

**Department of Nutrition and Food Science
Option in General Dietetics**

**Didactic Program in Dietetics
Director
Dr. Dawn Clifford**

**Chair
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**Holt Hall: Room 369
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<http://www.csuchico.edu/nfsc>

2016-2017

Welcome!

We are pleased that you have decided to study Nutrition and Food Sciences (NFSC) at California State University, Chico! This handbook is designed to assist you in planning your coursework and answer some questions you may have about the educational path to becoming a Registered Dietitian Nutritionist (RDN). It contains general information about our program such as our Mission Statement and Goals, our accreditation status, how to apply to the option in General Dietetics and how to find out which NFSC faculty member is your advisor. Also provided is information about university policies and procedures that provide guidance in your academic career at CSU, Chico. The handbook concludes with a section that addresses frequently asked questions (FAQ's).

This handbook is not intended to replace regular appointments with your advisor. Rather, it is meant to be a ready source of information for your use. Keep it handy. You will find that it answers a lot of your questions.

References to the University Catalog in this handbook are in the 2016-2017 Catalog. See website: (<http://catalog.csuchico.edu/viewer/16/NFSC.html>). However, if you added Nutrition and Food Sciences as your major prior to 2016 you may use an earlier catalog to guide you in your course of study. Your right to select an earlier edition of the catalog is described at <http://catalog.csuchico.edu/viewer/16/BACHELORREQS.html>.

You can find a copy of the NFSC Handbook along with a variety of additional information available on the NFSC home page website: (<http://www.csuchico.edu/nfsc>).

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Part 1

I. Mission and Goals

Department of Nutrition of Food Science Mission

The mission of the Department of Nutrition and Food Science at California State University, Chico is to provide students with a broad educational background in the science of food and nutrition and foodservice management. Non-major students will gain an understanding of the role food plays in disease prevention and promotion of health. The BS and MS degrees offered by the department will prepare students to apply their knowledge and skills to become competent and productive nutrition, food science, and foodservice management professionals.

BS in Nutrition and Food Sciences Program Mission

The mission of the BS program in Nutrition and Food Sciences is to educate students in the areas of food science, nutrition, and foodservice management. The BS degree will prepare students to apply their knowledge and skills for careers that require a Registered Dietitian Nutrition (RDN) credential, other nutrition-related careers, and careers in foodservice administration. Courses in the option in General Dietetics meet the requirements of the Academy of Nutrition and Dietetics (AND) for an accredited Didactic Program in Dietetics (DPD). Website: (<http://www.eatrightacend.org/ACEND/>).

Dietetics Program Mission

The Mission of the Didactic Program in Dietetics is to:

- Provide a broad educational background to develop competent and productive students that can apply their knowledge and skills for careers in the dietetics profession, while using resources in a sustainable manner.
- Prepare students to serve a culturally diverse community by engaging students in pre-professional nutrition related activities that serve Northern California.

Dietetics Program Goals: (Updated 9/15/2011)

Goal 1: Graduate competent, entry-level practitioners

- **Outcome 1.1:** Over a five-year period, more than 60% of the students graduating from a bachelor-level DPD program will complete program requirements within six years, or 150% of time for completion. (DPD 1.3.1.)
- **Outcome 1.2:** Over a five-year period, the pass rate for DPD graduates taking the registration examination for the first time will be at least 80%. (DPD 1.3.3.)
- **Outcome 1.3:** Over a five-year period, 60% or more of DPD graduates will apply to supervised practice programs the academic year they complete the program. (DPD 1.3.2.)
- **Outcome 1.4:** Over a five-year period, 80% or more of those applying to supervised practice programs the academic year they complete the program will be accepted. (DPD 1.3.2.)
- **Outcome 1.5:** Over a five-year period, 75% or more of DPD graduates will indicate that their overall academic preparation was high or very high.
- **Outcome 1.6:** Over a five-year period, 75% or more of employers and dietetic internship directors of DPD graduates will indicate that the graduate was prepared or very prepared in all of the content and skill areas when surveyed within 12-24 months of the graduation date.

Goal 2: Graduate diverse practitioners who obtain employment in dietetics or related fields

- **Outcome 2.1:** Over a five-year period, at least 30% or more of the DPD students will be ethnic/race and gender minorities.
- **Outcome 2.2:** Over a five-year period, at least 60% of DPD graduates will obtain employment in dietetics or related field.

*Assessment of program indicators**

- 100% of dietetic students obtained hands-on pre-professional nutrition practicum or externship experiences while attending CSUC
- 100% of dietetic students reported joining a pre-professional organization while at CSUC
- 90% of students who completed the Bachelor's of Science degree in dietetics completed their degree at Chico State within six years or less
- 86% of the dietetics graduates who took the registration examination, passed the first time they took it
- 32% of dietetics graduates applied to a dietetic internship program the same academic year they completed the dietetics program at CSUC
- 69% of dietetics graduates who applied to a dietetic internship program the same academic year they completed the dietetics program at CSUC were accepted to a dietetics internship.
- 86% of seniors indicated that they are well prepared for a career in nutrition and food sciences
- 100% of dietetics alumni reported that their academic preparation by the NFSC program was average to very high.
- 80% of employers and over 90% of dietetic internship directors reported that alumni were well prepared in all nutrition skills areas and professional qualities
- 25% of dietetic students were ethnic/race or gender minorities
- 76% of graduates were employed in a nutrition or related field
- The student-to-faculty ratio five-year average (2005-2010) in NFSC courses was 21.3, which is lower than the university five-year average of 22.1.
- 100% of faculty reported using at least three sustainable teaching practices on a regular basis

*Data are based on most current 5-year program review (2011), which had addressed program goals between 2006-2010.

II. Accreditation Status

The Didactic Program in Dietetics (DPD) at California State University, Chico is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995, (312) 899-0040 x5400.

III. Organizational Structure

The Department of NFSC is part of the College of Natural Sciences. See Appendix A for a more detailed description of how the Department fits into a CSUC organizational chart.

IV. Costs to Students

A description of fees charged by CSU, Chico is outlined in the 2016-2017 University Catalog and may be found at <http://www.csuchico.edu/sfin/fees-tuition/index.shtml> and estimated costs found at <http://www.csuchico.edu/fa/costs/cost.shtml>. Costs for travel and housing vary. Student housing close to campus is readily available and ranges from \$350 - \$900 per month. Cost for books and supplies vary depending on whether books are purchased new or used. Cost for all new books and supplies for a year may be approximately \$1,746. Additional charges may be assessed on a class-by-class basis for such items as breakage fees. You may need to purchase a laboratory coat (\$35). A student membership in the Academy of Nutrition and Dietetics will be required at some point for your courses. The cost for student membership in the Academy of Nutrition and Dietetics is \$58/year (<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>). You may want to consider joining the Northern Area Dietetic Association (NADA) of the California Academy of Nutrition and Dietetics (CAND). Membership is \$20/year (http://www.dietitian.org/d_nada/nada_index.html).

V. Required Advising

Advising is required for all majors prior to their registration for classes each semester. Your advisor can help develop a semester-by-semester programmatic schedule that will enable you to take courses in the proper sequence and graduate in the least amount of time. Your advisor will assist you in making the most of your background and

academic preparation and your unique skills, needs, and plans.

