Didactic Program in Dietetics Handbook and Policy Guide for Students, Faculty, and Staff

SDSU Nutrition and Dietetics Program

2017-2018

Kendra Kattelmann, PhD, RDN, LN, FAND
Department of Health and Nutritional Sciences
Distinguished Professor and Director of Didactic Program in Dietetics
Wagner 443, Box 2203
South Dakota State University
Brookings, SD  57007
605-688-4045
Kendra.kattelmann@sdstate.edu
# TABLE OF CONTENTS

**Introduction** ..........................................................................................................................................................1

**Accreditation Status** ...............................................................................................................................................1

**Equal Opportunity and Affirmative Action** .............................................................................................................1

**Pathway to Becoming an RD/RDN** .........................................................................................................................2

**Admission Requirements to DPD Program** .............................................................................................................2

- Credit for Prior Learning ...............................................................................................................................................2
- Student Conduct Code ...................................................................................................................................................4
- Insurance ......................................................................................................................................................................5
- Financial Aid .................................................................................................................................................................5
- Withdrawal/Refund of Tuition and Fees .....................................................................................................................5
- Immunization Policy ....................................................................................................................................................5
- Student Services ..........................................................................................................................................................6
- Disability Accommodations .......................................................................................................................................6
- Safety and Security .....................................................................................................................................................6
- Drug Free Environment ..............................................................................................................................................6
- Travel ..........................................................................................................................................................................6
- Professional Association Membership .....................................................................................................................7
- Photo Identification ....................................................................................................................................................7
- Academic Calendar ....................................................................................................................................................7
- Injury or Illness While in Facility for Experiential Learning ......................................................................................7
- Background Checks ....................................................................................................................................................7
- Experiential Learning Experiences and Compensation ........................................................................................7
- Your Permanent File ...................................................................................................................................................7

**Mission, Goals and Objectives** .............................................................................................................................9

**Program Director & Faculty HNS Department** .......................................................................................................11

**Curriculum and Learning Activities** .....................................................................................................................13

- Core Knowledge Accreditation Council for Education in Nutrition and Dietetics Competencies 2017 .....................13
- Curriculum Map and Student Learning Outcomes ..................................................................................................14

**Suggestions for a Successful Internship Application** ............................................................................................14

- An example of the type of information required in the DICAS application ................................................................16

**DPD Course**

- List .........................................................................................................................................................................17

**CLINICAL PRACTICUM EXPERIENCE CHECK SHEET** ..........................................................................................18

**INSTRUCTIONS ON OBTAINING THE NDTR-BS CREDENTIAL** ........................................................................30

**Acknowledgement of Receipt of Policy Handbook** ................................................................................................31
Introduction

Welcome to South Dakota State University (SDSU) and Didactic Program in Dietetics (DPD). Students interested in earning a BS degree in Nutrition and Dietetics will be accepted into the Health and Nutritional Sciences Department and assigned a departmental academic advisor. This handbook outlines the DPD Program at SDSU and career path to obtaining the RDN credential. This handbook is not a contract for the SDSU DPD Program. It serves to provide information about the program as well as the policies and procedures governing the program. The information, policies, and procedures in this handbook are intended to be supportive and are subject to all South Dakota Board of Regents (SDBOR) and SDSU policies and procedures. Students are expected to also review and follow the policies in the SDSU Undergraduate Catalog (http://catalog.sdstate.edu/index.php) and Student Conduct Code (http://www.sdstate.edu/sites/default/files/policies/upload/Student-Conduct-Code.pdf). The DPD Handbook will be revised annually. The DPD Handbook is also available on the SDSU HNS website under the undergraduate major of Nutrition and Dietetics. Program outcomes data are available on request by contacting the DPD Program Director, Kendra Kattelmann, Kendra.kattelmann@sdstate.edu.

Accreditation Status

The South Dakota State University Didactic Program in Dietetics had been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext 5400. http://www.eatright.org/ACEND

Equal Opportunity and Affirmative Action

SDSU has a well-established commitment to maintaining an environment free from discrimination and harassment, in accordance with federal and state law and SDBOR and University policy. The University offers equal opportunities in employment and for access to and participation in education, extension, and other services at the University to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other University service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under law against discrimination. Retaliation for making a report is strictly prohibited.

SDSU and SDBOR policies related to equal opportunity, non-discrimination, affirmative action and harassment are posted on the SDSU website at: http://www.sdstate.edu/hr/equal-opportunity/index.cfm and http://www.sdstate.edu/policies/section-4.cfm

Students, staff, and other individuals are encouraged to contact the Title IX/EEO Coordinator with any questions and concerns:

Michelle Johnson, Ed.D.
Title IX/EEO Coordinator, Affirmative Action Officer
South Dakota State University , Administration Building Room 100
Brookings, SD 57007
Phone: 605.688.4128
Pathway to Becoming an RD/RDN

Complete Minimum of a Bachelor's Degree from an Undergraduate Accredited Didactic Program in Dietetics

- Complete an ACEND-Accredited Supervised Practice Program
- Pass a National Exam administered by the Commission on Dietetic Registration (CDR)

Complete Continuing Professional Education Requirements

For additional information on the educational and professional requirements for Registered Dietitians, go to:
http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143
http://www.eatrightpro.org/resources/acend

Admission Requirements to DPD Program

Students interested in earning a BS degree in Nutrition and Dietetics will be accepted into the Health and Nutritional Sciences Department and assigned a departmental academic advisor. New students need to apply through the SDSU admissions and declare Nutrition and Dietetics as their major. Current students who decide to change majors need to notify their current advisor of their desire to change majors and then need to schedule an academic advising appointment with the professional advisor, Amanda Severson, 688-6182 amanda.severson@sdstate.edu for a transcript evaluation. Amanda will work with you and develop a program plan.

It is important to remember that completing the BS degree is the first step in becoming a registered dietitian nutritionist. To become a registered dietitian, you need to receive a verification statement from our accredited DPD program, apply, be accepted, and complete an internship after graduation. The internships are competitive and many have minimum GPA requirements. Therefore, it is important that you maintain a competitive GPA of least a 3.0 or better. Upon completion of the internship you must pass the nations registration examination administered by the Commission on Dietetics Registration. In 2024, in addition to the internship you must also obtain a graduate degree for eligibility for the examination. More information on the registration process can be obtained from CDR’s website at https://www.cdrnet.org/.

