Nutrition and Dietetics Program

HANDBOOK

Information in this document is subject to change and is supplemental to the information found in the University Catalog, the ROAR Student Handbook, and/or provided by Nutrition and Dietetics Program faculty advisors.

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Welcome Students:

On behalf of the faculty and staff, it is my pleasure to welcome you to the Nutrition and Dietetics Program in the Department of Human Sciences. It is our sincere wish that you find personal and career satisfaction and growth as a dietetics student at UAPB. It is equally important that you have chosen to study in a dietetics program that has been granted candidate status by the Commission on Accreditation for Dietetics Education.

The Nutrition and Dietetics Program has a four-year curriculum that meets the requirements for a Didactic Program in Dietetics, an accreditation category by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Currently, the program enjoys Candidacy status to become fully accredited within the next year. Students who graduate during the Candidacy period are grandfathered to graduating from an accredited program after full accreditation is granted.

The Nutrition and Dietetics Program provides academic preparation for graduates to pursue supervised practice programs, to enter graduate schools and complete professional requirements to become a Registered Dietitian Nutritionist, or to gain employment in a related field. We are prepared to provide you with the educational foundation necessary to support your personal objectives and your lifelong journey of continuing professional development. Our graduates have exciting careers in the many diverse areas of dietetics, from providing patient care in hospitals, to managing complex food service operation, to owning consulting businesses.

The purpose of this handbook is to guide your academic and professional development decisions. The information presented here outlines the regulations and policies above and beyond those presented in the UAPB Catalog. This handbook will not only provide answers to your questions about this option of the Human Sciences major and the profession, but also delineate program requirements and your responsibilities as a student in the Program. This Handbook will assist you in planning your course schedule and in preparing for graduation and post-graduation. However, it is not intended to replace advisement by the Nutrition and Dietetics faculty or information in the UAPB Catalog and ROAR Student Handbook.

The faculty and staff of the program are here to help you attain your goals as you begin your career in dietetics. The time you spend with us is sure to provide you with many opportunities. We invite you to use them to firmly establish your career in dietetics and prepare you for the challenges that await you. Learn, explore, and achieve! It’s our goal to support you every step of the way. The faculty looks forward to working with you.

Please read the material presented, sign the signature sheet on the last page of the handbook and return it to me. You may contact me via email or by telephone for any questions, further clarification and/or information. I encourage you to share the information in this handbook with your family and friends who are also interested in your success.

I look forward to meeting with you.

Kay Dutram, MS, RDN, LD
Director, Nutrition and Dietetics Program
Assistant Professor
**Nutrition and Dietetics Profession**

**Registered Dietitian Nutritionist Credential**
Nutrition and Dietetics applies the science of food and nutrition to the health and well-being of individuals and groups. Dietitian Nutritionists are the health professionals who translate the science and art of nutrition and food into the practice of caring for the health and well-being of people.

A Registered Dietitian Nutritionist is a food and nutrition expert who has met minimum academic and professional requirements, and who has passed the Registration Examination for Dietitians.

The Commission on Dietetic Registration (CDR) is the credentialing agency for the profession. The purpose of the Commission is to serve the public by establishing and enforcing standards for certification and by issuing credentials to individuals who meet these standards. The CDR has sole and independent authority in all matters pertaining to certification including but, not limited to standard setting, establishment of fees, finances and administration. The certification results in practitioners using the RDN credential.

**Dietetics Education and Training**
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the accrediting agency for educational programs to become a Registered Dietitian Nutritionist (RDN). Accreditation is necessary to assure that the education and training received by students meets quality assurance standards, and to assure that students from any accredited program have been taught the same foundational knowledge requirements. The foundational education and supervised practice components of the defined educational process are based on national standards. ACEND is responsible for setting the national standards for what dietetics students are taught, and for evaluating, recognizing, and publishing a list of education programs that meet these standards.

There are three required steps to become an RDN:

1. A baccalaureate degree and course work that meets the knowledge requirements specified by ACEND. This is typically achieved by completing an undergraduate program such as the one offered by UAPB.
2. A supervised practice experience offered through a Dietetic Internship (DI) or Individualized Supervised Practice Pathway (ISPP), which meets the performance requirements established by the ACEND. Some academic institutions offer a combined first step and second step called a Coordinated Program.
3. A passing score on the National Registration Examination provided by the Commission on Dietetic Registration.

For students who are not eligible for, or are not accepted into a DI or ISPP, the Program’s foundation courses in food, nutrition, foodservice management, and the life sciences provides the background appropriate for several careers. Many graduates develop successful careers in foodservice management within institutions and restaurants; food and pharmaceutical sales; consumer relations; education; and extension.

Making regular visits with a Nutrition and Dietetics advisor to plan the program of coursework, develop goals, and evaluate progress enhances the success of students. The faculty is committed to helping students succeed in their academic endeavors. Students are encouraged to seek faculty guidance for dietetics profession and career roles.
UAPB Nutrition and Dietetics Program

UAPB offers a Bachelor’s degree in Human Sciences, Nutrition and Dietetics option, and is committed to preparing students for careers in healthcare, education, public health, and research. Consistent with the mission of the university and the department, the Program is dedicated to advancing the profession by providing students with scientific and applied nutrition and dietetics knowledge in a multidisciplinary, diverse and multicultural environment. The purpose of the Program is to train dietetics professionals who will promote nutrition as a critical part of disease treatment and prevention and integrate nutritional services into clinical, home, and community-based health and social networks.

