



**SOUTH DAKOTA  
STATE UNIVERSITY**

Nutrition and Dietetics Graduate  
Program  
Policy and Procedures Handbook for  
Students, Faculty and Staff

2022-2023

Becky Jensen, MS, RDN, LN  
Program Director  
[Becky.jensen@sdstate.edu](mailto:Becky.jensen@sdstate.edu)  
605-688-6619

## TABLE OF CONTENTS

<b>General Program Information</b> .....	<b>3</b>
Introduction.....	3
Accreditation Statement.....	3
Pathway to Becoming a Registered Dietitian .....	3
Program Director & Faculty Information .....	4
Internal Advisory Committee.....	5
External Advisory Committee .....	5
Program Mission, Goals and Objectives .....	5
<i>Nutrition &amp; Dietetics (M.S.) Mission</i> .....	5
<i>Program Goal #1</i> .....	5
<i>Program Goal #2</i> .....	6
Admission Requirements.....	6
<i>Recruitment</i> .....	6
<i>Program Eligibility</i> .....	7
<i>Table 1. Pre-requisite Courses</i> .....	7
<i>Table 2. Co-requisite Courses</i> .....	7
<i>Program Application Process</i> .....	9
<i>Graduate School Application</i> .....	10
Prior Assessed Learning.....	10
Program Costs .....	11
<i>Table 3. Estimated Costs of the Nutrition &amp; Dietetics (M.S.) Program</i> .....	11
<i>Table 4. Other Costs of the Nutrition &amp; Dietetics (M.S.) Program</i> .....	12
Financial Aid.....	12
<b>Program Curriculum and Learning Activities</b> .....	<b>13</b>
Competencies and Performance Indicators .....	13
<i>Competencies and Performance Indicators for Unit 1: Foundational Knowledge. Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations. ..</i>	13
<i>Competencies and Performance Indicators for Unit 2: Client/Patient Services. Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes. ....</i>	15
<i>Competencies and Performance Indicators for Unit 3: Food Systems Management. Applies food systems principles and management skills to ensure safe and efficient delivery of food and water. ....</i>	18
<i>Competencies and Performance Indicators for Unit 4: Community and Population Health Nutrition. Applies community and population nutrition health theories when providing support to community or population nutrition programs.....</i>	18
<i>Competencies and Performance Indicators for Unit 5: Leadership, Business, Management and Organization. Demonstrates leadership, business and management principles to guide practice and achieve operational goals. ....</i>	19
<i>Competencies and Performance Indicators for Unit 6: Critical Thinking, Research and Evidence-Informed Practice. Integrates evidence-informed practice, research principles and critical thinking into practice. ....</i>	20
<i>Competencies and Performance Indicators for Unit 7: Core Professional Behaviors. Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions. ....</i>	21
Plan of Study.....	21
<i>Nutrition &amp; Dietetics (M.S.) Year 1, Semester 1 Fall</i> .....	22
<i>Nutrition &amp; Dietetics (M.S.) Year 1, Semester 2 Spring</i> .....	22
<i>Nutrition &amp; Dietetics (M.S.) Year 2, Semester 3 Fall</i> .....	22
<i>Nutrition &amp; Dietetics (M.S.) Year 2, Semester 4 Spring</i> .....	22
<i>Nutrition &amp; Dietetics (M.S.) Year 3, Semester 5 Summer</i> .....	23
<i>Nutrition &amp; Dietetics (M.S.) Year 3, Semester 6 Fall</i> .....	23
<i>Nutrition &amp; Dietetics (M.S.) Year 3, Semester 7 Spring</i> .....	23
Monitoring Student Performance .....	23
Student Retention and Remediation.....	24

Student Discipline or Termination.....	25
Distance Education .....	25
Supervised Experiential Learning Documentation .....	25
Program Completion .....	25
<b>SEL Site and Preceptor Information .....</b>	<b>26</b>
Site Selection & Evaluation.....	26
<i>SEL Levels of Experience</i> .....	27
<i>SEL Rotation Settings</i> .....	27
<i>SEL Placement</i> .....	27
<i>Table 5. NUTR 695 Practicum Group Schedule During Nutrition &amp; Dietetics (M.S.) program Year 2, Semester 3, Level 2 SEL of Shows and Does</i> .....	28
<i>Table 6. NUTR 695 Practicum Group Schedule During Nutrition &amp; Dietetics (M.S.) program Year 2, Semester 4, Level 2 SEL of Shows and Does</i> .....	28
<i>Table 7. NUTR 794 Internship Group Schedule During Nutrition &amp; Dietetics (M.S.) program Year 3, Semesters 5-7, Level 3 SEL of Does</i> .....	29
Student Responsibilities During SEL.....	29
Preceptors.....	30
Benefits of Being a Preceptor .....	30
Role of a Preceptor .....	30
Responsibilities of a Preceptor .....	31
Preceptor Training.....	31
Preceptor Continuing Professional Education Opportunities .....	32
Site Professional Development Awards .....	32
<b>General Student Information .....</b>	<b>32</b>
Insurance Requirements.....	32
Immunization Policy .....	32
Travel.....	33
Injury or Illness While in a Facility for Supervised Experiential Learning .....	33
Drug Testing and Criminal Background Checks .....	34
Complaint Process.....	34
Student Services.....	35
Your Permanent File, Student Records, & Privacy .....	35
Program Schedule and Academic Calendar .....	35
Vacations and Holidays .....	35
Leaves of Absence.....	36
Withdrawal/Refund of Tuition and Fees .....	36
Professional Association Membership.....	36
Photo Identification.....	36
Experiential Learning Experiences and Compensation .....	36
Media Release .....	37
<b>Other Policies &amp; Procedures .....</b>	<b>37</b>
Equal Opportunity and Affirmative Action.....	37
Credit for Prior Learning.....	37
Student Conduct Code.....	37
Drug Free Environment.....	38
Disability Accommodations.....	38
Safety and Security .....	38
Acknowledgement of Receipt of Nutrition & Dietetics (M.S.) Program Handbook .....	38

# General Program Information

## Introduction

---

Welcome to the South Dakota State University (SDSU) Nutrition & Dietetics (M.S.) program. This program is an accelerated bachelor's to master's program with supervised experiential learning (SEL) incorporated throughout this competency-based program. Students accepted into the program with the required pre-requisites can complete the program in three years. Including pre-requisites, completion of the entire bachelor's to master's degree program takes approximately five years.

This handbook outlines the Nutrition & Dietetics (M.S.) program at SDSU and career path to obtaining the Registered Dietitian Nutritionist (RDN) credential. This handbook is not a contract for the Nutrition & Dietetics (M.S.) 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 and graduate catalogs.

SDSU undergraduate catalog: <https://catalog.sdstate.edu/index.php?catoid=42>

SDSU graduate catalog: <https://catalog.sdstate.edu/index.php?catoid=43>

The Nutrition & Dietetics (M.S.) program handbook will be revised annually, and each revised edition fully replaces previous versions. The handbook is also available on the SDSU School of Health & Consumer Sciences webpage: <https://www.sdstate.edu/school-health-and-consumer-sciences/nutrition-dietetics-ms>

Program outcomes data are available on request by contacting the Program Director.

## Accreditation Statement

---

The South Dakota State University Nutrition & Dietetics (M.S.) program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), <https://www.eatrightpro.org/acend>. ACEND is the accrediting agency for the Academy of Nutrition and Dietetics.

ACEND can be contacted by phone or mail.

Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza

Suite 2190

Chicago, IL 60606-6995

## Pathway to Becoming a Registered Dietitian

---

Beginning **January 1, 2024**, a graduate degree will be the minimum degree requirement for those seeking to become eligible for the registration examination for dietitian nutritionists. To be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into the Commission on Dietetic Registration's (CDR) Eligibility Processing System (REPS) before **12:00 midnight CT, December 31, 2023**. For more information about this requirement visit CDR's Graduate Degree Requirement webpage: <https://www.cdrnet.org/graduatedegree>

The Nutrition & Dietetics (M.S.) program at SDSU is an accredited ACEND Graduate Program. This graduate-level, competency-based dietitian nutritionist program integrates coursework and 1,000+ hours of supervised experiential learning. Graduates who successfully complete the ACEND-accredited Nutrition & Dietetics (M.S.) program are eligible to take the CDR credentialing exam to become a Registered Dietitian Nutritionist (RDN).

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements, visit CDR's State Licensure webpage: <https://www.cdrnet.org/state-licensure> South Dakota (SD) is among 46 states that have enacted legislation regulating the practice of dietetics. Graduates of the Nutrition & Dietetics (M.S.) who are issued a verification statement are eligible to apply for a temporary SD Licensed Nutritionist which is good for 1 year. Successful passing of the CDR examination for

Registered Dietitian Nutritionists is required for application to be issued permanent SD Licensed Nutritionist status.

State licensure and state certification are separate from the registration exam by CDR. Information on state licensure which may be required before an RD/RDN can practice in several states is provided on the CDR website: <https://www.cdrnet.org/state-licensure>. The SD codified law and administrative rules regarding dietetics and nutrition and the state licensure process are found on the SD Legislature Legislative Research Council website: [https://sdlegislature.gov/Statutes/Codified\\_Laws/2059940](https://sdlegislature.gov/Statutes/Codified_Laws/2059940). Application information for the SD Licensed Nutritionist process is available on the SD Board of Medical & Osteopathic Examiners site: <http://www.sdbmoe.gov/>

For more information about educational pathways to become a RDN, visit the ACEND Information for Students webpage: <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

## **Program Director & Faculty Information**

---

### **Becky Jensen, MS, RDN, LN**

Nutrition & Dietetics (M.S.) Program Director and Instructor  
<https://www.sdstate.edu/directory/becky-jensen>  
[becky.jensen@sdstate.edu](mailto:becky.jensen@sdstate.edu)

### **Christopher Comstock, MS, RD, LN**

Nutrition & Dietetics Didactic Program Director & Instructor  
<https://www.sdstate.edu/directory/christopher-comstock>  
[Christopher.comstock@sdstate.edu](mailto:Christopher.comstock@sdstate.edu)

### **Dr. Moul Dey, PhD**

Professor  
<https://www.sdstate.edu/directory/moul-dey>  
[Moul.dey@sdstate.edu](mailto:Moul.dey@sdstate.edu)

### **Dr. Elizabeth Droke, PhD, RDN**

Associate Professor  
<https://www.sdstate.edu/directory/elizabeth-droke>  
[elizabeth.droke@sdstate.edu](mailto:elizabeth.droke@sdstate.edu)

### **Kimberly Gustafson, MS**

Instructor  
<https://www.sdstate.edu/directory/kimberly-gustafson>  
[Kimberly.gustafson@sdstate.edu](mailto:Kimberly.gustafson@sdstate.edu)

### **September Kirby, MS, RN**

Instructor  
<https://www.sdstate.edu/directory/september-kirby>  
[September.kirby@state.edu](mailto:September.kirby@state.edu)

### **Dr. Xu Li, PhD**

Assistant Professor  
<https://www.sdstate.edu/directory/xu-li>  
[xu.li@sdstate.edu](mailto:xu.li@sdstate.edu)

### **Dr. Jessica Meendering, PhD, EP-C**

Associate Professor  
<https://www.sdstate.edu/directory/jessica-meendering>  
[Jessica.meendering@sdstate.edu](mailto:Jessica.meendering@sdstate.edu)

**Dr. Lee Weidauer, PhD**

Assistant Professor

<https://www.sdstate.edu/directory/lee-weidauer>

[lee.weidauer@sdstate.edu](mailto:lee.weidauer@sdstate.edu)

**Dr. Kunsoon Park, PhD**

Associate Professor

<https://www.sdstate.edu/directory/kunsoon-park>

[Kunsoon.park@sdstate.edu](mailto:Kunsoon.park@sdstate.edu)

**Dr. Julie Tkach, PhD**

Lecturer

<https://www.sdstate.edu/directory/julie-tkach>

[Julie.tkach@sdstate.edu](mailto:Julie.tkach@sdstate.edu)

---

**Internal Advisory Committee**

Faculty and staff on the previous pages serve as an internal advisory committee with the Program Director to review curriculum, outcome measures and on-going improvement. The School of Health & Consumer Sciences Director, Kendra Kattelmann ([kendra.kattelmann@sdstate.edu](mailto:kendra.kattelmann@sdstate.edu)) also serves on this committee. This committee meets at least once per semester during the 9-month academic year.

---

**External Advisory Committee**

The external advisory committee is composed of faculty 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 program.