Once you obtain your RDN credential, check the licensure requirements in your state of residence. In the state of South Dakota, to practice medical nutrition therapy one must also be a licensed nutritionist (LN). More information on obtaining licensure is available from the State Department of Medical and Osteopathic Examiners at www.sd

Educational Requirements for the BS in Nutrition and Dietetics (DPD Program)

The DPD Program is accredited by ACEND at the undergraduate level. The academic advising guide sheet with the required classes can be obtained at https://www.sdstate.edu/academics/academic-advising-guide-sheets or http://www.sdstate.edu/sites/default/files/academic/guidesheets/2016/upload/Nutrition-and-Dietetics-Major-2016.pdf

Credit for Prior Learning

SDSU = South Dakota State University  DPD = Didactic Program in Dietetics  PD = Program Director  ACEND = Accreditation Council for Education in Nutrition and Dietetics  SP = Supervised Practice  PAL = Prior Assessed Learning
Credit for prior learning can be managed through the Testing Center at South Dakota State University. Students may receive credit for knowledge gained outside of the classrooms through the Testing Center established procedures. More information is available on the Testing Center website at http://www.sdstate.edu/testing-center/credit-prior-learning or by contacting sdsu.testing@sdstate.edu or 605-688-6460.

### Verification Statement for Eligibility to Apply to a Dietetic Internship and How to Obtain

A verification statement is proof of completion of the Dietetics Program and is the method used by Academy of Nutrition and Dietetics to ensure that stipulated qualifications for internship applications, or eligibility for the Registration Exam for Dietetics have been met.

**All students successfully graduating from SDSU with a B.S. degree in Nutrition and Dietetics and the courses required to receive a verification statement must have a “B” or better in NUTR 315 Human Nutrition and "C" or better in all majors (course with NUTR prefix) coursework to receive the verification statement. Those students starting the program in 2017, must have a “B” better in NUTR 315, 322, 323, 422, 423, and 425 and a “C” or better in all other major courses and completed the B.S degree to receive a verification statement.**

To receive your Verification Statement from the DPD Program, you will complete the survey sent to you near the end of your final semester querying for your cumulative GPA, your birthdate, your mother’s maiden name, and the address to which you want your Verification Statements mailed. This address should be where you will receive your mail 2-4 weeks after graduation. The DPD Director will issue a minimum of six "Verification Statements" with original signatures to the student after the registrar has confirmed that you have graduated. An original will be filed in your permanent file in the in Health and Nutritional Sciences Department Office.

### Student Performance and Monitoring

SDSU has implemented a Student Success Model to assist students in the transition to college career and academic success. The SDSU webpages designed for the student at http://www.sdstate.edu/first-stop provides much of the information required by students.

As part of the Student Success Model, all freshmen are advised by first year advisors familiar with first-year academic hurdles. Students must meet with their academic advisor before registering for classes. Students are transitioned to their major advisors for the remaining academic career.

Furthermore, there are many services on campus offered through the Wintrode Student Success Center. Students can explore their services http://www.sdstate.edu/university/wintrode-student-success-center. Students who are put on probation must meet with their academic advisor for a plan to improve academic performance.

As a dietetics student it is important to maintain a competitive GPA for acceptance into Dietetic Internships. Students with GPA’s below 3.0 rarely are accepted into the competitive dietetic internship programs.

It is also important that the student obtain a “B” or higher in NUTR 315 Human Nutrition and “C” or better in all the majors courses (NUTR prefix) to obtain a verification statement from the DPD Director. If you do not have these minimum grades, you will not receive a verification statement and will not be eligible to apply to dietetic internships.

Students with less than a 3.0 cumulative GPA are encouraged to pursue a different academic degree.

All faculty at SDSU are required to adhere to the BOR policy for course syllabi https://insidestate.sdstate.edu/academics/general/tlc/teacheffective/Power%20Point%20Presentation/Course-Syllabus%20Policy.pdf#search=syllabus%20policy and include the evaluation procedures in the syllabus. Faculty
must also submit grades at the end of the semester to allow timely dissemination of grades and GPA to the students. Students have access to unofficial transcripts through WebAdvisor.

The professional advisor has access to the student transcripts and checks at each of the academic advising visits.

Additionally, SDSU has implemented an early alert process for all 100 and 200 level classes through the Starfish system. All instructors of 100 and 200 level classes must record the midterm grades of students who have a “D” or less. This system automatically alerts the advisors of the performance. The Starfish system is available for instructors of 300 and 400 level classes if they desire to use.

---

**Student Conduct Code**

Dietetic students will be expected as members of the university community to abide by the SDSU and SDBOR Student Codes of Conduct which includes but is not limited to: academic misconduct, violence, discrimination, harassment, damage to property, possession and use of controlled substances, and theft. Violation of the student Conduct Code may result in sanctions up to and including expulsion from the NDI program and the University. The policy and procedures of the Student Conduct Code will be followed in processing alleged violations thereof and these protocols should be reviewed by all NDI students and interns. NDI students and interns may review this document at: [http://www.sdstate.edu/policies/upload/Student-Conduct-Code.pdf](http://www.sdstate.edu/policies/upload/Student-Conduct-Code.pdf)

All experiential experiences in institutions outside the campus have an MOU of agreement approved by the university administration. Any complaint from a practitioner about a student should be directed to the instructor of record for the course.

**Complaint Process**

In the event that student or a preceptor has a complaint regarding a required class or event of the experiential learning experience, or university faculty or staff, the intern or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint. If the student or preceptor feels comfortable taking the complaint to the DPD Program Director, the director would handle the complaint. If the complaint is regarding the DPD director and the student or preceptor does not feel comfortable disclosing the complaint to the DPD director, the complaint may be reported to the HNS Department Head. Students and preceptors will not be retaliated against for reporting a complaint. If a complaint cannot be handled through these channels, the intern may address the concern/complaint formally through the SDSU Academic Affairs office. Additional information about where an individual may file complaints is available at: [http://www.sdstate.edu/cee/distance/complaint-process.cfm](http://www.sdstate.edu/cee/distance/complaint-process.cfm)

The program will maintain a copy of the complaint and resolution on file in the Department office in a locked cabinet.

The policy regarding academic appeals can be found at: [http://www.sdstate.edu/policies/upload/Student-Academic-Integrity-and-Academic-Appeals.pdf](http://www.sdstate.edu/policies/upload/Student-Academic-Integrity-and-Academic-Appeals.pdf)

Academic Affairs
South Dakota State University
Administration (SAD) 230
Brookings, SD 57007
Phone: 605-688-4173
[sdsu.office.academicaffairs@sdstate.edu](mailto:sdsu.office.academicaffairs@sdstate.edu)

In the instance where the intern does not consider the complaint to be satisfactorily resolved at the SDSU institutional level in accordance with the institution’s complaint procedures as outlined in the NDI handbook, the intern may choose to provide a written complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The procedures and required written complaint investigation form for ACEND® is found on the eatrightacend.org website.
Costs
Tuition and fees by major are available on the SDSU website at http://site1.rops1.sdsu.commonsportcloud.com/academic/tuition-fee-pricing.cfm.

