



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES

Nutritional Sciences

DRAFT

**Applied Nutrition – Dietetics Student HANDBOOK 2021-2022
Future Education Model Graduate Program
Policies and Procedures**

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

Updated November 2020

DRAFT

WELCOME to the Applied Nutrition- Dietetics Future Education Model – Graduate Program (FEM-G) 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 a student in our program. If you have any questions, please do not hesitate to contact us.

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Applied Nutrition - Dietetics Program Faculty

DPD FACULTY	Position	Course(s)
Vanessa da Silva, PhD, RD	Assistant Professor & Extension Agent	NSC 509 Advanced Nutrition Metabolism & Disease
Kyle Jones, MS	Lecturer	NSC 501 Statistics for Applied Nutrition I NSC 502 Statistics for Applied Nutrition II
Ashlee Linares-Gaffer, MS, RDN, FAND	Assistant Professor of Practice	NSC 562 Leadership & Communications in Nutrition & Dietetics NSC 5XX Food Systems and Agriculture Literacy NSC 6XX Professional Experiential Learning in Dietetics
Melanie Hingle, PhD, MPH, RD	Associate Professor	NSC 540 Advanced Community Nutrition
Maria Plant, DCN, RD, CNSC	Assistant Professor of Practice	NSC 519 Advanced Applied Nutritional Sciences
Kayle Skorupski, MS, RDN-AP, CSG, CNSC, FAND	Assistant Professor of Practice	NSC 562 Leadership & Communications in Nutrition & Dietetics NSC 542 Advanced Medical Nutrition Therapy NSC 6XX Professional Experiential Learning in Dietetics
Kaydi Williams, RDN	Program Coordinator	NSC 5XX Applied Foodservice Management NSC 6XX Professional Experiential Learning in Dietetics

Accreditation Status (Required Element 8.3a)

The Applied Nutrition – Dietetics Future Education Model Graduate Program (FEM-Graduate) is an accredited program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The University of Arizona Department of Nutritional Sciences houses a Didactic Program in Dietetics (DPD) delivered at 3 unique campuses (UA Main, UA Yuma, and Arizona Online), an Individualized Supervised Practice Pathway (ISPP) is available in two tracks: UA Main- Tucson and a Distance option in addition to the FEM-Graduate Program offered through Arizona Online campus. The FEM-Graduate program offers two tracks: Tucson and Distance.



University of Arizona Applied Nutrition – Dietetics Future Education Model – Graduate Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL

Advising

The program coordinator serves as advisors for students enrolled in the Applied Nutrition – Dietetics emphasis program, along with the program director. It is recommended that you contact the program coordinator at least each semester to facilitate adequate contact regarding progress in courses, questions regarding future coursework and any other academic or personal issues.

Program Description

The Professional Science Master in Applied Nutrition–Dietetics Emphasis is an ACEND accredited Future Education Model – Graduate program that leads to the registered dietitian nutritionist credential. This 30-unit master’s degree program is offered online through the Arizona Online, with supervised experiential learning on site in either Tucson or elsewhere in the United States (distance option). The program is 12 months in length, with full time enrollment each semester. The program enrolls yearly in June, and summer consists of online didactic coursework. Fall and Spring semesters consist of online didactic coursework in addition to supervised experiential learning in community nutrition, food service management and medical nutrition therapy providing a minimum of 1000 hours of experience.

Dietetics Program Mission Vision, and Goals (Required Element 8.3b)

The Nutritional Sciences Department at the University of Arizona 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.

The Department of Nutritional Sciences’ mission:

Mission:

To provide outstanding research, graduate and undergraduate programs, and outreach education that advances nutrition and physical activity in optimizing health for all people. Graduates from our programs will be imbued with our values and will carry forward the unit’s vision in their future endeavors.

The FEM-Graduate Program’s mission, goals and objectives are:

Mission:

To provide advanced knowledge in nutrition and skills in dietetics, to successfully prepare competent graduates entry-level practice as registered dietitians/registered dietitian nutritionists in the state and nation.

Goals & Objectives: Program outcomes data available upon request (Required Element 8.3c)

Goal #1: The program will provide graduates a quality education for entry into the workforce in nutrition and dietetics.

1. “At least 80% of program graduates complete program/degree requirements within 1.5 years (150% of the program length)”.
2. “Of graduates who seek employment, 50 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.”
3. “80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.”
4. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.”

Goal #2: The program will provide graduates supervised experiential learning opportunities to develop skills, knowledge and beliefs to be successful in the workforce in nutrition and dietetics.

1. 80% of program graduates will rate the overall quality of the program as “good” or “excellent.”
2. 80% of employers surveyed will rate the program graduates as “good” or “excellent” in preparation for entry level practice in nutrition or dietetics related field.

