

COORDINATED MASTERS PROGRAM IN DIETETICS



Student Handbook and Policy and Procedures

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Introduction

Coordinated Program in Dietetics at Rowan University

In the fall 2015, Rowan University launched a Bachelor of Science in Nutrition through the Department of Health and Exercise Science in the School of Health Professions. The Bachelor of Science (B.S.) in Nutrition features two concentrations for students: 1) Exercise Science and 2) Dietetics. Both concentrations share a common core, but each has its own unique concentration requirements.

The B.S. in Nutrition with a concentration in Dietetics will provide the foundation for students to pursue **M.S. in Nutrition and Dietetics** and become Registered Dietitian Nutritionists. Students will apply for the M.S. in Nutrition and Dietetics program in their sophomore year. Each year up to 17 students will be accepted to an accelerated path towards an M.S. in Nutrition and Dietetics. For students beginning the B.S. in Nutrition with the Dietetics concentration in their freshman year *and are accepted into the professional phase of the major in the junior year*, the M.S. degree would be completed in five years as long as student meets program requirements.

The junior, senior and master year of study in Dietetics is a Coordinated Program in Dietetics (CP-ACEND) and is currently seeking accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.). The CP-ACEND curriculum combines academic instruction with a minimum of 1,000 hours of supervised practice experience giving students the opportunity to apply the knowledge beyond the classroom. By the end of 5th year, students aim to graduate with a B.S. in Nutrition and M.S. in Nutrition and Dietetics. ***The accelerated M.S. path will prepare graduates with a M.S. degree and the eligibility to take the Dietitian Registration Exam.*** Once the candidate passes the exam, s/he is certified as a Registered Dietitian Nutritionist (R.D.N.). By 2024, a master's degree will be required to sit for the Registration Exam for Dietitians. This program is designed to meet the changing criteria of the national accrediting and credentialing agencies in nutrition and dietetics.

The Profession of Nutrition and Dietetics

Public interest in nutrition, food, wellness and health promotion is growing rapidly. The general consumer needs guidance in applying basic nutrition and health principles to wellness management. RDNs are nutrition experts recognized by the medical profession and the public as credible sources of information as uniquely qualified professions. As specialists in nutrition and dietetics, RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from clinical settings to community-based wellness programs to corporate foodservice operations.

RDNs may work in clinical practice facilities such as in a hospital, rehabilitation center, nursing home or other extended care facility. RDNs may also work in a community health setting, such as at a health department, especially in programs for at-risk populations, such as WIC (Women, Infants, and Children), Head Start, or programs for seniors. Some RDN's responsibilities are concentrated in the foodservice operations where dietary modifications may be necessary. Areas of career opportunities for RDNs include but are not limited to

- Clinical dietetic practice
- Public health or community nutrition
- Wellness/health promotion
- Higher education
- Food industry
- Foodservice management
- Private practice/nutritional counseling
- Media

Registered Dietitian (R.D.) or Registered Dietitian Nutritionist (R.D.N.)

RD or RDN is a professional credential used by individuals who have completed the following steps according to Commission of Dietetic Registration (CDR):

The steps:

1. Met current minimum academic requirements as approved by ACEND and completed the minimum of a Baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent (before 2024); completed a Master's degree after January 1, 2024
2. Completed a supervised practice program accredited ACEND
3. Successfully pass the Registration Examination for Dietitians
4. Maintain the registration with CDR and comply with the Professional Development Portfolio (PDP) recertification requirements.

Rowan University- Mission Statement

Rowan University will become a new model for higher education by being inclusive, agile, and responsive, offering diverse scholarly and creative educational experiences, pathways, environments, and services to meet the needs of all students; maintaining agility by strategically delivering organizational capacity across the institution; and responding to emerging demands and opportunities regionally and nationally

Health and Exercise Science Department- Mission Statement

The Department of Health and Exercise Science provides a rigorous and enlightening intellectual environment for the professional development, achievement, and distinction of leaders in Education, Athletic Training and Health Promotion and Fitness Management. The Department offers a liberal education as a core in concert with a challenging sequence of discipline specific courses to a diverse community of learners. Through our course offerings, the department will continue to foster the development of a campus culture of civic responsibility, multicultural understanding and technological advancement. The Department of Health and Exercise Science faculty are considered the pivotal element in realizing the departmental mission and goals. We strongly believe all faculty should be encouraged and assisted in the development of their professional careers. This professional development should mirror the promotion standards described below as well as the University Agreement, and in so doing will allow our department as well as individual faculty to become members of Rowan University distinguished community of scholars.

Coordinated Master's Program in Dietetics- Mission Statement

The mission of the Rowan University B.S./M.S. CP-ACEND is to prepare entry-level Registered Dietitian Nutritionists (RDNs) for competent professional practice in the promotion, maintenance, and restoration of health in a variety of healthcare, food service, research and education fields. Graduates will possess comprehensive skills to facilitate lifelong positive nutritional habits and outcomes in the diverse populations.

Table 1-Goals and Outcome Measures of the Dietetic Program

Goals	Outcome Measures
<p>The program will prepare each graduate with knowledge and skills about wellness and nutrition to promote health as a competent entry level dietitian</p>	<p>Annually 100% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</p> <ul style="list-style-type: none"> • At least 80% of program students complete the program requirements within 150% of program length= 4.1667years. The program’s one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR exam for dietitian nutritionists is at least 80% • 80% of graduates’ preparation to practice assessed by employers will be satisfactory or higher. <p>Program Specific Objective</p> <ul style="list-style-type: none"> • 80 % of graduates’ preparation to practice in the areas of wellness and nutrition will reflect at least a “satisfactory” rating on a 4-point scale (needs improvement, satisfactory, above average, excellent) immediately after program completion and at 1 -1 ½ years post-program completion.
<p>The program will prepare competent entry-level practitioners to provide evidence-based nutrition services to individuals and groups in a variety of practice settings.</p>	<ul style="list-style-type: none"> • Of graduates seeking employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation <p>Program Specific Objective</p> <ul style="list-style-type: none"> • Over a five-year period, 80% of graduates will be considered “well prepared” for employment and provide evidence-based care and/or education in nutrition and dietetics or related fields.

Program Concentration

The Rowan CP-ACEND encompasses all the components of dietetics core knowledge and competencies with additional clinical rotations in acute care facilities, nutrition support, weight management, and research. Students pursue more experience in either of the two concentration areas: Research Methods and Health Wellness Sports Nutrition. The Research Methods concentration will allow students to focus on the research aspect of nutrition with opportunities presented by Rowan faculty as well as independent research under faculty guidance. The Health Wellness Sports Nutrition concentration will allow students to work under a Sports Dietitian and work with Rowan University athletes to improve their nutrition. Refer to Tables 2 & 3 for a list of courses and rotations along with the 2017 ACEND competencies met for each. Refer to

Appendix C for a detailed description of 2017 ACEND competencies for Coordinated Masters Program in Dietetics.

Research Methods						
Courses & Rotations	KRDN 1.1	CRDN 1.2	CRDN 1.4	CRDN 1.5	CRDN 1.6	CRDN 4.4
Semester 1						
STAT 02100- 3 S.H. prerequisite Statistics 1						
Semester 2						
HES 00301- 3 S.H. prerequisite Research Methods in Health and Exercise Science						
Semester 3						
NUT 00300- 3 S.H. Lifecycle Nutrition	X	X	X		X	
Semester 4						
NUT 00330- 3 S.H. Nutrition Therapy I	X	X	X		X	
NUT 00350- 3 S.H. Community Nutrition	X	X	X		X	
Semester 5						
NUT 00340- 3 S.H. Nutrition Therapy II	X	X	X		X	
NUT 00410- 3 S.H. Nutrition and Public Health	X	X	X		X	
Volunteer Opportunities with Faculty Research						
Semester 6						
NUT 00520- 80-160 hours Supervised Practice Research Rotation	X	X	X	X	X	X
Semester 7						
NUT 00530- 80- 160 hours Supervised Practice Research Rotation		X	X	X	X	X

Table 2- Research Methods & 2017 ACEND Competencies Met

Table 3- Health Wellness Sports Nutrition & 2017 ACEND Competencies Met

Health Wellness Sports Nutrition									
Courses & Rotations	KRDN 1.1	KRDN 1.4	CRDN 2.2	CRDN 2.4	CRDN 3.1	CRDN 3.3	CRDN 3.5	CRDN 3.6	CRDN 3.7
Semester 1									
BIOL 10210- 4 S.H. prerequisite Anatomy & Physiology I									
Semester 2									
BIOL 01212- 4 S.H. prerequisite Anatomy & Physiology II									
Semester 3									
CHEM 07200- 4 S.H. prerequisite Organic Chemistry I									
Semester 5									
CHEM 07200- 4 S.H. prerequisite Organic Chemistry II									
Semester 6									
NUT 00415- 3 S.H. Nutrition for Fitness	X	X	X	X	X				
Semester 7 & 8									
Supervised Practice Community Nutrition Rotation: <i>Sports Nutrition</i>			X	X	X	X	X	X	X
Semester 9									
NUT 00520 Supervised Practice Community Nutrition Rotation: <i>Sports Nutrition</i>			X	X	X	X	X	X	X
Semester 10									
NUT 00530 Supervised Practice Community Nutrition Rotation: <i>Sports Nutrition</i>									

The program is based on a pedagogy that fosters learning through a variety of opportunities, including coursework, research opportunities, campus and community-based activities and the required 1,000-hour supervised practice experience.

Coursework: The curriculum is designed to meet the standards required by ACEND to ensure that graduates will be qualified to sit for the Registration Examination for Dietitians. Given the wellness-orientation of the Department, students will develop knowledge skills in the areas of health behavior change and behavioral coaching through several courses within the curriculum. Students will also learn to effectively serve diverse populations, including but not limited to differences in culture, geography, ethnicity, ability level and health status.