Cost in addition to the tuition and fees are background check ($85), immunizations, if not up-to-date, TB test if not recent ($15), annual flu shot ($50), lab coat ($30-50), and text books ($1000/year), student membership to the Academy of Nutrition and Dietetics ($50/year and purchase of subscription to eNCPT ($25) during your senior year.

Insurance
Liability insurance will be charged from tuition and fees as noted in costs above.

Financial Aid
Students must be admitted as degree-seeking students. Student financial assistance programs are administered through the student Financial Aid Office in the Enrollment Services Center. They may be contacted at 605-688-4695 or via mail at finaid@sdstate.edu for more information. Graduate assistantships, fellowships, and traineeships are administered by the department or program involved. Students enrolled in SDSU certificate programs are not eligible for federal student financial aid. The non-federal alternative loan programs may be used for students meeting the lender criteria as found at www.sdstate.edu (alternative loans). Please contact the SDSU Financial Aid Office if you have any questions.

Withdrawal/Refund of Tuition and Fees
According to the withdrawal and refund policy at SDSU:
- When students withdraw from school, tuition and fees are assessed or credited, as appropriate, according to the date the student officially notifies SDSU of intent to withdraw by contacting the SDSU Registrar’s Office. Room charges and meal plans are adjusted according to the residence hall and meal plan usage.
- The federal refund policy will be used for all students receiving federal aid. If you received loan money, the University will calculate the amount of your loan that was “earned” according to your date of withdrawal, following federal Title IV regulations. The unearned portion will be paid back to your lender by the University. This amount paid by the University to your lender will then be charged to your University account. If this amount is larger than the credits on your account following withdrawal, you will be required to pay the difference due.
  http://www.sdstate.edu/cashiers/refunds/index.cfm

Immunization Policy
The dietetic students follows the student immunization policy of SDSU (http://www.sdstate.edu/wellness-center/clinic/immunization-requirements.cfm). Students must complete the required immunizations prior to beginning laboratory experiences in MNT I and III. The cost of obtaining the required immunizations is the responsibility of the student.
All of the SDSU students will provide proof of the following prior to starting laboratory experiences:
   1. Varicella Immunity
   2. Rubella Immunity
   3. TB Skin Test completed within the last twelve months
   4. Measles immunity
   5. Mumps immunity
   6. Seasonal flu shot

SDSU = South Dakota State University  DPD = Didactic Program in Dietetics  PD = Program Director  ACEND = Accreditation Council for Education in Nutrition and Dietetics  SP = Supervised Practice  PAL = Prior Assessed Learning
Student Services

SDSU provides a variety of services to assist students. http://www.sdstate.edu/student-life

- Office of Career Development: http://www.sdstate.edu/careercenter/
- Tutoring support: http://www.sdstate.edu/gs/students/tutoring/
- Writing Center: http://www.sdstate.edu/engl/for-students/writingcenter/index.cfm
- Housing: http://www.sdstate.edu/reslife/
- Campus Dining: http://www.sdstate.edu/reslife/
- Multicultural Center: http://www.sdstate.edu/reslife/
- Veterans Affairs: http://www.sdstate.edu/campus/veteransaffairs/index.cfm
- American Indian Education and Cultural Center: http://www.sdstate.edu/aiecc/index.cfm
- Hilton M. Briggs Library (campus and online services): http://www.sdstate.edu/library/index.cfm
- Counseling Services: http://www.sdstate.edu/wellness-center/counseling/index.cfm
- Student Health Clinic: http://www.sdstate.edu/wellness-center/clinic/index.cfm

Disability Accommodations

Students with disabilities should discuss potential accommodations for their supervised practice hours with the SDSU NDI Program Director. Accommodations related to academic graduate coursework should be directed to Disability Services. Information on reasonable accommodations and accessibility can be found at: http://www.sdstate.edu/campus/disability/index.cfm

Safety and Security

SDSU implements a campus alert system to notify students, faculty, and staff of any safety threats or severe weather emergencies. To register for this free service, go to: http://www.sdstate.edu/safety/emergency-mgmt/campusalertsystsem.cfm

SDSU is committed to violence prevention and education. Information concerning prevention, warning signs and what to do in identifying and responding to a threat or concern are outlined on the SDSU Violence Prevention and Education webpage: http://www.sdstate.edu/safety/violence/index.cfm

On-campus emergencies should be reported by dialing 1-1-1 for the SDSU Police Department or 911 for the Brookings Police Department. For non-emergency assistance, the SDSU Police Department can be contacted at 605-688-5117 and is located in the Alvida Myre Sorenson Center at the corner of Medary Avenue and Harvey Dunn in Brookings, SD. The 2014 Annual Campus Security Report containing additional information regarding safety and security as well as statistics concerning criminal activity is available at: https://www.sdstate.edu/safety/upload/2014-Annual-Security-and-Fire-Safety-Reports.pdf

Drug Free Environment

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by its employees and agents while on duty or while in any workplace controlled by the University, to include vehicles owned by the University is prohibited. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University strictly prohibits the unlawful possession, use, manufacture, or distribution of alcohol, marijuana or controlled substances by its students or employees while on University controlled property or while participating in any capacity in activities or employment sponsored by it. Any person violating the proscriptions outlined in SDBOR policies 4:27 and 3:4 shall be subject to appropriate disciplinary action as outlined in the SDBOR and SDSU policies. http://www.sdstate.edu/policies/upload/Drug-Free-Environment.pdf

Travel

Travel off campus for required experiential learning experiences will through the student travel policy. For the MNT laboratory experiences the instructor will request a student travel request. Students driving state vehicles will be
submitted as a volunteer are required to have a driver’s license and automobile insurance. If the student has not
been submitted as a volunteer through the system or they are traveling in their own vehicle or the vehicle of other
student, the university is not responsible for their safety as they travel to and from assigned classes.

Professional Association Membership

Students will be using Academy of Nutrition and Dietetics resources in the Medical Nutrition Therapy courses. It is
the requirement of the course that MNT students be a member of the Academy of Nutrition and Dietetics.

Photo Identification

All junior dietetics’ will receive an SDSU student photo identification card. This identification card is to be worn at all
times during rotation experiences unless the facility requires the student to wear a facility required id card or badge.

Academic Calendar

Students in the SDSU DPD Program will observe the SDSU academic calendar for term start/end dates and holidays.
The SDSU academic calendar is updated yearly and can be downloaded
from:  http://www.sdstate.edu/calendar/index.cfm

Injury or Illness While in Facility for Experiential Learning

The student needs to notify the appropriate preceptor immediately of any injury sustained while at the experiential
practice facility. Injury procedures are followed according to the guidelines established at each specific practice
facility. In the event of a major injury, the DPD Program Director shall be contacted.