Steps to obtain the RDN credential from the FEM-Graduate Program include: (Required Element 8.3d)

- Minimum of a bachelor’s degree from an accredited university.
- January 1st, 2024, minimum of a master’s degree from an accredited university.
- Complete dietetics coursework at a program which has been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Complete an ACEND minimum of 1000 supervised experiential learning hours.
- After completing coursework and supervised experiential learning, obtain a verification statement to allow to sit for the national registration examination.
- 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. For more information regarding licensure, please visit: <https://www.eatrightpro.org/advocacy/licensure/licensure-map>
- Continued education is required for maintaining professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills.
- **For more information on pathways to earn the RDN credential:**
<https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>
<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>

Program Admissions Requirements (Required Elements 8.3f & 9.1a)

Admission requirements for the program include:

- Bachelor’s Degree
 - Undergraduate GPA of 3.0+ or GPA over last 60 units of 3.0+
 - ServSafe Certification
 - CPR Certification
 - DPD verification statement
- OR

- Coursework in:
 - Anatomy & Physiology (1 semester upper division physiology course or two-semester of anatomy/physiology i.e. PSIO 201 & 202)
 - Biochemistry 1 semester (course must require organic chemistry as pre-requisite)
 - Medical Nutrition Therapy/Clinical Nutrition minimum 1 semester (must include Nutrition Care Process and Terminology)
 - Food Science 1 semester
 - Nutrition Metabolism 1 semester
 - Food Service Management 1 semester OR Serv-Safe Certification
- Recommended pre-requisite coursework:
 - Statistics
 - Community/Public Health Nutrition
 - Counseling/Nutrition Counseling
 - Additional coursework in Medical Nutrition Therapy/Clinical Nutrition

For distance track students, admission requirements also include identification of sites/preceptors for medical nutrition therapy, foodservice management and community rotations, with signed memorandums of understanding.

The application for the program is available at the University of Arizona Graduate College website: <https://apply.grad.arizona.edu/users/login> Program application fee is \$85. The GRE is not required.

Immunization records and a TB test are required for students before starting the program. The following vaccinations need to be current: Hep B series, MMR, Varicella, Tdap. Varicella vaccination or titer showing immunity is also required. Additionally, you will be required to obtain a flu shot during flu season. It is the responsibility of the student to contact facility preceptors prior to starting a rotation to inquire about any additional immunization requirements.

Identity Verification (Required Elements 8.3e & 9.2o)

Verification of student identity is done upon application/admission to the University of Arizona as well as through the use of Examity, an online authentication and exam proctoring service. Examity is paid for through the University of Arizona, therefore does not establish additional costs to students. All online tests will utilize Examity for online proctoring and student verification. More information on Examity: <http://odltools.arizona.edu/tools/Online-Proctoring>

Drug Testing and Criminal Background Checks (Required Element 9.2d)

Students need to complete a criminal background check prior to starting the program. All students will be required to obtain a fingerprint clearance card if they do not already have one that is current through the duration of the internship program. The online application for the AZ Fingerprint Clearance Card is available here:

<https://arizona.fieldprint.com/User/SignIn?ReturnUrl=%2f>

Distance track students should consult with the program coordinator to discuss the appropriate background check for their locations, as this will depend on local government agencies. Some rotation sites have additional background check and/or drug testing protocols. It is the

responsibility of the student to communicate with the program coordinator at least 4 weeks in advance of a rotation to determine if there are any additional human resources requirements to complete prior to the start of the upcoming rotation.

Insurance Requirements (Required Element 9.2a)

Professional liability insurance and personal health insurance are required for all students, and proof of insurance must be provided to the program director/program coordinator prior to the start of the first semester. Auto insurance is also required, if applicable. Professional liability insurance must cover at least \$1 million per incident, \$3 million per occurrence.

Assessment of Prior Learning (Required Element 9.2i)

A student's past academic or work experience may be used to fulfill ACEND competencies, for community and foodservice supervised experiential learning. Prior learning is not awarded for medical nutrition therapy/clinical nutrition. Students with pertinent experience should discuss prior learning with the program director and/or program coordinator to develop a personalized plan using the required documentation and forms. Awarding credit for prior learning is at the sole discretion of the FEM-G Director and Program 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. Although some interns are eligible for prior learning credit, they may choose to spend the time remaining toward the 1000 hours completing elective supervised experiential learning. If this is desired, the student should discuss interest areas for elective supervised practice with the program coordinator. Program coordinator will work to schedule elective supervised experiential learning that aligns with the intern's interest areas, although placement at desired facilities is not guaranteed.

Program Costs (Required Element 8.3e)

Tuition for the Applied Nutrition – Dietetics program is \$950 a credit, plus fees per semester of enrollment (program is three semesters in length). Tuition rates are listed at: <http://www.bursar.arizona.edu/students/fees/>. All tuition and fee schedules are subject to change from semester to semester. In addition to tuition, costs include textbooks, and materials/supplies for supervised experiential learning – see below.

