Entrepreneurial Dietitian, and reinforces the topic during DTC 431/DTC 631 Nutrition Therapy III Experience (Community Nutrition). The Program developed DTC 459 and DTC 659 Development of the Entrepreneurial Dietitian as the in-depth course related to the BE concentration and requires it in the summer between the first and second year of the CP. The course includes the writing and presentation of a business plan, interview with a nutrition entrepreneur, reaction papers, and weekly discussions. In addition, DTC 659 includes the development of a web page.

The two BE competencies are as follows:

BE CP 1 Students will customize products, programs, and services to satisfy customer needs and desires.

BE CP 2 Students will develop a business plan that includes start-up costs, operating costs, estimated income, and salaries.

There are many business entrepreneur opportunities for Registered Dietitians and the BE concentration fills a need for students who aspire to be entrepreneurial in dietetics. In addition to course work, the CP has incorporated additional opportunities to learn about entrepreneurship. For example, EMU has an entrepreneur center on campus with an annual conference and business plan competition for students. The Program has also sponsored entrepreneurial workshops and speakers.
Tech Requirements and Online Course Information
Coordinated Programs in Dietetics

The Program recommends that all potential applicants review the Extended Programs and Educational Outreach (EPEO or EMU-online) website. Students applying to the campus cohort will have at least one online course per semester during the professional phase of the program, and the distance-online cohort will take all professional phase courses online.

EPEO:  http://ep.emich.edu/emu-online/index.aspx


Answers to commonly asked questions:

1. Distance-online students ALWAYS pay in-state tuition, no matter where you live. Online courses have an extra fee per credit. When utilizing the EMU tuition calculator on the Student Business Services website (http://www.emich.edu/sbs/calc.php), distance-online students should indicate that they are an MI/OH resident for a more accurate estimate of total cost. Students can find additional tuition information in this document and on the EMU website.

2. Online courses at EMU are primarily asynchronous. This means that you will not need to be at your computer on a specific day at a specific time.

3. Each instructor chooses his/her method of presenting material. Examples include: podcasts, recorded voice over a PowerPoint presentation, and lecture videos.

The Dietetics Program faculty strongly recommend that students take at least one online course prior to applying to the Coordinated Program.
The Coordinated Programs in Dietetics (CP) at Eastern Michigan University (EMU) are full-time programs only. This applies to both the Bachelor of Science and the Master of Science Degrees.

The Program Director and CP faculty sequenced the Programs to allow for progression of learning in the least amount of time necessary to complete all competencies and skills, and to meet the 1200 hours of supervised practice experiences required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students can complete the BS degree in 20 months and the MS degree in 24 months.

Each semester, students are completing didactic course work concurrently with supervised practice experiences. Students are in their supervised practice experience sites as follows:

- **First fall:** 24 hours per week
- **First winter:** 16 hours per week
- **Second fall:** 16 hours per week
- **Second winter:** 32 hours per week

**These hours are in addition to a full load of classes of 12-15 credit hours.** Supervised practice experience hours are generally during normal business hours (7:00 am - 7:00 pm) however, they are at the discretion of the preceptor and may vary. Students need to be flexible in their schedule to assure the hours coincide with the preceptors’ ability to supervise the student.

*It is extremely difficult to work while completing the CP at EMU and virtually impossible to hold down a full-time job. The Program recommends that students do not work while in the CP. If students require employment, then weekends work best. Evenings can also work, however students must be available at the discretion of the preceptor and must allow time to study and complete homework.*
BS/2\textsuperscript{nd} BS in Dietetics Program Graduation and Completion Requirements
Coordinated Programs in Dietetics

BS/2\textsuperscript{nd} BS in Dietetics; on-campus and distance-online

Upon acceptance into the Program:

1) The student will enroll in the sequence of courses as listed in the Undergraduate Program of Study.

2) Upon successful completion of the required professional phase courses the student will be eligible for graduation.

The BS/2\textsuperscript{nd} BS is a 20 month program. While the full time Program is very structured and is expected to be completed in this time frame, sometimes situations arise that require some extra time for a student to complete the program. These circumstances are reviewed carefully and thoroughly to determine if this will be possible. 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.

3) Undergraduate Graduation Audit Request

This form should be completed in the beginning of fall semester of the senior year, or upon successful completion of 95 credit hours, and submitted to Records and Registration, 303 Pierce Hall, Ypsilanti, MI 48197. The form may be downloaded from the Website [http://www.emich.edu/registrar/graduation/undergrad_degreeaudit.php](http://www.emich.edu/registrar/graduation/undergrad_degreeaudit.php)

4) Second Bachelor’s Graduation Audit Request

Please make your request directly of the Second Bachelor’s Advisor at 734.487.2171 or via email at second.bachelor@emich.edu. Requests are made at the beginning of fall semester of the second year of the professional phase of the program.

5) Degree Application

The appropriate form should be completed within the first two weeks of the winter semester of the senior year. View the website for instructions; applying for graduation is done online using your my.emich account. [http://www.emich.edu/registrar/graduation/](http://www.emich.edu/registrar/graduation/)
6) **Exit Packet and RD Exam**

About two weeks prior to graduation the Program Director will provide each student with an exit packet. This will trigger the final process in completing the program. Once graduation occurs and the degree is conferred, the Program Director will complete a verification statement for the student and for submission to the Commission on Dietetic Registration (CDR). 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 usually occurs sooner.

7) **CP Exit Information/Verification**

I. Receive exit packet. Complete and return to the Program Director within 2 weeks of receipt. Follow directions carefully so as not to delay receiving the verification statement.

II. Please leave the program code area of the Registration Eligibility Application Form and the Transcript Degree/Confirmation Release Form blank. The Program Director will fill this in.

III. Program Director will review all material submitted for accuracy.

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

V. Once all material is received by the Program Director, degree conferment will be verified and information will be sent to CDR.

VI. The Program Director will send 4 copies of the verification statement along with information of how to use the verification statements to each student.

VII. CDR will notify the student when he/she is eligible to sit for the exam. The student is responsible for paying examination fees, setting up a time and place for the exam. CDR will provide information about this and a ticket to get into the testing site.

VIII. Students may wish to obtain several official copies of their transcripts. Visit [http://www.emich.edu/registrar/trans.htm](http://www.emich.edu/registrar/trans.htm) for more information.
Program of Study
Bachelor of Science and 2nd Bachelor of Science
Coordinated Programs in Dietetics

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 appropriately 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

<table>
<thead>
<tr>
<th>FALL 1 - Total Credits = 15</th>
<th>WINTER 1 - Total Credits = 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 330 Nutrition Therapy I</td>
<td>DTC 302 Nutrient Metabolism</td>
</tr>
<tr>
<td></td>
<td>Macronutrients</td>
</tr>
<tr>
<td>DTC 331 Nutrition Therapy I</td>
<td>DTC 358 Food and Culture*</td>
</tr>
<tr>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>DTC 350 Food Systems I</td>
<td>DTC 370 Nutrition Therapy II</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DTC 351 Food Systems I</td>
<td>DTC 371 Nutrition Therapy II</td>
</tr>
<tr>
<td>Experience</td>
<td>Experience</td>
</tr>
<tr>
<td>DTC 372 Nutrition of the</td>
<td></td>
</tr>
<tr>
<td>Lifecycle*</td>
<td></td>
</tr>
</tbody>
</table>

*Option to take Summer prior to start of program

SUMMER (10 weeks) - Total Credits = 6 6

<table>
<thead>
<tr>
<th>DTC 459 Development of the</th>
<th>DTC 459 Food Systems Management II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurial Dietitian</td>
<td></td>
</tr>
<tr>
<td>DTC 375 Complementary and</td>
<td>DTC 451 Food Systems Mgmt II</td>
</tr>
<tr>
<td>Alternative Medicine</td>
<td>Experience</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FALL 2 - Total Credits = 12

<table>
<thead>
<tr>
<th>DTC 422 Nutrient Metabolism</th>
<th>DTC 450 Food Systems Management II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micronutrients</td>
<td></td>
</tr>
<tr>
<td>DTC 430 Nutrition Therapy III</td>
<td>DTC 451 Food Systems Mgmt II Experience</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DTC 431 Nutrition Therapy III Experience</td>
<td>DTC 470 Nutrition Therapy IV</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DTC 435 Seminar in Dietetics</td>
<td>DTC 471 Nutrition Therapy IV Experience</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WINTER 2 - Total Credits = 12

*Allowed to take out of sequence
Masters of Science Program Graduation and Completion Requirements
Coordinated Programs in Dietetics

MS in Dietetics; on-campus and distance-online

Upon acceptance into the Program:

8) The student will enroll in the sequence of courses as listed in the MS Program of Study.