Research Opportunities: As a research institution, the Rowan faculty consistently engage in research projects and provide opportunities for students to assist them. The Department has established a practice of providing research opportunities to students over the past five years; with the advent of the nutrition program, there will be increasing opportunities for these students to engage with faculty in nutrition-specific research. These opportunities encourage an understanding of the need for evidence-based practice among CP-ACEND students.

Campus and Community Activities: Dietetics students are required to earn 60 Professional Development Hours (PDHs) for certain courses as part of their grade during the B.S. study to explore the health care fields and the field of dietetics. There are many opportunities for students to earn these Professional Development Hours. This allows students engage in hands-on projects on campus and in the surrounding community.

The CP-ACEND: 1,000 Hours Supervised Practice

The CP-ACEND will provide a minimum of 1,000 hours of supervised practice in nutrition and dietetic professional areas.

A requirement of 80 supervised practice hours is built into the undergraduate curriculum. The two courses that each requires 40 hours of supervised practice are “Management of Food and Nutrition Services” and “Nutrition Therapy 1”. The rest of the hours will be completed in the 5th year of the program. 1,000 hours is usually completed in 8-12 months depending on the availability of the schedule from the internship sites. Students will register for 6 credits of “Supervised Practice 1” in the Fall and “Supervised Practice 2” in the Spring semester of the M.S. year to achieve 560 supervised-practice hours from each course by completing full time rotations at specified sites. A total of 1,000 hours of Supervised Practice Experience will be achieved by the end of the 5th year as shown in the following table. A student must complete a minimum of 1,000 hours of supervised practice before graduation with the M.S. degree. According to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Table 4- Breakdown of Supervised Practice Hours by Year

Year of Coordinated Program	Year of study	Course to achieve supervised practice hours	Minimum hours
1 st	Junior	Management of Food and Nutrition Service	40
2 nd	Senior	Nutrition Therapy 1	40
3 rd	Graduate	Supervised Practice 1	460
3 rd	Graduate	Supervised Practice 2	460
Total supervised practice hours			1,000

Academic Advisement

Mrs. Laurie Dwyer is the academic advisor for Nutrition majors. All students should meet with the academic advisor each semester to have their schedules approved and verify that they are taking the right courses. Mrs. Dwyer's email is dwyerl@rowan.edu and she is located on the second floor of James Hall in the Student Advising Center. Call 856.256.4420 to schedule an appointment or use the Rowan Success Network. See Mrs. Dwyer for any of the following:

- Transfer of credits from another college or university
- Fulfillment of General Education requirements
- Fulfillment of requirements within the major
- Qualification to graduate with B.S. in Nutrition & Exercise Science
- Qualification to start internship in the 5th year of study
- Qualification to graduate with M.S. in Nutrition & Dietetics
- Verification of completed courses, recorded grades, academic standing and G.P.A.

Libby Tenison, MS, RD, CSP, CNSC is the faculty coordinator of the Nutrition program and will be the director of the CP-ACEND. All students within the program should make an appointment to meet with her each semester. See her for questions in the following areas:

- Description and content of courses within CP-ACEND
- Career planning within the Nutrition and Dietetics field
- Involvement in the Academy of Nutrition and Dietetics (AND) and/or New Jersey Academy of Nutrition and Dietetics NJAND (www.eatrightnj.org/), the student chapter of the National Wellness Institute, and student clubs in Department of Health and Exercise Science
- Self-assessment and progress in the program
- Portfolios

ACADEMIC POLICIES

Student Accountability

I. Attendance

Class attendance:

Student attendance in all Coordinated MS courses is required to meet the [Core Knowledge and Competencies for Registered Dietitians](#) and to achieve competence. Professional behavior and respect for others with diverse viewpoints are always expected in class.

Online class verification policy:

Rowan University's duo identification system for student identification is used to verify student's identity in online courses as well as all student access to Black board, canvas, libraries and other student services.

Illness or Injury

- a. If you must miss class due to an illness, death or family emergency, you must inform your instructor and the director prior to the scheduled class. (See Appendix F: Leave of Absence Form)
- b. Illness that warrants missing a class or supervised practice include: temperature, vomiting, or diarrhea. Do not return to school or work until 24 hours after your fever has subsided, and/or you last vomited or had diarrhea. (See Appendices E: Incident Report and F: Leave of Absence Form Request)
- c. Contagious bacterial illness requiring antibiotics such as, "Pink Eye" warrant staying home for 24 hours after the first dose of antibiotics. (See Appendices E: Incident Report and F: Leave of Absence Form Request)

II. Supervised practice attendance:

Attendance is [mandatory](#) and required for all supervised practice experiences. If you must miss a supervised practice experience due to illness, death or family emergency, you must inform your preceptor, clinical coordinator and the director prior to the scheduled shift. It is the student's responsibility to reschedule the missed supervised practice hours.

- a. Arrive at the clinical facility prior to the start time for class or supervised practice.
- b. The student is accountable for all material covered in supervised practice. It is expected that the student will complete the assigned supervised practice learning activities as responsibly as they would complete professional work activities. (See Appendices E: Incident Report and F: Leave of Absence Form Request)

- c. Failure to comply with supervised practice policies and procedures will result in disciplinary action. The severity of the unauthorized activity will determine the extent of the disciplinary action up to and including dismissal from the program. (See pages 21 and 22 for disciplinary policies and Appendices K, L, and M for sample disciplinary letters)

Inclement Weather Policy

- a. Coordinated students do not attend any supervised practice when Rowan University is closed due to weather conditions, but will have to make up lost hours at a later date.

Procedure Schedule

In general, the student is responsible for:

- a. Verifying the date and starting and ending times of supervised practice experiences.
- b. Reporting to the supervised practice preceptor to whom they are assigned promptly at the scheduled time and adhere to the established schedule.
- c. Maintain communication with the supervised practice supervisor and the clinical coordinator using email or phone contact. Professional behavior is expected for all communication methods including language used in the email, promptness in reply and following up on any directions, concerns or issues.
- d. Be prepared to begin the planned supervised practice experiences activities, and/or assignments immediately upon reporting to the supervised practice preceptor.
- e. Documentation of all hours of supervised practice and submitting to clinical coordinator.

III. Orientation, Training and Other Requirements

The supervised practice site may require an orientation and specific trainings for the dietetic students. Students are required to follow the regulations of the facility to fulfill any required events prior to and during the rotation(s).

Access to Medical Records: All students will follow confidentiality policies and procedures of the supervised practice site to ensure compliance with privacy laws and regulations. When uncertain, always check with the preceptor and/or the supervised practice instructor. In the event a violation is suspected, a full investigation will be conducted by the program director and the compliance officer at the facility. (HIPAA training must be completed *prior* to beginning of junior year. See Appendix H for complete checklist of required documents)

Drug Testing and Criminal Background Checks: An initial background check is required before students begin supervised practice. However, students are advised that they must comply with any additional requirements of the supervised practice facility regarding drug testing and criminal background checks. (See Appendix H for complete checklist of required

documents)

Supervised Practice policy: CP-ACEND students will be required to follow the supervised Practice site facility policies regarding dress code, grooming requirements, scheduling, completion of paperwork, and patient confidentiality. (See page 18 for list of policies regarding supervised practice)

IV. Illness or Injury

CP-ACEND Students, while participating in the supervised practice off campus, may suffer an accidental injury or become ill. The affiliating institution will provide the same emergency medical care to the student/intern as that extended to its employees. Payment for treatment of the illness or injury will be the responsibility of the student/intern.

- a. Incident and/or Accident Report Policy: In the event of an incident or accident involving a student, the student will complete the appropriate form supplied by the agency and notify the Program Director. The faculty member will cosign the report with the student. If the agency will not allow a copy to be made, the student completes a written anecdotal record for the CP-ACEND. The student provides the same information found on the incident report, including details of the incident and any physician involvement. The faculty member includes measures taken to avoid further incidents, such as teaching of clients, counseling and teaching of student, or other appropriate measures. Both the involved faculty member and the student must sign the anecdotal record. Within two days of the occurrence, the anecdotal record or agency form is submitted to the Clinical Coordinator for inclusion in the student's file. The documentation remains in the student's file until the student graduates, or longer if required by law, government regulations, or other industry standards. (See Appendices E: Incident Report and F: Leave of Absence Form Request)

V. General Academic Policies

1. Access to Student Support Services

Student Support Services are listed on the university's website (<http://www.rowan.edu/studentaffairs/>). Examples of available services are the Orientation and Student Leadership Programs, Disability Resources, Career Advancement Center, Dining, Bookstore, Library, Fitness Center, Wellness Center, student organizations, Academic Advising, IT, Financial Aid and Registrar, etc.

2. Disciplinary/termination procedures

The process for disciplinary actions is explained on the University website under University Policies - Student Responsibilities, Rights and Disciplinary Procedures. Students have the opportunity to find this information on the Rowan University website. The link is: <https://confluence.rowan.edu/display/POLICY/Student+Responsibilities,+Rights+and+Disci>

[iplinary+Procedures](#) (See pages 21 and 22 for more information disciplinary action and Appendices K, L and M for sample disciplinary action letters)

3. Planned Absences or Delay in Reporting for Scheduled Supervised Practice

- a. Planned absences (for appropriate reasons) may be arranged [upon prior approval of the Clinical Coordinator](#). The student must inform the Clinical Coordinator regarding any request for planned absence at least one week prior. (See Appendix F: Leave of Absence Form Request)
- b. If the absence has been approved by the Clinical Coordinator, she/he will inform the Supervised Practice Supervisor at the site.
- c. The make-up of time missed from supervised practice and documentation of make-up time. See Appendix I: Plan for Supervised Practice Make –up Time)

4. Time for Making-Up Supervised Practice Experiences

The make-up of missed supervised practice experiences must be scheduled on the student's own time and address the following:

- a. emphasis is placed on the make-up of missed learning experiences, however, equally important is the time spent in meeting the objectives of the experiences and to allow the student sufficient practice to develop the level of proficiency required. The make-up time, therefore, must equal the clinical hours assigned to the planned experience and must be consecutive hours to assure continuity of the learning process.
- b. Make-up of missed supervised practice experiences must be scheduled [at a time when the supervised practice preceptor is available](#) to provide the necessary supervision/direction and evaluation.
- c. Make-up time [cannot](#) be scheduled at times the student is expected to be attending other scheduled courses.
- d. For the student to receive a passing grade for the course and progress to the next supervised practice course, [all make-up time and learning experiences must be completed prior to the end of the term](#).
- e. It is the student's responsibility for initiating and completing a plan for making up the time missed immediately upon returning to the supervised practice facility.
- f. The plan needs to be documented in writing (See Appendix I: Plan for Supervised Practice Make-up Time)
- g. This form must be completed in its entirety including the required signatures. The original is to be submitted to the Coordinated MS Clinical Instructor and a copy must be submitted to the supervised practice supervisor. The student should also retain a copy for her/his files.