Additional costs to students include:

Student ID	\$25
AND student memberships	\$68 (National and state membership \$58; district membership \$10)
Lab Coat	\$50
Program Polo	\$30
Additional Attire	\$150 (non-slip shoes, scrubs, professional wear-dress code varies by site)
OSHA Blood borne Pathogens Cert.	\$20
Professional Liability Insurance	\$40 (approximate)
Laptop Computer	\$500-1500
Drug Testing and Background check	\$100 (approximate)
CPR and First Aid Training***	\$110
ServSafe Certification	\$100

Withdrawal and Refund of Tuition and Fees (Required Element 9.2p)

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/policy/leaving-university>
Information regarding refund of tuition and fees is available here: <https://bursar.arizona.edu/refunds/options/policies>

Financial Aid (Required Element 8.3i)

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/> Students interested in obtaining financial aid will need to fill out TWO separate FAFSA applications, once for the 2020-2021 school year for summer semester aid, and one for the 2021-2022 school year for fall/spring aid. Loan deferment is available during the program, please contact your loan provider for more details.

Students who are members of the Academy of Nutrition and Dietetics, may apply for scholarships and other financial aid offered through the AND Foundation:

<http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid> Scholarships available through the University of Arizona can be searched here: <https://financialaid.arizona.edu/scholarshipuniverse>

Teaching Assistantship (TA) and/or hourly grader positions may be available on a competitive basis. If you are interested in a TA or grader opportunity, please contact the program coordinator. For paid grader/TA position need to be enrolled in at least 6 units a semester. If there is an opportunity, you will be provided more information. No Research Assistantship (RA) opportunities are available for this program.

The Graduate College provides information regarding funding and financial information (including information regarding grants, fellowships, and scholarships):

<https://grad.arizona.edu/funding>

The Graduate & Professional Student Council provides Research and Project (ReaP) Grants that offer up to \$1,000 to partially or completely fund projects. For more information, please visit:

<http://gpsc.arizona.edu/research-grants>

The Graduate & Professional Student council provides travel grants for professional development purposes. For more information, please visit: <http://gpsc.arizona.edu/travel-grants>

Academic Calendar (Required Element 8.3g)

All important dates and deadlines are available in the online Academic Calendar:

<https://catalog.arizona.edu/calendar/2020-2021-academic-calendar> Students are encouraged to meet with the program coordinator regularly throughout the program.

Generally, the first summer session is generally the month of June and the second summer session is the month of July. Fall semester starts in mid/late-August and end in early/mid-December. Spring semester begins in mid-January and end in mid-May. Holiday closures will follow the official UA Holiday Schedule.

Program Schedule, Vacations, Holidays and Leaves of Absence (Required Element 9.2q)

This program is an accelerated 1 year program, from June to May, with didactic coursework each semester, and supervised experiential learning in the fall and spring semesters. Vacations should be scheduled during the breaks in the program (break between summer courses to start of fall

semester, winter break, spring break). Observed holidays include: Labor Day, Veteran's Day, Thanksgiving, and MLK Jr Day.

Leaves of Absence are available upon discussion with program coordinator and program director, depending on the circumstances for the leave of absence, specific forms will be completed by the student in Grad Path. For more information regarding Leave of Absence policies, please visit: <https://grad.arizona.edu/policies/enrollment-policies/leave-absence>

Semester Schedule & Graduation Timeline

Summer 2021: 9 credits

NSC 509 Advanced Nutrition Metabolism & Disease

NSC 519 Advanced Applied Nutritional Sciences

NSC 562 Leadership and Communication in Nutrition & Dietetics

Fall 2021:12 credits

NSC 501 Statistics for Applied Nutritional Sciences I (1)

NSC 502 Statistics for Applied Nutritional Sciences II (1)

NSC 540 Advanced Community Nutrition (3)

NSC 5XX Advanced Food Service Management (3)

NSC 6XX Professional Experiential Learning in Dietetics (4)

Spring 2022: 9 units

NSC 5XX Food Systems and Agricultural Literacy (3)

NSC 542 Advanced Medical Nutrition Therapy (3)

NSC 6XX Professional Experiential Learning in Dietetics (3)

Graduation May 2022

Course Requirements and Descriptions

NSC 501 –Statistics for Applied Nutritional Sciences (1) This course will introduce the concepts of research methods with a focus on the varied research conducted in nutritional sciences. Students will be guided through a comprehensive compendium of the elements of research design in order to understand the application of these elements to Applied Nutritional Science.

NSC 502 –Statistics for Applied Nutritional Sciences II (1) This course will introduce basic statistical concepts and applied statistical strategies that are essential for conducting and critiquing research in nutritional sciences and related fields. The course will be delivered online structured with video lectures, self-check practices, discussion forum, assignments and quizzes. The experiences within the course will provide students the necessary competencies to appropriately summarize data (descriptive statistics) and implement statistical tests (inferential statistics) based upon appreciation of research design and data characteristics.