During advising sessions, your advisor will provide you with information about scholarships, professional organizations, externship opportunities and job availability. In addition, your advisor will assist you in planning for future career endeavors, identifying and marketing strengths, recognizing pre-professional and professional expectations, and nurturing professional growth and development.

VI. NFSC Faculty Advisors

Kathryn Silliman, Ph.D., RDN. is Chair of the Department of Nutrition and Food Science. Dawn Clifford, Ph.D., RDN is Didactic Program in Dietetics (DPD) Director. Dr. Keiko Goto, Ph.D. is the Graduate Coordinator for students pursuing a graduate degree in Nutritional Sciences. Advising is an integral part of the successful completion of the NFSC course of study. Undergraduate students are assigned to faculty advisors according to career interest as follows:

Option for Career Interest	Advisor	Office	Extension	Email
New to Major/not certain	Dr. Michelle Morris	Holt 355	X 4757	mrmorris@csuchico.edu
Food and Nutrition Communication for careers in Nutrition & Lactation Education & Sports Nutrition	Dr. Julie Holland	Holt 322	X 6567	jmholland@csuchico.edu
Food and Nutrition Communication for careers in Food & Agriculture, Marketing, Sustainability, or Media/Writing	Dr. Maria Giovanni	Holt 336	X 4023	mgiovanni@csuchico.edu
Nutrition Management, Minor in Foodservice Admin	Joan Giampaoli	Holt 326	X 6410	jgiampaoli@csuchico.edu
Pre-Dietetics A-H; Food and Nutrition Communication for Careers in Nursing, Minors in Nutrition	Dr. Katie Silliman	Holt 367	X 6245	ksilliman@csuchico.edu
Pre-Dietetics I-R	Dr. Lauren Atwell (Housley)	Holt 314	X 4762	latwell@csuchico.edu
Pre-Dietetics S-Z	Stephanie Bianco	Holt 334	X 4759	sbianco@csuchico.edu
Dietetics	Dr. Dawn Clifford	Holt 330	X 6164	declifford@csuchico.edu
*prefix for all extensions is 898				

Related Programs

Minor in Foodservice Administration
 Minor in Nutrition
 Nutritional Science Graduate Students

Advisors

Dr. Joan Giampaoli
 Dr. Kathryn Silliman
 Dr. Keiko Goto

Information about office hours held by faculty members may be obtained by phoning their office or the NFSC Department office (530-898-6805). A listing of faculty schedules, including office hours, is located outside of their offices, as well as on the bulletin board outside of the Department office (Holt 369).

VII. Applying to the option in General Dietetics

The option in General Dietetics requires an application. The options in Nutrition Management or Food and Nutrition Communication do not require an application.

Prerequisites for Admission to the Option in General Dietetics include the following:

1. The cumulative grade point average for all college-level work must be a minimum of 2.75.

2. The following prerequisites must be completed with a grade of C or higher: MATH 105, BIOL 104, BIOL 211, CHEM 107, CHEM 108, and NFSC 340. It is highly recommended that CHEM 350 be in progress or completed the semester students apply for admission to the option.

A supplemental Dietetics application must be submitted by March 1. A Dietetics application is available from the Nutrition and Food Sciences web page at <http://www.csuchico.edu/nfsc/majoroptions.shtml>. In addition to the application, students must provide transcripts (unofficial are acceptable) of all previous college or university level work, a resume, two letters of recommendation, and a one-page written personal statement about your career goals. Applications are reviewed by a committee which ranks all applications for placement. Students are scored based on overall GPA, pre-requisite course GPA, personal statement, letters of recommendation, evidence of internship, volunteering or work experience and professionalism as demonstrated in the classroom and during individual interactions with NFSC faculty. Students not selected for the option are encouraged to meet with a NFSC faculty advisor. Students not selected may reapply one additional time.

VIII. Academic Standing in the Option in General Dietetics

A student must be in good academic standing in all university courses upon being accepted into the General Dietetics option. All courses taken to fulfill the General Dietetics option course requirements must be taken for a letter grade except those courses specified by the department as Credit/No Credit grading only. All required courses must be passed with grades of "C" or higher. Progression in the General Dietetics option course sequence depends upon maintaining a cumulative grade point average of 2.75 and grades of "C" or better in all courses required for the General Dietetics option.

Students failing to maintain a 2.75 overall cumulative GPA will be placed on probation for one (1) semester. Students who do not achieve the 2.75 in that semester must petition in writing to the General Dietetics Option Selection Committee to progress in the program. The General Dietetics Option Selection Committee will decide if and how the student may proceed.

By policy, a student receiving a grade of C- or less in a General Dietetics option course may not progress in the option. The student must retake the course and earn a "C" or better before he or she is allowed to progress in the General Dietetics option, or the student must switch to another option or major. The student may petition the General Dietetics Option Selection Committee to review the application of the policy in his/her situation, if serious and compelling conditions contributed to a failing grade. Barring exceptional circumstances, students will not be allowed to repeat more than one course in the General Dietetics option.

IX. Earning a Degree in Nutrition and Food Sciences

By policy, a student receiving a grade of C- or less in a General Dietetics option course may not progress in the option. The student must retake the course and earn a "C" or better before he or she is allowed to progress in the General Dietetics option, or the student must switch to another option or major. The student may petition the General Dietetics Option Selection Committee to review the application of the policy in his/her situation, if serious and compelling conditions contributed to a failing grade. Barring exceptional circumstances, students will not be allowed to repeat more than one course in the General Dietetics option.

To receive a degree in Nutrition and Food Sciences, you must complete all the university's mandated requirements such as General Education, American Institutions, and US Diversity course requirements. These are listed in detail in the University Catalog available at: <http://catalog.csuchico.edu/viewer/16/BACHELORREQS.html>.

In addition, you must complete the Core Requirements for the BS degree in NFSC and one of the three options listed in the Catalog at: <http://catalog.csuchico.edu/viewer/16/NFSC/NUFSNONEUN.html>.

The Option in General Dietetics is designed to meet the Didactic (knowledge) Requirements for entry-level dietitians as approved by the Accreditation Council for Education in Nutrition and Dietetics of the AND and is known as the "Didactic Program in Dietetics" or the DPD. Graduates who successfully complete the General Dietetics option meet the academic requirements permitting them to apply to AND accredited supervised practice program called Dietetic Internships (DIs). Following successful completion of the DI, the individual may sit for the Registered Dietitian Examination. Successful completion of the examination enables one to have the credential, Registered Dietitian Nutritionist, or RDN.

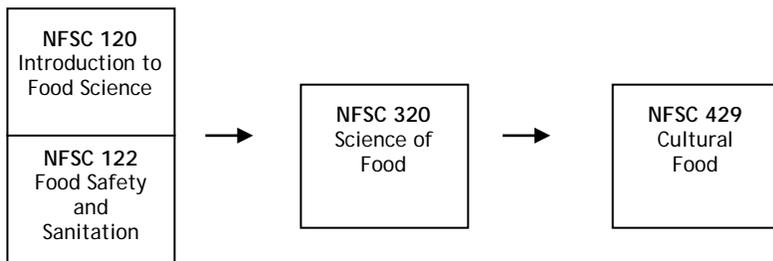
Please see the handbook for Nutrition Management and Food and Nutrition Communication or the Catalog for a description of the other options.

