

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

Student Handbook



School of Health Sciences

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Mission 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 dietetics education
- Providing student-centered learning opportunities for students to pursue their specific interests
- Encouraging and engaging in collaboration and partnerships with the community
- Promoting evidence-based knowledge and skills for students and graduates
- Enhancing students' current critical and reflective skills by collaborating with faculty to develop and complete research-based projects

Goals and Objectives of the CP

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

- 85% of graduates will take the registration exam within 12 months of graduation.
- 80% of graduates will pass the registration exam on their first attempt.
- 80% of graduates will pass the registration exam within one year following first attempt.
- 80% of all CP students will complete the program successfully within 3 years of beginning it.
- 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 3 years of practice.

Goal #2: The CP graduates will participate in professional development.

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

PROGRAM POLICIES AND PROCEDURES

These policies and procedures are for both the on-campus and distance-online students. Please review each section for information pertaining to your program.

Definitions:

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

Attendance and Absenteeism

A. Lecture Component

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

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

B. Supervised Practice Experience Courses (SPE)

Students complete SPE under the direction of the faculty/lecturers. Therefore, Supervised Practice Experiences must be completed within the semester they are scheduled. Exceptions allowing for hours to be completed after the assigned semester may be provided at the discretion of the course instructor and program director for extreme circumstances. The course instructor has the right to alter a practice experience or remove the student from the experience if the student's performance (academic or behavioral) is unsatisfactory. Preceptors/SPE sites also have the right to remove the student from the experience if the student's performance is unsatisfactory or violates any condition of the affiliation agreement (e.g., HIPAA privacy, site policies, patient/client safety, etc.)

Ten percent (10%) of the total point value for each SPE course will be devoted to Experience Engagement Points. Evaluation for Experience Engagement Points will be based on a student's conduct while at their SPE site (as determined through preceptor feedback and/or instructor evaluation), as well as within their course. Points will be awarded based upon the student's demonstration of soft skills, including but not limited to the following criteria: ability to accept feedback, desire to learn, professionalism, time management, respectful behavior, positive attitude, quality and completeness of work in comparison to course expectations, and the ability to demonstrate progressive improvement in the skills associated with being an entry level RD/RDN within the given practice area.

Students are not permitted to accept compensation (this includes gifts) for SPE hours. In addition, students are not permitted to complete SPE hours at their place of employment, unless approved in advance, by the Clinical Coordinator. If a student is completing SPE hours in a facility at which they are employed, paid work hours cannot

count towards completion of the SPE. Any violations of this policy will result in disciplinary action up to dismissal from the Program and the student not receiving a verification statement.

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

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

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

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

In order to assure that the student enrolled in the CP completes the 1200 hours of SPE required by the Accreditation Standards of ACEND during their academic program, the following policy on absenteeism will be followed. Each student is to spend the required amount of time at each SPE site which is generally 8 hours (plus lunch/break time - which does not count toward hours of SPE) but could be more per facility protocol. Students are not to arrive late or leave a facility early; they must spend the required time in the facility. The required total hours spent in the experience are a minimum and must be met for each course.

In the event the student will be late or absent from the experience, the student should notify the course instructor and the preceptor prior to the start of the SPE or as soon as possible in an emergency. Written documentation related to the emergency must be provided to the course instructor and preceptor. Any experience missed during an absence must be made up at the convenience of the preceptor and the facility. If this time is not made up, the required verification statement for the completion of the CP will not be submitted to the CDR for the student. Total hours spent in each SPE must be

recorded on the Learning Outcomes Tool, signed by the preceptor, and submitted to each course instructor before the final exam for that course. If documents are not submitted, the student will not pass the course. This will result in disciplinary action by the program, which may include dismissal from the program and/or the student not receiving a verification statement.

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

The student will be provided tools to help obtain preceptors/student identified remote practice sites. These are available at the EMU Dietetics website at the link titled "Directions for Securing Distance-Online Preceptors". The Clinical Coordinator is available to assist in securing preceptors/student identified remote practice experience sites, though it is ultimately the student's responsibility to secure all required preceptors/ student identified remote practice sites.

