

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

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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 CSUC. 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 2022-2023 Catalog. See website: (<https://catalog.csuchico.edu/colleges-departments/college-natural-sciences/nutrition-food-science/nutrition-food-science-bs/#programrequirements>). Students who were accepted into the Dietetics Option prior to the 2022-2023 academic year should use an earlier catalog to guide course of study. A student's right to select an earlier edition of the catalog is described at: <https://www.csuchico.edu/apss/catalog/catalog-library.shtml>. All students in the Dietetics program may be subjected to other policies in the current version of the program handbook.

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 Nutritionist (RDN) credential, other nutrition-related careers, and careers in foodservice administration. Courses in the option in General Dietetics meet the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) <https://www.eatrightpro.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 in preparation for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist or a nutrition dietetic technician registered, 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 8/26/19)

- **Goal 1:** Graduate students who have a variety of experiences and learning opportunities preparing them for entry-level positions in the field of dietetics.
 - **Objective 1.1:** At least 90% of students will complete a nutrition-related practicum or externship experience that serves the Northern California community prior to program completion.
 - **Objective 1.2:** At least 70% of students will report on their exit survey that they participated in a pre-professional organization (e.g., student nutrition clubs, Center for Healthy Communities, FitU, California Academy of Nutrition and Dietetics)
- **Goal 2:** Graduate diverse, competent, entry-level practitioners who obtain employment in dietetics or related fields.
 - **Objective 2.1:** At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).
 - **Objective 2.2:** The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
 - **Objective 2.3:** 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
 - **Objective 2.4:** 60% of program graduates are admitted to a supervised practice program within 12 months of graduation.
 - **Objective 2.5:** 75% or more of dietetic internship directors will indicate that the DPD graduate was prepared or very prepared in all of the content areas when surveyed within 12-24 months of the graduation date.
 - **Objective 2.6:** At least 30% of the DPD students will identify with a race/ethnicity or gender that is often underrepresented in the field of dietetics.
 - **Objective 2.7:** At least 60% of DPD graduates will obtain employment in dietetics or related field within 12-24 months of their graduation date.

*Assessment of program indicators**

- 100% of dietetic students completed a nutrition-related practicum or externship experience while attending CSUC
- 98% of dietetic students reported participating in a pre-professional organization while at CSUC
- 94% of dietetic students completed their degree at Chico State within six years or less
- 93% of the dietetics graduates who took the registration examination passed the exam the first time they took it (or within a year of completing their dietetic internship)
- 66% of dietetics graduates applied to a dietetic internship program the same academic year they completed the dietetics program at CSUC
- 74% 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 dietetic internship directors indicated that DPD graduates from CSUC were “prepared” or “very prepared” in all content areas
- At least 30% of the DPD students identified as a race/ethnicity or gender that is often underrepresented in the field of dietetics
- 74% of DPD graduates reported obtaining employment in dietetics or a related field within 12-24 months of their graduation date

*Data are based on most current program review (2017), which had addressed program goals between 2011-2017.

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 2190 Chicago, IL 60606-6995, (312) 899-0040 x5400, acend@eatright.org, <http://www.eatrightpro.org/resources/acend>

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 CSUC may be found at: <http://www.csuchico.edu/sfin/fees-tuition/index.shtml>, and estimated costs are found at: <http://www.csuchico.edu/fa/costs/cost.shtml>. Costs for travel and housing vary. Student housing close to campus is readily available. Food and housing for an academic year is estimated at \$11,280. 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 \$1,052. Additional charges may be accessed on a class-by-class basis for such items as breakage fees. Students may need to purchase a laboratory coat (\$35). A student membership in the Academy of Nutrition and Dietetics will be required in certain courses that are part of this program. The cost for an annual student membership in the Academy of Nutrition and Dietetics is \$58/year for the period of June 1 - May 31 (<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>). You may want to consider joining the Northern Area & District (NAD) of the California Academy of Nutrition and Dietetics (CAND). Membership is \$20/year.