X. Sequence of NFSC Courses

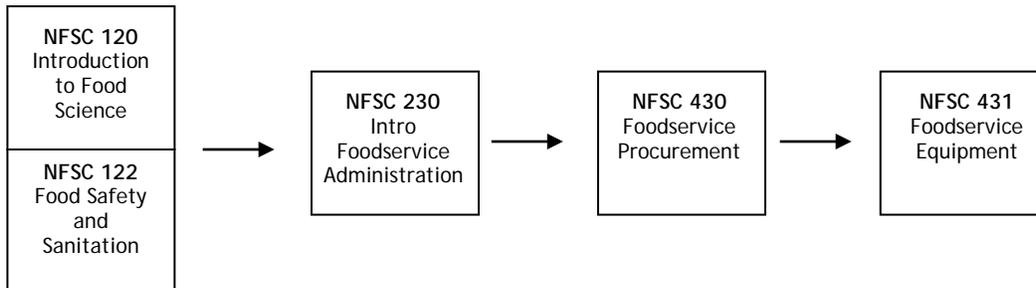
Many NFSC courses have prerequisites. It is important that any prerequisites be completed prior to enrolling in a course. Following is a graphic illustrating the sequence in which courses should be completed for each grouping of courses in the option in General Dietetics. Biology and chemistry prerequisites are shown below their corresponding NFSC courses. The current schedule of courses is available on line at <http://www.csuchico.edu/schedule/>.

Option in General Dietetics

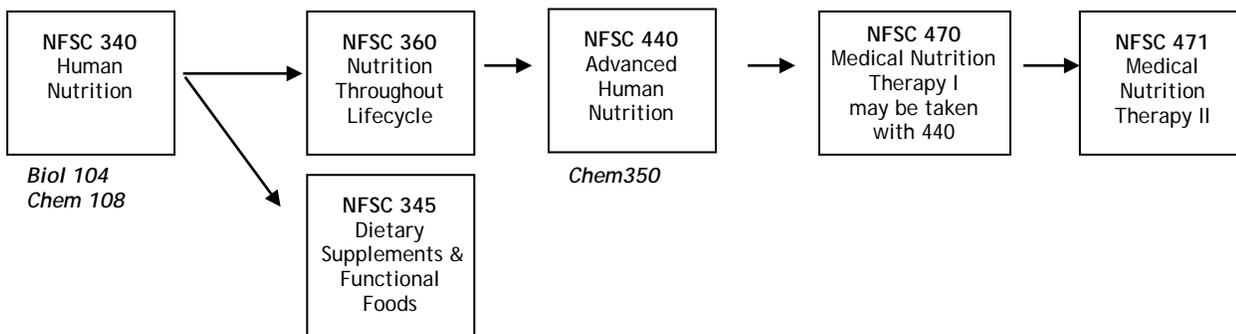
Food Science Series



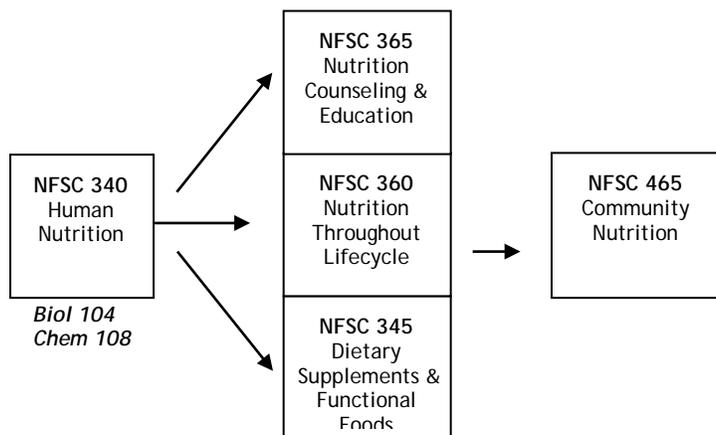
Foodservice Administration Series



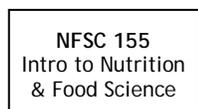
Normal / Medical Nutrition Therapy Series



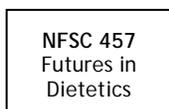
Normal / Community Nutrition & Counseling Series



Professional Development Series



New to Major



Senior Standing

XI. Advising Plan

On the following page is a suggested four-year plan for the option of General Dietetics. This advising plan is meant to provide general guidance. It is not to replace regular meetings with your advisor. Your advisor will help to individualize your plan depending on your prior academic background, your need to work as well as go to school, and other commitments you may have outside of school.

XII. Reporting of Student Progress

Formal evaluation and reporting of performance and progress may occur in many ways including assignment of grades; comments on examinations; quizzes, reports, or other evaluative methods; and verbal or written reports directed to the student. These will occur on a regular basis, minimally, at least once by mid-term of the semester and again, by the end of the semester.

It is the joint responsibility of the student and his/her advisor to be aware if the student is at risk of achieving a GPA of less than 2.0 in all coursework (cumulative or in major area courses). In such instances, the advisor and student should develop a plan of action whereby the individual has the opportunity to improve the GPA and, hence, avoid the danger of being put on academic probation and not meeting university graduation requirements.

**California State University, Chico
MAJOR ACADEMIC PLAN (MAP)**

Consult 2016-17 University Catalog for official degree program

Major: Nutrition and Food Sciences Option: General Dietetics

Major Units: 75 Elective Units: 9

First Semester		Second Semester		Comments
BIOL 104 (GE Area B2) [*C]	4	CHEM 108[*C]	4	
CHEM 107 (GE Area B1) [*C]	4	MATH 105 GE A4 [*C]	3	
NFSC 155	1	NFSC 120	3	Notes
GE Area A [*C-]	3	GE Area A [*C-]	3	
GE Area A [*C-]	3	GE Area D	3	Transfer Students: Review your Degree Progress Report (DPR) in your Student Center, meet with your Major Department Advisor for major coursework, and meet with an Academic Advisor in SSC 220 to review General Education (including Writing Intensive “WI” and Capstone “C”) and Graduation requirements It is recommended that you meet with your major advisor early in your academic career. Consider taking the Upper-division Health and Wellness Pathway. Complete a minimum of 4 Writing Intensive (WI) courses-one will be met by your Written Communication Course and one by your Capstone Course (NFSC 429); select 2 additional WI courses. Consider meeting the United States Diversity and Global Cultures requirements within GE courses. Apply to graduate one year before anticipated graduation date.
TOTAL	15	TOTAL	16	
Third Semester		Fourth Semester		
Biol 211 [*C]	4	CHEM 350	3	
NFSC 122	2	CHEM 350L	1	
NFSC 230	3	NFSC 340	3	
GE Area C	3	GE Area C	3	
GE Area D	3	PSY 101 (GE Area E)	3	
		HIST 130 or POLS 155	3	
TOTAL	15	TOTAL	16	
Fifth Semester		Sixth Semester		
NFSC 320 (FA)	3	NFSC 345	3	
NFSC 360	3	NFSC 365	3	
GE UD Pathway	3	GE UD Pathway	3	
HIST 130 or POLS 155	3	GE UD Pathway	3	
Elective	3	Elective	3	
TOTAL	15	TOTAL	15	
Seventh Semester		Eighth Semester		
NFSC 430	3	NFSC 429 (SP) (WP) [*C-]	3	
NFSC 440 (FA)	4	NFSC 431	3	
NFSC 457 (FA)	1	NFSC 465	2	
NFSC 470 (FA)	4	NFSC 465L	1	
Elective	3	NFSC 471 (SP)	4	
TOTAL	15		13	

(Consult the 2016-2017 University Catalog for official degree program)

XIII. Challenge Policy

You may apply to challenge any course listed in the current *University Catalog* by passing a special examination on the course content. Courses applied towards a master's degree may not be challenged. Credit earned by challenging courses will not apply towards residence requirements. CR/NC grading is mandated for challenged courses except in those contexts approved in advance by the Vice President for Academic Affairs. To challenge, you must be enrolled

in the University and in the course for the current semester and pay the appropriate fees. You may not challenge a course if you have previously received credit for a more advanced course dealing with the same concepts.