9) Upon successful completion of the required professional phase courses the student will be eligible for graduation.

The MS CP is a 24 month program. While the full time Program is very structured and is expected to be completed in this time frame, sometimes situations arise that require some extra time for a student to complete the program. These circumstances are reviewed carefully and thoroughly to determine if this will be possible. 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.

10) Graduation Audit Request

The audit of the graduate student’s file is triggered by the submission of the application for degree.

11) Degree Application

The appropriate form should be completed within the first two weeks of winter semester of the last year. View the website for instructions; applying for graduation is done online using your my.emich account.

http://www.emich.edu/registrar/graduation/

12) Exit Packet and RD Exam

About two weeks prior to graduation the Program Director will provide each student with an exit packet. This will trigger the final process in completing the program. Once graduation occurs and the degree is conferred, the Program Director will complete a verification statement for the student and for electronic submission to the Commission on Dietetic Registration (CDR). 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 usually occurs sooner.
13) **CP Exit Information/Verification**

I. Receive exit packet. Complete and return to the Program Director within 2 weeks of receipt. Follow directions carefully so as not to delay receiving the verification statement.

II. Please leave the program code area of the Registration Eligibility Application Form and the Transcript Degree/Confirmation Release Form blank. The Program Director will fill this in.

III. Program Director will review all material submitted for accuracy.

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

V. Once the completed exit packet is received by the Program Director, degree conferment will be verified and information will be sent to CDR.

VI. The Program Director will send 4 copies of the verification statement along with information of how to use the verification statements to each student.

VII. CDR will notify the student when he/she is eligible to sit for the exam. The student is responsible for paying examination fees, setting up a time and place for the exam. CDR will provide information about this and a ticket to get into the testing site.

VIII. Students may wish to obtain several official copies of their transcripts. Visit [http://www.emich.edu/registrar/trans.htm](http://www.emich.edu/registrar/trans.htm) for more information.
## Program of Study
### Masters of Science
### Coordinated Programs in Dietetics

It is the students' responsibility to make sure all prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are appropriately 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: 73-76

<table>
<thead>
<tr>
<th>FALL 1 - Total Credits = 15</th>
<th>WINTER 1 - Total Credits = 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 330 Nutrition Therapy I</td>
<td>3 cr</td>
</tr>
<tr>
<td>DTC 350 Food Systems I</td>
<td>3 cr</td>
</tr>
<tr>
<td>DTC 500 Food Systems I Experience</td>
<td>4 cr</td>
</tr>
<tr>
<td>DTC 372 Nutrition of the Lifecycle*</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

*Option to take Summer prior to start of program

<table>
<thead>
<tr>
<th>SUMMER (10-15 weeks) - Total Credits = 6-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 659 Development of the Entrepreneurial Dietitian</td>
</tr>
<tr>
<td>MATH 502 Statistics for Graduate Students</td>
</tr>
<tr>
<td>DTC 691 or 694 Thesis I or Non-Thesis Research I (not needed if taking DTC 601)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL 2 - Total Credits = 15</th>
<th>WINTER 2 - Total Credits = 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 422 Nutrient Metabolism Macronutrients</td>
<td>3 cr</td>
</tr>
<tr>
<td>DTC 430 Nutrition Therapy III</td>
<td>3 cr</td>
</tr>
<tr>
<td>DTC 631 Nutrition Therapy III Experience</td>
<td>4 cr</td>
</tr>
<tr>
<td>DTC 435 Seminar in Dietetics</td>
<td>2 cr</td>
</tr>
<tr>
<td>DTC 692, 695 or 601 Thesis II, Non-Thesis II or Research Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>DTC 358 Food and Culture*</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

*Can be taken any semester online

<table>
<thead>
<tr>
<th>SUMMER (7.5-15 weeks) - Total Credits = 6-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 693 or 696 Thesis III or Non-Thesis Research III</td>
</tr>
<tr>
<td>DTC 608 Advanced Topics in Foods</td>
</tr>
<tr>
<td>DTC 618 Advanced Topics in Nutrition</td>
</tr>
</tbody>
</table>
Masters of Science Options
Coordinated Programs in Dietetics

**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 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 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 will the study be conducted). 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 poster presentation or an article in a peer-reviewed journal.

**Non-Thesis Research Option – 6 credits**

The research option is a 3 class series (six credits) working with one professor on a project developed by both the student and professor. More specifically, the same format as the thesis without the complicated statistics may be followed or something completely different may be designed. For example, one student has designed a module to train future students on autism. In addition students are guided toward submitting manuscripts to peer-reviewed journals.

**Research Writing Option – 3 credits**

The research writing option is 1 class (three credits) focused on biomedical research writing. Students complete a series of assignments in research writing, complete a newsletter article, and complete a short manuscript that at the end of the semester is distributed electronically to faculty and staff in the School of Health Science.
Comparison of 2nd Bachelor of Science vs. Master of Science Coordinated Programs in Dietetics

<table>
<thead>
<tr>
<th></th>
<th>2nd BS Degree in Dietetics</th>
<th>MS Degree in Dietetics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>11 (same as MS)</td>
<td>11 (same as 2nd BS)</td>
</tr>
<tr>
<td>Application Process</td>
<td>Same as MS</td>
<td>Same as 2nd BS</td>
</tr>
<tr>
<td>Overall and Prerequisite GPA</td>
<td>Minimum 2.75</td>
<td>Minimum 2.75</td>
</tr>
<tr>
<td>GRE</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td># of Credits</td>
<td>58</td>
<td>73-76</td>
</tr>
<tr>
<td>Approximate cost of</td>
<td>~$22-$24,000</td>
<td>~$40-42,000</td>
</tr>
<tr>
<td>Professional Phase of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time once accepted in the</td>
<td>20 months</td>
<td>24 months</td>
</tr>
<tr>
<td>Professional Phase of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Odds of being accepted</td>
<td>Distance-online: same</td>
<td>Distance-online: same</td>
</tr>
<tr>
<td></td>
<td>Campus: 15UG and 3GR</td>
<td>Campus: 15UG and 3GR</td>
</tr>
<tr>
<td>Advantages</td>
<td>Less time, less expensive</td>
<td>~ 50% of all RD’s hold a</td>
</tr>
<tr>
<td></td>
<td>than the MS</td>
<td>MS Degree</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Bachelor’s degree not in</td>
<td>Any bachelor’s degree</td>
</tr>
<tr>
<td></td>
<td>Dietetics</td>
<td></td>
</tr>
</tbody>
</table>
Frequently Asked Questions

Coordinated Programs in Dietetics

The CP is a second admission program, meaning that an interested student must be an EMU student prior to applying for the CP. **Please be aware that the EMU CP is not a dietetic internship, nor is the CP affiliated with any dietetic internship.**

**Are all of the prerequisites online?**
Not all of our prerequisites are available online through EMU. Students may take prerequisites not offered online through EMU at an approved community college or university. Students may locate suggestions for preapproved online options on the Preapproved Online Prerequisite Alternatives page in this document.

**Will the classes I have taken at other colleges and universities count towards the prerequisites?**
First bachelors and Second Bachelor’s students: EMU Admissions website [http://www.emich.edu/admissions/requirements/transfer_credit.php](http://www.emich.edu/admissions/requirements/transfer_credit.php)

Master’s students: please email Lydia Kret (lkret@emich.edu).

**Note:** Students with college level International coursework must have Education Perspectives evaluate their transcripts, per EMU’s policy. Admissions: [http://www.emich.edu/admissions/](http://www.emich.edu/admissions/).