NSC 509 –Advanced Nutrition Metabolism and Disease (3) This class will review the multi-facets of macronutrient metabolism and application to the prevention and development of common chronic diseases. The clinical applications of nutrient deficiencies and toxicities will also be reviewed. Metabolic alterations associated with obesity, metabolic syndrome, and other

diseases will be discussed. The application of evidence-based guidelines and research for nutritional interventions will be discussed through weekly readings and assignments.

NSC 519 –Advanced Applied Nutritional Sciences (3) This course will advance understanding of research design, methods, and implementation, interpretation of research findings, and advances in nutrition science research for selected chronic diseases.

NSC 540 – Advanced Community Nutrition (3) Course will explore key elements of local food systems and the role of the food system on community nutrition program feasibility and success, including those delivered by Cooperative Extension, community food banks and pantries, non-profits, and government food assistance programs. Additionally, students will acquire experience conducting environmental scans and community needs assessments.

NSC 542 –Advanced Medical Nutrition Therapy (3) This course focuses on the prevention and management of selected chronic disease and acute care conditions. An in-depth exploration of the selected topics and related research using an evidence-based approach will serve as the class foundation. The course will be completed with students presenting a discussion/review of an approved topic.

NSC 558 – Advanced Food Service Management (3) This course will explore challenges, opportunities and innovations in delivering high quality, nutritious and socially relevant foods within an institutional setting. Key topics will include management theory and approaches, quality assurance, food safety, and customer satisfaction

NSC 562–Leadership and Communications in Nutrition & Dietetics (3) Students will practice inclusive communication practices in preparation for professional experiential learning in food, nutrition and healthcare settings. This course will touch on various organizational leadership, communication, education and counseling theories and practices to help students prepare for communicating with diverse audiences, including individuals and groups. Students will complete the course with a deeper understanding of the influence of personal identities and biases on practitioner interactions and will develop and apply skills for cross-cultural communication. Students will complete self-assessment and reflections, written and oral communications, case studies. Students will also begin the process of developing their digital professional portfolio communication.

NSC 5XX Food Systems and Agricultural Literacy (3) The intention of this course is to integrate dietetics practice with food system topics, with an emphasis on agriculture and food production and processing. Topics will include types of food systems, key elements of the food system, roles and impacts of regulatory agencies on the food system, and a variety of agricultural industries (produce, beef, dairy, poultry, eggs, grains...) and production methods (conventional vs organic). Learning activities include readings, writing position papers, topic briefs, journal article reviews, reflections, and student delivered presentations.

NSC 6XX Professional Experiential Learning in Dietetics (7 total units during program) This course will serve as the capstone-equivalent for the Dietetics emphasis and will take place throughout the year. This intensive supervised experiential learning component of the program

aligns with ACEND requirements for dietetics supervised practice in multiple practice areas of dietetics including clinical, community and foodservice facilities.

NETID and Email

Your NetID is your personal identifier for a number of online services at the University of Arizona, including email and UITS computing accounts (CatMail, UAConnect), UAccess account, D2L (learning management system and university site-licensed software). The UA NetID verifies identify when it is used for online services the University of Arizona provides. To set up your NetID, please visit: <https://netid.arizona.edu/>Your CatMail account is created automatically when you select your NetID. The new email address with all have the format yourNetID@email.arizona.edu, and it is the official means of communication between the students and the university. It is required that you use your UA email for communication with your instructors. You will also receive notification of tuition bills, etc. via this email address. The email is provided by the Google G Suite for Education, which provides access to Google's full suite of applications. For more information, please visit: it.arizona.edu/service/catmail-student-email

CatCard

The CatCard is the official University of Arizona Identification card. The card features a digitized photo, digitized signature, Contactless SmartChip, ISO number and magnetic stripe. It is up to you how you want to use your card. As an online student, it is not required to obtain a CatCard, but there are many benefits, like using/showing your card to obtain student discounts. As an online student, you are able to obtain a CatCard, but first you will need to upload a photo. To learn more about this process, and to obtain your card, please visit: <https://myphoto.catcard.arizona.edu/index.aspx>

D2L (Desire2Learn) Brightspace

D2L provides instructors and students with an online space for traditional classroom courses, online classes, or hybrids. In D2L you will find:

- Course syllabi
- Readings
- Assignments
- Quizzes
- Grades
- List of classmates
- Online discussions
- And more.