Required preceptor paperwork for the first year of the Program and the 2nd year final Nutrition Therapy III Experience is due at the time of application to the Program. For the remainder of the Program, the due date for securing student identified remote practice sites and preceptors is February 15th of the first year in the program. This means providing the completed Online Preceptor Commitment Form for each SPE course to the Clinical Coordinator no later than February 15th, during Year One of the program.

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

Students in the on-campus cohort will be assigned to a facility by the Clinical Coordinator. Students may be placed in a supervised practice experience site up to a 2-hour drive away from campus. All paperwork and legal agreements will be managed by the Clinical Coordinator. Information related to the assigned facility will be provided to

the student by the Clinical Coordinator and/or the faculty of record for the course.

Students are not allowed to change their supervised practice experience schedule without the prior permission of the course instructor AND preceptor. Reasonable cause must be given and the request sent in email to the instructor, a minimum of 2 weeks in advance of the requested schedule change. The course instructor and/or preceptor have the right to refuse a schedule change. If a schedule change is refused, the student must complete hours as scheduled. If the student does not abide by the schedule disciplinary action will be taken by the program, which may include dismissal from the program and/or the student not receiving a verification statement.

Students are responsible for their own appropriate automobile insurance (which covers them to/from supervised practice experience sites/student identified supervised practice sites) and are responsible for transportation to/from all practice experiences and meetings. Students should not accept transportation from EMU faculty. In certain circumstances, preceptors may offer to provide transportation to students. It is the decision of the student whether or not to accept the offer. Students who do so, accept the offer at their own risk. The EMU Coordinated Program does not condone nor prohibit student-preceptor ride-sharing.

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

C. Pregnancy Leaves

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

D. Professional Meetings

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

E. Holiday Observances**University Policy:**

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

University Practice:

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

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

Program Policy:

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

Students may be required to attend supervised practice experiences on university holidays or breaks. For example: Martin Luther King Day.

F. Weather Emergency Day

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

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

It is the students' responsibility to make sure that all general education and prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are 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**FALL 1 - Total Credits = 15**

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

WINTER 1 - Total Credits = 13

DTC 302	Nutrient Metabolism Macronutrients	3 cr
*DTC 358	Food and Culture	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 371L	Nutrition Therapy II Experience	4 cr

*Allowed to take out of sequence

*Summer prior to Program start or 1st Fall

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

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

FALL 2 - Total Credits = 12

DTC 422	Nutrient Metabolism Micronutrients	3 cr
DTC 430	Community Nutrition	3 cr
DTC 431W	Community Nutrition Experience	4 cr
DTC 435	Seminar in Dietetics	2 cr

WINTER 2 - Total Credits = 12

DTC 450	Food Systems Management II	2 cr
DTC 451	Food Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 471	Nutrition Therapy III Experience	4 cr

Master of Science

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

FALL 1 - Total Credits = 15

DTC 330	Nutrition Therapy I	3 cr
DTC 531	Nutrition Therapy I Experience	2 cr
DTC 350	Food Systems I	3 cr
DTC 551	Food Systems I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr
* Summer prior to start of program or 1st Fall		

WINTER 1 - Total Credits = 16

DTC 302	Nutrient Metabolism Macronutrients	3 cr
DTC 375	Integrative Medicine	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 571	Nutrition Therapy II Experience	4 cr
*DTC 500	Research Design and Methods	3 cr
*Choose Thesis, Non-Thesis Research or Research Writing option		

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

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

FALL 2 - Total Credits = 15

DTC 422	Nutrient Metabolism Micronutrients	3 cr
DTC 430	Community Nutrition	3 cr
DTC 631	Community Nutrition Experience	4 cr
DTC 435	Seminar in Dietetics	2 cr
DTC 692, 695 or 601	Thesis II, Non-Thesis II or Research Writing	3 cr