The Program is designed to develop analytical, critical thinking, and problem solving skills in students to help them prepare for the professional practice in dietetics. The Program emphasizes professional involvement, the importance of ethics, the standards of dietetics education, and strives to provide balanced study in clinical, foodservice, and community areas of dietetics practice.

Accreditation Status
UAPB’s Nutrition and Dietetics Program has been granted Candidacy for Accreditation by ACEND. Students enrolled in the Program will receive the benefits and privileges of full ACEND accreditation once full candidacy is granted. Contact information for ACEND follows.

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: 800-877-1600 X 5400
Fax: 312-899-4817
Email: ACEND@eatright.org
URL: www.eatright.org/acend

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Fax: 870-575-4684

Mailing Address:
Department of Human Sciences
1200 North University Drive
Mail Slot 4971
Pine Bluff, AR 71601

Program Mission, Goals and Outcome Measures
The mission of the Nutrition and Dietetics program is to provide comprehensive academic and experiential opportunities for students to develop and master the competencies and skills necessary for entry into supervised practice and progressing to entry-level registered dietitians nutritionists to serve the Arkansas Delta and surrounding region.

The Nutrition and Dietetics Program is a Candidate for accreditation and as such is required to have goals and outcome measures. Program Goals and objectives are located in Appendix A.

Program Admission Process
Students declaring the Nutrition and Dietetics option must apply for formal admission to the Program after sophomore level courses have been completed. Students are typically admitted to the professional component of the Program at the beginning of the junior year. If students already have a bachelor’s degree in another discipline and wish to complete the Program, they should apply for assessment of prior learning.

The Program encourages application from all qualified persons regardless of race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, or sexual orientation.

Application materials are available through the Administrative Office of the Department of Human Sciences, and from Program faculty advisors. The application form is located in Appendix B. Applications are accepted in the summer for admittance to the fall classes; or after completion of sophomore level classes. The deadline for applications is June 30. Admission criteria are:
• Minimum Cumulative Grade Point Average (GPA) of 2.75 (including all transfer and UAPB credit).
• Successful completion of all the prerequisite freshman and sophomore courses with a grade of C or better.
• Completion of UAPB general education requirements.
• A score of $\geq 70\%$ on the Admissions Assessment Exam.

Mail or deliver completed application and supporting documents (transcripts, Admission Assessment Exam results) to

Department of Human Sciences
Nutrition and Dietetics Program
1200 North University Drive
Mail Slot 4971
Pine Bluff, AR 71601

The Program Director and faculty committee will review all applications in July (or within four weeks if students take the admissions exam after completing sophomore level courses in a Fall semester) and determine admission to the Program. An interview with the faculty committee may or may not be requested. The Program Director will notify admitted students prior to end of July. Admission into the Program will typically occur in the Fall semester of the student’s junior year, but may fall at other times dependent up when the student meets the criteria to take the admissions exam.

**Failure to Meet Admission Criteria**

For students who have declared the Nutrition and Dietetics option during their freshman and sophomore years but do not meet all four admissions requirements may continue to take classes in the Program, but will not be eligible to receive a Verification Statement. A Verification Statement is required for application to supervised practice (either Dietetic Internship or Individualized Supervised Practice Pathway). Therefore, students who wish to continue taking nutrition and dietetics courses will receive a BS degree but will not be eligible to continue the educational path to become a Registered Dietitian Nutritionist.

For students who do not meet admission requirements, the Program’s foundation courses in food, nutrition, foodservice management, and the life sciences provides the background appropriate for several careers. Many graduates develop successful careers in foodservice management within institutions and restaurants; food and pharmaceutical sales; consumer relations; education; and extension.

Students who choose to continue to enroll in Nutrition and Dietetics courses without meeting formal admission requirements, are asked to sign an acknowledgement that they will not be eligible to receive a Verification Statement (Appendix C).
Expenses and Financial Aid

Estimated Costs for the Nutrition and Dietetics Program
It is the responsibility of the students to check the website of the University http://www.uapb.edu/admissions/tuition_and_fees.aspx for anticipated average expenses. Students assume all listed obligations.

Additional expenses incurred in the Nutrition and Dietetics Program include, but are not limited to the following items:

- Student membership in the Academy of Nutrition and Dietetics, includes membership in the local Arkansas Academy of Nutrition and Dietetics (ArAND) $50 per year
- UAPB Nutrition and Dietetics Club $10 per year
- Books and other school supplies $400-$600 per semester
- Transportation between campus and experiential learning sites, and meals/parking at some facilities $20 per semester
- Attendance at professional meetings $100 per year, but may be less
- Computer Matching Fee for D&D Digital Systems for students applying for Dietetic Internships and or Individualized Supervised Practice Pathways $50 senior year
- Application fees for individual Dietetic Internships $50 – $150 senior year

Total $605 - $895 per semester

Scholarships
The Academy of Nutrition and Dietetics (AND) Foundation makes available a variety of scholarships and loans. AND Scholarship applications and information are available each October and November. Information can be obtained from the AND at their website http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133.

ArAND offers two scholarships; applications are accepted in Spring. Applicants must be a student member of the ArAND as of January of the year application is made.