---

**Program Mission, Goals and Objectives**

The Nutrition & Dietetics (M.S.) program at SDSU is an ACEND accredited future education model graduate degree program. This competency-based education program that integrates classroom learning with hands-on supervised experiential learning experiences meets the necessary requirements for taking the national credentialing exam administered by the Commission on Dietetic Registration (CDR).

The Nutrition & Dietetics (M.S.) program mission is compatible with both the SDSU mission and the School of Health & Consumer Sciences mission. The mission of the Nutrition & Dietetics (M.S.) program encompasses the value of our institutional mission, which is, "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 for the School of Health & Consumer Sciences where the program is housed is as follows: "The School of Health and Consumer Sciences is dedicated to improving quality of life regionally, nationally and globally by fostering life-long learners, conducting innovative research and teaching and delivering effective education and outreach."

**Nutrition & Dietetics (M.S.) Mission**

To offer a rigorous and diverse competency-based program, combining knowledge and supervised experiential learning experiences in preparing master's level graduates as entry-level registered dietitian nutritionists who are dedicated to lifelong learning and improving the health of individuals, families, and communities.

**Program Goal #1**

Graduates will be competent entry-level practitioners with the skills required to provide professional services aimed at improving the health and quality of life for individuals, families, and communities.

**Goal #1 Objectives:**

1. At least 80% of program graduates complete program/degree requirements within 4.5 years (150% of the program length).
2. Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. 50% of supervisors responding to the employee satisfaction survey for program graduates at 10-12 months post program completion who are employed in nutrition and dietetics, or related fields will rank their perceived skill level of the program graduate's competencies and preparation for entry-level practice at 3.0 or > on a 5.0 scale with 5.0 being the highest skilled ranking.
6. 50% of program graduates responding to the post graduate survey at 10-12 months post program completion who are employed in nutrition and dietetics, or related fields will rank their perceived skill level in competencies at 3.0 or > on a 5.0 scale with 5.0 being the highest skilled ranking.

**Program Goal #2**

Graduates will be committed to lifelong learning, service and/or community engagement.

**Goal #2 Objectives:**

1. 80% of program graduates responding to the post graduate survey, rank their lifelong learning attitude and practices at a 3.0 or > on a 5.0 scale with 5.0 being the highest ranking.
2. 80% of program graduates responding to the post graduate survey, report involvement in one or more activities related to service and/or community engagement, either through their employment, professional organizations, scholarly pursuits, or volunteer activities.

Specific outcome data for each objective available upon request by contacting the Nutrition & Dietetics (M.S.) Program Director.

**Admission Requirements**

---

**Recruitment**

Recruitment of applicants is completed by listing the Nutrition & Dietetics (M.S.) program on the ACEND website and through information about accelerated bachelor's to master's degree programs posted on the SDSU website (<https://www.sdstate.edu/academics/accelerated-bachelors-masters-degree-programs>) and with information posted on the School of Health & Consumer Sciences website (<https://www.sdstate.edu/school-health-and-consumer-sciences>). In addition, program information will be shared via the Nutrition & Dietetic Educators and Preceptors list serve and by having a booth at the national Food and Nutrition Conference and Expo's Student Recruitment Fair. The Nutrition & Dietetics (M.S.) program follows all state and federal laws and regulations to ensure nondiscrimination and equal opportunity.

## Program Eligibility

1. Current undergraduate students at SDSU with a declared major in nutrition & dietetics.
2. Current undergraduate students at SDSU or any other accredited institution with any declared major who meet pre-requisite and co-requisite requirements.
3. Baccalaureate degree holding (any degree) students from an accredited institution who meet pre-requisite and co-requisite requirements.
4. Graduate degree holding (any degree) students from an accredited institution who meet pre-requisite and co-requisite requirements.
5. Minimum of a cumulative GPA of 3.0 on a 4.0 scale.
6. Completion of pre-requisite courses of a "C" grade or better, except for Human Nutrition which requires a "B" grade or better.
7. The pre-requisite courses listed Table 1. Pre-requisite Courses must be completed prior to start of the fall semester in the year accepted into the program.
8. The co-requisite courses listed in Table 2. Co-requisite Courses must be completed prior to start of the fall semester in the second year of the program.

**Table 1. Pre-requisite Courses**

<b>Courses</b>	<b>Undergraduate Credits</b>
ENGL 101 Composition I (SGR1)	3
ENGL 201 Composition II (SGR1)	3
SPCM 101 Fundamentals of Speech (SGR2)	3
HDFS 210 Lifespan Development (SGR3)	3
Social Sciences (SGR3)	3
Arts & Humanities/Diversity (SGR4)	6
MATH 114 Mathematics (SGR5)	3
CHEM 106/L General Chemistry Survey (SGR6)	4
CHEM 108/L Organic Biochemistry (SGR6)	5
BIOL 221/L Human Anatomy	4
BIOL 325/L Physiology	4
MICRO 231/L Microbiology	4
NURS 201 Medical Terminology	1
NUTR 315 Human Nutrition	3
<b>Total Pre-requisite Credits</b>	<b>49</b>

SGR abbreviation indicates System General Education Requirements of Baccalaureate degree. The list of SGR courses can be found at the following link:

<https://catalog.sdstate.edu/content.php?catoid=42&navoid=6892#generaleducationbaccalaureate>

**Table 2. Co-requisite Courses**

<b>Courses</b>	<b>Undergraduate Credits</b>
EHS 119 EHS Seminar	2
Any Elective to meet or exceed credits indicated	1
HLTH 220 Social Determinants of Health (Can Substitute)	3
NUTR 111 Food People & the Environment	3
<b>Total Co-requisite Credits</b>	<b>9</b>

9. Prospective students who are **transfer students** from an accredited university other than SDSU must complete a transfer pre-evaluation form for evaluation of transfer credits that will meet the pre-requisite courses required. Information for completion of the transfer pre-evaluation form can be found at: <https://www.sdstate.edu/admissions/transferring-credits>. This form must be completed prior to application deadline.
10. **Current SDSU students or graduates of SDSU (within the past 3 years)** who have completed the following courses will not be required to complete them again if accepted into the Nutrition & Dietetics (M.S.) program but will be required to provide evidence of learning in meeting certain competencies as indicated in the prior assessed learning policy provided in this handbook. Prior assessed learning is not evaluated prior to or as part of the application process. Prior assessed learning is evaluated after the student is accepted into the Nutrition & Dietetics (M.S.) program. Prior assessed learning for the following courses will not be considered for the following courses for transfer students but will be considered for current students or graduates of SDSU who have graduated within the past 3 years.
- HMGT 251 Foodservice Sanitation (1 credit)
  - HMGT 380 Foodservice Operations & Purchasing Management (3 credits)
  - HSC 200 Complimentary & Integrative Healthcare (3 credits)
  - MGMT 360 Organization & Management (3 credits)
  - NUTR 323 Nutrition Across the Lifecycle (3 credits)
  - NUTR 141/L Food Principles (4 credits)
  - NURS 323 Introduction to Pathophysiology (3 credits)
  - HLTH 479/L Health Promotion Programming & Evaluation (2 credits)
  - NUTR 422 Advanced Human Nutrition & Metabolism (4 credits)
  - NUTR 341/L Food Science for Nutrition & Dietetics (4 credits)
  - EHS 319 Life, Love and Money (2 credits)
11. **Transfer credits or consideration of prior assessed learning** for completion of Nutrition & Dietetics (M.S.) program competencies **will not be accepted** for the following list of courses. Students who may have already completed the following courses during prior undergraduate coursework will be required to take these courses again during the semester indicated as part of the plan of study. These courses are not considered for PAL because they are integrated into the competency-based model with associated experiential learning experiences with practicum courses NUTR 695 or they are part of the graduate plan of study. Completion of these courses at any other NDMS semester other than what is indicated below will not be considered for prior assessed learning of competency completion or transfer credits. There are 7 semesters in the NDMS program.
- NUTR 322 Nutrition Assessment (3 credits) NDMS Semester 1 Fall
  - NUTR 487 Professionalism I (1 credit) NDMS Semester 1 Fall
  - HMGT 381/L Quantity Food Production & Service (4 credits) NDMS Semester 2 Spring
  - NUTR 488 Professionalism II (1 credit) NDMS Semester 3 Fall

- NUTR 523 Medical Nutrition Therapy I (3 credits) NDMS Semester 3 Fall
- NUTR 695 Practicum (3 credits) NDMS Semester 3 Fall
- NUTR 560 Nutrigenomics (3 credits) NDMS Semester 3 Fall
- CHRD 475 Motivational Interviewing & Wellness Counseling (3 credits) NDMS Semester 4 Spring
- HLTH 475 Principles of Community Health Education (3 credits) NDMS Semester 4 Spring
- LDR 435 Organizational Leadership & Team Development (3 credits) NDMS Semester 4 Spring
- NUTR 525 Medical Nutrition Therapy II (3 credits) NDMS Semester 4 Spring
- NUTR 695 Practicum (3 credits) NDMS Semester 4 Spring
- Any 700 level graduate courses that may have been taken prior to acceptance into the Nutrition & Dietetics (M.S.) program will not be considered as a transfer credit and will not be considered as prior assessed learning for completion of competencies.

### **Program Application Process**

Students admitted to the NDMS must start the program in the fall semester. A spring or summer semester start is not available for the NDMS. The maximum number of applicants accepted into the program each year is 20.

The priority deadline for applications is *by April 1* of each year. Applications can be submitted as early as February 1 each year for a fall semester start in the same year. Applications will not be accepted prior to February 1 for a fall semester start in the same year and applications will not be reviewed until April 1.

Application Form Link: <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d6ebf97d-69c8-4484-9c42-e17cb2f12a39&env=na2&acct=008b2037-f9eb-48aa-acde-1db9ef583802&v=2>

**If the number of applications by April 1 is 20 or less, applicants who meet eligibility and pre-requisite course requirements will be conditionally accepted into the program and notified as such by the NDMS Program Director by April 5.**

**If the number of applicants who meet eligibility and pre-requisite course requirements exceeds 20 by the April 1 deadline:**

- The NDMS Program Director will request additional information (personal statement and references) be submitted by April 10.
- An internal selection committee of faculty will evaluate and score applications. Applicants will be notified of the committee's decision to decline or accept by April 20.

**If the number of applicants who meet eligibility and pre-requisite course requirements is less than 20 by April 1 with an application status of "OPEN" as indicated on the NDMS website, then:**

- Applications will be accepted on a rolling, (first come, first serve) basis with a final application deadline by July 1 of each year for a fall semester start in the current year.
- Qualified applicants who meet eligibility and pre-requisite course requirements will be conditionally accepted and notified as such by the NDMS Program Director within a week of submitting their application until the number of maximum program slots is filled.

- If qualified applicants submit an application on the same day and the number of remaining student slots cannot accommodate all applicants; the Program Director will request additional information (personal statement and references) to be submitted and scored by faculty to determine which student(s) are accepted to fill remaining NDMS program openings.

## Conditional Acceptance

Program eligibility and prerequisite courses must be met by the timeframes indicated or students will not be allowed to start the NDMS program. In this instance, students will be advised on the best course forward and may choose to apply to the NDMS program in the future if requirements are met or may continue studies in the Nutrition & Dietetics (B.S.) program.

## Graduate School Application

Students admitted to the Nutrition & Dietetics (M.S.) program will remain an undergraduate until program requirements have been met for completion of the bachelor's degree in nutrition and dietetics which requires 120 undergraduate credits, completed at the conclusion of the 4<sup>th</sup> semester in the Nutrition & Dietetics (M.S.) program which occurs during the spring semester. During the 3<sup>rd</sup> and 4<sup>th</sup> semester in the Nutrition & Dietetics (M.S.) program, students will begin taking some graduate-level courses that will count towards completion of their bachelor's degree and will also be applied for credit towards their master's degree in nutrition and dietetics. Nine credits will count towards the bachelor's and master's degree as part of the Nutrition & Dietetics (M.S.) program plan of study. The SDSU graduate school application must be completed at least 1-2 semesters before taking graduate courses. Therefore, the Nutrition & Dietetics (M.S.) program student will need to complete their graduate school application during the 2<sup>nd</sup> semester in the Nutrition & Dietetics (M.S.) program which occurs in the spring with the term for beginning graduate classes as the 3<sup>rd</sup> semester in the program which will be a fall semester.