D2L includes access to tools such as ZOOM, Panopto, VoiceThread and Examity. To access D2L, please visit: <https://d2l.arizona.edu/> For assistance with D2L, please visit: <http://help.d2l.arizona.edu/student/student-home> D2L requires that you submit files as Microsoft Office compatible (i.e.WORD) or as PDF files. Other file types (i.e.PAGES) will not be accepted. As a UA student, you are able to download Microsoft Office 365 for your use. For more information, please visit:

<http://uabookstore.arizona.edu/technology/campuslicensing/default.asp>

Other software is available to students for free or a discounted fee. Please visit this site for more details: <https://softwarelicense.arizona.edu/students>

University of Arizona Libraries

The University of Arizona libraries provide resources, services and expertise to the University and the local community, the main library website can be found at <http://new.library.arizona.edu/> There is a library resource page set up specifically for Applied Nutrition students, please access: <http://libguides.library.arizona.edu/gcpsm> for more information. This website has the contact information for the librarian for the College of Agriculture and Life Sciences, as well as links for information that is relevant to graduate students and to online students.

Distance Education Requirements (Required Element 8.3j)

Technical Requirements

To complete an Arizona Online degree, you will need to have a personal computer that meets the [minimum system requirements](#) for the D2L learning management system. Specific programs may have additional requirements. For the best learning experience, students should meet the following recommendations for all programs:

Device and Operating System

- A laptop or desktop computer running Windows 7 and above or macOS 10.10 and above. Chromebooks (Chrome OS), iPads (iOS), Android devices and iPhones do not meet the minimum requirements for coursework at the University of Arizona. These types of devices may be used for some coursework but should not be a primary device.
- Memory: 4 GB or higher (RAM)
- Hard Drive: 60 GB (macOS High Sierra and Windows 10 require 16 GB)
- Processor: Intel i3 (equivalent or higher)

Browser

- Mozilla Firefox or Chrome are preferred browsers.
- **Note:** Safari, Microsoft Edge and Internet Explorer may be used for some coursework but will not give students the best experience overall.

Hardware/Peripherals

- A built-in or external microphone and webcam.
- **Note:** Some students have found it helpful to possess additional peripherals, such as a printer and headphones or a headset, although these are not required unless specified by your program.

Access (Frequency and Permissions)

- Students will need regular access to their machine and peripherals. Daily access is recommended.
- Students should have full administrative rights to these machines to install and download applications as required by their classes.

Internet Connection

- Must have consistent access to the internet.
- At least 2 MB upload and download speed; a high-speed broadband connection is recommended.

Recommended Software and Applications

- Microsoft Office Suite (Microsoft 365 access available to Arizona Online students)
- Adobe Acrobat Reader (Adobe Creative access available to Arizona Online students)
- As an Arizona Online student, you will receive access to google apps for education, which will include special access to additional storage and privacy by using your university credentials to login

Additionally, because the program is delivered exclusively online, the following student characteristics are essential to successfully completing the program:

- Self-directed, independent learner
- Able to manage time effectively
- Effective written and verbal communication
- Able to utilize a wide range of resources effectively

Supervised Experiential Learning Site Selection (Required Element 8.3k)

Students applying to the Distance Track must identify their sites and preceptors for their medical nutrition therapy, community nutrition and foodservice management rotations.

Locating Preceptors for Distance Rotations

What are preceptors?

A preceptor is an expert or specialist, such as a Registered Dietitian Nutritionist (RDN). However, not all your preceptors must be RDNs. Preceptors should be someone involved with the field of nutrition and dietetics in some way. They should also be in a position to help guide your experience in the internship and help arrange experiences. Clinical supervised experiential learning must have a RDN as a preceptor, however the clinical site does not need to be large hospital. Skilled nursing facilities with rehabilitation units are a possibility for a clinical site.

How to locate preceptors

It will take effort on your part to locate and identify potential preceptors for your supervised experiential learning. Here are some tips for this process:

- Talk with your DPD advisor or Program Director
- Attend state and local dietetic association events to network and meet professionals working in your area
- Contact people you have worked or volunteered for previously
- Cold calling facilities (this may be frustrating, but sometimes you are able to make a connection)
 - If looking for a foodservice preceptor, ask to speak with the Kitchen or Dietary Manager
 - If looking for a clinical preceptor, ask to speak with the Clinical Nutrition Manager or Director of Nutrition
- Search for preceptors <https://www.eatright.org/find-an-expert> or <https://www.eatrightpro.org/acend/training-and-volunteer-opportunities/preceptors-and-mentors/find-a-preceptor> (must be logged in as a member of the Academy of Nutrition and Dietetics)

Information to share with potential preceptors

It is important to be organized and professional when making contact with potential preceptors. Be sure to introduce yourself and explain that you are planning to apply to a distance track, which means you are responsible for planning your own supervised experiential learning. You will want to be able to provide them with the following information when asking them to consider serving as your preceptor:

- What supervised experiential learning do you want to do under their supervision
- How many hours (in weeks) are you requesting to spend with them

- When are you requesting to spend time with them, and can you be flexible with the dates?
- Do you have any unique qualifications that might help you to be more of an asset to them at their facility (such as bilingual, experience working with veterans, CPR certification, etc.).

We recommend that you draft a well-formed email to send to preceptors that includes a personal introduction, your purpose, and the key information listed above.