**What is a coordinated program?**
In a coordinated program, students complete supervised practice experience hours concurrently with the didactic classes (theory) portion of the program. The CP length is two years. This differs from a didactic program, where students seek a dietetic internship after earning a degree.

**What is a preceptor?**
A preceptor is a Registered Dietitian (RD) or other related professional that works with you to fulfill the objectives needed to obtain a verification statement upon graduation from the coordinated program. A verification statement will allow you to sit for the RD exam. Preceptors supervise you in the field, in their places of work, to assist in the completion of your supervised practice experiences. The Clinical Coordinator assigns on-campus students to preceptors. Distance-online students secure their own preceptors.

**Can I work full time while I'm in the program?**
The coordinated program is a full-time commitment. You will carry a full course load, in addition to supervised practice experience hours. We do not recommend attempting to work full-time during the Program. The Program is available online however one cannot complete it only in the evenings and on weekends.

**When are CP applications due?**
Students must postmark CP applications by January 15. The Program Director will send letters of decision regarding acceptance by April 1 for a Fall Program start.

**How many students are accepted each year?**
There are 18 on-campus and 20 distance-online spots each year. The Program typically receives 25-45 applications for each cohort, although this number varies each year. If an applicant is not accepted, the applicant may reapply the following year.

**My first degree is in something other than dietetics, can I do the master’s program?**
Anyone with a bachelor’s degree is eligible to apply for the master’s program. Those with a bachelor’s degree in something other than dietetics are eligible to apply to the second bachelor’s degree. The prerequisites are sufficient preparation for the CP professional phase coursework.
Recency of Education Guidelines
Coordinated Programs in Dietetics

The Coordinated Programs in Dietetics (CP) have recency of education guidelines related to both pre-requisite courses and courses within the professional phase of the Program.

Prerequisite courses
All pre-requisite courses must be more recent than 10 years old at the time of application. The exceptions are the general psychology course and the basic statistics course; there is no time limit on these two courses.

Professional phase program courses
A Nutrition Therapy course that a student is considering for transfer or waiver cannot be older than 3 years at the time one would enroll in the equivalent course in the CP’s sequence. The CP reviews these courses on an individual basis and very rarely transfers or waives these courses.

A Food Systems Management or supporting course that a student is considering for transfer or waiver cannot be more than 5 years old at the time one would enroll in the equivalent course in the CP’s sequence. The CP reviews these courses on a case-by-case basis.

The CP will only consider courses within the first year of the professional phase of the Program for transfer/waiver. Any course within the second-year of the Program cannot be transferred in, taken elsewhere or waived; students must take all second-year courses at EMU and in the order in the planned sequenced.*

*The exception to this rule is DTC 375 Complementary and Alternative Medicine. Students may waive this course using the Prior Learning Assessment Method; for more information visit http://extended.emich.edu/priorlearning/index.aspx.
Prior Learning Assessment
Coordinated Programs in Dietetics

Prior Learning Assessment (PLA) offers students admitted to Eastern Michigan University the opportunity to earn credit for college-level learning they have gained outside the college environment. This may include:

- Seminars
- Training completed on the job
- Knowledge acquired independently

The Prior Learning Assessment process requires students to:

- Identify and analyze learning
- Document experience
- Match the learning to EMU courses
- Compile a written portfolio for each class in which you hope to gain credit.

Once the portfolios are completed:

- The student pays a fee
- The portfolio is evaluated by department faculty
- A determination is made
- The student is notified of the determination
- Grades for successful portfolios are recorded on the student's transcript

Submitting a portfolio does not guarantee a student will earn credit. Students may apply credits earned through portfolio-assisted prior learning assessment toward any degree for which they are appropriate. Students seeking credit for prior learning must attend a free workshop prior to beginning the process.

The following Dietetics courses are eligible for Prior Learning Assessment:

DTC 251 Experimental Foods
DTC 372 Nutrition of the Lifecycle
DTC 375 Complementary and Alternative Medicine
DTC 459 Development of the Entrepreneurial Dietitian

Students may find course descriptions in the EMU catalog: www.emich.edu/catalogs

Please review the PLA website at:

http://extended.emich.edu/priorlearning/index.aspx
International Student Information
Coordinated Programs in Dietetics

Eastern Michigan University’s Coordinated Program in Dietetics (CP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through the Academy of Nutrition and Dietetics

EMU’s CP is not ACEND accredited for students to complete the program while living outside of the United States. Students must physically be in the US to complete the professional phase of the program.

International students are welcome to apply for the on-campus Program(s) which consist of a Bachelor of Science or a 2\textsuperscript{nd} Bachelor of Science Degree. EMU does not deliver the Master of Science in Dietetics (CP) on-campus; it is only an online Program and therefore F-1 Visa students cannot complete this Program.

International students who wish to be in the CP must follow certain guidelines.

Students holding an F-1 Visa cannot complete the CP online; they must be in the on-campus cohort. International student need to contact the International Admissions Office for information related to status, transcript review if applicable, and anything related to admissions into the University. Students should also review the website for EMU’s Office of International Students.

EMU does offer a straight Master of Science in Human Nutrition Degree, which does not allow you to become a Registered Dietitian. This Program is not accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and does not provide supervised practice experiences. You may live outside of the United States to complete this Program. For more information about this degree, please contact Dr. Anahita Mistry at amistry@emich.edu.

Website - International Admissions:
http://www.emich.edu/admissions/undergrad/international_students/

Website – Office of International Students:
http://www.emich.edu/ois/

Considerations for Applicants in the United States Military 
or Military Families  
Coordinated Program in Dietetics

We as a program want to support members of the U.S. Military. We welcome applications from anyone in the military or part of a military family. Due to the possibility of relocation at short notice, students in a military/military family may face unique challenges when securing preceptors for Supervised Practice Experiences. We do our best to assist the military student in the event of a move, but the student must complete the program in a manner that is congruent with our accreditation from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. We have had some students in military families whom successfully completed our program.

Special considerations include:

1. When applying, students need to secure preceptors for the entire first year, even if unsure as to where they will be located when the program begins. It is best to be straightforward with the potential preceptor and let them know there is always a possibility of a move and that they may not be needed when the time comes. It is the responsibility of the student, to let preceptors know when a move happens and they won't be needed, of course with a gracious and professional “thank-you and perhaps our paths will cross again” type of ending.

2. Preceptors at a military base hospital and/or medical center are excellent choices (the military base must be in the U.S.). We currently have affiliation agreements with a few of these sites. However, the affiliation agreement between the facility and EMU’s legal department takes months to be finalized. In the case of a move when a semester is due to start or underway, trying to get into another military hospital/medical center is not recommended, unless EMU already has an agreement with the facility. There will not be enough time to complete a new affiliation agreement. Instead, the student needs to seek other sites off the military base.

3. No matter what the moving situation is, it still remains the student’s responsibility to secure new preceptors. This can be stressful and is NOT easy, especially if a semester is underway and the student has a full course-load to keep up with. We can provide a list of sites that we already have agreements with in the new location (if there are any), but that does not mean the preceptor is still willing and able to have another student complete their practice experiences with them.

4. In order to assist the student in the event of a move, Diane Reynolds can communicate by phone with potential preceptors that the student has made contact with to give more information on our program. Providing potential preceptors with the related course syllabus, evaluation form (Learning Outcome Tool - LOT) the preceptor completes at the close of the experience, and an Assignment List of what the student would need to accomplish at their site, often helps the RD make a decision. Most conversations of this nature have ended positively.

5. Students in the program who are faced with a necessary move must let Diane Reynolds know ASAP. Students are then responsible to decline preceptors they will not use and find new preceptors in their new location.

6. Unfortunately, if the student is unable to find new preceptors in the new area they live in, they most likely would have to “stop out” of the program and may not be able to continue. This is evaluated on a case-by-case basis and involves the decision of Lydia Kret, MS RD, Program Director, on how to proceed.

