

**Department of Nutrition and Food Science**

**Option in Nutrition Management &  
Option in Food and Nutrition Communication**

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**<http://www.csuchico.edu/nfsc>**

**2018-2019**

## **Welcome to the Department of Nutrition and Food Science!**

We are pleased that you have decided to study Nutrition and Food Sciences (NFSC) at California State University, Chico.

This handbook is for Nutrition and Food Sciences majors who have selected either the option in Nutrition Management or the option in Food and Nutrition Communication.

The options in Nutrition Management and Food and Nutrition Communication:

- Are NOT intended for students who wish to become Registered Dietitian Nutritionists (RDN)
- These options Do NOT meet all the competencies required by the Academy of Nutrition and Dietetics (AND).
- If you are interested in becoming a Registered Dietitian Nutritionist (RDN), you should meet with an advisor and consider applying to our Option in Dietetics.

This handbook provides:

- Coursework planning for the options in Nutrition Management and Food and Nutrition Communication
- General information about the Department of Nutrition and Food Science such as:
  - Mission Statement and Goals
  - How to declare the major and a specific Option
  - How to find out which NFSC faculty member is your advisor
  - Information about university policies and procedures that provide guidance in your academic career at CSU, Chico
  - 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 2018-2019 Catalog. See website: (<http://catalog.csuchico.edu/viewer/home>). However, if you enrolled the NFSC major prior to 2018 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/18/BACHELORREQS.html>.

You can find a copy of this 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. Department and Degree Mission Statements

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 nutrition management professionals.

#### **BS in Nutrition and Food Sciences Program Mission**

The mission of the BS program in Nutrition and Food Science 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 Nutrition Management. 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:

<https://www.eatrightpro.org/acend>

### II. Option Mission Statements and Goals Nutrition Management Program Mission

The Mission of the Nutrition Management Program is to:

- Provide a broad educational background to develop competent and productive students that can apply their knowledge and decision-making skills for careers in nutrition management in schools, healthcare, and commercial operations while using resources in a sustainable manner.
- Prepare students to serve culturally diverse clientele and work with culturally diverse employees by engaging students in pre-professional foodservice related experiences.

#### **Nutrition Management Program Goals:**

Goal 1: Provide nutrition management pre-professional, practical training opportunities that benefit the students.

- Outcome 1: At least 90% of students will complete a nutrition management-related practicum or externship experience.
- Outcome 2: At least 70% of students will report on their exit survey that they participated in a pre-professional organization (i.e. NFSA, IFT, NACUFS, Association of Nutrition & Foodservice Professionals, National Restaurant Association, California School Nutrition Association)

Goal 2: Graduate diverse, competent, entry-level professionals who obtain employment in nutrition management or related fields.

- Outcome 1: At least 30% of the BS/DPD students will identify with a race/ethnicity or gender that is often underrepresented in the field of nutrition and dietetics.
- Outcome 2: Over a five-year period, 70% of nutrition management graduates report that they are employed in nutrition management or related field

#### *Assessment of program indicators\**

- Over the last 5 years, 91% of students in the options in food and nutrition communication (FNC) and nutrition management (NM) completed a nutrition-related practicum or externship experience that serves the Northern California community.
- Over the last 5 years, 81% of students in the options in FNC and NM reported participating in a pre-professional organization.
- Over the last 5 years, 42% of students that graduated in the options in FNC or NM identified as ethnic/race or gender minorities.
- Alumni data for 2011-2015, indicate that of the 31 graduates in the option in NM, 68% obtained employment in nutrition or related field (40% work as foodservice directors or in foodservice, 9% work as food scientists or for the food industry, 19% work in healthcare); 13% in other positions; and 19% unknown..

\*Data are from 2012-2017

The Mission of the Food and Nutrition Communication Program is to:

- Provide a broad educational background to develop competent and productive students that can apply their knowledge and communication skills for careers as nutrition educators or other nutrition-related careers.
- Prepare students to work with culturally diverse populations by engaging students in pre- professional food and nutrition communication related experiences that serve Northern California.

### **Food and Nutrition Communication Program Goals:**

Goal 1: Provide pre-professional, practical training opportunities that benefit the students while serving the diverse Northern California community

- Outcome 1: At least 90% of students will complete a food and nutrition communication-related practicum or externship experience that serves the Northern California community prior to program completion.
- Outcome 2: At least 70% of students will report on their exit survey that they participated in a pre-professional organization (i.e. NFSA, Embodied, CHC, SNEB, National WIC Association, American Public Health Association, American College of Sports Medicine, International Society of Sports Nutrition).

Goal 2: Graduate diverse, competent, entry-level practitioners who obtain employment in nutrition education or other food and nutrition communication related fields.

- Outcome 1: At least 30% of the BS/DPD students will identify with a race/ethnicity or gender that is often underrepresented in the field of nutrition and dietetics.
- Outcome 2: Over a five-year period, 60% of food and nutrition communication graduates report that they are employed in nutrition education or food and nutrition communication related field.

#### *Assessment of program indicators\**

- Over the last 5 years, 91% of students in the options in food and nutrition communication (FNC) and nutrition management (NM) completed a nutrition-related practicum or externship experience that serves the Northern California community.
- Over the last 5 years, 81% of students in the options in FNC and NM reported participating in a pre-professional organization.
- Over the last 5 years, 42% of students that graduated in the options in FNC or NM identified as ethnic/race or gender minorities.
- Alumni data for 2011-2015, indicate that of the 86 graduates in the option in FNC, 60% work in nutrition or a related field (47% work as nutrition educators or other health-related positions (e.g., WIC, diet aide, RN, wellness or fitness industry), 13% work for the food industry or in foodservice); 20% in other positions and 20% unknown.