To apply to challenge a course, you must submit a letter, no later than the end of the second week of classes, to the chair of the department offering the course. Your letter must include pertinent information concerning your educational background, readiness to challenge a course by examination, potential educational value of such a challenge in contrast to experiencing active enrollment in the course, and contact with a faculty member in the context of such enrollment. The department chair will approve or deny the application based on department policy and information on your application, and will notify you of the decision. If approved, the course instructor will administer a written examination to you. Where skills are involved, a performance test may be required in addition to the written examination

If you pass the examination, the department chair will send a memorandum instructing the Registrar to enter the credit on your academic record as "passed by examination," with a grade symbol of CR. If you fail the exam, you may remain in the course and receive a letter grade upon completion of the course. (You may request the CR/NC grading option, if appropriate, in accordance with established university policy and procedures.) Your application form and the examination will be retained in the department office for at least one year.

No more than 30 semester units of credit earned by challenging courses may count towards the bachelor's degree. Certain major requirements may be waived by departmental examination, but no units will accrue.

This policy is also described in the University Catalog at: <http://catalog.csuchico.edu/viewer/16/ACAREGS.html>.

XIV. Grievance

Most student complaints can be resolved on an informal basis by the office. Students who believe they are victims of unfair policies or practices should first discuss their concerns with the instructor directly. They may then contact the Didactic Program Director and, if necessary, the Chair of the department. Should the situation be unresolvable through informal means, the student may invoke formal grievance proceedings with Student Judicial Affairs (SSC 190, 530-898-6897) <http://www.csuchico.edu/sjd/index.shtml>.

XV. Service Learning Externship Experience

Students may elect to enroll in NFSC 389, Nutrition Fieldwork or NFSC 489/489C, Externship, to gain practical experience in various employment areas of nutrition, foodservice administration/nutrition management, and food science. Meeting with your advisor is the first step in the process. When you have determined what area you would like to explore, your advisor will direct you to the faculty member with expertise in that area. The NFSC professors have suggestions for appropriate sites for externship experiences. Your interests, past experiences, coursework completed, and plans for the future will be evaluated when considering placement. It is the responsibility of the student to obtain the Externship Packet from the NFSC Department office (Holt 369). A written statement of a goal and objectives for the learning experience and a weekly log of activities facilitate the experience. Students receive Credit/No Credit rather than a letter grade. One unit of credit is granted for each 45 hours of experiential work. Faculty members and their areas of interest are listed below:

Name	Email Address	Nutrition Externship Advice
Dr. Lauren Atwell (Housley), RDN	latwell@csuchico.edu	Nutrition
Tracy Berman, MS	tberman@csuchico.edu	Sports Nutrition
Stephanie Bianco, MS, RDN	sbianco@csuchico.edu	Nutrition Program Management/Food Safety
Dr. Dawn Clifford, RDN	declifford@csuchico.edu	Writing and Media
Dr. Joan Giampaoli, RDN	jgiampaoli@csuchico.edu	School + Healthcare Nutrition Management
Dr. Maria Giovanni	mgiovanni@csuchico.edu	Food Science + Systems/Management/Healthy Aging

Dr. Keiko Goto	kgoto@csuchico.edu	Food + Culture
Dr. Michelle Morris, RDN	mrmorris@csuchico.edu	Community Nutrition/Senior Nutrition
Dr. Julie Holland	jmholland@csuchico.edu	Child Nutrition
Dr. Kathryn Silliman, RDN	ksilliman@csuchico.edu	Nutrition/Nutrition Advocacy

The Center for Healthy Communities (CHC), directed by Dr. Cindy Wolff, provides over 100 externship and paid positions for CSUC students per year. CHC is an umbrella organization for many program that serve the North state community including CalFresh outreach, community health policy, community services and classes, evaluation and health program consulting, farm to school programs, food safety, preschool physical activity promotion, public health staff trainings and services, and senior meals. For information on student opportunities please visit: <http://www.csuchico.edu/chc/>.

XVI. Granting of the Degree

Students earn a Bachelor of Science degree in Nutrition and Food Sciences upon successful completion of the following requirements:

1. General education program including American Institutions and Diversity courses. (54 units)
2. NFSC Department Core Requirements. (40 units)
3. Option in General Dietetics (35 units)
4. Accumulation of 120 units, 40 of which must be upper division units.
5. Grade point average of at least 2.0 in both the major and the overall coursework.

XVII. Applying for a Dietetic Internship

Students are encouraged to obtain information and assistance in selecting and applying for a Dietetic Internship from their advisor and the Didactic Program Director. A listing of accredited dietetic internships may be found at the website for the Academy of Nutrition and Dietetics online at: <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8147>.

Students generally apply for Dietetic Internship programs prior to completion of the didactic program. For Dietetic Internship programs that begin in the winter the application deadline is mid-September, for most programs. For Dietetic Internship programs that begin in the summer or fall the application deadline is mid-February, for most programs. The application packet will need to include an “Intent to Complete” form or a “Verification of Completion” form, which must be obtained from the Didactic Program Director (see section XIX). The Director’s signature on these forms verifies that the individual has completed a graduation audit and will graduate (Intent to Complete form), or that the individual has already graduated and the degree has been posted (Verification of Completion form).

The Dietetic Internship at CSU, Chico accepts applications from Master’s degree graduates in a pre-selection process. If all five available positions are not filled, the pre-select process may open to CSU, Chico DPD students. Information regarding the CSU, Chico Dietetic Internship Program may be obtained from the Dietetic Internship Director, Dr. Joan Giampaoli.

Please read the Frequently Asked Questions (FAQs) below for additional information regarding dietetic internships.

XVIII. Registration Examination for Dietetic Technicians

Upon completion of the General Dietetics Option (DPD) and university graduation requirements for a Bachelor of Science degree, students are eligible to sit for the Registration Examination for Dietetic Technicians. Once the student’s degree is posted, the Didactic Program Director can issue a Verification of Completion form (see XIX) and process paperwork for the Registration Examination for Dietetic Technicians through the Commission on Dietetics Registration. The Didactic Program Director only processes paperwork for the Registration Examination for Dietetic Technicians twice a year (spring and summer). For additional information about the Dietetic Technician Registered (DTR) examination and careers, visit: <http://cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>.