When you have identified your potential preceptors and sites, you will ask them to fill out a Memorandum of Understanding, which you will submit with your application to the program. During application review, appropriateness of sites and preceptors will be reviewed by the program coordinator and program director. Once admitted into the program, affiliation agreements will be established.

Educational Purpose of Experiential and Supervised Practice Experiences (Required Element 9.2e)

Students 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 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 workplaces.

Liability for Safety in Travel to or from Assigned Areas (Required Element 9.2b)

Transportation to and from all supervised experiential learning facilities is the responsibility of the student. Students using a personal vehicle for transportation must provide proof of auto insurance to the program director/program coordinator prior to the start of the first semester. Additionally, University of Arizona students enrolled in university training programs are insured for liability by the State of Arizona Risk Management Program, as authorized by Arizona Revised Statutes §41-621. Coverage is applicable for general and professional liability. The referenced statute that authorizes this coverage does not specify dollar limits of coverage, and coverage does not expire.

Injury or Illness while in a Facility for Supervised Experiential Learning (Required Element 9.2c)

Students who are injured or become ill while in a supervised experiential learning facility should seek appropriate care (emergency room, Campus Health Service, primary care physician, etc.). Students are medically and financially responsible for any health emergencies and/or healthcare needs.

Supervised Experiential Learning Documentation (Required Element 9.1d, 9.1e)

The program will utilize the iComp rotation management system to document supervised experiential learning hours in professional work settings, simulations, case studies and role playing. Supervised experiential learning in professional work settings will be documented by the student and verified by the preceptor in iComp. Experiential learning through simulations, case studies and role playing will be obtained from the D2L LMS by the program director and/or

program coordinator and documented into iComp. Any hours previously granted for prior learning will also be documented in iComp. The Applied Nutrition – Dietetics FEM-G program offers two tracks (Tucson and Distance), both of which have the same requirements, and will be documented through iComp as noted above.

Formal Assessment of Student Learning and Regular Reports of Performance (Required Element 9.2j)

Formal evaluation of students occurs at pre-determined times throughout the supervised experiential learning using forms available in iComp. Evaluations include both assessments of the student's progress as well as assessments of the student's knowledge and performance in supervised experiential learning. Preceptors completing the evaluation do so within the iComp rotation management system and review with the student prior to submitting to the program coordinator. Students also complete an identical self-evaluation, which is reviewed with the preceptor. It is the student's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation.

Students 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 medical nutrition therapy 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.

Student Responsibility and Professional Conduct

Please visit the following link for more information regarding the Student Code of Conduct at the University of Arizona: <https://deanofstudents.arizona.edu/student-rights-responsibilities/student-code-conduct>

IMPORTANT LINKS

- Graduate College –access to Graduate College policies, contacts, information about resources, deadlines and other useful information: <http://grad.arizona.edu>
- Resources for professional development and health and wellness please visit: <http://grad.arizona.edu/new-and-current-students>
- General Catalog provides comprehensive information related to all academic programs at the University of Arizona: <http://catalog.arizona.edu/>
- Academic Integrity –please review the code of academic integrity: <https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>
- Responsible Conduct of Research: <http://www.orcr.arizona.edu/>

It is the Department of Nutritional Sciences policy that the student holds final responsibility for being aware of and responding to all Nutritional Sciences, Graduate College and University of Arizona policies, requirements, formats and deadlines as they pertain to progression towards and

completion of their program. If any questions persist following review of all policies, please contact your program coordinator for assistance and clarification.

Monitoring Student Performance & Student Retention (Required Element 9.1b, 9.1c, 9.2k, 9.2l)

Formal evaluation of student learning and performance occurs in all Applied Nutrition – Dietetics courses using various assessment modalities including but not limited to quizzes, online discussions, papers, group projects and class presentations, and exams. Students are informed of their progress on a regular basis as all instructors utilize the University’s D2L LMS 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 FEM-G faculty and/or TAs on class assignments/exams, skill development, presentations and projects.

Students are encouraged to meet with the program coordinator at least once per semester to track progress in the program. All students must maintain good academic standing by earning an overall GPA of at least 3.0, and a grade of C or better in all coursework. All coursework must be passed with a grade of C or better for the units to count towards the required 30 units of the degree. An overall GPA of > 3.0 in the program is required for graduation.

If at any time the conduct of a student is judged to unfavorably affect the morale of other students in the program, resulting in an unsatisfactory level of performance, or health status of a student is a detriment to the student’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 a student does not meet the competencies and objectives of the supervised experiential learning, the student will be required to complete experiences, not to exceed 3 weeks, 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 student.