In the event that a student is absent for **10 days, consecutive or nonconsecutive, (80 hours of supervised practice) or more they may be required to withdraw from the clinical course and supervised practice.**

Extended absences will be evaluated by on a case by case basis.

5. Additional Policies for Supervised Practice

- a. As a professional, no time clock is punched. Students remain on the job for time required to complete assigned responsibilities for the day.
- b. Students will not be allowed to alter hours to meet vacation needs. Any changes in the originally approved schedule must be approved in advance from the instructor and preceptor.
- c. **Students will complete a supervised practice hour documentation sheet for all supervised practice activities throughout the course and submit the form to the instructor at the end of the semester.**
- d. The final grade for each senior supervised experience in clinical and management is mutually determined by consultation of university faculty and facility preceptor(s).
- e. If it is impossible to make-up these experiences and the related clinical hours within the term/session the student may have to withdraw from the clinical course. Withdrawal from a clinical course will delay progression to subsequent supervised practice courses and delay the year of graduation.

6. Travel Time

- a. Student's travel time to clinical, administrative, and community facilities or practicum sites does not count as supervised practice time.
- b. The program seeks to maintain a reasonable travel time for all rotations but does not guarantee any travel time due to nature of limitations of practice sites, student's living arrangements and traffic conditions in the area.

7. Holidays and Vacation

- a. Students follow the academic calendar of the university.
- b. There is no permitted vacation time during the academic year or supervised practice hours.

8. Professional Memberships

See VII. Professional Policies page 24

VI. SUPERVISED PRACTICE ASSIGNMENTS

1. Supervised Practice Sites

Coordinated MS student placement for supervised practice is arranged by the Clinical Coordinator in compliance with Rowan University and the Coordinated MS Program policies and procedures. Coordinated MS students will be assigned to only those facilities by the Clinical Coordinator. Students will accept the assignment and comply with policies and procedures of the program. Refusal to accept the assignment and/or comply with policies and procedures with result in disciplinary action.

Purpose

The purpose is to provide an appropriate clinical experience and protect the interests of the student, the clinical facility, and the University. Facilities are selected as supervised practice sites based on the availability of resources within the facility to provide the planned and approved supervised learning activities and the willingness of the facility staff to offer the experiences as outlined in the supervised practice curriculum. It is understood that all facilities that sign a written Contractual Agreement agree to provide the planned learning experiences and to mentor the professional development of dietetics students.

Procedure

The number of students assigned to a facility at a given time is determined by the facility's supervised practice supervisor and the Clinical Coordinator.

- a. Students will be assigned primary clinical facilities by the Coordinated MS Clinical Coordinator and Director. When assigning primary placement sites, our program may take student preferences and several other factors into consideration.
- b. The Clinical Coordinator reserves the right to reassign a student to a different clinical facility to best serve the learning environment for the student(s)

2. Transportation to Clinical Facilities

The required travel to supervised practice sites during the Coordinated MS program is the responsibility of the student. **Students are expected to have a car or to provide their own transportation to all supervised practice sites, no exceptions will be made.** Many sites are not accessible by public transportation. **Students are also responsible for payment of all expenses involved in the transportation and parking.**

Purpose

The purpose of the Safety in Travel is to protect the students and Rowan University from liability in the case of a motor vehicle accident. The student is required to hold a valid driver's licenses and proof of vehicle registration and insurance for their vehicle.

In addition, the student must complete the Rowan University Travel plan. Access the form at the following URL.

https://sites.rowan.edu/accountspayable/docs/student_travel_waiver_updated_approved_01_23_2020.pdf

Complete the form and submit to the Clinical Coordinator by the beginning of your junior year.

Students are not permitted to ride in the same vehicle as the Clinical Coordinator or Program Director to any event, supervised practice site or activity. Students are not permitted to ride in the same vehicle as the supervised practice preceptor. In any situation that requires travel to alternative sites, the student is advised to follow the preceptor vehicle in their own car. Students are permitted to ride share with other students in their program at their own discretion.

3. Meals While at a Supervised Practice Experience Facility

The student is responsible for the cost of meals and/or snacks obtained while at supervised practice sites.

4. Supervised Practice Experience

Supervised practice experiences included in the Coordinated MS in Nutrition & Dietetics curriculum are designed to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Knowledge and Competencies for the RD/RDN url. Included are supervised practice experiences in clinical dietetics, food service management, and community dietetics practice. Emphasis is placed on supervised practice experiences in nutrition therapy.

5. Preceptor Qualifications

Preceptors are an asset to our students learning experience thus they are expected to have the core knowledge and expertise in their field of dietetics as evidenced by their having appropriate professional degrees and certifications. Preceptors should:

- a. Be engaged and have a desire in mentoring and evaluating their interns.
- b. Show commitment to their own professional learning. Their resumes on file at the University should document that they regularly participate in appropriate professional development programs and training.
- c. Have a minimum of 2 years of experience in their field.

6. Student Preparation for Supervised Practice Experience

Physical Examination

Coordinated MS students are required to have a physical examination, including specific immunizations, completed prior to beginning supervised practice in the graduate year of the program. All physical examination paperwork is due by August 1 prior to the beginning of the graduate year. The paperwork must be accurate and complete in its content or the student will not be able to begin graduate supervised practice until the examination is completed.

Purpose

The purpose of the physical exam is to determine that the student's state of health is appropriate to work with patients. The physical exam is required for the protection of the student as well as for the protection of the patients and clients with whom the student will work during their Supervised Practice. It is also intended to protect the interests of the clinical facilities and the University.

Procedure

The student will receive the physical examination form outlining the required elements of the examination and the required documentation of the physical examination. It is the student's responsibility to ensure the form is completed and submitted by August 1 of the supervised practice year. This responsibility includes complying with needed immunization records or titers as specified and accurate timing of all immunizations or tests. Student's should make sure to allow sufficient time to complete the requirements. The form must be completed by the examining physician or their designee.

- a. Submit a copy of the form to the clinical coordinator for the program records. All information is confidential and will be kept in a locked filing cabinet in a locked secure office in the Department of Health and Exercise Science. Please retain a copy for your own records.
- b. Any special accommodations due to student's physical limitation must be in compliance with the program's technical standards (Appendix G) and submitted in a written letter or email to the program director by the primary care physician.
- c. In the event of an illness or injury requiring an absence from class or supervised practice the student must submit a letter from the primary care physician stating the student is "fit to return to class or supervised practice"
- d. The student is required to carry health insurance and must provide proof of health insurance by August 1st of the graduate supervised practice year. Submit a copy of your insurance card to the clinical coordinator. The copy of your insurance care will be kept in a locked file in a locked filing cabinet in the program director's office.
- e. The program director reserves the right to request an additional physical examination at any time during the graduate program supervised practice to maintain the programs technical standards policies and the integrity of the coordinated program.

7. Liability insurance

<https://sites.rowan.edu/rmi/certs.html>

8. Background Check Compliance

Criminal Background Check through Castle Branch <https://www.castlebranch.com/sign-in>

Table 5-Background Search, Drug Testing and, Fees

Background Search	Fees	Responsible Party for Payment of Fees (ex. Client or Applicants)
Flat Rate County Criminal Records Search (<i>current, maiden, and alias names</i>)	\$58.00 for Background Screening only - or - \$99.00 Package Price (Package includes Background Screening and Drug Testing – see separate Statement of Service for details)	Applicant
Nationwide Healthcare Fraud and Abuse Scan		
National Record Indicator with Sex Offender Index (<i>current, maiden, and alias names</i>)		
Residency History		
Social Security Alert		
Drug Test (see separate Statement of Service for details)		

- a. The Clinical Coordinator will review the report and take appropriate action if needed to protect patients/clients from harm or abuse. This action includes refusing to place the student at a clinical facility.
- b. The student may need to repeat background checks at any time during the coordinated program dependent upon the supervised practice site.

9. SERVSAFE® certification

Offered through the NUT 310 Food and Nutrition Management course. Students must obtain the certification during the first year of the CP-ACEND program.

10. HIPAA Training and Certification

It is the policy of Rowan University that all students must receive training and certification on the Health Insurance Portability & Accountability Act (HIPAA) prior to beginning supervised practice. The purpose of this policy is to ensure that the student is trained on the proper policies and procedures specified by HIPAA for protecting the privacy of and security of patient medical information. Information about how to access and complete HIPAA training will be provided to you by the clinical coordinator.

11. Influenza Vaccine

All CP-ACEND students are encouraged to receive the Influenza Vaccination for their supervised practice experiences rotations. Additionally, many of the primary clinical sites will request that you have received this vaccine. The student needs to provide a document that proves that the vaccine was received or provide documentation validating the contraindication to the vaccine to the Clinical Coordinator.