V. Required Advising

Advising is required for all majors prior to registration for classes each semester. An assigned advisor can help develop a semester-by-semester programmatic schedule that will enable students to take courses in the proper sequence and graduate in the least amount of time. Advisors will assist students in making the most of their background, academic preparation, and unique skills, needs, and plans.

During advising sessions, advisors provide information about scholarships, professional organizations, externship opportunities and job availability. In addition, advisors assist in planning for future career endeavors, identifying and marketing strengths, recognizing pre-professional and professional expectations, and nurturing professional growth and development. Advisors will help plan academic courses and provide career counseling including discussion of career path options based on students' academic interests and abilities.

VI. NFSC Faculty Advisors

Joan Giampaoli, Ph.D., R.D.N. is Chair of the Department of Nutrition and Food Science. Laura Curtis, M.S., R.D.N. is the Director of the Didactic Program in Dietetics (DPD). 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; Minor in Food Science | Dr. Maria Giovanni | Holt 336 | X 4023 | mgiovanni@csuchico.edu |
| Food and Nutrition Communication for careers in Public Health, International Nutrition | Dr. Seth Klobodu | Holt 314 | X 6163 | ssklobodu@csuchico.edu |
| Nutrition Management, Minor in Foodservice Admin | Dr. Joan Giampaoli | Holt 369 | X 6410 | jgiampaoli@csuchico.edu |
| Pre-Dietetics A-H ; Food and Nutrition Communication for Careers in Nursing, Minors in Nutrition | Dr. Kathryn Silliman | Holt 324 | X 6245 | ksilliman@csuchico.edu |
| Pre-Dietetics I-R | Ms. Lauren McNamara | Holt 326 | X 6264 | lmmcnamara@csuchico.edu |
| Pre-Dietetics S-Z | Ms. Stephanie Bianco | 25 Main St. | X 4022 | sbianco@csuchico.edu |
| Dietetics | Ms. Laura Curtis | Holt 334 | X 6327 | lccurtis@csuchico.edu |
| *prefix for all extensions is 898 | | | | |

Related Programs

Advisors

Minor in Foodservice Administration
 Minor in Nutrition
 Minor in Food Science
 Nutritional Science Graduate Students

Dr. Joan Giampaoli
 Dr. Kathryn Silliman
 Dr. Maria Giovanni
 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 on the door of faculty offices, as well as on the bulletin board inside of the Department office (Holt 369).

VII. Declaring the option in General Dietetics

Declaring the option in General Dietetics is recommended when 2-3 semesters of coursework remain. Eligible students are required to submit an *Intent to Declare Dietetics (IDD) Packet* to the DPD Director. To complete the packet, students must meet with their advisor who will verify eligibility and help develop a course plan for the remaining 2-3 semesters.

Eligibility Requirements for the option in General Dietetics include the following:

1. The following prerequisites must be completed with a grade of C or higher before declaring the option in General Dietetics (exception: one of the following courses may be in progress): MATH 105, BIOL 104, BIOL 211, CHEM 107, CHEM 108, and NFSC 340.
2. The cumulative grade point average for all college-level work must be a minimum of 2.75*.

*Please note that students in the General Dietetics option typically exceed minimum course grade and GPA requirements. Many graduate school programs and dietetic internships require a minimum of 3.0 for all dietetic coursework. A list of the dietetic coursework can be found in the [course catalog](#).

The IDD Packet is available from the Nutrition and Food Sciences webpage at: <https://www.csuchico.edu/nfsc/programs/undergraduate/dietetics/application.shtml> and must be submitted by April 15 (even if this date occurs on a weekend – please plan ahead). The IDD Packet includes a student information form, Dietetics Eligibility Review form, Course plan form, a resume, and a one-page written personal statement discussing career goals.

IDD Packets are reviewed by the DPD Director. Students who meet eligibility requirements are notified of their change in option to General Dietetics through campus email. Once a student has declared their option to General Dietetics, mandatory advising is provided by the DPD Director.

VIII. Applying to the MS/DPD program

Students applying to the Nutritional Science MS program can elect to complete DPD coursework in addition to the courses required for the MS degree in order to earn a DPD Verification Statement. The following DPD coursework must be completed prior to admission at an educational institution recognized by the USDE: general chemistry (with lab), organic chemistry (with lab), physiology (with lab), microbiology (with lab), and statistics.

