THE STUDENT HANDBOOK

Master of Science in Food and Nutrition –
Dietitian Nutritionist Program

Department of Food and Nutrition

INDIANA UNIVERSITY OF PENNSYLVANIA

2023-2025

Prepared by

Faculty of the Department of Food and Nutrition
Affiliate Site Supervisors
Graduate Assistants involved with the Dietetic Internship

*Accredited initially February 12, 2021
Accreditation Council for Education in Nutrition and Dietetics
The Academy of Nutrition and Dietetics,
with Continued Accreditation Self-study and site review for July-December 2023.
Accredited through December 31, 2024.

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INTRODUCTION

Welcome to the Department of Food and Nutrition's Master of Science in Food and Nutrition – Dietitian-Nutritionist Program at Indiana University of Pennsylvania (IUP)! This handbook will aid you in making sense of the many different pieces, sites, and people that are involved in our Dietitian-Nutritionist Program. This handbook also serves as a guide for the DNP, Department, College, and University policies and procedures, which we follow as a means of supporting professionalism and fairness to each individual student, faculty member, preceptor, patient/client, and the public.

It takes time to digest this vast amount of information. If there is ever a question that this handbook does not answer, be sure that you ask the Dietitian-Nutritionist Program Director, and they will either know the answer or help you find who does.

As you progress through the Program, you are sure to have thoughts and suggestions, as well as questions. We do want to hear and discuss these, at appropriate times. Many positive changes have occurred in our past accredited programs with the help of our own students.

We as a faculty, and on behalf of the university, will support and guide you through your time in this Dietitian-Nutritionist Program for successful completion. In turn, we ask for your best, and when you cannot give your best, then effective communication with faculty to keep you in a successful status.

Jodie Seybold, PhD, RDN, LDN
Director, Dietitian Nutritionist Program &
Coordinator for Clinical 1 & 2, Foodservice Management, Intervention, and Advanced Practicum Rotations

Department of Food and Nutrition

Offices and Phone Numbers

Food and Nutrition Department Office .....Ackerman Hall 102
Department Phone 724-357-4440
Department Fax 724-357-3007

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Director, Undergrad Dietetic Program (DPD), Associate Professor
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Dr. Pao Ying Hsiao.....Ackerman Hall 114B
Graduate Coordinator for MS in Food and Nutrition, Professor
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Dr. Jodie Seybold .....Ackerman Hall 104
Director, Dietitian Nutritionist Program & Practica coordinator, Assistant Professor
jseybold@iup.edu
.....724-357-1395

Dr. Stephanie Taylor-Davis.....Ackerman Hall 101
Chairperson, Professor 724-357-7733
stdavis@iup.edu

Additional Important Offices and Numbers

Dean, College of Health and Human Services..... 724-357-2555
Dr. Sylvia Gaiko Zink Hall 217

Financial Aid Office 724-357-2218
Clark Hall 200

Graduate Studies and Research..... 724-357-2222
Stright Hall, First Floor

IT Support Center..... 724-357-4000
Suites on Grant - Lower, Suite G35

Office of the Bursar..... 724-357-2207
Clark Hall Lobby

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Financial Aid: https://www.iup.edu/financialaid/index.html
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center http://www.iup.edu/career/
IUP Parking Services and Visitor Center http://www.iup.edu/parking/
University Police http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470
IUP Center for Health and Well-being: https://www.iup.edu/chwb/

Social Equity
The Office of Social Equity: www.iup.edu/socialequity/

Student Conduct
Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Title IX Reporting Requirement
For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly [GSA]

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

EXPLANATION OF TERMS

Dietitian-Nutritionist Program Director.....Dr. Jodie Seybold

Directs administrative activities associated with the Dietitian-Nutritionist Program. Responsible for documentation and communication with AND- ACEND® and CDR. Works closely with Faculty Practicum Rotation Coordinators, and the Department Chairperson.

Faculty Practicum Coordinator(s) .....

Organizes and facilitates experiential learning, rotations, and field work in a given area of practice; works closely with site preceptors. Provides feedback and guidance, support, grades, and other duties associated with a faculty role.

Practicum Rotation	**Coordinator**
Clinical 1 & 2	Dr. Jodie Seybold
Foodservice Management	Dr. Jodie Seybold
Community Nutrition	Dr. Jodie Seybold
Advanced Practice	Dr. Jodie Seybold

Graduate Coordinator.....Dr. Pao Ying Hsiao

Provides academic and administrative support for the MS in Food and Nutrition graduate program, graduate students, and manages all department Graduate assistants; works closely with the Department Chairperson.

