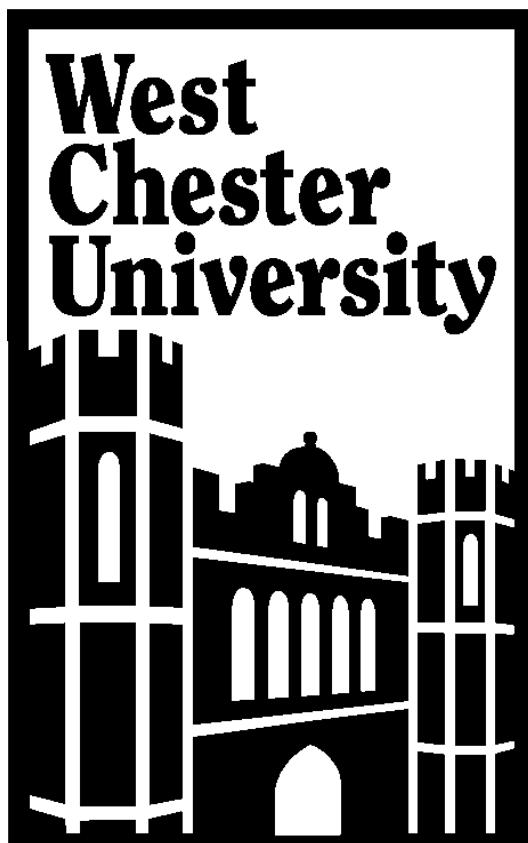


# West Chester University

## Nutrition and Dietetics

### Major's Handbook



The Didactic Program in Dietetics (DPD) at West Chester University of Pennsylvania currently is granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040, ext 5400. Ultimately, the faculty wants to prepare life-long learners, who are professionally competent, socially aware, and capable of making a significant contribution to the nutrition and dietetics field.

Effective Fall 2013

## PREFACE

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This handbook is intended to acquaint perspective and declared majors with:

- the Didactic Program in Dietetics (DPD) at West Chester University of Pennsylvania (WCU),
- program mission, goals, and outcomes,
- the dietetics profession,
- routes to becoming a nutritionist/dietitian,
- graduation requirements,
- dietetic registration,
- nutrition and dietetics career opportunities, and
- professional development opportunities.

### **Mission**

The mission of the Nutrition and Dietetics Program at WCU is to provide quality education that prepares graduates to successfully pursue careers in food, nutrition, and health-related professions.

### **WCU Program Goals and Outcome Measures**

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**Goal 1:** Recruit and retain students who are committed to becoming skilled and contributing members of the dietetics profession, or other related professions.

#### **Outcome Measures**

- Maintain a student census of 150-200 majors per year
- A minimum of 80% of majors of junior status [NTD411] will subsequently complete the program
- A minimum of 70% of graduating seniors will intend to pursue a future in nutrition and dietetics

**Goal 2:** Graduate individuals who are well-prepared in foods and nutrition, clinical and community nutrition, education and research, and foodservice and nutrition systems management.

#### **Outcome Measures**

- A minimum 80% RD exam pass rate
- Graduating seniors, collectively, will earn a mean GPA of at least 2.8
- A minimum of 60% of students applying for supervised practice will obtain them
- A minimum overall mean of 3.0 on senior satisfaction with courses and instruction
- A minimum of 80% of alumni will record that the program prepared them well or very well for employment
- A minimum of 70% of alumni will obtain employment in foodservice, nutrition, dietetics, or health-related field

**Goal 3:** provide quality undergraduate didactic instruction to enable students to successfully apply for supervised practice programs.

#### **Outcome Measures**

- A minimum of 60% of students applying for supervised practice will obtain them
- A minimum of 30% of students in the program will apply for supervised practices

**Goal 4:** Provide a strong education in the basic sciences to enable graduates to work effectively with other health professionals and form the basis for graduate study.

#### **Outcome Measures**

- 100% of graduating seniors will earn a "C" or better in organic chemistry and biochemistry, and "C-" or better in all other basic sciences to advance to higher level major courses
- A minimum of 80% of alumni will indicate they were "well" or "very well" educated/prepared in nutrition science
- A minimum of 60% of alumni will indicate that their basic science background helped them work effectively or very effectively with other health professionals

**Goal 5:** Maintain an ongoing evaluation system to respond to new developments in the dietetics field and to promote curricular improvements.

#### **Outcome Measures**

- Ongoing assessment of the program to determine its efficiency and effectiveness. Program outcomes data are available on request by contacting the DPD Program Director.

## **GLOSSARY**

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### **Academy of Nutrition and Dietetics (AND) formerly the American Dietetic Association (ADA)**

With more than 67,000 members, the AND is the largest professional organization of food and nutrition professionals. It was founded in 1917 and serves the public by promoting optimal health, nutrition, and well-being. AND members represent a diverse mix of professionals who work in settings ranging from health care facilities and universities to businesses and government or community agencies to private practice. Most dietetics professionals choose to belong to the AND because of the variety and quality of membership benefits, including skill-building, networking, legislative involvement, and public relations.

### **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

The ACEND, a specialized accrediting body recognized by the Council for Higher Education Accreditation and the United States Department of Education, is AND's education accrediting agency. The ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting ACEND standards are accredited.

### **Commission on Dietetic Registration (CDR)**

The CDR is the credentialing agency for the AND. This agency is responsible for protecting the public's nutrition health and welfare by establishing and enforcing minimum competency for entry-level practice, and standards and qualifications for dietetic registration. Registration is a voluntary credential. The components for dietetic registration include meeting examination eligibility requirements, earning a passing score on the registration examination, and participating in continuing professional education. Registration assists in insuring entry-level competency as well as continuing competency and development of dietetics professionals.

### **Didactic Program in Dietetics (DPD)**

The DPD provides required dietetics coursework leading to a Bachelor's or graduate degree. Graduates of DPD programs who are verified by the program director may apply for Dietetic Internships to establish eligibility to complete the CDR registration examination for dietitians.

### **Dietetic Internship (DI)**

To apply to a DI, individuals must complete at least a Bachelor's degree and DPD requirements. A DI must provide at least 1,200 hours of supervised practice and usually is completed in 6 to 24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing a DI who are verified by the DI director are eligible to complete the CDR Registration Examination for Dietitians.

### **Coordinated Program in Dietetics (CP)**

The CP combines required dietetics coursework and at least 1,200 hours of supervised practice within an academic program leading to a Bachelor's or graduate degree. Graduates of CPs who are verified by the program director are eligible to complete the CDR Registration Examination for Dietitians.

### **Dietetic Technician Program (DT)**

The DT program must provide required DT coursework and at least 450 hours of supervised practice within an academic program leading to an Associate's Degree.

### **ACT**

With locations in every state, ACT provides a nationwide network of more than 230 computer-based testing facilities in which to complete the National Registration Examination for Dietitians.

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## INTRODUCTION TO THE DIETETICS PROFESSION

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Dietetics is the branch of therapeutics concerned with the practical application of diet in relation to health and disease. The dietetics profession affords a food and nutrition professional the opportunity to combine an interest in food, nutrition, fitness, health, and management with meeting the needs of individuals or groups in wellness, illness, physical performance, and by providing leadership. Food and nutrition professionals are employed in medical facilities such as hospitals, clinics, and long-term care communities providing nutrition care, as well as managing the foodservice. In community settings, food and nutrition professionals provide nutrition and food services for school districts, cities, and counties. In private practice, many food and nutrition professionals provide nutrition counseling for clients concerned with better nutrition and for those who have modified dietary needs. Some food and nutrition professionals work for state, national, and government agencies or work in education teaching dietetics, nutrition, and foodservice management courses. More specific job opportunities for food and nutrition professionals can be found under the heading "Dietetic Career Opportunities."

Employment of dietitians and nutritionists is expected to increase 20 percent from 2010 to 2020, faster than average for all occupations. In recent years, there has been increased interest in the role of food in promoting health and wellness, particularly as a part of preventative healthcare in medical settings. The importance of diet in preventing and treating illnesses such as diabetes and heart disease is now well known. More dietitians and nutritionists will be needed to provide care for people with these conditions. An aging population also will increase the need for dietitians and nutritionists in nursing homes.

Dietitians and nutritionists work in hospitals, cafeterias, nursing homes, and schools. Some dietitians and nutritionists are self-employed and maintain their own practice. They work as consultants, providing advice to individual clients, or they work for healthcare establishments on a contract basis. Most dietitians and nutritionists work full time, although about 20 percent work part time. Self-employed, consultant dietitians have more flexibility in setting their schedules. <http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>. Dietitians with specialized training, and advanced degree, or certifications beyond the particular State's minimum requirement will experience the best job opportunities. Those specializing in renal and diabetic nutrition or gerontological nutrition will benefit from the growing number of diabetics and elderly.

After meeting certain knowledge and skill requirements, a graduate from an accredited program can become a Registered Dietitian (RD). Registration is a voluntary credential. Without registration, dietetics professionals cannot call themselves a registered dietitian, nor can they use the acronym "RD."

Registered dietitians are food and nutrition experts who have met the following criteria to attain the RD credential:

- Earn a minimum of a bachelor's degree at a US regionally accredited university or college and complete course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).
- Receive a Verification Statement of degree and course work completion.
- Complete a minimum of 1,200 hours of ACEND-accredited supervised practice experience. Accredited supervised practice experiences include Coordinated Programs in Dietetics and Dietetic Internships. Typically, supervised practice programs range in time from 6 to 24 months.
- Successfully complete the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).
- Devise a professional portfolio and complete continuing professional education requirements to maintain registration.

Some RDs hold additional certifications in specialized practice areas, such as pediatric or renal nutrition, nutrition support, diabetes education, sports dietetics, and/or gerontological nutrition. These certifications are awarded through the CDR, and/or other medical and nutrition organizations recognized within the profession, but are NOT required.

## **DIETETICS EDUCATIONAL PATHWAYS**

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### **Didactic Program in Dietetics**

Individuals interested in becoming a food and nutrition professional can enroll in a Didactic Program in Dietetics (DPD) such as the one found at West Chester University. This program provides a bachelor's degree. After receiving a degree, the graduate wanting to become a registered dietitian then will need supervised practice experience (i.e., dietetic internship, DI).

A DI is a supervised practice program accredited by ACEND that allows individuals to get hands-on experience in clinical and foodservice facilities, and in a community setting. Dietetic internships are available across the US. They usually are completed in 6 to 24 months, are full-time and onsite, and include a minimum of 1,200 hours of supervised experience. Some DIs are part-time and/or are offered as a distance program. Many internships offer graduate credit, and some give you the option to study for a Master's degree. Because DIs are accredited, some offer financial aide similar to colleges and universities.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Prospective applicants must contact DI program directors for current information, including application deadline dates. Dietetic internship programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request.

Completion of a bachelor's degree, meeting ACEND academic requirements, and completing a supervised practice experience are prerequisites for eligibility to take the CDR registration examination for dietitians.