Graduate School application and admission minimum requirements:

- Graduate school application: <https://www.sdstate.edu/graduate-school/apply-graduate-school>
- Graduate school admission requirements: <https://www.sdstate.edu/graduate-school/admission-requirements>

Nutrition & Dietetics (M.S.) program students will be required to complete a Request to Use Graduate Credit to Fulfill Undergraduate Degree Requirement (2:22) form at the start of Nutrition & Dietetics (M.S.) program semester 3 for courses NUTR 523 Medical Nutrition Therapy I and NUTR 560 Nutrigenomics. This form will also need to be completed at the start of semester 4 for NUTR 525 Medical Nutrition Therapy II. The form can be found on the SDSU Policies and Procedures, Academic Forms webpage link at: <https://www.sdstate.edu/policies-and-procedures/academic-forms>.

## Prior Assessed Learning

---

Prior assessed learning may be granted for certain courses and ACEND competencies. Please refer to the courses and conditions listed under the program eligibility section of this handbook for prior assessed learning (PAL) eligibility. The number of required supervised experiential learning experiences planned hours will not be reduced based on prior assessed learning. Any course discipline fees are also not reduced from prior assessed learning.

Students accepted into the Nutrition & Dietetics (M.S.) program who meet PAL eligibility will be required to complete evidence of competency completion for applicable competencies attached to specific classes prior to the start of their first semester in the program. The Program Director will provide clear guidance on the competencies and evidence required and will evaluate each on a case-by-case basis to determine if the student has "passed" the competency. Students who do not provide adequate evidence from a previous SDSU course to determine if a competency has been passed, will not be required to re-take the course but will be

required to complete an alternative practice experience assignment as directed by the Program Director. As noted under the program eligibility section of this handbook, certain courses are NOT considered for prior assessed learning.

## Program Costs

**Table 3. Estimated Costs of the Nutrition & Dietetics (M.S.) Program**

<b>Tuition and Fees</b>	<b>Year 1 Semesters 1-2 35 Undergraduate Credits</b>	<b>Year 2 Semesters 3-4 18 Undergraduate + 15 Graduate Credits</b>	<b>Year 3 Semesters 5-7 24 Graduate Credits</b>
Tuition*	\$9,068.50 Resident \$13,163.50 Non-Resident	\$9,766.05 Resident \$16,580.55 Non-Resident	\$8,163.60 Resident \$15,697.20 Non-Resident
General activity fee**	\$1,779.75	\$1,678.05	\$1,219.92
Course discipline fees***	\$1,532.10	\$645.55	\$712.80
Supervised practice/Internship Fee*** *(total of \$9549,)	\$0	\$3,180	\$6,360
<b>Total Tuition &amp; Fees</b>	<b>\$12,380.35 Resident \$16,475.35 Non-Resident</b>	<b>\$15,269.65 Resident \$22,084.15 Non-Resident</b>	<b>\$16,456.32 Resident \$23,989.92 Non-Resident</b>

UG = Undergraduate Credit, GR = Graduate Credit

\*Tuition is calculated based on number of credit hours for undergraduate and graduate credits, accessed from [SDSU Tuition and Fees](#). UG Resident Tuition = \$259.10/credit, UG Non-Resident Tuition = \$376.10/credit, UG Child of Alumni Tuition = \$259.10/credit, GR Resident Tuition = \$340.15/credit, GR Non-Resident Tuition = \$654.05/credit

\*\*General Activity Fee = \$50.85/credit

\*\*\*Course Discipline Fees: NUTR/HMGT prefix courses = \$29.70/credit, NURS/HSC = \$103.50/credit, HLTH = \$21.30/credit, CHRD = \$26.35/credit, MGMT = \$30.35/credit, STAT = \$42.35/credit

Year 1 Course Discipline Fees Calculation: NUTR/HMGT (23 credits) = \$683.10 + NURS/HSC (6 credits) = \$621 + MGMT (3 credits) = \$91.05, + STAT (3 credits) = \$127.05

Year 2 Course Discipline Fees Calculation: NUTR/HMGT (20 credits) = \$460 + HLTH (5 credits) = \$106.50, CHRD (3 credits) = \$79.05

Year 3 Course Discipline Fees Calculation: NUTR/HMGT (24 credits) = \$712.80

\*\*\*\*The supervised practice/internship program fee base is \$9,540. Students accepted into this program will pay a discipline fee of \$530/credit hour for NUTR 695 (6 credits) and NUTR 794 (12 credits) for a total of \$9,540. This fee is subject to a 0-2% increase/year dependent on the institutional policy. This fee covers the costs associated with practice exams for the registration exam for dietitians, a portion of the program director salary, the salary for the clinical preceptors for practicum, supplemental intern training materials, professional development for preceptors, ACEND annual accreditation fees, professional development-related expenses for program director and interns and printing, telephone, supplies etc. related to the program.

**Table 4. Other Costs of the Nutrition & Dietetics (M.S.) Program**

<b>Tuition and Fees</b>	<b>Year 1 Semesters 1-2</b>	<b>Year 2 Semesters 3-4</b>	<b>Year 3 Semesters 5-7</b>
Graduate application fee	\$35	\$0	\$0
Background check	\$81	\$0	\$0
Drug testing if required by supervised practice site	\$0	\$25-50	\$25-50
Immunizations if applicable	\$0	\$50-150	\$0
Travel, variable	\$0	\$50–200/month X 9 months = \$450–1,800	\$50-200/month X 6 months = \$300-1,200
Housing variable*	\$300–700/month X 9 months = \$2,700–6,300	\$300–700/month X 9 months = \$2,700–6,300	\$300-700/month X 12 months = \$3,600-8,440
Books	\$200-1,000	\$200-1,000	\$200-1,000
Student professional membership to Academy of Nutrition and Dietetics	\$50	\$50	\$50
Lab coat	\$50	\$0	\$0
<b>Total Other costs</b>	<b>\$3,116-7,516</b>	<b>\$3,475-9,350</b>	<b>\$4175-10,700</b>

\*Housing is highly variable. On campus housing information can be obtained from <https://www.sdstate.edu/tuition-and-fees>. Off-campus housing information can be obtained at <https://offcampushousing.sdstate.edu/>.

## 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](mailto: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](http://www.sdstate.edu) (alternative loans). Please contact the SDSU Financial Aid Office if you have any questions.

Graduate students must be admitted as degree-seeking students and be taking at least five credits per semester to be eligible for Federal Financial Aid. Any prior student loans must be deferred. The following information is inserted directly from the SDSU Graduate School Catalog (<https://catalog.sdstate.edu/index.php?catoid=43>). 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](mailto: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](http://www.sdstate.edu) (alternative loans). Please contact the SDSU Financial Aid Office ([sdsu.finaid@sdstate.edu](mailto:sdsu.finaid@sdstate.edu)) if you have any questions.

# Program Curriculum and Learning Activities

## Competencies and Performance Indicators

---

Through didactic coursework and supervised experiential learning, the Nutrition & Dietetics (M.S.) program at SDSU will provide opportunities for students to accomplish ACEND Graduate Degree Competencies and Performance Indicators at levels of knows(K), shows(S) and does(D). These level of performance indicators are indicated with an ( ) at the end of each performance indicator. Competencies are listed with performance indicators below each competency in the following pages of this handbook. An asterisk after a competency number indicates that the competency is an advanced competency.

### **Competencies and Performance Indicators for Unit 1: Foundational Knowledge. Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.**

- 1.1 Applies an understanding of environmental, molecular factors (e.g., genes, proteins, metabolites) and food in the development and management of disease. (S)
  - 1.1.1 Analyzes the usefulness and limitations of epidemiological, clinical and other study designs and identifies trends in diet and disease. (S)
  - 1.1.2 Demonstrates general understanding of nutrition and genetics, as it relates to health conditions. (K)
  - 1.1.3 Communicates epidemiological evidence related to the relationship between diet and the development of disease. (S)
  - 1.1.4 Demonstrates an understanding of research techniques and processes used to study the relationship between molecules (e.g., genes, proteins, metabolites) and microbes with disease states. (K)
  - 1.1.5 Identifies the influence of food consumption on the development of diseases. (K)
  
- 1.2 Applies an understanding of anatomy, physiology, and biochemistry. (S)
  - 1.2.1 Analyzes the impact of food and nutrition on physiological processes. (S)
  - 1.2.2 Integrates knowledge of anatomy, physiology, and biochemistry to make decisions related to nutrition care. (S)
  
- 1.3 Applies knowledge of microbiology and food safety. (S)
  - 1.3.1 Applies food safety principles of microbiological food spoilage and strategies for controlling microbial growth. (S)
  - 1.3.2 Implements key principles and practices to make foods safe for consumption at all stages during the flow of food. (S)
  
- 1.4 Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food. (S)
  - 1.4.1 Analyzes the role of fundamental chemistry and organic chemistry principles on food, human health and metabolism. (S)
  - 1.4.2 Integrates nutritional biochemistry knowledge to make informed food and nutrition decisions for optimal health. (S)
  - 1.4.3 Evaluates the chemical nature and composition of food-on-food quality, acceptability and compatibility. (S)
  
- 1.5 Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health and disease. (S)
  - 1.5.1 Examines nutritional biochemical indicators specific to the disease process. (K)
  - 1.5.2 Interprets and analyzes the effect of diet, fluids, electrolytes and nutritional status on the development and progress of the disease process. (S)
  - 1.5.3 Interprets and analyzes the effects of disease, clinical condition and treatment on nutritional health status. (S)
  - 1.5.4 Analyzes the correlation between mental health conditions and nutritional health. (S)
  
- 1.6 Applies knowledge of social, psychological and environmental aspects of eating and food. (S)

- 1.6.1 Formulates food and nutrition services considering psychological and social factors to meet the needs of individuals, communities, and populations. (S)
- 1.6.2 Articulates the impact of nutritional health on psychiatric disorders. (S)
- 1.6.3 Integrates knowledge of maximizing sustainability, food and water waste, reusable/ biodegradable items, local and global produce sourcing and access to food. (S)
- 1.6.4 Analyzes the environmental factors affecting access to services and/or adequate nutrition. (S)
  
- 1.7 Integrates the principles of cultural competence within own practice and when directing services. (D)
  - 1.7.1 Demonstrates knowledge of the cultural competence models. (K)
  - 1.7.2 Applies knowledge of foods, cultural foods, eating patterns and food trends. (S)
  - 1.7.3 Identifies challenges that arise when different cultures, values, beliefs and experiences exist between clients/patients and nutrition and dietetics professionals. (S)
  - 1.7.4 Identifies and implements strategies to address cultural biases and differences. (D)
  - 1.7.5 Applies culturally sensitive approaches and communication skills. (D)
  - 1.7.6 Develops awareness of one's own personal beliefs, values and biases to better serve clients/patients of different cultures and backgrounds. (S)
  
- 1.8\* Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy. (S)
  - 1.8.1 Identifies the classifications of nutraceutical pharmacological agents and the action of the body. (K)
  - 1.8.2 Demonstrates understanding of pharmacokinetics, absorption, clearance, drug metabolism, latency period, drug and supplement metabolism, accumulation, half- life, and routes of administration. (S)
  - 1.8.3 Identifies potential drug and food interactions based on physiological responses to pharmacological agents and takes appropriate actions. (S)
  
- 1.9\* Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness. (S)
  - 1.9.1 Critically evaluates evidence-based literature to inform decisions about use of complementary and integrative nutrition. (S)
  - 1.9.2 Applies an understanding of the impact of complementary and integrative nutrition on drugs, food, disease states and wellness. (S)
  - 1.9.3 Identifies indications, use and contraindications of complimentary and integrative nutrition. (K)
  
- 1.10\* Applies knowledge of math and statistics. (S)
  - 1.10.1 Chooses appropriate statistical methods, performs statistical analysis and interprets results in various data analysis situations. (S)
  - 1.10.2 Communicates information on statistical methods, results and interpretation, both orally and in writing. (S)
  - 1.10.3 Applies math skills to perform food and nutrition calculations. (S)
  
- 1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. (D)
  - 1.11.1 Interprets and communicates medical terminology to non-health professional audiences. (D)
  - 1.11.2 Uses acceptable medical abbreviations and appropriate medical terminology in all forms of communication. (D)
  
- 1.12 Demonstrates knowledge of and is able to manage food preparation techniques. (D)
  - 1.12.1 Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures. (K)
  - 1.12.2 Converts recipes and ingredients based on client/patient's preferences or dietary needs. (D)
  - 1.12.3 Develops recipes and menus and increases or decreases quantities served from the recipe. (D)
  - 1.12.4 Evaluates recipes using sensory evaluation methods. (D)
  
