DIETETICS STUDENT HANDBOOK
Policies and Procedures

University of Arizona
College of Agriculture and Life Sciences
Department of Nutritional Sciences

DIDACTIC PROGRAM IN DIETETICS
and
INDIVIDUALIZED SUPERVISED PRACTICE PATHWAY
WELCOME to the Didactic Program in Dietetics (DPD) in the Department of Nutritional Sciences at the University of Arizona. This handbook is designed to serve as a resource for you during your time as an undergraduate student in our program. If you have any questions, please do not hesitate to contact us.

Department of Nutritional Sciences

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The Nutritional Sciences Department takes a collaborative and interdisciplinary approach to discovering, integrating, extending and applying knowledge and skills related to nutritional sciences to prevent disease and to promote optimal nutritional status, health and well-being.

The Nutritional Sciences Department is housed in the College of Agriculture & Life Sciences (CALS). CALS’ purpose, mission and vision are:

**Purpose:**
To ensure resilience and health of our communities, people, environments, and economies locally, regionally, and globally.

**Mission:**
To educate students and communities in ways that enable their future success in the regional and global economies. To develop new knowledge and new technologies to benefit society.

**Vision:**
To be the most important driver in Arizona's economy and the world's top college in 21st century agriculture, life sciences, and commerce.

*Department of Nutritional Sciences*

The purpose and mission of the Department of Nutritional Sciences (see below) is aligned with The University of Arizona’s Strategic Plan “Never Settle”, the ABOR goals and metrics along with the CALS Strategic Plan.

**Purpose:**
Advance knowledge of nutrition in the promotion of health.

**Mission:**
To provide outstanding research, graduate and undergraduate programs, and outreach education that advances nutrition and physical activity in optimizing health for all people.

*DPD Program:*

**Mission:**
To provide the foundation knowledge and skills in dietetics, and successfully prepare competent graduates for supervised and entry-level practice as dietitians in the state and nation.

**Program Goals:**
Goal #1: The program will provide students a quality education for entry into supervised practice, graduate school, or the workforce in nutrition or a related field.
- Over a five-year period, 80% of the program graduates will pass the registration exam on their first attempt.
- Over a five-year period, 80% of the program graduates will pass the registration exam within one year of taking the exam for the first time.
- Over a 5-year period, 60% of those applying to supervised practice programs the academic year they complete the program will be accepted.
• Over a five-year period, 80% of students admitted to the program will complete the program within 5 years from beginning the program (150% of the program length).
• Over a five-year period, 50% of graduates who seek employment will be employed in dietetics-related positions within 12 months of completing the program.
• Over a five-year period, 50% of graduates who respond to the alumni survey will report they are employed in a dietetics-related position.
• Over a five-year period, 80% of graduating seniors will rate the overall quality of the program as “excellent” or “good”.
• Over a five-year period, 80% of DPD graduates within the last five years who return the alumni survey will rate the program as “excellent” or “good” in preparing them for supervised practice, graduate school or entry level practice in nutrition or a related field.

Goal #2: The program will provide students with experiential learning opportunities to develop skills, knowledge and beliefs to be successful in supervised practice, graduate school, or the workforce in nutrition or a related field.
• Over a five-year period, 80% of the program graduates will pass the registration exam on their first attempt.
• Over a five-year period, 80% of graduating seniors will rate the overall quality of the program as “excellent” or “good”.
• Over a five-year period, 80% of DPD graduates within the last five years who return the alumni survey will rate the program as “excellent” or “good” in preparing them for supervised practice, graduate school or entry level practice in nutrition or a related field.
• Over a five-year period, 80% of Dietetic Internship Directors surveyed will rate the DPD graduates as “excellent” or “outstanding” in preparation for supervised practice.

ISPP Program Goals:
• Over a five-year period, 80% of the ISPP interns will pass the registration exam on their first attempt.
• Over a five-year period, 80% of the ISPP interns will pass the registration exam within one year of completion of the ISPP program.
• Over a five-year period, 90% of ISPP interns will complete the internship program within 150% of the planned completion time.
• Over a five-year period, 90% of ISPP interns will be employed in the field of nutrition and dietetics within one year of completing the program.