Questions? Please e-mail Diane Reynolds, RD, Dietetics Clinical (Placement) Coordinator at: dreynol2@emich.edu (it is the letter “L” before the “2”) or call: 734-487-0327
Prerequisite Course List and Guidelines
Coordinated Program in Dietetics

- Prerequisite courses are the same for a BS, 2nd BS and MS degree
  Students may access course descriptions at http://catalog.emich.edu/
- To be considered for entry into the Program students must earn a grade of “C” or above in all required prerequisite courses and have an overall and prerequisite gpa of 2.75 or above
- Prerequisite courses cannot be older than 10 years with the exception of General Psychology and Statistics, which have no time limit
- Organic Chemistry & Biochemistry must be separate courses
- Some of the following courses require prerequisite courses before you can take them, e.g. DTC 202 Principles of Nutrition – the prerequisite course for this is Chemistry 121/122. Check the undergraduate catalog for course information: http://catalog.emich.edu/
- EMU does not offer all courses online; discuss options with the dietetics intent advisor
- Courses in bold font are offered online at EMU

Students must complete the following courses with a grade of “C” or better with an overall and prerequisite gpa of 2.75 or above by the time of application (January 15) with a transcript included in the application notebook:
(There are no exceptions to this rule)

<table>
<thead>
<tr>
<th>Course Required</th>
<th>EMU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey of Organic Chemistry</td>
<td>CHEM 270</td>
</tr>
<tr>
<td>Foundations of Biochemistry</td>
<td>CHEM 351</td>
</tr>
<tr>
<td>Introductory Microbiology</td>
<td>BIO 328</td>
</tr>
<tr>
<td>Physiology</td>
<td>SPMD 269* or BIO 326</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 101</td>
</tr>
<tr>
<td>Statistics</td>
<td>SOCL 250 or MATH 170</td>
</tr>
</tbody>
</table>

The following courses must be completed with a grade of “C” or better with an overall and prerequisite gpa of 2.75 and above by September 1 of the you begin the program with a transcript submitted to the Program Director.

<table>
<thead>
<tr>
<th>Course Required</th>
<th>EMU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>AHPR 200</td>
</tr>
<tr>
<td>Aging to Infancy Growth &amp; Development</td>
<td>IHHS 260* or EDPS 325</td>
</tr>
<tr>
<td>Careers in Nutrition &amp; Dietetics</td>
<td>DTC 108</td>
</tr>
<tr>
<td>Principles of Human Nutrition</td>
<td>DTC 202</td>
</tr>
<tr>
<td>Experimental Foods (lab required)</td>
<td>DTC 251</td>
</tr>
</tbody>
</table>

*Recommended choice
Effective with the January 2015 application notebook cycle to the Coordinated Program in Dietetics (CP) the following prerequisites courses to the Professional Phase will be required:

- Courses in bold font are offered online at EMU

Students must complete the following courses with a grade of “C” or better with an overall and prerequisite GPA of 2.75 or above by the time of application (January 15) with a transcript included in the application notebook:

(There are no exceptions to this rule)

<table>
<thead>
<tr>
<th>Course Required</th>
<th>EMU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey of Organic Chemistry (no lab required)</td>
<td>CHEM 270</td>
</tr>
<tr>
<td>Foundations of Biochemistry (no lab required)</td>
<td>CHEM 351</td>
</tr>
<tr>
<td>Introductory Microbiology (lab required)</td>
<td>BIO 328</td>
</tr>
<tr>
<td>Physiology</td>
<td>SPMD 269* or BIO 326</td>
</tr>
<tr>
<td>Careers in Nutrition and Dietetics</td>
<td>DTC 108</td>
</tr>
<tr>
<td>Principles of Human Nutrition</td>
<td>DTC 202</td>
</tr>
</tbody>
</table>

The following courses must be completed with a grade of “C” or better with an overall and prerequisite GPA of 2.75 and above by September 1 of the year you begin the program with a transcript submitted to the Program Director.

<table>
<thead>
<tr>
<th>Course Required</th>
<th>EMU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology</td>
<td>PSY 101</td>
</tr>
<tr>
<td>Statistics</td>
<td>SOCL 250 or MATH 170</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>AHPR 200</td>
</tr>
<tr>
<td>Aging to Infancy Growth &amp; Development</td>
<td>IHHS 260* or EDPS 325</td>
</tr>
<tr>
<td>Experimental Foods (lab required)</td>
<td>DTC 251</td>
</tr>
</tbody>
</table>

*Recommended choice
Prerequisite Planning Instructions
Coordinated Programs in Dietetics

- All applicants to the CP (bachelors, second bachelors, and MS-Dietetics) must complete the prerequisites with a “C” or better. Students seeking their first bachelor’s degree through EMU must also complete general education courses (www.emich.edu/catalog).
- Students should have previous coursework evaluated.
  - Course equivalencies at many Michigan colleges are found in the Transfer Network at the following link: http://it.emich.edu/service/online/tranequiv/.
  - First bachelor’s students whom EMU has not yet accepted and whose college is not listed in the Transfer Network may contact Transfer Services at 734-487-1442 or transfer.services@emich.edu. Additional information is found at www.emich.edu/aac/transerv.htm.
  - Prospective second bachelor’s students will need to apply to EMU as a second bachelor’s student (with Dietetics Intent [IDTC] as their major) to have their previous coursework evaluated.
  - MS-Dietetics intent students should email the MS-Dietetics Intent Advisor and Dietetics Program Director, Lydia Kret, MS, (lkret@emich.edu) to receive her transcript review forms and an explanation of the graduate-level equivalency determination process.
- EMU offers eight of the eleven prerequisites in an online format. Students will need to take chemistry and biology courses elsewhere if they are not able to attend courses on the EMU campus.
  - The EMU CP, with the assistance of the EMU Chemistry Department, maintains a list of preapproved online courses (see Preapproved Online Prerequisite Alternatives page in this document). These courses do not need additional approval and ANY student preparing for the CP can take them.
  - Students may also take courses at a campus near them or other online courses that EMU has approved. All courses should be preapproved to avoid taking the wrong course.
  - Online students will be taking courses at schools other than EMU. Students should verify policies and procedures at each school (whether EMU or other school) for possible implications of taking courses at more than one school in the same semester. Please see consortium agreement guidelines in this packet for instructions on using your EMU financial aid to pay for a course elsewhere.
- Emails are a valuable source of documentation. Students should retain any course approval emails from an EMU source and include a copy of them in the application notebook.
• Students should begin to research the courses still needed, starting with the courses one must complete prior to applying to the CP (also known as pre-application prerequisites). Chemistry is the most time consuming subject due to the number of courses one needs in sequence, and often these courses cannot be taken concurrently.

• STEP 1: Determine where one will take Survey of Organic Chemistry and Foundations of Biochemistry by researching local colleges and the preapproved online courses. Many students find it helpful to speak with the professors of the potential courses. If a course is not on the preapproved list, have EMU evaluate it.

• STEP 2: Research the prerequisites for the chosen Organic Chemistry and the Biochemistry. For example, students who are not on campus at EMU will not be taking CHEM 351 (Foundations of Biochemistry) at EMU. Therefore, students do not need to know the prerequisites for CHEM 351 at EMU, rather they need to research the prerequisites at the school where they are taking their Foundations of Biochemistry course.

• STEP 3: Draft a tentative plan for prerequisite completion, including the planned application year for the Coordinated Program. It is important students to consider all factors when determining how many credits to take in a given semester (i.e., family and work obligations, vacations). Although students cannot alter the schedule of the professional phase of the CP, students can construct the prerequisite and general education (first bachelor’s seeking students only) schedule to reflect their needs.

• STEP 5: Begin courses, remembering that life does not always go as planned. Even strong students may need to retake a course or adjust their schedule. Keep the end goal in mind!