Additional Requirements from the Clinical Facility

Some clinical facilities may have requirements in addition to those specified above. Examples of such would be drug screening, additional medical testing, attendance at a hospital orientation session, or an interview. The student must comply with any additional requirements to participate in supervised practice.

12. Assessment of Student Performance in Supervised Practice Policy

The student will receive formal assessment/evaluation of his/her performance and progress during each supervised practice course. This assessment will be provided by both the supervised practice preceptor and the Clinical Coordinator.

Procedure

- a. The student will be evaluated according to the ACEND competencies and standards for supervised practice. This evaluation will reflect the supervised practice preceptor's overall assessment of the student's performance in the rotation.
- b. The student will be evaluated on his/her ability to complete required learning activities, performance and written assignments by his/her supervised practice preceptor at the end of each rotation.
- c. The supervised practice preceptor will review the evaluation with the student prior to submitting it to the Clinical Coordinator.
- d. The Clinical Coordinator will evaluate the student's performance and progress in supervised practice.
- e. The student is responsible for documentation of all hours in supervised practice.

13. Outside Employment

The CP-ACEND involves a very comprehensive and intensive curriculum. The course load and demands on students' time are such that it is very difficult for students to successfully complete classes and simultaneously hold an outside job.

Holding an outside job during the academic year is strongly discouraged. Scheduling of CP-

ACEND classes, labs, and professional activities take priority over employment.

14. Evaluation of Performance and Progression in the CP-ACEND Advancement Policy

Following admission to the program, the academic advisor, dietetics faculty and the CP-ACEND director monitor student development and progress. Regular one-on-one evaluations between faculty, preceptors, and the student are an integral part of the CP-ACEND experience.

- a. Students will have their performance monitored to provide for the early detection of academic difficulty and will take into consideration professional and ethical behavior and academic integrity of the student.
- b. Faculty will communicate with the Program Director regarding student's poor academic performance. The faculty and/or director will meet with the student to establish a plan for academic success in order to advance through the program.
- c. Students are required to meet with the academic advisor once per semester to register courses following the curriculum guide and verify their GPA. Progression is granted if the following requirements are maintained:
 - Completion of major/nutrition courses with no grade lower than a "C". All courses during the master year must be completed with a grade of "B" or better. A specific listing of these courses is listed in the program handbook (See page 34-**Appendix B**). Students sign this agreement when they choose Dietetics concentration prior to the application to CP-ACEND.
 - An overall GPA of 3.0, as well as GPA of 3.0 in major courses, is needed in order to maintain their standing into the CP-ACEND. Students will be encouraged to seek tutoring and/or retake courses to improve their GPA if needed. Failure to maintain the required GPA requires placement of the student on a probationary status. Once on suspension/ probation, the CP-ACEND faculty will meet to determine what additional work is required of the student with the details listed in a contract. (See Appendices K, L, and M for sample disciplinary letters)
 - Satisfactory recommendations from all faculty who have had the student in professional courses (Dietetics specific courses) (See Appendix A and B)
 - Satisfactory evaluations from preceptors (See Appendix D for sample evaluation form and expectations for supervised practice sites).
 - Student has maintained a high standard of ethics (Code of Ethics below)

15. Ethical Behavior

Adherence to the Academy of Nutrition and Dietetics Code of Ethics

- a. Students are required to adhere to the Academy of Nutrition and Dietetics Code of Ethics at all times
- b. Students are required to be familiar with all aspects of the Code of Ethics. See: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496>

Students must exhibit professional and ethical behavior and academic integrity in the classroom and supervised practice at all times. If a student exhibits unprofessional, unethical behavior or academic dishonesty, this will constitute inappropriate conduct subject to disciplinary action. Examples of unprofessional, unethical behavior, or academic dishonesty include, but are not limited to:

- a. Unexcused absence class or supervised practice
- b. Disrespect exhibited toward peers, faculty, or preceptors
- c. Inappropriate or foul language
- d. Refusal to work with another person based on the individual's personal beliefs, race, culture, or religious preference.
- e. Failure to display stable mental, physical or emotional behavior(s) which may affect another's well-being (See Appendix G: Technical Standards)
- f. Use of any substance that may impair clinical judgment or be harmful to self or others
failure to pass drug screen
- g. Failure to pass background check
- h. Cheating or plagiarism (the student may receive a grade of F)
- i. Failure to maintain confidentiality in interactions or records (HIPAA violation)
- j. Attempting activities without adequate orientation, skill preparation, or appropriate assistance

16. Discipline Policy

Students will be notified by the Director when an incident has occurred and been recorded.

- a. The first incident will result in a verbal warning regarding the seriousness of the incident and documentation in the student file.
- b. The second incident will result in a written letter outlining the details of probation from the program. Copy of the letter is kept in student file. (Appendix K)
- c. The third incident will result in a written letter outlining the details of suspension from the program. Copy of the letter is kept in student file. (Appendix L)
- d. The fourth incident will result in a written letter outlining the details of expulsion from the program. Copy of the letter is kept in student file. (Appendix M)

17. Disciplinary Process -Suspension/ Probation Status Unprofessional or unethical behavior

- a. A student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found unacceptable, they will meet with the program director. They will receive a verbal warning and create a plan of action to address the unacceptable behavior.
- b. A student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found excessive (a total of two incidents) will be placed on probation from a regular appointment in the program. (Appendix K)
- c. A student whose pattern of unprofessional or unethical behavior, whether within a semester

or from semester to semester, is found excessive (a total of three incidents) will be suspended from a regular appointment in the program. (Appendix L)

- d. A student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found excessive (a total of four incidents) (Appendix M) will be expelled from a regular appointment in the program.
- e. Immediate expulsion may occur due to more serious behavior as outlined in the disciplinary letter (Appendix M)
- f. All necessary documentation will be completed and placed in the student's CP-ACEND personal file

18. Academic performance

Academic actions that result in suspension/ probation include:

- a. Less than a grade of C in an undergraduate CP-ACEND core course or a B in any graduate level required course will result in CP-ACEND faculty determining what additional work is required of the student with the details listed in a contract signed by the student, faculty and director.
- b. Failure to maintain a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) will result in CP-ACEND faculty determining what additional work is required of the student with details listed in a contract signed by the student, faculty, and director.
- c. Any student receiving an unsatisfactory rating from any supervised practice preceptor, which is mutually substantiated by the CP-ACEND instructor, will be required to complete additional work with the details listed in a contract signed by the student, faculty, and director.

19. Additional Sanctions on Program Advancement

- a. If unprofessional or unethical behavior continues through the probationary and suspension periods, a student's participation in the professional phase of the CP-ACEND will be terminated.
- b. If a student fails to maintain the minimum grade standard in more than two required CP-ACEND course or a minimum cumulative GPA (3.0) through the probationary and suspension periods, the student's participation in the professional phase of the CP-ACEND will be terminated.
- c. If a student receives less than a C (UG) and/or B (G) grade in two or more CP-ACEND courses through the probationary and suspension periods, the student's enrollment in the program will be terminated.
- d. Students terminated from the CP-ACEND for any reason may follow the University appeal procedures.
- e. **Resignation:** If the student finds it necessary to resign from the program, he/she must submit a letter of resignation to the Director of the CP-ACEND. If a student discontinues in the program after the beginning of classes, the position held by that student shall cease to exist. If the student should choose to later reapply to the CP-ACEND, he/she will be considered on an equal basis with all other applicants.

20. Student Retention

Students will be counselled by the Director to improve performance and provided every opportunity to return to full standing in the program.

21. Policy for withdrawal and refunds.

Students in the coordinated program will follow the Rowan University policy for withdrawal from courses

<https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html>

And the Rowan University policy for refund of tuition and fees.

<https://sites.rowan.edu/bursar/refunds/index.html>

22. Timeframe for Completion

Students will ordinarily complete the professional phase of the program in 4.5 years.

However, students are permitted a maximum of 4.167 years to complete the program requirements applicable at the time the student enrolls. This extension is granted on a case by case basis.

23. Prior Learning or Competence Assessment

The CP-ACEND program will consider whether or not to accept credit hours from prior learning to contribute to the B.S. and M.S. degrees on a case-by-case basis, following university policy, but will not accept transferring of previous supervised practice hours at this time. However, if a student has course work that is more than five years old, it cannot be counted toward the CP-ACEND degrees. The evaluation on the equivalency of prior education will be based on an assessment of prior learning or competence following the below procedures:

- a. Students provide a formal transcript of the prior education and course content descriptions to the Academic Advisor, such as course descriptions from catalog, syllabi, assignments and exams.
- b. Evaluation of the equivalency between the prior education and the CP-ACEND Curriculum will be determined via discussion among the Academic Advisor, the program director and faculty, and the department chair.
- c. The Academic Advisor presents the decision to the students.

VII. Professional Policies

- a. Upon acceptance into the Rowan University Coordinated MS Program in Dietetics, students are required to join the Academy of Nutrition and Dietetics with concurrent membership in the New Jersey Academy of Nutrition and Dietetics. Academy membership is expected during junior, senior and graduate years in the program, which is considered the professional phase of the program. If desired, students can also join the Academy prior to the professional phase.
- b. Students are expected to participate in local professional meetings and activities that occur during the CP-ACEND. This includes regional dietetics meetings. Students will be advised of upcoming professional meetings that complement their didactic activities.
- c. Students are expected to pay the appropriate registration fees.
- d. During the each of the three-year professional curriculum, students are encouraged to attend two professional meetings of their choice. One of the meetings may be a state/national meeting. The other meeting may be a local meeting, webinar or an educational meeting affiliated with your supervised practice. During the graduate year, students are required to attend two professional meetings, one of the required meetings must be a state/national meeting and the other meeting may be one of your choice. The Rowan University sponsored meetings would meet this requirement.