Program outcome data are available upon request

Program Overview
The University of Arizona Department of Nutritional Sciences houses both a Didactic Program in Dietetics (DPD) and an Individualized Supervised Practice Pathway (ISPP).

The DPD is a Bachelor’s of Science degree program in which a DPD Verification Statement is provided upon completion, allowing students to apply for supervised practice programs. A DPD Verification Statement is required in order to start a supervised practice program (e.g. Dietetic Internship Program). The degree program is approximately four years in length and requires a variety of
coursework including chemistry, biology, physiology, nutrition science, clinical nutrition and food service (see below for sample 4-year plan). Upon successful completion of a supervised practice programs graduates are eligible to sit for the Registered Dietitian Nutritionist exam to obtain the RDN credential. A Registered Dietitian Nutritionist (RDN) is health professional who is considered an expert in food and nutrition. Dietetics is the high-tech science of applying food and nutrition to health. For more information, visit the website for the Academy of Nutrition and Dietetics – www.eatright.org.

Sample UA dietetics 4-year plan:

Steps to obtain the RDN credential include:
• Minimum of a bachelor’s degree from a university accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND),
• Complete an ACEND accredited supervised practice program (also known as a Dietetic Internship),
• Complete and pass a national registration examination given by the Commission on Dietetic Registration (CDR).
• Licensure is regulated at the state level and many states, but not all, require RDNs to be licensed.
• Continued education is required for maintaining professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills.

Computer-Matching for Supervised Practice (Dietetic Internship)

Computer matching is an essential component of the process for obtaining a Dietetic Internship. The computer matching process is extremely competitive. DPD students and graduates who successfully match to an internship generally have a GPA >3.0, have a variety of volunteer or work related experience in the nutrition field and have pursued opportunities in leadership, research or teaching/precepting to strengthen their skill set.

Information is available on the Academy of Nutrition and Dietetics/Accreditation Council for Education in Nutrition and Dietetics (ACEND) website regarding dietetic internships at: www.eatright.org/ACEND/. D&D Digital Systems manages the match process and there is a fee that must be submitted at the time the student submits their mark/sense card to participate in the match process.

All complete computer matching information, including computer matching dates with deadlines, are available on the Academy/ACEND website at www.eatright.org/ACEND/.
Application Phase
Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI).

The basic steps in this process are:
1. Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs.
2. Discuss application materials with your Didactic Program Director. If required, apply to take Graduate Record Examination (GRE).
3. Request references from advisor/faculty/employers and order official transcripts as needed for each DI application (~2-3 months prior to the match application deadline).
4. Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not Academy staff.
5. Provide telephone number(s) with applications where you can be reached on Appointment Day.
6. Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
7. Applicants must register on the D&D Digital website, pay the $50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with log-in information.
8. If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period.
9. Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur. Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

Appointment Phase
1. Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program’s time zone) on Appointment Day.
2. Applicants who submitted a Declaration of Intent to Complete Form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor’s degree before they may begin the DI.

Important Application Responsibilities
1. Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.
UA Nutrition Science ISPP

ISPP Overview: The Individualized Supervised Practice Program (ISPP) is an alternative supervised practice pathway that the UA NSC Department offers which allows graduates of the UA DPD to sit for the RDN exam. A minimum of 1200 hours of supervised practice hours are required with rotations in clinical nutrition, community nutrition, food service, and others. Full time and part time options are available. The program concentration is clinical nutrition. The ISPP is

Admission to ISPP: Only UA DPD graduates are eligible to apply for the UA ISPP and will be selected by a selection committee based on a review of their application packet and interview. All application dates and deadlines will be made available on the ISPP program website: http://nutrition.cals.arizona.edu/ispp-program

Interns who are offered acceptance into the program will have 48 hours to respond; after 48 hours, the offer may be withdrawn. Acceptance will not be deferred. Individuals are eligible to apply for the ISPP ONLY if they have not matched in the most recent dietetic internship match process.

Program Costs

DPD: Average tuition for the full-time student varies each academic year. Tuition rates are listed for both Arizona residents and out-of-state students at: http://www.bursar.arizona.edu/students/fees/. All tuition and fee schedules are subject to change from semester to semester. Some labs require additional fees per semester.