Up to date EMU program, general education, and specific course information is found in the EMU Catalog at www.emich.edu/catalog.
## Coordinated Programs in Dietetics

**Blank Schedule Planning Worksheet**

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>Winter 2014</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Winter 2015</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Winter 2016</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Winter 2017</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Sample Scheduling Worksheet
### Coordinated Programs in Dietetics

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>Winter 2014</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CHEM 117/118 (4)</td>
<td>*CHEM 121/122 (4)</td>
<td>CHEM 270 (4)</td>
<td>SPMD 269 (3)</td>
</tr>
<tr>
<td>*BIO 105 (4)</td>
<td>MATH 170 or SOCL 250 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 101 (3)</td>
<td>DTC 108 (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*College algebra (4)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Winter 2015</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 351 (4)</td>
<td>DTC 251 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 328 (3)</td>
<td>AHPR 200 (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTC 202 (3)</td>
<td>IHHS 260 or EDPS 325 (3/4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply to CP by January 15th, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Winter 2016</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Year I of CP if accepted</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAMPLE ONLY**

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Winter 2017</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Year 2 of CP if accepted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>April graduation for most BS and 2nd BS</td>
<td></td>
<td>August graduation for most MS-CP students</td>
</tr>
</tbody>
</table>

*These courses are common prerequisites for the Dietetics program prerequisites. They can be described as “hidden” prerequisites. Hidden prerequisites are likely to differ at different institutions.

For example, EMU requires Gen Chem I (CHEM 121/122) and Intro Biology (BIO 105) in order to take Microbiology (BIO 328). Another institution may only require Intro Biology prior to taking Microbiology.
## Preapproved Online Prerequisite Alternatives

**Coordinated Programs in Dietetics**

<table>
<thead>
<tr>
<th>EMU Course</th>
<th>Online Prerequisite Alternative</th>
</tr>
</thead>
</table>
| General Chemistry I CHEM 121/122 (lab required) | **Colorado Community Colleges:** CHEM 111 General College Chemistry  
http://www.ccconline.org/  
**Oregon State University:**  
CHEM 121 Gen Chem and CHEM 122 Gen Chem (2 courses)  
*Note: OSU does not accept consortium agreement*  
**University of New England Online:** CHEM 1010 Online Medical Chemistry I + lab  
*This is not a direct equivalent but will meet the requirement for the Dietetics Program* |
| Survey of Organic Chemistry CHEM 270 (no lab required) | **Highland Community College:** CHEM 220 Elementary Organic Chemistry (3 cr)  
**University of New England:** CHEM 1020 Distance Medical Organic Chemistry I (lecture only - 3 cr)  
**Washington State University:** MBIOLS 303 Introductory Biochemistry (4 cr)  
http://www.catalog.wsu.edu/General/Courses/ByList/MBioS/303  
**University of New England Online:** Medical Biochemistry CHEM 1005  
**Iowa State University:** BBMB 316 Principles of Biochemistry (3 cr)  
or  
BBMB 404 and BBMB 405 Biochemistry, Biophysics, and Molecular Biology (3 cr each) |
| Foundations of Biochemistry (no lab required) | **University of New England:** BIOL 1020 Microbiology for Health Professions (4 cr)*  
*This is not a direct equivalent but will meet the requirement for the Dietetics Program. |

**Introduction to Microbiology BIO 328 (lab required) |**

Students should work with the individual school to determine guest/transient student registration policies. Students are not limited to the courses listed here.
**Projected EMU Prerequisite Course Schedule**

**Coordinated Programs in Dietetics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>FALL 15 weeks</th>
<th>FALL 15 weeks</th>
<th>WINTER 8 weeks*</th>
<th>SUMMER I 8 weeks*</th>
<th>SUMMER II 8 weeks*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>campus online</td>
<td>campus online</td>
<td>campus online</td>
<td>campus online</td>
<td>campus online</td>
</tr>
<tr>
<td>CHEM 270</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>CHEM 351</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 328</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 326</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPMD 269</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>MATH 170</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCL 250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>AHPR 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IHHS 260</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDPS 325</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x (6 wk)</td>
<td></td>
</tr>
<tr>
<td>DTC 108</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTC 202</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTC 251</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* unless otherwise noted

This information reflects course offerings in previous years. Future schedules are subject to change. The student is responsible for verifying current course offering information and registration deadlines through the EMU Registration website.
Consortium Agreement Guidelines

A consortium agreement is a written contract between one or more eligible schools, allowing qualifying students to complete courses at different institutions during the same semester for the purpose of completing a degree. The agreement allows a student to register for classes at a “HOST SCHOOL” and have those credits count toward that student’s degree here at EMU (the “HOME SCHOOL”).

The consortium agreement is only used for the purposes of financial aid. EMU is the “HOME SCHOOL” and is where the student must be in a degree-seeking program. EMU’s role in the agreement is to administer the financial aid process by certifying the student’s combined enrollment status and Cost of Attendance for the consortium semester.

The Office of Financial Aid at Eastern Michigan University adheres to a strict policy of allowing consortium agreements ONLY for students who are: 1) following a strictly online program of study (i.e., Dietetics) or 2) studying abroad. Unique circumstances will be considered on a case-by-case basis, but Eastern WILL NOT participate in a consortium agreement for economic, convenience or scheduling purposes (i.e., taking classes at Michigan community colleges).

Guidelines:

1. Students must be in a degree-seeking program at EMU and must be meeting Satisfactory Academic Progress requirements.
2. Each course taken at the “HOST SCHOOL” must transfer back to EMU as a requirement for that student’s degree program.
3. Interested students must complete the Consortium Agreement Pre-Application and obtain all required signatures. This is neither the actual agreement nor a guarantee that participation in the agreement will be approved.
4. The Pre-Application must be completed EACH semester for consideration. All consortium agreements expire at the end of the semester.
5. The consortium period will always correspond to EMU’s semester schedule:
   - Fall—September through December
   - Winter—January through April
   - Summer—May through August

Eastern Michigan University
School of Health Sciences

2013.2014 Information Packet
6. Each institution has its own policy on consortium agreements. EMU has no control over another school’s willingness to participate, and to what capacity.

7. It is expected that the student will establish contact with the “HOST SCHOOL” representative. Should a student be entered into an official consortium agreement, it is that student’s responsibility to ensure the host school completes and returns all required paperwork to EMU.

8. Students must make necessary financial arrangements with the “HOST SCHOOL” to meet that institution’s bill due date. EMU will not make payments to the host school. Students must use their EMU refund to pay the host school. EMU will not disburse financial aid early to meet the host school due date. Please be advised of EMU’s financial aid disbursement and refund schedule. It is also important to know that processing a consortium agreement from Pre-Application to financial aid disbursement may take several weeks.

9. Students are responsible for having transcripts sent to the Office of Financial Aid for proof of course(s) completion and review of Satisfactory Academic Progress (SAP). Failure to submit transcripts will result in a return of financial aid for that semester and will prohibit consortium agreement participation for subsequent semesters.

10. A student’s budget (Cost of Attendance) for a consortium agreement is based on combined tuition and fees at the HOST and HOME institutions, including allowances for books/supplies, room and board, and other personal expenses as determined by the HOST school. Students taking all online courses, whether Michigan residents or non-Michigan residents, are not entitled to a transportation allowance.

11. A student’s loan deferment is his/her responsibility. EMU cannot certify enrollment at another institution. The student will need to make contact with all lenders to explore options in regards to deferment prior to and during a planned consortium agreement.

12. All students receiving financial aid are encouraged and expected to closely monitor their my.emich and E-bill accounts. An assumption is made that since you are seeking your degree through Eastern, you are aware of all University policies, important dates/deadlines and using the official EMU communication methods.

**Special Note Regarding University of New England:** There have been issues in regards to the loose parameters of UNE’s start whenever/end whenever whenever online classes. For the purposes of financial aid disbursement at Eastern Michigan University, grades and transcripts must be submitted in a time frame that corresponds to our semesters (see #5 and 9 above). For example, if a student is in a consortium agreement for the Fall semester, EMU will not enter into another agreement for the Winter semester until official transcripts have been received showing successful completion of coursework for the Fall semester.
Consortium Agreement Pre-Application 2013-2014
For EMU students requesting to take classes at another institution

Student Name: ____________________________________________
Student Number: E __________________ Social Security No: __________________________
Address: __________________________________________________
Home Phone: ___________________________ Cell Phone: ___________________________

University you plan to attend (“Host” Institution): ____________________________
Name of Financial Aid contact at “Host” Institution: ___________________________
Email address of “Host” Institution contact: ________________________________
Phone number of “Host” Institution: ________________________________
Fax number of “Host” Institution: ________________________________

Semester you are requesting the Consortium Agreement (Select one of the following semesters):
Fall: _________ Winter: _________ Summer: _________

Dates of attendance: ____________________________________________

Requirements for participation in a Consortium Agreement:

1. You must be participating in a study abroad program or a solely on-line program of study. EMU will not participate in a consortium agreement for economic or convenience purposes. Submitting this pre-application does not guarantee approval for the consortium agreement.