\*Data are from 2012-2017

### **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 2018-2019 University Catalog and may be found at <http://www.csuchico.edu/sfin/fees-tuition/reg-fees/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 \$1,918. Additional charges may be accessed on a class-by-class basis for such items as breakage fees. You may need to purchase a laboratory coat (\$35). You may want to consider joining a professional organization. Membership costs vary. Please see pages 17-18 for a complete listing of professional organizations.

## V. Required Advising and Faculty Advisors

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.

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:

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 posted outside of their offices, as well as on the bulletin board inside of the Department office (Holt 369).

Option for Career Interest	Advisor	Office	Extension
New to Major/not certain	Dr. Michelle Morris	Holt 355	X 4757
Food and Nutrition Communication for careers in Nutrition & Lactation Education & Sports Nutrition	Dr. Julie Holland	Holt 322	X 6567
Food and Nutrition Communication for careers in Food & Agriculture, Marketing, Sustainability, or Media/Writing	Dr. Maria Giovanni	Holt 336	X 4023
Food and Nutrition Communication for careers in Public Health, International Nutrition	Dr. Seth Klobodu	Holt 332	X 6163
Nutrition Management, Minor in Foodservice Admin	Dr. Joan Giampaoli	Holt 326	X 6410
Pre-Dietetics A-H; Food and Nutrition Communication for Careers in Nursing, Minors in Nutrition	Dr. Kathryn Silliman	Holt 369	X 6245
Pre-Dietetics I-R	Dr. Lauren Housley	Holt 314	X 4762
Pre-Dietetics S-Z	Stephanie Bianco	Holt 334	X 4759
Dietetics	Courtney Clark	Holt 330	X 6164

### Related Programs

### Advisors

Minor in Foodservice Administration  
 Minor in Nutrition  
 Nutritional Science Graduate Students

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 on the door of faculty offices, as well as on the bulletin board inside of the Department office (Holt 369).

## VI. Faculty to help you find an externship placement (NFSC 489/489C)

If you are in the option in **Nutrition Management**, you have three options:

1. Contact Dr. Joan Giampaoli if you are interested in School (K-12) or Health Care Nutrition Management: Holt Hall 326 x6410 [jgiampaoli@csuchico.edu](mailto:jgiampaoli@csuchico.edu)
2. Contact Stephanie Bianco if you are interested in Nutrition Program Management with the Center for

Healthy Communities (CHC) or Food Safety: Holt 334 x 4759 [sbianco@csuchico.edu](mailto:sbianco@csuchico.edu).

3. Contact Dr. Maria Giovanni if you are interested in Food Science or Food Systems Management: Holt 336 x4023 [mgiovanni@csuchico.edu](mailto:mgiovanni@csuchico.edu)

If you are in the option in **Food and Nutrition Communication**, you must complete NFSC 489/489C units in your chosen Area of Study.

If your Area of Study is **Lifecycle Nutrition**, you have three options:

1. Contact the Center for Healthy Communities. There are many choices for types of experience you may apply for; including administration and technology, public relations and media, food security and CalFresh Outreach, senior meals, local food system promotion, community and school based nutrition education, community and school based physical activity promotion, and community health and policy. Please see the following link for complete information: <http://www.csuchico.edu/cnap/jobs-internships/intern.shtml>  
NOTE: Applications are required and due weeks before the start of the semester you hope to gain experience.
2. Contact Dr. Julie Holland if you are interested in preschool and K-6 child nutrition: Holt 322 x6567 [jmholland@csuchico.edu](mailto:jmholland@csuchico.edu)
3. Contact Dr. Michelle Morris Holt 355 x4757 [mrmorris@csuchico.edu](mailto:mrmorris@csuchico.edu) or Maria Giovanni Holt 336 x4023 [mgiovanni@csuchico.edu](mailto:mgiovanni@csuchico.edu) if you are interested in senior nutrition

If your Area of Study is **Media**:

1. Contact Dr. Maria Giovanni: Holt 336 x4023 [mgiovanni@csuchico.edu](mailto:mgiovanni@csuchico.edu)

If your Area of Study is **Sports Nutrition**:

1. Contact Tracy Berman: Holt 349 x4030 [tberman@csuchico.edu](mailto:tberman@csuchico.edu)

## VII. Declaring the Major and Option

The department offers a BS degree with three options; Dietetics, Food and Nutrition Communication, Nutrition Management and a MS degree in Nutritional Science. This handbook is designed for those in the Food and Nutrition Communication and Nutrition Management options. Please see [http://www.csuchico.edu/nfsc/programs\\_nfsc/undergraduate/index.shtml](http://www.csuchico.edu/nfsc/programs_nfsc/undergraduate/index.shtml) for the BS degree and [http://www.csuchico.edu/nfsc/programs\\_nfsc/graduate/index.shtml](http://www.csuchico.edu/nfsc/programs_nfsc/graduate/index.shtml) for the MS degree.

The major in Nutrition and Food Sciences (NFSC) may be declared by the completion of a university-required change of program form that students obtain from the CSUC's Academic Advising Program's website: ([http://www.csuchico.edu/sro/forms/plan\\_change.shtml](http://www.csuchico.edu/sro/forms/plan_change.shtml)). You must select the option in Nutrition Management or Food and Nutrition Communication. This form requires your advisor's signature and the department chair's signature. Please see the list of advisors above.