### **Coordinated Program in Dietetics**

West Chester University's Nutrition and Dietetics DPD is only one of the pathways a student can choose to enter the dietetics field. Individuals interested in becoming a registered dietitian also can enroll in a Coordinated Program (CP), a bachelor's or master's degree program that combines classroom and supervised practical experience (dietetic internship). Graduates are eligible to take the CDR registration examination for dietitians to become credentialed as registered dietitians. Schools offering this type of program are found on the Academy of Nutrition and Dietetics website (<http://www.eatright.org>).

The Nutrition and Dietetics DPD at WCU as well as other DPDs, CPs, and graduate programs are listed in the *Directory of Dietetic Programs*, *The Academy of Nutrition and Dietetics*. A copy of the Directory is located in the office of Dr. Jeffrey Harris, DPD Director, Sturzebecker Health Sciences Center. In addition, this directory can be accessed at the ACEND website (<http://www.eatright.org/ACEND/>) by clicking on "Accredited Education Programs" to the left of the screen.

### **Other Foods and Nutrition Programs**

Individuals interested in nutrition but not wanting to become registered dietitians or not meeting requirements to take the CDR registration examination for dietitians can become a dietetic technician or dietary manager. Both credentials afford a person the opportunity to work in nutrition-related professions.

*Dietetic Technicians, Registered* (DTRs), are trained in food and nutrition and are an integral part of healthcare and foodservice management teams. Dietetic Technicians work in teams with registered dietitians in a variety of employment settings, including hospitals, HMOs, retirement centers, research facilities, schools, day-care centers, foodservice, WIC programs, Meals on Wheels, health clubs, community wellness centers, and food companies. To become a DTR, a person must meet one of the following criteria:

- *Option 1* – Completion of a two-year Associate degree granted by a US regionally accredited college/university, completion of dietetic technician program requirements in a ACEND-accredited program, pass a national written examination administered by the CDR, and completion of continuing professional education requirements to maintain registration. Schools offering a Dietetic Technician program are found on the Academy of Nutrition and Dietetics website – <http://www.eatright.org>.
- *Option 2* – Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, completion of an ACEND-accredited DPD program, completion of a ACEND-accredited Dietetic Technician supervised practice, pass a national written examination administered by CDR, and completion of continuing professional education requirements to maintain registration.
- *Option 3* – Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, completion of an ACEND-accredited DPD or CP program, pass a national written examination administered by CDR, and completion of continuing professional educational requirements to maintain registration. **Graduates of WCU's DPD who are not interested in applying for a dietetic internship or who want to become more competitive for a future DI application are able to take advantage of this option.** For more information contact Dr. Jeffrey Harris, DPD Director, at [jharris@wcupa.edu](mailto:jharris@wcupa.edu). He will make available to you two forms that must be completed in order to take the examination.

The *Dietary Managers Program*, which is maintained by the Association of Nutrition and Foodservice Professionals (ANFP), trains students to provide quality nutrition care for clients in hospitals, extended care facilities, schools, correctional facilities, and other non-commercial foodservice settings. Students also demonstrate specific competency in the area of food protection. Students in the program complete a minimum of 120 hours of distance or classroom education and a minimum of 150 hours of field experience under the supervision of a registered dietitian. Working with dietitians for specialized nutritional expertise, dietary managers balance menu variety, nutritional value, and appeal with cost and profit objectives. Graduates are eligible to take the credentialing examination and apply for active membership in the ANFP. For more information regarding Dietary Manager-approved programs, call (800) 323-1908, visit the ANFP website (<http://www.anfponline.org>), or write the ANFP at 406 Surrey Woods Dr., St. Charles, IL 60174.

## **ANSWERS TO COMMONLY-ASKED DIETETICS QUESTIONS**

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### **What is the difference between a registered dietitian or dietetic technician, registered, and a nutritionist?**

The credential registered dietitian (RD) or dietetic technician, registered (DTR) can be used only by dietetics practitioners who currently are authorized by the CDR to do so. These are legally protected titles. Individuals with these credentials have successfully completed specific academic requirements, supervised practice requirements, and a registration examination, and maintained requirements for recertification. They are required to adhere to their regulatory body's code of ethics.

Registered dietitians have extensive knowledge and experience in foods, nutrition, institution management, chemistry, biology, and physiology. A dietitian almost never would refer to herself or himself as a “nutritionist.”

Nutritionists, by comparison, are not governed by specific academic and supervised practice requirements. Nor are they required to complete a competency examination or follow a code of ethics. Nutritionists can be individuals who work in health food stores, write bestselling nutrition books, or hold a Master’s degree in Physiology. These self-described nutritionists can be backed by science, or not. In short, the term nutritionist can be used by anyone who wishes to do so. Because the definition and requirements for the term “nutritionist” vary, some states have licensure laws that define the scope of practice for someone using the designation nutritionist.

### **Why should I become a registered dietitian?**

The RD credential affords a person the opportunity to work in numerous nutrition-related professions. If you want to take charge of your future and have motivation, time, an affinity for science, nutrition, and management, and financial resources, you should become a registered dietitian. A RD is a nationally recognized trusted authority on diet, food, and nutrition. S/he is an objective source of advice who can separate facts from fallacies, healthful meals from detrimental diets, and knows how to translate scientific findings into easy-to-understand nutrition information.

### **What skills does a person need to be a nutrition and dietetics professional?**

Beneficial to being a dietetics professional is an active interest in people, food, and medicine. Communication, analytical, and research skills also are valuable. Dietetics professionals need to be able to research and analyze information. They need to be able to explain complex information in both simplified and professional ways so that patients as well as other health professionals understand their explanations, recommendations, and remarks. Being able to work as part of a team and independently is an added bonus.

### **When I receive a BS degree in Nutrition and Dietetics from WCU, will I be a Registered Dietitian?**

No. After you have received a Nutrition and Dietetics Bachelor’s degree and a Verification Statement from the Program Director, you must complete an internship that has been accredited by ACEND. Once the academic and DI components have been completed, the CDR grants individuals permission to complete the CDR registration examination for dietitians. Those who volunteer to complete the registration examination and pass are regarded dietetic experts and are entitled to use the credential Registered Dietitian (RD).

### **How can students prepare their credentials to be competitive for a DI?**

Although a student has no guarantee of receiving a DI, there are several areas that one can work on throughout the undergraduate years to be more competitive for an appointment. Some students may have to reapply for a DI before receiving an appointment.

The following credentials were found to help make students competitive for application:

Credential	Comments
Grades/Graduate Record Examination (GRE)	Earn approximately a 3.4 or better GPA. Repeat courses in which you had subpar performance. Take the Graduate Record Examination (GRE) as doing so allows you to explore DIs combined with graduate programs. During the summer before you plan to apply for a DI, take the GRE. Kaplan or Princeton Review study materials are recommended.
Work Experience	Paid and/or volunteer. A hospital dietetics department experience is considered the best but other dietary-related experiences such as college foodservice, camp foodservice, diabetes camp, weight management camp, long term care foodservice, catering operations, and community nutrition programs are considered very good. Other work experiences can be very valuable. Most DIs are looking for individuals whose work or volunteer experience contributes to personal growth and is people oriented and/or involves responsibility and decision making. Discuss work opportunities with the Nutrition and Dietetics faculty.
Extra-Curricular Activities	College/University clubs (e.g., Student Dietetic Association), sports, community service projects, and student-teacher scholarship.
Leadership	Join campus and non-campus organizations, become an organization's officer, volunteer to be a committee chair or work hard on a committee. The ability to lead a group and work as an effective team member are highly valued attributes.
Professionalism	Be responsible, dependable, conscientious, considerate, self-motivated, and flexible. Work hard academically and in the work place, respect peers/professors/supervisors, get involved, be a leader.
Letters of Recommendation	Required from several professors and possibly a work supervisor. Cultivate respectful professional relationships with WCU Nutrition faculty, supervisors, and employers so they know you well enough to write an outstanding letter of recommendation.
Application Savvy	During the summer before you plan to apply for a DI, begin contacting dietitians in foodservice, clinical, and community settings to obtain preceptors for distance DIs. Distance internships are easier to obtain and have less competition. Apply in the fall to Coordinated Masters Programs that combine graduate and internship programs. These have fewer applicants than other internships. Be adventurous and apply outside the immediate Philadelphia area.

### **Where can I obtain more information about the DI?**

The *Directory of Dietetic Programs* issued each year lists all the DIs and CPs currently approved or accredited by the ACEND. Each listing provides the name and address of the Program Director so that they can be contacted for more information. A copy of the Directory is located in the office of Dr. Jeffrey Harris, DPD Director, Sturzebecker Health Sciences Center. You can obtain your own Directory from the AND by calling 1-800-877-1600 or visiting their website <http://www.eatright.org>. The direct link to dietetic internship programs is [http://www.eatright.org/cps/rde/xchg/AND/hs.xsl/career\\_2191\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/AND/hs.xsl/career_2191_ENU_HTML.htm).

### **How much does a DI cost?**

Tuitions vary widely, from \$1,500 to over \$20,000 with the most likely cost being \$6,000. Other living expenses also need to be considered. Students should check with each program about expenses. All accredited internships that are associated with regionally accredited university graduate programs qualify for government-sponsored loan programs. Students should check the *Directory of Dietetic Programs* to see if financial aid is available at a specific DI. Numerous scholarship opportunities are available to help defray costs of the DI. One such scholarship is offered by the Academy of Nutrition and Dietetics Foundation (ANDF). You can access ANDF scholarship information by going to their website (<http://www.eatright.org>). Some internships offer a stipend during the year but those will have more applicants from which to choose. Students applying to those should be very competitive, such as having a high GPA and good work experience. Other alternatives for covering DI costs include:

- Aggressively put regular amounts of money in a savings account during your college years. This can be from employment or taking out larger educational loans than you need.
- Ask parents or guardians to assume a home equity or other loan that you can pay back.
- Approach credit unions and local community banks about creative options for loans to continue your education, but not at a university.
- Seek assistance from banks that offer loans for internships for health professions. One such bank is Wells Fargo (<http://www.wellsfargo.com/student>).

### **How do I apply for a DI?**

Students should begin thinking about DIs early in their academic program and attending informational sessions well before the year that their applications are due. They should begin examining goals, considering preferred type of internship program (e.g., general, clinical, foodservice, community) and location, and contemplating distance versus on-site program and full- versus part-time status. Students may benefit from spending time reviewing websites, and visiting and attending DI open houses.

To receive a DI appointment, a student should have a competitive GPA of approximately 3.0 or higher, be active in student organizations, and have dietetic- and/or foodservice-related work experience. The Nutrition and Dietetics faculty will assist students in applying for DI programs.

A Fall workshop lead by the Nutrition and Dietetics Program Director addresses the DI application process and routes to dietetic registration. Students who are interested in applying for a DI and becoming a registered dietitian should attend the Fall workshop. Students are encouraged to communicate directly with internship directors to discuss application procedures specific to their program.