Department Chairperson .....Dr. Stephanie Taylor-Davis

Oversees academic (undergraduate and graduate) curriculum, administration, and management of the Food and Nutrition Department.

Preceptors .....

Volunteers to provide supervision of and professional socialization to DNP students. Works closely with Faculty Practicum Rotation Coordinators. Dependent on site of experiential education, rotation, and field work.

Patients/Residents/Clients/Public …….

Those individuals and groups who you will be serving, and working with, throughout the Dietitian Nutritionist Program.

Dietetic, or DNP, Student …….

Graduate student enrolled in the MS in Food and Nutrition – Dietitian-Nutritionist Program. Maintains satisfactory grades in didactic courses, while obtaining no less than 1,112 supervised experiential learning hours in a variety of settings. Is responsible for

practicing professionally and ethically in all situations and interactions related to the Program.

GRADUATE STUDENT POLICIES AND PROCEDURES

Indiana University of Pennsylvania

Indiana University of Pennsylvania (IUP) is the 12th largest university in the state and is one of the largest state-owned universities in Pennsylvania State System of Higher Education (PASSHE). As such, "IUP has primary responsibilities of providing high-quality education at a reasonable cost and assessing and responding to the higher educational needs of the Commonwealth." IUP is accredited by the Middle States Association Commission on Higher Education.

There are seven Colleges and Schools at IUP: Eberly College of Business, Education and Communications, Graduate Studies and Research, Health and Human Services, Kopchick College of Natural Sciences and Mathematics, University College, and College of Arts and Humanities. In addition, IUP is home to the Robert E. Cook Honors College. The College of Health and Human Services has ten academic departments: Administration and Leadership Studies, Criminology and Criminal Justice, Culinary Arts, Employment and Labor Relations, Food and Nutrition, Kinesiology, Health, and Sport Science, Nursing and Allied Health professions, Public Health, Psychology, and Sociology. The common thread among each of the college programs is that they are all applied service professional disciplines. Students in the college study the theory underlying their discipline and then focus on applying it to their profession, particularly through hands-on learning experiences and internships.

IUP's main campus is located in Indiana University of Pennsylvania, a safe, livable town in the rural Allegheny foothills about 55 miles northeast of Pittsburgh. In addition to its main campus, IUP operates campuses in Punxsutawney (Jefferson County), Monroeville (Allegheny County), and Northpointe (Armstrong County). IUP offers numerous online programs and courses as well.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

- To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.
- To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

- To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Food and Nutrition

The Department of Food and Nutrition has a tradition of educating quality nutrition professionals. In addition to the M.S. in Food & Nutrition - Dietitian-Nutritionist Program, it offers a M.S. in Food and Nutrition- Education Track program as well as a B.S. in Nutrition program, of which there are two tracks: Dietetics (accredited as a pathway for students who are interested in becoming Registered Dietitian-Nutritionists) and the Nutrition track.

The Dietitian-Nutritionist Program consists of six semesters, starting in summer. The first two semesters are comprised of online courses from the M.S. in Food and Nutrition Program. The following four semesters, beginning in spring of the first program year, include a focused practicum/supervised practice in addition to online academic courses. Students in the Program will obtain no less than 1,112 hours of experiential learning incorporated throughout both coursework and the practice courses. The Dietitian-Nutritionist Program prepares you to sit for the national registration examination for dietitians, and to begin your dietetic professional journey.

Department Mission Statement and Program Objectives

The mission of the Department of Food and Nutrition reflects the total philosophy of the College of Health and Human Services (CHHS) and the University. IUP is committed to the preservation, expansion, and transmission of knowledge. Students learn to think critically, communicate effectively, analyze information, and solve problems. The Department assists students toward a foundation for further learning and supports individuals' self-development within the context of concern for the community and society.

The mission of the Department of Food and Nutrition is to graduate students that will shape the food choices and impact the nutritional status of the public. To accomplish this, the professional of the future will need to exhibit:

- A thorough understanding of food and nutrition theory
- Excellence in the delivery of high-quality programs and services
- The ability to educate the public using food and nutrition theories
- Leadership skills
- Ethical behavior
- Respect for diverse societies and viewpoints
- The ability to collaborate with others
- The ability to manage materials and resources
- Commitment to lifelong learning skills
- Critical thinking skills
- Communication skills
- An ability to adapt to change

- An ability to utilize emerging technology
- A commitment to advocacy for the profession