## VIII. Earning a Degree in Nutrition and Food Sciences

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/18/BACHELORREQS.html>. For your convenience here is a link to the general education planning sheet [http://www.csuchico.edu/aap/understanding\\_requirements/ge\\_planning\\_sheet.shtml](http://www.csuchico.edu/aap/understanding_requirements/ge_planning_sheet.shtml). In addition, you must complete the Core Requirements for the BS in NFSC and courses listed for one of the three

options listed in the Catalog at: <http://catalog.csuchico.edu/viewer/18/NFSC/NUFSNONEUN.html>.

The **Option in Food and Nutrition Communication** is designed to prepare students for a variety of entry level education and communication-related jobs where an expertise in food and nutrition is required. The population served would be all healthy Americans from infants to seniors. Students graduating with this degree will acquire the necessary skills to communicate science-based food and nutrition information to these populations in order to improve their health and prevent nutrition-related chronic diseases.

The **Option in Nutrition Management** is designed for individuals who wish to become managers in the foodservice sector. NFSC alumni who have completed this option are successfully employed as foodservice administrators in a wide variety of facilities including healthcare facilities, nursing and residential care facilities for the elderly, and K-12 school foodservice.

#### Granting of the Degree

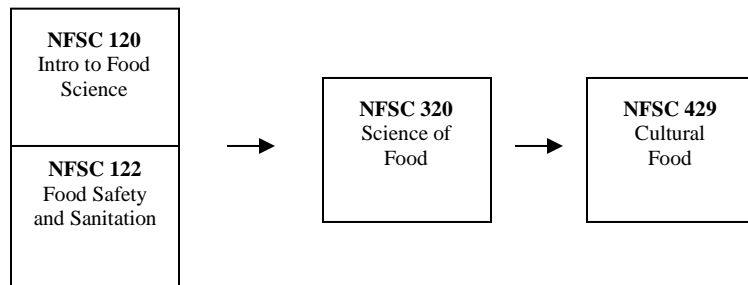
Students earn a Bachelor of Science degree in Nutrition and Food Sciences upon successful completion of the following requirements:

1. General education program including American Institutions and Diversity courses (48 units)
2. BS in NFSC Core Requirements (40 units)
3. Option in either Nutrition Management (30 units) or Food and Nutrition Communication (29-30 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

#### IX. 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 Food and Nutrition Communication and the Option in Nutrition Management. 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>).

#### Food Courses Series for Both Options

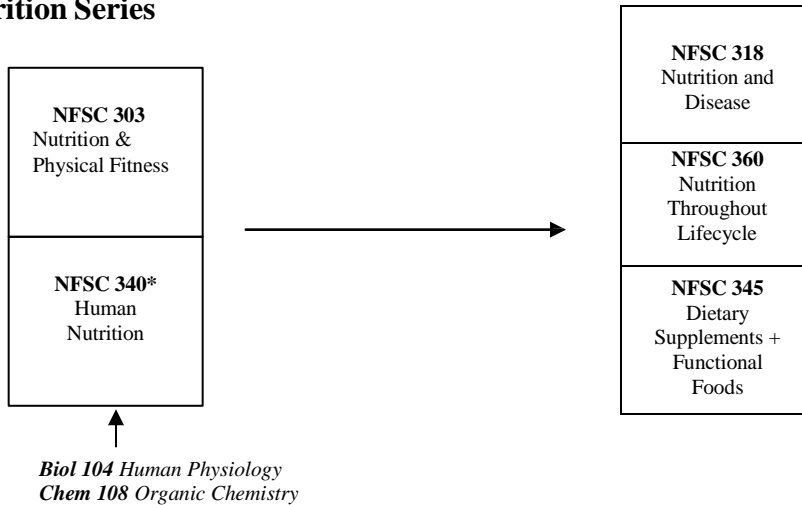






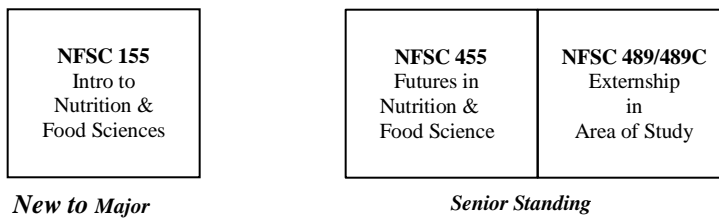
## Additional Courses in Option in Food and Nutrition Communication

### Nutrition Series

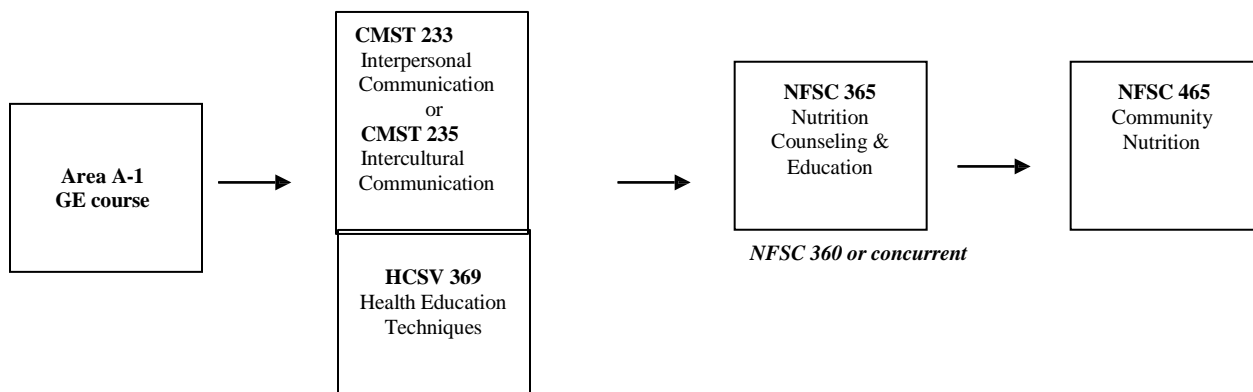


\*It is highly recommended you complete NFSC 100 your freshman year

### Professional Development Series



### Communication/Nutrition Education Series



**Students must also select one Area of Study for 6-7 units:**

- Lifecycle Nutrition
- Media and Writing
- Sports Nutrition

**II. Four Year Advising Plans**

The following are suggested four-year plans for the options in Nutrition Management and Food and Nutrition Communication (see next two pages). These advising plans are meant to provide general guidance. They are not to replace regular meetings with your advisor.