- 1.13\* Demonstrates computer skills and uses nutrition informatics in the decision-making process. (D)
  - 1.13.1 Analyzes appropriate data in electronic format to make best decisions related to nutrition and diet. (S)

- 1.13.2 Evaluates accuracy and reliability when accessing and evaluating nutrition information in electronic format. (S)
- 1.13.3 Operates nutrition informatics systems in practice. (D)
- 1.13.4 Uses electronic databases to obtain nutrition information and evaluate credible sources in decision making. (D)
- 1.13.5 Uses technology and informatics skills proficiently to aggregate data and enhance practice and client/patient care. (D)
  
- 1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle. (D)
  - 1.14.1 Evaluates, integrates and communicates nutritional requirements across the life cycle. (D)
  - 1.14.2 Identifies nutritional risk factors across the life cycle. (D)
  - 1.14.3 Teaches the benefits of physical activity across the life cycle to individuals, groups and populations. (D)
  - 1.14.4 Explains and takes into consideration how nutrients, nutritional supplements and hydration influence physical activity and wellness. (K)
  
- 1.15\* Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. (S)
  - 1.15.1 Recognizes and communicates the cause of disease and nutrition risks. (K)
  - 1.15.2 Identifies, prioritizes and implements health risk reduction strategies for individuals, groups and populations. (S)
  - 1.15.3 Examines the influence of the determinants of health on health and wellness. (S)
  - 1.15.4 Designs food and nutrition activities for various audiences considering factors relevant to individuals, groups and communities. (S)
  - 1.15.5 Applies behavior change theories for nutritional health promotion and disease prevention. (S)
  
- 1.16\* Gains a foundational knowledge on public and global health issues and nutritional needs. (K)
  - 1.16.1 Examines the trends and current issues that impact public and global health from existing, new and reemerging diseases that spread through immigration, travel and global trade. (K)
  - 1.16.2 Examines the impact of global food supply and sustainability and related factors. (K)
  - 1.16.3 Examines how globalizing processes impact nutrition, nutrition education and nutrition related diseases in developing countries. (K)

**Competencies and Performance Indicators for Unit 2: Client/Patient Services. Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.**

- 2.1\* Applies a framework to assess, develop, implement and evaluate products, programs and services. (D)
  - 2.1.1 Conducts or coordinates an assessment of the environment, competitive landscape and stakeholder opinions to identify and evaluate data needed to make decisions regarding nutritional products, programs and services. (D)
  - 2.1.2 Designs nutritional products, programs or services that promote consumer nutritional health, dimensions of wellness and lifestyle management. (D)
  - 2.1.3 Creates a work plan or project plan to implement nutritional programs and services or launch products. (D)
  - 2.1.4 Conducts an evaluation of a product, program or service by analyzing reasons for variance from expected outcomes and implements new strategies as appropriate. (D)
  
- 2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations. (D)
  - 2.2.1 Considers all client/patient factors when selecting, developing nutrition screening tools. (D)
  - 2.2.2 Evaluates the validity and reliability of the nutrition screening tools and modifies based on current evidence-informed practice. (S)
  - 2.2.3 Leads the implementation of nutrition screening tools in collaboration with other health professionals. (D)

2.2.4 Prioritizes care based on results of screening considering complexity of care needs. (D)

2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings. (D)

#### Nutrition Assessment

2.3.1 Selects and implements nutrition assessment tools for individuals, groups or populations. (D)

2.3.2 Interviews client/patient to collect subjective information considering the determinants of health. (D)

2.3.3 Conducts a nutrition focused physical exam. (D)

2.3.4 Takes a food and nutrition related medical history. (D)

2.3.5 Assesses physical activity and history of physical activity. (D)

2.3.6 Collects, assesses and interprets anthropometric measures and body composition.

2.3.7 Orders, collects and interprets biochemical tests. (D)

2.3.8 Analyzes diagnostic test results relevant to nutrition (e.g. diagnostic imaging related to fluoroscopy, swallowing evaluation, enteral feeding tube placement) (D)

2.3.9 Identifies signs and symptoms of nutrient deficiencies or excesses. (D)

2.3.10 Determines barriers that might influence a client/patient's nutritional status. (D)

2.3.11 Determines accuracy and currency of nutrition assessment data. (D)

2.3.12 Identifies patient appropriate validated formula and performs calculations to determine nutritional requirements. (D)

#### Diagnosis

2.3.13 Analyzes and synthesizes nutrition assessment data to inform nutrition diagnosis(es) and nutritional plan of care. (D)

2.3.14 Devises PES (problem, etiology and sign/symptom) statement and outlines reasons for professional opinion cause and contributing factors. (D)

2.3.15 Prioritizes the nutrition diagnosis(es). (D)

#### Intervention

2.3.16 Develops an individualized plan of care that addresses nutritional care needs diagnosis and client/patient nutrition goals in collaboration with the client/patient and team members. (D)

2.3.17 Orders nutrition prescriptions to address nutritional goals. (D)

2.3.18 Implements the nutrition plan of care or nutrition intervention with the client/patient and other team members. (D)

#### Monitoring/Evaluation

2.3.19 Monitors and evaluates impact of nutrition intervention on the nutrition diagnosis. (D)

2.3.20 Develops and applies nutrition care outcome indicators to measure nutrition intervention. (D)

2.3.21 Assesses client/patient's compliance with nutrition intervention. (D)

2.3.22 Identifies barriers to meeting client/patient's nutrition goals and makes recommendations to modify the nutrition plan of care or nutrition intervention and communicates changes to client/patient and others. (D)

2.3.23 Summarizes impact of nutrition interventions on client/patient's nutrition outcomes, considering client/patient-centered care. (D)

2.3.24 Identifies, analyzes and communicates reasons for deviation from expected nutrition outcomes. (D)

2.3.25 Evaluates the availability of services to support access to nutrition care and to help meet client/patient nutrition goals. (D)

#### Documentation

2.3.26 Documents all elements of the nutrition care process following professional standards and organizational policies. (D)

2.3.27 Demonstrates coding and billing procedures to obtain payment for nutrition services under alternate health care payment models. (D)

2.4\* Implements or coordinates nutritional interventions for individuals, groups or populations. (D)

#### Medical Nutrition Therapy

2.4.1 Manages medical nutrition therapy for clients/patients. (D)

2.4.2 Applies and integrates understanding of foundational sciences to manage medical nutrition therapy, diet and disease management. (D)

2.4.3 Applies foundational science knowledge and medical nutrition therapy principles to establish, order, manage and evaluate the need for nutrition support when prescribing and administering nutritional oral, enteral and parenteral diets. (D)

2.4.4 Considers and applies all relevant factors when recommending the use of oral nutritional supplements. (D)

2.4.5 Refers/transfers care to relevant professionals when client/patient needs or required interventions are beyond personal competence or professional scope of practice. (D)

#### Education

2.4.6 Applies education theories, adult learning, pedagogy and education principles when developing, modifying, delivering or implementing education materials. (D)

2.4.7 Assesses audience's readiness to learn and identifies barriers to learning. (D)

2.4.8 Develops or modifies nutrition education materials or delivery methods to meet the needs of the audience. (D)

2.4.9 Develops and provides evidence-informed nutritional wellness and therapeutic diet education to variety of audiences. (D)

2.4.10 Translates basic to advanced food and nutrition science knowledge into understandable language tailored to the audience. (D)

2.4.11 Communicates complex nutrition information to broad and diverse audiences. (D)

2.4.12 Evaluates effectiveness of nutrition education and makes modifications as required. (D)

#### Psychological Counseling and Therapies

2.4.13 Assesses client/patient's nutritional needs and appropriateness for the recommended counseling or therapy. (D)

2.4.14 Applies counseling principles and evidence-informed practice when providing individual or group sessions. (D)

2.4.15 Identifies the indications, contraindications, benefits, risks and limitations of the counseling or therapy. (K)

2.4.16 Demonstrates understanding of transference and counter transference in the therapeutic relationship. (K)

2.4.17 Demonstrates awareness of various appropriate counseling techniques. (K)

2.4.18 Evaluates effectiveness of the counseling or therapy and makes modifications as required. (D)

2.4.19 Refers/transfers client/patient to appropriate health professionals when counseling therapy or client/patient's mental health issues are beyond personal competence or professional scope of practice. (D)

2.5\* Prescribes, recommends and administers nutrition-related pharmacotherapy. (S)

2.5.1 Applies knowledge of foundational sciences and disease when determining the appropriateness of the therapy. (S)

2.5.2 Demonstrates awareness of food and drug interactions. (S)

2.5.3 Assesses client/patient factors to determine the client/patient's indication for the nutrition-related pharmacotherapy. (S)

2.5.4 Considers client/patient factors, nutritional impact, indications, side effects, contraindications, benefits, risks, alternatives and foundational sciences when prescribing, recommending and administering nutrition related drug therapy. (S)

2.5.5 Critically analyzes the potential negative effects of the nutrition therapy or supplement and determines the required knowledge, skill and judgment required to manage negative outcomes. (S)

2.5.6 Prescribes, recommends and administers nutrition-related pharmacotherapy adhering to the professional standards and evidence-informed practice. (S)

2.5.7 Applies the standard of practice, legislation, organizational policies and evidence-informed practices for prescribing. (S)

2.5.8 Applies the principles of safe drug administration. (S)

2.5.9 Monitors the response and the effects of the nutrition related drugs on the individual and takes the required action to make modifications or adjustments. (S)

2.5.10 Consults and refers/transfers client/patient to the appropriate health professional when client/patient's needs are beyond personal competence or professional scope of practice. (S)

**Competencies and Performance Indicators for Unit 3: Food Systems Management. Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.**

- 3.1\* Directs the production and distribution of quantity and quality food products. (D)
  - 3.1.1 Manages or oversees the planning, designing and coordination of meals to ensure delivery of nutritionally sound meals. (D)
  - 3.1.2 Analyzes the workflow design and makes recommendations for modifications or approves for implementation. (D)
  - 3.1.3 Communicates the organization's mission and how work activities impact the services and organization. (D)
  - 3.1.4 Establishes and analyzes policies and performance measures for quality and quantity of work. (D)
  - 3.1.5 Implements systems to report on local, state and federal compliance. (D)
  - 3.1.6 Directs and analyzes the evaluation of foodservice production and services to inform, change, and/or budget resources and department or corporate direction. (D)
  - 3.1.7 Establishes a culture that is ethical and free of safety and health hazards. (D)
  - 3.1.8 Investigates and optimizes opportunities to reduce the environmental carbon footprint of foodservice operations and to enhance sustainability. (D)
- 3.2\* Oversees the purchasing, receipt and storage of products used in food production and services. (D)
  - 3.2.1 Follows a matrix or measures to evaluate the need for financial, technical and equipment resources for the provision of foodservices. (D)
  - 3.2.2 Applies ethical decision making to determine the need for reduction or increase in resources. (D)
  - 3.2.3 Creates internal or external professional relations and/or agreements to solve problems in foodservice operations. (D)
  - 3.2.4 Acts as a departmental and organizational liaison between contractual parties involved. (S)
  - 3.2.5 Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation. (K)
  - 3.2.6 Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines and regulations. (D)
  - 3.2.7 Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand. (D)
- 3.3 Applies principles of food safety and sanitation to the storage, production and service of food. (D)
  - 3.3.1 Maintains currency in and follows applicable legislation and guidelines. (D)
  - 3.3.2 Incorporates the required safety and nutritional health policies and procedures in the organization's mission and policies. (D)
  - 3.3.3 Develops a plan to minimize vulnerabilities in the food supply chain. (D)
  - 3.3.4 Takes into consideration food allergies when preparing menus and foods. (D)
- 3.4 Applies and Demonstrates an understanding of agricultural practices and processes. (S)
  - 3.4.1 Has a working knowledge of different agricultural food production systems and related terminology and concepts including potential nutritional impact. (K)
  - 3.4.2 Understands the local and global food markets and applicable nutrition regulations. (S)
  - 3.4.3 Identifies and supports partnerships with local and global food growers and producers. (S)

**Competencies and Performance Indicators for Unit 4: Community and Population Health Nutrition. Applies community and population nutrition health theories when providing support to community or population nutrition programs.**

- 4.1\* Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs. (D)