2. You must be meeting Satisfactory Academic Progress requirements: www.emich.edu/finaid/process/eligibility/index.php

3. The class(es) you wish to take at another college/university is/are required for your major or minor. Authorization is required by your academic advisor in the department of your major. The “host” institution must be a Title IV Federal Financial Aid approved school.

4. EMU is responsible for reporting enrollment for EMU courses only. It is the student’s responsibility to establish contact with all loan lenders to inquire about options for continued loan deferment.

5. You must submit an official transcript within 4 weeks of the end of the semester of the consortium. Failure to submit your transcript will result in the cancellation of the consortium and the aid you received. If your aid is canceled, you are responsible for the charges on your EMU student account.

6. EMU will not make payments to the “host school.” You must work with that school to make payment arrangements.

I understand that at the end of this semester, I must submit an official transcript to Eastern Michigan University indicating my grade(s) to confirm the successful completion of the course(s) taken. I understand that if I do not submit my official transcript, indicating my grade(s), my aid will be canceled and I will be responsible for the charges.

________________________________________________________________________
Student Signature Date

2013.2014 Information Packet
Eastern Michigan University

School of Health Sciences

Your EMU Major:  
EMU Minor:  

Please describe your reasons for this consortium agreement request:

On this Consortium Agreement, I intend to take the following courses to satisfy EMU major requirements:

<table>
<thead>
<tr>
<th>EMU Major Requirement</th>
<th>“Host” Institution Course Equivalencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>(credits = )</td>
<td>(credits = )</td>
</tr>
<tr>
<td>(credits = )</td>
<td>(credits = )</td>
</tr>
<tr>
<td>(credits = )</td>
<td>(credits = )</td>
</tr>
</tbody>
</table>

Advisor Signature  
Department  
Phone

On this Consortium Agreement, I intend to take the following courses to satisfy EMU minor requirements:

<table>
<thead>
<tr>
<th>EMU Minor Requirement</th>
<th>Host University Course Equivalencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>(credits = )</td>
<td>(credits = )</td>
</tr>
<tr>
<td>(credits = )</td>
<td>(credits = )</td>
</tr>
<tr>
<td>(credits = )</td>
<td>(credits = )</td>
</tr>
</tbody>
</table>

Advisor Signature  
Department  
Phone

This student is currently in good academic standing. Eastern Michigan University approves the classes indicated above and agrees to accept these as transfer credit, provided that the undergraduate student must earn grades of “C” or better and graduate students must earn grades of “B” or better in each course. During the Consortium Program, the student will be considered a student of Eastern Michigan University and will be able to resume her/his studies at EMU upon completion of the Consortium Agreement.

Registrar Signature  
Date  

**It is expected that the student will establish contact with the host institution representative. Should you be entered into an official consortium agreement, it is your responsibility to ensure the host school completes and returns all required paperwork to EMU.**
## Tuition and Fees Estimates

### Coordinated Programs in Dietetics

<table>
<thead>
<tr>
<th></th>
<th>Coordinated Program Year 1</th>
<th>Coordinated Program Year 2</th>
<th>EMU Registration Fees</th>
<th>EMU Application/Graduation Fees</th>
<th>EMU New Student Fee*</th>
<th>Dietetics Program Specific Supplemental Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Undergraduate Resident</td>
<td>$12,754.08</td>
<td>$8,834.82</td>
<td>$150.00</td>
<td>$135.00</td>
<td>$150.00</td>
<td>$4,567.75</td>
<td>$26,591.65</td>
</tr>
<tr>
<td>Campus Undergraduate Non-Resident</td>
<td>$30,371.18</td>
<td>$21,157.02</td>
<td>$150.00</td>
<td>$135.00</td>
<td>$150.00</td>
<td>$4,567.75</td>
<td>$56,530.95</td>
</tr>
<tr>
<td>Campus Graduate Resident</td>
<td>$19,939.25</td>
<td>$19,417.60</td>
<td>$200.00</td>
<td>$135.00</td>
<td>$100.00</td>
<td>$4,567.75</td>
<td>$44,359.60</td>
</tr>
<tr>
<td>Campus Graduate Non-Resident</td>
<td>$26,241.95</td>
<td>$25,635.40</td>
<td>$200.00</td>
<td>$135.00</td>
<td>$100.00</td>
<td>$4,567.75</td>
<td>$56,880.10</td>
</tr>
<tr>
<td>Distance-Online Undergraduate</td>
<td>$14,004.08</td>
<td>$9,884.82</td>
<td>$150.00</td>
<td>$135.00</td>
<td>$150.00</td>
<td>$4,567.75</td>
<td>$28,891.65</td>
</tr>
<tr>
<td>Distance-Online Graduate</td>
<td>$20,539.25</td>
<td>$21,572.05</td>
<td>$200.00</td>
<td>$135.00</td>
<td>$100.00</td>
<td>$4,567.75</td>
<td>$47,114.05</td>
</tr>
</tbody>
</table>

*new student fee $300 for incoming freshman, $150 for transfer, and $100 for second bach and graduate students.

**Note:** EMU Housing and Dining plan is estimated at $8100/year
### Estimated Incidental Costs

**Coordinated Programs in Dietetics**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal health insurance coverage</td>
<td>Required</td>
<td>(cost varies by plan)</td>
</tr>
<tr>
<td>Physical exam and vaccinations</td>
<td>Required</td>
<td>(cost varies by health insurance, see CP application for requirements)</td>
</tr>
<tr>
<td>Flu shot</td>
<td>$60.00</td>
<td>Average is $30/year</td>
</tr>
<tr>
<td>CPR/AED Adult and Child plus First Aid</td>
<td>$100.00</td>
<td>Cost is subject to change</td>
</tr>
<tr>
<td>Background check</td>
<td>$72.00</td>
<td>Cost is subject to change-required</td>
</tr>
<tr>
<td>Drug testing</td>
<td>$40.00</td>
<td>May be required for some students based on supervised practice location</td>
</tr>
<tr>
<td>Fingerprinting</td>
<td>$68.00</td>
<td>May be required for some students based on supervised practice location</td>
</tr>
<tr>
<td>Online Medical Document Manager</td>
<td>$35.00</td>
<td>Cost subject to change- required</td>
</tr>
<tr>
<td>Books (two year total)</td>
<td>$2,000.00</td>
<td>Varies by purchase method/location</td>
</tr>
<tr>
<td>Transportation and parking</td>
<td>$500.00</td>
<td>Varies by location. Reliable transportation is necessary</td>
</tr>
<tr>
<td>Presentation supplies</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Computer/video camera usage</td>
<td>$800.00</td>
<td>Includes estimate of Internet connection costs</td>
</tr>
<tr>
<td>Lab coat $35/coat</td>
<td>$70.00</td>
<td>Most students prefer 2 lab coats (costs vary)</td>
</tr>
<tr>
<td>Name badge</td>
<td>$10.75</td>
<td>Online students add $1.95 for shipping</td>
</tr>
<tr>
<td>Non-slip shoes</td>
<td>$50.00</td>
<td>Required for supervised practice (costs vary)</td>
</tr>
<tr>
<td>Annual Academy student membership</td>
<td>$100.00</td>
<td>Membership is $50/year</td>
</tr>
<tr>
<td>Annual EMU Student Dietetic Assoc membership</td>
<td>$20.00</td>
<td>Membership is $10/year (optional for online students)</td>
</tr>
<tr>
<td>Annual District (local) Dietetic Assoc membership</td>
<td>$30.00</td>
<td>Fees average $5-$20 per year (requirement waived for those living in one of 16 states without district associations)</td>
</tr>
<tr>
<td>FNCE Annual Conference attendance</td>
<td></td>
<td>OPTIONAL (costs vary)</td>
</tr>
<tr>
<td>Review course prior to Registration Examination</td>
<td>$400.00</td>
<td>Costs vary (optional but highly recommended)</td>
</tr>
<tr>
<td>Application for Registration Examination</td>
<td>$200.00</td>
<td>Following completion of CP and reception of verification statement</td>
</tr>
<tr>
<td><strong>Total Estimate for 2 yr CP/MS-CP program</strong></td>
<td><strong>$4,567.75</strong></td>
<td>Includes review course and Registration Examination for Dietitians application fee</td>
</tr>
</tbody>
</table>
Scholarship Information
Coordinated Programs in Dietetics

There are several specific scholarships available to students accepted into the EMU CP. The Program provides this information to all program students at the appropriate time, usually in the winter semester. As the Program Director becomes aware of additional scholarships, the CP will notify students via email.