WINTER 2 - Total Credits = 15

DTC 450	Food Systems Management II	2 cr
DTC 651	Food Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 671	Nutrition Therapy III Experience	4 cr
*DTC 358	Food and Culture	3 cr
*Can be taken out of sequence		

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

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

Master of Science Options

Thesis Option – 6 credits

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

Non-Thesis Research Option – 6 credits

The research option is a three-class series (six total credit hours) working with one professor on a project that the student and professor agree on. More specifically, you may follow the same format as the thesis without the complicated statistics. You may also choose something completely different. 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 one class (three credit hours) focused on biomedical research writing. Students complete a series of assignments in research writing; complete a newsletter article, and a short manuscript that is distributed electronically to faculty and staff in the School of Health Sciences at the end of the semester.

B. Maintenance of Academic Requirements

Once the student has been accepted into the CP, it is assumed that they will maintain their academic status. If the student receives a grade of C (C+, C, C-) in any two required courses during the professional phase of the program they will be put on academic probation within the program. The student will be required to meet with the Faculty of Record and the Program Director (this may be via phone or email). At this time, conditions of the academic probation will be determined and a plan of action will be put into place.

If the student receives another C (C+, C, C-) in a required course during the professional phase of the program, a committee review of the circumstances will be conducted and disciplinary action will be taken including possible dismissal from the program or the student not receiving a verification statement.

A grade of D (D+, D, D-) in any required course during the professional phase of the program will be referred for a committee review and disciplinary action will be taken including potential dismissal from the program or the student not receiving a verification statement.

A grade of E in any required course during the professional phase of the program will result in automatic dismissal from the program (which includes the student not receiving a verification statement).

If a grade of D (D+, D, D-) or E is received in any course during the final semester of the program, the circumstances will be committee reviewed and the student may not graduate or receive a verification statement.

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

C. Textbooks

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

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

D. Reference Style

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

[Website for current JAND guidelines.](#)

[Website for AMA citation information.](#)

E. Academic Calendar

The CP follows the academic calendar of the University regarding the start and finish of each semester as well as University closings. The exception to this rule would be if supervised practice experience hours needed to be rescheduled; this might be scheduled during a University day(s) off, for example during spring break.

[Link to University Calendar](#)

F. Disability Resource Center

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

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

Visit the DRC if you feel you have an issue that might qualify for services. Please note that accommodations cannot be provided without appropriate documentation from the DRC and that accommodations are not retroactive (meaning you cannot re-do work or exams completed before documentation was provided). As a program, we make every effort we can to accommodate student disability needs. However, we (our program or EMU) do not have the ability to force SPE sites/student identified supervised practice sites to make accommodations.

[Link to DRC webpage.](#)

G. Scholarship Information

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

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

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

Grading

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

The University has a grade grievance procedure in place to assist students who wish to challenge their grades.

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

Submission of Late Assignments

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

Program Withdrawal and Readmission

A. Program Withdrawal

A student wishing to withdraw from the CP for whatever reason(s) must arrange a conference with the Program Director to discuss the reason(s) for requesting withdrawal and possible future options. Following this conference, the student must submit a letter to the Program Director detailing the reason(s) for withdrawal from the CP. This must be accomplished before official withdrawal procedures are implemented.

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

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

B. Program Readmission

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

- i. Circumstances necessitating withdrawal
- ii. Reasons for requesting readmission
- iii. Assessment of ability to complete the CP

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

Both the BS/2nd BS and the MS CP consist of a 2-year program (20 and 24 months respectively). While the full-time Program is very structured and is expected to be completed in this time frame, sometimes situations arise that require additional 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. In such a situation, a Modified Program of Study will be created by the Program Director and will be signed by the student. This may require a change to the student's SPE. If the student is a distance-online student, they are responsible for securing the appropriate preceptors/sites based on the Modified Program of Study.