**III. 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)**

Major: [The Bachelor of Science in Nutrition and Food Sciences](#)  
 Option: Nutrition and Food Sciences (Nutrition Management)  
 Pattern:

Degree Units: 120  
 Major Units: 70  
 Elective Units: 11

First Semester		Second Semester		Comments
<a href="#">BIOL 104 (GE Area B2)</a>	4	<a href="#">NFSC 120</a>	3	
<a href="#">GE Area A [*C-]</a>	3	<a href="#">NFSC 122</a>	2	
<a href="#">GE Area A [*C-]</a>	3	<a href="#">NFSC 155</a>	1	<b>Notes</b> Review your <b>Degree Progress Report (DPR)</b> 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 and Graduation requirements. It is recommended that you meet with your major advisor early in your academic career and every semester. Consider taking the Upper-division Health and Wellness Pathway. <b>University Writing Requirement:</b> You must complete a GE Written Communication (A2) course with a grade of C- or higher, and a Graduation Writing Assessment Requirement (GW) course in your major with a grade of C- or higher. In addition you must complete 2 additional Writing (W) courses, see your DPR for specific writing course options. Consider meeting the United States Diversity and Global Cultures requirements within GE courses. Apply to graduate one year before anticipated graduation date. Priority registration is guaranteed your final semester if you applied for graduation by the stated deadline.
<a href="#">HIST 130 or POLS 155</a>	3	<a href="#">MATH 105 (GE Area A4) [*C-]</a>	3	
<a href="#">Elective [*Elective]</a>	3	<a href="#">CHEM 107 (GE B1)</a>	4	
		<a href="#">GE Area A [*C-]</a>	3	
<b>Total Units:</b>	<b>16</b>	<b>Total Units:</b>	<b>16</b>	
Third Semester		Fourth Semester		
<a href="#">NFSC 230</a>	3	<a href="#">ACCT 201</a>	3	
<a href="#">CHEM 108</a>	4	<a href="#">BIOL 211</a>	4	
<a href="#">GE Area C</a>	3	<a href="#">GE Area C</a>	3	
<a href="#">HIST 130 or POLS 155</a>	3	<a href="#">GE Area D</a>	3	
<a href="#">GE Area E</a>	3	<a href="#">Elective</a>	3	
<b>Total Units:</b>	<b>16</b>	<b>Total Units:</b>	<b>16</b>	
Fifth Semester		Sixth Semester		
<a href="#">NFSC 320 (FA)</a>	3	<a href="#">NFSC 318 (SP)</a>	3	
<a href="#">NFSC 340</a>	3	<a href="#">NFSC 360</a>	3	
<a href="#">NFSC 430</a>	3	<a href="#">NFSC 431</a>	3	
<a href="#">MKTG 305</a>	3	<a href="#">NFSC 468 or NFSC 469 (INQ)</a>	3	
<a href="#">GE Area D</a>	3	<a href="#">GE UD Pathway</a>	3	
<b>Total Units:</b>	<b>15</b>	<b>Total Units:</b>	<b>15</b>	
Seventh Semester		Eighth Semester		
<a href="#">Nutrition Management Elective</a>	3	<a href="#">NFSC 429W (SP) (GW) [*C-] (Capstone)</a>	3	
<a href="#">RHPM 420</a>	3	<a href="#">NFSC 455 (SP)</a>	1	
<a href="#">GE UD Pathway</a>	3	<a href="#">NFSC 530 (INQ)</a>	3	
<a href="#">Elective</a>	3	<a href="#">GE UD Pathway</a>	3	
<a href="#">NFSC 489 or NFSC 489C</a>	1-6	<a href="#">Elective</a>	2	
<b>Total Units:</b>	<b>13-18</b>	<b>Total Units:</b>	<b>12</b>	

(Consult the 2018-2019 University Catalog for official degree program)

Fully Online: 07/05/2018

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

Major: [The Bachelor of Science in Nutrition and Food Sciences](#)  
 Option: Nutrition and Food Sciences (Food and Nutrition Communication)  
 Pattern:

Degree Units: 120  
 Major Units: 69-70  
 Elective Units: 11-12

First Semester		Second Semester		Comments
<a href="#">BIOL 104 (GE Area B2)</a>	4	<a href="#">CHEM 107 (GE B1)</a>	4	[*C-] C- or Better is required.
<a href="#">GE Area A [*C-]</a>	3	<a href="#">MATH 105 (GE Area A4) [*C-]</a>	3	[*Elective] NFSC 100 Highly Recommended
<a href="#">GE Area A [*C-]</a>	3	<a href="#">NFSC 122</a>	2	
<a href="#">GE Area D</a>	3	<a href="#">NFSC 155</a>	1	
<a href="#">Elective [*Elective]</a>	3	<a href="#">GE Area A [*C-]</a>	3	
		<a href="#">HIST 130 or POLS 155</a>	3	
<b>Total Units:</b>	<b>16</b>	<b>Total Units:</b>	<b>16</b>	
Third Semester		Fourth Semester		Notes
<a href="#">CHEM 108</a>	4	<a href="#">BIOL 211</a>	4	<b>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 and Graduation requirements.</b>
<a href="#">NFSC 120</a>	3	<a href="#">GE Area C</a>	3	It is recommended that you meet with your major advisor early in your academic career and every semester.
<a href="#">NFSC 230</a>	3	<a href="#">GE Area D</a>	3	Consider taking the Upper-division Health and Wellness Pathway.
<a href="#">CMST 233 or CMST 235 (GE Area E)</a>	3	<a href="#">HIST 130 or POLS 155</a>	3	<b>University Writing Requirement:</b> You must complete a GE Written Communication (A2) course with a grade of C- or higher, and a Graduation Writing Assessment Requirement (GW) course in your major with a grade of C- or higher. In addition you must complete 2 additional Writing (W) courses, see your DPR for specific writing course options.
<a href="#">GE Area C</a>	3	<a href="#">HCSV 369S</a>	3	
<b>Total Units:</b>	<b>16</b>	<b>Total Units:</b>	<b>16</b>	
Fifth Semester		Sixth Semester		
<a href="#">NFSC 303 (H and W Pathway)</a>	3	<a href="#">NFSC 318 (SP)</a>	3	Consider meeting the United States Diversity and Global Cultures requirements within GE courses.
<a href="#">NFSC 320 (FA)</a>	3	<a href="#">NFSC 365</a>	3	
<a href="#">NFSC 340</a>	3	<a href="#">NFSC Area of Study Selection</a>	3-4	Apply to graduate one year before anticipated graduation date. Priority registration is guaranteed your final semester if you applied for graduation by the stated deadline.
<a href="#">NFSC 360</a>	3	<a href="#">GE UD Pathway</a>	3	
<a href="#">Elective</a>	3	<a href="#">Elective (1-3 units as needed)</a>	1-3	
<b>Total Units:</b>	<b>15</b>	<b>Total Units:</b>	<b>13-16</b>	
Seventh Semester		Eighth Semester		
<a href="#">NFSC 345W</a>	3	<a href="#">NFSC 429W (SP) (GW) [*C-] (Capstone)</a>	3	
<a href="#">NFSC Area of Study Selection</a>	3	<a href="#">NFSC 455 (SP)</a>	1	
<a href="#">NFSC 465</a>	2	<a href="#">NFSC 489 or NFSC 489C</a>	1-6	
<a href="#">GE UD Pathway</a>	3	<a href="#">Elective (1-3 units as needed)</a>	1-3	
<a href="#">GE UD Pathway</a>	3			
<b>Total Units:</b>	<b>14</b>	<b>Total Units:</b>	<b>6-13</b>	

(Consult the 2018-2019 University Catalog for official degree program)

Fully Online: 07/05/2018

#### **IV. 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/18/ACAREGS.html>.

#### **V. 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 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>.

#### **VI. Service Learning Externship Experience and Tips for Securing a Placement**

##### **Tips for securing NFSC 489/489C Externship Units**

Two units of NFSC 489/489C are required for the Option in Food and Nutrition Communication and the Option in Nutrition Management and generally completed your senior year. The purpose of these units is to provide you with preprofessional experience and is designed as a transition to professional practice.

Two units represent 90 hours of experience. In general, you enroll in NFSC 489 units your final two semesters. You should consult with your faculty supervisor early to determine if it is appropriate to enroll in all two units a single semester or to spread the two units over two semesters. It is important that you consult with the supervising faculty the second semester of your junior year. DO NOT wait until the first few weeks of the semester you were planning to enroll in NFSC 489 units.

Students must enroll in NFSC 489, Externship for at least 2 units, to gain practical experience in various employment areas of food nutrition and communication and Nutrition Management. 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. 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
Dr. Lauren Housley, RDN	<a href="mailto:lhousley@csuchico.edu">lhousley@csuchico.edu</a>	Nutrition and Cancer Prevention + Nutrient Bioavailability + Biomarkers
Tracy Berman, MS	<a href="mailto:tberman@csuchico.edu">tberman@csuchico.edu</a>	Sports Nutrition
Stephanie Bianco, MS, RDN	<a href="mailto:sbianco@csuchico.edu">sbianco@csuchico.edu</a>	Nutrition Program Management/Food Safety
Dr. Joan Giampaoli, RDN	<a href="mailto:jgiampaoli@csuchico.edu">jgiampaoli@csuchico.edu</a>	School + Healthcare Nutrition Management; Eating Disorders
Courtney Clark, MS, RDN	<a href="mailto:clclark@csuchico.edu">clclark@csuchico.edu</a>	Clinical Nutrition
Laura Curtis, MS, RDA	<a href="mailto:lccurtis@csuchico.edu">lccurtis@csuchico.edu</a>	Motivational Interviewing
Dr. Maria Giovanni	<a href="mailto:mgiovanni@csuchico.edu">mgiovanni@csuchico.edu</a>	Food Science + Systems/Management/Healthy
Dr. Keiko Goto	<a href="mailto:kgoto@csuchico.edu">kgoto@csuchico.edu</a>	Food + Culture
Dr. Seth Selorm Klobodu	<a href="mailto:ssklobodu@csuchico.edu">ssklobodu@csuchico.edu</a>	Global Nutrition + Community Nutrition
Dr. Michelle Morris, RDN On sabbatical leave fall 2017	<a href="mailto:mrmorris@csuchico.edu">mrmorris@csuchico.edu</a>	Community Nutrition, Senior Nutrition, Eating Disorder Prevention
Dr. Julie Holland	<a href="mailto:jmholland@csuchico.edu">jmholland@csuchico.edu</a>	Child Nutrition + Lactation
Dr. Kathryn Silliman, RDN	<a href="mailto:ksilliman@csuchico.edu">ksilliman@csuchico.edu</a>	Nutrition Science/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/>