Additional costs include:
Books and supplies $200-300 per semester
Room and board variable
Parking and student ID variable
Transportation variable
Program Fee $250 per semester
AND student membership $50 (optional)

ISPP: The costs for the ISPP are estimated below and may vary based on specific circumstances.
Program Fee $10,000 (out-of-state tuition not charged)
Lab coat $50
Books and supplies $300
AND student membership $50
Professional liability insurance $100 (approximate)
Laptop Computer variable
Transportation and parking variable
Room and board variable
Personal health insurance variable
Drug testing and background check variable
**Financial Aid**
All degree-seeking students are eligible to apply for federal aid by submitting the Free Application for Federal Student Aid (FAFSA) form. Contact the Financial Aid Office for more information: [http://financialaid.arizona.edu/](http://financialaid.arizona.edu/).

For students enrolled in the DPD, college and departmental scholarships are available and awarded on a competitive basis using criteria such as scholastic achievement and financial need. A single application can be submitted for a pool of scholarships available: [http://cals.arizona.edu/academicprograms/scholarship_information](http://cals.arizona.edu/academicprograms/scholarship_information).

For students enrolled in the ISPP, there are currently no scholarships, federal financial aid, or University supported grants available.

Students and interns, who are members of the Academy of Nutrition and Dietetics, may apply for scholarships and other financial aid offered through the AND Foundation: [www.eatright.org](http://www.eatright.org).

**Accreditation Status**
University of Arizona Didactic Program in Dietetics is accredited by Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics,

120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040, ext. 5400
http:www.eatright.org/ACEND/

**Program Admissions Requirements**
**DPD:** Applying and being accepted into the University of Arizona allows students to pursue the Nutritional Sciences degree, and the Dietetics program. There is no additional application process to the DPD. Completion of an online application is required to apply to the University of Arizona. There are separate applications for freshman and transfer students, as well as for students seeking readmission and non-degree status. For access to the online application system visit the following website: [https://admissions.arizona.edu/ONLINEAPPLICATION/](https://admissions.arizona.edu/ONLINEAPPLICATION/). Specific admissions requirements are indicated.

**ISPP:** At this time only graduate of the University of Arizona DPD are being considered for placement into the ISPP. To be considered for the ISPP program applicants must meet the following minimum requirements:
1. Bachelor’s degree from an accredited institution.
2. Verification Statement from a program accredited by the Accreditation Counseling for Education in Nutrition and Dietetics (ACEND).
3. Participation in the dietetic internship matching process without being matched to a program.
Those holding a PhD in nutrition or related field may apply without either a Verification Statement or having participated in the matching process, but may need to complete specific DPD coursework prior to starting the supervised practice. It is recommended that potential ISPP applicants contact the program coordinator before applying to the ISPP.

Academic Calendar
All important dates and deadlines are available in the online Academic Calendar: http://catalog.arizona.edu/acadcalcs.html.

DPD: Generally, fall semester starts in mid/late-August and end in early/mid-December. Spring semester begins in mid-January and end in mid-May. The first summer session is generally the month of June and the second summer session is the month of July. There is also pre-session, which is the three weeks between May graduation and the beginning of first summer session in June. Winter session is the time between December graduation and the beginning of spring semester in January. Holiday closures will follow the official UA Holiday Schedule: http://www.hr.arizona.edu/04_cb/comp/holiday/Holiday_Schedule_2010-2012.pdf.

ISPP: A master rotation schedule will be provided to all ISPP interns.

Code of Ethics
All members of the Academy of Nutrition and Dietetics, as well as students and interns of AND professional programs should be familiar with the AND Code of Ethics. A full description of the AND Code of Ethics is available here: http://www.eatright.org/About/Content.aspx?id=8221 University of Arizona students must abide by the Student Code of Conduct as outlined here: http://deanofstudents.arizona.edu/studentcodeofconduct.

Withdrawal and Refund of Tuition and Fees
DPD: A withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. Information on leaving the University is available at the following website: http://catalog.arizona.edu/2012-13/policies/leavingu.htm

ISPP: Interns who decide not to continue with the supervised practice must provide the DPD/ISPP Director formal written notice of plans to withdraw from the program. In cases of emergency, the intern should contact the DPD/ISPP Director as soon as possible, and provide a written statement within two days of the initial contact. If written notice is received within the first 2 weeks of initiation of supervised practice, the intern is entitled to an 80% refund of the program fee. Refunds will not be given after 2 weeks.