Applicants who have completed additional dietetic-related coursework believed to be equivalent to the [DPD coursework](#) can request individual courses be reviewed for equivalency by the DPD Director at the time of application.

A minimum of 18 credit hours of DPD coursework must be completed at California State University, Chico to earn a DPD Verification Statement along with the Nutritional Science MS degree.

IX. Applicants with Foreign Degrees

Applicants with previous dietetic coursework completed outside of the US must submit a foreign transcript evaluation from World Education Services (WES).

The CDR requires that foreign degrees be deemed equivalent to a degree granted by a U.S. institutional accredited college or university that is recognized by the United States Department of Education (USDE). An original foreign transcript evaluation can be sent directly to the DPD Director by way of the Department of Nutrition and Food Science at California State University, Chico.

Department of Nutrition and Food Science
Attn: Laura Curtis
400 W. First St.
Chico, CA 95929-0002

Students will not be permitted to take DPD courses until the foreign transcript evaluation has been received.

X. Academic Standing in the Option in General Dietetics

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 per semester.

Ethical behavior, academic integrity, academic performance, and professionalism are continuously monitored by instructors and the DPD program director. If the DPD program director is notified by the student's instructor of any issues, a corrective action is made in accordance with school and program policies:

<http://www.csuchico.edu/pres/em/2018/18-011.shtml>.

Students must stay in contact with the DPD program director or department chair. If a student stops attending classes and is not in contact with the DPD program director or department chair for two consecutive semesters, the student will be dropped from the option. The student may re-enter the DPD option if he or she wishes to do so at a later time if eligibility requirements have been restored.

For students who are struggling in a course, the instructor and/or DPD program director provides academic advising and mentoring as applicable. In addition, the DPD program director checks student grade reports each semester to monitor academic performance.

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 and assignments 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 DPD Director to progress in the program. The General Dietetics Option Committee will decide if and how the student may proceed.

By policy, a student receiving a grade of C- or less in a course required by the DPD program will be placed on *academic alert*. 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 of the following courses (NFSC 440, NFSC 457, NFSC 470, NFSC 471), and the course may only be repeated one time. To prevent excessive graduation delays, further limits may be set to prevent excessive repeats of other courses in the General Dietetics option at the discretion of the DPD program director. If a student earns a grade of C-, D+ or D in a General Dietetics option course in the final semester, the student may graduate with a degree but will not be issued a verification statement until the course has been completed successfully as outlined above.

If a student withdraws from a DPD-required course after week 4, the withdrawal may be treated as a first, unsuccessful attempt to complete the course. Academic progress in the course may be evaluated. If decided that the withdrawal is considered a first attempt, students must follow the policy above as if they had earned a C- or less in the course. Students should discuss any plans to withdraw from DPD-required courses with the DPD program director and department chair to determine the impact of the withdrawal on forward progress in the program.

To successfully complete the DPD program, students must obtain specific knowledge requirements and meet specific learning objectives. These objectives (aka. KRDNs) are set by ACEND and are updated on a regular basis to ensure students are prepared for entry-level positions. The KRDNs are assessed through assignments offered in DPD courses. By policy, a student earning a grade of C- or less on an assessment required by the DPD program to measure a required knowledge competency may not be allowed to progress in the option. In this circumstance, the DPD program director will address the situation on an individual basis and determine the best course of action for the student. In some instances, a remedial assignment may be available to the student. It is recommended that students report low grades on these assignments to the DPD program director as soon as possible to ensure the best outcomes. KRDNs and the assignments used for assessment should be clearly listed on course syllabi and in the student tracker provided to students after declaring the option in General Dietetics. Additionally, the DPD program director can

provide a list of current KRDNs upon request.

Students struggling in a course are encouraged to gain access to remedial instruction such as tutoring through the Student Learning Center: <https://www.csuchico.edu/slc/>. It is the students' responsibility to discuss ongoing performance with course instructors and the DPD program director in a timely fashion each semester to promote student success.