XIX. Verification of Completion of the Didactic Program in Dietetics (DPD)

Upon completion of the General Dietetics Option (DPD) and university graduation requirements for a Bachelor of Science degree, students will be mailed the DPD Verification of Completion form. The Didactic Program in Dietetics Director's signature on this form verifies that the individual has successfully completed the didactic requirements. Prior to graduating, students will be required to give the Didactic Program Director a current mailing address. Once the student's degree is posted, the Didactic Program Director will issue a Verification of Completion form and a minimum of three copies will be mailed directly to the student.

A Verification of Completion form is required to sit for the Dietitian Technician Registered (DTR) examination (see section XVIII) or to begin a Dietetic Internship to become a Registered Dietitian (see section XVII).

XX. Policies and Procedures

Many policies and procedures have been established to assist and guide you through your academic career at CSU, Chico. Below are some of the university policies of which you should be aware and the link to the University Catalog.

<u>Policy</u>	<u>Link</u>
Academic Calendar*	http://www.csuchico.edu/apss/images/calendars/MN%20Academic%20Calendar%2016-17%20FINAL.pdf
Academic Policies + Regulations including	http://catalog.csuchico.edu/viewer/16/ACAREGS.html
Course credit policies	
Registration; Change of Program and Withdrawal Policies	
Grading	
Academic Probation + Disqualification	
Course Repeat Policy	
CSU, Chico Strategic Plan	http://catalog.csuchico.edu/viewer/16/STRATEGICPLAN.html
CSU, Chico Governance + Administration	http://catalog.csuchico.edu/viewer/16/UGOVADM.html
University Policies including	http://catalog.csuchico.edu/viewer/16/UNIVPOL.html
Nondiscrimination; Access and Academic Rights	Grievance procedures; Privacy Rights; Student Support
Services; Faculty and Student Relations; Alcohol and Drug Education	
CSU System Policies + Regulations	http://catalog.csuchico.edu/viewer/16/CSUPOL.html
including Nondiscrimination, Privacy, + Student Conduct	
Student Records and Registration	http://catalog.csuchico.edu/viewer/16/STUDRECREG.html
Degree Requirements + Graduation	http://catalog.csuchico.edu/viewer/16/BACHELORREQS.html

*University Schedule of Classes also contains this information.

Other university policies that are not in the catalog are listed below:

Insurance requirements, including those for professional liability:

The University recommends that students have personal insurance to cover cost of care beyond that provided by the Student Health Service. A low-cost accident and health insurance plan that is designed especially for CSU students is available through Student Health Services.

Students enrolled in Fieldwork/Externship (389/489/489C) units, Independent study (399/499H) units, or Community Nutrition Clinical (465L) may be required to have professional liability insurance. The University strongly recommends that you obtain professional liability insurance prior to undertaking any undergraduate laboratory or externship experience. Some health care entities require that you have this coverage, others make it optional. Check with your advisor or with the entity to determine if coverage is required and, if so, at what levels.

The following information is provided solely to assist you in obtaining coverage. California State University, Chico does not endorse any particular insurer and you may wish to seek out an insurer other than one listed here.

Healthcare Providers Service Organization Website: (<http://www.hpsso.com>).
E-mail: service@hpsso.com Phone: 800-982-9491

American Professional Agency, Inc. Website: (<http://www.americanprofessional.com/student>).
Phone: 800-421-6694

Marsh Affinity Group Services Website: (<http://www.proliability.com>) Phone: 800-503-9230

Liability for safety in travel to or from assigned areas and injury or illness while in the facility for supervised practice:

The University Student Travel Accident insurance may provide coverage in excess of your own insurance if you are involved in an accident while traveling to or from a University-sponsored activity that is part of a course requirement.

Injury or illness while in the facility for supervised practice:

Workers' Compensation coverage is provided by, either the employer or the University. This depends on the terms of the contract for placement of students with the employer.

XXI. Nutrition and Food Sciences Association (NFSA) and Embodied

Nutrition and Food Sciences Association (NFSA). This organization of NFSC majors meets biweekly during the academic year. Participation in NFSA enables students to meet fellow classmates who have similar interests, develop friendships, and learn about the field. Many interesting topics related to food, nutrition and dietetics are presented at the meetings by a variety of area professionals to introduce students to the many career opportunities available. Events in which the organization participates include National Nutrition Month activities, community health fairs, and a variety of other nutrition education events. Meetings are announced in NFSC classes, via the e-mail distribution list and Facebook page, and fliers that located on faculty bulletin boards as well as the NFSA display case on the first floor of Tehama Hall. The organization offers students the opportunity to develop leadership skills by being elected to an office in the club and/or volunteering for various responsibilities. Post baccalaureate supervised experience programs and employers place high value on profession-related leadership skills. Contact the Department Office for more information 898-6805 or visit <http://www.csuchico.edu/nfsc/nfsc/index.shtml>.

Embodied. Embodied: *Living the Health At Every Size® Way** is an interdisciplinary student organization. Embodied welcomes all majors and is committed to celebrating diversity and encouraging size acceptance through education, advocacy, and service endeavors both on and off campus. Students who are tired of judging themselves and others for not measuring up to the "ideal" body weight, size, or type and who are interested in a student club that promotes positive body image and healthy behaviors using the Health At Every Size (HAES) approach are invited to join. Embodied officer positions provide opportunities to develop leadership and advocacy skills. Embodied collaborates with many staff, faculty, and student groups that also promote diversity and social justice in order to make our campus welcoming to all.

Additional information about HAES efforts on campus may be found at <https://www.facebook.com/groups/CSUCHAES/>

XXII. Professional Organizations

The NFSC faculty strongly supports and encourages student participation in professionally related activities.

The **Academy of Nutrition and Dietetics (AND)**, website: (www.eatrightpro.org), is the national professional organization of 75,000 members headquartered in Chicago, IL. The mission of AND is to promote optimal nutrition and well being for all people. It is the vision of AND that members are the leading source of providers of food and nutrition services.

The **California Academy of Nutrition and Dietetics (CAND)**, website: (<http://www.dietitian.org>), is the

professional organization for AND members in the state and provides for the coordination of statewide matters. AND members living in California are automatically enrolled in CAND when they pay their AND dues. By becoming a CAND student member, you can improve your professional marketability and networking. Consult your advisor for more information.

The **Northern Area Dietetics Association (NADA)**, website:

(http://www.dietitian.org/d_nada/nada_index.html), promotes exchange of information among food and nutrition professionals working in close proximity to one another. These associations provide opportunities for employment advancement via continuing education events and networking as well as promote the advancement of the profession of dietetics. NFSC students are welcome at CAND and NADA events. Membership in AND and CAND is required for membership in the local districts and associations.

XXIII. Code of Ethics of the Academy of Nutrition and Dietetics

Commitment to upholding the AND's Code of Ethics is an important concept in the NFSC Department and is discussed in various classes. The Academy of Nutrition and Dietetics and its Council for Education in Nutrition and Dietetics are in the vanguard of professional associations and credentialing bodies that have adopted a voluntary enforceable code of ethics. This code, entitled the "Code of Ethics for the Profession of Dietetics" challenges all members to uphold ethical principles. This Code of Ethics is located on page 24-26 of this handbook in the Appendices see Appendix B.