- Internship Scholarship ($500) – Awarded to a resident of Arkansas who has been accepted into a DI program (in or out of Arkansas).
- Undergraduate Scholarship ($500) – Awarded to a deserving junior or senior to use for undergraduate degree or to complete requirements for entry into Internship Programs. The applicant must be an Arkansas resident, enrolled at an Arkansas University with Dietetics as a declared major.
UAPB offers a number of scholarships and educational awards. Information on financial aid and Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG) is located in the University Catalog on the website http://www.uapb.edu/sites/www/Uploads/Stud-Life/The%20Roar%202014-15%20revised%207-18-14%20with%20cover.pdf.

Numerous scholarships are available and the requirements and application materials are available from the UAPB Admissions Office.

There are also scholarships specifically for Human Sciences majors. Applications are available in the Department of Human Sciences office, and at the UAPB Admissions Office.

- **Lucinda McElwee Glover Scholarship**: This scholarship is given to a major in the Department of Human Services with sophomore standing, financial need, and an overall GPA of 3.0 or better. The student must be an individual of good character and possess a friendly disposition.

- **Phyllis Flowers-Greenhouse Scholarship**: The Phyllis Flowers Greenhouse Scholarship is given Delta Sigma Theta Sorority, Inc., in memory of the after Dr. Phyllis Flowers-Greenhouse who served as Chairperson for the Department of Home Economics (currently the Department of Human Sciences) for 26 years. This scholarship is given to an outstanding student majoring in any area of Human Sciences who has an overall GPA of 3.0 or better, who is active in department and campus activities, who demonstrates the potential for professional growth and who has completed at least 30 or more semester hours.

- **O. R. & Irma Holiday Scholarship**: This award is given annually to a student in Agriculture (even year) and Human Science (odd year). The student must have earned 30 semester hours with a GPA of 2.3 or above, exhibit good citizenship and demonstrates professional growth.

- **New Hope AME Church Scholarship**: The Young Adult Sunday School Class of New Hope AME Church, Sherrill, Arkansas, awards a scholarship to a student majoring in Agriculture, Fisheries and Home Economics. The student must demonstrate qualities of leadership, good professional promise, high moral standards, academic achievement and need.

- **University of Arkansas Division of Agriculture Scholarship (formerly John Rust)**

### Faculty and Student Responsibilities

### Faculty Responsibilities

**Academic Advising**

Upon admission to the Program, students will be assigned a faculty advisor who, in collaboration with the student, will:

- evaluate lower division course work to determine if any remaining prerequisites are needed,
- develop a program of study for the junior and senior year, and
• evaluate upper division coursework for any student who has already completed a Bachelor’s degree.

Planning and scheduling the classes is ultimately the responsibility of students; however, students must meet with their advisor prior to registering for each semester’s courses. Courses are sequenced and many have prerequisites, so it is imperative that ongoing advising takes place. It is critical that the students complete the course prerequisites in an orderly fashion to insure that foundation knowledge and skills are developed enabling the student to succeed in subsequent courses, and to assure that graduation is timely.

Students should see their advisor for any of the following:
• Discuss any problems which might affect academic performance.
• Select courses for the upcoming semester.
• Discuss academic progress.
• Discuss dropping a class.
• Discuss career considerations.
• File the graduation application.
• Seek guidance on applying for a Dietetic Internship or Individualized Supervised Pathway.
• Seek advice on financial aid and/or scholarships.

In the spring of the senior year, Nutrition and Dietetic students will submit applications to the Dietetic Internship of their choice. The application process is clearly specified by the Academy of Nutrition and Dietetics and the various internship programs. Advisors are readily available to lend guidance. The actual assignment of applicants to internship slots, however, is done through a computer matching system (D&D Digital Inc., Ames, IA), and is not under the control of the Department of Human Sciences or the Program. Students not matched to a DI may choose to apply to an Individualized Supervised Practice Pathway (ISPP).

**Student Personal Information**

The Program desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to the Program Director. The Program will not provide birth dates, social security numbers, addresses, or phone numbers to other students without the consent of the respective individual.

**Assessing Student Learning**

**Prior Learning**

Prior learning through coursework from other institutions will be considered. All students, including transfer students, are required to meet both University and Program requirements to graduate. The full Program course requirements will not be waived. Prior learning not acquired from an accredited institution or from a non-ACEND accredited program will not be considered for credit.

The Program at UAPB does not accept prior work or volunteer experience in lieu of coursework.

**International Students**

International students whose undergraduate work was taken at a school outside of the United States must have their previous coursework evaluated by an evaluation agency suggested by the Commission on
Dietetic Registration of the Academy of Nutrition and Dietetics. A detailed course-by-course evaluation of previous coursework is required before the DPD Director can review the student’s records and credentials to determine what coursework is necessary to earn a Verification Statement or a Bachelor of Science degree in Nutrition and Dietetics from UAPB. International students are encouraged to check the website http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8095&terms=international%20students for Formally Assessment of Student Learning

To ensure all students are progressing in knowledge and experience, learning objectives for each required nutrition course are assessed during the course. The objectives and assessment method(s) are listed on course syllabi. Assessment is normally in the form of exams, case studies, presentations, individual and team projects, etc, but may take other forms as well. Syllabi indicate the basis by which grades are derived.

Students are awarded grades at the end of didactic courses as an indication of their performance in the course, and they are generally the culmination of assessment done throughout the semester.

Program Retention and Remediation

To assure students are progressing in the Program, several factors are assessed, and interventions are planned if the student is not meeting Program requirements.