It is required that students have their own health insurance so that if they are injured while at a rotation location
they will have medical coverage. SDSU is not liable for injuries or health incidents that arise from the student
spending time at rotations sites.

Background Checks

Upper level are required to complete a criminal background check through Verified Credentials prior to starting the
experiential labs experiences for Medical Nutrition Therapy I and II. The students are responsible for the expense and
the check includes:
   a.  Social security trace
   b.  County criminal record history
   c.  State by state sex offender search
   d.  OIG’s List of Excluded Individuals and Entities
   e.  GSA’s Excluded List Party System

Experiential Learning Experiences and Compensation

If there is a situation where a student is employed by the health care facility that provides an experiential experience
for a laboratory component, the required laboratory experiences will during the assigned laboratory times and not
occur during paid hours of employment.

Your Permanent File

SDSU follows the policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). Information regarding
(FERPA) is provided at:  http://www.sdstate.edu/policies/upload/Student-Records-FERPA.pdf
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Mission, Goals and Objectives
The mission of the DPD at SDSU is as follows:

To provide students with foundation knowledge and skills as part of a rigorous science-based curriculum, which prepares students for entry into dietetic internships and/or graduate school.

The DPD mission is compatible with the Department and University mission. The mission of the DPD Program encompasses the value of our institutional mission, which is that "South Dakota State University offers a rich academic experience in an environment of inclusion and access through inspired, student-centered education, creative activities and research, innovation and engagement that improve the quality of life in South Dakota, the region, the nation and the world." Within the institution, the mission and values for the Department of HNS where the program is housed is as follows: "We are dedicated to improving quality of life regionally, nationally, and globally by fostering lifelong learners, conducting innovative science, and delivering effective outreach in the areas of health and nutrition."

2013-2018 Plan
Program Goal 1:
Goal #1 - The program will prepare students for success in completing the dietetic internship programs and in entry-level practice.

Program Objectives for Goal 1

<table>
<thead>
<tr>
<th>Objectives*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eighty percent (80%) of graduates will successfully complete the Registration exam upon first administration or 90% will pass within the first year.</td>
</tr>
<tr>
<td>2. The dietetic internship directors will rate the preparation of program graduates as satisfactory (3 on a scale of 1 to 5 with 5 being outstanding).</td>
</tr>
<tr>
<td>3. Employers will rate the preparation of program graduates as competent to highly competent. (or as satisfactory to outstanding)</td>
</tr>
<tr>
<td>4. Sixty percent (60%) of students entering the DPD as juniors (as measured by enrollment in NFS 322) will complete all DPD and degree requirements in three years.</td>
</tr>
<tr>
<td>5. 60% of program graduates will apply to dietetic internship programs, pathways offering supervised-practice within 12 months of graduation</td>
</tr>
<tr>
<td>6. Of those that apply to supervised practice 80% will be accepted.</td>
</tr>
<tr>
<td>7. Of those program graduates who do not apply to a supervised practice 80% will take the DTR exam or apply to graduate school or other professional schools.</td>
</tr>
</tbody>
</table>

Program Goal 2:
Goal #2. The program will encourage professional development.

Program Objectives for Goal 2

<table>
<thead>
<tr>
<th>Objectives*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 80% of students will demonstrate professional development by actively participating in a student club, join a professional organization as a student member, attend a professional conference and or legislative day.</td>
</tr>
</tbody>
</table>

*Outcome data measuring achievement of program objects will be provided for ACEND reviews and will be available to students, prospective students, and the public upon request.

SDSU = South Dakota State University DPD = Didactic Program in Dietetics PD = Program Director ACEND = Accreditation Council for Education in Nutrition and Dietetics SP = Supervised Practice PAL = Prior Assessed Learning
### Program Goal 1:

**Goal #1 -** The program will prepare students for success in completing the dietetic internship programs and in entry-level practice.

**Program Objectives for Goal 1**

<table>
<thead>
<tr>
<th>Objectives*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

### Program Goal 2:

**Goal #2.** The program will encourage professional development.

**Program Objectives for Goal 2**

<table>
<thead>
<tr>
<th>Objectives*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
Program Director & Faculty HNS Department
Information about the faculty can be obtained from the Health and Nutritional Sciences Department Faculty & Staff pages at http://www.sdstate.edu/health-and-nutritional-sciences/directory.

Kendra Kattelmann, PhD, RDN, LN, FAND*
Professor/Director of the Didactic Program in Dietetics
kendra.kattelmann@sdstate.edu

Becky Jensen, MS, RDN, LN*
Nutrition and Dietetic Internship Program Director, Instructor
becky.jensen@sdstate.edu

Lacey McCormack, PhD, MPH, RD, LN, HFS*
Assistant Professor in Health and Nutritional Sciences
lacey.mccormack@sdstate.edu

Elizabeth Droke, PhD, RD, LN*
Associate Professor in Health and Nutritional Sciences
elizabeth.droke@sdstate.edu

Suzanne Stluka, MS, RD, LN*
Program Director, SDSU Extension Food and Families
suzanne.stluka@sdstate.edu

Moul Dey, PhD
Professor in Health and Nutritional Sciences
Moul.dey@sdstate.edu

Christopher Comstock, MS, RD*, LN
Instructor in Health and Nutritional Sciences
Christopher.comstock@sdstate.edu

Mary Gengler, MS*
Instructor in Health and Nutritional Sciences
Mary.gengler@sdstate.edu

Cydni Perry, PhD
Assistant Professor in Health and Nutritional Sciences
Cydni.perry@sdstate.edu

Kelsey Raml, MS, RDN, LN
Adjunct instructor in Health and Nutritional Sciences Department
Kelsey.raml@sdstate.edu

Matthew Vukovich, PhD
Professor and Department Head
Matt.vukovich@sdstate.edu

Faculty in Consumer Sciences Department
Information about the faculty can be obtained from the Health and Nutritional Sciences Department Faculty & Staff pages at http://www.sdstate.edu/consumer-sciences/directory.
Kunsoon Park, PhD*
Assistant Professor in Consumer Sciences Department
Kunsoon.park@sdstate.edu

Xi Li, PhD
Assistant Professor in Consumer Sciences Department
xi.li@sdstate.edu

Julie Tkach, PhD
Assistant Professor in Consumer Sciences Department
Julie.tkach@sdstate.edu

Internal Advisory Committee
Faculty/Staff asterisked on the previous page serve as an internal advisory committee with the NDI Program Director to review applications, curriculum, outcome measures and on-going improvement. The HNS Department Head, Matt Vukovich (matt.vukovich@sdstate.edu) also serves on this committee. This committee meets at least quarterly.