1. Guidelines for Clinical, Community and Foodservice Management Facilities

- a. Do not chew gum or use tobacco, alcohol, or drugs while in clinical facilities.
- b. **All supervised practice-related materials and information are confidential.** Do not discuss any patient or client information in any public place, especially elevators, lounges, or cafeteria. Use only initials when referring to patients or clients in written case studies, reports, or log books. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing of information with instructor, preceptor, or appropriate health professional should only be done in an appropriate location and not in a public area.
- c. Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc.
- d. Telephones in the clinical facilities are for business purposes **ONLY**. Cell phones are to be turned off during supervised practice times.
- e. **Student requirement-** Students must not replace employees during supervised practice.
- f. Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
- g. Arrive at the supervised practice facility before the stated time to start work. This allows time to be prepared for your assignment. Be sure that the instructor or preceptor knows your general whereabouts when in the facility. **It is the student's responsibility to contact the facility and the instructor and director if unable to arrive as scheduled, due to illness injury, or other unforeseen circumstances.**
- h. Class attendance hours for supervised practice experiences meet the minimum accreditation requirements. If clinical clock hours are missed at any time, the student must complete those hours at another arranged time. Extra hours accumulated from

additional class experiences or assignments cannot be used to replace "missed" supervised practice hours.

- i. As a professional courtesy, instructors and preceptors are to be addressed by their appropriate title (Doctor, Professor, Miss, Ms., Mrs., or Mr.).

2. Dress and Conduct

Because dietetics students present a particular image to the patient, a neat, professional appearance is especially important. In some situations, certain attire is recommended or required. For example, junior and senior students wear clean and pressed lab coats for clinical and many foodservice administration assignments.

Check with the supervisor at each facility for specific requirements for dress and conduct.

- a. Nametags should be worn when in the clinical/foodservice facilities and community nutrition sites. Whenever in a foodservice area, a hair restraint must be worn with hair worn off the shoulders and securely pinned away from the face. Students should wear a hairnet or cap in these locations if required by the facility. In foodservice areas and laboratories, enclosed leather slip-resistant shoes are required.
- b. Avoid wearing nail polish or perfume/cologne in foodservice or clinical areas. The smell of cigarette or cigar smoke can be very offensive to patients and clients; therefore, one should refrain from smoking prior to a clinical assignment or rotation. Only one pair of non-dangling, non-obtrusive earrings can be worn in clinical, community or foodservice areas. Tattoos and body piercing should be attempted to be covered during any lab or supervised practice. Facial piercings, such as a nose ring, should be removed during any lab or supervised practice.
- c. Professional dress is expected for class presentations, tours, field trips, guest speakers, health fairs, and professional meetings or anytime you are representing the CP-ACEND. Because you will work in professional settings, your best guideline is conservative dress. Students need to avoid wearing leggings, jeans, tank tops, flip-flops, open-toed shoes, tight-fitting clothes, extremes in fashion, or clothes revealing cleavage or torso. Professional attire for women includes knee length skirts and dresses and/or casual professional slacks coordinated with appropriate top and/or jacket. Professional attire for men includes casual professional slacks, shirt and tie.

3. Requirements for Successful Completion of CP-ACEND (Verification Statement)

The Director of the CP-ACEND will complete a Verification Statement for students who have met all academic and supervised practice requirements. The Verification Statement is required by the Academy of Nutrition and Dietetics, Commission on Dietetic Registration (CDR) in order to be eligible to sit for the Registration Examination for Dietitians.

4. Graduation with the B.S. and M.S.

Professional Development Hours: Prior to registering to the master year CP-ACEND internship, a student must complete **60** professional development hours (PDHs) outside of the classroom. A thorough description of PDHs is given in the Introduction to Nutrition Profession

course, which is offered 1st semester of the sophomore year. In general, they include field experience in nutritional professions, participation in conferences, professional organizations and certification programs related to the Nutrition and Dietetics field. Most can be completed at little or no cost to students and many opportunities are offered on campus to complete the hours. PDHs are essential for providing students with hands-on experience and practical knowledge that will better prepare them for the workplace upon graduation.

Supervised Practice: A student must complete a minimum of 1,000 hours of supervised practice before graduation. According to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The majority of the 1,000 hours of supervised practice will be acquired in the 5th year of the M.S. program.

Grade Point Average: Dietetics students must earn a C or higher in all major courses and a 3.0 overall GPA to maintain their acceptance into the M.S. in Nutrition and Dietetics program. An overall GPA of 3.0 with no less than a B in all major courses is required to earn the M.S. degree. A STUDENT MAY NOT REGISTER FOR OR BEGIN THE CP-ACEND INTERNSHIP UNTIL THIS G.P.A. STANDARD IS MET.

Application: A student must apply for graduation. Application should be made **the start** of a student's final semester through the Academic Advisor's office. You will need to apply for graduation at senior year to receive your B.S degree and at the 5th year for the M.S. degree. To participate in the May commencement ceremony, a student must have completed all requirements with no more than 12 credits left to take **one semester prior to graduation.**

5. Confidentiality of Student Records in the Department

The Coordinated Master's Program in Dietetics maintains confidential files/records on each student. Files include routine academic and professional documents, student supervised practice performance evaluations, and clinical preparation requirements for supervised practice.

It is the policy of the Coordinated Master's Program in Dietetics to maintain the confidentiality of student records/files in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about the student and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/ records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. CP-ACEND student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the Rowan faculty and staff. Students may access their file at any time; assistance is required from faculty to unlock office or cabinet and access password protected computers.

VIII. Faculty Listing in the Department of Health and Exercise Science

To reach a faculty member, dial (856) 256-4500 and their extension. To reach the department secretaries, Mrs. Lisa Brown, dial (856) 256-4785 or Ms. Meghan McGahey, dial (856) 256-4784.

<u>Name</u>	<u>Extension</u>	<u>Name</u>	<u>Extension</u>
Dr. Greg Biren (Department Chair)	53728	Ms. Meghan McGahey	64784
Dr. Mireille Bright	53708	Dr. Erin Pletcher	53704
Lisa Brown	64785	Dr. Leslie Spencer	53761
Dr. Nancy Buhner	53703	Dr. Rob Sterner	53767
Dr. Joanne Bullard	64785	Dr. Mehmet Uygur	54785
Ciaran Cribbs/Jessica Gibb	53290	Dr. Nicole Vaughn	64764
Scott Dankel	64743	Dr. Robert Weaver	53765
Mrs. Laurie Dwyer	64420	Dr. Shari Willis	53702
Dr. Dylan Klein	53623	Libby Tenison	53708
Dr. Douglas Mann	53706	(Faculty Program Coordinator for Nutrition Program)	

IX. Expected Expenses During the Coordinated Masters Program in Dietetics

An estimated expense of Students in the CP-ACEND in Addition to the Usual University Expenses is summarized below. These estimates may vary from one individual to the next and are subject to change without notice. (See Table 1.)

Table 6- List of Expected Expenses

Transportation to Supervised Practice sites and professional meetings	Varies with personal arrangements
Meals while off campus for off-campus experiences, supervised practice experiences and professional meetings	Varies with personal preferences
Student Membership in the Academy of Nutrition and Dietetics	\$58 per year
Lab Coats and/or scrubs that meet program specifications	\$60 (approximately)
Reference books and textbooks for use in supervised practice	\$350-\$450 per semester
Appropriate professional meetings, if attended, i.e. the Food and Nutrition Conference and Exposition (FNCE)	\$200-\$350 per year
ServSafe Certification Course	\$80-\$100
Health Insurance	Varies with personal arrangements
Personal computer and internet access	Reliable with full-time access required
Background check and fingerprinting	\$60 to \$100
Drug Test and other required medical requirements	\$40.00 - \$100.00
Typhon Software Student Fee	\$90.00
Registration Examination fee	\$200

1. Insurance Requirements

Medical Insurance: It is recommended that students participating in the CP-ACEND have medical insurance coverage, either through a family medical plan or the health insurance program available to students at special rates. The student plan supplements the coverage provided free or at reduced costs by the Student Health Center on campus and covers payable claims for medical expenses if the student requires care away from the campus. Students are not employees of RU or the facilities/organizations in which they are involved in supervised practice and are not covered by Worker's Compensation. The university's policy on insurance is found at <http://www.rowan.edu/open/studentaffairs2/healthcenter/insurance.html>.

2. Other Anticipated Expenses during CP-ACEND

- a. **Medical Expenses Related to Immunizations:** Standard medical requirements for the program include a Drug Test and Shot Record (including Hepatitis B series). Individual supervised practice facilities may have additional requirements (such as flu shot). Students are responsible for any costs incurred.
- b. **Outside Employment:** Students are encouraged not to seek employment during the master year of the study unless it is imperative. Student will be expected to obtain 40 supervised practice hours per week and take online courses during that year. If an outside job must be maintained, hours for that job must be scheduled during the evenings or on weekends only. Since the internship also may entail some weekend or evening activities, the student should work closely with the supervised practice facility preceptor in scheduling issues. Work schedules may reduce the quality of the student's supervised practice experience and make additional supervised practice experiences necessary to meet the competencies required for Entry-Level Dietitians.
- c. **Books:** The value of the textbook as a reference in practice is one of the main criteria used by the faculty in making textbook selections. Therefore, the student is strongly encouraged to keep their food and nutrition, science, communications, management books as valued resources in supervised practice courses. In addition, the preceptors may recommend guidebooks as references for the supervised practice.
- d. **Personal Computers:** All students will be expected to have a reliable computer with internet access. Although students have access to computer labs in the library, most students find that time management is easier if they have their own computer. All students are required to have e-mail accounts that they check frequently because e-mail is a major means of communication within the program. The Department Secretary, Academic Advisor and course instructors must be apprised of any changes in e-mail address.
- e. **Finincail Aid:** more information available at <https://sites.rowan.edu/financial-aid/>

X. Registration and Licensure

The Registration Examination for Dietitians

The handbook for the registration exam is found at:

[https://admin.cdrnet.org/vault/2459/web///RD%20Handbook%20September\[1\].pdf](https://admin.cdrnet.org/vault/2459/web///RD%20Handbook%20September[1].pdf)

The examination includes questions that are intended to test at either the comprehension or application level. Comprehension questions require accurate understanding of concepts, principles, and procedures, and include the ability to translate information presented in different formats, such as graphs, tables, and formulas.