The general application deadlines for a DI experience are:

Dates		
	May Graduation	December Graduation
DI Application Deadlines	February	September
DI Appointment Dates	April	November
DI Start Dates	July, August, or September	January or February

**What do I do if I do not receive a DI appointment?**

When students submit an application to a dietetic internship, they need to realize that the selection process is no reflection on them personally. One is competing for an appointment but does not know against whom they are competing. Generally, DIs will not choose more than three or four students from the same undergraduate program. After the appointment day, check with the DPD Director to see if any supervised practices still are available. The program director will have a list of available sites. A student may be able to reapply at that time.

If a student does not receive an appointment, the student should begin to re-evaluate her/his credentials. S/he should identify personal strengths and liabilities, which we all have, and begin to think about ways to better highlight strengths and to improve on areas that are liabilities.

The Nutrition and Dietetics faculty are interested in and concerned about students and can be very helpful in providing support at this time. Also, the Nutrition and Dietetics Program Director can suggest alternatives and help the student think through the situation. Matters that can be discussed at this time include how to improve professional qualifications, applying to other DIs in the after-match, reapplying at a later date, looking into Coordinated Programs in Dietetics, completing the DTR national examination, and obtaining a job in a dietetics-related area.

**How do I go about taking the registration examination for dietetic technicians?**

When a student graduates from WCU's Nutrition and Dietetics program (NTD), s/he is qualified to take the national Dietetic Technician, Registered (DTR) examination. During the last semester at WCU, interested NTD majors should meet with the DPD Program Director who will make available the two forms that must be completed and submitted to CDR. The CDR notifies, via e-mail, applicants who are taking the DTR examination and provides all relevant details. Purchasing and reviewing the examination study materials prior to taking the examination is beneficial.

There are two reasons for taking the DTR examination. First, you will be qualified for DTR jobs across the U.S. These jobs pay well. Second, doing so adds a credential to your resume and provides a tool for enhancing a Dietetic Internship application. Students who earn a DI during their senior year at WCU have no need to submit the application for earning a DTR. Dietetic internships most likely lead to dietetic registration.

**What is the next step after completing a DI to meet requirements to become a Registered Dietitian?**

One must apply to take the CDR registration examination for dietitians. The examination is offered via computer-adaptive testing across the US. The CDR and ACT provide the necessary information (<http://www.cdrnet.org>). Upon obtaining a passing score on the examination, you are entitled to use the credential "Registered Dietitian" (RD).

Before taking the registration examination, many opportunities are made available to complete a review course. Review courses can be found by searching online or by reviewing information in the classified advertising section of the Journal of the Academy of Nutrition and Dietetics. Formal courses are offered across the US for a fee, or can be purchased on audiotape.

### **Do all states require nutritionists to be Registered Dietitians?**

Many states have laws regulating dietetics practice. Regulations could include licensure, certification, and/or registration. Investigate and comply with state laws where you practice dietetics. An officer of the state dietetic association should be able to assist you with regulations governing dietetics practice. Information also may be obtained by calling AND's Washington, DC, office at (202) 371-0500 or e-mail ([http://www.govaffairs@eatright.org](mailto:govaffairs@eatright.org)).

Dietetics practitioners are **licensed** by some states to ensure that only qualified, trained professionals provide nutrition services or advice to individuals requiring or seeking nutrition care or information. Only state-licensed dietetics professionals can provide nutrition counseling. Non-licensed practitioners may be subject to prosecution for practicing without a license. In many states, the requirements for licensure are identical to those for dietetic registration. After passing the Registration Examination for Dietitians, one would apply to the State Licensure or Examining Board for licensure, if the state has this requirement. In most licensing states, a registered dietitian pays a fee and substitutes the registration examination for the licensure examination. In states requiring dietetic professional licensure, dietitians use both registered dietitian (RD) and licensed dietitian, nutritionist (LDN) credentials. For example, Jane Doe, RD, LDN. There is a fee attached to licensure in most states. Pennsylvania does license dietitians. For more information, visit the Licensure Board: Pennsylvania State Board of Nursing website [http://www.portal.state.pa.us/portal/server.pt/community/state\\_board\\_of\\_nursing/12515](http://www.portal.state.pa.us/portal/server.pt/community/state_board_of_nursing/12515) or call (717) 783-7142.

States with **certification** laws limit the use of particular titles (e.g., dietitian, nutritionist) to persons meeting predetermined requirements; however, persons not certified still can practice.

**Registration** by states is the least restrictive form of state regulation. Unregistered persons are permitted to practice the profession, and enforcement of registration is minimal. California is the only state to register dietitians. This registration is entirely separate from CDR registration.

### **What career opportunities are available to nutritionists and Registered Dietitians?**

Opportunities open to a student graduating with a Bachelor's Degree in Nutrition and Dietetics are endless! Some careers may require a RD credential or additional schooling, others may not. A dietetics student may potentially become any one of the following:

Armed services dietitian	Food photographer	Medical nutrition therapy dietitian
Administrative dietitian	Food product developer	Menu planner
Chef	Food product marketing specialist	Nutrition educator
Clinical trial coordinator	Foods demonstrator	Pharmaceutical representative
Community health educator	Foodservice director	Public health nutritionist
Community nutritionist	Freelance writer	Recipe developer
Consultant dietitian	Grocery store nutritionist	Research nutritionist
Consumer educator	Health inspector	Restaurant chain manager
Diabetes educator	Health insurance specialist	Sports nutritionist
Entrepreneur	Home economist	Teacher/professor
Equipment demonstrator	Information specialist	Wellness director/Wellness Coach

## **Career opportunities that are available to nutritionists and Registered Dietitians, continued**

Extension home economist	Kitchens and equipment editor	WIC coordinator/administrator
Food bank administration	Land grant college extension team	World health care worker
Food corporation consultant	Meals on Wheels administration	Menu planner

These are a few of many opportunities available to WCU Nutrition and Dietetics graduates.

### **What can I do with a Nutrition and dietetics degree if I do not want to pursue dietetics?**

A Nutrition and Dietetics degree can be a stepping stone to a variety of other professions. Most will require more education (undergraduate, graduate) and some may require more intense sciences (physics, organic chemistry). With more guidance and/or education, a WCU Nutrition and Dietetics graduate may become any one of the following:

Botanical medicine practitioner	Nurse
Business administrator	Occupational Therapist
Caterer	Pharmacist
Chiropractor	Physical Therapist
Clinical informatics professional	Physician

### **A WCU Nutrition and Dietetics graduate may become any one of the following:**

Exercise physiologist	Physician's Assistant
Foodservice/Hospitality Manager	Public Health Educator
K-12 teacher (health, science, math, consumer sciences)	Researcher (nutrition, health, foodservice, food science, hospitality, epidemiology, biostatistics, informatics)

Future careers open to dietitians are limited only by a person's creativity, courage, and perseverance. Do not limit yourself to already existing areas. To remain competitive, carve your own niche in the professional world. New opportunities are emerging everywhere!

## **WEST CHESTER UNIVERSITY'S NUTRITION AND DIETETICS MAJOR**

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### **Program Requirements**

The West Chester University Nutrition and Dietetics curriculum has been planned to meet the ACEND Foundation knowledge and competencies for entry-level dietitians. Graduates of this DPD meet the minimum academic requirements for entering an internship which is essential for eligibility to complete the CDR examination for registered dietitians.

The successful completion of science-based courses such as anatomy/physiology, chemistry, biochemistry, biology, and microbiology courses is necessary for understanding concepts in food and nutrition. To this end, a minimum of a "C" or "C-" grade requirement is placed on all science-based courses (See the course curriculum guide). Course offerings are sequenced to provide learning experiences that build upon and integrate previous knowledge, and become increasingly complex. The curriculum focuses on foods, nutrition, and management. Considerable attention is given to knowledge application for the maintenance of health and well-being of humans throughout their life cycle and to resource management. The impact of food, nutrition, and management practices in different cultural, economic, and social settings is woven throughout the curriculum. Copies of the Nutrition and Dietetics curriculum guide and course descriptions are included in the appendix for your use.

## **Annual Meetings**

The Nutrition and Dietetics faculty are committed to student growth and development. Our lines of communication remain open throughout the year via meetings, e-mail blasts, internet and teleprompt postings, and other postings throughout the Sturzebecker Health Sciences Building. Majors should become familiar with the Nutrition and Dietetics display board across from Sturzebecker, room 326.

Annual meetings for majors are held as follows:

- Fall semester
  - Freshman and new transfer student welcome and program navigation
  - Junior and Senior career workshop
- Spring semester
  - Sophomore and Junior coaching and support

## **Graduation Application**

Students must apply for graduation by the last day of classes one semester prior to their intended graduation date. For students planning to graduate in May, this means applying for graduation by the end of fall semester. For more information about graduation and commencement deadlines and information about online graduation applicants, see <http://www.wcupa.edu/registrar/>. Degree Progress Reports should be reviewed carefully and any course deficiencies or petitions completed before graduation to prevent delays.

## **Undergraduate Courses towards an MPH-Nutrition Degree**

The Master of Public Health (**MPH**) program at West Chester University prepares students to become effective practitioners and leaders in the fields of community health, environmental health, health management, integrative health or nutrition. Students come from all parts of the world and bring with them a range of experience that enriches the learning of students and faculty. Eligible undergraduate Nutrition and Dietetics students can fast track into the MPH Nutrition track in their senior year of the undergraduate program. The MPH Nutrition track provides graduates with a strong background in the practice of public health and prepares students for careers in public health and nutrition. For more information regarding the MPH-Nutrition Degree, refer to the *“Contemplating Graduate School”* section of the handbook.

## **Verification Statement**

Students who complete requirements for graduation from the University and meet DPD requirements will be awarded a Bachelor of Science Degree in Nutrition and Dietetics and receive a Verification Statement from the Program Director. The statement verifies successful completion of the DPD but does not guarantee the student a dietetic internship (DI). West Chester University Nutrition and Dietetics graduates who receive a Verification Statement will be eligible to apply for a DI. Acceptance of the graduate into a DI is competitive.

## **WEST CHESTER UNIVERSITY ADMISSIONS INFORMATION**

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References will be made to the WCU Undergraduate Catalog. The Catalog can be accessed online through the Registrar's Office website (<http://www.wcupa.edu/registrar/>) by clicking on the academics button or the Nutrition Department website (<http://www.wcupa.edu/NutritionDietetics>).

## **Admissions Requirements**

The University Admissions Staff determines admission to the University based on academic preparation and ability. In the case of transfer students, admission is based on ability. The Nutrition and Dietetics undergraduate Didactic Program in Dietetics does not have selective admission; however, a 3.0 GPA is desirable for all students. Refer to the West Chester University Undergraduate Catalog for other admission requirements to the University and how to declare a major.

