THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES
Nutritional Sciences

DIETETICS STUDENT & INTERN HANDBOOK
2018-2019
Policies and Procedures

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

DIDACTIC PROGRAM IN DIETETICS (DPD)
and
INDIVIDUALIZED SUPERVISED PRACTICE PATHWAY (ISPP)

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 Head:	Scott Going, PhD
Departmental Information:	1177 E. 4th Street Shantz Building, Room 309 Tucson, AZ 85721 Phone: 520-621-1187 Fax: 520-621-9446 nscdept@cals.arizona.edu
DPD Director:	Mary Marian, DCN, RDN, CSO, FAND mmarian@u.arizona.edu
Assistant DPD Director:	Maria Plant, DCN, RDN, CNSC plant@email.arizona.edu
ISPP Coordinators:	Ashlee Linares-Gaffer, MS, RDN alinares@email.arizona.edu Kayle Skorupski, MS, RDN-AP, CNSC, CSG kayleskorupski@email.arizona.edu
DPD Academic Advisors	Jacob Fleming, MS, RDN jacobfleming@email.arizona.edu Michelle Mendoza, MS, RDN mnmendoz@email.arizona.edu Nita Ocansey nocansey@email.arizona.edu

DPD FACULTY	Position	DPD Course
Ann Skulas Ray, PhD	Assistant Professor	NSC 408
Ashlee Linares-Gaffer, MS, RDN	Assistant Professor of Practice	NSC 301, NSC 396A
Donato Romagnolo, MSc, PhD	Professor	NSC 408
Emily Hirshman, MPH, RD	Assistant Professor of Practice	NSC 301, NSC 420, NSC 444
Jennifer Ravia	Assistant Professor of Practice	NSC 260, NSC 395A
Jennifer Ricketts, PhD, RD	Assistant Professor of Practice	NSC 308
Jennifer Teske, PhD	Associate Professor	NSC 308
Kayle Skorupski, MS, RDN-AP, CNSC, CSG	Assistant Professor of Practice	NSC 395A
Kelly Jackson, MS, RD	Assistant Professor of Practice	NSC 101, NSC 225, NSC 308
Maria Plant, DCN, RD	Assistant Professor of Practice	NSC 325
Mary Marian, DCN, RDN, CSO, FAND	Assistant Professor of Practice; Director, DPD	NSC 325, NSC 325L, NSC 425, NSC 435, NSC 495A
Nancy Driscoll, MS, RD	Assistant Professor of Practice	NSC 301 & NSC 444
Patricia Sparks, PhD	Assistant Professor of Practice	NSC 351R, NSC 358R/L, NSC 458
Tedley Pihl, MS, CFS	Assistant Professor of Practice	NSC 351R and L

Dietetics Program Mission Vision, and Goals (ACEND Guideline 9.3b)

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 and ISPP Program

Mission of the Dietetics Program
The mission of the program is to prepare program graduates with the foundation knowledge and skills in dietetics leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

DPD/ISPP Program Goals: *Program outcome data are available upon request (ACEND Required Element 9.3c).

Goal #1: The program will provide graduates a quality education for entry into supervised practice, graduate school, or the workforce in nutrition or a related field.

DPD Objectives:
1. 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%. (ACEND Standard 3, Required Element 3.3b.3.a)

2. 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (ACEND Standard 3, Required Element 3.3b.2.1)

3. 50% of program graduates are admitted to a supervised practice program within 12 months of graduation. (ACEND Standard 3, Required Element 3.3b.2.2)

4. At least 80% of program graduates complete program/degree requirements within 3 years (150% of the program length). (ACEND Standard 3, Required Element 3.3.b.1)

5. 80% of Dietetic Internship Directors surveyed will rate the DPD graduates as "excellent" or "outstanding" in preparation for supervised practice. (ACEND Standard 3, Required Element 3.3b.4)

6. 80% of DPD graduating seniors will rate the overall quality of the program as "excellent" or "good".