XI. Earning a Degree in Nutrition and Food Sciences

To earn a degree in Nutrition and Food Sciences and a Verification Statement verifying completion of DPD coursework, students 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: <https://catalog.csuchico.edu/colleges-departments/college-natural-sciences/nutrition-food-science/nutrition-food-science-bs/#graduationrequirements>. In addition, students must complete the Core Requirements for the BS degree in NFSC and one of the three options listed in the Catalog. Students completing DPD requirements as part of the NFSC graduate program must also complete all requirements of the graduate degree before a Verification Statement can be issued.

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 (ACEND) of the Academy for Nutrition and Dietetics and is known as the ***Didactic Program in Dietetics (DPD)***. Graduates who successfully complete the option in General Dietetics meet the academic requirements permitting them to apply to an ACEND-accredited supervised practice program called a *dietetic internship (DI)*. Following successful completion of the DI, the individual may sit for the Registered Dietitian Nutritionist Examination. Successful completion of the examination enables one to have the credential, Registered Dietitian Nutritionist, or RDN. **Beginning January 1, 2024, those wishing to sit for the Registered Dietitian Nutritionist Examination must have earned at least a master's degree. Students starting as freshmen in 2018-2019 or after will need to earn an advanced degree (master's degree or doctorate degree).**

It is possible for students to double or triple option in the major. Students who wish to do this should expect a longer time spent in the program to satisfy all requirements for each option and should contact the DPD program director as soon as possible. Students will work with the DPD program director as well as an advisor in the other desired major options to ensure graduation requirements are met. Please see the handbook for Nutrition Management and Food and Nutrition Communication or the Catalog for a description of the other options.

Students planning to graduate must apply for graduation according to university policies, which are found here: <https://www.csuchico.edu/gradadvising/graduation-application.shtml>. Once students are accepted into the DPD option, a plan change form will be provided to them. The student must sign the plan change form and submit it to the Office of the Registrar before applying for graduation. The DPD program director will inform students of this process and due dates for changing majors. Deadlines to apply for graduation are set by the university.

XII. Sequence of NFSC Courses and Advising Plan

Many NFSC courses have prerequisites. It is important that any prerequisites be completed prior to enrolling in a course. The following webpage shows a four-year Major Advising Plan for the General Dietetics option: <https://csuchico.box.com/s/i8r3ex2igkenvzmg7x2r4ht1xdwimu21>. This advising plan is meant to provide general guidance. It is not to replace regular meetings with an advisor. Advisors will help to individualize students' plans depending on prior academic background, the need to work as well as go to school, and other commitments students may have outside of school. Many of the upper division DPD courses are offered one time in an academic year. Students who fail to take these courses when they are offered will have to wait until the following year to take the courses, extending their time to graduation. It is recommended to meet with an advisor in the weeks before course registration to ensure timely graduation. The current schedule of course offerings is available online at: <http://www.csuchico.edu/schedule/>.

XIII. Challenge Policy

Students may apply to challenge any course listed in the current *University Catalog* by passing a special examination on the course content. 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, students must be enrolled in the University and in the course for the current semester and pay the appropriate fees. Students may not challenge a course if they have previously received credit for a more advanced course dealing with the same concepts.

To apply to challenge a course, students must submit a letter, no later than the end of the second week of classes, to the chair of the department offering the course. The letter must include pertinent information concerning the student's 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 the application and will notify the student of the decision. If approved, the course instructor will administer a written examination to the student. Where skills are involved, a performance test may be required in addition to the written examination.

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

Exceptions and additional information. No more than 30 semester units of credit earned by challenging courses may count towards the bachelor's degree. Courses applied towards a master's degree may not be challenged. At least 18 credit hours of DPD courses must be taken at this institution to earn a Verification Statement. Certain major requirements may be waived by departmental examination, but no units will accrue.

This policy is also described in the University Catalog at: <https://www.csuchico.edu/pres/em/1989/89-015.shtml>.