XI. Grievance and Complaints

1. Student Complaint Policy: CP-ACEND Students Complaint

The Rowan University B.S./M.S. Coordinated Program in Dietetics (CP-ACEND) has developed a student complaint policy, which includes procedures to be followed in the event of a written complaint related to the ACEND accreditation standards. The policy ensures a student's right to due process and an appeal mechanism.

POLICY: Students will be advised to submit complaints directly to ACEND only after all other options with the program are exhausted. The Rowan CP-ACEND will provide information about the complaint policy to students through the program webpage to allow public access. The Rowan CP-ACEND will maintain a chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of seven years. The program will allow inspection of complaint records during on-site evaluation visits by ACEND.

This complaint process below is for students concerns other than that of an academic nature. If students have a complaint of an academic nature, students will need to follow the Rowan University Grade Dispute Policy

(http://www.rowan.edu/provost/policies/documents/GradeDisputePolicy_001.pdf)

If there is a non-academic concern related to the Coordinated Program in Dietetics, students should contact the Program Director, Elizabeth Tenison, at tenison@rowan.edu.

If the nonacademic concern is not resolved at the program level, students should then contact the chair of the Department of Health and Exercise Science, Dr. Gregory Biren, in writing at: biren@rowan.edu If still not resolved, students should then contact the Dean of School of Health Professions.

2. Student Complaint Policy: Opportunity and Procedure to File Complaints with ACEND

POLICY: ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, including students, faculty, dietetics practitioners and/or members of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant to be processed by ACEND. Anonymous complaints are not considered. Please visit this link for more information the process:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>

Headquarters

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600 Phone: 312/899-0040

Appendices

Appendix B: Course Description Courses for the M.S. in Nutrition and Dietetics

All students in the M.S. in Nutrition and Dietetics degree program take the same courses. A total of 30 semester hours is included in the program. Students will complete 12 credit hours of Supervised Practice as Dietetic Interns and 18 credit hours of online, graduate courses. The program is designed to be completed in four full-time semesters (2 summers, fall and spring). A list of each course and a semester-by-semester sequence is on the following.

Course Listings

For complete course description access the course catalog : <https://sites.rowan.edu/catalogs/>

CHEM 06100 Chemistry I	4 S.H.
STAT 00260 Statistics 1	3 S.H.
BIOL 10210 Anatomy & Physiology I	4 S.H.
BIOL 10212: Anatomy & Physiology II	4 S.H.
NUT 00200 Basic Nutrition	3 S.H.
HPW 00350 Health Behavior Theory and Practice	3 S.H.
HES 00301 Research Methods in Health and Exercise Science	3 S.H.
NUT 00230 Introduction to Nutrition Professions	3 S.H.
NUT 00300 Lifecycle Nutrition	3 S.H.
NUT 00310 Management of Food and Nutrition Services	3 S.H.
NUT 00415 Nutrition for Fitness	3 S.H.
NUT 00420 Contemporary Issues in Nutrition	3 S.H.

Dietetics Major Only:
CHEM 06101: Chemistry II 4 S.H.
CHEM 07200 Organic Chemistry 1 4 S.H.
CHEM 07201 Organic Chemistry 2 4 S.H.
MCB 01101 Foundations in Biology for Biomedical Sciences 1
MCB 01102 Foundations in Biology for Biomedical Sciences 2
ANTH 02215 Medical Anthropology (M/G) 3 S.H
BIOL 14440 Biochemistry 4 S.H.
BIOL 11330 Microbiology 4 S.H.
PSY 01107 Essentials of Psychology 3 S.H.
NUT 00320 Techniques of Food Preparation 3 S.H.
NUT 00330 Nutrition Therapy 1 3 S.H.
NUT 00440 Nutrition Therapy 2 3 S.H.
NUT 00350 Community Nutrition 3 S.H.
NUT 00470 Nutrition Counseling 3 S.H.
NUT 00410 Nutrition and Public Health 3 S.H.
NUT 00425 Principles of Food Science OR NUT 00525: Advanced Principles of Food Science 3 S.H.
NUT 00490 Macronutrients Met 3 S.H
NUT 00495 Micronutrients Met 3 S.H.
Graduate Dietetics Level Courses:
NUT 00500 Advanced Nutritional Assessment (online) 3 S.H.
NUT 00510 Advanced Topics in Public Health Nutrition (online) 3 S.H.
NUT 00520 Supervised Practice in Nutrition and Dietetics 1 6 S.H
NUT 00530 Supervised Practice in Nutrition and Dietetics 2 6 S.H
WLM 00580 Obesity and Diabetes Management (online) 3 S.H
HES 00512 Understanding and Applying the Professional Literature (online) 3 S.H.
NUT 00518 Nutrition and Epidemiology (online) 3 S.H.
Elective

Appendix C: 2017 ACEND COMPETENCIES FOR COORDINATED MASTERS PROGRAM IN DIETETICS

Upon completion of the supervised practice component of nutrition and dietetics pre-professional education, all graduates will be able to do the following:

<i>Domain 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</i>	
<u>Knowledge</u>	<u>Competencies</u>
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.	CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
KRDN 1.3 Apply critical thinking skills.	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.

<i>Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</i>	
<u>Knowledge</u>	<u>Competencies</u>
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.	CRDN 2.1 Practice in compliance with current federal regulations and state statutes.
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.	CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.	CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	CRDN 2.4 Function as a member of interprofessional teams.
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.	CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.	CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.	CRDN 2.7 Apply leadership skills to achieve desired outcomes.
KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	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.

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

<u>Knowledge</u>	<u>Competencies</u>
KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.	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.
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.	CRDN 3.2 Conduct nutrition focused physical exams.
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.	CRDN 3.4 Design, implement and evaluate presentations to a target audience.
KRDN 3.5 Describe basic concepts of nutritional genomics.	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.

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

<u>Knowledge</u>	<u>Competencies</u>
KRDN 4.1 Apply management theories to the development of programs or services.	CRDN 4.1 Participate in management of human resources.
KRDN 4.2 Evaluate a budget and interpret financial data.	CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.	CRDN 4.3 Conduct clinical and customer service quality management activities.
KRDN 4.4 Apply the principles of human resource management to different situations.	CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
KRDN 4.5 Describe safety principles related to food, personnel and consumers.	CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	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 practicment of objectives. (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.)

Appendix D: ROWAN COORDINATED PROGRAM EVALUATION FORM

Intern's Name: _____ Facility: _____

Date: _____ Preceptor: _____

- Please evaluate the intern on the following areas of performance
- Circle the number corresponding to your rating

Scale

1. Very weak and needs more work with help from preceptor
 2. Weak and needs more work with intern self- study
 3. Doing well, performing as expected at this time
 4. Above average, doing better than expected
 5. Outstanding, above expectation for entry level RD
- N/A not applicable to this rotation

- Add comments in each area as needed

PROFESSIONALISM	CRDN 2.1, 2.10, 2.11, 2.13, 2.2, 2.3, 2.5, 2.8, 3.2, 3.4	1	2	3	4	5	N/A
	The intern demonstrated professional attributes such as flexibility, customer focus, time management, work ethics and prioritization.	Comments					
KNOWLEDGE	CRDN 1.1, 1.2, 2.1 3.4, 4.1, 4.2 4.5	1	2	3	4	5	N/A
	The intern was adequately prepared and knowledgeable in subject matter.	Comments					
SELF DIRECTION	CRDN 2.5, 2.8, 2.10, 2.11, 3.2, 4.1, 4.10	1	2	3	4	5	N/A
	The intern demonstrated active participation and Initiative in rotation projects, activities and experiences.	Comments					
PROJECT	CRD 2.2, 2.3, 2.8, 2.10, 3.2, 3.5, 4.1, 4.2, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10	1	2	3	4	5	N/A
	The intern completed and delivered projects as requested.	Comments					
COMMUNICATION	CRD 2.2, 2.3, 2.4, 3.2, 4.1, 4.10	1	2	3	4	5	N/A
	The intern maintains appropriate lines of verbal and written communication with preceptors, staff and clients.	Comments					
OVERALL PERFORMANCE	How did the intern rate overall in performance expectations for this rotation?	1	2	3	4	5	N/A

--	--	--	--	--	--	--	--	--

Strengths:

Areas for further work:

Signatures:

Preceptor: _____ Date: _____

Intern: _____ Date: _____

Appendix E: Incident Report

Incident Report

Date of Report: _____ Time: _____

Date of Accident: _____

Name: _____ Age: _____

Home Address: _____

Residence Address: _____

Home Phone: _____

Place of Accident (On or Off Campus and location in facility). Please Explain:

Describe what occurred:

Injuries Sustained:

Witness Name: _____ Witness Phone: _____

Witness Address: _____

First Aid Provided: Yes No

First Aid Provided By Whom: _____

Referral To: (Health Services, Emergency Room, Physician) _____

Name of Person Completing Form: _____

Title of Person Completing the Form: _____

|

Appendix F: EMERGENCY/SICK LEAVE DOCUMENTATION FORM

EMERGENCY/SICK LEAVE DOCUMENTATION FORM

Application for excused absences for emergency/sick leave requires that this form be completed to include all signatures 2 weeks prior to your requested sick day (e.g., doctor's appointment) or the next business day for reporting of time missed because of a sick leave related event. If you are in a rotation, you should have the form signed by your preceptor and the clinical coordinator or the program director. A copy of the completed form should be provided to the program director

Any absence beyond 2 days will be evaluated on a case by case basis for the number of hours that needs to be completed at an alternative date in order to meet the required number of hours for supervised practice.