ISPP Objectives:

1. 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%. (ACEND Standard 3, Required Element 3.43b)

2. 80% of ISPP Interns complete program/degree requirements within 150% of the program length. (ACEND Standard 3, Required Element 3.43b)

3. 90% of ISPP interns will be employed in the field of nutrition and dietetics within one year of completing the program. (ACEND Standard 3, Required Element 3.43a)

4. 80% of ISPP Interns will rate the overall quality of the program as "excellent" or "good". (ACEND Standard 3, Required Element 3.43a)

Goal #2: The program will provide experiential learning opportunities to prepare graduates with the skills, knowledge and beliefs to be successful in supervised practice, graduate school or the workforce in nutrition or a related field.

DPD Objectives:

7. 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%. (ACEND Standard 3, Required Element 3.3b.3.a)

8. 80% of DPD graduating seniors will rate the overall quality of the program as "excellent" or "good".

9. 80% of DPD graduates within the last three 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.

10. 80% of Dietetic Internship Directors surveyed will rate the DPD graduates as "excellent" or "outstanding" in preparation for supervised practice. (ACEND Standard 3, Required Element 3.3b.4)

ISPP Objectives:

1. 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%. (ACEND Standard 3, Required Element 3.43b)

2. 80% of ISPP Interns complete program/degree requirements within 150% of the program length. (ACEND Standard 3, Required Element 3.43b)

3. 90% of ISPP interns will be employed in the field of nutrition and dietetics within one year of completing the program. (ACEND Standard 3, Required Element 3.43a)

4. 80% of ISPP Interns will rate the overall quality of the program as “excellent” or “good”. (ACEND Standard 3, Required Element 3.43a)

Program Overview (ACEND Standard 9.3)

DPD Program Overview:
The Didactic Program in Dietetics (DPD) is an accredited program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The University of Arizona Department of Nutritional Sciences houses both a Didactic Program in Dietetics (DPD) delivered at 3 unique campuses (UA Main, UA Yuma [pending accreditation in fall 2018], and University of Arizona Online) and an Individualized Supervised Practice Pathway (ISPP). The first step in becoming an RDN is to graduate from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. Students who are pursuing a bachelor’s degree in Nutritional Sciences-Dietetics complete a four-year program which requires a variety of coursework including chemistry, biology, physiology, nutrition science, clinical nutrition and food service (see below for sample 4-year plan). Additionally, students who complete the University of Arizona DPD Program requirements will receive a verification statement. A DPD Verification Statement is required in order to start a supervised practice program (e.g. Dietetic Internship Program) and to sit for the exam for Nutrition and Dietetics Technician, Registered credential. Upon successful completion of a supervised practice program 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 – http://www.eatright.org/ (ACEND Required Element 9.3 b)

UA Yuma and University of Arizona Online: Students pursuing the DPD at these campuses will receive equivalent educational opportunities as students pursuing the program at UA Main campus through innovative online course components, access to the same instructors, and high quality academic advising. Applications for admissions and access to UA financial aid and scholarships are delivered through UA and are equivalent processes for all UA students regardless of campus. Tuition rates for UA Yuma and University of Arizona Online differ from UA Main. When differences in the DPD exist between campuses, it will be noted in this handbook in the specific section which pertains to those key differences. If no differences are noted in a section, it means there is no difference for DPD students between campuses. Prospective students should know that the University of Arizona Online option is not offered 100% online. Students will need to work with the University of Arizona Online Academic Advisor to determine where to complete lab science courses at a local institution. (ACEND Required Element 9.3 k)

Sample UA dietetics 4-year plan available here:
http://nutrition.cals.arizona.edu/undergraduate-education

Steps to obtain the RDN credential include: (ACEND Required Element 9.3 d)
- Minimum of a bachelor’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 accredited supervised practice program (also known as a Dietetic Internship) after completing all pre-requisite dietetics coursework.
- 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.
- **For more information on pathways to earn the RDN credential: https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians**
- ***Some additional pathways for becoming an RDN, including Future Practice Models in Dietetics, exist in limited numbers. https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model***

In most cases, the student will take dietetics coursework and apply those credits towards their degree in Nutritional Sciences. In some cases, a student earns a degree in a different field and returns to school to complete DPD courses only, without earning an additional degree in Nutritional Sciences.