Cumulative GPA: Students must maintain a cumulative GPA of 2.75 or better, with no less than a C in all Nutrition and Dietetics courses. According to University regulations, a student who earns a D or an F in a course must repeat that course. If a student repeats a course, the University uses the highest grade earned in the course when computing the student’s average. A student may repeat a course for credit to improve her/his grade point average.

Experiential Learning: Students are provided opportunities to participate in experiential learning in foods and nutrition courses, eg, Food Service Systems Management, Community Nutrition, MNT I and MNT II. Students must adhere to Program policies and procedures and conduct themselves in a professional manner while off-site. A White Coat ceremony is conducted for students after they are formally admitted to the Program. During the ceremony the standards of professional practice and the Code of Ethics are reviewed and signed by the student. A white lab coat is then presented to them. The student is expected to conducting her/himself in a professional manner. If not, the course instructor reviews specific behaviors that need to improve/change with the student prior to the end of the experiential learning so that the preceptor may then assess whether the student has improved.

Resolution to Early Academic Warning: For students whose mid-point grade is below a C in any course, mid-term conferences are initiated by the advisor/instructor to determine the causes of poor performance, and then co-create a plan for improvement and remediation. Common remediation recommendations include: a) accessing tutoring; b) review of, and developing a plan for improving study habits; and c) review and recommendations for time management by the student.

Student Responsibilities

Professional Portfolio Development

All Human Sciences majors, including Nutrition and Dietetics track students, are required to keep all case studies, research papers, and other class projects as part of ongoing professional portfolio development.
that will culminate in the presentation of a completed portfolio at the end of the final semester. Portfolios are generally presented during the Senior Seminar class.

- Purchase a 3-ring binder and notebook dividers. You may wish to purchase plastic sleeves so that you do not have to punch holes in your materials.
- Write an essay describing your career goals and personal mission statement. This should not exceed two pages, double-spaced, 12 point font.
- Begin collecting/saving examples of your professional/academic work to display in your portfolio. Write and include a short explanation of any item that is not self-explanatory.
- Assemble your portfolio in a binder with the following components:
  - Cover page
  - Table of contents
  - Personal Mission Statement/Career Goals essay – Who are you? Why are you here? What do you want to accomplish during your undergraduate education? What are your ultimate goals?
  - Résumé – You may visit the Department of Career Services in the university campus to seek help for writing the resume.
  - Degree plan – You may get a copy from your advisor.
  - Work Samples for different courses of the curriculum.
  - Awards and Honors
  - Conferences, workshops, special classes attended
  - Experiences, especially related to dietetics
  - Professional memberships

- This project will be a work in progress and will be submitted at the end of the final semester
- You should bring your portfolio to each advising appointment with your advisor for comments and critique.

**Experiential Learning**

In the final three semesters of the Program, students get an opportunity to shadow foodservice personnel as well as RDNs in a variety of clinical, foodservice and community settings.

**Purpose** – The purpose of experiential learning is for the student to gain valuable exposure to professional practice in real work settings.

**HIPAA** – Students should be aware that some facilities that allow students to complete field experiences require completion of HIPAA (Health Insurance Portability and Accountability Act) training. Proof of such training will be required in these facilities. HIPAA information is available at [http://www.hhs.gov/ocr/privacy/](http://www.hhs.gov/ocr/privacy/).

**TB Tests** – Students should be aware that some facilities will require that they show proof of testing for Tuberculosis.

**Background Checks** – Students in facilities with youth may be asked to complete a criminal background check. Background checks can be obtained through the police department. Facilities requiring such checks may arrange for completing a background check.

**Safety/Liability in Travel while in a Facility for Experiential Learning** – Students are responsible for providing transportation and assuming the costs of travel. Liability for safety in travel to and from experiential sites will rest on the individual student. UAPB is neither responsible nor liable for injuries incurred by students traveling to or from campus. Student Safety Guidelines are located in **Appendix D.**
**Illness or Injury at the Facility for Experiential Learning** – If a student experiences an injury, illness, or other adverse event while at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the student. The student is responsible for seeking medical care and any costs incurred.

**Professional Liability Insurance** – Students are not required to obtain professional liability insurance as their role in experiential learning in outside facilities is job shadowing, are not performing professional duties on their own.

**Professional Dress** – Students are expected to dress in accordance with the standards of the facility in which they are shadowing. In facilities without a standard of dress code, a white lab coat, closed-toe shoes, and a hair restraint for use in food preparation or serving areas are considered appropriate. Lab coats should be clean, neat and ironed at all times. All lab coats are to have at least three-quarter length sleeves (no short sleeves).

**Personal Appearance** – Personal appearance is of significant importance. The following criteria apply to each student:

- Regular street clothes, whether worn with or without lab coats, should always be neat, clean, and pressed.
- Hair must be clean and worn in a manner that prevents it from falling forward during food preparation and/or performance of client care.
- Fingernails are to be short and clean.
- Jewelry should be in good taste and conservative (i.e. plain wedding band, watch and earrings). Necklaces are to be worn inside the uniform in food preparation or serving areas.
- Beards must be neat and trimmed. Beard restraints must be used if required by the facility.
- Heavy scents should be avoided, especially in the patient care areas. Strong odors, even of a pleasant nature, are often offensive to those who are ill.
- Daily personal hygiene is essential.