- 4.1.1 Recognizes how determinants of health, epidemiological findings, health disparities, political interest, availability of resources, and accessibility influence the nutritional health and well-being of a community and population. (D)
- 4.1.2 Conducts community and population-based assessments considering all relevant factors. (D)
- 4.1.3 Identifies the resources and connects with partners needed for sustainability of the program. (D)
- 4.1.4 Develops and implements a program considering relevant data addressing the nutrition needs of the community or population. (D)
- 4.1.5 Interprets and uses nutrition surveillance and global health and safety data. (D)
- 4.1.6 Evaluates the program using measurement indicators and outcomes. (D)
- 4.1.7 Communicates evaluation findings, outcomes, recommendations and research findings to promote change and justify program. (D)

4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. (D)

- 4.2.1 Interprets legal terminology used to establish nutrition regulations and policies for populations. (K)
- 4.2.2 Navigates governmental, intergovernmental and nongovernmental organizations to promote nutrition legislation and regulations that address public, population and global nutrition health. (D)
- 4.2.3 Analyzes political interests and their impact on program development, goals and objectives. (D)

**Competencies and Performance Indicators for Unit 5: Leadership, Business, Management and Organization. Demonstrates leadership, business and management principles to guide practice and achieve operational goals.**

- 5.1\* Demonstrates leadership skills to guide practice. (D)
  - 5.1.1 Exhibits self-awareness in terms of personality, learning, leadership style and cultural orientation. (S)
  - 5.1.2 Demonstrates understanding of social cues and team dynamics. (K)
  - 5.1.3 Communicates at the appropriate level and understands emotions and emotional situations. (D)
  - 5.1.4 Develops conversational and interpersonal skills. (D)
  - 5.1.5 Reflects on situations and critically evaluates outcomes and possible alternate courses of action. (D)
  - 5.1.6 Understands the mentoring role and practices mentoring and precepting others. (D)

5.2\* Applies principles of organization management. (D)

Planning

- 5.2.1 Establishes operational plan considering budget, inventory control, labor and regular daily tasks. (D)
- 5.2.2 Aligns plans with the organizational strategic plan, mission and vision. (D)

Organizing

- 5.2.3 Assigns responsibilities to various team members according to scope of practice and personal competence. (D)
- 5.2.4 Sets and monitors clear targets for team members, departments and the organization aligned with common objectives and goals. (D)
- 5.2.5 Demonstrates an understanding of how individuals and groups interact within the organization. (D)
- 5.2.6 Takes into consideration individual and organizational culture and behaviors when planning and managing. (D)

Management

- 5.2.7 Engages in, manages or leads human resource activities adhering to applicable legislation and regulations. (D)
- 5.2.8 Integrates change management theories and conflict resolution skills to manage and promote positive change. (S)
- 5.2.9 Uses persuasive communication skills to influence or produce a desired outcome during negotiations and conflict resolution discussions. (D)
- 5.2.10 Understands and respects roles and responsibilities of interprofessional team members. (D)

Controls

- 5.2.11 Collects, understands and analyzes financial data to support fiscally responsible decision making. (D)

- 5.2.12 Conducts cost effectiveness and cost benefit analyses to identify ways to meet budget priorities. (D)
- 5.2.13 Analyzes components of a productivity system including units of service and work hours and makes recommendations. (D)
- 5.2.14 Sets controls to analyze the progress and effectiveness of the operational plan and budget. (D)
- 5.2.15 Collects and analyzes data to evaluate outcomes and determine if established goals and objectives are met. (D)
- 5.2.16 Reevaluates the plan to make modifications to ensure positive outcomes and that goals and objectives are met. (D)

#### Time Management

- 5.2.17 Applies principles of time management to monitor and enhance personal productivity and productivity of others. (D)
- 5.2.18 Prioritizes activities to effectively manage time and workload. (D)

#### Motivation and Recognition

- 5.2.19 Promotes team involvement and values the skills of each member. (D)
- 5.2.20 Models behaviors that maximize group participation by consulting, listening and communicating clearly. (D)
- 5.2.21 Takes innovative approaches to build support and maintain a diverse workforce. (D)
- 5.2.22 Coaches and advises team leaders on resolving differences or dealing with conflict. (D)

- 5.3\* Applies project management principles to achieve project goals and objectives. (D)
- 5.3.1 Leads the development and completion of a project plan and budget. (D)
- 5.3.2 Identifies the project strengths, weaknesses, opportunities and threats. (D)
- 5.3.3 Identifies and manages potential and real risks to the plan, individuals or organization. (D)
- 5.3.4 Conducts regular review of project to note strengths and opportunities for improvement and to implement adjusted actions. (D)

5.4 Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives. (D)

- 5.4.1 Identifies and communicates quality and/or performance improvement indicators and benchmarks using evidence-informed practice. (D)
- 5.4.2 Develops quality and/or performance improvement measurement tools and analyzes data to inform baselines and to identify root causes and potential solutions. (D)
- 5.4.3 Develops, implements and communicates a quality and/or performance improvement action plan for further improvement and monitor's impact. (D)
- 5.4.4 Develops, implements and communicates an ongoing measuring and monitoring system to ensure ongoing quality and performance improvement. (D)
- 5.4.5 Applies change management theories and principles to effectively implement change. (D)

5.5 Develops and leads implementation of risk management strategies and programs. (D)

- 5.5.1 Assesses potential and real risks to an individual, group and or organization. (D)
- 5.5.2 Identifies and takes action to manage, reduce and or eliminate risk to self, others and the organization. (D)
- 5.5.3 Develops risk management plans and protocols. (D)

### **Competencies and Performance Indicators for Unit 6: Critical Thinking, Research and Evidence-Informed Practice. Integrates evidence-informed practice, research principles and critical thinking into practice.**

- 6.1 Incorporates critical thinking skills in practice. (D)
- 6.1.1 Considers multiple factors when problem solving. (D)
- 6.1.2 Incorporates the thought process used in critical thinking models. (D)
- 6.1.3 Engages in reflective practice to promote change and continuous learning. (D)

- 6.2\* Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research. (D)
- 6.2.1 Identifies, explains and applies the steps of the scientific method and processes. (D)
- 6.2.2 Articulates a clear research question or problem and formulates a hypothesis. (D)
- Identifies and demonstrates appropriate research methods. (D)
- Interprets and applies research ethics and responsible conduct in research. (D)
- Collects and retrieves data using a variety of methods (qualitative, quantitative) and technologies. (D)
- 6.2.6 Analyzes research data using appropriate data analysis techniques (qualitative, quantitative, mixed). (D)
- 6.2.7 Translates and communicates research findings and conclusions through a variety of media. (D)
- 6.3 Applies current research and evidence-informed practice to services. (D)
- 6.3.1 Uses research terminology when communicating with other professionals and publishing research. (D)
- 6.3.2 Critically examines and interprets current research and evidence-informed practice findings to determine the validity, reliability and credibility of information. (D)
- 6.3.3 Integrates current research and evidence-informed practice findings into delivery of safe and effective nutrition care. (D)
- 6.3.4 Analyzes and formulates a professional opinion based on the current research and evidence-based findings and experiential learning. (D)

**Competencies and Performance Indicators for Unit 7: Core Professional Behaviors. Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.**

- 7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services. (D)
- 7.1.1 Demonstrates ethical behaviors in accordance to the professional Code of Ethics. (D)
- 7.1.2 Engages in self-reflective practice activities to develop and maintain ongoing competence and professional behaviors. (D)
- 7.1.3 Adheres to nutrition related legislation, regulations and standards of practice. (D)
- 7.1.4 Applies client/patient-centered principles to all activities and services. (D)
- 7.1.5 Identifies and takes steps to manage unethical, incompetent and unsafe behavior. (S)
- 7.1.6 Practices in a manner that respects diversity and avoids prejudicial treatment. (D)
- 7.1.7 Adheres to legislative requirements and facility/employer guidelines regarding protection of privacy and security of information. (D)
- 7.1.8 Maintains confidentiality and security in the sharing, transmission, storage and management of protected health information. (D)
- 7.2 Uses effective communication, collaboration and advocacy skills. (D)
- 7.2.1 Applies effective and ethical communication skills and techniques to achieve desired goals and outcomes. (D)
- 7.2.2 Works with and facilitates intraprofessional and interprofessional collaboration and teamwork. (D)
- 7.2.3 Participates in advocacy activities to change or promote new legislation and regulation. (D)
- 7.2.4 Selects mode of communication appropriate to the messaging to meet the needs of the audience. (D)

**Plan of Study**

---

The Nutrition & Dietetics (M.S) is a 3-year accelerated bachelor's to master's degree program, consisting of 7 total semesters. Students enter the program having completed at least 58 credits from the required pre and co-requisite courses. Students are classified as an undergraduate student through year 2 (semester 4) of the Nutrition & Dietetics (M.S.) program. At the conclusion of semester 4, students will have earned the required minimum of 120 undergraduate credits towards completion of their bachelor's degree. During the 3<sup>rd</sup> and 4<sup>th</sup> semester in the Nutrition & Dietetics (M.S.) program, students will begin taking some graduate-level courses that will count towards completion of their bachelor's degree and will also be applied for credit towards their master's degree in nutrition and dietetics. Nine credits will count towards the bachelor's and master's degree as part of the Nutrition & Dietetics (M.S.) program plan of study. The courses applied towards both the B.S.

and M.S. degrees are: NUTR 523 Medical Nutrition Therapy I (3 credits), NUTR 560 Nutrigenomics (3 credits) and NUTR 525 Medical Nutrition Therapy II (3 credits).

All students start the Nutrition & Dietetics (M.S.) during the fall semester of the year they are accepted into the program. Students will be required to take all courses in order according to the plan of study outlined below. Students who may have already completed some of the courses prior to entry into the program, may be eligible for assessment of prior learning. Prior assessed learning will not be accepted for all courses previously taken and students may be required to repeat the course to demonstrate competency. Please refer to the information under admissions and program eligibility regarding prior assessed learning.

### **Nutrition & Dietetics (M.S.) Year 1, Semester 1 Fall**

HMGT 251 Foodservice Sanitation (1 credit)  
HMGT 380 Foodservice Operations & Purchasing Management (3 credits)  
HSC 200 Complimentary & Integrative Healthcare (3 credits)  
MGMT 360 Organization & Management (3 credits)  
NUTR 141/L Food Principles (4 credits)  
NUTR 322 Nutrition Assessment (3 credits)  
NUTR 487 Professionalism I (1 credit)

**Total Credits = 18**

### **Nutrition & Dietetics (M.S.) Year 1, Semester 2 Spring**

HMGT 381/L Quantity Food Production & Service (4 credits)  
NURS 323 Introduction to Pathophysiology (3 credits)  
NUTR 323 Nutrition Across the Lifecycle (3 credits)  
NUTR 422 Advanced Human Nutrition & Metabolism (4 credits)  
STAT 281 Introduction to Statistics (3 credits)

**Total credits = 17**

### **Nutrition & Dietetics (M.S.) Year 2, Semester 3 Fall**

HLTH 479/L Health Promotion Programming & Evaluation (2 credits)  
NUTR 341/L Food Science for Nutrition & Dietetics (4 credits)  
NUTR 488 Professionalism II (1 credit)  
NUTR 523 Medical Nutrition Therapy (MNT) I (3 credits)  
NUTR 560 Nutrigenomics (3 credits)  
NUTR 695 Practicum (3 credits) (Students will spend 2 days during the week engaged in MNT and Community, Leadership and Management Experiences at sites on and off-campus)

**Total credits = 16**

### **Nutrition & Dietetics (M.S.) Year 2, Semester 4 Spring**

CHRD 475 Motivational Interviewing & Wellness Counseling (3 credits)  
EHS 319 Life, Love and Money (2 credits)  
HLTH 475 Principles of Community Health Education (3 credits)  
LDR 435 Organizational Leadership & Team Development (3 credits)  
NUTR 525 Medical Nutrition Therapy (MNT) II (3 credits)  
NUTR 695 Practicum (3 credits) (Students will spend 2 days during the week engaged in MNT and Community, Leadership and Management Experiences at sites on and off-campus)

**Total credits = 17**

### **Nutrition & Dietetics (M.S.) Year 3, Semester 5 Summer**

NUTR 712 Advanced Medical Nutrition Therapy (3 credits) online

NUTR 725 Nutrition & Human Performance (3 credits) online

NUTR 794 Internship (4 credits) Students are located in a region of South Dakota engaging in their supervised experiential learning experiences at sites approximately 32 hours per week for a cumulative total of 5 weeks over the course of the summer.