Computer-Matching for Supervised Practice (Dietetic Internship) [ACEND Required Element 9.3 j] Computer matching is an essential component of the process for obtaining a Dietetic Internship (DI). You must apply for the DI match program IN ADDITION to completing the DPD program. The match process takes place every spring and fall. All students who intend to complete a DPD program (usually in spring of your senior year) or DPD alumni are eligible to apply for the DI match process. The match process is **extremely competitive** with DPD students and graduates who have successfully matched to an internship generally having a GPA >2.75, having 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. You should begin obtaining these skills in your freshman year to help you develop your professional skills portfolio and make you a competitive candidate for the DI match process.

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. The UA DPD Program offers a Dietetic Internship Preparation course, NSC 495A, which is designed to facilitate exploration of and application to dietetic internship 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 $55.00 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 login information.

8. For students not matching in the first round, the second offers another opportunity to apply at DIs that advertising openings during this round. Students must submit their DI application already in DICAS to the new programs in which they wish to be considered.

9. If you do not receive a match during either the first or second rounds, you must register with D&D Digital for the subsequent Fall and Spring computer-matching periods.

10. 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 4:00 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.

3. For applicants not matching in the first round, a second round will take place a few days later. Any openings available will be advertised. The DPD Director will also provide information on openings available. Although students do not have to redo their DICAS application, you do have to submit your application and pay an application fee to any programs you are applying in during this round.

Important Application Responsibilities
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.

ISPP Program 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 1400 hours of supervised practice hours are required with rotations in clinical nutrition, community nutrition, food service, and others. The ISPP program at UA offers a full time internship program with rotations in Tucson and the surrounding areas. A distance pathway is also offered with full time and part time scheduling available. All interns will complete one or more concentration rotations. The UA ISPP program currently offers a Community Concentration in Public Health and a Clinical Concentration in Medical Nutrition Therapy. In addition to completing all supervised practice requirements, ISPP interns are required to engage with professionals and give service to the ISPP program and community throughout the year.

- Attend Southern Arizona district Academy of Nutrition and Dietetics (SAZAND) meetings and events throughout the year (or local AND district affiliate if completing the distance pathway)
- Attend meetings and conferences hosted by relevant professional organizations throughout the year
- Participate in community service events, as scheduled by the ISPP coordinators
- Assist with the planning of Preceptor Appreciation Luncheon and gift (to occur in late April or early May)
- Provide preceptor thank you cards at the end of each rotation (Stationary and postage provided by ISPP)
- Participate in additional events as scheduled by ISPP Coordinators: Fall intern re-cap meeting, graduation, etc.
- Additional opportunities to present in NSC courses, Nutrition Club meetings and other activities will be presented throughout the year

Admission to ISPP: UA DPD graduates are given preference when applying for the UA ISPP program. Consideration will be given to strong applicants who are not graduates of the UA DPD program, particularly for the Distance pathway. A selection committee will select interviews based on a review of their application packet and in-person 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 previously participated in the dietetic internship match process within the past 24 months. After being admitted, interns will have the opportunity to state preferences for their concentration rotation and when possible, interns will be scheduled in the concentration rotation of their choosing.

Tucson Track applications are accepted once per year in April. An application timeline is posted here: https://nutrition.cals.arizona.edu/ispp-program

Distance Track applications are accepted on a rolling basis. Applicants must begin their rotation schedule within 3 months of being accepted into the program. Distance applicants are encouraged to reach out the ISPP Coordinators to discuss your application in advance.

REGISTRATION ELIGIBILITY REQUIREMENTS FOR NUTRITION AND DIETETIC TECHNICIAN CREDENTIAL:

Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) are eligible to take the registration examination to be credentialed as a Nutrition and Dietetic Technician, Registered (NDTR), also known as a Dietetic Technician, Registered (DTR), without meeting additional academic or supervised practice requirements. Effective June 1, 2009, the three pathways to establish eligibility to take the registration examination for dietetic technicians are:

Original Pathway I

Completion of an Associate degree granted by the US regionally accredited college or university with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Dietetic Technician Program.

Original Pathway II

Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Didactic Program in Dietetics (DPD), and completion of an ACEND accredited Dietetic Technician supervised practice.

New Pathway III
Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of an ACEND accredited Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP).