Students judged to have academic difficulties (e.g. poor, grades, failing or at risk of failing to satisfy program requirements) will receive notice from the program coordinator with specific suggestions as to how these problems might be remedied and the data by which such actions must be taken. This includes counseling regarding alternative options for career paths, if student is not making satisfactory progress in the program. This notification will be copied to the Graduate College. The Graduate College has established guidelines, which departments must follow in order to dismiss students from their programs. Students should familiarize themselves with the steps so they know their rights, responsibilities, and remedies should such a situation develop. Students who fail to remediate by the deadlines specified may be dismissed from the program.

Support is available for students from many services, including the THINK TANK, Writing Services Programs (WISP), and the Graduate College. One on one tutoring and support is also available from program coordinator, program instructors and course teaching assistants.

The UA Nutritional Sciences faculty members are readily available to assist you in successfully obtaining your RDN credential. However, we have found there are a variety of factors that also promote success in the program as outlined below:

- **Understand why you are part of this program.** Identity specific goals and a useful goal setting process for yourself.
- **Assume responsibility for your own education.** This is your opportunity to learn new things and apply existing knowledge in professional settings. Ask questions and advocate for your own learning.
- **Learn what resources your campus offers and where they are located.** UA has academic and personal support services that are free and confidential. Successful people use them.
- **Know how to find information on campus, including at the library.** The library isn't as formidable as it might seem, and it offers a wealth of resources. The librarians are there to help you – even virtually!
- **Make use of your program coordinator.** Your program coordinator is there to guide and support you. You should take the opportunity to meet with them at times other than registration.
- **Members of the campus community care about your survival.** Get to know at least one. It takes only one person to make a difference. It might be the leader of your orientation seminar, an instructor, an academic advisor, someone at the career or counseling center, a dean, or an advisor to a student organization. You will need to take the initiative to establish this relationship, but it will be well worth it.
- **Understand how you use your time wisely.** Completing the program requirements should take priority while enrolled. Additionally, every effort should be made to meet the schedule expectations of rotation preceptors. It is possible to have a job while in the program but it should be one with flexible hours and scheduling options.
- **Assess and improve your study habits.** Find out about your own learning style. This will help you learn how to take better, more efficient notes in class, and be more successful on tests. The THINK TANK, the office of Academic Success & Achievement, Career Services, and the SALT Center for Learning Disabilities can assist you. Information on UA services can be found at: <http://www.arizona.edu/academic-support>
- **Develop critical thinking skills.** Challenge, ask why, and look for unusual solutions to ordinary problems and ordinary solutions to unusual problems.
- **See your instructor outside of class.** It's okay to go for help. Students who interact with instructors outside of class tend to stay in college longer.
- **Improve your writing.** Employers want graduates who can write. Write every day; the more you write, the better you will write. The THINK TANK is there to provide assistance. <https://thinktank.arizona.edu/>
- **Participate in class regularly.** “Go to class and participate. Be there!”
- **Join a study group.** Studies have shown that students who study in groups get the highest grades and survive college better.
- **Develop your computer skills.** You should be comfortable with basic file manipulation, the use of a standard word processing program, and e-mail.
- **Try to have realistic expectations.** Develop realistic goals for yourself.
- **Get involved in extracurricular activities.** Aligning yourself with professional organizations in your areas of interest is a great step! Attend your local dietetics affiliate

group meetings and events throughout the year. Attend meetings and conferences hosted by relevant professional organizations throughout the year.

- **Take your health seriously.** How much sleep you get, what you eat, whether you exercise, and what decisions you make about such things as drugs or alcohol, all contribute to your well-being. Be good to yourself and you'll be happier and more successful. Find healthy ways to deal with stress. Campus Health and the THINK Tank can help you.

Adapted for Your College Experience; Strategies for Success by John Gardner, A. Jerome Jewler, and Mary-Jane McCarthy. Concise Second Edition, Wadsworth Publishing Company

Access to Support Services (Required Element 9.2t)

Campus Health: Students 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/>.

The Disability Resource Center (DRC): Leads the University in a progressive and proactive approach to campus accessibility. Our goal is to ensure that disabled students, employees and visitors, have a similar, if not identical, experience to that of their non-disabled counterparts. In addition to facilitating individual accommodations, DRC works proactively to impact the systemic design of our campus environments to be seamlessly accessible, reducing or eliminating the need for any individual accommodations or modifications. <https://drc.arizona.edu/>

The Department of Academic Success and Achievement: provides a service called SOS (Support, Opportunity, Success). SOS is for UA students who find themselves facing questions or issues and are unsure about where to go for answers. Whether you're brand-new to campus or have been around for a while, just reach out to SOS for round-the-clock support. Access their website to learn more about SOS, or to ask a question: <https://sos.arizona.edu>

The Office of Multicultural Engagement: This website serves as the portal to inclusive excellence efforts and resources. Here, you will find information to help you participate in these efforts — from student clubs to faculty support. We invite you to make a difference in diversity by practicing inclusiveness. <https://diversity.arizona.edu/academic-programs-support-centers>