**Total credits = 10**

### **Nutrition & Dietetics (M.S.) Year 3, Semester 6 Fall**

NUTR 715 Public Health Nutrition (3 credits)

NUTR 794 Internship (4 credits) Students are located in a region of South Dakota engaging in their supervised experiential learning experiences at sites approximately 32 hours per week for a cumulative total of 15 weeks over the course of the fall.

**Total credits = 7**

### **Nutrition & Dietetics (M.S.) Year 3, Semester 7 Spring**

NUTR 708 Evidence Based Analysis (3 credits)

NUTR 794 Internship (4 credits) Students are located in a region of South Dakota engaging in their supervised experiential learning experiences at sites approximately 32 hours per week for a cumulative total of 10 weeks over the course of the spring.

**Total credits = 7**

### **Graduate credit total = 39 credits**

Students in the Nutrition & Dietetics (M.S.) program will be under a plan C (graduate coursework only) and will not be required to complete a thesis or plan B paper. Students will however be required to complete several projects, assignments and practice exams to meet ACEND competencies and receive a verification statement of completion.

## **Monitoring Student Performance**

---

SDSU has implemented a Student Success Model to assist students in the transition to college career and academic success. The SDSU First Stop webpage (<https://www.sdstate.edu/first-stop>) provides much of the information required by students. There are many services on campus offered through the Wintrade Student Success Center (<https://www.sdstate.edu/wintrade>).

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 professional major advisor for the remaining academic career.

The professional advisor has access to the student transcripts and checks at each of the academic advising visits. Students with less than a 3.0 cumulative GPA are encouraged by their professional advisor to pursue a different academic degree.

Additionally, SDSU has implemented an early alert process for all 100 and 200 level classes through the Campus Labs 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 Campus Labs system is available for instructors of 300 and 400 level classes if they desire to use.

All faculty at SDSU are required to adhere to the BOR policy for course syllabi (<https://www.sdstate.edu/sites/default/files/policies/upload/Course-Syllabus.pdf>) 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 Banner.

Overall program improvement is a priority and ongoing process for the SDSU Nutrition & Dietetics (M.S.) program. Open communication and feedback on program strengths and areas of improvement are highly encouraged. The Nutrition & Dietetics (M.S.) program is committed to providing a quality program that meets the mission, goals, and objectives of the program.

Students evaluate and provide feedback on required activities/assignments, rotation sites, and preceptors. In addition, students provide information regarding their overall level of preparedness and direction via an exit review survey and interview at the conclusion of the program.

Preceptors evaluate student competencies and are also asked for feedback on their overall perceptions of student preparedness and the organizational management of the program. Students are responsible for sending evaluations for activities/assignments and performance to preceptors. Students have an opportunity to review preceptor evaluations and provide comments regarding their evaluation.

Postgraduate surveys and employer supervisor surveys are administered 10-12 months post program completion and are utilized to determine graduate perception of competency skill level and employer satisfaction of the graduate's performance.

The content of each evaluation tool utilized is available to students and preceptors via the Nutrition & Dietetics (M.S.) program rotation guide. The questions asked for the site, preceptor, postgraduate, employer supervisor and exit surveys can also be made available by contacting the Program Director. Results towards meeting programmatic goals will be posted on the SDSU Nutrition & Dietetics (M.S.) program website as they are available and a statement on the website indicating that program outcomes data are available on request is posted.

## **Student Retention and Remediation**

---

Upon entry into the Nutrition & Dietetics (M.S.) program, students will receive an orientation to the program which will include a detailed overview of competency assessment and the process required to track demonstration of performance indicators/competencies and the target threshold for each. Formative (direct observation, mid-point rotation performance evaluations) and summative assessment methods (exams, project evaluations, end-point rotation performance evaluations) will be utilized to assess competencies. Several different types of summative assessments will be utilized, and student must meet the established threshold for competency completion for EACH of the assessments. In other words, if student successfully meets the threshold for a particular summative assessment for one of three assessments for a particular competency but does not meet the threshold for the other two assessments, then the student has not met the competency and will be advised of a remediation plan. If a student does not meet a competency with the initial set of learning activities determined, that student will be advised of a remediation plan and an opportunity to "revise, re-do" work. Student will be provided with the opportunity to remediate competency at a maximum of 2 different attempts. If student fails to successfully meet the competency after 2 different attempts, the Program Director will advise student of potential withdrawal from program, according to policy as outlined in the program handbook. Students withdrawn from the program will be counseled into career paths that are appropriate to their ability.

Students will utilize a detailed master checklist and portfolio via the university's online learning management system that will be utilized to track competency completion. It will be the student's responsibility to assure that all required summative assessments, with the practice illustration (i.e., exam, case study, etc.) are provided in their portfolio. Program staff will monitor master checklist and portfolio assessment on at least a monthly basis throughout the program and will conduct a competency review at the midpoint and endpoint of each semester. Results of the review in addition to any suggestions for moving forward in the program will be provided to each student.

Per the SDSU Graduate School Policy, graduate students whose plan of study cumulative grade point average drops to less than 3.0 are automatically placed on Academic Warning and will receive a letter from the Dean. (If a plan of study is not in place, all courses will be counted, and the cumulative GPA will be used.) Should a student on Academic Warning fail to achieve a GPA of at least 3.0 in their plan of study the following semester, the student will be placed on Academic Probation, and a hold will be placed on their registration for the subsequent semester. This hold can be removed only after the student and their advisor submit a letter to the Dean of the Graduate School indicating how the GPA will be brought up to 3.0 or better. The student must then meet with the Dean to review this work improvement plan. In the semester following the hold, the student must have a GPA of 3.0 or better to be retained in the program.

## **Student Discipline or Termination**

---

The Nutrition & Dietetics (M.S.) program follows the university policies on discipline and termination. Discipline policies are outlined in the Student Conduct Code Policy ([https://www.sdstate.edu/sites/default/files/Student\\_Conduct\\_Code.pdf](https://www.sdstate.edu/sites/default/files/Student_Conduct_Code.pdf)) and the Student Academic Misconduct Policy ([https://www.sdstate.edu/sites/default/files/Student\\_Conduct\\_Code.pdf](https://www.sdstate.edu/sites/default/files/Student_Conduct_Code.pdf)). The Satisfactory Performance for Financial Aid Policy ([https://www.sdstate.edu/sites/default/files/Student\\_Conduct\\_Code.pdf](https://www.sdstate.edu/sites/default/files/Student_Conduct_Code.pdf)) states the minimum standards to remain enrolled. Note this policy states that students must maintain a GPA of 2.0 to remain enrolled.

## **Distance Education**

---

The Office of Continuing & Distance Education (<https://www.sdstate.edu/continuing-distance-education>) provides information about courses that are offered online. To access all online applications, including the D2L learning management system, a university-issued Single Sign On (SSO) is used, as well as two-factor authentication using Duo.

## **Supervised Experiential Learning Documentation**

---

Students will track supervised experiential learning (SEL) hours via an online form as directed by the program. Students will be provided with the approved number of SEL hours that can be recorded for planned didactic SEL Level's 1 & 2 (i.e., case studies, simulation, role play). Other SEL performed in professional work settings (PWS), will be recorded as number of hours (minus breaks).

1. Student records date and selects appropriate course, site and preceptor.
2. Student then records hours and minutes and will be instructed to document the name of the planned didactic SEL or if in a professional work setting –will be asked to write a summary in the notes section, identifying key activities performed.

Prior assessed learning will not be considered towards tracking individual student's SEL hours in work or didactic settings but is accepted to meet certain competencies as noted in the prior assessed learning procedure portion of this handbook.

## **Program Completion**

---

The Acknowledgement of Receipt of Policy Handbook is reviewed and signed by students indicating their understanding of program requirements, including graduate degree and program completion within 4.5 years of program enrollment (see final page in handbook).

Per Graduate School policy (<https://www.sdstate.edu/sites/default/files/policies/upload/Credit-Requirements-for-Graduate-Degree-Programs.pdf>), master's programs should be completed within six years, and coursework at the time of graduation that is older than six years is considered expired and is ineligible for inclusion on the plan of study.

Students who satisfactorily complete the requirements of the Nutrition & Dietetics (M.S.) program and graduate degree, with an official transcript listing degree and date earned, will receive verification statements.

Verification statements will be submitted to the Commission on Dietetic Registration (CDR) so that students who completed the Nutrition & Dietetics (M.S.) program are eligible to take the RD examination.

## **SEL Site and Preceptor Information**

### **Site Selection & Evaluation**

---

Supervised experiential learning professional work settings will be selected based upon their potential for providing a positive learning environment for students and their ability to provide required practice experiences. The Nutrition & Dietetics (M.S.) Program Director is responsible for the oversight of rotation sites used for the program. In accordance with ACEND guidelines, students will not be allowed to “replace” employees during their SEL rotations. For example, if an employee at a facility calls in sick, the student may not “fill in” for that employee. Students may provide complete care (sometimes referred to as “staff relief”) as directed and supervised by their preceptor and as indicated for their rotation competencies.

Primary preceptors are credentialed and/or licensed as appropriate to meet state and federal regulations for the area in which they are supervising students and must have a minimum of one-year professional practice experience post credentialing. The Nutrition & Dietetics (M.S.) Program Director or other staff will verify that all clinical preceptors are currently registered with CDR and/or licensed with the state in which they work (if their state requires licensure). Nutrition & Dietetics (M.S.) program staff will also verify annually that all community preceptors that are in roles requiring licensure are currently licensed. Verification of registration and/or licensure will occur annually, and a record will be kept on file for all preceptors for which registration and/or licensure is appropriate.

New preceptors and rotation sites go through an initial screening process. Electronic survey, Email or telephone discussion determines the preceptor’s interest and ability to have a student spend time with them as well as their ability to meet the requirements of the program, spend adequate time with the student, and provide a positive learning environment for the students. If the Nutrition & Dietetics (M.S.) Program Director does not know the preceptor and is not familiar with the rotation site, and the student will spend more than a few days at the rotation site, an onsite meeting will be scheduled to meet the preceptor in person, view the rotation site to ensure it is clean, has friendly and professional staff, and it appears to be a safe environment. A final decision will be made by the Program Coordinator to determine if the preceptor and rotation site will provide SEL experiences that are compatible with the program curriculum and competencies. Rotation sites are not selected unless they are able to provide SEL activities that are able to meet competency requirements of the program.

Agreements between professional work settings and the SDSU Nutrition & Dietetics (M.S.) Program will:

- Comply with SDSU affiliation agreements already established with some of SD’s major healthcare facilities (Sanford, Avera, and the Veterans Affairs Hospital).
- Be put into place at rotation sites prior to students spending time at the rotation site.
- Be signed by administrators with appropriate authority to represent the rotation site.
- Delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies.
- An original signed copy will be maintained in the office of Academic Affairs for SDSU, and a copy of the agreement will also be kept electronically by the Program Director.
- Agreements will be maintained and updated according to the renewal terms outlined in the agreement.

## **SEL Levels of Experience**

Supervised Experiential Learning (SEL) experiences for the Nutrition & Dietetics (M.S.) Program are categorized as Level 1, Level 2 and Level 3 and majority of SEL will provide students with practice (shows) and demonstration (does) of competencies in professional work settings on and off campus.

- Level 1: Semester's 1 and 2 SEL (primarily didactic settings)
- Level 2: Semester's 3 and 4 SEL (professional work settings ~2 days/week)
- Level 3: Semester 5,6,7 SEL (professional work settings ~3-4 days/week)

## **SEL Rotation Settings**

Every student will have an opportunity to do a site rotation, which may be subject to changes in:

- Clinical settings (~11 weeks)
- Foodservice Management/Institutional settings (~7 weeks)
- School settings (~5 weeks)
- WIC (~2 weeks)
- Indian health Service (~1 week)
- SDSU Extension (~1-2 weeks)
- Sports Nutrition/Wellness (~1-2 weeks)

## **SEL Placement**

Students select preferences and Program Director determines group placement. Student groups will consist of 4 to 5 members each. Groups will be categorized as follows:

- Group A members designated as A1, A2, A3, A4, A5
- Group B members designated as B1, B2, B3, B4, B5
- Group C members designated as C1, C2, C3, C4, C5
- Group D members designated as D1, D2, D3, D4, D5

Group type cannot be changed unless specific circumstances warrant change. Students will provide preference for Group designation and number in the semester prior to the experience for SEL Level 1. Their preference will be considered when determining their scheduling assignments. Once students are assigned a particular group and number, they will maintain this throughout the program. In other words, if the student is in C1 group during SEL Level 1, they will also be scheduled for the site rotations indicated as C1 during SEL Level 2 and in the site schedule for SEL Level 3. Students will spend 3 days per week in on campus classes and 2 days per week for a total of 12 weeks per semester at professional work settings engaged in NUTR 695 Practicum experiences during semester's 3 and 4 of the Nutrition & Dietetics (M.S.) program. Beginning with semester 5 and ending with semester 7 of the Nutrition & Dietetics (M.S.) program, students will be placed in a region of SD to engage in Level 3 SEL at various professional work settings 3-4 days per week. During semesters 5-7, all remaining didactic course requirements will be online. Students are responsible for making their own travel arrangements during SEL at various sites. Carpooling with other group members is highly

encouraged. Lodging and mileage reimbursement is only available during Level 3 SEL if the student is scheduled to travel to a site greater than 60 miles from their assigned region. Meals are not reimbursed.