Amid all of these guidelines and apparent restrictions, students should try to remember that appearance is a major way in which to instill confidence in patients/clients and earn respect from peers, facility staff, and other health professionals with whom they come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is most needed.

**Program Evaluation by Students**

Evaluation of courses, experiential learning, and other Program components is critical to student development and program quality. All Nutrition and Dietetics students are expected to participate fully in the evaluation process as part of their personal and professional responsibility. All student evaluations are confidential and will not influence the grades of students. Students have the right to provide input to a given instructor, advisor, program Director, the department head, or the dean of the school. The faculty eagerly solicits students’ constructive suggestions and recommendations for improvement and development of the curriculum as well as the Program.

Student evaluation activities occur periodically during the semester and during the four-year degree program:

- Four weeks after enrolling in a course students complete an evaluation to express their concerns related to course content and instruction.
• After the mid-term exam, students who receive a C or lower grade will complete an evaluation to identify their barriers and to develop an action plan for improving their performance.
• At the end of the course students are asked to evaluate the course and the instructor’s classroom performance.
• Towards the end of their last semester, students will schedule an exit interview with the Program Director.

Student Leadership and Professional Development

Participation on Nutrition and Dietetics Advisory Board
Students provide an important perspective to continuously improve the Program. At least one student will be invited to serve on the Nutrition and Dietetics Program Advisory Board to provide feedback and input regarding the Program, curriculum, facilities, and experiential learning.

Student Nutrition and Dietetics Club
The UAPB Student Nutrition and Dietetics Club is an activity club open to all students who have declared the Nutrition and Dietetics option. It is run by students under the direction of a faculty advisor. The purpose of the club is to provide Nutrition and Dietetics students with opportunities to engage in campus and community nutrition related experiences, and to develop leadership skills in student officers and members.

Student Professional Development
Program faculty believes in providing opportunities which develop and enhance the professional growth of the student. Thus, as a matter of policy, students are highly encouraged to participate in professional meetings, conferences, projects, etc. The faculty encourages students to attend nutrition-related meetings and seminars, which are offered at times other than those that require the student to be in class or clinical experience. A bulletin board is devoted to posting announcements of both local and non-local meetings of interest. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the Program Director after securing initial approval from the appropriate authority at the host site.

Academy of Nutrition and Dietetics (AND)
The AND is the largest professional organization of food and nutrition professionals. It was founded in 1917, and is a powerful advocate on behalf of the dietetics profession, serving the public through the promotion of optimal nutrition, health, and well-being. More than 70,000 members in the United States and abroad help shape food choices and improve the nutrition status of the public. AND members represent a diverse mix of professional interests, experiences, and involvement. They work in settings ranging from health care facilities and universities to businesses and government or community agencies to private practice.

Benefits of membership include:
• The Journal of the Academy of Nutrition and Dietetics (JAND)
• AND’s Members–only website, which includes access to the Evidence Analysis Library
• Student Center with information about career planning, student news, and a listserv
• Continuing education programs and materials
• Professional publications
• Member discounts on publications and merchandise
• Annual meeting discounts
• Membership opportunities in dietetics practice groups (DPG)
• Membership in state dietetic association
• Job announcements
• Scholarship opportunities

The most important advantages to AND student members are the eligibility for AND-sponsored scholarships, the Journal, networking, and the chance to improve your marketability. Students get all of this for a very small annual fee – the membership fee is $50.00 for 2011-2012. The membership year is June 1 – May 31 and dues are not prorated if a student elects to become a member after June 1. The DPD faculty strongly encourages students to join as a freshman or sophomore, but it is required as a junior and senior. Remember that active membership in professional organizations affords students the opportunity to network with professionals and collaborate with future colleagues. Through these experiences students gain an appreciation for the many possibilities in the dynamic field of dietetics.

To be a student member of the AND, you must complete a membership application and submit the dues payment. Information and applications are available on the AND website at http://www.eatright.org/students/join/. Scholarships to defray program costs are available for qualified students through the AND.

Arkansas Academy of Nutrition and Dietetics (ArAND)
ArAND is the professional organization representing 580 RDs, DTRs and Student Members in the state of Arkansas. Becoming a member of the AND automatically makes students a member of an affiliate association like the ArAND.

Student membership fosters networking with dietetics professionals in local geographic area that often leads to paid employment or volunteer experience throughout the college years. Students also form bonds with the classmates who will be their professional peers in just a few years. Participation as a volunteer or employee also lets students learn more about dietetics practice and see if they would or would not like to work in similar positions in the future. Check www.arkansaseatright.org for details regarding the association.

Graduation and Program Completion Requirements

UAPB Academic Requirements for Graduation
It is the student’s responsibility to read and be familiar with UAPB academic requirements and regulations for graduation outlined in the UAPB Undergraduate Catalog available electronically on the university’s website at http://www.uapb.edu/sites/www/Uploads/Stud-Life/The%20Roar%202014-15%20revised%207-18-14%20with%20cover.pdf.