For security reasons, their DPD Program Director must process all candidates through the Credential Registration and Maintenance System (CRMS) for eligibility to take the examination. All candidates must complete an application, available on CDR's Web site at: /pdfs/DTRPathway3.pdf; and the DTRE Mis-Use Form: /PDFs/DTRE%20%20Mis-Use%20%20-%20%20Updated%204-09.pdf. Applicants must also provide original academic transcripts for the application process.
For more information on the NDTR credential: https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification

Program Costs (ACEND Required Element 9.3e)

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. In addition to tuition, course and laboratory fees, and textbook costs, the student in dietetics can expect to incur some additional expenses. Tuition costs differ between UA Main, UA Yuma and University of Arizona Online campuses and are reflected on the tuition calculator.

Additional costs to undergraduates include:

Parking and student ID	$450-700 (approximate)
Program Fee	$250 per semester (UA Main Campus students only)
AND student memberships	$68 (optional- National and state membership $58; district membership $10)

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)
Clinical Lab Coat	$50
Program Polo	$30
Additional Attire	$150 (non-slip shoes, scrubs, professional wear-dress code varies by site)
Books and Supplies*	$200 (varies)
AND Student Memberships**	$60
OSHA Bloodborne Pathogens Cert.	$13
Professional Liability Insurance	$40 (approximate)
Laptop Computer	$500-1500
Transportation and Parking	$8.00/day for parking at on-site UA rotations
Drug Testing and Background check	$100 (approximate)
CPR and First Aid Training***	$110

ESTIMATED ADDITIONAL EXPENSES TOTAL (EXCLUDES PROGRAM FEE): $1100

Additional Variable Expenses

Personal Health Insurance
Living Expenses
Laptop Computer
Required Books and Supplies:

- Food Medication Interactions, 18th Edition or later. By Zaneta Pronsky. $20-$40
- Suggested Supplies: Pocket calculator, pens and highlighters, note book, binders to organize resources, folders for each rotation, daily planner, back pack, spare flash drive. Additional supplies may be needed.

**Must be active AND + Southern AZ AND member at time of application and during the entirety of the ISPP Program.

*** A CPR/AED/First Aid course is required for all interns who do not have existing certifications from other organizations at the time of acceptance to the ISPP. Existing certifications that are obtained prior to acceptance to the ISPP will be considered; discuss with the ISPP coordinator to determine whether a recertification is necessary.

Financial Aid (ACEND Required Element 9.3 i)

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/

DPD: 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 in the College of Agriculture and Life Sciences using the Scholarship Universe Portal. Scholarship Universe is the University's scholarship matching portal and it is used to match students to opportunities they are eligible for. https://scholarshipuniverse.arizona.edu/suha

ISPP: For students enrolled in the ISPP, there are currently no student scholarships, federal financial aid, or University supported grants available. For recent graduates of the University of Arizona, private loan options may be available through the UA Office of Scholarships and Financial Aid.

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: http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid

Accreditation Status (ACEND Required Element 9.3 a)

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics

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 2190, Chicago, IL

Program Admissions Requirements (ACEND Required Element 9.3 f)

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 and a single online application is used for admission to UA Main Campus programs, University of Arizona Online and UA Yuma. 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/. Specific admissions requirements are indicated.

ISPP: At this time, graduates of the University of Arizona DPD are given preference for placement into the ISPP, with consideration given to non-UA DPD graduates for the distance pathway. 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 within the past 24 months.

Distance interns will be required to submit a comprehensive plan outlining proposed rotation sites and preceptors, with documentation of support from preceptors to demonstrate their commitment to facilitating the applicants' supervised practice. For more information on the distance intern application requirements and forms, please visit: http://nutrition.cals.arizona.edu/ispp-application-requirements

Those holding a doctoral degree 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. Deficits in coursework for doctoral applicants will be determined at the discretion of the Program Director and Coordinator(s). It is recommended that potential ISPP applicants contact the program coordinator before applying to the ISPP.

Identity Verification

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

Academic Calendar (ACEND Required Element 9.3 g)

All important dates and deadlines are available in the online Academic Calendar: http://catalog.arizona.edu/acadcals.html Students are encouraged to meet with their Academic Advisors regularly throughout their undergraduate career.

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: https://catalog.arizona.edu/calendar/2018-2019-academic-calendar

ISPP: A master rotation schedule will be provided to all ISPP interns prior to the start of the internship. The ISPP calendar aligns closely with the traditional academic calendar. A winter recess is scheduled for approximately 2-4 weeks beginning in December. Interns with outstanding fall rotation requirements will be required to allocate additional time to complete the rotation over the recess if the preceptor permits.