**Table 5. NUTR 695 Practicum Group Schedule During Nutrition & Dietetics (M.S.) program Year 2, Semester 3, Level 2 SEL of Shows and Does**

<b>Group</b>	<b>Course Experience Focus Area</b>	<b>Timeframe</b>	<b>Site</b>
A	Medical Nutrition Therapy	4 weeks in Sept. and the first 2 weeks in Oct.	Avera McKennan Hospital and University Center in Sioux Falls, SD
A	Community and Leadership Experiences	Last 2 weeks in Oct. and 4 weeks in November	Campus and Community Sites in the Brookings Area
B	Medical Nutrition Therapy	4 weeks in Sept. and the first 2 weeks in Oct.	Sanford USD Medical Center in Sioux Falls, SD
B	Community and Leadership Experiences	Last 2 weeks in Oct. and 4 weeks in November	Campus and Community Sites in the Brookings Area
C	Community and Leadership Experiences	4 weeks in Sept. and the first 2 weeks in Oct.	Campus and Community Sites in the Brookings Area
C	Medical Nutrition Therapy	Last 2 weeks in Oct. and 4 weeks in November	Avera McKennan Hospital and University Center in Sioux Falls, SD
D	Community and Leadership Experiences	4 weeks in Sept. and the first 2 weeks in Oct.	Campus and Community Sites in the Brookings Area
D	Medical Nutrition Therapy	Last 2 weeks in Oct. and 4 weeks in November	Sanford USD Medical Center in Sioux Falls, SD

**Table 6. NUTR 695 Practicum Group Schedule During Nutrition & Dietetics (M.S.) program Year 2, Semester 4, Level 2 SEL of Shows and Does**

<b>Group</b>	<b>Course Experience Focus Area</b>	<b>Timeframe</b>	<b>Site</b>
A	Medical Nutrition Therapy	4 weeks in February and the first 2 weeks in March	Avera McKennan Hospital and University Center in Sioux Falls, SD
A	Community and Leadership Experiences	Last 3 weeks in March and the first 3 weeks in April	Campus and Community Sites in the Brookings Area
B	Medical Nutrition Therapy	4 weeks in February and the first 2 weeks in March	Sanford USD Medical Center in Sioux Falls, SD
B	Community and Leadership Experiences	Last 3 weeks in March and the first 3 weeks in April	Campus and Community Sites in the Brookings Area
C	Community and Leadership Experiences	4 weeks in February and the first 2 weeks in March	Campus and Community Sites in the Brookings Area
C	Medical Nutrition Therapy	Last 3 weeks in March and the first 3 weeks in April	Avera McKennan Hospital and University Center in Sioux Falls, SD
D	Community and Leadership Experiences	4 weeks in February and the first 2 weeks in March	Campus and Community Sites in the Brookings Area
D	Medical Nutrition Therapy	Last 3 weeks in March and the first 3 weeks in April	Sanford USD Medical Center in Sioux Falls, SD

**Table 7. NUTR 794 Internship Group Schedule During Nutrition & Dietetics (M.S.) program Year 3, Semesters 5-7, Level 3 SEL of Does**

<b>Group Members</b>	<b>Region</b>
A1, A2, A3, B1, B2, B3, C1, C2, C3, D1, D2, D3	Sioux Falls
A4, B4	Mitchell
A5	Yankton
B5	Watertown
C4	Brookings
C5	Sturgis and some in Rapid City
D4	Rapid City
D5	Rapid City

Each Regional Level 3 SEL rotation will aim to provide the following types of experiences:

- 30 weeks total opportunity at sites for meeting competencies. Approximately 24-32 hours/week. Adjustments to hours determined between preceptor/student. Students require a cumulative minimum of 600 hours to meet expectations for NUTR 794 internship credits, regardless of whether student has already met competencies.
- If at least an average of 24 hours/week has been met at a site and student has successfully met competencies, the student may end rotation at site with preceptor and Program Director approval, but the student may not start next rotation until the scheduled timeframe.
- No more than 3 weeks between site rotations for each student.
- Site rotation assignments are spread out over semesters 5, 6 and 7 to accommodate 20 students and not overburden sites with "back-to-back" student rotations as much as possible, considering total site availability.
- No rotations scheduled December thru mid-January to accommodate semester break for students but also as a site accommodation. Sites generally are busier during the holiday season and accommodate staff leave time which makes it challenging to also accommodate students.
- Gaps in site scheduled rotations will be utilized for alternative practice experiences to strengthen competency areas, make up any hours and or competencies if applicable and to complete didactic coursework, projects and RDN exam preparation.

## **Student Responsibilities During SEL**

---

- Prepare for and participate in all SEL activities and assignments.
- Take responsibility as a self-learner and self-direct learning to meet requirements, expectations, and objectives.
- Communicate regularly with preceptors and program staff regarding expectations, challenges, progress, and questions.
- Adhere to Scope/Standards of Practice for the Profession of Nutrition and Dietetics.

- Adhere to the Code of Ethics for the Profession of Dietetics to reflect the values and ethical principles guiding the dietetics profession.
- Demonstrate strong communication, professional, organizational, and critical thinking professional traits.
- Be respectful of preceptors' willingness to serve as preceptors and that their full-time commitment and priority is providing client care.

## **Preceptors**

---

The Nutrition & Dietetics (M.S.) program would like to express our sincere appreciation for our preceptor's willingness to serve and educate our students. Their dedication and contribution to the dietetics profession is admirable and an essential key to the learning process and professional growth of dietetics students. Preceptors are partners in this educational process, and they make it possible for students to receive the guidance they need to become qualified dietetics professionals. Their feedback and active participation are vital to the on-going improvement of the SDSU Nutrition & Dietetics (M.S.) program!

## **Benefits of Being a Preceptor**

---

- Assistance with special projects. Often, some projects can be put on hold due to lack of time. These projects can be delegated to students in most situations, providing them with a real-world experience while developing their skills and competencies.
- Sense of importance and contribution towards the dietetics profession.
- Students can bring a new perspective and questions can help enhance best practices.
- Enhance your professional portfolio and resume by providing educational experiences as a preceptor.

## **Role of a Preceptor**

---

What you do as a preceptor typically can be summarized in six roles, as described in the Commission on Dietetic Registration (CDR) Preceptor training program:

- **Planners** – On a day-to-day basis, preceptors are responsible for planning the experiences and coordinating learning activities with competencies. Preceptors also provide suggestions for modification to learning activities and assignments.
- **Role Models** – Students learn from what you say AND do. It is critical that preceptors are deliberate in modeling professional behaviors and ethics.
- **Information Providers** – Preceptors share knowledge and help students integrate knowledge and skills they need to think critically, solve problems, and become competent practitioners.
- **Learning Facilitators** - Students can learn by observing but they also need to have facilitated work experiences with preceptor guidance and feedback.
- **Resource Developers** – Preceptor's guide students towards appropriate materials, best practices and other professionals that can assist students.
- **Assessors of Learning** – Preceptors are integral to the assessment of the student's learning and competence and preceptor identification of whether students have met competency requirements is vital to the integrity of the program.

## **Responsibilities of a Preceptor**

---

- Communicate SEL and scheduling preferences.
- Provide students with a thorough orientation to the practice setting reviewing codes of conduct, HIPAA guidelines and confidentiality.
- Meet with the student (at least weekly) to determine a schedule and plan for completing competencies.
- Identify and facilitate learning activities and assignments that support student completion of competencies. Assist the student in providing information on activities and assignments.
- Provide information and assistance as needed.
- Provide evaluation and feedback with the mid-rotation and end-of rotation progress reports and evaluation.
- Provide remediation plans if needed and assist student in attaining competency.
- Model code of ethics and professional behavior.
- Acknowledge that in accordance with ACEND guidelines, students will not be allowed to “replace” employees during their SEL rotations. For example, if an employee at a facility calls in sick, the student may not “fill in” for that employee. Students may, however, provide complete care (sometimes referred to as “staff relief”) as directed and supervised by their preceptor and as indicated for their rotation competencies.
- Complete once yearly the preceptor feedback survey.

## **Preceptor Training**

---

Preceptors are provided orientation to the SEL rotation objectives and expected student competencies before assuming responsibilities. Ongoing training is provided to preceptors based on evaluation by Nutrition & Dietetics (M.S.) program staff and faculty, and feedback from students and advisory committee. Program staff will also utilize information from the student End of Rotation Surveys in addition to other outcome criteria to perform a yearly review of the effectiveness of faculty and preceptors related to the SEL rotations and experiences.

The following components are covered in the Nutrition & Dietetics (M.S.) program online training:

- Origin and Oversight
- Mission, Goals and Objectives
- Programs of Study
- Policy and Procedures
- Curriculum and Learning Activities
- Assessment of Student Competencies and Professional Performance
- Rotation Milestones
- Electronic Documentation Process

- Roles and Responsibilities of Preceptors and students
- Feedback Tips and Tools
- Professional Development Opportunities and Site Awards

## **Preceptor Continuing Professional Education Opportunities**

---

For RD's, serving as a preceptor is now acknowledged as a learning activity by CDR. Starting June 1, 2017, preceptors can log activity and hours while serving as a preceptor for an accredited ACEND program.

In order to receive continuing professional education unit (CPEU) credit:

- The precepting must have been completed during the current recertification cycle.
- The preceptor must complete the Verification and Self-Reflection Form found on the CPEU Credit for Preceptors webpage (<https://www.cdnet.org/cpeu-credit-for-preceptors>).
- The form must be signed and dated by the ACEND accredited Program Director. The form should be retained by the preceptor as documentation to be submitted to CDR if audited.
- A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded.

## **Site Professional Development Awards**

---

The SDSU Nutrition & Dietetics (M.S.) program supports the professional development of preceptors by providing a monetary incentive towards the purchase of continuing educational units. The amount of the professional development award will be determined based on the total number of hours the site and its preceptors dedicate towards SEL hours.

20-40 hours = \$50

41-60 hours = \$75

61-80 hours = \$100

81-100 hours = \$150

101-150 hours = \$200

151-200 hours = \$250

201 – 300 hours = \$300

>301 hours = \$400

During yearly exit reviews with primary preceptors at sites or via email, program staff will discuss the professional development award and options the SDSU Nutrition & Dietetics (M.S.) program could purchase to support the sites continuing education.

## **General Student Information**

### **Insurance Requirements**

---

A professional liability insurance of \$1,000,000/\$3,000,000 will be charged from tuition and fees as noted in costs above. This insurance is required by the health care organizations with which we have memorandum of agreements. All students are required to have health insurance. Documentation of health insurance coverage is required prior to beginning the program.

### **Immunization Policy**

---

The Nutrition & Dietetics (M.S.) program follows the student immunization policy of SDSU (<https://www.sdstate.edu/student-health-clinic-counseling-services/student-health-clinic/immunization-health-requirements>). Students must complete the required immunizations prior to beginning rotations. The cost of

obtaining the required immunizations is the responsibility of the student. Occasionally, SEL sites may require additional tests or screening in addition to the requirements of the program. It is the responsibility of the student to cover these additional costs unless the site offers to cover the cost for the student. Students with any medical or religious exemptions for any of the required vaccinations will be required to complete an exemption form, dependent on the site's policies. Site's may not accept vaccination exemptions for students. In this instance, the student and not the program will be responsible for finding adequate SEL experiences at sites to meet minimum hours requirements and competencies to receive a verification statement.