Academic graduation requirements can be summarized as completing the following exams/assessments:

_____ English Proficiency
_____ CAAP (Collegiate Assessment Academic Proficiency)
_____ Senior Seminar
_____ Senior Comprehensive Exam (administered at the end of the semester the student plans to graduate) of the senior year
_____ Student Portfolio

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Nutrition and Dietetics Program Completion Requirements

To meet the requirements of program completion, students must

_____ Earn a grade of C or better in all the courses in the curriculum

_____ Maintain a cumulative GPA of 2.75 or better

Verification Statement

Graduates of the Nutrition and Dietetics Program meet the foundation knowledge and requirements for a didactic program in dietetics as set forth by the ACEND. Completion of all the graduation requirements will entitle students to receive a Verification Statement that will make them eligible to apply for Dietetic Internships (DI) nationwide, and Individualized Supervised Pathway Programs (ISPP).

Verification Statements confirm completion of undergraduate didactic education, and is the method used by the Commission on Dietetic Registration to ensure that students have qualified for beginning a DI/ISPP or taking the Registration Examination for Dietetic Technician, Registered (DTR). At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Having a Verification Statement is not a guarantee of acceptance into a DI/ISPP. The Verification Statement qualifies graduates to pursue further training in ACEND-accredited DIs/ISPPs, after which they will be eligible to take the CDR registration examination to become a RDN. Verification Statements will not be issued unless all the Program completion requirements have been met. Check for more information at http://www.eatright.org/ACEND/content.aspx?id=4294967419.

Following all Program completion requirements, six (6) originals of a Verification Statement with original signature of the Program Director in colored ink will be issued to students within four weeks of graduation. If students apply to a DI before completing all Program requirements, they will need to submit an ‘Intent to Complete’ form. This form is used in lieu of the Verification Statement until the student graduates. Students may contact the Nutrition and Dietetics Program Director to obtain this form.

Students with a prior degree from another institution who request a Verification Statement are evaluated on a case-by-case basis. The requesting students must provide official transcripts and course syllabi to the Program Director for review. Once the evaluation is completed, the Program Director will provide the requesting students with written guidelines that must be met in order for the Verification Statement to be issued. Guidelines may include additional coursework, individualized study, and repetition of major courses based upon recency of completion.

Students who choose to continue to enroll in Nutrition and Dietetics courses without meeting formal admission requirements, are asked to sign an acknowledgement that they will not be eligible to receive a Verification Statement (Appendix G).

Re-Issue of Verification Statements

Students should contact the Program Director if they need additional copies of the Verification Statement. These will be re-issued with the actual date of program completion.
Letters of Recommendation

It is to be expected that students will need letters of recommendation from faculty and/or advisors to accompany applications for scholarships, internships and/or employment. To assist in obtaining these in a timely manner and to insure that all pertinent information is included in the letters, the following information must accompany the request.

- name, title, and address to whom the letter is to be addressed
- name of the scholarship, award, position to which you are applying
- current résumé or listing of work and volunteer experience and the attributes of the student that make him/her qualified.

Portfolios will help students maintain a record of accomplishments. Students should be mindful to document in their portfolios any academic and volunteer work that can be used by their faculty advisor, professor, employer, and/or supervisor to include in a letter of recommendation.

Student Complaints and Grievance Process

The Nutrition and Dietetics Program complies with established university policies regarding equal opportunity, protection of student civil rights and privacy, access to student support services, and the process for student grievances. These and other policies are described in the UAPB Catalog and ROAR Student Handbook. [http://www.uapb.edu/sites/www/Uploads/Stud-Life/The%20Roar%202014-15%20revised%20July%202014%20with%20cover.pdf](http://www.uapb.edu/sites/www/Uploads/Stud-Life/The%20Roar%202014-15%20revised%20July%202014%20with%20cover.pdf). It is the student’s responsibility to read and be familiar with UAPB academic requirements and regulations outlined in the UAPB Catalog.

For concerns or complaints that do not come under the jurisdiction of the School or University, but are within the Nutrition and Dietetics Program, there is a process to objectively review and resolve them. Students are recommended to voice concerns about a problem within two days of its occurrence. Concerns may include academic problems, or complaints about faculty or preceptors, such as violations of university requirements, incompetence and misconduct. Steps:

1. Speak with the person with whom you have a complaint or concern and state specifically what your concern is.
2. If the issue is not resolved satisfactorily during the conversation, students are advised to contact their faculty advisor.
3. If the issue is still in need of resolution, students should contact the Program Director.
4. If the issue involves the Program Director, the student should speak with the Department Chairperson.
5. The Program Director or Department Chairperson will work with the student and other personnel to resolve the issue.

Documenting Student Complaints and Corrective Action

Any complaints about the Nutrition and Dietetics Program, including experiential learning, should be documented on the Student Concern Form found in Appendix E and in the Human Sciences office. Resolution to the complaint is documented on the form and kept on file with the Department Chairperson.

Procedure for Complaints to ACEND against Programs

If a student has a complaint that the Program is not in compliance with accreditation standards, and the complaint is not resolved at the University level, the student may submit the complaint for resolution to
ACEND.

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual (for example, student, faculty, dietetics practitioner or member of the public) may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the Program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. A copy of the policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext 5400, acend@eatright.org, http://www.eatright.org/ACEND.

**Disciplinary and Termination Procedures**

The ROAR Student Handbook details the reasons for student disciplinary action and the corresponding sanctions. Disciplinary sanctions against a student can include any of the following, depending on the severity of the misconduct.
- Counseling
- Restitution
- Restrictions
- Community Service
- Warning or Reprimand
- Disciplinary Probation
- Suspension
- Immediate/Interim Suspension
- Expulsion

Student suspension or expulsion includes being suspended or expelled from the Program. The Program adheres to all University policies regarding student disciplinary sanctions.
Appendix A: Program Goals and Objectives

The Nutrition and Dietetics Program is a Candidate for accreditation and as such is required to have goals and outcome measures.