## VII. 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.

Policy	Link
<b>Academic Calendar*</b>	<a href="http://www.csuchico.edu/apss/images/calendars/2018-19%20Academic%20Calendar%20FINAL.pdf">http://www.csuchico.edu/apss/images/calendars/2018-19%20Academic%20Calendar%20FINAL.pdf</a>
<b>Academic Policies + Regulations</b> including	<a href="http://catalog.csuchico.edu/viewer/18/ACAREGS.html">http://catalog.csuchico.edu/viewer/18/ACAREGS.html</a>
<b>Course credit policies</b>	
Registration; Change of Program and Withdrawal Policies	
Grading	

Academic Probation + Disqualification  
 Course Repeat Policy  
**CSU, Chico Strategic Plan** <http://catalog.csuchico.edu/viewer/18/STRATEGICPLAN.html>  
**CSU, Chico Governance + Administration** <http://catalog.csuchico.edu/viewer/18/UGOVADM.html>  
**University Policies** including <http://catalog.csuchico.edu/viewer/18/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/18/CSUPOL.html>  
 including Nondiscrimination, Privacy, + Student Conduct  
**Student Records and Registration** <http://catalog.csuchico.edu/viewer/18/STUDRECREG.html>  
**Degree Requirements + Graduation** <http://catalog.csuchico.edu/viewer/18/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 Externship (489) units or Independent study (399/499H) units 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.hpso.com>). E-mail: [service@hpso.com](mailto:service@hpso.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 your own insurance if you are injured or 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.

**VIII. Student Organizations: Nutrition and Food Science Association (NFSA) and Embodied**

**Nutrition and Food Sciences Association.** This organization of NFSC majors meets bimonthly 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, Facebook, 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. Graduate 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/nfsa/index.shtml>.

**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/>

For more information please contact Dr. Michelle Morris, 898-4757 or [mrmorris@csuchico.edu](mailto:mrmorris@csuchico.edu)

\* *The HAES® paradigm is based on the premise that the best way to improve health is to honor your body. HAES encourages:*

- Accepting & respecting the natural diversity of body sizes & shapes;*
- Eating in a flexible manner that values pleasure & honors internal cues of hunger, satiety & appetite; and*
- Finding the joy in moving one's body & becoming more physically vital.*

## **IX: Professional Organizations**

The NFSC faculty strongly supports and encourages student participation in professionally related activities. Here is a general list of professional organizations listed by area of interest.

### **Foodservice:**

General:

National Restaurant Association: [www.restaurant.org](http://www.restaurant.org)

International Council on Hotel, Restaurant, and Institutional Education: <http://www.chrie.org/>

Foodservice Consultants Society International: <http://www.fcsi.org/>

Food Safety:

National Restaurant Association Foundation's ServSafe Certification: <http://www.servsafe.com>

International HACCP Alliance: <http://www.haccpalliance.org/sub/index.html>

USDA Food Safety and Inspection Service: <http://www.fsis.usda.gov/>

Healthcare:

Association of Nutrition and Foodservice Professionals: <http://www.dmaonline.org/>

Association for Healthcare Foodservice: <http://www.healthcarefoodservice.org/>

Schools + Colleges:

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>

### **Nutrition Education/Public Health for Children, Senior and General Public:**

Society for Nutrition Education and Behavior: <http://www.sneb.org/>

California WIC Association: <http://www.calwic.org/> National WIC Association: <http://www.nwica.org/>

International Lactation Consultant Association: <http://www.ilca.org/>

University of California Cooperative Extension <http://www.ucanr.edu>  
National Extension Association of Family and Consumer Sciences (NEAFCS): <http://www.neafcs.org/>  
American Public Health Association: <http://www.apha.org/>  
National Association of Nutrition and Aging Services Programs: <http://www.nanasp.org/>  
The National Association of Area Agencies on Aging (n4a): <http://www.n4a.org/>

**Other Areas of Interest in Food and Nutrition Communication:**

Institute of Food Technologists: <http://www.ift.org/>  
Association of Food Journalist: <http://www.afjonline.com>  
International Food Wine and Travel Writers Association (IFWTWA): <http://ifwtwa.org/>  
Additional Professional Food Organizations: <http://www.sallybernstein.com/food/chefs-corner/organizations.htm>  
International Food Information Council (IFIC) Foundation: <http://www.foodinsight.org/>  
National Association of Farmers Market Nutrition Programs (NAFMNP): <http://www.nafmnp.org/>  
American College of Sports Medicine: <http://www.acsm.org>  
International Society of Sports Nutrition: <http://www.sportsnutritionssociety.org/>

## Part 2

### Frequently Asked Questions (FAQ's)

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

There are many career opportunities available to a student graduating with a B.S. degree in Nutrition and Food Sciences. 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 which include:

- Management positions in schools (K-12)
- Management positions in healthcare foodservice, hospitals and assisted living facilities (requires that you are a Dietary Services Supervisor)
- Sales positions in nutrition, pharmaceutical and food industries
- 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
- Quality Assurance Manager in agricultural and manufacturing industries
- Food Product Development or Sensory Science Technician