All the SDSU Nutrition & Dietetics (M.S.) program students will provide proof of the following prior to starting SEL:

- Proof of Hepatitis B series, 2 dose or greater
- Proof of Measles, Mumps and Rubella (MMR) 2 dose series
- Proof of one-time dose of Tetanus/Diphtheria/Pertussis (Tdap)
- TB Skin Test completed within the last twelve months
- Seasonal flu shot by Nov. 1
- Proof of Varicella (Chicken Pox) immunity or Varicella Vaccination, 2 doses
- Proof of COVID vaccination

## **Travel**

---

Travel off campus for required SEL experiences will be managed through the student travel policy at: <https://www.sdstate.edu/sites/default/files/policies/upload/Student-Organization-Travel-and-Field-Trips.pdf>.

Students are responsible for their safety as they travel to and from assigned rotations, classes, and other program-required travel. Students are required to carry adequate liability insurance covering themselves and any other students they might carry in their vehicle.

Students driving state vehicles will be submitted as a volunteer and 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 others, the university is not responsible for their safety as they travel to and from assigned classes.

Students should check weather and road conditions and only travel when it is safe to do so. Students are required to communicate with preceptors and program staff if weather or road conditions prevent them from attending their assigned rotation location or class. Occasionally, group travel arrangements may be necessary for professional meetings and training. This type of travel may be covered by the program, subject to travel policies and procedures of SDSU and the SDBOR.

## **Injury or Illness While in a Facility for Supervised Experiential Learning**

---

The student needs to notify the appropriate program faculty and/or staff immediately of any injury sustained while at an SEL facility. Injury procedures are followed according to the guidelines established at each specific facility. In the event of a major injury, the Nutrition & Dietetics (M.S.) Program Director shall be contacted.

It is required that students have their own health insurance. SDSU is not liable for injuries or health incidents that arise from the student spending time at SEL sites or from the student traveling to/from SEL locations. The student will provide the Nutrition & Dietetics (M.S.) program staff and each SEL facility with emergency contact information. Should the student become ill while at the SEL facility, the appropriate SEL site facility staff should be notified immediately, and Nutrition & Dietetics (M.S.) program staff needs to be contacted within 24 hours. Time missed due to illness must be rescheduled.

## **Drug Testing and Criminal Background Checks**

---

### **Drug Testing**

If a SEL site requires additional testing, such as drug testing above the requirements of the Nutrition & Dietetics (M.S.) program staff will inform the student of the additional requirements as soon as they become aware of the additional requirements. The student is responsible for making arrangements and paying for any additional testing that the SEL site may require.

### **Background Checks**

Students are required to complete a criminal background check through Verified Credentials prior to starting the program to include:

- Social security trace
- County criminal record history
- State by state sex offender search
- OIG's List of Excluded Individuals and Entities
- GSA's Excluded List Party System

### **Complaint Process**

---

If a student or facility contact has a complaint regarding a required component of the Nutrition & Dietetics (M.S.) program, or university faculty or staff, the student or facility contact may report the complaint to various people depending upon their comfort level regarding the complaint. If the student or facility contact feels comfortable taking the complaint to the Program Director, the director would handle the complaint. If the complaint is regarding the Program Director and the student or facility contact does not feel comfortable disclosing the complaint to the Program Director, the complaint may be reported to the School of Health & Consumer Sciences Department Director. Students and facility contacts will not be retaliated against for reporting a complaint. If a complaint cannot be handled through these channels, the student may address the concern/complaint formally through the SDSU Academic Affairs office. Additional information about where an individual may file complaints is available on the SDSU Concerns and Complaints webpage <https://www.sdstate.edu/office-dean-students/concerns-and-complaints>. The policy regarding academic appeals can be found in the SDSU Student Academic Misconduct and Academic Appeals document <https://www.sdstate.edu/sites/default/files/Student%20Academic%20Misconduct%20and%20Academic%20Appeals.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)

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

In the instance where the student 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 MSN handbook, the student 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 ACEND website: <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a-complaint>

## Student Services

---

SDSU provides a variety of services to assist students.

- Student Life: <https://www.sdstate.edu/student-life>
- Office of Career Development: <https://www.sdstate.edu/career-development>
- Tutoring support: <https://www.sdstate.edu/wintrodetutoring>
- Writing Center: <https://www.sdstate.edu/english/writing-center>
- Housing: <https://www.sdstate.edu/residential-life>
- Campus Dining: <https://sdsu.campusdish.com/>
- Multicultural Center: <https://www.sdstate.edu/multicultural-center/multicultural-center>
- Veterans Affairs: <https://www.sdstate.edu/veterans-affairs-office>
- American Indian Student Center: <https://www.sdstate.edu/american-indian-student-center>
- Hilton M. Briggs Library on campus and online services: <https://www.sdstate.edu/hilton-m-briggs-library>
- Counseling Services: <https://www.sdstate.edu/wellness-center/counseling-services>
- Student Health Clinic: <https://www.sdstate.edu/wellness-center/student-health-clinic>

## Your Permanent File, Student Records, & Privacy

---

SDSU follows the policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). Information regarding FERPA is provided on the SDSU Records and Registration FERPA webpage <https://www.sdstate.edu/sites/default/files/policies/upload/Student-Records-FERPA.pdf>. Students have access to their files upon request.

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

Students may have student records on file in more than one place within SDSU, including the Registrar's office. Records for all Nutrition & Dietetics (M.S.) program students are kept electronically and confidential.

## Program Schedule and Academic Calendar

---

Students in the Nutrition & Dietetics (M.S.) 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 at: <https://www.sdstate.edu/academic-calendar>

## Vacations and Holidays

---

Students are personally responsible for their attendance at all scheduled lectures, classes, rotation experiences, program assignments, etc. Absences from scheduled hours will be excused only under extraordinary circumstances (i.e., death in the family, personal illness, etc.). SDSU classes are rarely closed due to inclement weather; however, notification is through local radio stations and MyState. During SEL

experiences, contact preceptor for policies applicable to that site. Students are advised that they are not to travel if they feel the roads are unsafe. Students are required to make up time missed due to inclement weather conditions.

Students in SEL experiences will have a one-week break over the week of Thanksgiving and an approximately two-week break over Christmas and New Year's Eve. Time off for these holiday breaks will be identified by the student's rotation schedule which is determined by Nutrition & Dietetics (M.S.) program staff. Additional holidays will follow the policies of the SEL site in which the student is currently working. Additional vacation time is not allowed due to time limitations and workloads.

## **Leaves of Absence**

---

A leave of absence from the Nutrition & Dietetics (M.S.) program may be granted by the Program Director for a specific period if deemed necessary for medical or personal reasons. Any time requested off must be brought to the attention of the Program Director at least two weeks prior to the requested time off. Individual circumstances will be reviewed on a case-by-case basis following review of program progress. Once the Program Director has approved the request, the student will go to the preceptor and request the time off and determine how the time will be made up. Any time missed must be rescheduled. Students will be permitted to resume work upon satisfactory resolution of the issue necessitating the leave of absence without repetition of work, provided resumption occurs within one academic year from the date the leave of absence begins.

## **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. More information can be found here: <https://www.sdstate.edu/admissions/office-financial-aid/tuition-refund-and-withdrawal-policy>

## **Professional Association Membership**

---

It is the requirement of the Nutrition & Dietetics (M.S.) program that all students must be a member of the Academy of Nutrition and Dietetics while in the program. Proof of student membership will be required prior to starting the program.

## **Photo Identification**

---

All students 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.

## **Experiential Learning Experiences and Compensation**

---

Students are not paid as part of their SEL experiences. If there is a situation where a student is employed by the facility that provides a SEL experiences, the required experiences will be during the assigned times and will not occur during paid hours of employment.

In accordance with ACEND guidelines, students will not be allowed to "replace" employees during their SEL rotations. For example, if an employee at a facility calls in sick, the student may not "fill in" for that employee. Students may provide complete care (sometimes referred to as "staff relief") as directed and supervised by their preceptor and as indicated for their rotation competencies.

## Media Release

---

In accordance with SDSU policy, students will be asked to sign a media release prior to any pictures or information about them being made public on the SDSU website or social media pages.

## Other Policies & Procedures

### 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: <https://www.sdstate.edu/office-title-ix/equal-opportunity/equal-opportunity-affirmative-action>

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  
[Michelle.johnson@sdstate.edu](mailto:Michelle.johnson@sdstate.edu)

An online reporting system is also available: <http://www.sdstate.edu/hr/equal-opportunity/index.cfm%20and%20http://www.sdstate.edu/policies/section-4.cfm>

### Credit for Prior Learning

---

Credit for prior learning can be managed through the Testing Center at SDSU. 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 (<https://www.sdstate.edu/testing-center/credit-prior-learning>) or by contacting [sdsu.testing@sdstate.edu](mailto:sdsu.testing@sdstate.edu) or 605-688-6460.

### Student Conduct Code

---

Students will be expected as members of the University community to abide by the SDSU and SDBOR Student Code 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 Nutrition & Dietetics (M.S.) 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 Nutrition & Dietetics (M.S.) program students and students. Students may review this document at: <https://www.sdstate.edu/sites/default/files/policies/upload/Student-Conduct-Code.pdf>

Students have established student accounts with private logins and passwords. Students should not share their login or passwords to these accounts.

All SEL 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.

## **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 employments 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:

<https://www.sdstate.edu/sites/default/files/policies/upload/Drug-Free-Environment.pdf>

## **Disability Accommodations**

---

Students with disabilities should discuss potential accommodations for their SEL hours with Nutrition & Dietetics (M.S.) program staff. Accommodations related to academic coursework should be directed to Disability Services. Information on reasonable accommodations and accessibility can be found here:

<https://www.sdstate.edu/disability-services>

## **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, click here: <https://www.sdstate.edu/safety-security/emergency-management/jackrabbits-guardian>

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: <https://www.sdstate.edu/safety-security/violence-prevention-and-education>

**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 on the east side of the Stadium on campus. The Annual Campus Security Report containing additional information regarding safety and security as well as statistics concerning criminal activity is available here: <https://www.sdstate.edu/safety-security>

## **Acknowledgement of Receipt of Nutrition & Dietetics (M.S.) Program Handbook**

---

*This acknowledgement will be provided in an electronic format for student review and signature. The information below is for information purposes.*

1. I acknowledge that I have received the South Dakota State University Master's Nutrition and Dietetics Program Handbook containing the policies and procedures governing the program.
2. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the Nutrition & Dietetics (M.S.) program in the School of Health & Consumer Sciences at South Dakota State University, as well as South Dakota Board of Regents and South Dakota State University policies and procedures.
3. I acknowledge that I will not be provided with a verification statement for eligibility to take the examination for registered dietitians if the following are not completed:
  - Completion of a minimum of 1000 hours of SEL or more according to the Nutrition & Dietetics (M.S.) program supervised experiential learning plan.

- Attendance at all seminars, workshops, committee meetings, and conferences as required by program staff.
  - Completion of specified assignments as required by program staff.
  - Preceptor and/or program staff verification of completed required hours, practice examples, performance indicators and other assignments.
  - Completion of student rotation evaluations, surveys and required activity checklists as directed by program staff.
  - Completion of exit interview with program staff.
4. Satisfactory completion of competencies.
- Students will be expected to practice at a beginner level (rating of 3) or better in all assessed competencies for SEL Level 1 and 2. During Level 3 SEL, students will be demonstrating “does” for performance indicators in professional work settings and will be expected to practice at entry-level (rating of 4) or better in all assessed competencies.
  - The preceptor and/or Program Director will assist the student in formulating an action plan for competency completion at that site. If the student fails to meet the competency at the site, the Program Director will discuss an action plan and arrange for a new site with the student.
  - If the student continues to fail in passing the competency after being provided with an action plan including one new preceptor/site, then the student will not be provided with a program completion verification statement and will be terminated from the SEL portion of the program.
5. Satisfactory completion of undergraduate and graduate coursework and degree requirements. All requirements for degree must be met and official transcript from degree received.
6. Timely completion of program requirements.
- The maximum amount of time allowed for program completion is 4.5 years from time of enrollment.
  - Exceptions will be considered by the Program Director and Internal Faculty Advisory Committee due to illness and/or leave of absence in accordance with the illness and leave university policies.
  - According to university policy, master’s graduate students have a maximum of 6 years to complete their graduate degree. In the instance where a student has not completed their graduation requirements for a graduate degree in addition to their SEL hours in the maximum time frames specified, students may continue in their didactic graduate requirements for their graduate degree but will not be eligible to receive a verification statement for taking the registration exam for dietitians.

---

Signature of the Student

Date