External Advisory Committee
The external advisory committee is composed of facility representatives and registered dietitians in the state of SD who work with the students and/or hire the graduates. This committee meets once annually to review the DPD program.
Curriculum and Learning Activities
Core Knowledge Accreditation Council for Education in Nutrition and Dietetics Competencies 2017

Through the curriculum for BS in Nutrition and Dietetics, the DPD Program at SDSU will provide opportunities for students to accomplish the following ACEND 2017 Competencies:

REQUIRED ELEMENTS:

5.1 A curriculum map must be developed that:
   a. Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge and
   b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

5.2 The program’s curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.
   a. The program’s curriculum must include the following required components, including prerequisites:
      1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
      2. Communication skills sufficient for entry into professional practice
      3. Principles and techniques of effective education, counseling and behavior change theories and techniques
      4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and inter-professional relationships in various practice settings
      5. Principles of medical nutrition therapy and the Nutrition Care Process
      6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
      7. Management theories and business principles required to deliver programs and services
      8. Continuous quality management of food and nutrition services
      9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
     10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
     11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
     12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse populations
     13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
     14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology
   b. The program’s curriculum must prepare students with the following core knowledge:
      1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
         Knowledge—Upon completion of the program, graduates are able to:
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.
   Knowledge - Upon completion of the program, graduates are able to:
   KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
   KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
   KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
   KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
   KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
   KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
   KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
   KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

   Knowledge - Upon completion of the program, graduates are able to:
   KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
   KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
   KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
   KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
   KRDN 3.5 Describe basic concepts of nutritional genomics.

Curriculum Map and Student Learning Outcomes
Available upon request from DPD Director.

Suggestions for a Successful Internship Application
Acceptance into accredited internships is very competitive. Nationally, only 50% are selected into internships. It is important that you prepare yourself for a successful application.

Successful students have maintained competitive cumulative GPAs of 3.2 or better, science GPAs of 3.0 or higher and major GPA of 3.4 or higher. Also, students should strive for having “C” or better in all courses. Grades of “D” on your transcripts detract and can make you less competitive.
In addition to competitive GPA, a successful applicant also has demonstrated leadership activity. This is often through activity in student clubs or other community support activities and takes a leadership role in these activities.

Successful candidates usually have **200-300 hours of volunteer experiences** during their college career either through their club activities or other volunteer activities. It is important that you demonstrate how you can interact with people and work in teams. This is often through the Dietetics and Health Sciences Club and volunteer activities. Do not list your required practicum hours as volunteer activities.

Successful applicants also have work experiences in a health-related field such as dietary aide, nursing assistant, or cooking for quantity foods in health care institution. If you do not have health-related experiences, then pursue jobs that require good communication skills, detail-oriented, managerial experiences with responsibility and accountability. If you do not have work experiences in these areas, then you should pursue volunteer opportunities to demonstrate that you understand the scope of practice for a registered dietitian nutritionist.

Scholarships and/or awards should also be noted on applications.

In addition to academic achievements and health-related work and volunteer experience, gaining in experience in research may also set you apart from your peers when applying for internships. This could include volunteering for a research study so you learn more about the research process, or working as an undergraduate research assistant for a faculty member. You can learn more about faculty research interests/projects by visiting the Health & Nutritional Sciences department website and contacting faculty members about opportunities that may exist in their labs.

Internship application occurs two times per year for those internships participating in the computer match process: A September due date for the January start date and February 15 for the fall start date. The due dates can be obtained from the ACEND website at [http://www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/). The application process is very competitive. Therefore, do not wait until the last minute to complete the application.

The first step is to review the internships and select 5-6 that match your strengths and goals. You can review the accredited internships on the ACEND website at [http://www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/).

You need to develop a well written and compelling personal statement. You will obtain some information on how to submit a competitive packet in NUTR 487 Transition to the Profession. Additionally, assistance in writing a compelling cover letter and resume can be obtained from Student Services in the Union. Completing and submitting an internship application is a personal responsibility and needs to be taken seriously. **The faculty and advisors can provide advice; however, the application process is the sole responsibility of the student.** Make sure that you read ALL the directions for each internship and that you submit ALL the required documents into DICAS. If the internship states that they require all documents in DICAS, make sure that you complete all the documents in DICAS, even those that are marked as optional!

The application to most of the internships is through the computer matching process of DICAS. Information about the computer matching process is also available on the ACEND website at [http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425](http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425). Review the information on this website for instructions on how to complete the internship application through the Dietetic Internship Centralized Application Process.

In addition to the application to DICAS, you also must access D & D Digital and submit your ranking of the internships of which you applied. The application process is not complete without the D & D Digital ranking.

The internship application process and the D & D Digital require fees, as well as, some internships have an application fee. Remember to budget for these fees.
The DICAS application requires a significant amount of information. You should develop a portfolio type of system and begin documenting your volunteer, work, and leadership experiences early in your academic career.

An example of the type of information required in the DICAS application is:

**Student Activities**

1. **On-Campus, University**
   - Organization:
     - Member ____, Office _____, Other

2. **Departmental or College Activity**
   - Time spent

3. **Off-campus or community service Activity**
   - Time spent

**Unpaid Work Experiences:**

1. **Related to career goals**
   - Hours per week _____ Place of work
   - Salary, starting U______, ending
   - Supervisor
   - Describe work

   Hours per week _____ Place of work
   - Salary, starting _____, ending
   - Supervisor
   - Describe work

2. **Non-related to career goals**
   - Hours per week _____ Place of work
   - Salary, starting _____, ending
   - Describe work

---

SDSU = South Dakota State University  
DPD = Didactic Program in Dietetics  
PD = Program Director  
ACEND = Accreditation Council for Education in Nutrition and Dietetics  
SP = Supervised Practice  
PAL = Prior Assessed Learning
**DPD Course List**

**Directions to DPD Program Director:** Complete this form listing the program requirements for the catalog year on which the applicant’s degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant’s degree is evaluated.

**Directions to the Applicant:** Obtain this completed form from your DPD Program Director. This completed form MUST be uploaded to the “DPD Course List Form” section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