Name: _____ Date Form Completed: _____

Period of Leave and Total Hours:

Leave START Date and Time for which you are requesting or reporting sick/personal leave:

Leave END Date and Time for which you are requesting or reporting sick/personal leave:

Please describe what obligations or responsibilities that will be (or were) missed during the requested/reported sick/personal leave period:

If applicable, describe how these obligations or responsibilities will be met or covered:

For cases of unanticipated/emergency sick leave, please describe the timing and mechanism by which you notified any parties affected by your absence:

Intern Signature: _____

Use reverse side of this sheet for notes or conditions related to sick leave request/report
(optional)

Signatures should be obtained in this order (Please Circle):

Excused Not Excused

Clinical Coordinator OR Program Director Signature/Date:

Excused Not Excused

Preceptor Signature/Date

Appendix G: Technical Standards

The practice of clinical dietetics requires the following functional abilities with or without reasonable accommodations:

1. **Visual acuity** must be adequate to assess patients and their environments, as well as to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - a. Detect changes in skin color or condition
 - b. Collect data from recording equipment and measurement devices used in patient care such as scales and tape measures, body composition instruments.
 - c. Use of an electronic medical record
 - d. Detect a fire in a patient area and initiate emergency action

2. **Hearing ability** must be of sufficient acuity to assess patients and their environments and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - a. Communicate clearly in telephone conversations
 - b. Communicate effectively with patients and with other members of the healthcare team
 - c. Detect sounds related to bodily functions using a stethoscope

3. **Olfactory ability** must be adequate to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - a. Detect foul odors of bodily fluids or spoiled foods
 - b. Detect smoke from burning materials
 - c. Detect ketones on a client's breath

4. **Tactile ability** must be sufficient to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - a. Detect unsafe temperature levels in foods and liquids

5. **Strength and mobility** must be sufficient
 - a. to lift supplies and equipment (a minimum of 20 lbs) if in a food service, community or clinical setting

6. Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):

- a. Accurately measure body weight, height, head circumference, waist and skin folds, and to use various body fluids to determine aspects of nutritional status (saliva, urine, blood)
- b. Accurately place and maintain position of stethoscope for detecting sounds of bodily functions

7. Physical endurance and health must be sufficient to complete assigned periods of clinical practice, meaning have the stamina to complete a full day in a facility, possibly on one's feet for the majority of the day and to function effectively under stress in acute health care situations.

8. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication is required.

9. Professional Compartment is necessary to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.

10. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive client outcomes.

11. Other Abilities sufficient to demonstrate competencies such as the ability to arrive to a site in a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

**Technical Standards –Rowan University Coordinated Master’s Program In Dietetics
Acknowledgement of Understanding and Agreement**

I attest that I have read the Technical Standards for the Rowan University Dietetics Program, and I have had the opportunity to ask questions about these requirements. I affirm that I am capable of performing the technical standards expected of a student in the Rowan University Dietetics Program as outlined above with or without reasonable accommodations.

Student Name Printed

Date

Student Signature

Date

**Appendix H:
CHECKLIST FOR PREROTATION DOCUMENTS**

Junior Year

Item Needed	Completed
Background check(s)	
HIPAA	
Serv Safe certificate	
Urine Drug Screening	
Travel Form	
Car Insurance	
Academy Membership Card	

Senior Year

Item Needed	Completed
Background check(s)	
HIPAA	
Serv Safe certificate	
Urine Drug Screening	
Travel Form	
Car Insurance	
Liability Insurance	
Academy Membership Card	

Graduate Year

Item Needed	Completed
Background check(s)	
HIPAA	
Serv Safe certificate	
Urine Drug Screening	
Travel Form	
Car Insurance	
Liability Insurance	
Academy Membership Card	
Physical Examination	
Immunizations	
Flu Shot	

Appendix I: Plan for Supervised Practice Make-Up Time

Student Name _____ Date of Absence _____ Current Date _____

Total Clinical Hours Missed _____ Unit of Study Hours Missed _____

Reason for Absence/Lateness/ _____ Time Missed _____

Filled out by the supervised practice preceptor and clinical coordinator

The following schedule of dates and times will be followed by the student to make-up the missed Supervised practice hours and all learning experiences:

Date _____ Time _____ Total Hours _____

Supervising Preceptor _____

Date _____ Time _____ Total Hours _____

Supervising Preceptor _____

Date _____ Time _____ Total Hours _____

Supervising Preceptor _____

Date _____ Time _____ Total Hours _____

Supervising Preceptor _____

Date _____ Time _____ Total Hours _____

Supervising Preceptor _____

This form must be signed and dated by both the student and the Supervised Practice Preceptor

The original form should be given to the Clinical Coordinator. The student is to make two copies and give one copy to their Supervised Practice Preceptor and keep one for their own records.

Signature of student _____ Date _____

Signature of Preceptor _____ Date _____

Log all hours in the supervised practice hours section on Black board under “make-up hours”

Appendix J: Dietetic Student Professional Phase Agreement

I _____ have been selected to the Rowan University Coordinated Master's Program in Dietetics. This is a professional graduate program. I understand the commitment involved and agree to fulfill all aspects to the best of my ability. For the next eight semesters, I agree to assimilate ACEND competencies learned in the classroom and supervised practice settings designated to me by the Program Director and the Clinical Coordinator. I understand the graduation requirements as outlined in the student handbook.

I ____ (initials) agree to not let an outside job interfere with my course work or supervised practice education duties and responsibilities.

I ____ (initials) understand that my supervised practice education is part of the Coordinated Program curriculum and series of classes. I understand that failure to perform supervised practice education duties and responsibilities will have a negative effect on my class grade, matriculation through the program, and graduation from Rowan University.

I ____ (initials) understand that my supervised practice will require mandatory attendance at any facility orientation. I understand that I may be asked to complete additional background checks, drug screens, immunizations, including the flu shot to participate in supervised practice education.

I ____ (initials) understand that I must be directly supervised by a Preceptor at all times of my clinical education. I have read and signed the Clinical Supervision Policy and agree to abide by its restrictions. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the RUATP student manual.

I ____ (initials) have read and understand the Travel Policy as outlined in the student manual. I understand all and will abide by all restrictions placed on me by this policy. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the student manual.

I ____ (initials) understand that there will be additional costs (ie, gas, tolls, etc.) when traveling to affiliated sites for my clinical assignment. These costs will not be reimbursed to the student by Rowan University.

Student's Name (Print)

Student's Signature

Date

Appendix K: Probation Letter Sample

Date

Name

Address

CSZ

Dear “name”

This is to confirm our conversation on (date) regarding your status in the Rowan University Coordinated Master’s Program in Dietetics (RU CP-ACEND). The RU CP-ACEND has decided to place you on probation for the following reason(s):

- failure to meet required GPA’s
- failure to meet supervised practice professional behavior policies
- failure to follow AND Code of Ethics
- failure to maintain appropriate professional behavior
- failure to meet professional dress code policies
- failure to follow the Travel Policy

As a result of the above reasons, the following actions are being taken:

- as determined by RU CP-ACEND

It is our sincere hope that you will take this opportunity to reflect on current progress so that you can make the necessary changes in order to return to full eligibility within the RU CP-ACEND

Sincerely,

Libby Tenison, MS, RD, CSP, CNSC
Director, Coordinated Master’s Program in Dietetics

Appendix L: Suspension Letter Sample

Date

Name

Address

CSZ

Dear “name”

This is to confirm your status in the Rowan University Coordinated Master’s Program in Dietetics (RU CP-ACEND). The RU CP-ACEND has decided to suspend you for the following reason(s):

- a second failure to meet minimum academic standards
- academic dishonesty
- situation involving substance abuse
- continued or second violation of policy on supervised practice education professional behavior policies
- any incident of harassment, or lack of sensitivity to cultural diversity
- a second violation of the Travel Policy

The following outcomes are the decision of the RU CP-ACEND

- All supervised practice experiences will cease as of date of suspension.
- Notification of the Dean of Students or Provost’s Office

Suspended individuals may reapply for admission to the RU CP-ACEND in the spring following suspension if remediation of the situation has been approved by RU CP-ACEND. Suspension does not in any way imply that one’s place in the RU CP-ACEND will be held. The student has the right to appeal a suspension to the Chairperson of the Department of Health and Exercise Science (Please See Rowan University Student Handbook, pg 46).

Please contact me at your earliest convenience so that changes can be made to you academic plan.

Sincerely,

Libby Tenison, MS, RD, CSP, CNSC
Director, Coordinated Master’s Program in Dietetics

Appendix M: Expulsion Letter Sample

Date

Name

Address

CSZ

Dear “name”

This letter is to inform you that you are suspended from the RU CP-ACEND for the following reasons:

- a third failure to meet academic requirements
- a third or a continued violation of supervised practice education professional behavior policies
- a third violation of the Travel Policy
- a second situation involving substance abuse
- a situation involving recommendation or dispensing a controlled substance
- a second incident of harassment or insensitivity to cultural diversity
- Other

The following outcomes are the decision of the RU CP-ACEND

- All supervised practice experiences will cease as of date of expulsion.
- Notification of the Dean of Students or Provost’s Office.

Expulsed students can never reapply to the RU CP-ACEND. The student has the right to appeal an expulsion decision to the Chairperson of the Department of Health and Exercise Science (Please See Rowan University Student Handbook, pg 46).

Please contact me at your earliest convenience so that changes can be made to you academic plan.