## **Costs to the Students**

A description of costs related to tuition, fees, other expenses, plus residence hall room and board are outlined in the West Chester University Undergraduate Catalog. Because costs may vary each year, students should check with the Bursar's Office, 25 University Avenue, Room 50, West Chester University, West Chester, PA 19383, (610) 436-2552.

If there are additional costs for students, they will be identified in the Undergraduate Master Schedule or the course syllabus. For example, there may be expenses for field trips, additional books, supplies, or liability insurance.

## **Financial Aid/Scholarships**

Scholarships, loans, and College Work-Study Programs are available for undergraduates who qualify. For more information, visit, write, or call the Financial Aid Office, Enrollment Management, 25 University Ave., West Chester University, West Chester, PA 19383, (610) 436-2627, website: <http://www.wcupa.edu/information/afa/Fiscal/Bursar/>. The Financial Aid Office has many scholarships available for students. Available scholarships are posted in the Financial Aid Office as well as the campus newspaper called the QUAD. A majority of scholarship applications are available at the beginning of each Spring semester for the upcoming academic year. Scholarships also are available from the Academy of Nutrition and Dietetics (1-800-877-1600, <http://www.eatright.org>) and other professional associations, including the American School Food Service Association (1-800-877-8822, <http://www.asfsa.org>) and National Restaurant Association (1-800-424-5156, <http://www.restaurant.org>, <http://www.nraef.org>). For more information regarding scholarships, please check with Nutrition and Dietetics faculty.

## **Second Degree Students**

People who already have bachelor's degrees and intend to enter the dietetics field are welcome to enroll in a dietetics program. Courses must be completed to meet ACEND requirements. College transcripts will need to be evaluated by a dietetics program director and courses needed to meet ACEND requirements will be determined. After ACEND requirements have been met, a supervised practice component, either a DI or CP must be completed before permission will be granted to write the CDR registration examination for dietitians.

Those individuals interested in continuing their education in dietetics at WCU should enroll as a second degree student. Please call the Registrar's Office, (610) 436-3550, for admission and enrollment information. E-mail Lynn Monahan, MPH, RD at [lmonahan@wcupa.edu](mailto:lmonahan@wcupa.edu) for a transcript evaluation.

## **ADVISING AND SCHEDULING**

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### **Academic Advising**

Each student is assigned an academic advisor in the Nutrition and Dietetics Program. Advisors play an integral role in assisting students through their college years; they aid students in:

- planning a schedule of required courses,

- providing information about scholarships, professional organizations, and job openings,
- making plans for future career endeavors,
- identifying and marketing their strengths,
- communicating pre-professional and professional expectations, and
- nurturing professional growth and development.

Students have the option to request a specific advisor and/or change advisors. In order to request the change, contact the Department Chair/DPD Director, Dr. Jeff Harris ([jharris@wcupa.edu](mailto:jharris@wcupa.edu)), Sturzebecker Health Sciences Center.

Students should plan to meet with their advisor at least once each semester before or during self scheduling. Before meeting with their advisor, students will want to study the Nutrition and Dietetics Curriculum Guide and Master Schedule, and then prepare a written schedule for themselves. Students will need to take their curriculum guide to advising sessions. The curriculum guide, which keeps an ongoing record of a student's completed and uncompleted courses, aids faculty in the advising process. The curriculum guide also contains a statement reminding students to apply for graduation one semester before their projected graduation date (e.g., apply fall of the junior year to graduate the following spring). **Please note that advisors guide students through a program. A student ultimately is responsible for his/her schedule, understanding curriculum contents, effective progression through the program, and meeting graduation requirements. Access and follow your Degree Progress Report through myWCU to track your progress.**

Following are other helpful reminders to aid you in progressing through the Nutrition and Dietetics program:

- Access myWCU to find the name of your advisor and your appointment date for scheduling your courses for the next semester. The appointment date is the date and time you can begin enrolling in your courses (not a scheduled appointment with your advisor). Please schedule an advisement appointment with your advisor prior to your appointment date. Each advisor handles the scheduling of advisement appointments differently. E-mail your advisor and ask how to schedule an appointment.
- You will need 120 credits for graduation. Transfer students need to earn at least 30 credits at WCU.
- Make sure you are fully aware of all general education and degree requirements and know them thoroughly as you plan your schedule. A curriculum guide with this information can be found in Sturzebecker, room 208 on the wall under BS in Nutrition and Dietetics. The curriculum guide also is posted on the Department of Nutrition website (<http://www.wcupa.edu/NutritionDietetics>).
- Be certain you are meeting or have met all the major grade requirements. You must repeat courses for which you have not earned the required grade. If the course is a prerequisite for another course you will not be able to take the subsequent course until you have earned the required grade in the prerequisite.
- For those approaching graduation, you must apply for graduation one semester before you intend to graduate (e.g., apply fall of your senior year to graduate in the spring).
- Before meeting with your advisor be certain all holds (parking tickets, overdue library materials, health center fees, etc) have been removed from your account. Holds will prevent you from scheduling courses.

### **Self Scheduling**

Undergraduate degree students are able to self-schedule on the web using the **my.wcu** web portal on WCU's home webpage (<http://www.wcupa.edu>). For scheduling, computers are available in the following locations:

- All computer labs in Anderson Hall
- Sykes Student Union
- Resident halls (for resident students)
- Sturzebecker Health Sciences Center, Room 126

### **How to Schedule for Courses**

First, find your scheduling appointment time on the **my.wcu** web portal. Login using your username and password. Under the Self-Scheduling header, click the Enrollment Appointment link and then select the appropriate semester for which you want to schedule. **Note:** Enrollment appointments are set based on number of credits EARNED.

Once logged into the **my.wcu** site, click on Enroll in a Class under the Self-Scheduling header. Double click on the semester in which you wish to enroll for classes and then double click on the action you want to perform (i.e., Add Class, Swap, Drop/Update Class, etc.).

Access the following web link for more in-depth instructions about the **my.wcu** portal and the scheduling process. [http://my.wcupa.edu/wcu/faq/myWCU\\_FAQs.html](http://my.wcupa.edu/wcu/faq/myWCU_FAQs.html)

## **STUDENT SUPPORT SERVICES**

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### **Students with Disabilities**

WCU will make every effort to ensure that students with disabilities have access to all classes required for their program of study and will attempt to remove all obstacles for a fulfilling, comprehensive university experience. Students should contact the Office of Services for Students with Disabilities in Room 223 Lawrence Center to arrange suitable accommodations. Additional information can be obtained by calling 610-436-2564 or e-mailing [ossd@wcupa.edu](mailto:ossd@wcupa.edu).

### **Other services**

Information regarding residence life and housing services, off-campus and commuter services, off-campus housing, bookstore services, on-campus transportation services, career planning and placement services, counseling services, Greek life services, health services, multicultural affairs, and new student programs, and public safety services can be found in the West Chester University Undergraduate Catalog under the Student Affairs section.

## **ACADEMIC POLICIES AND PROCEDURES**

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The WCU Undergraduate Catalog (<http://www.wcupa.edu/registrar/>), Academic Policies and Procedures section, contains detailed information about the following subjects:

- scheduling, adding, and dropping courses; withdrawing from a course or the University
- refunding tuition and fees
- taking courses out of sequence
- repeating courses
- pass/fail policy, auditing privileges, credit by examination, independent study, and individualized instruction
- attendance policy, excused absences policy, and exemption from final examinations
- grading system and cumulative grade point average
- grade changes and grade appeals (grievances)

- taking a course off campus, transfer credits, policy on correspondence courses, and advanced placement program
- integrity policy
- policy on disruptive classroom behavior
- maintenance of academic standards: probation and dismissal
- experiential learning credits (life learning experience)
- requirements for graduation, graduation honors, and requests for transcripts
- Access to student support services, including health services, counseling and testing and financial aid resources
- Rights and Privacy Act of 1974 and The Family Educational Rights and Privacy Act (access to personal files)
- American with Disabilities Act

Note that the Nutrition and Dietetics faculty work in conjunction with the Office of Social Equity to protect student civil rights and promote equal opportunity.

### **Informed Consent Policy**

The Nutrition and Dietetics faculty provide experiential learning to meet course and program goals. In doing so, safeguards are taken to prevent injury and illness while traveling and in experiential facilities. The following form is completed by Nutrition and Dietetics Majors before participating in any WCU educational activity held outside the classroom.

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**Informed Consent  
West Chester University (WCU)  
Nutrition and Dietetics Program**

**This is a release of legal rights. Read and understand it before signing.**

I \_\_\_\_\_ freely choose to participate in the \_\_\_\_\_ program (henceforth referred to as the Program).

In consideration of my voluntary participation in this program, I agree as follows:

Participating in any activity is an acceptance of some risk or injury. I agree that my safety is primarily dependent upon taking care of myself. I understand that it is my responsibility to know what personal equipment is required (such as footwear, clothing, and other protective equipment) and provide the proper personal equipment for my participation in the Program, and to ensure that it is in good and suitable condition. I agree to ask questions to make sure that I know how to safely participate in the Program activities, and I agree to observe the rules and practices which may be employed to minimize the risk of injury while participating in the Program activities. I agree to reduce the risk of injury to myself or others by limiting my participation to reflect my personal fitness level, wearing the proper protection as dictated by the activity, not wearing anything that would pose a hazard in the performance of the activity, not ingesting or using any substance during the activity which could pose a hazard to myself or others. I agree that if I fail to act in accordance with this agreement that I may not be permitted to continue to participate in the activity.

**Risk of Program Activities:** I understand that my participation in the Program specified above involves risks of physical harm or injury inherent in service activities including, but not limited to, working with people, participating in sports and recreation activities, cleaning and maintenance projects, preparing and serving food, and other service activities, and in transportation to and from service work sites.

**Institutional Arrangements:** I understand that WCU is not an agent of, and has no responsibility for, any third party that I may provide any program services to. I understand that WCU provides guidance and facilitates my Program activities only as a convenience to participants and that accordingly, WCU accepts no responsibility, in whole or in part, for loss, damage or injury to persons or property whatsoever, caused to me or others while participating in the Program. I further understand that WCU is not responsible for matters that are beyond its control.

**Independent Activity:** I understand that WCU is not responsible for any loss or damage I may suffer when I am doing Program activities and that WCU cannot and does not guarantee my personal safety. In addition, I specifically acknowledge that in performing Program activities, I am doing so independently in the status of server/volunteer of the service site I choose, and not as a server/volunteer, employee or agent of WCU. I further waive any and all claims which may arise from such Program activities, acknowledge that workers' compensation benefits are not provided to me in my capacity as a server/volunteer, and hold WCU blameless from any of my negligent acts. I further agree that I am solely responsible for my own equipment, supplies, personal property, and effects during the course of Program activities.

In addition, I agree that if I drive or provide my own motor vehicle for transportation to, during, or from the Program site, I am responsible for my own acts and for the safety and security of my own vehicle. I accept full responsibility for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, WCU is not in any way responsible for the safety of such transportation and that WCU's insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

**Health and Safety:** I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in the Program. I have obtained the required immunizations, if any.