<table>
<thead>
<tr>
<th>DPD Program Institution</th>
<th>South Dakota State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPD Director Name</td>
<td>Kendra Kattelmann, PhD, RDN, LN, FAND</td>
</tr>
<tr>
<td>Website for Course Catalog</td>
<td><a href="http://catalog.sdstate.edu/preview_program.php?catoid=22&amp;poid=4115&amp;returnto=1921">http://catalog.sdstate.edu/preview_program.php?catoid=22&amp;poid=4115&amp;returnto=1921</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPD Professional Courses</th>
<th>DPD Science Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMGT 251 Foodservice Sanitation</td>
<td>CHEM 112/112L General Chemistry I and Lab</td>
</tr>
<tr>
<td>NUTR 141/141L Food Principles/Lab</td>
<td>CHEM 114/114L General Chemistry II and Lab</td>
</tr>
<tr>
<td>NUTR 315 Human Nutrition</td>
<td>BIOL 151/151L General Biology I &amp; Lab</td>
</tr>
<tr>
<td>NUTR 322/322L Assessment Skills in Nutrition/Lab</td>
<td>BIOL 221/221L Human Anatomy &amp; Lab</td>
</tr>
<tr>
<td>NUTR 323 Lifecycle Nutrition</td>
<td>BIOL 325/325L Physiology &amp; Lab</td>
</tr>
<tr>
<td>NUTR 341/341L Food Science/Lab</td>
<td>CHEM 326/326L Organic Chemistry I &amp; Lab</td>
</tr>
<tr>
<td>NUTR 380 Foodservice Operations &amp; Purchasing</td>
<td>CHEM 328/328L Organic Chemistry II &amp; Lab</td>
</tr>
<tr>
<td>NUTR 381/381L Quantity Food Production and Service/Lab</td>
<td>CHEM 464 Biochemistry I</td>
</tr>
<tr>
<td>NUTR 422 Advanced Human Nutrition</td>
<td>MICR 231/231L General Microbiology &amp; Lab</td>
</tr>
<tr>
<td>NUTR 423/423L Medical Nutrition Therapy I/Lab</td>
<td>STAT 281 Introduction to Statistics or HSC 445 Epidemiology</td>
</tr>
<tr>
<td>NUTR 424/424L Community Nutrition/Lab</td>
<td>MATH 102 College Algebra</td>
</tr>
<tr>
<td>NUTR 425/425L Medical Nutrition Therapy II/Lab</td>
<td></td>
</tr>
<tr>
<td>BADM 460 Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>NUTR 487 Transition to the Professional World</td>
<td></td>
</tr>
<tr>
<td>NUTR 490 Seminar</td>
<td></td>
</tr>
<tr>
<td>NUTR 495 Professional Practicum</td>
<td></td>
</tr>
<tr>
<td>SPCM 101 Fundamentals of Speech</td>
<td></td>
</tr>
<tr>
<td>ENGL 101 Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL 201 Composition II</td>
<td></td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td></td>
</tr>
<tr>
<td>ACCT 210 Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>NURS 201 Medical Terminology</td>
<td></td>
</tr>
</tbody>
</table>
**Directions to DPD Program Director:** Complete this form listing the program requirements for the catalog year on which the applicant’s degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant’s degree is evaluated.

**Directions to the Applicant:** Obtain this completed form from your DPD Program Director. This completed form MUST be uploaded to the “DPD Course List Form” section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

<table>
<thead>
<tr>
<th>DPD Program Institution</th>
<th>South Dakota State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPD Director Name</td>
<td>Kendra Kattelmann, PhD, RDN, LN, FAND</td>
</tr>
<tr>
<td>Catalog Year for Applicant</td>
<td>2017-2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DPD Professional Courses</strong></th>
<th><strong>DPD Science Courses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>HMG 251 Foodservice Sanitation</td>
<td>CHEM 112/112L General Chemistry I and Lab</td>
</tr>
<tr>
<td>NUTR 141/141L Food Principles/Lab</td>
<td>CHEM 114/114L General Chemistry II and Lab</td>
</tr>
<tr>
<td>NUTR 315 Human Nutrition</td>
<td>BIOL 221/221L Human Anatomy &amp; Lab</td>
</tr>
<tr>
<td>NUTR 322/322L Assessment Skills in Nutrition/Lab</td>
<td>BIOL 325/325L Physiology &amp; Lab</td>
</tr>
<tr>
<td>NUTR 323 Lifecycle Nutrition</td>
<td>CHEM 326/326L Organic Chemistry I &amp; Lab</td>
</tr>
<tr>
<td>NUTR 341/341L Food Science/Lab</td>
<td>CHEM 328/328L Organic Chemistry II &amp; Lab</td>
</tr>
<tr>
<td>NUTR 380 Foodservice Operations &amp; Purchasing</td>
<td>CHEM 464 Biochemistry I</td>
</tr>
<tr>
<td>NUTR 381/381L Quantity Food Production and Service/Lab</td>
<td>MICR 231/231L General Microbiology &amp; Lab</td>
</tr>
<tr>
<td>NUTR 422 Advanced Human Nutrition</td>
<td>STAT 281 Introduction to Statistics or HSC 445 Epidemiology</td>
</tr>
<tr>
<td>NUTR 423/423L Medical Nutrition Therapy I/Lab</td>
<td>MATH 102 College Algebra</td>
</tr>
<tr>
<td>NUTR 424/424L Community Nutrition/Lab</td>
<td></td>
</tr>
<tr>
<td>NUTR 425/425L Medical Nutrition Therapy II/Lab</td>
<td></td>
</tr>
<tr>
<td>BADM 460 Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>NUTR 487 Transition to the Professional World</td>
<td></td>
</tr>
<tr>
<td>NUTR 490 Seminar</td>
<td></td>
</tr>
<tr>
<td>NUTR 460 Human Nutrition and Precision Health</td>
<td></td>
</tr>
<tr>
<td>SPCM 101 Fundamentals of Speech</td>
<td></td>
</tr>
<tr>
<td>ENGL 101 Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL 201 Composition II</td>
<td></td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td></td>
</tr>
<tr>
<td>ACCT 210 Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>NURS 201 Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>HDFS 210 Lifespan Development</td>
<td></td>
</tr>
</tbody>
</table>
CLINICAL PRACTICUM EXPERIENCE CHECK SHEET
Professional Practicum
NUTR 495

Instructor: Kendra K. Kattelmann, Ph.D., R.D N., L.N, FAND. Credits: 2

The professional practicum is designed for the dietetics student to observe the skills required of a registered dietitian. It is the student’s responsibility to organize the arrangements with the registered dietitian. It is expected that the student will be responsive to the preceptor’s requests. The preceptor can choose to ask the student to complete a project of preceptor’s choice.

Required Objectives:
1. Students will demonstrate professional behavior.
2. Students will demonstrate professional communication skills.
3. Students will demonstrate critical thinking skills by arranging their professional shadowing experience.
4. Student will demonstrate the ability to formulate a nutrition care plan and document using an ADIME note.
5. Students will observe the skills required of a registered dietitian in community, clinical, research, management or professional work experiences.

Optional suggested objectives if allowed by preceptor and preceptor’s institution:
1. Student will demonstrate the ability to read medical charts.
2. Student will demonstrate the ability to screen patients for nutritional risk using anthropometric, biochemical lab, clinical exam, and dietary data.
3. Student will demonstrate the ability to interview a patient, obtain, and analyze a 24-hour recall or 3 day diet history.
4. Student will demonstrate the ability to complete a calorie count.
5. Student will demonstrate the ability to counsel a patient on a simple diet instruction.
6. Student will demonstrate the ability to complete a menu analysis.
7. Students will demonstrate the ability to complete a nutrition education session to the public.
8. Students will be exposed to financial management and budget experiences.