Sincerely,

Libby Tenison, MS, RD, CSP, CNSC
Director, Coordinated Master’s Program in Dietetics

Appendix N: AGREEMENT ON B.S. & M.S. IN NUTRITION - CONCENTRATION – DIETETICS

Candidates are eligible for a Bachelors degree in Nutrition – Concentration in Dietetics and a Master degree in Nutrition and Dietetics, when they have achieved the following:

Standard requirements:

- All Basic Skills requirements have been completed
- All appropriate general education courses, Rowan experience courses and major courses have been completed

Academic Advising is recommended each semester to assure proper pre-requisites to meet and proper progression in major

- Qualifying GPAs: **A minimum overall GPA of 3.0 is needed to advance to CP-ACEND Internship**
- No “Incomplete” grades (IN) for any course

Proper science course sequence to be completed prior to entering the professional phase:

1. Anatomy and Physiology with lab I and II
2. Chemistry with lab I and II
3. Organic Chemistry with lab I and II (you can be currently enrolled in Organic Chemistry II to apply)
4. Foundations of Biology with lab I and II (Biology 1 and or 2 does not transfer in for these courses) (you can be currently enrolled in Foundations of Biology 2 to apply)

Application for the professional phase:

- This will occur in the 4th semester, which is the Spring semester of the sophomore year, and requires the following:
 - Completion of meeting with the Academic Advisor prior to the application.
 - Submission of a resume, unofficial transcripts of the coursework completed prior to the application (overall GPA of 3.0 required), and written Self-Assessment application form.
 - Completion of an interview with Dr. Jia and other faculty members before April 1
- It is a competitive process to be accepted to the professional phase of the program.
 - *No grades lower than a “D” in general education courses.*
 - *No grades lower than a “C-” in science courses and major/nutrition courses*
 - *A grade of B- or above in the science courses taken up to the application is highly recommended.*
- If accepted into the professional phase, candidates must maintain an overall GPA of 3.0 as well as GPA of 3.0 in major courses in order to maintain their standing into the M.S. in Nutrition and Dietetics program
- If not accepted into the professional phase, students will have to change the concentration

(or major). The Exercise Science concentration of the B.S. in Nutrition program is recommended.

Major course sequence to be completed during B.S. study:

1. Basic Nutrition
 - Nutrition for Fitness and Contemporary Issues in Nutrition can be taken at any point after basic nutrition and A/P 1 and 2 have been successfully completed
2. Intro to Nutrition Professions
3. Macro and Micro nutrients
4. Lifecycle Nutrition
5. Management Food/Nutrition Services and Techniques of Food Preparation
6. Nutrition Therapy 1 and Nutrition Education for Diverse Populations
7. Nutrition Therapy 2/Quantity Food Production/Policy Issues Dietetics Practice and Principles of Food Science
8. 60 hours of professional development must be completed prior to graduation with B.S degree.
9. No grades lower than a “C-” for any science and major courses. An overall GPA of 3.0 as well as a GPA of 3.0 in major courses is required to enter M.S. phase. A grade of B- or above in all major courses is highly recommended.

Program components to be completed during M.S. phase

1. 18 credits of online course works through 2 Summers, 1 Fall and 1 Spring semester
2. 1,000 hours of supervised CP-ACEND Internship at ACEND recognized sites.
3. Overall GPA of 3.0 with no less than a B in all courses is required to earn the M.S. degree.

Student: I have read and I understand all the requirements for graduating from this program.

Signature: _____ **Advisor:** _____ **Date** _____

Name (Print): _____ **Banner #** _____

Appendix O: Application Packet

Department of Health and Exercise Sciences Coordinated Program in Dietetics Rowan University

APPLICATION PACKET

TO: Applicants to the Coordinated Program in Dietetics at Rowan University

FROM: **Gregory Biren**, PhD, Professor and Chair, Department of Health and Exercise Sciences; Libby Tenison MS, RD, CSP, CNSC, Assistant Professor and Nutrition Program Coordinator, Director, Coordinated Master's Program in Dietetics. Department of Health and Exercise Sciences.

We welcome your application to Coordinated Program in Dietetics at Rowan University.

The Coordinated Program in Dietetics (CP-ACEND) combines upper-division course work in nutrition and dietetics with a minimum of 1,000 hours of supervised practice experience. The demands of this curriculum are great; therefore, students must exhibit maturity, initiative, self-discipline and academic competence to take full advantage of the learning opportunities provided. We aim to graduate competent dietetic practitioners who enjoy successful careers. We seek bright, energetic, enthusiastic individuals to provide nutrition services to a community of diverse clients.

Application to the CP-ACEND should be made the last semester the student is completing prerequisites, which is the Spring semester of the sophomore year. The coordinated program takes 3 years to complete. To qualify for acceptance into the program, a student must first meet with the Academic Advisor to discuss his/her intentions to declare to continue with the concentration in Dietetics. Before applying for admission to the program, please note the following requirements:

- a) All prerequisite course work must be completed.
- b) A minimum grade of "C-" is required in the following courses:
 - Chemistry with lab I and II
 - Anatomy and Physiology with lab I and II
 - Organic Chemistry with lab I and II (you can be currently enrolled in Organic Chemistry II to apply)
 - Foundations of Biology with lab I and II (Biology 1 and or 2 does not transfer in for these courses) (you can be currently enrolled in Foundations of Biology 2 to apply)
 - Basic Nutrition
 - Introduction to Nutrition Professions
- c) The student must have at least a 3.0 overall grade point average and a 3.0 on sciences and major/nutrition courses (on a 4.0 system) to be considered.

A formal application process will include a written application and an interview. The applicant's grades, extra-curricular involvement, written essays and performance in the interview will all be considered in making the decision. Application to the professional phase of the program consists the following components:

- a) Completion of meeting with the Academic Advisor prior to the application to verify the completion of all prerequisite course work.
 - *No grades lower than a "D" in general education courses.*
 - *No grades lower than a "C-" in science courses and major/nutrition courses*
- b) Submission of a resume, unofficial transcripts of the coursework completed in the first 3 semesters (over all GPA of 3.0 required), and the written self-assessment statement in an application packet by Feb 15th.
- c) Completion of an interview with a CP-ACEND application review committee consists of the department chair, program director and other nutrition faculty and preceptors by April 1st.

A complete application submission consists of the following:

1. Submission of application packet in a PDF file into the Nutrition Majors Blackboard shell in the designated module for applications. The packet should include:
 - a) Cover page with basic information on name, phone number, email, address, etc
 - b) Cover letter
 - c) Resume, suggested info to include are:
 - Education
 - Jobs and work experience (organization, job title, date, responsibilities, etc)
 - Volunteer work you have completed
 - Conferences and training workshops in nutrition and other health related areas that you have attended
 - Nutrition and health-related certifications that you hold
 - Other involvement in health-related organizations and projects
 - Summary of your strength and career goals
 - d) A verification on current GPA from Academic Advisor
 - e) Copies of transcripts for all college courses from all institutions if transferred and unofficial transcripts of the coursework completed prior to the application ("Issued to student" copies of transcripts are acceptable for the application to the CP-ACEND)
 - f) A formal self-assessment statement for the concentration of the program you choose, between 400 and 800 words. (*If you choose to apply for more than one concentration, you will need to include a self-assessment statement for each of the concentration you apply for.*) The self-assessment statement should address the following:

- Why you are interested in dietetics as a career
- Why you have chosen to apply to the CP-ACEND at Rowan University
- Why you believe you should be accepted into the CP-ACEND
- What would you like to do with a degree in Dietetics?
- What kind of work do you see yourself doing upon graduation?
- What are your strength and weakness?
- A statement of **three** career goals or other pertinent long-range personal goals

*Write **three** specific professional goals that you want to accomplish when you enter the CP-ACEND (the following 3 years). These goals should be **specific, measurable, realistic, and challenging**, though.*

- g) Optional: Recommendation/reference letter(s) from a work experience supervisor or college professor (not necessarily dietetics related).

2. An interview will be scheduled; all applicants will be interviewed by a CP-ACEND application review committee consists of the department chair, program director and other nutrition faculty and preceptors. When the application packet has been submitted, applicants will be notified of the interview schedule.

Scoring Guide for Application for the Coordinated Program in Dietetics at Rowan University

Name of Student	Class	Date
Grading Category		No. of Points Possible Points Graded
<i>Grade Point Average in overall GPA</i>		20
3.80 - 4.00 = 20 points	Below 3.0 = 0 points	
3.60 - 3.79 = 18 points		
3.40 - 3.59 = 16 points		
3.20 - 3.39 = 14 points		
3.00 - 3.19 = 12 points		
<i>Grade Point Average in GPA of Sciences and Major Courses</i>		20
3.80 - 4.00 = 20 points	Below 3.0 = 0 points	
3.60 - 3.79 = 18 points		
3.40 - 3.59 = 16 points		
3.20 - 3.39 = 14 points		
3.00 - 3.19 = 12 points		
<i>Work experience and/or community service</i>	= 10 points maximum	10
<i>Application Packet (Cover letter, Resume, Self-assessment statement, etc.)</i>		20
Strength of interest in the field of dietetics	= 4 points maximum	
Knowledge of and interest in the program	= 4 points maximum	
Statement of professional goals	= 4 points maximum	
Assessment of personal strengths and weaknesses	= 4 points maximum	
Presentation and writing style	= 4 points maximum	
<i>Interview</i>		15
Verbal communication skills	= 5 points maximum	
Knowledge and/or Enthusiasm for Profession	= 5 points maximum	
Ability to answer questions	= 5 points maximum	
<i>Overall quality and presentation of application materials</i>		10
<i>Other Considerations (leadership and extracurricular activities, etc.)</i>		5
TOTAL POSSIBLE POINTS		100
A minimum score of 75 must be achieved for consideration for program admission.		

Supervised practice policies and procedures

Policy: Students enrolled in the Rowan Coordinated Master's Program uphold the standards of the program and the standards and competencies of the ACEND

RECEIPT OF HANDBOOK VERIFICATION FORM

I have received and read a copy of the Rowan University Coordinated Program in Dietetics Student Handbook and understand all policies and procedures contained herein.

Student's Signature

Student's Name (Please Print)

Date