Academic Dishonesty

Office of Student Conduct and Community Standards: [Link](#)

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

Office of the Ombudsmen: [Link](#)

Academic Dishonesty is taken seriously by the CP and by Eastern Michigan University. The following acts by students constitute academic dishonesty and carry the penalty of expulsion from the course, Program, and/or University.

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

1. Cheating - using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else's paper; using any kind of "cheat" sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else's homework or lab assignments; collaborating with another student on any assignment or take-home test if told that collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.
2. Falsification - intentional and unauthorized falsification or invention of any information or citation in an academic assignment. Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; altering then resubmitting returned academic work; giving false information to a faculty or staff member to increase one's grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.

3. Plagiarism - deliberate and knowing use of someone else's work or ideas as one's own. Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else's work as one's own; or failing to give credit for ideas or materials taken from someone else.

Adapted from the EMU Policies, Rules and Regulations: Student conduct code and judicial structure: [Link](#)

Professionalism

A. Dress Code for Supervised Practice Experiences

This is a pre-professional program, so dress code expectations are different from those of the university. Students are expected to look professional. Preceptors will share any specific dress code requirements of the facility. These may be stricter than the Program dress code. You are expected to follow any additional requirements of the facility.

The following dress code is expected by EMU and will apply to most facilities, including Eagle Nutrition Services:

1. Proper hygiene to minimize body odor and residual smoke odor. Some sites do not permit smokers on their premises.
2. Refrain from using scented body products such as perfume, cologne, after shave, and lotions. Some foods absorb these scents and some people are highly sensitive to such products.
3. Short, clean fingernails (without polish) are required.
4. A clean and pressed white lab coat.
5. Official EMU nametag (the Clinical Coordinator will provide instructions on how to obtain the official EMU nametag). There is a charge for this.
6. Dresses or skirts must be at least knee length.
7. Full length casual dress pants that are hemmed. No shorts or capri length pants. Jeans and leggings (no matter the material) are not permitted. No fraying, holes, or bleached out fabrics.
8. Tops must cover your shoulder and midriff. Low cut necklines (front or back of top), shoulder cut-outs, and sleeveless tops are unacceptable.
9. Appropriate undergarments must be worn; undergarments are NOT to be exposed.
10. Dark or neutral hose or socks must be worn at all times.
11. Comfortable closed-toe walking shoes with non-slip soles. Sneakers and winter boots are not permitted. Leather fashion boots may not be permissible, especially in foodservice areas. Ask your preceptor for clarification.
12. Jewelry may be worn but is limited to engagement and wedding rings, watch/fitness trackers, and one pair of small earrings (no hoops, dangles or spacers); additional jewelry is not permitted. Exposed body piercings (except ears) are not permissible; all body jewelry must be removed.

13. Tattoos must be covered as much as possible.

Following dress code is a policy of the Program. Failure to follow to do so will result in the student being sent home. Any missed SPE hours must be made up at the convenience of the preceptor/site. Repeated violation of the dress code will result in a written incident report that will be kept in the student's file. See "Disciplinary Actions and Dismissal" for an explanation of the consequences of repeated policy violations.

B. Conduct

Conduct involves the responsibility of student(s) in Supervised Practice Experience or assigned areas away from the School of Health Sciences.

The student...