Membership in Professional Associations
Southern Arizona Academy of Nutrition & Dietetics Association
All students are encouraged to take an active role in the student and professional organizations to maximize your university and/or internship experience. Membership in the Southern AZ AND district professional association is an indication of your commitment and interest in the profession. Attending the district association meetings offers many opportunities for
volunteerism and networking with local RDNs. All meetings also provide educational sessions with a variety of guest speakers.

**Academy of Nutrition & Dietetics Association**

Students interested in pursuing a career in dietetics are encouraged to become a student member of the Academy of Nutrition & Dietetics (AND). Membership applications are available from the DPD Director, the Academic Advisors and on the AND website (www.eatrightpro.org). The membership year is from June 1 thru to May 31; dues are not prorated if you become a member after June 1. Currently the dues for an annual student membership are $50. There are many benefits associated with being an AND member including ability to apply for scholarships, ability to stay informed on hot nutrition topics and latest evidence-based guidelines, access to the AND evidence analysis library and discounts on AND programs and products. Membership in AND automatically makes you a member in the state AND affiliate AZ AND.

**Nutritional Science Club**

The UA Nutritional Science Club is an ASUA recognized non-profit organization run by nutrition students. Our mission is to promote healthy lifestyle choices and behavior change within the Tucson community. The club offers opportunities for nutrition students to:

- Gain community experience
- Develop professional and leadership skills
- Network with professionals in the field
- Make new friends

The Nutrition Science Club partners with the UA Nutrition Network, Smart Moves, Body Smart, and other campus organizations to provide a wide variety of volunteer opportunities. The Nutritional Science Club also plans social outings and philanthropic events, such as the biannual UA Food Drive.

As a group, the club hopes to bring together students with a passion for nutrition and public health; to guide and prepare them for a career in dietetics; and to engage the community in healthy lifestyle choices. All NSC majors are welcome and can join on the Nutrition Science club page on Facebook.

**Access to Personal Files**

Students and former students have the right to inspect and review their education records within 45 days from making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student’s educational record. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school’s Student Records Policy
• The right to file a complaint with the FERPA Office in Washington, D.C. - Family Policy Compliance Office

The institution is not required to permit students to inspect and review the following:
• Information about other students.
• Financial records of parents.
• Confidential letters of recommendation if they waived their right of access.

Additional information can be accessed at the following website:
http://www.registrar.arizona.edu/ferpa/default.htm

Protection of Privacy
In general, the University will not release "personally identifiable information" from a student's education record without the student's prior written consent; however, FERPA allows disclosure without student consent under the following circumstances:
• School employees who have a "legitimate educational interest" in the records in order to perform their duties
• Other schools where a student seeks to enroll or is enrolled
• Accrediting organizations
• Organizations doing certain studies for or on behalf of the University
• Appropriate parties to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid
• Parents of a "dependent student," as defined in the Internal Revenue Code, when the parent has provided a notarized affidavit, along with a copy of the relevant page of the parent's most recent income tax return indicating the student's dependent status. Affidavits must be updated annually, otherwise, prior written permission from the student is required
• Certain government officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U. S. Attorney General for law enforcement purposes or state or federally supported education programs
• Individuals who have obtained a judicial order or subpoena
• School officials who have a need to know concerning disciplinary action taken against a student
• Appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the student and/or others
• An alleged victim of a crime of violence or non-forcible sexual offense has a right to learn the results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime.
• Information regarding any violation of university policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance may be released to the parents or legal guardian of a student under the age of 21
• Those requesting "directory information" on a student provided the student has not requested his or her information be withheld
• Approved vendors /3rd party operators contracted with the university to provide services.
FERPA allows for disclosure in the above circumstances, but disclosure is not required. Additional information can be accessed at the following website: http://www.registrar.arizona.edu/ferpa/default.htm

Access to Student Support Services
Students enrolled at the University of Arizona have access to Campus Health Services which provides a variety of support services including: counseling and psychological services, health services, pharmacy, and preventive services. Additional information can be accessed at http://www.health.arizona.edu/main.htm.