I understand that I may be required to pay up front for my medical expenses that I incur while participating in the Program. Further, I understand that I am responsible for submitting any medical receipts to my insurance carrier upon my return. I recognize that WCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. WCU may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release WCU from any liability for any actions.

**Assumption of Risk and Release of Liability:** Despite precautions, accidents and injuries can and will occur. I understand that participation in some of the Program activities may be potentially dangerous and that I may be injured or lose or damage personal property as a result of participation in the Program. Therefore, I assume all risks related to the Program activities. Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend WCU and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

**Signature:** I indicate by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.

Signature of Program Participant \_\_\_\_\_

Date \_\_\_\_\_

Permission to use this form was given by the WCU Service Learning Program

### **Verification Statement Policy**

The Nutrition and Dietetics Program Director issues verification statements after students have successfully completed WCU DPD requirements. These requirements are shown in the Appendices. Students wanting to transfer courses to WCU must present, for review, transcripts and syllabi for these courses. The Program Director, in collaboration with faculty, evaluates courses taken at other institutions and determines whether they meet WCU DPD requirements. Courses meeting WCU DPD requirements will transfer. Students must complete at least 30 credits of coursework at WCU to be eligible for a WCU DPD verification statement. Copies of students' final transcripts and verification statements are kept in program files.

### **Credit for Prior Learning Policy**

Credit for prior learning, other than course equivalents transferred from other institutions, will not be granted to meet WCU DPD requirements.

### **Student Complaint to ACEND Policy**

Nutrition and Dietetics faculty preserve and transmit the values of ACEND through example in their own academic pursuits and through the learning environment they create for their students. They are expected to instill in their students a respect for the nutrition and dietetics profession. Faculty also must take measures to ensure students gain a quality education that encompasses ACEND accreditation standards.

Procedures for handling accreditation standards complaints

1. A student who has concerns regarding the Nutrition and Dietetics program at WCU should first make an appointment to visit with the DPD Program Director. Most likely the concerns can be addressed at this level.
2. A student who feels his or her concerns have not been addressed by the DPD Program Director should make an appointment to visit with the Associate Dean of the College of Health Sciences.
3. A student who feels his or her concerns have not been addressed by the Associate Dean of the College of Health Sciences should make an appointment to visit with the Provost.
4. Should a student not be satisfied with the results of these meetings, they are welcome to submit their complaint(s) directly to ACEND. This is ONLY after all other options with the program and institution have been exhausted. Complaints can be submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040, ext 5400.

## **WCU NUTRITION AND DIETETICS STUDENT "PROFESSIONAL STANDARDS AND EXPECTATIONS" PLEDGE**

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The following **Professional Standards & Expectations** are for all students enrolled in the B.S. in Nutrition & Dietetics (NTD). The standards and expectations are part of the NTD Program's education process to prepare students as future health professionals.

As health care professionals in training, we learn, lead, and provide service for the best interest of classmates, patients, staff, faculty, college, university, community and the profession, and we work together for their best interests. We work for the support and promotion of the university and the profession. We promote health for all within the university community and our local community.<sup>1</sup>

## ***Class Attendance, preparation and participation:***

### **As an NTD student, I will**

- Attend all class sessions, arriving on time and remaining until dismissed. (Individual instructors may have additional attendance classroom policies.)
- Notify the instructor in advance of anticipated absences, late arrivals, or early departures.
- Refrain from class disturbances.
- Silence or place all cell phones and electronic devices on vibrate unless permission has been otherwise granted.
- Not text or retrieve any text messages during class.
- Prepare fully for each class.
- Participate in all classes.
- Respect my fellow classmates and all professors.
- Make a conscientious effort to meet and exceed the expectations of the NTD curriculum.

## ***Assignments and exams***

### **As an NTD student, I will**

- Complete all assignments and exams honestly, punctually and to the best of my ability.
- Cite sources appropriately in accordance with the academic integrity policy listed below.
- Refrain from giving or receiving inappropriate assistance including not discussing quizzes, exams or other independent assignments with other students between classes.

## ***Academic Integrity***

### **As an NTD student, I will**

- Respect the educational goals, standards and policies of the NTD program.
- Understand that academic dishonesty (which includes cheating on exams, copying assignments, plagiarism) is prohibited. Plagiarism includes taking information directly from a journal, book or website without proper citation. The minimum penalty for academic dishonesty in this course will be a zero for the assignment or exam and violations may result in discipline up to and including expulsion from the University. Refer to the Student Academic Dishonesty Policy in the West Chester University Undergraduate Catalog for more information.
- Understand that in many NTD courses, I may be encouraged to discuss information and concepts covered in lecture with other students. I can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a diskette, or a hard copy.
- Understand that should copying occur, both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this Code can also be extended to include failure of the course and University disciplinary action.
- Do my own work while taking an exam. Talking or discussion is not permitted during the examinations, nor may I compare papers, copy from others, or collaborate in any way. This includes talking or discussion between class sections. Any collaborative behavior during the examinations will result in failure of the exam, and may lead to failure of the course and University disciplinary action.

## ***Professional values & integrity***

### **As an NTD student, I will**

- Be sure to arrive a few minutes early for my professional appointments (service learning, volunteer, interviews etc) in order to be on time for all appointments.
- Be sure that I clearly understand my service learning or volunteer schedule and ensure that it does not interfere with my classes.
- If I am unable to meet my schedule, I will be sure to contact my supervisor or professional contact as soon as possible; preferably the day before I am scheduled to attend.
- Conduct myself ethically, honestly and with integrity in all situations.
- Treat fellow students, faculty, staff and administrators fairly and impartially.

### **Dress Code:**

- Dress appropriately, avoiding clothing that is revealing, provocative or includes offensive language or visuals.
  - Situations in which professional or business casual may be appropriate include class presentations, sessions with guest speakers, professional events, interviews.

- Also, on your first day of service learning or volunteer work dress in business casual attire (black/kaki slacks, sweater or blouse, closed shoes (important for all hospital or food related work). Ask what you should wear and abide by the dress code.
- For service learning, volunteer work, or any interviews, you should not wear shorts, short skirts, midriff or low cut shirts at any time. You should be considerate of the setting in choosing your attire.

**Communications:**

- I will communicate in a professional manner with my professional contacts (including all professors, service learning or volunteer supervisors and potential employers etc).

*By email*

- I will use professional email communications to all of my professors and other professional contacts. This includes a salutation (Dear Professor...), a proper signature and the use of proper English and spelling in my correspondence.
- I will use my WCU email or another professionally appropriate email address in corresponding with my professors and other professional contacts.
- I will respond to email messages from my instructors and professional contacts in a timely manner (within 24 hours).

*By telephone*

- I will use a professional voice mail message on my phone if I give my phone number out to professional contacts.
- I will respond to voice messages from my professional contacts in a timely manner (within 24 hours).

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Signature

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Date

<sup>1</sup> Adapted from: <http://dentistry.uic.edu/depts/studentAffairs/studentServices/handbooks/AcademicProfessionalism.pdf>

## **FORMAL ASSESSMENT OF STUDENT LEARNING**

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West Chester University faculty is guided in their construction of course syllabi and in evaluating student learning by the following policy. The policy applies to all courses, undergraduate and graduate, except independent courses.

**Student Evaluations.**

- Faculty teaching courses below the 400-level should examine student academic progress by means of at least three major evaluations during a semester. However, in a skill course, a student's final mark may be determined by either: three major evaluations; or a combination of intermediate evaluations and the final level of skills attained as established by the instructor or department at the beginning of the course. This policy does not apply to unique situations such as off-campus internships and field experiences.
- Faculty should inform students at the beginning of a course of the nature and number of evaluations.
- Faculty should notify students of the results of each evaluation during the course. Normally, this should be done prior to the next scheduled major evaluation.
- Faculty should give one major evaluation prior to the end of the eighth week of the semester or its equivalent in summer school. It is recommended that in freshman level courses the first evaluation be given and the results returned prior to the end of the withdrawal period.
- Faculty should retain the results of all evaluations, including final examinations, for a period of six months before discarding them. Final examinations in a course be

**Final Examinations.**

- Final examinations in a course below the 400 level should be assigned a weight not to exceed 33.33% of the final mark.
- No final examinations should be given before the scheduled final examination time. Any course not having a final examination must meet under the direction of its instructor during the scheduled examination time for a continuation of regular class work.

### Course Information.

- By the second class meeting, preferably the first, students must receive a printed course syllabus containing at least the following: Course name and number; instructor's name, office location, mailing address, office telephone number, and scheduled office hours; required textbook(s); evaluation policy; course objectives; course requirements; course outline; and cut policy.

### **ACADEMIC CALENDAR**

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West Chester University academic calendars, including vacations and holidays, can be found on the University website (<http://www.wcupa.edu>). Once on the website, click on the Registrar and Academic Calendar link. Continue by clicking on one of the following links: Calendars, Monthly Academic Calendar, or the final examination schedule.

### **CONTEMPLATING GRADUATE SCHOOL**

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#### **West Chester University MPH-Nutrition Fast Track Degree**

The MPH Fast Track Program will enable qualified undergraduates to enroll in two graduate nutrition or health courses during their senior year along with two approved 400 level nutrition courses. Students will complete 12 credits that will meet the MPH Program requirements by the end of the senior year which can enable completion of the MPH degree as a full time student during the following year. **The courses for the MPH Fast Track taken in senior year will apply to the undergraduate degree and these courses will meet the requirements for the graduate degree.**

Many of the MPH courses are offered in an accelerated format (completed during the evening hours in seven weeks) and online format. The MPH Program also prepares students to participate in a 300 hour practicum (Applied Learning Experience I and II) to gain hands-on public health nutrition experience in a variety of settings (hospitals, health departments, government agencies, non-profit agencies, and corporate sites).

#### What you need to know about the MPH Fast Track

- To be eligible for this program you will need 90 credits and a cumulative GPA of 3.0 as you enter your senior year. (If you don't meet this requirement and you are interested in the MPH Program, we can help you apply to the MPH Program as a traditional graduate student).
- To complete the degree in approximately a year after graduation you will need to be a full-time student in the MPH Program.
- You will need to apply for formal admission into the MPH Program during the fall semester or early spring semester of your senior year.

How do you complete the courses in approximately a year after graduation?

Look at the following table for an example of course sequences as a full time student.