1. Is responsible to address the preceptor(s) and employees in a professional manner. Please ask how the preceptor would like to be addressed. Students are the first impression many of these professionals will have of EMU.
2. Is responsible to be flexible – recognizing that in working in the real-world setting, change is inevitable.
3. Is responsible for their own meals at facilities.
4. Is responsible for following the policies of facilities.
5. Is responsible for reporting on time. Arrive at least 10 minutes early for each day's work. This shows eagerness to learn and displays respect for the preceptor.
6. May not have their cell phone visible or in use. At no time are cell phone photos to be taken while in SPE, unless the preceptor gives permission and HIPAA privacy is not violated. The preceptor cannot waive HIPAA or give permission for you to photograph others.
7. May not use internet or computer for personal use.
8. Must contact the preceptor at the facility and the EMU course instructor, **prior** to the start of the experience if an emergency prevents reporting for SPE as scheduled.
9. Must reschedule hours as soon as possible with the preceptor and EMU course instructor at their convenience.
10. With greater than one unexcused absence or tardiness from a supervised practice rotation, will be referred for a counseling session with the Program Director/advisor to develop a plan of action. Additional unexcused absences or tardiness may result in dismissal from the program and/or the student not receiving a verification statement.
11. May not leave assigned facility areas during supervised practice experiences without the permission of the preceptor. Students must always check in and check out with the preceptor before leaving the area or leaving for the day.
12. Is responsible for the cost (either through personal health insurance or personal funds) for any emergency/routine/personal health care delivered at an SPE facility or another facility related to illness or injury occurring during supervised practice experience hours. EMU, SPE/student identified

supervised practice sites, and preceptors are not responsible to cover any such costs. All medical care costs not covered by personal health care insurance are the responsibility of the individual student.

13. Is not covered by worker's compensation; they are not employees of the university or the facility. (There is an exception for Colorado based students, see the Clinical Coordinator for details.)
14. Is responsible for completing necessary accident report forms of the facility if injured during supervised practice.
15. Is responsible for obtaining background checks, immunizations, physical examinations, drug screening, fingerprinting, etc., plus any fees associated with meeting these requirements, as mandated by the supervised practice experience facility/remote student identified supervised practice site.

C. Academy Code of Ethics

The Academy and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. It is expected that students adhere to the Code of Ethics while in the program. Behavior that would be considered a violation of the Code of Ethics is grounds for dismissal from the program and/or the student not receiving a verification statement.

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

Published Code of Ethics

The Code of Ethics Task Force reviewed and revised the 2009 Code of Ethics in November 2016. The Academy Board of Directors, Commission on Dietetic Registration and House of Delegates approved the revised Code in February 2018. The 20 Code is in effect as of June 1, 2018 and the 2009 version of the code is no longer valid.

Accessed from the Academy website; www.eatrightpro.org 5.2018

Computer Use

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

A. E-Mail Procedures

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

Emails are a means of formal communication between the student and the faculty/staff/preceptors etc. and should, therefore, be treated as such. That means that emails should include a proper salutation (e.g. Dr. ____), completed sentences, proper punctuation, grammar, and capitalization, and an appropriate closing including name, student number, and contact information. Emails should not include "text"

nomenclature (e.g., U R Gr8). This is a life skill that is necessary for success as a student and future practitioner.

Any messages deemed inappropriate or offensive will be forwarded to the Program co-Directors and School Director. Appropriate action will be taken, and may include dismissal from the course and the CP and/or the student not receiving a verification statement.

Sending Assignments: Students must identify themselves on the subject header of the e-mail. More specifically list the following – “last name, course number, and assignment”. In the body of the message, identify the assignment.

Sending General E-mails: Students must identify themselves on the subject header of the e-mail (last name and course number) whether it is sent to just the instructor or to other course participants.

Composing E-mail: Students may wish to compose assignments on a personal computer and then paste them into an e-mail message rather than composing on the e-mail itself. This allows for retention of a copy of the assignment and avoidance of unexpected e-mail “wipe-outs”.

Signing E-mails: It is expected that students will provide contact information at the end of an email. However, nothing regarding “RD” or “RDN” is to be used including “future RD/RDN”. If a title is desired, a suggestion is: BS CP Dietetics Student or MS CP Dietetics Student.

B. Technical Issues

EMU uses the **Canvas Learning Management System**. Syllabus, course assignment descriptions, PowerPoint presentations, handouts, grades, etc., are available via Canvas. For access information and system requirements, visit <https://canvas.emich.edu>. You can log in to Canvas using your EMU NetID Credentials.

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

Please contact the course instructor if technical difficulties will cause a missed scheduled chat session, an e-mail due date, or an assignment due date.