Description and instructions: This class should be taken the summer between the junior and senior year. This course will allow you to practice what you have learned in NFS 322, Assessment Skills and Counseling in Nutrition, Quantity Foods, Food Service Operations and other professional classes. This class may also provide the opportunity to experience patients with serious illnesses and to observe the roles of clinical dietitians, as well as, community nutrition activities and managerial activities. NFS 487 is a pre-requisite for this course.

You will be responsible for making your own arrangements with a preceptor. I can assist you in locating names of possible preceptors. I suggest that you obtain experiences with dietitians in your hometown. The 80 hours can be paid or unpaid experiences in the dietary or clinical dietetics office. You may also make arrangements to work with dietitians in the community settings such as WIC, extension or other wellness programming. You must work with a registered dietitian and the experiences may be a combination of clinical, community, management, and research. You need to begin to make these contacts in the spring semester and have the schedule completed by the time the end of finals during the spring semester prior to the summer semester in which you enroll for NFS 495. You must provide me your schedule, address of where you will be completing the practicum and the preceptors name and telephone number on the attached Schedule Form. This form must be completed and submitted via D2L before starting work at practicum site. Do not start your practicum hours until the class has officially started. (For example, you cannot start your hours during finals week.) Check the schedule bulletin to see the start date for this class.

Letter to practicum preceptors—I have loaded a letter from me to the practicum preceptor into the contents area of this class D2L. Some preceptors require a letter from me. You can print and take to you with to practicum is necessary.

Items that must be completed before starting practicum.

1. Outline of where completing hours. Attached is a form that you need to complete indicating when and where you are completing the hours. Yes, this is a repeat of NFS 487; however, you need to do again for this class. You must submit to drop box or I will subtract 10 points from your grade when grading.

2. HIPPA training must be completed prior to starting your hours. If you did not take NFS 487, you must complete the HIPPA privacy training prior to starting. If you completed NFS 487, you completed the HIPPA privacy training in that class. However, if the institution requires their own, then you must complete their training also.
Items that you must complete during the practicum are listed below.

- Make sure that you have corresponded with your practicum preceptor about appropriate dress to include name tag and any other additional details required.

- **Annotation of hours and tasks during the practicum.** You must annotate your hours and tasks performed on the “Clinical Practicum NFS 495” form. You do not need to complete all the task of the form. These are only suggestions. If you do other things, list them and have your preceptor initial the items.

- **Recommendation from Preceptor.** Attached is a recommendation form that your preceptor needs to complete on you. If the preceptor does not desire to complete the entire form, ask them to at least address your professional behavior. I need them to at least provide feedback on your professional behavior. Each preceptor needs to complete a form. Copy more if needed.

- **ADIME Case Study**— The purpose of this activity is to learn how to look at a patient’s chart and decide what information will be helpful to you for providing medical nutrition therapy. This project gives you the opportunity to work with a patient’s real information and unique situation. You will be gathering information on the Nutrition Assessment portion of the ADIME statement. A template has been provided for you on the things that you should look for in a chart.
  a. What to do:
     i. Print of the sheet and take with you to one of your practicum sites.
     ii. Ask your preceptor if you can look at a patient’s chart to fill out the Nutrition Assessment portion.
     iii. Read the person’s chart and fill in any information that would be valuable for you to write an ADIME statement for.
     iv. You will learn how to complete the rest of the ADIME statement in Medical Nutrition Therapy I.
     v. Remember—do NOT include any identifying information on this sheet!!!!! Follow HIPPA privacy rules.

- **Thank-you letter to your preceptor**—I also expect you to write a professional letter of thanking your preceptors for allowing you to shadow and mail the letters to the preceptors. You will need to provide me with hard copies of these letters when you turn in your items for a grade. Note-- these letters are copies of what you sent to the preceptors.

Documents from NFS 487 for your review if necessary are listed below.

1. **If you completed a criminal background check in NFS 487 you do not need to repeat. However, if you have not completed a criminal background check you must** complete prior to starting your practicum. The background checks are completed by Verified Credentials. You must initiate the check by logging into www.myvci.com/sdstate.dietetics. The background check may take several weeks. Complete this step immediately.

2. **Name tag and dress for success link.** Professional dress is expected during your practicum. Check with your preceptor concerning dress expectations. Remember you are representing SDSU. Many institutions have dress code policies for employees. You are expected to adhere to those. A link has been included on business casual for your information. Also, you have not already done so; you must purchase an ID card at card services. The ID will identify you as SDSU dietetics student. You must wear this ID during the practicum. Load a document under the ID tag-dress Dropbox indicating that you have an ID card and that you contacted your preceptor and are knowledgeable of the dress required. UNDER NO CIRCUMSTANCES SHOULD YOU SHOW UP TO ANY TYPE OF PRACTICUM IN FLIP FLOPS AND SHORTS. A student did this in the in the past and I was notified.

**Grading:** You are graded on completion of hours, satisfactory professional performance with preceptor, and submission of all documents once you have completed the hours. I will not accept partial packets. Submit all your documents in one packet after completion of hours. The completed packet needs the following documents:

- **Schedule for practicum**—you also submitted a copy of the practicum plan in D2L, but I also want a hard copy with the completed packet.
- **Clinical practicum experience hours and task list**—make sure that this form is completed and you have your preceptors initial the form.
- **Recommendation form from each site.**
- **Copies of the thank-you letters that you sent to the preceptors.**

Have your preceptor evaluate your performance on the evaluation form. Your grade will be based on satisfactory performance and completion of hours. I have provided you with one copy of the recommendation form attached to this syllabus. If you have more than one preceptor you will need to copy the recommendation form and provide each of your preceptors a copy. You may download and print additional evaluation forms from D2L. These forms are also available in the Student Handbook for Dietetics. This handbook can be downloaded from the Department Website. You are responsible for these forms. You may mail them to me or bring them to me in the fall of the year. Do not lose. No evaluations—no grade!
You do not have to finish the 80 work hours during the summer. You will be given an In Progress grade until you finish all hours. It is expected that you will finish the hours during the semester that you take NFS 423 and NFS 425. Keep an inventory of the hours on the Inventory Sheet attached (additional inventory sheets can be downloaded from D2L) and turn in with your evaluation and the task sheet.

A--100% completion of hours, no unsatisfactory performance ratings, and submission of all requested documents to me at the completion of your practicum.
B--90-99% completion of hours or one unsatisfactory performance rating, or ONE missing one document from the packet.
C--80-89% completion of hours and one or more unsatisfactory performance ratings or more than one missing document from the packet. A grade less than a C will not count for graduation. You will need to repeat the course.