The Office of Scholarships and Financial Aid administers aid through a variety of programs. To be eligible for financial aid, students must be registered as degree-seeking and making satisfactory progress toward degree completion. To access financial aid information see the following website: http://financialaid.arizona.edu/.

Dress Code
DPD: students should review the DPD course syllabi for any dress code requirements. Questions should be discussed with the course Instructor.

ISPP:
Professional attire is required in all supervised practice rotations to conform to sanitary requirements, and to project a professional image. It is the responsibility of the intern to contact primary preceptors for rotations prior to starting a rotation to determine if additional dress code requirements are in place beyond those outlined below.
- Jewelry – Limited to wedding ring/band; simple watch; post-type(no dangling) earrings
- Hair – combed and neatly arranged; completely covered by a hair net when in food production areas; non-porous or metal hair ornaments are permissible.
- Dress – A clean, pressed lab coat is required in most facilities. Women should wear a professional dress, skirt or slacks. Dresses and skirts should fall no shorter than two inches above the knee. Tops must be conservative and have sleeves. Bare legs are not permitted. Men should wear a collared shirt with long sleeves, slacks and dress shoes. A conservative tie is optional.
- Shoes - Closed toed, low heeled dress shoes are required.
- Miscellaneous - Chewing gum, perfume, nail polish, acrylic nails, and excessive make-up is not allowed. A name-tag must be worn at all times.

Attendance Policy
DPD: Students should check the course syllabus for class attendance policy as these vary from course to course.

ISPP: Any absences must be reported to the program director and preceptor as soon as possible. Special requests and absences for personal reasons must be requested through the program director in writing at least four weeks in advance. Delayed rotations must be completed in a timely manner at the convenience of the preceptor.
Exit Interview
**DPD:** Upon filing degree candidacy paperwork with Graduation Services, students are required to complete a program evaluation. The evaluation is then provided to the DPD Director for review and analysis.

**ISPP:** Upon completion of supervised practice rotations, interns complete a program evaluation. The program coordinator reviews and analyzes the data.

Non-discrimination Policy
The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

- **Title IX Officer**
  Mary Beth Tucker
  Director, Office of Institutional Equity
  University Services Building, Room 217
  Phone (520) 621-9449

- **ADA/504 Compliance Officer**
  Sue Kroeger
  Director, Disability Resource Center
  Campus Health Center, Room 104
  Phone (520) 621-7674; TTY (520) 621-3268

Anyone who believes that he/she has experienced sexual harassment or discrimination should call the Office of Institutional Equity (OIE). He/she will be transferred to an individual with expertise in these areas for advice on handling the situation and information on filing a complaint. The University’s nondiscrimination policies, including sexual harassment, are available on the OIE website [http://equity.arizona.edu/](http://equity.arizona.edu/).

- **Office of Institutional Equity**
  The University of Arizona
  University Services Building, Room 217
  P.O. Box 210158
  Tucson Arizona 85721-0158
  Phone (520) 621-9449

Insurance Requirements
**DPD:** Although highly recommended, domestic University of Arizona students are not required to have personal health insurance. International students are required to have personal health insurance. Professional liability insurance is not required.
**ISPP:** Professional liability insurance and personal health insurance are required for all interns, and proof of insurance must be provided to the program director prior to the start of the first rotation. Auto insurance is also required, if applicable. Professional liability insurance must cover at least $1 million per incident, $3 million per occurrence.

**Liability for Safety in Travel to or from DPD/ISPP Experiential Learning Sites and/or Supervised Practice**
Transportation to and from all supervised practice facilities is the responsibility of the student/intern. Interns using a personal vehicle for transportation must provide proof of auto insurance to the program director prior to the start of the first rotation.

**Injury or Illness while in a Facility for DPD/ISPP Experiential Learning/Supervised Practice**
Students and interns who are injured or become ill while in a supervised practice facility should seek appropriate care (emergency room, Campus Health Service, primary care physician, etc.). Students and interns are medically and financially responsible for any health emergencies and/or healthcare needs.

**Immunizations**
**DPD:** Proof of negative TB test is required for DPD course required experiential learning opportunities.