C. Social Networking

Students are expected to use social media judiciously (sensibly, carefully, cautiously, etc.). Information posted on Facebook, Twitter, Instagram and other social networking sites is considered public domain and available for viewing. Students are not permitted

to post anything in social media that is reputation damaging to EMU's preceptors, the SPE site/facility, EMU faculty/staff, past EMU graduates, or fellow EMU students. Violations of this policy are subject to disciplinary action up to and including not releasing a verification statement and dismissal from the program.

Examples of inappropriate posting on Social Media include, but are not limited to:

- content that is disrespectful or has an aggressive tone
- content containing vulgarity, obscenities or profanity
- content that displays (even in jest) an individual getting hurt, attacked or humiliated
- content that could be judged as racist, bigoted or demeaning to an individual, a group or an organization
- content that might be perceived as illegal, such as narcotics or underage drinking
- content that represents EMU in a negative light
- content that includes any identifying information about a patient/client/event participant, the SPE facility, a preceptor, a course instructor, or classmate

Sharing information that is not available to the public should be avoided. Please follow these proper confidentiality procedures:

- Do not post confidential or proprietary information about any person, business or organization.
- Do not post content that could potentially create a security risk for any person, business or organization.
- Do not post personally identifiable information about any person. This includes screen names, personal photos, hobbies, addresses and phone numbers, and work or school information.
- Do not use social media to collect personal information of users. Most websites' terms and conditions, as well state and federal laws, impose requirements and restrictions that govern collection of the personal information.
- Understand and follow all policies related to confidentiality, such as FERPA, HIPAA, and EMU's employee policies.

Disciplinary Actions and Dismissal

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

1. Upon being informed of an alleged infraction, the Program Director and/or faculty member or preceptor will conference with the student.
2. A written incident report will be filed in the student's record.
3. The first infraction will result in a verbal warning with documentation in the student's file.

4. The second infraction will result in a write-up with documentation in the student's file.
5. The third infraction will result in immediate dismissal from the Program and/or the student not receiving a verification statement.
6. Facility, University, and community authorities will be contacted as appropriate.
7. If a serious infraction of any Program Policy occurs in the last semester of the program, the student may or may not be able to graduate. If the student graduates, they may or may not receive a verification statement. The Program reserves the right to withhold a verification statement if a serious violation of any Program Policy occurs.

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

1. Violation of the Social Networking Policy
2. Harm to patient, client, faculty, preceptor, etc.
3. Theft
4. Drug/Alcohol use while in a facility or class
5. Violation of any ACEND Code of Ethics guideline
6. Violation of HIPAA or FERPA

Miscellaneous

A. Access to Personal Records

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

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

B. Advisor

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

C. Course Registration

Registration for all courses within the CP is through department permission only. The Program Director/Advisor will send the courses with CRN #'s to the students for each semester for registration purposes. This will happen for the first through last semester of the CP. **Note:** Students are guaranteed spots in all of the DTC prefix courses within the Program that require department permission, so registration permission may not happen before the start of registration. MS-CP students are responsible for registering for STAT 502 and should reach out to the course instructor for an override as needed. DTC 358 is a General Education course and therefore does not require department permission for registration. Students can (and should) register for this course as early in the registration process as possible for the semester during which they plan to take the course. Spots are not guaranteed for DTC 358.

D. Student Dietetic Association

All on campus students are required to join and participate in the Student Dietetic Association. Meetings are the 2nd Friday of every month from 12:00-1:00 pm. Dues are \$10. It is expected that all campus students participate in meetings. This includes arriving on time, staying for the entire meeting, and being attentive. Unexcused absences or disrespectful behavior will result in a written incident report.

All distance-online students will be given the opportunity to join the SDA and participate in activities. This will be done through email and a website.

E. Required Paperwork

Due to laws and the request of supervised practice experience facilities all CP students are required to obtain criminal background checks prior to placement in their assigned facility. The Clinical Coordinator will provide the tools for the student to complete the background check.