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 DPD 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 Conduct, Rights, and Responsibilities (SSC 190, 530-898-6897) <https://www.csuchico.edu/scrr/>. If grievances are not able to be resolved at the university level, students may submit complaints regarding the program or program noncompliance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Formal accreditation standards complaints can be directed to:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: (800) 877-1600, ext. 5400 or (312) 899-0040
ACEND@eatright.org
<http://www.eatrightpro.org/resources/acend>

XV. Service Learning Externship Experience

Students may elect to enroll in NFSC 460L Nutrition Counseling Clinical (FitU), NFSC 475L Nutrition Clinical Practicum, Nutrition Fieldwork or NFSC 389/489/489C Externship to gain practical experience in various employment areas of nutrition, foodservice administration/nutrition management, and food science. Meeting with an advisor is the first step in the process. When students have determined what area they would like to explore, an advisor will direct students to the faculty member with expertise in that area. NFSC professors have suggestions for

appropriate sites for externship experiences. Students' 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. Facilities may require students to provide additional documentation/materials prior to entering the facility. Cost for additional documentation/materials required by the facility is the students' responsibility and types of additional documentation/materials may include: criminal background checks, drug screening, CPR training, updating immunization/and or previous records, TB test, etc. Students may also need to transportation to facilities off campus in Northern California. 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 |
|----------------------------|--|---|
| Angela Alger, MS | aalger@csuchico.edu | Sports Nutrition |
| Stephanie Bianco, MS, RDN* | sbianco@csuchico.edu | Nutrition Program Management/Food Safety |
| Dr. Joan Giampaoli, RDN | jgiampaoli@csuchico.edu | School + Healthcare Nutrition Management; Eating Disorders |
| Lauren McNamara, MS, RDN | lmnamara@csuchico.edu | Clinical Nutrition |
| Laura Curtis, MS, RDN | lcurtis@csuchico.edu | Motivational Interviewing + Nutrition Counseling |
| Dr. Maria Giovanni | mgiovanni@csuchico.edu | Food Science + Systems/Management/Healthy Aging |
| Dr. Keiko Goto | kgoto@csuchico.edu | Food + Culture |
| Dr. Seth Selorm Klobodu | ssklobodu@csuchico.edu | Global Nutrition + Community Nutrition |
| Dr. Michelle Morris, RDN | mrmorris@csuchico.edu | Community Nutrition, Senior Nutrition, Eating Disorder Prevention |
| Dr. Julie Holland | jmholland@csuchico.edu | Child Nutrition + Lactation |
| Dr. Kathryn Silliman, RDN | ksilliman@csuchico.edu | Nutrition Science/Nutrition Advocacy |
| Dr. Cynthia Klobodu | cklobodu@csuchico.edu | Nutrition Science, Disease, maternal and child health, global nutrition |

*The Center for Healthy Communities (CHC), directed by Stephanie Bianco, provides over 100 externship and paid positions for CSUC students per year. CHC is an umbrella organization for many programs 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 (48 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 2.75 in both the major and the overall coursework

To earn a Verification Statement, students must earn C or higher in all DPD-required courses and on all ACEND-required KRDN assessments in addition to the requirements listed above. A student who meets all of the requirements

to graduate but fails to earn C or higher in all DPD-required courses and on all ACEND-required KRDN assessments will graduate with a degree but will not earn a Verification Statement until the courses or assessments are retaken successfully.

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 DPD program director. A listing of accredited dietetic internships may be found at the website for the Academy of Nutrition and Dietetics online at: <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>.

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 Statement” which must be obtained from the DPD 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 CSUC accepts applications from Master’s degree graduates in a pre-selection process. If all six available positions are not filled, the pre-select process may open to CSUC DPD students. Information regarding the CSUC Dietetic Internship Program may be obtained from the Dietetic Internship Director, Lauren McNamera.

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

XVIII. Registration Examination for Nutrition and Dietetics Technicians (NDTR)

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 Nutrition and Dietetic Technicians. Once the student’s degree is posted, the DPD program director can issue a Verification Statement (see XIX) and process paperwork for the Registration Examination for Nutrition and Dietetic Technicians through the Commission on Dietetics Registration. The DPD program director only processes paperwork for the Registration Examination for Nutrition and Dietetic Technicians twice a year (spring and summer). For additional information about the Nutrition and Dietetic Technician Registered (NDTR) examination and careers, visit: <http://cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>.