1. **EMU Academic Scholarships**
   Students are evaluated for academic related scholarships (including transfer) at the time of admission to EMU. An additional opportunity to apply occurs in October. Please see the Financial Aid website for additional information.

2. **Academy of Nutrition and Dietetics Scholarships**
   [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133)

3. **Michigan Academy of Nutrition and Dietetics**
   Scholarships are available to Michigan residents. Students should check with their state and local dietetic associations for additional scholarship resources:
   [http://www.eatrightmich.org/home.asp](http://www.eatrightmich.org/home.asp)
Directions for Securing Online Preceptors for the First Year of the CP Coordinated Programs in Dietetics

IMPORTANT, PLEASE READ! Students are responsible for locating, contacting, and securing all preceptors. In the event you have exhausted ALL possibilities and are still unsuccessful in securing preceptors, contact the Dietetics Clinical Coordinator for consultation. DO NOT assume you can locate all preceptors within close vicinity of your home. In fact, our on-campus students drive up to 2 hours one way.

1. Carefully read ALL of the documents listed below and in the application packet. The documents include:
   - Supervised Practice Experience Descriptions
   - Supervised Practice Experience Facility Form
   - Preceptor Agreement Form
   - Potential Preceptor Letter
   - Preceptor Handbook – found on the Dietetics online website

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. Students need four preceptors for the first year in the Program. Some facilities and/or preceptors 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 DTC 531 (Nutrition Therapy I Experience) and DTC 351 or DTC 551 (Food Systems Management I Experience), although most likely with a different preceptor working in those specific areas of the food and nutrition services department. The site may even have an outpatient clinic and/or a long-term care facility or unit that could provide part or all of one’s DTC 371 or DTC 571 (Nutrition Therapy II) experience.

4. Here is a brief summary of needed preceptors for the first year, per the descriptions document referred to in #1. Please use this list to organize your Summary Page in your Application Notebook.
   - **First Fall:**
     - 1 preceptor for DTC 331 or DTC 531-Nutrition Therapy I Experience
     - 1 preceptor for DTC 351 or DTC 551-Food Systems Management I Experience
   - **First Winter:**
     - 2 preceptors for DTC 371 or DTC 571-Nutrition Therapy II Experience
       (1 for Long-Term Care and 1 for Outpatient)

5. The student must obtain completed “Supervised Practice Experience Form” and “Preceptor Agreement Form” for all 4 preceptors for the first year. This means a total of 8 forms, unless the student is using the same facility for more than one experience. 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 supervised practice experiences. It is the student’s responsibility to ensure that preceptors have filled in all forms completely.

**IMPORTANT:** The Admissions Committee will remove application packets from consideration that do not contain both preceptor forms for all 4 supervised experiences (with the 3-digit EMU course code specified). This means, one set of forms for DTC 331or DTC 531, one set for DTC 351 or DTC 551, and two sets for DTC 371 or DTC 571.

2013.2014 Information Packet
6. Helpful Information for Securing Potential Preceptors:

- The EMU Dietetics Program is a coordinated program, not an internship program. The correct term for preceptor experiences is “Supervised Practice Experiences” not internships. Supervised Practice Experiences are not shadowing, mentoring, or work-study and one should never refer to them as such. Students must use the correct terminology when meeting with potential preceptors.

- A student’s preceptors must be Registered Dietitians and will need to attach a copy of their CDR (dietetic registration) card or resume to the preceptor forms. In some cases, as in Food Systems Management Experiences (DTC 351/DTC 551), the qualified individual in a management position may be a Certified Dietary Manager (CDM), hold a related college degree or chef’s training certificate. The CP considers this person a qualified preceptor.

- To find potential preceptors, view the Academy of Nutrition and Dietetics website and search the “Find a Registered Dietitian” button on the homepage: http://www.eatright.org/programs/rdfinder/.

- Check online or in your local phone directory for a list of healthcare facilities and school districts (DTC 351/DTC 551).

- Join your district (local) dietetic association now. It is a great way to meet Registered Dietitians and begin the networking process that will benefit a student’s future career. The most successful students do this early and find the process of obtaining preceptor commitments much easier.

- Once the student has a list of facilities, with addresses, phone numbers, and contact persons, begin setting up appointments with each one. The student will need to call each facility and ask to speak with the food/nutrition services director if one only has a facility name to start with. Speak personally by phone first and determine whether that person and site is willing to consider having a student. Many RDs 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. A preceptor may be willing to work with a student in the second year if the student makes a good impression. Sometimes a “no” really means “not right now” and simply means the timing is not good 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, the Supervised Practice Experience Descriptions, the Preceptor Handbook, as well as the Supervised Practice Facility Form and Preceptor Agreement Form. Ask them to complete these 2 preceptor forms with the EMU course numbers designated. Set up an appointment to return and pick up the forms or bring a self-addressed and stamped envelope to give the preceptor.

• If a potential preceptor has questions, please direct them to contact the EMU Dietetics Clinical Coordinator, per the letter you have given them.

• Students are not to choose sites that have employed or currently employ the student. The staff’s perception of the student as an employee may compromise the learning experience. Under no circumstances are students to accept payment for any Supervised Practice Experience hours.

• Students are not to choose sites that employ friends and family. This may interfere with the preceptor’s ability to assess student performance fairly.

Please see the Coordinated Program Application for supervised practice experience forms, the letter to potential preceptors, and additional information regarding application requirements.
Supervised Practice Experience Descriptions
Coordinated Programs in Dietetics

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

First Fall Semester - ONLINE

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

Acute care hospital/medical center – 11 eight-hour (88 hrs.) experiences at site + 16 hours simulation (online lessons provided by EMU instructor) = 104 hrs.

The emphasis is on nutrition assessment, utilizing a review of systems approach. Acute care involves short-term medical treatment, usually in a hospital, for patients having an acute illness or injury or recovering from surgery. The didactic coursework and supporting information provided in the online courses will be the foundation the student builds upon for the next 3 semesters. The supervised practice experience is the student’s opportunity to practice the skills learned, under the guidance of your preceptor. By the end of this first semester, the student will be able to complete basic patient nutrition assessments. The first 2 weeks of Fall semester consist of 16 hours of online lessons/simulation provided by the EMU instructor. This prepares students for the experience. The student and the preceptor schedule this experience to begin in mid-September and end by last day of classes (See EMU academic calendar). The CP prefers a pace of one day per week, to match the didactic lesson plans. The course instructor will provide specifics.

DTC 351/551 – Food Systems Management - 216 hours (192 + 24 = 216)

Food Service facility – 24 eight-hour experiences (192 hours)

The emphasis in this experience course is on the basic components of operating a non-commercial quantity foodservice facility. Appropriate choices include; an acute care hospital or medical center, a long-term care facility (nursing home, skilled nursing facility/unit, assisted living with meal services, an inpatient rehabilitation center), a school system, and a college or university food and dining service.