Five-year goals were developed by all program faculty and reviewed and affirmed during the Fall of 2014 by the Advisory Board. The goal statements are broad in scope and lead to specific and measurable objectives with annual activities. Program goals reflect the mission and require actions by faculty, staff, administrators, students and graduates to achieve. The Nutrition and Dietetics Program has two goals with outcome measures for each goal. Outcome measures data for the Program are available upon request.

Goal 1: Prepare graduates to progress to entry-level Registered Dietitians via admission into supervised practice programs and/or graduate school.

Student Progression
1.1 Over a 5 year period, 95% of those admitted to the Nutrition and Dietetics program in the junior year will complete the Program within 3 years, or 150% of the time planned.
1.2 Over a 5 year period, 60% of Nutrition and Dietetics graduates will apply to supervised practice programs within one year after completing the Program.
1.3 Over a 5 year period, 80% of those who apply to supervised practice programs will be accepted within one year after completing the Nutrition and Dietetics Program.
1.4 Over a 5 year period, at least 80% of graduates will pass the Registration Examination on their first attempt after completing supervised practice programs and/or combination graduate school with supervised practice.

Graduate and Program Performance: Customer Satisfaction
1.5 Over a 5 year period, 80% of graduates in dietetic internships will agree that the Program prepared them well for the internship.
1.6 Over a 5 year period, 80% of Dietetic Internship Directors will rate the performance of the graduates as satisfactory.

Goal 2: Prepare students to serve the Arkansas delta and surrounding region in food and nutrition related careers.

Workforce Development
2.1 Over a 5 year period, at least 50% of Nutrition and Dietetics graduates who become RDN will be employed in nutrition or dietetics related field in the Arkansas Delta and the surrounding area within one year of supervised practice/graduate degree completion.
2.2 Over a 5 year period, 60% of those who did not apply to supervised practice programs will have entered graduate programs and/or be employed in a food or nutrition related position within one year of graduation.
Appendix B: Application for Admission to Nutrition and Dietetics Program

Dear student,
We appreciate your interest in the Nutrition and Dietetics Program. Please be advised admission to the Program is dependent upon your meeting the following criteria and providing the requested information.

Admission Criteria:

• A score of >70% on the Admissions Assessment Exam. Information about the exam and preparation for it are provided to students at Advisor appointments, during class, and at Student Nutrition and Dietetics Club meetings.
• Minimum Cumulative Grade Point Average (GPA) of 2.75 (including all transfer and UAPB credit).
• Successful completion of all the prerequisite freshman and sophomore courses with a grade of C or better. Please provide a copy of your transcripts.
• Completion of UAPB general education requirements.

The application deadline is June 30th for admittance to the fall classes in the junior year. Students on an atypical schedule for graduation are eligible to take the exam after all sophomore level courses have been completed.

• Student Membership in the Academy of Nutrition and Dietetics is required with enrollment. Information and application are available on the Academy’s website at http://www.eatright.org/membershipinfo/#studentmember.

The DPD Director and Student Selection Committee will review all applications in July. Eligible applicants will be invited for an interview with the Student Selection Committee. When notified, please schedule an appointment for your 15-minute interview by calling the Administrative Assistant of Department of Human Sciences (870-575-8806). Interviews will be scheduled during the third week of July to identify and select students to be admitted.

The Director will notify selected students of formal admission into the DPD prior to end of July. If you already have a baccalaureate degree in another discipline and are interested in completing the DPD, you may provide a copy of your college transcripts and apply for assessment of prior learning.

The Program encourages application from all qualified persons regardless of race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, or sexual orientation.

Mail or deliver completed application and supporting documents (transcripts, Admission Assessment Exam results) to

Department of Human Sciences
Nutrition and Dietetics program
1200 North University Drive
Mail Slot 4971
Pine Bluff, AR 71601
Please complete the following information:
Name: ________________________________________________________________
Address: _______________________________________________________________________
City/Town: ___________________________________ State: _______ ZIP/Postal Code: _______
Email Address: __________________________________ Phone Number: ________________

Year entered UAPB ___________ Anticipated Graduation Date ___________
Current GPA ___________ Total hours completed BEFORE this semester ___________

Enter your grade for these Nutrition and Dietetics courses. If you substituted another course or transferred any of these courses to UAPB please explain in the space provided.

HUSC 1412 Food Principles and Management ___________
HUSC 2321 Elementary Nutrition ___________
HUSC 2433 Quantity Food Production ___________

Enter your grades for these Math and Science courses. If you substituted another course or transferred any of these courses to UAPB please explain in the space provided.