Holidays and Time Off

The only holidays officially observed by the ISPP are Thanksgiving Day, Christmas Day, and New Year's Day; however, many rotation sites will observe additional holidays throughout the year during which the preceptor may choose to schedule the intern off. Requests for additional religious holidays will be granted. Requests for personal time off should be kept to a minimum and the intern should provide as much advanced notice to the program coordinator and rotation preceptor to ensure that the intern's schedule is adjusted accordingly. The intern is responsible for meeting all rotation hour requirements by the end of the scheduled rotation, regardless of days missed.

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

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 (ACEND Required Element 10.2 p)

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/policy/leaving-university

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 ISPP Coordinators 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 of the interns' first rotation start date.

Opportunities for Professional Leadership and Experiential Learning

(ACEND Required Element 9.3 l)

DPD: A number of opportunities are available for leadership and experiential learning throughout an undergraduate's time at UA. These opportunities are usually announced in classes or on the NSC undergraduate listserv. Students are encouraged to take advantage of these opportunities as often as possible for knowledge as well as skill development. A number of NSC courses also provide a variety of experiential learning activities. Students are placed in various locations within the Tucson community in order to apply concepts from class as well as to gain experience in the field. Students are not expected to replace employees but to provide support as directed by the course instructor and the onsite supervisor. The UA has a number of affiliations with medical centers, schools, long-term care centers, etc. which afford the student a variety of skill development opportunity. Many sites require students to have the appropriate immunizations – check with the course instructor for requirements.

- *UA Yuma*- A number of experiential learning sites have been identified in Yuma and additional sites will be engaged with the program as opportunities are available. Students are also required to identify sites to complete required assignments and activities across the DPD curriculum.
- *University of Arizona Online*- Students pursuing the DPD program in the University of Arizona Online campus will be required to identify experiential learning sites to meet assignment and activity requirements in a number of courses. Fair warning will be given at the beginning of the semester so that a site which meets the necessary specifications can be identified by the student. In some cases, when the site requires, the UA DPD will establish contracts known as *Affiliation Agreements* with experiential learning sites prior to the student beginning their experiential learning activities.

Risk Management (ACEND Required Element 10.2 a)

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. Questions regarding coverage may be directed to Steve Holland, UA Chief Risk Officer at (520) 621-1790 or sholland@email.arizona.edu

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. ISPP Interns are required to attend a minimum of one Southern AZ AND event during the internship program.

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 $58. 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 Sciences Clubs
The UA Nutritional Sciences Clubs are ASUA recognized non-profit organizations run by nutrition students. The clubs include: Nutritional Sciences Club, Veggie Cats, Sports Nutrition Club, and the Mediterranean Diet and Health Club. The clubs offer opportunities for nutrition students to:

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

Academic Integrity/Honesty (ACEND Required Element 10.1 b)

This course operates under the academic codes as described in the Student Code of Academic Integrity: http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity. No threatening or harassing behavior will be tolerated. See the University's policies against threatening behavior by students: http://policy.web.arizona.edu/sites/default/files/Nondiscrimination.pdf.

Access to Personal Files (ACEND Required Element 10.2 s)

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

Protection of Privacy (ACEND Required Element 10.2 r)

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 (ACEND Required Element 10.2 t)

DPD: 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/.

ISPP: ISPP interns are not considered students of the UA, and do not have access to most UA student resources that are supported by tuition dollars. However, interns are provided with access to instructional support, the Academy's Evidence Analysis Library and the UA electronic library. Support materials are also available at several of the ISPP site rotations. Additionally, ISPP interns have access to the on-campus Student Nutrition Advising Center (SNAC) which has the following resources available: Computers, nutrition text books, food and anatomical models, educational aids and a collaborative workspace.

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 clinical facilities. Dresses and skirts should fall no shorter than two inches above the knee. Tops must be conservative and have sleeves.

Bare legs are typically not permitted in long-term care or clinical facilities. Collared shirts should be wrinkle free, ties are optional.