Faculty and Staff

Food and nutrition faculty members are unique mentors who bring prestige and dedication to graduate studies. Recognition from national organizations and a keen sense of emerging nutritional issues steer you toward your greatest ambitions. Accessibility is the hallmark of our faculty advisors. They will take great care and give generous amounts of time to guide you. To reach faculty, a full listing is available at: www.iup.edu/foodnutrition/faculty , or contact the Department of Food and Nutrition main office: 724-357-4440 or email: Food-Nutrition@iup.edu

Program Admission

Prospective students with earned verification statement from ACEND-accredited program:

Interested persons who possess a bachelor's degree in food and nutrition/dietetics from an ACEND-accredited program and who have earned a verification statement are eligible to apply, after reviewing the required criteria below. Those prospective students who obtained a bachelor's degree in a related field, as well as completed the necessary requirements to obtain a Verification Statement from an ACEND-accredited program may also apply, after reviewing the required criteria below.

- Minimum final GPA from bachelor's degree being used for this admissions process of 3.0 (on a 4.0 scale).
- C's or better in all dietetics-focused coursework
- C's or better in all science, math (statistics), management, and humanities (psychology, sociology, English) courses
- Meet the *Required by All Prospective Students* below.

Prospective students without an ACEND-approved verification statement:

Prospective students who do not possess an ACEND-approved verification statement, but completed a bachelor's degree in nutrition or closely related field, must meet the following requirements:

- Minimum final GPA from bachelor's degree of 3.0 (on a 4.0 scale) in a closely related field to nutrition.
- C's or better in the following required coursework – no more than 5 years old, preferred (note: IUP does not recognize +/- on grades, therefore C- is not accepted):
- Science minimum (no substitutions):
    - 4 cr. of organic chemistry (lecture and lab)
    - 3 cr. of biochemistry (lecture only required)
    - 3 cr. of microbiology (lecture and lab)
    - 3 cr. of anatomy (lecture and lab)
    - 3 cr. of physiology (lecture and lab)
- Nutrition
    - 6 cr. Of nutrition coursework
    - 3 cr. must be comparable IUP's FDNT 145 or 212
- Math minimum
    - 3 cr. of statistics
- Management
    - 3 cr. of management
- Humanities and Social sciences minimum
    - 3 cr. of psychology

    - 3 cr. of sociology
    - 6 cr. of English (one must specifically be in writing)
    - 3 cr. of culture-related course
- Recommended, but not required:
    - Communications course
    - Instructional design course/experience
- Meet the *Required by All Prospective Students* below.

Required by All Prospective Students

Prospective students must possess a variety of knowledge and skills related to the field of nutrition. In addition to the set application criteria (see below), applicants must review and self-evaluate if they meet the program's *vital standards* for excelling as a graduate student and future registered dietitian-nutritionist.

Per professional site agreements (those sites outside of IUP, who take students for experiential learning), students must be able to successfully complete the following minimum requirements (IUP uses CastleBranch to manage and store this information):

- PA Department of Human Services (ACT 114 FBI background check with fingerprinting)
- ACT 34 Criminal History (PA State Background Check)
- ACT 151 Child Abuse Clearance
- 17-panel Drug Screen (throughout professional site practice) (for newly contracted sites, this drug screen may need expanded based on their requirements)

Per professional site agreements, students must also be able to complete, at their cost, a physical, vaccinations/titers/boosters, flu vaccine, liability insurance, ServSafe Managers Certification, provide proof of valid health and automobile insurance, valid driver's license, attendance at one state or national nutrition conference, and purchase the required uniform components for practica experiences.

Currently, IUP does not require students to have a COVID-19 vaccination.
The MS in Food and Nutrition - Dietitian-Nutritionist Program (DNP) follows IUP's guidance. However, for the DNP fieldwork components, many affiliate sites ***do*** require students to be vaccinated. Therefore, students must comply with affiliate site requirements to obtain the mandatory practice experiences and hours to achieve the professional competence of an entry-level dietitian. Sites requiring students be vaccinated against COVID-19 may or may not allow students to apply for a medical or religious exemption, as these field sites are voluntarily precepting students. Therefore, prospective students applying to both the in-residence and distance track of the dietitian-nutritionist program, must consider their vaccination status. Students unwilling to comply with affiliation site requirements may encounter delays in

DNP progression or being counseled out of the program if other options have been exhausted. Prospective and current student concerns related to this information can contact the DNP Director, Dr. Jodie Seybold (jseybold@iup.edu). As needed, student concerns will be discussed with the DNP Faculty Committee and college administrators. We thank all current and prospective students for considering this information as part of your decision-making.