MATH 1330 College Algebra ___________
CHEM 1430 General Chemistry I ___________
CHEM 1440 General Chemistry II ___________
CHEM 2411 Organic Chemistry ___________
BIOL 1450 Biological Science ___________
BIOL 2452 Human Anatomy & Physiology ___________

Tell us why you want to be in the Didactic Program of Dietetics (DPD) at UAPB. This is the opportunity for you to demonstrate your writing skills, describe your career goals, and highlight your interests and reasons for applying to the dietetics program. You are encouraged to focus on specific skills, strengths, abilities, and experiences that will help you to be a successful dietetics professional.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Special Awards, Honors or Certifications received in the last 5 years. You may include scholarships that are based on leadership or academic performance:

Relevant leadership positions and responsibilities, appointed or elected offices held, professional organizations of which you are a member, involvement in extracurricular activities, and relevant service opportunities:

Provide information related to CURRENT work or volunteer experience:
Job 1: Name of Employer/Organization
Job Title
Start and End Dates (Month/Year)
Paid or Volunteer
Key Responsibilities

Provide information related to PREVIOUS work or volunteer experience:
Job 2: Name of Employer/Organization
Job Title
Start and End Dates (Month/Year)
Paid or Volunteer
Key Responsibilities

I certify that the information that I have provided is true and accurate to the best of my knowledge. I acknowledge that any misrepresentation or false statements made herein will be grounds for dismissal from the Program.

Signature ___________________________ Date __________________
Appendix C: Student Acknowledgement Failure to Meet Program Admission Requirements

I acknowledge that I *have not* met all of the admission requirements to be admitted to the Nutrition and Dietetics Program. If I continue to take courses in the program, I understand I will receive a Bachelor of Science degree in Human Sciences, but that *I will not* be eligible to obtain a Verification Statement.

A Verification Statement confirms successful completion of undergraduate didactic education, and is the method used by the Commission on Dietetic Registration to ensure that students have qualified for applying for a Dietetic Internship or Individualized Supervised Practice Pathway, or taking the Registration Examination for Dietetic Technician, Registered (DTR).

Student Signature  __________________________________________________________

Date  __________________________

Nutrition and Dietetics Program Director  
Signature  __________________________________________________________

Date  __________________________
Appendix D: Student Safety Guidelines

Suggestions for Your Safety Off-Campus

1. Walking to and from your car…
   - Have entry/ignition keys in hand before starting for your car so you’re not trying to find
     them while you walk to the car or standing at the car door.
   - Stay alert when crossing the parking lot and watch for suspicious persons.
   - If you have a cell phone, have it within easy reach.
   - Even if your car was locked when you left it, check the interior prior to entry for
     uninvited guests.
   - If a stranger approaches you, continue walking to your car, politely decline requests for
     money or information. Don’t stop walking toward your car.
   - If asked for help, offer to call the police or suggest they return to the business. DO NOT
     offer assistance yourself or allow a stranger to use your cell phone.
   - If a situation seems suspicious, look for someone to help you or dial 9-1-1.

2. While driving…
   - Follow established roadways. Use familiar streets, not back roads or “shortcuts”.
   - Make sure all doors are locked while driving.
   - Put purses and/or other valuables out of sight, if possible, or cover item(s) with a towel.
   - Stay alert at stop signs and traffic lights. If a stranger approaches your car at a traffic
     light, drive away.
   - Don’t leave your car’s engine running while you’re out of or away from the car.
   - If your car breaks down or you have a flat, call for assistance from within your (locked)
     car and remain inside until help arrives.
   - Don’t travel to remote areas by yourself.
   - Be sure you have plenty of gas before you start a trip.
   - Plan your route. Get driving directions from the Internet if necessary.

3. If you should become involved in an accident….
   - At night, drive (if possible) to a lighted area.
   - If the occupants of the other car make you uncomfortable, call the police from within
     your (locked) car and remain inside until the police arrive.
   - Jot down the description and license number of the other car while you wait for the
     police.
# Appendix E: Student Complaint Form

**University of Arkansas at Pine Bluff**  
**Department of Human Sciences**  
**Student Concern Form**

## STUDENT INFORMATION

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<thead>
<tr>
<th><strong>NAME:</strong></th>
<th>(PLEASE CHECK SEMESTER)</th>
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<tbody>
<tr>
<td><strong>ID#:</strong></td>
<td>FALL ( ) SPRING ( ) SUMMER ( )</td>
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<table>
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<tr>
<th><strong>SCHOOL ADDRESS:</strong></th>
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<th><strong>HOME ADDRESS:</strong></th>
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<th><strong>UAPB EMAIL ADDRESS:</strong></th>
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<th><strong>PERSONAL EMAIL ADDRESS:</strong></th>
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<tr>
<th><strong>TELEPHONE NUMBER:</strong></th>
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## AREA OF CONCERN DETAILS

___________________________________                       ___________________

Signature of Student                   Date

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## OFFICE USE ONLY

<table>
<thead>
<tr>
<th><strong>CORRECTIVE ACTION BY PERSON(S):</strong></th>
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<tr>
<th><strong>CORRECTIVE ACTION FOLLOW-UP:</strong></th>
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<tr>
<th><strong>DEPARTMENT CHAIRPERSON’S COMMENTS:</strong></th>
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*Please give this form to the Chairperson or Chairperson’s Assistant.*
I am in possession of the information pertaining to the Nutrition and Dietetics Program. My signature below indicates my intent to participate in the Program. I acknowledge that I have read and understand the information and program requirements presented in the Nutrition and Dietetics Program Student Handbook.

I understand that as a Nutrition and Dietetics student, it is my obligation to be aware of and comply with the policies and procedures set forth in this handbook throughout the remainder of my undergraduate studies in dietetics.

I also accept the consequences that could result in my dismissal at any time from the Nutrition and Dietetics Program.

Student Signature

Date

Nutrition and Dietetics Program Director
Signature

Date

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