**ISPP:** Immunization records and a TB test are required for interns before starting the program. The following vaccinations need to be current: Hep B series, MMR, Varicella, Tdap. You may also be required to obtain a flu shot during flu season. It is the responsibility of the intern to contact facility preceptors prior to starting a rotation to inquire about any additional immunization requirements.

**Drug Testing and Criminal Background Checks**
**DPD:** Drug testing and criminal background checks are not completed for DPD students.

**ISPP:** Interns need to complete a criminal background check prior to starting the program. It is the responsibility of the intern to contact facility preceptors prior to starting a rotation to inquire about any additional testing requirements.

**Educational Purpose of Experiential and Supervised Practice Experiences**
Rotation schedules and outlines of learning activities for each rotation will be provided by the program director to preceptors. Student and interns are not to be used as replacement for staff or complete staff work responsibilities unless the task(s) specifically relates to completion of program competencies. Experiential learning/rotation sites provide hands-on learning opportunities. Students and interns work with business owners and their employees to gain valuable experience that strengthens their knowledge base and skill set and these experiences are not meant as opportunities to replace employees in these respective work places.
Filing and Handling Complaints
Any complaints regarding the DPD or ISPP should be addressed with the program director in person or in writing. Decisions of the Program Director may be appealed to the Head of the Nutritional Sciences Department. Students should submit complaints to ACEND (see ACEND address under accreditation section of handbook above) only after all other options with the program and the institution have been exhausted.

Assessment of Prior Learning
DPD: Transfer credit will be assessed initially by the Admissions office, and then by the undergraduate academic advisor for the Nutritional Sciences Department. The UA Academic Catalog outlines the transfer credit process, as well as the transfer credit appeal process. Credit will not be granted for prior work experience, although coursework may be tailored if ACEND competencies have been met with prior work experience. The discretion to modify DPD curriculum is left to the program director.

ISPP: An intern’s past academic or work experience may be used to fulfill ACEND competencies, for outpatient, community and long term care. A maximum of 10 weeks (400 hours) of the total 1200 hours may be fulfilled with your prior learning experiences. Interns with pertinent experience should discuss prior learning with the program director to develop a personalized plan. Awarding credit for prior learning is at the sole discretion of the DPD Director and ISPP Coordinator.

All students requesting an assessment of prior learning will be required to submit a portfolio to the program director demonstrating how ACEND competencies in specific areas have been met. A link to the supervised practice competencies can be found here: http://nutrition.cals.arizona.edu/ispp-current-interns

The following materials are acceptable to include as part of the portfolio:
• Letter from place of employment indicating job description, duties and length of employment
• Specific examples of work (projects, presentations, materials developed)
Other materials such as resumes, letters of recommendation, or narrative without specific examples are not acceptable forms of documentation.

Formal Assessment of Student Learning and Regular Reports of Performance
DPD: Formal evaluation of student learning and performance occurs in all DPD courses using various assessment modalities including but not limited to quizzes, online discussions, papers, group projects and class presentations, community nutrition presentation, and exams. Students are informed of their progress on a regular basis as all Instructors utilize the University’s D2L online system for course management. Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with DPD faculty and/or TAs on class assignments/exams, skill development, presentations and projects.
Students are encouraged to meet with the undergraduate advisor at least once per year to track progress in the program. All students must maintain good academic standing by earning an overall GPA of at least 2.0. Earning less than a 2.0 results in the student being placed on academic probation, and if the GPA is not improved, college dismissal or disqualification as per University policy. DPD students with a GPA <3.0 will be contacted by their Academic Advisor each fall semester to alert them of their status and recommend they schedule an advising appointment to discuss their performance.

**ISPP:** Formal evaluation of interns occurs at pre-determined times throughout the supervised practice rotations using specific online forms. Evaluations include both assessments of the intern’s progress as well as assessments of the intern’s knowledge and performance in rotations. Preceptors completing the evaluation use the provided online form and review with the intern prior to submitting to the program coordinator. Interns also complete an identical self-evaluation which is reviewed with the preceptor. It is the intern’s responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation.