XIX. Verification Statement for 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 earn DPD Verification Statements. The DPD program director’s signature on this form verifies that the individual has successfully completed the didactic requirements. Prior to graduating, students are required to give the DPD program director a current mailing address or email address. Once the student’s degree is posted, the DPD program director will issue an electronic Verification Statement that has a digitally verified signature. Hard copies are available upon request.

A Verification Statement is required to sit for the Nutrition and Dietetics Technician, Registered (NDTR) examination (see section XVIII) or to begin a dietetic internship to become a Registered Dietitian Nutritionist (see section XVII).

Students wishing to obtain a Verification Statement as a post baccalaureate student may complete the required DPD courses as a graduate student in the Masters of Science in Nutritional Science program. Previously completed coursework equivalent to the required DPD courses can substitute course requirements at CSUC as long as the proposed course aligns with the course content at CSUC. Students who would like previous coursework to replace courses on the DPD course list must submit official or unofficial transcripts to the DPD program director from the institution where the courses were completed. The DPD program director may also request to view a course syllabus.

Students who have completed courses equivalent to the required DPD courses prior to attending CSUC as a graduate student must complete a minimum of 18 DPD course units at CSUC in order to obtain a Verification Statement.

Upon completion of the General Dietetics Option (DPD) courses and university graduation requirements for a Master's of Science degree, students will be mailed the DPD Verification Statements. The DPD program director's signature on this form verifies that the individual has successfully completed the didactic requirements. Prior to graduating, students are required to give the DPD program director a current mailing address or email address. Once the student's degree is posted, the DPD program director will issue an electronic Verification Statement that has a digitally verified signature. Hard copies are available upon request.

XX. Policies and Procedures

Many policies and procedures have been established to assist and guide students through their academic career at CSUC. Below are some of the university policies of which students should be aware and the link to the University Catalog.

| Policy | Link |
|--|---|
| Academic Calendar* | https://www.csuchico.edu/apss/calendar/aca-cal-2022-23.shtml |
| Academic Policies + Regulations including: Course Credit policies; Registration; Change of Program and Withdrawal Policies; Grading; Academic Probation and Disqualification; Course Repeat Policy | https://catalog.csuchico.edu/academic-standards-policies/academic-policies-regulations/ |
| CSUC Strategic Plan | https://www.csuchico.edu/strategicplan/ |
| CSUC Governance + Administration | https://catalog.csuchico.edu/csu-system/#text |
| University Policies including: Nondiscrimination; Access and Academic Rights Grievance procedures; Privacy Rights; Student Support Services; Faculty and Student Relations; Alcohol and Drug Education | https://catalog.csuchico.edu/academic-standards-policies/university-policies/ |
| CSU System Policies + Regulations including: Nondiscrimination; Privacy; Student Conduct | https://catalog.csuchico.edu/academic-standards-policies/csu-policies-regulations/ |
| Student Records and Registration | https://catalog.csuchico.edu/academic-standards-policies/student-records-registration/ |
| Degree Requirements + Graduation | https://catalog.csuchico.edu/colleges-departments/college-natural-sciences/nutrition-food-science/nutrition-food-science-bs/#programrequirementstext |

*University Schedule of Classes also contains this information.

Additional university policies that are not in the catalog:

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 Nutrition Practicum Clinical (NFSC 475L) may be required to have professional liability insurance. The University strongly recommends that students obtain professional liability insurance prior to undertaking any undergraduate laboratory or externship experience. Some health care entities require that students have this coverage, others make it optional. Check with an 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 students in obtaining coverage. California State University, Chico does not endorse any particular insurer, and students 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

Proliability, administered by Mercer Consumer
Website: (<http://www.proliability.com>)
Phone: 800-375-2764

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 students' own insurance if students 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.

Experiential learning cannot replace employers:

Students doing experiential learning must not be used to replace employees. If a student is being asked to work in a way that replaces employees, the student should notify the course supervisor.