Part 2

Frequently Asked Questions (FAQ's)

1. What types of careers are available to individuals with a degree in NFSC?

The opportunities available to a student graduating with a B.S. degree in Nutrition and Food Sciences are endless. Some careers may require the Registered Dietitian Nutritionist (RDN) credential or additional education; others may not. The number of professional opportunities available to graduates is limited only by the individual's courage and imagination. Think big, think wild, and make it happen!

Examples of opportunities that may be open to you with a NFSC degree include:

- Dietetic Technician Registered (Dietetics Option only)
- Management positions in hotel, restaurants, school foodservice, hospitals and assisted living facilities.
- Sales.
- Technical services in business such as product development, quality control, and computer program development.
- Community education with California Women, Infant and Children Programs (WIC), Child Care Food Programs, Indian Health Services, University of California Cooperative Extension Service, and California Department of Health Services.

Some examples of positions that require that you hold the RDN credential include:

- Clinical Dietitian
- Management Dietitian
- Consultant Dietitian
- Diabetes Educator
- Renal Dietitian
- Public Health Nutritionist / Community Dietitian
- Pediatric Dietitian

Some examples of emerging positions identified by the House of Delegates of the Academy of Nutrition and Dietetics are:

- Integral Wellness – a RDN lifestyle coach for individuals, families, or worksite teams
- Nutrition Informatics – a RDN using food and nutrition knowledge with computer science and information technology
- Obesity Management – a RDN who develops and implements weight management programs
- Corporate Nutritionist – a RDN who provides nutrition counseling to employees of corporations

Many professionals find satisfying careers in areas where they have created their own niche. New opportunities are opening everywhere. Talk to your advisor about your career dreams.

2. Are there web sites that can provide me with additional information about the NFSC field and job opportunities?

Yes, below is a list that will be of value to you:

- Academy of Nutrition and Dietetics: <http://www.eatrightpro.org/>
- California Academy of Nutrition and Dietetics: <http://www.dietitian.org/>
- Institute of Food Technologists <http://www.ift.org/>
- Food and Drug Administration <http://www.fda.gov/>
- Association of Nutrition + Foodservice Professional: <http://www.anfponline.org/index.php>
- Association for Healthcare Foodservice: <http://www.healthcarefoodservice.org/>
- School Nutrition Association: <http://www.asfsa.org/>
- California School Nutrition Association: <http://www.csfsa.org/>
- National Association of College and University Foodservice
<http://www.nacufs.org/>
- Society for Nutrition Education and Behavior: <http://www.sneb.org/>
- California WIC Association: <http://www.calwic.org/>

International Lactation Consultant Association: <http://www.ilca.org/>
Nutrition411: <http://www.rd411.com/index.php>
Jobs in Dietetics: <http://www.jobsindietetics.com/>
Nutrition Jobs: <http://www.nutritionjobs.com/>
RD Link: <http://www.rdlink.com/>
Jobs in Dietetics: <http://www.jobsindietetics.com/>
Dietitian Central: <http://www.dietitiancentral.com/>

3. What is a Dietetic Technician Registered (DTR)?

Dietetic Technicians work with and under the supervision of registered dietitians. They provide assistance in planning and implementing nutritional services in various health care facilities and schools. In a hospital setting, dietetic technicians help the dietitian determine nutrition risks and needs of patients by interviewing them and reviewing medical charts. They typically provide dietary education to low risk patients and report patient progress to the supervising dietitian. In food service management settings, dietetic technicians plan meals and menus for patients, order and stock food and supplies and oversee the production of meals and services.

4. What are the steps to becoming a Dietetic Technician Registered (DTR)?

- Earning a Bachelor's degree and completing the Didactic Program in Dietetics (DPD) requirements for entry-level dietitians from an AND accredited program
- Earning a passing score on the DTR examination
- Visit the following site to obtain more information about sitting for the DTR exam upon completion of the DPD program: <http://cdrnet.org/program-director/grad-info-dpd-pathway-iii>

5. What kind of salary can I expect as a DTR?

Median annual earning of dietetic technicians was \$42,000 in 2015.

6. What is a Registered Dietitian Nutritionist?

The Registered Dietitian Nutritionist (RDN) credential is the primary nationally recognized credential in the NFSC area. The RDN is considered to be the nutrition expert and the credential is required for most employment opportunities in the health care industry and preferred for many other employment opportunities in NFSC. The credential is particularly important when nutrition counseling/advice is a component of the employment. Due to the effective marketing of the RDN credential, you can expect to see it required more often in the future as necessary for employment in food and nutrition related positions.

7. What is the difference between a nutritionist and a Registered Dietitian Nutritionist (RDN)?

There is no national standard and/or credential associated with the nutritionist title such as there is with the term Registered Dietitian Nutritionist. Therefore, individuals can legitimately call themselves a nutritionist without any educational preparation in the field. Many fallacies about food and nutrition come from nutritionists who do not have the educational background to understand and apply the basic sciences. The term may be used appropriately by an individual who has completed a baccalaureate degree in a food and nutrition field but who has not completed the requirements to become a RDN. It is important that one verifies the educational background of an individual using the title of nutritionist.

8. What is the employment outlook for dietitians?

The job demand for individuals with a NFSC degree is particularly good and expected to rise. The US Bureau of Labor Statistics projects the employment of dietitians and nutritionists is expected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. The role of food in preventing and treating illnesses, such as diabetes, is now well known. More dietitians and nutritionists will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health. Employment of food service managers is projected to grow 5 percent from 2014 to 2024, about as fast as the average for all occupations. Those with several years of work experience in food service and a degree in hospitality, restaurant, or food service management will have the best job opportunities.

Many professionals find employment in various traditional health care facilities such as hospitals or clinics educating patients about nutrition and administering medical nutrition therapy as a part of the health care system. Employment for professionals also occurs in foodservice operations of various facilities including

hospitals, school districts, day care centers, corporate dining rooms, and correctional facilities. In these positions, trained professionals oversee the entire foodservice process from purchasing through the service of food to the managing of staff.

Sports nutrition and corporate wellness programs also offer opportunities for employment. Professionals in these facilities work in educating clients about the relationship among food, fitness, and health.

The various governmental agencies hire many professionals to work as consumer liaisons, in public relations, marketing, or product development. Teaching health care and diabetes control to persons with diabetes, including gestational diabetes is another career path.

The Career Center on campus lists many positions available and will assist students in locating employment. Students at CSU, Chico are among the most heavily recruited on the West Coast. For further information please see <http://www.csuchico.edu/careers/index.shtml>.

9. What kind of salary can I expect to receive as an RDN?

Median annual earnings of dietitians and nutritionists was \$63,700 in 2015. According to the Academy of Nutrition and Dietetics, median annual income for registered dietitians in 2015 varied by practice area as follows: \$77,000 in consultation and business; \$78,000 in food and nutrition management; \$80,000 in education and research; \$60,300 in inpatient/\$62,400 in outpatient; \$59,000 in long-term care; and \$56,000 in community nutrition. As with any profession, salaries and fees vary by region of the country, years of practice, employment settings, scope of responsibility, and supply of RDNs.