Field Trips – 3 – 8 hour field trips (24 hours)

The preceptor can assist the student in finding opportunities for field trips. The preceptor does not need to accompany the student however; it is helpful to gain their insight by discussing the experience.
Select 3 field trip choices from this list: Food distributors such as Gordon Food Service (GFS), Sysco, etc., hold annual or semi-annual vendor food shows for their customers to try and taste their products. The student's food systems management preceptor probably purchases the majority of their food, disposables, tabletop, and small equipment from one major distributor and knows where they hold their food shows. The preceptor may be able to get the student admission. Other options include a state restaurant show, touring a food distribution center such as GFS or Sysco, a FNCE meeting related to food systems (2 sessions), a state dietetic association meeting., a local dietetic association-sponsored seminar/conference, touring a cook-chill or central kitchen facility, a food manufacturer facility tour, touring a fresh produce processing/packaging plant/facility, touring a meat processing plant, or touring a facility type different from where student is completing their DTC 351/DTC 551 Experience. Please check with the DTC 351/DTC 551 EMU Instructor to clarify the suitability of a field trip choice.

Field trips must take place within the EMU Fall Semester dates, NOT prior to or after.

First Winter Semester-ONLINE

DTC 371/571 – Nutrition Therapy II Experience - 208 hours total
Long-Term Care Facility - 13 eight-hour experiences (104 hours)
Outpatient Facility - 13 eight-hour experiences (104 hours)

The CP has equally divided the supervised practice experience hours between the long-term care and outpatient counseling environments. 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 the student schedule outpatient or long-term care first. Scheduling the experiences to take place approximately 2 days a week matches the pace of the didactic curriculum. This can vary if needed.

• **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 supervised practice experience. Other opportunities exist in cardiac rehabilitation, cancer treatment, and other outpatient counseling services associated with hospitals/medical centers or doctor’s office practices. Renal (kidney) dialysis centers are NOT ALLOWED, as this type of outpatient work is advanced practice beyond the first-year student’s readiness.

• **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 is NOT be a suitable site.
Supervised Practice Experience Descriptions
Coordinated Programs in Dietetics

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 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:

1) **WIC – Women, Infant and Children Clinic (40 hours total)**
2) **Specialty Experience (96 hours total)**- The student selects the area of practice for the specialty experience, based on their interest in a particular area of the dietetics field. Some areas the students have enjoyed include: eating disorders; sports nutrition; renal dialysis; long-term care (furthering what they learned in DTC 371/DTC 571); acute care clinical (furthering their skills in preparation for DTC 471/DTC 671); food systems; private practice/entrepreneur (adding additional time to the private practice experience – see below – within this semester to further skills in this area); grant funded programs for nutrition education in school systems; nutrition research; WIC (adding additional time to the WIC experience – see above- within this semester to further skills in this area).
3) **Private Practice (56 hours total)**

**Single Day Experiences: Preceptor forms and affiliation agreements are NOT needed for these:**
Elementary School – (one day - 8 hours)
Middle School or High School – (one day - 8 hours)
Senior Nutrition Center or Congregate Meal Site – (one day - 8 hours)
Health Fair – (one day - 8 hours)

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/DTC 551, we recommend a different type as well. Example; public or private school system with school lunch food service, university/college dining services, hospital or healthcare site, long-term care facility, etc.). The Program suggests 4 weeks @ 32 hours/week, which mirrors the on-campus program.
**DTC 471/671 – Nutrition Therapy IV Experience- 320 hours**

The Program recommends an acute care hospital (providing experiences in enteral feeding, parenteral nutrition, renal, liver, and intensive care) for 10 weeks @ 32 hours/weeks, mirrors the on-campus Program. This experience is intensive. Students will present an actual in-depth patient case study to the preceptor(s).

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

- The Supervised Practice Experience hours for this last semester are the most demanding of the entire Program. In addition, students still have intensive didactic coursework. The Program recommends students plan for this semester carefully and have this Program take first priority over jobs and other commitments. Ideally, if one can manage not having an outside job, it is best. Students must fully focus to prepare for passage of the RD exam after graduation and being ready to seek an entry-level position.

---

**Current Supervised Practice Experience Hours for Online and On-Campus Programs - Totals by Content Areas**

<table>
<thead>
<tr>
<th>Nutrition Therapy:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 331: 104</td>
<td></td>
</tr>
<tr>
<td>DTC 371: 208</td>
<td></td>
</tr>
<tr>
<td>DTC 471: 320</td>
<td></td>
</tr>
<tr>
<td><strong>Total: 632 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 431: 224</td>
<td></td>
</tr>
<tr>
<td><strong>Total: 224 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Systems:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC 351: 216</td>
<td></td>
</tr>
<tr>
<td>DTC 451: 128</td>
<td></td>
</tr>
<tr>
<td><strong>Total: 344 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Total Hours:**

\[632+224+344 = 1200\]
Supervised Practice Experience Frequently Asked Questions
Coordinated Programs in Dietetics

What will a typical weekly schedule be like, once accepted into the Coordinated Program? Will working an outside job be possible?

If one is accepted as an On-Campus student, in Fall and Winter semesters, the full day of didactic classes is on Fridays. Supervised Practice Experience Courses (SPE’s) are the days one is at experience sites with Registered Dietitian preceptors, working on accomplishing specific competencies. For any SPE Course day, the 8 hours (plus lunch) will vary according to the hours the preceptor wants the student to work with them. It may involve early mornings or evenings (the hours listed in course registration are just examples of a typical day). Here is a breakdown by semester:

First Fall:

Three days per week of SPE’s, with one day devoted to DTC 331 and 2 days devoted to DTC 351. Students do not choose their days; the Program Director places them in groups. Three days plus Friday classes means students have one weekday "off". Holding a part-time outside job is possible.

First Winter:

Two days per week of SPE’s, both devoted to DTC 371, on either Tuesday/Thursday or Monday/Wednesday. The Program Director offers students a choice of which group they want to be in (whatever group the student is in will be the same for the Second Fall). Two days plus Friday classes means students have 2 weekdays "off". Holding a part-time outside job is possible.

First Summer (Extended – 10 weeks):

Students have one online intensive didactic class. Holding a part-time outside job is possible.

Second Fall:

Two days per week of SPE’s, both devoted to DTC 431, on either Tuesday/Thursday or Monday/Wednesday (students are in the same groups as first Winter). Two days plus Friday classes means students usually have 2 weekdays "off". However, there are 4 additional single day educational programs, i.e. Saturday health fair and weekday school programs, etc., that the Program requires, plus 1-3 special days with the instructor. The CP does provide advance notice for these, resulting in some weeks having 3 days of SPE’s. This is an intensive semester, with lots of homework. Students should limit outside part-time jobs to a minimum number of hours, if any.
Second Winter:

Four days per week (Monday thru Thursday) of SPE's for DTC 471 and DTC 451, plus Friday classes. This is an intensive semester, with lots of homework. The Program does not recommend outside jobs. This is the prime semester to prepare for the RD exam!

In every semester, the SPE instructors may have 1 or 2 additional days (on ANY weekday) that they need the whole class to meet for orientations, mid-semester meetings/reviews, field trips, etc. Instructors give students advance notice of this.

If you are accepted as an Online student, your schedule will vary. You have the same courses and requirements as the On-Campus cohort. The difference is your didactic coursework is online and you work out your SPE course schedules directly with your preceptors each semester. They must take place with the semester “first day of classes” and “last day of classes” on the University academic calendar for that semester. See the EMU website for these dates. The On-Campus schedule (above) is a good suggested guideline to plan for each semester.
What Do I Do next?
Coordinated Program in Dietetics

After reviewing the entire information packet and all information on the EMU Dietetics website, please use the following resources to obtain answers to any remaining questions.

Contacts:

- Undergraduate CP Information
  CHHS Advising
  chhsadvising@emich.edu or 734-487-0918

- MS-CP Information
  MS-CP Intent Advisor and Dietetics Program Director - Lydia Kret, MS RD
  lydia.kret@emich.edu

- Supervised Practice Experience Information
  Dietetics Clinical Coordinator - Diane Reynolds, RD
  dreynol2@emich.edu

- Financial Aid Information
  http://www.emich.edu/finaid/ or 734-487-0455

- Admissions Information
  http://www.emich.edu/admissions/ or 734-487-3060