<b>MPH FAST TRACK COURSE SCHEDULE</b>	
<u>Senior Year</u>	<u>Summer Semester After Graduation</u>
(2) 400 Level Nutrition Courses (2) Graduate Nutrition/Health Courses	I Graduate MPH course
<u>Fall Semester</u>	<u>Spring Semester</u>
4 Graduate MPH Courses	4 Graduate MPH Courses
<u>Summer Session I</u>	<u>Summer Session II</u>
Applied Learning Experience I	Applied Learning Experience II
<b>AUGUST GRADUATION</b>	
<b>Credit Totals</b>	
<b>Senior Year - 12 Credits that Meet the Requirements for MPH Degree</b>	
<b>MPH Degree – 33 Graduate Credits</b>	
<b>45 Credits for the MPH Degree</b>	

### Your Next Step

The MPH Fast Track is open to all WCU Nutrition Majors. If you are interested in pursuing graduate studies in the Department of Health, you can contact the MPH Program Director, Dr. Lynn Carson (email: [lcarsen@wcupa.edu](mailto:lcarsen@wcupa.edu)) or Dr. Mary Beth Gilboy ([mgilboy@wcupa.edu](mailto:mgilboy@wcupa.edu)). Dr. Carson is available to provide details on how this program will work for you and she will make arrangements for you to meet with the advisors that will help you transition from an undergraduate student to a successful public health graduate student.

### **Graduate Study in General**

Students who complete the undergraduate nutrition degree at WCU are well-prepared to enter graduate study in a variety of fields. Graduate study provides additional depth to acquired knowledge, better preparing students for a successful career in dietetics or related profession. Students planning to practice dietetics as a Registered Dietitian should note that over 50% of RDs hold a graduate degree and some jobs require a graduate degree for practice. Students considering graduate school or professional study in any field will need to have a good GPA and acceptable performance on the Graduate Record Examination (GRE) or other entrance exam.

## **STUDENT AND PROFESSIONAL ASSOCIATIONS**

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### **Student Associations**

#### West Chester University Student Dietetic Association (SDA)

The SDA, founded in 2000, is the University's student-run organization for Nutrition and Dietetics majors and Nutrition minors. The purpose of the Association is to further the individual welfare of its members; service the West Chester community; broaden knowledge in the field of dietetics; and facilitate the exchange of information and experience by promoting camaraderie among students, educators, and professionals throughout the community. The SDA is committed to providing leadership and professional development opportunities to its members via:

- professional presentations,
- seminars and documentaries, created to enhance Nutrition and Dietetics course concepts,

- mentoring programs designed to create and enhance positive personal and professional networking relationships between students, faculty, alumni, and healthcare professionals,
- participation in campus and community nutrition outreach programs, and
- officer positions within SDA

Benefits of membership include service learning experiences, networking opportunities, recognition for service on a resume, and an opportunity to improve one's marketability. Information regarding SDA membership and functions is posted on College of Health Sciences bulletin boards. Nutrition and Dietetics professors also can be asked for membership information.

### **Professional Associations**

Individuals should join their professional association when they believe that the association can provide them with benefits and services that will assist them in their professional development and career opportunities. When individuals join their professional association, their financial support provides resources for the association to provide benefits and services members need and want. Without contributions from hundreds of professionals, associations would not be able to exist. Students are encouraged to attend district, state, regional, and national meetings of related professional associations. Many faculty members attend professional meetings and will assist with your participation.

The following professional associations support specialists in focused areas of dietetic practice and complement benefits and services of the AND:

#### **The Academy of Nutrition and Dietetics (AND)**

The AND is the nation's largest professional organization for dietitians, diet technicians, and dietetic professionals. AND was founded in 1917 and its purpose is to promote optimal health and nutritional status of the population through the provision of direction and leadership for quality dietetic practice, education, and research. As a student enrolled in a dietetic program at an accredited university, but not yet eligible for active membership, you have the opportunity to become an affiliate member of the AND. Benefits of membership include:

- The Journal of the Academy of Nutrition and Dietetics
- AND Courier - a monthly newsletter
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and merchandise
- Annual meeting application
- Dietetic Practice Groups - great for networking and finding your niche
- Membership in your state dietetic association
- Job announcements
- Access to the Organization's website

By far, the most important advantages as an affiliate member are the Journal, networking, and the opportunity to improve your marketability. You get all this for a reasonable student annual fee. Posters with information on joining AND are posted on bulletin boards in the department. You also can ask Nutrition and Dietetics professors for membership information, go online to <http://www.eatright.org>, or call the AND at 1-800-877-1600.

### The Pennsylvania Dietetic Association

The Pennsylvania Dietetic Association (<http://www.eatrightpa.org>) is Pennsylvania's professional organization for dietitians. Students who are AND affiliate members are automatically state association members. Some advantages include newsletters and publications, annual meeting registration information, networking, and much more.

### Philadelphia Dietetic Association

The Philadelphia Dietetic Association (<http://www.eatrightphiladelphia.org>) is the district association for dietitians in our geographical section of Pennsylvania. This Association can provide students a good opportunity to attend professional meetings, interact with dietitians, and develop professionally. While students who join AND automatically become members of the state dietetic association, they do not automatically become members of the Philadelphia Dietetic Association.

### Association of Nutrition and Foodservice Professionals

The Association of Nutrition and Foodservice Professionals (ANFP) which maintains the Dietary Managers Program is the national professional organization for dietary managers. Founded in 1960 with just 72 members, the association's membership now exceeds 15,000. ANFP recognizes and promotes standards of competency through education and experience. Student memberships are available at a reduced rate to anyone enrolled in a dietary manager course. Members receive the *Association's* magazine and benefit from the networking opportunities offered at local chapter meetings. For membership information, call 1-800-323-1908 or visit their website, <http://www.anfponline.org>.

### Other Associations

There are many other associations that provide great opportunities for dietetics professionals. Some of these include the:

American School Food Service Association (ASFSA) (1-800-877-8822, <http://www.asfsa.org>)  
American Society for Parenteral & Enteral Nutrition (ASPEN) <http://www.nutritioncare.org>  
American Association of Diabetes Educators (AADE) <http://www.diabeteseducator.org>  
American Diabetes Association (ADbA) <http://www.diabetes.org>  
American Public Health Association (APHA) <http://www.apha.org>  
American Association of Family and Consumer Sciences (AAFCS) <http://www.aafcs.org>  
National Restaurant Association (NRA) (1-800-424-5156, <http://www.restaurant.org>)  
Society for Nutrition Education (SNE) <http://www.sne.org>

## **DEVELOPMENT OPPORTUNITIES**

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Continuing professional development is a critical component of a credentialed practitioner's career. The increasing complexity of dietetics practice demands constant updating of the practitioner's knowledge, skills, and understanding. Professional development is the continuous process of learning for practitioners seeking to maintain and advance their professional competence. Credentialed practitioners must complete continuing professional education units (CPEU) every five years to maintain registration status. For Registered Dietitians, continuing professional education units are chosen through a Professional Development Portfolio Process. The portfolio process, which includes professional self-reflection, a learning needs assessment, planning, logging of activities, and an evaluation is shown to enhance the effectiveness of continuing professional education. For more information about the Professional Development Portfolio process, call CDR at (800) 877-1600, ext. 4849, e-mail ([cdr@eatright.org](mailto:cdr@eatright.org)), or visit their website (<http://www cdrnet.org>).

Whether or not a WCU Nutrition and Dietetics graduate becomes a credentialed practitioner, s/he should update professional knowledge, skills, and understanding. Professional development opportunities are countless. Websites, seminars, research, self-assessment modules, and professional association meetings are only a few of the many professional development tools.

Internet searches may supplement your knowledge about relevant foods, nutrition, and management topics. Most people have access to the internet and websites. Allow ample time to "surf" the internet because one topic invariably will lead to another and another. You even may wish to download internet materials, print them, and share them with others. The following list of websites will get you started.

<http://www.niddk.nih.gov/NutritionDocs.html>

*Patient information on nutrition and obesity.* This website contains topics which include: binge eating disorders, choosing safe and successful weight loss programs, dieting and gallstones, physical activity and weight control, statistics relevant to overweight and obesity, very-low-calorie diets, and weight cycling.

<http://www.eatright.org/ANDpositions.html#9>

*The Academy of Nutrition and Dietetics (AND) position paper index.* Official positions of the AND can be found in this web site.

<http://www.fda.gov/fdac/795-toc.html>

*Food and Drug Administration (FDA) Consumer Magazine.* This website provides magazine articles related to health. The articles are written with the consumer in mind. Information found on this website includes: good eating, concerns with gaining weight and eating right, staying in shape, and making the food label work for you.

<http://www.dole5ANDy.com/>

*Dole 5 a Day.* This website focuses on health associated with vegetable consumption. It also provides a nutrition resource list for educators. The following topics are listed: fruit nutrition facts, vegetable nutrition facts, fruits and vegetables high in vitamin A, fruits and vegetables high in vitamin C, fruit and vegetable sources of fiber, cabbage family vegetables, eat 5 a day everyday, and healthy benefits of eating fruits and vegetables.

<http://www.cspinet.org/>

*Center for Science in the Public Interest (CSPI).* This website is managed by a non-profit education and advocacy organization that seeks to promote health by educating people about nutrition and alcohol. CSPI publishes *Nutrition Action Health Letter*. Information included on this website is extensive and includes consumer nutrition articles, nutrition quizzes, "Chew Club" for children, and listings of other health and nutrition web sites.

<http://ificinfo.health.org>

*International Food Information Council (IFIC).* This website provides information about current topics in food safety and nutrition, adult nutrition, child nutrition, fat and cholesterol, food allergies, sweeteners, and much more.

<http://ificinfo.health.org/info-ed.htm>

*International Food Information Council (IFIC).* This website provides information for educators and includes teaching materials.

<http://vm.cfsan.fda.gov/list.html>

*Center for Food Safety and Applied Nutrition (CFSAN).* The Food and Drug Administration operates CFSAN. Information found in this website includes everything from food labeling, to nutrition information on restaurant menus, to biotechnology, to the Dietary Guidelines.

<http://www.nih.gov/>

*National Institutes of Health.* This website provides an array of information about health, diet, and nutrition. Research findings, relating nutrition to health, are presented.

<http://www.eneews.com:80/magazines/ucbwl/>

*University of California at Berkeley Wellness Letter.* This website offers nutritional information on a variety of topics. Wellness articles are presented in newsletter format. Articles include topics such as myths of garlic benefits, differences between low-fat and no-fat ice creams, and how much protein Americans should be eating.

[www.oznet.k-state.edu/humannutrition/newslet.htm](http://www.oznet.k-state.edu/humannutrition/newslet.htm)

*Foods and Nutrition Digest.* This website is offered by Kansas State University and contains information of topics including: food safety, healthy food preparation, reviews of journal articles, and basal metabolic rates. The newsletter lists various references for further reading.

<http://www.healthy.net/>

*Health World Online.* This website offers information on foods, fitness, nutrition, health care, and public health.

<http://www.iacnet.com/health/09258940.htm>

*American Academy of Allergy and Immunology.* States the food additives and possible reactions they impart.

<http://www.Alaska.net/~tne/>

*The Nutrition Expert.* This website is provided by a group of Registered Dietitians (RD). It clarifies the difference between a "nutritionist" and "registered dietitian". Dieting approaches are provided along with information about why "diets" do not work in the long run. A myriad of nutrition information is available to read.