XXI. Student Clubs: Nutrition and Food Sciences Association (NFSA) and Embodied

Nutrition and Food Sciences Association (NFSA). This organization of NFSC majors meets regularly 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 are 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: <https://www.csuchico.edu/nfsc/student-organizations/nfsa/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. In 2020 Embodied joined with NFSA as a student interest group within the larger club. 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. Student AND membership is required for some courses in the DPD program at CSUC.

The **Academy of Nutrition and Dietetics (AND)**, website: (www.eatrightpro.org/), is the national professional organization of over 100,000 members headquartered in Chicago, IL. The mission of AND is to accelerate improvements in global health and well-being through food and nutrition. The vision of AND consists of a world where all people thrive the transformative power of food and nutrition.

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, students can improve their professional marketability and networking. Consult an advisor in the department for more information.

The **CAND Northern Area & District (NAD)**, website available to members of AND living in California: (<https://www.dietitian.org/northern-area/>), 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 NAD 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 Academy for Nutrition and Dietetics 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 Accreditation 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 at: <https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession> .

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 students with a NFSC degree include:

- Nutrition and Dietetic Technician Registered (General 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 students 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. Students should talk to their assigned advisor about their 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 students:

- 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>
Association for Healthcare Foodservice: <http://www.healthcarefoodservice.org/>
School Nutrition Association: <https://schoolnutrition.org/>
California School Nutrition Association: <http://www.calsna.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/>

iHireNutrition: www.ihirenutrition.com

Nutrition Jobs: <http://www.nutritionjobs.com/>

Find an RD at RD Link: <http://www.rdlink.com/>

CAND Job Listings: <https://dietitian.org/jobs/>

Dietitian Central: <http://www.dietitiancentral.com/>

3. What is a Nutrition and Dietetic Technician Registered (NDTR)?

Nutrition and 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, nutrition and 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, nutrition and 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 Nutrition and Dietetic Technician Registered (NDTR)?

- Earning a Bachelor's degree and completing the Didactic Program in Dietetics (DPD) requirements for entry-level dietitians from an ACEND accredited program
- Earning a passing score on the NDTR examination
- Visit the following site to obtain more information about sitting for the NDTR exam upon completion of the DPD program: <https://www.cdrnet.org/three>

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

Median annual earning of nutrition and dietetic technicians was \$48,300 in 2021.

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 11% from 2020-2030, 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 15% from 2020-2030, faster than 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 CSUC 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 \$70,000 in 2021. According to the Academy of Nutrition and Dietetics, median annual income for registered dietitians in 2021 varied by practice area as follows: \$86,900 in consultation and business; \$93,200 in management and executive leadership; \$92,000 in education and research; \$67,700 in inpatient/\$69,300 in outpatient; \$69,000 in long-term care; and \$64,100 in community nutrition. As with any profession, salaries and fees vary by region of the country, years of practice, degrees and certifications earned, employment settings, scope of responsibility, and supply of RDNs. See the following reference for more information: <https://csuchico.box.com/s/o8t1yp0j47241h1b8nta1hs51nvkoi63>.

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

- **Note: Beginning January 1st, 2024 those wishing to sit for the Registered Dietitian Nutritionist Examination must have an advanced degree (at least a master's degree)**
- 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 RDN examination
- The laws regulating the practice of dietetics in California may be found at: <https://codes.findlaw.com/ca/business-and-professions-code/bpc-sect-2586.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 program 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 are 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, from 2015 - 2021 an average of 60% of applicants receive an appointment. The rate at CSUC is higher. Over the course of 7 years, on average, 74% of students received a dietetic internship appointment within a year of graduating (based on data from 2011-2017). In 2019-2020 and 2020-2021, 100% of students in the DPD program at CSUC that applied to dietetic internships were accepted.

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 Dietetics which provides a student perspective on dietetic internships and the process of applying. The website can be viewed at: <https://www.allaccessdietetics.com/>

The purpose of All Access Dietetics 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 a student member of the Academy for Nutrition and Dietetics (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.