Some examples of positions include:

- Nutrition writer or editor
- Nutrition communicator/ liaison for corporations teaching nutrition and wellness
- Marketing and media for nutrition, supplement, and food companies
- Nutrition educator for health and fitness clubs
- Child nutrition program nutritionist
- Consultant for food safety/ quality assurance in various businesses and industries
- Cooperative extension nutrition program educator or manager
- WIC nutrition educator or nutrition assistant
- Nutrition educator for a variety of community programs (school nutrition and activity directors or managers, nutrition education with low-income populations at food banks or the food stamp program)
- Food communication for commodity boards
- Consultant to advertising firms
- Certified Dietary Manager or Dietary Service Supervisor in long term care facilities, skilled nursing facilities, independent living senior communities, adult day care centers
- Wellness coordinator within retirement (senior living) communities.
- Nutrition educator for Area Agency on Aging and Elderly Nutrition Program (Congregate Site and Home Delivered Meals) meal contractors.
- A variety of entrepreneurs: "Lifestyle Coach for Seniors or Families," "Nutrition and Activity Director for recreation based activities like (cruise ships, group travel, country clubs)
- Worksite wellness coordinator/Health Coach

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. What is the expected annual salary/ income for jobs in Nutrition and Food Sciences?

- Employment of nutritionists is expected to increase grow 16 percent from 2016 to 2026, much faster than the average for all occupations.
- Median annual earnings of dietitians and nutritionists were \$63,340 in 2017 according to the Academy of Nutrition and Dietetics.
- According to the US Department of Labor, health educators and community health workers have a mean annual wage of \$45,360 in 2017.
- According to the US Department of Labor, fitness trainers have a mean annual wage of \$39,210 in 2017.
- Employment of food service managers is projected to grow 9 percent from 2016 to 2026, 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
- According to the US Department of Labor, foodservice managers have a mean annual wage of \$52,030 in 2017.
- The average full-time salary for a certified dietary manager is \$50,766 in 2015.

In addition, there are many useful job search engines as shown below:

School Nutrition Association: [http://careers.schoolnutrition.org/home/index.cfm?site\\_id=6966](http://careers.schoolnutrition.org/home/index.cfm?site_id=6966)

WIC jobs: <https://www.fns.usda.gov/wic/jobs-wic>

UC Cooperative Extension jobs: <http://ucanr.org/jobs.cfm>

Nutrition Jobs: <http://www.nutritionjobs.com/> (can search by state and category!)

Jobs with the State of California:

<https://www.cdph.ca.gov/Programs/HRB/Pages/HumanResourcesBranch.aspx>

I Hire Nutrition: <http://www.ihirenutrition.com/>

Indeed: <http://www.indeed.com/> - can search for “certified dietary manager” jobs or “school Nutrition”

JuJu Inc: <http://www.job-search-engine.com/>

Simply Hired: <http://www.simplyhired.com/>

Careers in Food: <http://www.careersinfood.com/>

## 3. What certificates might I consider pursuing to help me achieve my goals?

- 1) I am interested in a **career in nutrition management in a healthcare setting**.

To work as a nutrition manager in a healthcare setting, the state of California requires that one qualifies as a **Dietary Service Supervisor**.

Currently a Dietary Service Supervisor must complete at least one of the following educational requirements:

- A graduate of a dietetics program approved by AND, accredited by Accreditation Council for Education in Nutrition and Dietetics (ACEND), and passing the exam for a Dietetic Technician, Registered (DTR) – this may be achieved by completing our option in General Dietetics.
- A **baccalaureate degree with a major** in food or **nutrition**, dietetics or **food/nutrition management** and **one year** in the dietetic service of a licensed health facility.
- A **graduate of a college degree program** with major studies in food/**nutrition**, dietetics, **food/nutrition management**, culinary arts, or hotel and restaurant services and is a **certified dietary manager** credentialed by the Certifying Board for Dietary Managers (CBDM) of the Association of Nutrition and Food Services Professional (ANFP), maintains their certification and has received at least **six hours of in-service training** on the specific California dietary service requirements contained in CCR Title 22 prior to taking on full-time duties as a dietetic services supervisor at the health facility.

A **Certified Dietary Manager (CDM)** has the education, training, and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally- recognized credentialing exam and fulfilling the requirements needed to maintain certified status.

You are eligible to take the exam to become a **Certified Dietary Manager** because you meet the following requirement

**Pathway II:** for candidates who hold a two-year or **four-year college degree in foodservice management or nutrition**, two-year culinary arts degree, or two-year hotel-restaurant management (must have at least one nutrition course and two food management courses).

The exam is available year round. The exam is a multiple choice question/answer format and is taken on a computer. There are 200 multiple choice questions. You will have four hours to complete the test. The exam is administered by AMP, a professional testing company, which has over 190 sites in the United States. Complete information on the Certified Dietary Managers Exam may be found at: <http://www.cbdomonline.org/get-certified/schedule>.

2) I am interested in pursuing a career in **School Nutrition**.