Professional Liability Insurance: Your professional fees are used to pay for two years of professional liability insurance. This insurance is required by the institutions where you perform your practicum experience. This insurance is liability insurance only.
Schedule for Practicum NUTR 495

Complete this form and turn into Dr. Kattelmann before the end of the spring semester.

When you are scheduled to work for practicum: _________________________________

Where: _____________________________________________________________________

Contact Preceptor(s): Include name, address, telephone number, and email address. I will either visit or call during the practicum.
Minimum of 80 hours (40 hours/credit) or 2 credits.

Name of Student: __________________________________________

Name of Preceptor(s) ________________________________________

Have the preceptor initial or sign the experiences that you complete or demonstrate previous knowledge. You do need 80 hours documented, but **you do not need to complete all experiences listed. These are suggested experiences.** If you have experienced items not listed, list those in the blank rows at the bottom.

<table>
<thead>
<tr>
<th>Clinical Experience</th>
<th>Number of hours</th>
<th>Date</th>
<th>Signature or initials of preceptor RD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read Charts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Screen patients for nutritional risk using anthropometric, biochemical lab,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>clinical exam, and dietary data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. From patient, collect and analyze 24 hours recall or 3 day diary (min of 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Do calorie counts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Observe or write SOAP or patient care notes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Interview patients</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. If student feels competent, instruct patients on: lactose free, sodium restricted, high fiber, food guide pyramid, or any others that you feel competent to give</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Interview/talk to patients/review charts of patients with at least 3 of the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>following diseases: renal, AIDS, diabetes, hypertension, cancer, cardiac failure,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>any pediatric patient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Observe/work with nutrition support team (tube feeding, TPN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Follow dietitian on rounds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Listen to at least 3 diet instructions: cardiology, cancer, pregnancy,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>diabetes, pediatric, wellness, cardiac rehab, bariatric surgery, weight reduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Go on health care team rounds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Attend Patient Care Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Observe WIC dietitian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Observe or assist in planning and presenting community wellness experience.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of hours performed _________________________________________________

Names, addresses, telephone numbers, and email of preceptors.
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Note: Remember to have your preceptor evaluate your performance using the recommendation form.
Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student’s readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student’s Name

Actual or Expected Date of Graduation

O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

<table>
<thead>
<tr>
<th>O</th>
<th>MS</th>
<th>SAT</th>
<th>NI</th>
<th>U</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application of Knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrition Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Nutrition Therapy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foodservice Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical Skills/Problem Solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conceptual Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peers/Co-Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers/Supervisors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership Potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative/Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaction to Stress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perseverance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works Independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility/Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Potential as a Dietitian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:  

If Other, please indicate relationship:  

How long have you known applicant?  

How well do you know applicant?  

Do You: (Check appropriate box.)  

Highly Recommend:  

Recommend:  

Not Recommend: 
**Additional Information:** Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

**Strengths:**

**Qualities that Require Further Development:**

Name

Signature _______________________________ Date ______________

Position ____________________________________________

Place of Employment ______________________________________

Address ____________________________________________

_____________________________________________________

_____________________________________________________

Phone XXX-XXX-XXXX E-mail ______________

Prepared by The American Dietetic Association and Dietetic Educators of Practitioners Practice Group for optional use by dietetics education programs (2004).
The purpose of this activity is to learn how to look at a patient’s chart and decide what information will be helpful to you for providing medical nutrition therapy. This project gives you the opportunity to work with a patient’s real information and unique situation. You will be gathering information on the Nutrition Assessment portion of the ADIME statement. A template has been provided for you on the things that you should look for in a chart.

What to do:

- Print of the sheet and take with you to one of your practicum sites.
- Ask your preceptor if you can look at a patient’s chart to fill out the Nutrition Assessment portion.
- Read the person’s chart and fill in any information that would be valuable for you to write an ADIME statement for.
- You will learn how to complete the rest of the ADIME statement in Medical Nutrition Therapy I.
- Remember—do NOT include any identifying information on this sheet!!!! Follow HIPPA privacy rules.
## ADIME Practicum Case Study

### Nutrition Assessment

<table>
<thead>
<tr>
<th>Nutrition Assessment Categories</th>
<th>Patient Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Nutrition-Related History</td>
<td>Food Intake:</td>
</tr>
<tr>
<td></td>
<td>Diet order:</td>
</tr>
<tr>
<td></td>
<td>Diet experience:</td>
</tr>
<tr>
<td></td>
<td>Physical Activity:</td>
</tr>
<tr>
<td>Anthropometric Measurements</td>
<td>Body Composition:</td>
</tr>
<tr>
<td>Biochemical Data, Medical Tests, and Procedures</td>
<td></td>
</tr>
<tr>
<td>Client History</td>
<td>Personal Data:</td>
</tr>
<tr>
<td></td>
<td>Patient/Client/Family Medical/Health:</td>
</tr>
<tr>
<td></td>
<td>Treatment/therapy/alternative medicine/medical diagnosis:</td>
</tr>
<tr>
<td></td>
<td>Social History:</td>
</tr>
</tbody>
</table>

### Nutrition Diagnosis (PES Statement)

### Nutrition Intervention
Nutrition Prescription:

<table>
<thead>
<tr>
<th>Intervention 1</th>
<th>Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intervention 2</th>
<th>Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intervention 3</th>
<th>Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Nutrition Monitoring and Evaluation**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS ON OBTAINING THE NDTR-BS CREDENTIAL

Upon completion of your BS in Dietetics you are eligible to take the NDTR exam and obtain the NDTR-BS credential. If you are interested in obtaining this credential, please notify Dr. Kattelmann before you graduate. You are eligible to become an NDTR through Pathway III. The instructions and forms can be obtained from the Commission on Dietetic Registration website at http://www.cdrnet.org/program-director/registration-eligibility-requirements-for-dietetic-technicians-new-pathway-iii. You must read the instructions, follow the steps to complete the form, familiarize with the Ethics policy, and provide Dr. Kattelmann with the completed eligibility form, a signed DTR misuse form, a verification statement, and a transcript that indicates that you received a degree. Dr. Kattelmann will then process the application and submit to CDR.
Acknowledgement of Receipt of Policy Handbook

I acknowledge that I have received the SDSU DPD Handbook containing the policies and procedures of the DPD Program. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the Didactic Program in Dietetics of the Health and Nutritional Sciences Department at SDSU as well as the SDBOR and SDSU policies and procedures. I acknowledge that I will not be provided with a verification statement for eligibility to take the examination for dietitians if the following are not completed:

- Completion of the BS in Nutrition and Dietetics
- Grade of “B” or higher in NUTR 315 Human Nutrition and “C” or higher in all majors courses with the prefix NUTR.

I acknowledge that the internship application process is my sole responsibility and not that of the faculty, staff, or advisors at SDSU.

Signature of the Student

Date