As an IUP student entering experiential learning environments at affiliate sites, IUP requires all students complete Title IX training and Protection of Minors Training. The student-intern is a mandated reporter.

The successful student must meet the following criteria when applying to the program:

- Submission of **Transcript** showing degree completion.
- **Experience**
  - Recent volunteer work in community settings, required
  - Nutrition-related volunteer work in clinical and food service settings, recommended
  - Nutrition-related work experience in community, clinical, food service, other, recommended
- **Personal Statement, Resume, and Self-evaluation of Vital Standard**
  - Up-to-date resume that reflects experiences referenced in personal goal statement.
  - Personal goal statement must include:
    - **Which track you are applying for** (in-residence, distance, or do you want to be considered for both)
    - How did you gain interest in the field of nutrition?
    - What experiences have prepared you for the coursework and supervised practice required in the Master of Science in Food and Nutrition Dietitian-Nutritionist program?
    - What makes you a competitive candidate for this program (strengths)?
    - What areas will you continue to work on through the program (areas for improvement)?
    - What are your 2-year and 5-year goals?
    - What strategies do you plan to use during the program to remain organized, to actively and effectively communicate, to maintain positivity, and for self-care?
    - What do you hope to gain from the program, and what will you contribute to the program and your cohort?
    - Why you want to become a Registered Dietitian-Nutritionist.
- Self-evaluation of Vital Standards

Vital Standards

Vital standards are essential to becoming a successful student at IUP and a successful future dietetic professional. Students must meet these standards upon admission to the program and sustain them throughout the program. By completing an application, students are agreeing that they meet the Vital Standards needed for the field of nutrition.

Emotional Intelligence – Students must always be aware of the world around them to drive communication, decision-making, work ethic, and manage situational stress. The recognition of self, through studying one's beliefs and experiences, must be developed before recognizing and understanding emotions in others. While this is a work in progress for most everyone, students must have a foundation of emotional intelligence to allow embracing a variety of populations, beliefs, cultures, and viewpoints.

Effective Communication – It is imperative that the successful student understand and demonstrate effective and appropriate communication throughout the DNP. This vital standard is a necessity for overall professionalism and building professional relationships and networks.

Professional and Ethical Behavior – The prospective and enrolled student upholds the Academy of Nutrition and Dietetics Code of Ethics throughout coursework and practica experiences and aligns decision-making with similar standards. Further, the prospective and enrolled students follow the scope of practice and standards of professional performance. These areas, as well as HIPAA are reviewed throughout coursework as well.

Strong work ethic – Prospective and enrolled students must demonstrate detail-oriented and timely work throughout the program.

Stress Management – Life does not stop just because a prospective or enrolled student is embarking on education goals. Earning a master's while completing supervised experiential learning can be stressful at times. The prospective and enrolled student must have healthy coping mechanisms in place to remain positive, open-minded, and persevere in order to achieve set goals.

Learning Mindset – in the DNP, prospective and enrolled students are learning and growing. There are many skills students bring to the table. There are many skills that still need to be developed and fine-tuned. Therefore, as a profession of life-long learners, no one can know. Prospective and enrolled students must be learning-oriented through this process.

Physical demands – from lifting boxes during food service receiving and inventory to palpating a patient as part of the nutrition-focused physical exam, applicants must have the physical strength to complete the required tasks associated with performance indicators

and competent ices. Prospective and enrolled students must be able to lift and carry a maximum of 50 pounds.

Letters of Recommendation

- A minimum of 3 letters of recommendation are required from academic, professional, volunteerism contacts (recommended - professors/instructors from your bachelor's program, manager/boss, volunteering supervisor).
- Recommenders must use and submit the related DNP Letter of Recommendation form.
- No character-only references (from family, friends, acquaintances) are accepted.

Skills

- Identify your proficiency in the following, or related, programs on your resume:
  - Microsoft Office Products- – required.
  - Infographic programs (e.g. Piktochart) and video editing software (e.g. Adobe Spark) - recommended, but not required.

Interview and Nutrition-related Skills Assessment

- Qualified Applicants (from criteria above) must complete a behavior-focused interview (zoom or in person).

In order to be considered for the Program, students apply to IUP via Graduate Admissions: www.iup.edu/admissions/graduate/.

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.
For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Dietitian Nutritionist Program Curriculum

Mission Statement of the Department of the
Food and Nutrition Dietitian Nutritionist Program

The mission of the IUP MS in Food and Nutrition – Dietitian-Nutritionist Program [DNP] is to provide graduates with quality opportunities to acquire knowledge and demonstrate skills essential to become competent registered dietitian-nutritionists [RDN] who advance the profession.