- Shoes - Closed toed, low-heeled dress shoes are required. Non-slip shoes are required for all foodservice rotations.
- Miscellaneous - Chewing gum, perfume, nail polish, acrylic nails, and excessive make-up is not allowed. A nametag 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 un-planned absences must be reported to the program coordinator/s and preceptor as soon as possible. Any 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
mtucker@email.arizona.edu

ADA/504 Compliance Officer
Sue Kroeger
Director, Disability Resource Center
Campus Health Center, Room 104
Phone (520) 621-7674; TTY (520) 621-3268
suek@email.arizona.edu

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/).

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 (ACEND Required Element 10.2 a)

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 (ACEND Required Element 10.2 b)

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. 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 DPD/ISPP Experiential Learning/Supervised Practice (ACEND Required Element 10.2 c)

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 and other vaccinations may be required for some DPD courses and experiential learning opportunities – check the course syllabus.

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. Varicella vaccination or titer showing immunity is also required. Additionally, you may 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 (ACEND Required Element 10.2 d)

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. All interns 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 interns should consult with the ISPP 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 intern 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.

Educational Purpose of Experiential and Supervised Practice Experiences

(ACEND Required Element 10.2 e)

Rotation schedules and outlines of learning activities for each rotation will be provided by the program director to preceptors. Students 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.

Student Complaints (ACEND Required Element 10.2 g)

If students or interns have a complaint related to the DPD or ISPP Program they should follow the problem solving process described below. 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.

Department Communication Regarding Complaints

DPD:
Academic Advisors: for matters pertaining to academic programs, curriculum and specific standards and expectations, you should seek the advice of your Academic Advisor.

Problem-solving through communication:
All faculty members in the Department of Nutritional Sciences are available to guide and assist you in the completion of the DPD 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 your concerns with your Academic Advisor. Advisors will recommend that all students with DPD 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, DPD Guidelines/Policies. Other)
- Description of Complaint
- Desired Outcome (Address issue with faculty/staff member, discuss as potential DPD 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 DPD Director. The DPD 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 your 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 you of further appropriate action. Additionally, the UA complaint process can be found at: https://deanofstudents.arizona.edu/faqs

ISPP: ISPP program staff and preceptors are available to aid in the success of the intern in meeting their internship competencies. If conflicts arise during the program, the following is recommended to achieve resolution:

Level 1: Discuss the issue directly and privately to the individual(s) involved (peer, preceptor, etc.) If the problem cannot be resolved at this level, discuss your concerns with your ISPP Coordinator. The coordinator will document:

- Intern Name
- Topic area for complaint (Staff/Preceptor, rotation, ISPP Guidelines/Policies. Other)
- Description of Complaint
- Desired Outcome (Address issue with preceptor, discuss as potential DPD program change for future, suggest making policy change as soon as possible, other)

The DPD Director and Department Head will be made aware of any formal complaints documented by the coordinators.

Level 2: If the problem cannot be resolved at level 1, the next appropriate step would be to discuss your concerns with the DPD Director. The DPD Director will schedule a meeting with the intern to discuss their concerns. Resolution will be documented and saved electronically for future reference.

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

Level 4: If resolution is not reached at this level, the NSC department head will advise you of further appropriate action.

As described above, if resolution cannot be achieved after discussing your issue with the Department Head and/or other University of Arizona resources available for resolving conflict, you may submit a written complaint to ACEND.

Assessment of Prior Learning (ACEND Required Element 10.2 i)

DPD

Degree Seeking: Degree Seeking: Transfer credit will be assessed initially by the Admissions office and is either accepted or rejected by the University of Arizona. After review by the Office of Admissions, accepted transfer credit will be evaluated for equivalency as needed. The undergraduate academic advisor for the Nutritional Sciences Department will provide guidance on next steps. Credit will not be granted for prior work experience, although coursework may be tailored if ACEND competencies have been met with prior work experience. Courses which meet DPD requirements, but were taken more than eight years prior to admission to the DPD program, will not be accepted. The discretion to modify DPD curriculum on a case-by-case basis is left to the program director.

Non-Degree Seeking: Students who already hold a bachelor's degree and are seeking a verification statement from the UA DPD Program should email the undergraduate academic advisor copies of all unofficial transcripts for review.

ISPP: An intern's past academic or work experience may be used to fulfill ACEND competencies, for outpatient, community, foodservice and long-term care. 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(s).