The school meal program plays a vital role in building a healthy school environment. To operate a successful meal program, child nutrition program personnel must be competent in planning, preparing, and serving meals that comply with the complex regulations and meet the needs of the children and youth they serve in a cost-effective manner. The state of California has a well-defined career ladder in the area of child nutrition. For further information, please visit <http://www.cde.ca.gov/ls/nu/pd-ps.asp>

- **A Site Manager** is responsible for the supervision of general and technical assistants and students at a kitchen site and for the supervision of meals at remote sites. The role of the site manager may vary, depending on the size of the district and/or school. The basic education level required is a certificate or an Associate's Degree.
- **Supervisor or Assistant Director** coordinates child nutrition programs in a region of the district or agency or is assigned district wide activities as specified by the director or administrator of child nutrition programs. The basic educational level required is an Associate's or Bachelor's degree.
- **A Nutrition Education Specialist** promotes nutrition instruction in the classroom through coordination with teachers, parents, child nutrition program staff, and students. The basic educational level for this position is a Bachelor's or Master's degree.
- **A Director** is responsible for the overall operation of child nutrition programs under the supervision of a school district administrator. The basic educational level required is a Bachelor's degree.
- **A Child Nutrition Program Administrator** is responsible for the overall operation of a program in a district of more than 50,000 average daily attendance. The recommended educational level is a Master's degree.

A **School Nutrition Specialist** is a person who has successfully passed the School Nutrition Specialist exam, demonstrated the knowledge and competencies necessary to manage school nutrition programs and is dedicated to continuing their professional development. Complete information on the credential and exam may be found at: <https://schoolnutrition.org/Credentialing/SNS-Benefits-Requirements-Fees/>

3) I am interested in pursuing a career with **WIC**

WIC is the nation's premier public health nutrition program, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is proven to be one of the most cost-effective and positive public health intervention programs in the nation. WIC is a federally funded intervention program designed to influence lifetime nutrition and health behaviors for low and moderate income women and children up to age five with, or at risk of developing, nutrition-related health problems including overweight and obesity. WIC hires **Degreed Nutritionists and Nutrition Assistants/Nutrition Aid** who works with the nutrition team to maximize the positive health impacts of all WIC services including participant-centered education and breastfeeding counseling and support. The minimum qualification for a Degreed Nutritionist is a Bachelor's degree. Additional information about working for WIC in the state of California may be found at: <http://www.calwic.org/about-us/jobs>

Information on the education and certification for a **Lactation Consultant/Lactation Educator** may be found at: <http://www.cdph.ca.gov/HealthInfo/healthyliving/childfamily/Pages/DistanceLearningBreastfeedingCourses.aspx>

<http://breastfeeding-education.com/>

4) I am interested in a career working as a **Sports Nutritionist**.

There are a few certificates that someone with a BS degree might consider.

A **Certified Personal Trainer (CPT)** works with apparently healthy individuals and those with health challenges, who are able to exercise independently to enhance quality of life, improve health-related physical fitness and performance, manage health risk, and promote lasting, healthy behavior changes. A well respected certificate is offered by the American College of Sports Medicine. Please see <http://certification.acsm.org/acsm-certified-personal-trainer>.

The American College of Sports Medicine also offers a certification as a Physical Activity **in Public Health Specialist (PAPHS)**. A PAPHS is a powerful leader and promotes physical activity in public health. Please see <http://certification.acsm.org/acsm-physical-activity-in-public-health-specialist>

Many companies will also do on the job training for careers as **Health Coaches**.

Most Sports Nutritionists are Registered Dietitians or have an advanced degree (MS or PhD). A listing of advanced degree programs in Sports Nutrition may be found at: <http://www.scandpg.org/sports-nutrition-education-programs/>

Consider becoming **Certified Sports Nutritionist** from the International Society of Sports Nutrition. Please see <http://www.sportsnutritionistsociety.org/CISSN.html>

**4. 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 pathways, 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.
- 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. 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. Small acts of courtesy 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.

**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. Deborah Larson

**Dean**

**College of Natural Sciences**

Dr. David Hassenzahl

**Associate Deans**

**College of Natural Sciences**

Dr. Steven Robinow

**Associate Director**

**Center for Healthy Communities**

Stephanie Bianco

**Chair**

**Department of Nutrition and Food Science (NFSC)**

Dr. Christopher Nichols

**Undergraduate Program**

**Didactic Program in Dietetics**

*Director*

Courtney Clark

**Graduate Program**

**Master of Science**

*Coordinator*

Dr. Keiko Goto

**Dietetic Internship**

*Director*

Dr. Joan Giampaoli



## Appendix B

Codes of ethics are adopted by professional organizations to assist professionals in making decisions and understanding the difference between 'right' and 'wrong' and to apply this understanding to their decision. Here are some examples of code of ethics.

The Code of Ethics for members of the **Association of Nutrition and Foodservice Professionals** has been adopted to promote and maintain the highest standards of foodservice and personal conduct among its members. Adherence to this code is required for membership and serves to assure public confidence in the integrity and service of Association of Nutrition and Foodservice Professionals.

The complete code may be found at: <http://www.cbdmonline.org/cdm-resources/cdm-cfpp-credential-code-of-ethics>

**Foodservice Consultants Society International (FCSI)** seeks to ensure that its Consultant (Professional, Senior Associate and Associate) Members meet the highest levels of professional conduct and ethical standards related to the foodservice consultancy industry. In order to provide members with meaningful guidance, FCSI has developed the following Code of Conduct for its members to help ensure that they remain independent and objective. This Code of Conduct is intended to increase the confidence and safety of all those engaging or relying on a member of FCSI.

The complete code may be found at: <http://www.fcsi.org/?page=Ethics>

The **Health Education Code of Ethics** may be found at: <http://www.nchec.org/credentialing/ethics/>

The **Society for Public Health Education (SOPHE) Code of Ethics for the Health Education Profession** may be found at: <http://www.sophe.org/ethics.cfm>

The **California School Nutrition Association** Code of Ethics may be found at: <http://www.calsna.org/NAC/NACEthics.php>