<http://www.fns.usda.gov>

*Team Nutrition.* This website provides information on school meals for children in the U.S. Also provided is information on breakfast programs and the School Wellness Policy.

<http://www.nutrition.gov>

This website provides federal government information on nutrition.

It is nice to have literature that can be read quickly and contains summaries of the most recent research in the field. Some of the best newsletters include the following:

- *Food News for Consumers*, United States Department of Agriculture, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. 4 issues/year. This newsletter provides current information on food safety, nutrition, and food labeling.
- *Nutrition Action*, Center for Science in the Public Interest, 1875 Connecticut Ave., Suite 300, Washington DC 20009-5728. 10 issues/year. This publication provides information on consumer nutrition and federal actions regarding nutrition (<http://www.cspinet.org/>).

- *Nutrition and the MD*, PM Incorporated, PO Box 10172, Van Nuys, CA 91410. 12 issues/year. Results of research in clinical nutrition are presented. In addition, information is provided about professional books and practical clinical practice materials.
- *Tufts University Diet and Nutrition Letter*, Subscription Fulfillment Department, PO Box 57857, Boulder, CO 80322-7857. 12 issues/year. This news letter contains a mixture of consumer nutrition information and results derived from current research.

#### **A Request to Prospective and Declared Students Who Use This Handbook**

As you might imagine, staying abreast of the dynamic field of dietetics is difficult. Every effort was made to make this handbook current and complete; but, the author realizes that sometimes an element that deserves attention is missed. If you find content that you question or believe warrants further consideration, feel free to e-mail, call, or write Dr. Sandra Walz at [swalz@wcupa.edu](mailto:swalz@wcupa.edu), 610-436-3113, 312 Sturzebecker Health Sciences Center, West Chester University, West Chester, PA 19383.

## APPENDIX A

### **Nutrition and Dietetics Undergraduate Curriculum Guide-First Degree**

## Nutrition and Dietetics Undergraduate Curriculum Guide-First Degree

120 Semester Hours - excluding examination time, there are 14 weeks in a semester. 1 Credit = 1 didactic hour/week or 2-3 laboratory hours/week.

S/Yr	1 <sup>st</sup> Semester			Prereq	S/Yr	2 <sup>nd</sup> Semester			Prereq
	Cr	Gr				Cr	Gr		
	*BIO100	Basic Biological Sc.	3	C-		*CHE107 <sup>ABC</sup>	Gen Chem Hlth Sci	4	C-
	**STUDENT ELECTIVE		3			CRL107 <sup>ABC</sup>	Gen Chem Hlth Sci Lab	1	C-
	NTD200 <sup>AB</sup>	Nutrition and Culture (J)	3	C		*MAT 121	Statistics	3	
	*SOC200	Intro to Sociology	3			NTD303 <sup>AB</sup>	Intro Prin Hum Nutrition	3	C
	WRT120	Effective Writing I	3			WRT 200, 204, 205, 206, 208, or 220		3	
			15						14
S/Yr	3 <sup>rd</sup> Semester			Prereq	S/Yr	4 <sup>th</sup> Semester			Prereq
	BIO259	Anat/Physio I	4	C-		BIO269	Anat/Physio II	4	C-
	CHE230 <sup>ABC</sup>	Organic Chem	3	C		CHE310 <sup>BC</sup>	Intro Biochemistry	3	C
	Interdisciplinary "I" Course		3			STUDENT ELECTIVE		3	
	NTD205 <sup>AB</sup>	Prin Food Sel/Prep	3	C		NTD309 <sup>AB</sup>	Nutr Thru Life Cycle	3	C
	NTL205 <sup>AB</sup>	Prin Food Sel/Prep Lab	2	C	NTD205/con	*PSY100	Intro to Psychology	3	
			15						16
S/Yr	5 <sup>th</sup> Semester			Prereq	S/Yr	6 <sup>th</sup> Semester			Prereq
	BIO204	Intro to Microbiology	4	C-	BIO100 + 1 semester CHE	ARTS (art, film, dance, music, theater; no "I" course)	3		
	LIT/CLS, HIS, or PHI (cannot be an "I" course)		3			SPK 199, 208, 230	3		
	STUDENT ELECTIVE		2			LIT/CLS, HIS, or PHI (prefix must be different than the other LIT/CLS, HIS, or PHI selection; no "I" course)	3		
	NTD310 <sup>AB</sup>	Nutrition Research	3	C	MAT121, NTD309	NTD312 <sup>B</sup>	Food Science	3	C
	NTD320 <sup>AB</sup>	Strat. in Dietetics Ed.	3	C	NTD309	NTD415 <sup>AB</sup>	Community Nutrition	3	C
			15						15
S/Yr	7 <sup>th</sup> Semester			Prereq	S/Yr	8 <sup>th</sup> Semester			Prereq
	STUDENT ELECTIVE		3			STUDENT ELECTIVE		3	
	NTD409 <sup>A</sup>	Prof Skills in Dietetics (W)	3	C	NTD309	NTD413 <sup>B</sup>	Medical Nutr Therapy I	3	C
	NTD410 <sup>A</sup>	Quant Food Prod	3	C	BIO100+204; NTD/NTL205	NTD414 <sup>B</sup>	Medical Nutr Therapy II	3	C
	NTD411 <sup>A</sup>	Adv Human Nutr I	3	C	BIO100+259+269; CHE230+310; NTD309	NTD416 <sup>B</sup>	Foodserv & Nutr Mgmt I	3	C
	NTD412 <sup>A</sup>	Adv Human Nutr II	3	C	NTD411/con	NTD417 <sup>B</sup>	Foodserv & Nutr Mgmt II	3	C
			15						15

Abbreviations: S/Yr=semester and year course is taken. Cr=course credits. Gr=required grade. Prereq=prerequisites for the course.

\*These courses fulfill requirements for both general education and the Nutrition and Dietetics major.

\*\*Students having a deficient science background or lacking confidence in their math skills should take CHE101 before CHE/CRL 107.

<sup>A</sup>Offered Fall semester. <sup>B</sup>Offered Spring semester. <sup>C</sup>Offered Summer session.


*Apply for graduation one semester before your projected graduation date* (e.g. apply by Fall semester to graduate the following Spring semester).

Trans Cr.

Writing Emph.  
1 ≥ 300 level

"I"    "J"

THIS CURRICULUM GUIDE SHOULD BE USED IN CONSULTATION WITH AN ACADEMIC ADVISOR (8/20/12)

**Grade and General Education Requirement Information**  
**BS in Nutrition and Dietetics (NTD)**

**NTD GRADE REQUIREMENTS**

- A "C" or better grade is required in all NTD courses and in organic chemistry and biochemistry; a "C-" or better grade is required for all other science courses.
- If any core or cognate courses have prerequisites, the minimum grade requirements for those prerequisites must be met before the core or cognate course can be taken.
- Transfer courses need to meet these grade requirements in order to transfer to WCU.

*~All grade requirements in the dietetics and science courses must be met in order to graduate~*

**GENERAL EDUCATION REQUIREMENTS**

*Covered by our major (NTD) requirements*

- 2 Science courses (these are met by the program)
- 2 Behavioral and Social Science courses (satisfied by SOC 200 & PSY 100 in program)
- 1 Mathematics course (satisfied by program requirement of Statistics MAT 121)
- 1 "J" course = Diverse Communities (NTD 200 is a "J" course)
- 1 "W" course = Writing Emphasis (NTD409 is a "W" course at a 300-level or higher)

*Not covered by our major (NTD) requirements*

- TWO ENGLISH COMPOSITION courses: WRT 120 plus one of the following: 200, 204, 205, 206, 208, or 220
- TWO HUMANITIES courses (Literature/Comparative Lit., History or Philosophy) – these two must be from 2 different categories
- 1 ART course (Art, film/cinema, dance, music, photography, or theater)
- ONE COMMUNICATIONS course - either SPK 208 or SPK 230 [Transferred credit "SPK199" will also meet this requirement.]
- Free electives (9 credits) – These courses CAN be transferred from another institution
- One INTERDISCIPLINARY COURSE: "I" course = Interdisciplinary; If a course is designated as "I," it cannot fill ANY OTHER GEN ED REQUIREMENT such as Humanities or Social Science (even if these have already been fulfilled). You can, however, combine an "I" with a "W" course.
- 2 more "W" courses = Writing Emphasis (Note: These are courses which place an extra emphasis on writing assignments, they are not English composition [WRT] courses.). A total of 3 writing emphasis courses are required in all, but NTD409 counts as one of them so you would only need 2 additional "W" courses.

NOTE: If you have transferred to WCU, you may have enough credits to require fewer than 3 "W" courses, **but always you must take one course at the 300- or 400-level**. Transfer students with 40-70 credits need only take **2 "W" courses**. Transfer students with >70 credits need only take **1 "W" course**.

Courses designated "W" in the course schedule booklets may be taken at any time during your program. They may be any subject, and *you can take a "W" course that is also an Art, or Humanities, or "I" course, to combine these requirements*. It can also be one of your electives.

**NOTES:**

- J & W courses cannot be transferred from another institution, but I courses can be transferred from another institution.
- BIO110 can substitute for BIO100, BIO214 can substitute for BIO204; but CHE231 CANNOT be used in place of CHE230.
- Apply for graduation 1 semester before your projected graduated date

## **APPENDIX B**

### **Nutrition and Dietetics Undergraduate Curriculum Guide-Second Degree**

**Nutrition and Dietetics Undergraduate Curriculum Guide**  
**Second Degree**

**85 Semester Hours** - excluding examination time, there are 14 weeks in a semester. 1 Credit = 1 didactic hour/week or 2-3 laboratory hours/week.

S/Yr	1 <sup>st</sup> Semester	Cr	Gr	Prereq	S/Yr	2 <sup>nd</sup> Semester	Cr	Gr	Prereq
	BIO100	3	C-			CHE107 <sup>ABC</sup>	4	C-	
	NTD200 <sup>AB</sup>	3	C			CRL107 <sup>ABC</sup>	1	C-	
	NTD205 <sup>AB</sup>	3	C			MAT 121	3		
	NTL205 <sup>AB</sup>	2	C	NTD205/con		NTD309 <sup>AB</sup>	3	C	NTD303
	NTD303 <sup>ABC</sup>	3	C			PSY100	3		
		14					14		
S/Yr	3 <sup>rd</sup> Semester	Cr	Gr	Prereq	S/Yr	4 <sup>th</sup> Semester	Cr	Gr	Prereq
	BIO204	4	C-	BIO100 + 1 semester CHE		BIO269	4	C-	BIO259
	BIO259	4	C-			CHE310 <sup>BC</sup>	3	C	CHE230
	CHE230 <sup>AC</sup>	3	C	CHE107 (C- or better)		NTD310 <sup>AB</sup>	3	C	MAT121, NTD309
	SOC200	3				NTD312 <sup>B</sup>	3	C	CHE230, NTD/NTL205, NTD303
	NTD320 <sup>AB</sup>	3	C	NTD309		NTD415 <sup>AB</sup>	3	C	NTD320
		17					16		
S/Yr	5 <sup>th</sup> Semester	Cr	Gr	Prereq	S/Yr	6 <sup>th</sup> Semester	Cr	Gr	Prereq
	NTD410 <sup>A</sup>	3	C	BIO100+204; NTD/NTL205		NTD413 <sup>B</sup>	3	C	NTD412
	NTD409 <sup>A</sup>	3	C	NTD309		NTD414 <sup>B</sup>	3	C	NTD412
	NTD411 <sup>A</sup>	3	C	BIO100+259+269; CHE230+310; NTD309		NTD416 <sup>B</sup>	3	C	NTD410
	NTD412 <sup>A</sup>	3	C	NTD411/con		NTD417 <sup>B</sup>	3	C	NTD410
		12					12		

Abbreviations: S/Yr=semester and year course is taken. Cr=course credits. Gr=required grade. Prereq=prerequisites for the course. **\*\*Students having a deficient science background or lacking confidence in their math skills should take CHE101 before CHE/CRL 107.** <sup>A</sup>Offered Fall semester. <sup>B</sup>Offered Spring semester. <sup>C</sup>Offered Summer session.