- CSUC 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 students to select all three, while others will require that one be your advisor, clinical nutrition professor, food management professor, DPD program 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 handwritten 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 hour 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 website 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: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

The DPD 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: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs> 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 Nutritional and Dietetics offers a variety of scholarships. For further information on AND Scholarships and applications please visit the website: (<https://eatrightfoundation.org/why-it-matters/scholarships/>). The California Academy of Nutrition and Dietetics and the Northern Area District Association also offers scholarships. For further information, please visit: (<https://dietitian.org/foundation-scholarships/>). 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 DPD 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.dnndigital.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 internship 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 program 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 program 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.

25. What resources are available on campus to support my career growth and overall health and well-being?

Academic and Career Assistance

- Career Center: <https://www.csuchico.edu/careers/>
- Student Learning Center (for tutoring, study skills, and help with writing): <https://www.csuchico.edu/slc/>
- Accessibility Resource Center (for students who need are in need of physical and learning accommodations: <https://www.csuchico.edu/arc/>
- Library: <http://www.csuchico.edu/library/>
- Student Employment Office: <https://www.csuchico.edu/cse/hr/student-employment.shtml>

Student Health and Well-being

- Student Health Center: <https://www.csuchico.edu/shs/>
- UMatte (promoting mental health): <http://www.csuchico.edu/umatter/>
- Counseling Center: <http://www.csuchico.edu/counseling/>
- FitU (promoting nutrition and fitness): <http://www.csuchico.edu/fitu/>
- Wildcat Recreation Center (WREC): <https://as.csuchico.edu/wrec>
- Campus Alcohol and Drug Education Center (WellCat Prevention): <https://www.csuchico.edu/prevention/>

- Office of Diversity and Inclusion: <https://www.csuchico.edu/diversity/>

Students in Need of Financial Assistance or First Generation College Students

- Financial Aid and Scholarships: <https://www.csuchico.edu/fa/>
- Chico State Student Success Center (serves low income and first generation college students): <http://www.csuchico.edu/cssc/index.shtml>
- Hungry Wildcat Food Pantry: <https://www.csuchico.edu/basic-needs/pantry.shtml>
- CalFresh (food assistance program): <https://www.csuchico.edu/calfresh/>
- Safe Place (victims of sexual assault): <http://www.csuchico.edu/safeplace/index.shtml>

Safety

- Chico Police: <http://www.csuchico.edu/up/index.shtml>
- Emergency Blue Light Phones: <https://www.csuchico.edu/up/physical-security/blue-light-phones.shtml>
- Campus Connection Shuttle Service: <https://www.csuchico.edu/up/physical-security/connection-shuttle.shtml>

Other Programs

- Student Conduct, Rights, and Responsibilities: <https://www.csuchico.edu/scrr/>
- Community Legal Information Center (CLIC): <https://www.csuchico.edu/clic/index.shtml>

NFSC Student Learning Center - Holt 377

- A room devoted to learning in NFSC. We encourage students to get together with their peers in courses and study in groups. Holt 377 is a perfect environment for this. We have a white board and pens, tables and chairs, a couch, and refrigerator and microwave. If the door is locked, students should go to the Department office (Holt 369), and a faculty or staff member will open the door.

Appendix A

California State University, Chico

Abbreviated Administrative Organizational Chart for Academic Programs

Board of Trustees

Chancellor's Office CSU System

Interim, Dr. Jolene Koester

President CSUC

Dr. Steve Perez

Interim Provost and Vice President for Academic Affairs

TBA

Dean

College of Natural Sciences

Dr. David Hassenzahl

Associate Dean

College of Natural Sciences

Dr. Kevin Patton

Director

Center for Healthy Communities (CHC)

Ms. Stephanie Bianco

Chair

Department of Nutrition and Food Sciences (NFSC)

Dr. Joan Giampaoli

Undergraduate Program

Didactic Program in Dietetics

Director

Ms. Laura Curtis

Graduate Program

Master of Science

Coordinator

Dr. Keiko Goto

Dietetic Internship

Director

Dr. Lauren McNamara

Student Signature

Date

References:

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2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).
5. Dosedel, Erik. Compensation and benefits survey of the Dietetics Profession 2021. *J Acad Nutr Diet.* 2021; 121: 2314-2331