Other required paperwork includes (costs incurred by student):

- Record of Immunizations
- Physicians Statement
- Proof of membership in the:
 - The Academy of Nutrition and Dietetics
 - The students district Dietetic Association
- Proof of completion of a 2-year certification in adult/child CPR/AED/First Aid
- Contact information sheet each semester
- Other items as requested

Per the directions of the Clinical Coordinator, this paperwork is to be submitted electronically to an online document manager system; the same one providing the background check. All costs incurred for the background check and document manager system is the responsibility of the individual student.

F. Evaluation of Students

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

Students may also complete case study presentations, food demonstrations, examinations, and other assignments as deemed appropriate by the course instructor(s). Students in the capstone courses complete notebooks indicating how each assignment completed relates to the Core Knowledge and Competencies for the RDN.

G. Evaluation of Program

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

At the end of the final year or the program, students are given the opportunity to evaluate the Program curriculum and their preparedness according to each of the educational competencies. Evaluation may occur via computer or hard copy and will be completed prior to the end of the winter semester. All Program evaluations remain anonymous and are compiled by the computer or by a third party (if done hard copy) and presented to the Program Director. The Program Director shares the aggregate information with the Program Faculty for discussion and implementation where appropriate.

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

Students are also given the opportunity to evaluate their own preparedness related to the Core Knowledge and Competencies for the RDN. The evaluation form regarding preparedness in each educational competency area is submitted directly to the Program Director. Students may review this with the Program Director and a

corrective plan of action can be created for any deficiencies. This form is not anonymous as the Program Director may use the information to compare each second-year student's perception of preparedness to actual performance on the RDN exam or to compare the first year preparedness evaluation to the second year preparedness.

H. Procedure for Voicing Student Concerns – EMU Policies

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

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

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

I. Procedure for Voicing Student Concerns – ACEND Policies

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

Students should contact the Program Director regarding issues of concern related to the ACEND 2017 Accreditation Standards before they become significant problems. The Program Director is available in-person or via phone; email the Program Director to schedule an appointment.

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

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

J. Student Work

Samples of student's work including but not limited to; assignments, projects, posters, etc., may be retained by the Program Director or Clinical Coordinator for accreditation purposes. These samples of work will be used for evaluation purposes

related to the ACEND accreditation process and will not be shared with any other persons or entities outside of the Coordinated Program in Dietetics.

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

K. Resources

University Health Services: [Link](#)

Financial Aid: [Link](#)

Academic Calendar: [Link](#)

Extended Programs: [Link](#)

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

EMU Catalog Dietetics Major: [Undergraduate](#); [Graduate](#)

EMU Writing Support

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

Visit the website for up-to-date information regarding hours and offerings: [Link](#)

The Academic Projects Center (116 Halle Library) offers one-to-one consulting for students on writing, research, or technology-related issues. No appointment is required – students can just drop in. Additional information about the APC can be found at: [Link](#). Students visiting the Academic Projects Center should also bring with them a draft of what they're working on and their assignment sheet.

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

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

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

Who to contact for what:

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

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

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

Instructor – Information about the particular course, including book information, assignments and problems with course work and SPE. Once at the SPE site, please contact the instructor with any issues or concerns that arise. (begin with the instructor, then Dr. Ford, Mrs. Pernecky, and/or Mrs. Reynolds will be notified if necessary).

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

ACEND Accreditation Standards & Core Knowledge & Competencies for the RDN

All ACEND accredited programs abide by strict standards to ensure students are receiving appropriate education to become entry-level practitioners. To become an entry-level prepared dietitian ACEND requires that all students achieve a minimum level of competency. All Dietetics Education Curriculum must include learning that results in the student achieving entry-level competency. During the time in the CP students will achieve this through a variety of learning activities. To review all standards and current requirements (KRDN's) and competencies (CRDN's) visit: [Link](#)

Students are expected to achieve all competencies associated with each course. If the student fails to do this, action will be taken by the Program Director up to and including dismissing the student from the program. Options such as additional course work and SPE hours will be explored first with the faculty, student, and preceptor.