Interns can expect to receive formal evaluations in the following formats:
- Written evaluations from preceptors
- Rubrics for oral presentations
- Comprehensive review of nutrition assessments and charted notes with written feedback provided by preceptors (daily during rotations where MNT is provided).
- Preceptor reviewed assignments, such as case studies

Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with preceptors on skill development, clinical documentation, presentations and projects.

**Program Retention and Remediation**

**DPD:** Students are encouraged to meet with the undergraduate advisor at least once per year to track progress in the program. All students must maintain good academic standing by earning an overall GPA of at least 2.0. Earning less than a 2.0 results in the student being placed on academic probation, and if the GPA is not improved, college dismissal or disqualification. DPD faculty will notify the Academic Advisor of students who are performing poorly in their courses. Students having a GPA <3.0 will be contacted by their Academic Advisor and/or DPD Director to notify them of their standing. Students will be advised to make an appointment with their Advisor to review their academic performance and strategize on options for improving academic standing. The options available to students with little successful of obtaining a DPD verification statement, which requires an overall GPA of 3.0 upon graduation, will be discussed with each student when meeting with their Academic Advisor and/or the DPD Director.

Students on probation for the first time (<2.0 GPA) are required to enroll into CALS 195A – Cultivating Academic Learning Strategies. NSC Advisors will lead a section of this course in the
This course is designed to provide students with the opportunity to cultivate the skills, values and attitudes necessary to become confident and successful students. It will also introduce students to university and college procedures and assist in identifying their educational goals. Skills taught in this class are time management, motivation, listening, note-taking, exam preparation and use of campus resources and advising. Students will have the opportunity to further explore their major and career options.

**ISPP:** If at any time the conduct of an intern is judged to unfavorably affect the morale of other interns in the program, result in an unsatisfactory level of performance, or health status of an intern is a detriment to the intern’s successful completion of the program, a meeting will be called between the program director and appropriate parties to determine a prudent course of action. If an intern does not meet the competencies and objectives of the supervised practice experience, the intern will be required to complete experiences, not to exceed one month, until the desired level of expertise is achieved. Should this occur, the program director in consultation with the facility preceptors will provide in writing specific steps and actions that are required of the intern. If the intern does not meet the competencies at that point, the intern will be dismissed from the program.

**Disciplinary/termination Procedures**
See above policy.

**Graduation and/or Program Completion Requirements**
Interns are required to successfully complete all supervised practice rotations and associated assessments such as assignments, exams, case studies, and presentations. Documentation that interns have met established competencies is maintained through the intern’s progression through the program.

- Each supervised practice component includes a set of competencies in which interns must demonstrate proficiency. Formal evaluations will be provided to interns as they progress through the program. Self-evaluations will also be required at the end of each rotation.
- If an intern is unable to demonstrate proficiency in a specific set of competencies, the intern will receive additional time not to exceed one month. The maximum time allowed to complete all supervised practice rotations and meet competencies is 2 years.
- Graded assessments and preceptor evaluations will be utilized to assess proficiency of required competencies.

**Conditions for Being Awarded a Verification Statement**

**DPD:** Upon successful completion of the required preliminary courses, Dietetics majors may continue to pursue the degree and obtain a Verification Statement. The University of Arizona’s DPD has established the following criteria to obtain a Verification Statement:

1. Completion of all DPD courses, and all the courses needed to fulfill a degree in Dietetics (including English, math, and general education requirements).
2. An overall grade point average of 3.0 or better, including UA and any transfer courses (fall 2009 catalog forward).
3. A grade of C or better in all NSC courses. A grade of B or better must be earned in NSC 101 to continue in the major (fall 2009 catalog forward).
4. At a minimum, all 400 level DPD courses must be completed at the University of Arizona. These classes include: NSC 408, 458, 495A, 425, 435, 444, and 420.

Students holding a Bachelor’s degree or equivalent can request a transcript review by the program director. DPD course deficiencies identified must be completed before a Verification Statement will be awarded.

**ISPP:** Upon successful completion of all supervised practice rotations interns will be provided a Verification Statement which verifies completion of requirements necessary to sit for the registration exam. The Commission on Dietetic Registration (CDR) will be notified by the program director when interns complete supervised practice requirements, at which time the graduate assumes responsibility for arranging to take the exam.