**NOTES:** In order to graduate, a minimum of 30 credits must be earned at WCU. Beginning Fall '06, individuals claiming a NTD major are held to the above science grade requirements. Individuals who claimed a NTD major prior to Fall '06 are held to a CHE107 "C-" grade requirement. **Apply for graduation one semester before your projected graduation date** (e.g. apply at the beginning of the 5<sup>th</sup> semester to graduate at the end of the 6<sup>th</sup> semester).

**THIS CURRICULUM GUIDE SHOULD BE USED IN CONSULTATION WITH AN ACADEMIC ADVISOR. (8/30/12)**

## **APPENDIX C**

### **Nutrition and Dietetics Course Descriptions**

## Nutrition and Dietetics Course Descriptions

Course #	Course Name, Credits, and Description
NTD 200	<b>Nutrition and Culture (3).</b> This course will examine the relationship of food and nutrition to multicultural practices, origins of traditional food preparation, contemporary consumption habits, and disease incidence among the majority and minority populations within the United States. Diverse Communities course.
NTD 205	<b>Principles of Food Selection and Preparation (3).</b> Study of the basic principles of food selection and preparation with an emphasis on food safety. Comparative study and integration of convenience food and traditionally-prepared food. Concurrent: NTL 205.
NTD 301	<b>Consumer Nutrition (3).</b> This course explores the ever-changing frontier of nutrition science and confronts nutrition mysteries and emerging controversies. Practical tips and flexible guidelines to assist consumers in choosing nutritious, flavorful foods to match personal needs, preferences, and lifestyles are discussed. Emphasis is placed on methods of evaluating nutrition-related literature and claims, and interpretation of data and scientific studies relevant to nutrition.
NTD302	<b>Vegetarian Nutrition (3).</b> This course will apply basic human nutrition principles to plant-based dietary approaches, addressing both the health-promoting aspects of vegetarianism and concerns about nutritional adequacy at all stages of the life cycle. A variety of vegetarian food preparation methods will be demonstrated and students will participate in meal planning as well as taste-testing recipes.
NTD 303	<b>Introductory Principles of Human Nutrition (3).</b> Practical approach to the role nutrition and dietetics play in improving the quality of our lives-socially, physically, mentally, and emotionally. Dispelling of fads and fallacies.
NTD 309	<b>Nutrition Throughout the Life Cycle (3).</b> A study of nutritional needs and dietary concerns of people from conception to old age. PREREQ: NTD 303.
NTD 310	<b>Nutrition Research (3).</b> This course focuses on the process of research and statistical analysis and interpretation as it relates to nutrition and dietetics. Topics such as the foundation and ethics of research, research questions and hypotheses, research designs, statistical analysis and interpretation, evidence analysis, systematic reviews, and evidence-based practice will be addressed. Practical projects will be assigned, such as article analysis, a small research project, and data analysis using SPSS. Competence in reading, understanding, and analyzing research articles is the main goal of the course. PREREQ: MAT 121; NTD 309.
NTD 311	<b>Current Topics in Dietetics (2).</b> This course addresses timely and current topics in dietetics in an evidence-based way. Different topics are covered as they have current relevancy. PREREQ: NTD309.

Course #	Course Name, Credits, and Description
<b>NTD 312</b>	<b>Food Science (3).</b> A study of the chemical, physical, and biological characteristics of food and the effects that processing, storage, and preservation have on its structure, composition, palatability, and nutritive value. Sensory evaluation techniques and application of the scientific method are integral to the course. PREREQ: <u>CHE</u> 230 (C or better); NTD/NTL 205; NTD 303.
<b>NTD 320</b>	<b>Strategies in Dietetics Education (3).</b> Practical study of theories of teaching and learning, health behavior change, program planning, and educational strategies as they relate to the field of dietetics. Presentation preparation and delivery also will be covered. PREREQ: NTD 309.
<b>NTD 409</b>	<b>Professional Skills in Dietetics (3).</b> A focus on the development of nutrition counseling and communication/media technology skills. An appreciation of multiculturalism will be promoted. A familiarization with dietetics-related professional organizations, graduate school opportunities, and dietetic internships will be provided. Assistance with the dietetic internship and graduate school application process will be given. PREREQ: NTD 309.
<b>NTD 410</b>	<b>Quantity Food Production (3).</b> A basic course in quantity food production. Emphasis is placed on the essentials of operating a foodservice facility - menu planning, purchasing, storage, issuing, food production, service, distribution, and quality control. PREREQ: BIO 100, 204 (both C- or better); NTD/NTL 205.
<b>NTD411</b>	<b>Advanced Human Nutrition I (3).</b> In-depth examination of the digestion, transport, and metabolism of carbohydrates, lipids, and proteins. Special emphasis is placed on metabolic interrelationships and hormonal control of the three processes mentioned above. PREREQ: BIO 100, 259, 269 (all C- or better); CHE 230, 310 (both C or better); NTD 309.
<b>NTD 412</b>	<b>Advanced Human Nutrition II (3).</b> In-depth examination of the digestion, transport and metabolism of vitamins, minerals, and water. Special emphasis is placed on digestive and metabolic interrelationships and hormonal control. PREREQ: HEA 411/concurrently.
<b>NTD 413</b>	<b>Medical Nutrition Therapy I.</b> This course covers nutritional assessment, drug-nutrient interactions, nutritional therapy in diseases of infancy and childhood, gastrointestinal diseases, diseases of the liver and gallbladder, and surgery. PREREQ: NTD 412.
<b>NTD 414</b>	<b>Medical Nutrition Therapy II (3).</b> This course covers nutritional therapy in coronary heart disease and hypertension, diabetes mellitus, renal disease, cancer, and disabling diseases. PREREQ: NTD 412.
<b>NTD 415</b>	<b>Community Nutrition (3).</b> A study of the community nutrition programs and services at all levels of development. Course covers nutrition program planning, implementation, and evaluation; socioeconomic and cultural context of programs and services; an examination of the political and legislative process as it relates to nutrition legislation; and the role of the community nutritionist. PREREQ: NTD 320.

Course #	Course Name, Credits, and Description
NTD 416	<b>Foodservice and Nutrition Systems Management I (3).</b> A study of the organization and administration of foodservice and nutrition systems and the functions and responsibilities specific to management; decision-making, planning, organizing, staffing, leading, and controlling labor. Management of human resources, food, materials, capital, facilities, and markets as related to various hospitality systems will be examined. PREREQ: NTD 410.
NTD 417	<b>Foodservice and Nutrition Systems Management II (3).</b> A study of the organization and administration of foodservice and nutrition systems and the functions and responsibilities specific to management; controlling facilities, budgeting, facilities planning and design, buying and installing foodservice equipment, and marketing. Management of human resources, food, materials, capital, facilities, and markets as related to various hospitality systems will be examined. PREREQ: NTD410
NTD 420	<b>Perspectives on Obesity (3).</b> This course explores the prevalence, origins, assessment, treatments, policy issues, and preventative strategies relative to obesity. Eating disorders are introduced with special emphasis on binge eating.
NTD 422	<b>Nutrition for Health, Fitness, and Sport (3).</b> Study of nutrition and its effects on health, development, and performance; sound nutrition guidelines for optimal health and physical performance; energy and energy pathways as keys to physical activity; nutrients relative to health and physical performance; dining away from home; substances proposed to enhance performance; body composition and weight control. PREREQ: NTD303 or permission of instructor.
NTD 435	<b>Nutrition Workshop (3).</b> Special nutrition- and dietetics-related workshops on contemporary nutrition and dietetics problems and issues. This course may be taken again for credit.
NTL 205	<b>Principles of Food Selection and Preparation Laboratory (2).</b> Food preparation. Comparative study and integration of convenience food and traditionally-prepared food.

**APPENDIX D**

**Didactic Program Requirements**

## Didactic Program Requirements

Course Number	Course Title	Credits
<b>Professional Courses</b>		
NTD 200	Nutrition and Culture	3
NTD 205	Principles of Food Selection and Preparation	3
NTL 205	Principles of Food Selection and Preparation Laboratory	2
NTD 303	Introductory Principles of Human Nutrition	3
NTD 309	Nutrition Through the Lifecycle	3
NTD 310	Nutrition Research	3
NTD 312	Food Science	3
NTD 320	Strategies in Dietetics Education	3
NTD 409	Professional Skills in Dietetics	3
NTD 410	Quantity Food Production	3
NTD 411	Advanced Human Nutrition I	3
NTD 412	Advanced Human Nutrition II	3
NTD 413	Medical Nutrition Therapy I	3
NTD 414	Medical Nutrition Therapy II	3
NTD 415	Community Nutrition	3
NTD 416	Foodservice and Nutrition Systems Management I	3
NTD 417	Foodservice and Nutrition Systems Management II	3
<b>Physical, Biological Sciences, Mathematics</b>		
BIO 100	Basic Biological Science (BIO 110 can substitute for this course)	3
BIO 204	Introduction to Microbiology (BIO 214 can substitute for this course)	4
BIO 259	Anatomy and Physiology I	4
BIO 269	Anatomy and Physiology II	4
CHE 107	General Chemistry for the Health Sciences	4
CRL 107	General Chemistry for the Health Sciences Laboratory	1
CHE 230	Organic Chemistry (CHE 231 cannot substitute for this course)	3
CHE 310	Introduction to Biochemistry	3
MAT 121	Statistics	3
<b>Behavioral and Social Sciences</b>		
PSY 100	Introduction to Psychology	3
SOC 200	Introduction to Sociology	3
<b>Communication Courses</b>		
COM or SPK	Basic COM or SPK course	3
ENG or WRT	Basic Composition Courses (e.g. ENG 120 and 121)	6 (usually)

## **APPENDIX E**

### **Sample Didactic Program in Dietetics Verification Statement**