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.

Although some interns are eligible for prior learning credit, they may choose to spend their extra time completing elective rotations in place of any rotations they are exempt from. If this is desired, the intern should discuss interest areas for elective rotations with the coordinator. ISPP coordinators will work to schedule electives that align with the intern's interest areas, although placement at desired facilities is not guaranteed.

Formal Assessment of Student Learning and Regular Reports of Performance

(ACEND Required Element 10.2 j)

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 semester 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 do so within the Typhon system 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 (ACEND Required Element 10.1 b and c)

DPD: Students are encouraged to meet with the undergraduate advisor at least once per semester to track progress in the program from enrolling in courses for the next semester; all new students are required to attend an advising session during their first semester or they are restricted from enrolling for the next semester. 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 during UA course registration each spring and fall semester. Students will be advised to make an appointment with their Advisor to review their academic performance and strategize on options for improving academic standing. Academic advisors and DPD Director will discuss the options available to students who do not meet the minimum requirements to obtain a verification statement.

Students on probation for the first time (<2.0 GPA) are required to enroll into CALS 195A – Cultivating Academic Learning Strategies. NSC Advisors lead a section of this course each spring. 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, resulting 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 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 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.

Conditions for Being Awarded a Verification Statement

(ACEND Required Element 10.2 n)

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 UA DPD courses or equivalent courses from accredited universities (See DPD Course List). Only courses with a grade of C or better will be accepted for transfer.
2. An overall grade point average of 2.75 or better, including UA and any transfer courses, or at the discretion of the DPD director.
3. Non-degree seeking students: A minimum of 12 units of coursework must be completed at the University of Arizona in order to receive a verification statement.

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. At the discretion of the director, DPD course requirements may be substituted or waived based on the collective experiences of the individual student, such as in work history or prior coursework.

ISPP: 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.

1. 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.
2. 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.
3. Graded assessments and preceptor evaluations will be utilized to assess proficiency of required competencies.

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 within 4 weeks of interns completing supervised practice requirements, at which time the graduate assumes responsibility for arranging to take the exam. Interns are encouraged to take the exam promptly after completing the internship. “Study Periods” lasting more than one month after becoming eligible to take the exam are not recommended.

Conditions for Graduation from DPD

Students will be permitted to graduate upon successful completion of the DPD program requirements listed in the University of Arizona Academic Catalog for the year in which they entered the program, or a later year if the student elects to adopt updated catalog requirements during their academic program. The program typically takes about 4 years to complete but completion time varies for each students. The expected timeline for graduation does not vary based on the campus in which the DPD is completed (UA Main, UA Yuma, University of Arizona Online), and rather, is dependent on successful completion of courses and number of units achieved each semester. Upon completing all course requirements, students must have both a cumulative GPA of 2.0, as well as a 2.0 in their major coursework.

How to Be Successful as a DPD student or ISPP intern (ACEND Required Element 10.1 c)

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

- **Understand why you are attending a university.** Identity specific goals and a useful goal setting process for yourself.

- **Assume responsibility for your own education**---it's your education, not your advisor's and not your friend's. Good luck!

- **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.

- **Make use of your academic advisor.** Your advisor is there to guide and support you. You should take the opportunity to meet with your advisor 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.

- **If you are attending classes full time, try not to work more than 20 hours per week.** Most students begin a downhill slide academically when they work beyond 20 hours per week. If you need more money, talk to a financial aid officer. Students who work on campus tend to do better in classes and are more likely to stay enrolled than those working off campus.

- **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.

- **Show up for class.** When asked what they do differently if they could do it all over again, most seniors say, "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.** At first you may not make the grades you could be making or made in high school. If you were a star athlete in high school, you might not be in college. Develop realistic goals for yourself.

- **Get involved in campus activities.** Visit the Student Development Office. Work for the campus newspaper. Join a club or organization, or campus ministry. Play intramural sports. Most campus organizations welcome newcomers—you're their lifeblood. Students who join even one group are more likely to graduate.

- **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.

- **Visit the Nutritional Sciences Student Nutrition Advising Center (SNAC) early in your first**

year. See a career counselor before you get too far along in college, even if you have chosen your academic major. Discuss career opportunities with your Academic Advisor.

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