10. What, exactly, are the steps required to becoming a Registered Dietitian Nutritionist?

- Earning a Bachelor's degree and completing the didactic program requirements for entry-level dietitians from an AND accredited program
- Successfully completing an AND accredited Supervised Practice Program called a Dietetic Internship (consisting of a minimum of 1200 hours)
- Earning a passing score on the RD examination
- The laws regulating the practice of dietetics in California may be found at: http://www.dietitian.org/public_policy_advocacy.html

11. What is a Dietetic Internship?

A Dietetic Internship provides a minimum of 1200 hours of supervised learning experiences primarily in hospitals and other care facilities. Length of the program, date the program begins, tuition or fees charged, stipends, graduate credits, housing, and availability of financial aid vary among programs and may be important determinants in the selection of practice programs. Most programs require a 6 - 12 month time span to complete the program, while still others integrate coursework leading to a Master's degree into the experience. Some programs are part-time with the supervised component at a minimum of 20 hours per week, and may be completed over a two-year period.

While all programs provide training in core areas of dietetics (clinical, management, community), each program serves unique clients and many program emphasize certain fields of dietetics. All these factors should be considered when applying. In addition, consider your personal characteristics. If you need time to assimilate information, select longer programs. Shorter programs are fast-paced, require many hours of intensive work each week and have little discretionary time built into them. Costs vary widely; some Dietetic Internships will pay a stipend while others require students to pay tuition. Your advisor and the DPD director will assist in making choices that will suit your individual needs.

12. How important are grades in this curriculum, particularly with respect to being accepted into a Dietetic Internship?

Dietetic Internships are competitive. Thus, the importance of good grades must not be minimized. A minimum grade point average of 3.0 is recommended for applying to many Dietetic Internships and C grades in NFSC courses is generally not acceptable for many programs. It is difficult to turn a low GPA earned as a freshman or sophomore into an acceptable GPA by the senior year.

13. Are there some suggestions, besides grades, to improve the likelihood that I will be accepted into a Dietetic Internship?

Yes, although there are no guarantees of receiving a Dietetic Internship appointment, there are several areas that one can work on throughout the undergraduate years to be more competitive for appointment. Nationwide, approximately 50 percent of applicants receive an appointment. The rate at CSU, Chico is higher with a 5-year average match rate of 65%. In addition, over the last five years 73% of students, on average, received a dietetic internship appointment within a year of graduating (based on data from 2011-2016).

The number of appointments to Dietetic Internships is limited and the programs are competitive nationally. Faculty members will guide students through the application process; however, they have no control in the placement decisions; these are made by the professionals at each Dietetic Internship. Students who fully comprehend the competitive nature of the experience and who shape their undergraduate course work and experiences to enhance their application are generally rewarded for their efforts.

A great resource is All Access Internships which provides a student perspective on dietetic internships and the process of applying. The website can be viewed at: <http://www.allaccessinternships.com/home.php>

The purpose of All Access Internships is to address the needs of the dietetic students by offering a comprehensive online collection of dietetic internship resources, providing organizational tools for a personalized search and application process, and creating a platform where dietetic students and interns can share their experiences with others.

14. How valuable is taking additional elective coursework or obtaining a minor to my future?

Completing elective coursework or a minor in an area related to your area of interest within the broad field of NFSC can be helpful in obtaining a Dietetic Internship appointment and/or a professional position. Select elective courses and/or minor areas carefully; that is, select coursework that will enhance your competencies and skills and your value for employment or for acceptance into a Dietetic Internship. Some suggestions include obtaining a minor in Spanish, psychology, exercise science, business administration, or chemistry.

15. What kind of work experience would be of greatest value to me?

In addition to grades, Dietetic Internship Directors also consider work experience in NFSC. Dietetic Internship Directors and employers look favorably on career-related work experience, especially if it has been for 1 –2 years. Experiences that show a progression of responsibility and authority are especially valued, whether career-related or not.

Hospital dietary services work such as that of a diet assistant or aide is highly valued. Foodservice is an important component of the program; therefore, work experience in areas such as college foodservice, assisted living facilities or camps is valuable. Work experience, especially in positions that show a growth in responsibility over time and those having a management component are favorable by selection committees.

16. What are some other suggestions to improve the likelihood that I will be selected for a Dietetic Internship or a professional position?

- Be an active member of the CSUC Nutrition and Food Sciences Association (NFSA) or Embodied. Volunteer quickly and eagerly for tasks and hold an office. Carry out your responsibilities with enthusiasm and efficiency. Dietetic Internship Directors and employers value demonstrated leadership in applicants.
- Become an affiliate member of AND.
- Take additional course work or participate in activities that demonstrate the development of leadership and interpersonal skills.
- Apply to more than one supervised experience program (generally 5-7 DIs). Be willing to relocate, out of state, if necessary.
- Participate in extra-curricular activities.
- CSU, Chico provides numerous opportunities for students to learn and develop leadership skills through the CAVE program, student government, cross cultural leadership center, and sports

- and athletic programs.
- Seek externship experiences (NFSC 389, 489, 489C) in a variety of areas: community, clinical and management.

17. Many programs ask for letters of recommendation. Whom should I ask to write these letters?

Usually, three letters of recommendation are required by the Dietetic Internship that you apply. Some application procedures will allow you to select all three while others will require that one be your advisor, clinical nutrition professor, food management professor, DPD director, or employment supervisor. You should decide as early as possible who it is that you want to recommend you so that you can meet with them regularly and discuss your career plans. Remember, someone who knows you well will write a more relevant letter than someone who knows you only slightly.

Your performance in and outside of the classroom forms the basis for faculty members' letters of recommendation. Faculty members are asked to rate many characteristics that they have observed in their contacts with you. These include but are not limited to: punctuality; attitude; cooperation; leadership skills including delegating duties when an officer; attention to detail; acceptance of criticism in a professional and mature manner; taking responsibility for one's own performance and behaviors; initiative; reaction to stress; adaptability; motivation; and organizational and time management skills.

18. What are some behaviors that are found to be most favorable by many faculty members and are likely to be reflected in the letters of recommendation?

- Develop a professional vocabulary. The courses in the curriculum are designed to teach specific knowledge and skills, not to be easy. Information in NFSC courses is meant to build in the development of concepts and maturity in the understanding of the subject matter. It is important that you can recall the information from earlier courses when taking more advanced courses. Emphasize learning in such a way as to build the foundation for the knowledge and skills you will need as a professional. Nearly every course will require you to commit some facts to memory; some of these include biochemical pathway intermediates, amounts and sources of various nutrients, and dietary guidelines. These facts become a part of the vocabulary of a NFSC student.
- Demonstrate an active interest in the subject matter. This can be shown by coming to class prepared; that is, having read the assignment and having written work completed. Also, demonstrate interest by asking questions or relating relevant information to the material.
- Develop a professional work ethic. All work to be graded must be written using a word processor unless specified by the professor that hand written work is acceptable. Multiple pages must be stapled together securely prior to coming to class. Professors generally do not carry staples, scissors, paper clips or extra notebook paper to the classroom. Produce quality work with few grammatical errors.
- Be punctual, alert, and attentive. Arrive before the commencement of the class and leave after the class has been dismissed. Interrupting class by your comings and goings is disruptive and disrespectful to the students and the professor. Additionally, professors will realize that you have difficulty with setting priorities, time management, handling multiple tasks, and consideration for others. Demonstrate your passion and interest in the topics covered by remaining alert and attentive in the classroom. Refrain from texting or chatting privately with classmates during lectures.
- Be respectful. Indicate respect for your professor and fellow students by not talking during lectures or classroom presentations. It is rude to carry on side conversations, including asking another student for clarification. You cannot hear what the professor is saying, nor can those around you. Refrain from texting during lectures, and keep your phone silenced while in the classroom. The rudeness may well be remembered and may show on your letter of recommendation. Employers and program directors do not want to deal with rude individuals.
- Exhibit courtesy. Always thank professors and fellow students when they have assisted you in a way separate from the usual. Exceptional assistance requires a brief but sincere note. Always apologize when

you make a mistake and take ownership for your inadequacies. Small acts of courtesy and humility are impressive and are remembered. They denote that you have learned the etiquette of a professional as well as the academic knowledge and skills.