The Graduate College: The Graduate College has many resources available, for more information visit: <http://grad.arizona.edu/new-and-current-students> The Graduate and Professional Student newsletter provides up to date information regarding funding opportunities, employment opportunities, trainings, social events and more. To register for the newsletter, please visit: <https://arizona.us17.listmanage.com/subscribe?u=af018f756d1ccbea4673d3677&id=4c8a27f1fd>

For events being held by the Graduate & Professional Student Council, please visit:
<https://gpsc.arizona.edu/community-board>

For more resources: <http://advising.arizona.edu/content/resources-tools>

Privacy (Required Element 9.2r)

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 Personal Files (Required Element 9.2s)

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. U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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>

Student Complaints (Required Element 9.2 g, 9.2h)

For matters pertaining to academic programs, curriculum and specific standards and expectations, students should seek the advice of the program coordinator. All faculty members in the Department of Nutritional Sciences are available to guide and assist students in the completion of the Applied Nutrition – Dietetics program. If problems arise, the following is recommended to achieve resolution:

Level 1: Discuss the issue directly and privately to the individual(s) involved (student, faculty, etc.) If the problem cannot be resolved at this level, discuss concerns with program coordinator. Program coordinator will recommend that all students with program complaints (regarding faculty, coursework, ethics, etc.) submit an email documenting key details of the complaint including name, topic area for complaint (Faculty/Staff, course, Guidelines/Policies. Other), description of complaint, desired outcome (Address issue with faculty/staff member, discuss as potential program change for future, suggest making policy change as soon as possible, other)

Level 2: If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the Applied Nutrition – Dietetics Director. The Program Director will make an appointment with the student to review the complaint and discuss next steps to achieve desired outcomes.

Level 3: If the problem cannot be resolved at this level, the next appropriate step would be to discuss concerns with the Nutritional Sciences Department Head, Dr. Scott Going.

Level 4: If resolution is not reached at this level, the NSC department head will advise of further appropriate action. Additionally, the UA complaint process can be found at:
<https://deanofstudents.arizona.edu/faqs>

If the issue remains unresolved at the level of the NSC Department Head, students have the right to file a written complaint related to the ACEND accreditation standards directly to ACEND. The written complaint must be submitted to ACEND directly only after all other options with the

DPD and University of Arizona have been exhausted. Students may access ACEND by email or via the Internet at acend@eatright.org.

Additionally, the University of Arizona offers the following services to aid in conflict resolution:

- [Student Assistance](#) offered by Dean of Students also offers conflict coaching, during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 621-7057 to schedule an appointment.
- [The Ombuds Program](#) is an informal, neutral, confidential and independent resource for any academic or workplace concern.

Graduation, Program Completion & Verification Statement Requirements (Required Elements 8.3h, 9.2m & 9.2n)

The required 30 units of the degree include the following required coursework:

- NSC 501 Statistics for Applied Nutrition I (1)
- NSC 502 Statistics for Applied Nutrition II (1)
- NSC 509 Advanced Nutrition & Metabolism (3)
- NSC 519 Advanced Applied Nutritional Sciences (3)
- NSC 542 Advanced Medical Nutrition Therapy (3)
- NSC 562 Leadership and Communications in Nutrition & Dietetics (3)
- NSC 5XX Food Systems and Agricultural Literacy (3)
- NSC 540: Advanced Community Nutrition (3)
- NSC 5XX: Applied Foodservice Management (3)
- NSC 6XX: Professional Experiential Learning in Dietetics (7)

Students are required to successfully complete all supervised experiential learning and associated assessments such as assignments, exams, case studies, and presentations. Documentation that students have met established competencies is maintained through the student's progression through the program.

1. Each supervised experiential learning component includes a set of competencies in which students must demonstrate proficiency. Formal evaluations will be provided to students as they progress through the program. Self-evaluations will also be required at the end of each rotation.
2. If a student is unable to demonstrate proficiency in a specific set of competencies, the student will receive additional time not to exceed one month. The maximum time allowed to complete all supervised experiential learning and meet competencies is 1.5 years.
3. Graded assessments and preceptor evaluations will be utilized to assess proficiency of required competencies.

Upon successful completion of all coursework and supervised experiential learning, students 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 within 4 weeks of students completing supervised practice requirements, at which time the graduate assumes responsibility for arranging to take the exam. Students are encouraged to take the exam promptly after completing the program. "Study Periods" lasting more than one month after becoming eligible to take the exam are not recommended.

Upon completion of the program the degree granted is a Professional Science Masters in Applied Nutrition – Dietetics Emphasis. The degree requirements include completion of 30 units of coursework including supervised experiential learning of a minimum of 1000 hours. The program takes 1 year to complete (Summer, Fall and Spring semesters). A GPA of 3.0 is required in order to be awarded a degree from the Graduate College. After the degree is conferred by the University of Arizona, the verification statements will be provided to program graduates by the program director.