Core Competencies for the RDN

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

Upon completion of the program, graduates are able to:

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

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

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

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

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

Upon completion of the program, graduates are able to:

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

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

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

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

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

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

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

Upon completion of the program, graduates are able to:

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

CRDN 3.2 Conduct nutrition focused physical exams.

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

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

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

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

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

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

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

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

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

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

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

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

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

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

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

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

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Graduation Procedure and Verification Statements

A. Request a Graduation Audit

Undergraduate Graduation Audit Request

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

Second Bachelor's Graduation Audit Request

Please make your request directly to the Second Bachelor's Advisor at 734.487.5497 or via email at second.bachelor@emich.edu. Requests are to be made AFTER September 15 of fall semester of the last year of the professional phase of the program. The Program Director and student will be notified of any missing courses. Students should conduct their own (unofficial) audit by comparing their transcript to the CP program of study and University requirements.

Graduate Student Graduation Audit Request

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

B. Degree application

The appropriate form should be completed in the first 2 weeks of the semester in which you are graduating (April grad – complete in January; August grad – complete in May). View the website below for instructions. Applying for graduation is solely the responsibility of the student as this is a University level process.

[Link](#)

C. Exit Packet and RD Exam

About four 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 (this process is separate from applying for graduation). Once graduation occurs and the degree is conferred the Program Director will complete paperwork and send this to CDR electronically. CDR will notify the candidate of their eligibility to take the exam and CDR will provide instructions for doing so. The entire process can take as long as 6 weeks post-graduation but often occurs sooner.

The CP will give an RDN practice exam in March or April of the year of graduation. In addition, the CP will provide a study guide with the opportunity to ask questions of faculty and staff through the middle of May of the year of graduation.

D. CP Exit Information/Verification

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.

Program Director will review all material submitted for accuracy.

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

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

The Program Director will send 5 copies of the verification statement along with information of how to use the verification statements to each student.

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

The student is responsible for setting up a time and place for the exam. CDR will provide information about this and a ticket to get into the testing site.

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

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.

Communications Tips for EMU Dietetics Students and New Graduates

Terminology for Students

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

Terminology for New Graduates

- The term RDN Eligible (RDNE) should not be used. See statement in exit packet.

E-mail Tips:

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

Example of an e-mail message:

Dear Dr. Haque,

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

Sincerely,

Susie Jones

Dietetics Student

In Person Communication Tips:

- Arrive early or at a minimum, promptly
- Smile
- Shake hands (firmly), when introduced
- Keep personal issues to yourself when in Supervised Practice Experience settings
- Issues related to the dietetics program need to be communicated through the proper channel. If you are unsure of whom that is, start with your instructor. These issues do not need to be shared with your preceptor.

Telephone Tips:

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

Written Communication Tips:

- You are expected to be proficient in Word and PowerPoint and be able to use Excel.
- Proof-read your communications and have another person proof-read your communications.

- The EMU CP requires all students to utilize the American Medical Association (AMA) reference style. Information will be available in each course syllabus.
- Refer to page 26 of this student handbook regarding information about the EMU Writing Center.
- If preparing a nutrition tip, flyer, handout, or PowerPoint slides, use non-commercial, evidenced-based references. The www.eatright.org website has the Academy of Nutrition and Dietetics Evidence Analysis Library[®] a free member benefit. Information sources gathered from Google, Yahoo!, or Wikipedia searches are not appropriate.

Statement of Understanding

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

I have received information regarding the Health Insurance Portability and Accountability Act (HIPAA). I understand HIPAA and agree to safeguard and protect the security and confidentiality of any/all patient/client health information.

Signed _____

Date _____

**Please upload a scan of this signed form into your Castlebranch profile by
September 16th, 2018.**