- **STUDY, STUDY, STUDY!!** It is expected that you will devote 2 -3 hours out of class study per unit of class per week. It is important that the study time be distributed throughout the semester and not clustered around test dates. Cramming for an exam may result in short-term, but not long-term learning.

19. What are some printed resources that can help prepare me for application to Dietetic Internships?

The Directory of Dietetic Programs is released each year by the AND and includes updated information on Dietetic Internships accredited by AND. Each listing provides the name and address of the program director enabling interested individuals to make contact to obtain more information. Many include email or web site addresses, as well. Additional information includes the number of appointment vacancies, whether a stipend is paid and a brief description of related expenses. See website: (<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473>).

The Didactic Program Director also has a copy of the Applicant Guide to Supervised Practice produced by the Dietetic Educators of Practitioners practice group of the Academy of Nutrition and Dietetics which provides additional details for the Dietetic Internships.

20. How much does participation in the Dietetic Internship cost?

Costs for programs vary widely. All accredited experience programs that are associated with regionally accredited university graduate programs qualify for government-sponsored loan programs. Check the Directory of Dietetic Programs: (<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473>) to ascertain whether financial aid is available at the site of particular interest.

Please do not rule out applying to Dietetic Internships because of the cost. Often the higher salary received by a RDN justifies the financial sacrifice needed to get this experience. Also, experience sites that offer stipends or are lower in cost, often have a larger applicant pool than those programs that do not pay stipends or have a higher cost.

21. What about scholarships and financial aid?

Academy of Nutrition and Dietetics offers a variety of scholarships. For further information on AND Scholarships and applications please visit the website: (<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133>). The California Academy of Nutrition and Dietetics and the Northern Area District Association also offers scholarships. For further information, please visit: (http://www.dietitian.org/d_cdaf/cdaf_outreach.html). Financial assistance varies within each dietetic internship program. Dietetic interns enrolled in university-based coordinated programs are often eligible for financial aid. Dietetic interns at community and hospital based programs are generally not eligible for financial aid.

22. How can I get assistance with the Dietetic Internship application process?

NFSC 457 Futures in Dietetics is a one-unit class and is offered the Fall semester of each year. During this class, students have the opportunity to self-reflect on their personal characteristics and the career options available to them. Students learn to do career and job searches, write resumes and cover letters and participate in interviews. The final project for the class is the completion of an application packet for a Dietetic Internship. Additional assistance is provided by the Didactic Program Director during office hours or appointment

23. What is the Computer Matching Process?

AND has contracted with D & D Digital to facilitate the computer matching process (<http://www.dnddigital.com/>). The student/applicant may register on-line or download an application form. All applicants will receive a username and password after payment is completed, that will allow online access for you to enter, verify and change if necessary, your contact information, release information and DI choices. The applicant will be required to indicate the sites to which he/she applied, in order of preference. Simultaneously, Dietetic Internships will submit a list of applicants they selected for participation in their

program to D & D Digital. Computer matching does not change the applicant's nor the program's selection order. Applicants cannot be matched to a program to which they did not apply.

Before the matching begins, the applicant's priority list is "cleaned." That is, if a program to which an applicant applied does not rank an applicant, the program is removed from the applicant's list. If an applicant does not rank a program, the applicant is removed from the program's list. The matching occurs using the applicants' prioritized list of programs to which he or she applied, and the programs' prioritized lists of applicants until all possible matches are complete. Students will receive only one match; the one that was highest on his/her program priority list. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

24. What do I do if I don't receive an appointment to a Dietetic Internship?

Each year, some very qualified students do not receive appointments to Dietetic Internships. Students must realize that the selection process is competitive and is based on the total pool of applicants for each practice program site. One's self worth is not determined by whether one receives an appointment. Unsuccessful candidates should re-evaluate their credentials, the resume and cover letter, indications of work experience, and commitment to the profession. The advisor and the DPD director may provide valuable insight and make suggestions for ways to highlight the individual's strengths and to improve areas that need strengthening.

There are several options open to students who are not accepted by a Dietetic Internship. D & D Digital sends a list of unmatched applicants who have agreed to have their name released to each program following the matching. Programs may contact unmatched applicants or return to their applicant pool to fill positions AFTER the appointment date has passed. Also, the DPD director receives a listing of all the practice programs that did not fill their selection quota. The director may assist students in making applications to these programs.

Students may decide to reapply for Dietetic Internships that begin in January of the following year (September application deadline) or to reapply to sites that begin in the middle of the following year (February application deadline). In this instance, it is imperative that the student work on his or her application packet to enhance the likelihood of being selected. Some activities that will be viewed favorably by selection committees include: graduate or additional coursework in the NFSC area or a related area such as psychology, education, biochemistry; development of fluency in a relevant foreign language; active participation in professional organizations; and relevant job experience. Do not give up. There is life after the supervised experience process and there are alternatives. Persistent qualified applicants nearly always find a placement and are able to achieve their goal of becoming a Registered Dietitian Nutritionist.

Appendix A

California State University, Chico
Abbreviated Administrative Organizational Chart
For Academic Programs

Board of Trustees

Chancellor's Office
CSU System
Dr. Timothy P. White

President
CSU, Chico
Dr. Gayle Hutchinson

Interim Provost and Vice President
for Academic Affairs
Dr. Mike Ward

Dean
College of Natural Sciences
Dr. David Hassenzahl

Associate Dean
College of Natural Sciences
Dr. Steve Robinow

Director
Center for Nutrition + Activity Promotion
Dr. Cindy Wolff

Chair
Department of Nutrition and Food Sciences (NFSC)
Dr. Kathryn Silliman

Undergraduate Program
Didactic Program in Dietetics
Director
Dr. Dawn Clifford, DPD

Graduate Program
Master of Science
Coordinator
Dr. Keiko Goto

Dietetic Internship
Director
Dr. Joan Giampaoli

Appendix B

Code of Ethics for the Profession of Dietetics

Below is the Code of Ethics as published in the August 2009 *Journal of the American Dietetic Association*.

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.

- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
- b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.

- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RDN” or “Registered Dietitian Nutritionist”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
- b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment. Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

For further information, please see <http://www.eatright.org/healthprofessionals/content.aspx?id=6868>