The philosophy of the Department of Food and Nutrition's Dietitian Nutritionist Program comes from IUP's commitment to higher education and our vision of the characteristics of the professional of the future. The professional of the future will shape the food choices and influence the nutritional status of the public. The professional of the future will need to exhibit:

- a thorough understanding of food and nutrition theory;
- excellence in the delivery of quality programs and services;
- the ability to educate the public using food and nutrition theories;
- leadership skills;
- ethical behavior;
- respect for diverse societies and viewpoints;
- the ability to collaborate with others;
- the ability to manage materials and resources;
- commitment to life-long learning skills;
- critical thinking skills;
- communication skills;
- an ability to adapt to change;
- an ability to utilize emerging technology;
- a commitment to advocacy of the profession

Our program features four supervised practice experiences, including Community Nutrition, Foodservice, Long-term Care, Acute Care and Advanced Practicum. The practicum experiences will include 30+ hours per week scheduled over 34 weeks for a total of 972 supervised practice practicum hours (as shown in Figure 1) including IUP/Meeting days. An additional 140 Alternate Experience hours will be obtained through the remainder of the graduate courses. The combination of coursework and practicum experiences throughout the Program will also culminate in the M.S. in Food & Nutrition.

The program begins at the start of late-May/early-June and concludes in mid-May, 24 months later, allowing the student to be eligible to take the national examination to become a Registered Dietitian approximately four to eight weeks following verification of program completion.

Course Descriptions

FDNT 515 Sustainable Nutrition 3 cr.
Explores food system sustainability issues from farm to fork, including food production, preparation, processing, packaging, and distribution. Assesses the sustainability of current dietary recommendations and the environmental impact of food choices. Evaluates food security from a national and global perspective.

FDNT 522 Public Health Nutrition & Epidemiology 3 cr.
Identifies population-based needs and approaches for prevention and alleviation of diet-related conditions. Explores methodological issues involved in the design, conduct, analysis, and interpretation of studies investigating the relationship between nutritional status, diet, and disease. Examines the application of nutrition research related to nutrition assessment and program and policy design and evaluation to improve the nutritional status and health of diverse population groups.

FDNT 564 Food & Nutrition Research Methods 3 cr.
Focuses on research methodology with application food and nutrition. Critical analysis and evaluation of food and nutrition research, including quantitative and qualitative research design and statistical methods. The importance of utilizing nutrition research in disease prevention and health promotion, and as a basis for setting professional practice standards and health policy will be emphasized.

FDNT 571 Integrative Nutrition in Complementary and Alternative Healthcare 3 cr.
Explores the foundation of complementary, alternative, integrative, and functional nutrition theories and practices. Differentiates among traditional, complementary, integrative, and functional nutrition models as related to food, supplements, herbs, and disease. Evaluates current research related to complementary, alternative, integrative, and functional nutrition.

FDNT 612 Administration of Food Service Systems 3 cr.
Addresses food service as a system of interrelated parts and of controlling management resources. Analyzes different types of food service delivery systems and covers legal responsibilities of a food service administrator. Prerequisite: Department permission.

FDNT 625 Community Nutrition & Policy 3 cr.
Examines the planning, organizing, implementing, supervision, and evaluating of community nutrition programs in profit and non-profit settings.

FDNT 631 Eating Behaviors and Food Habits 3 cr.
Investigation and analysis of historical, political, religious, ethnic, environmental, and social influences which affect food consumption patterns.

FDNT 636 Nutrition Education and Intervention 3 cr.

Addresses the selection or design, implementation, and evaluation of strategies to translate nutrition knowledge into action. Emphasizes promotion and communication of food, nutrition, and health information to diverse groups in a variety of settings.

FDNT 637 Nutrition Counseling and Intervention 3 cr.
Focuses on the application of evidence-based approaches for nutrition counseling and intervention strategies to promote behavior change.

FDNT 645 Proteins, Carbohydrates, and Fats 3 cr.
Nutritional considerations of protein, carbohydrate, and fat metabolism. Physiological and biochemical functions of these nutrients will be discussed.

FDNT 649 Vitamins, Minerals, and Water 3 cr.
Focuses on biochemical role of vitamins, minerals, and water in human metabolism. Examines biochemical and physiologic functions and current research implications in health and disease.

FDNT 651 Professional Dietetic Practice 3 cr.
Examines professional topics relevant to the dietetic professional. Provides a forum for clinical case study presentations and education about professional development opportunities and challenges.

FDNT 653 Leadership for Nutrition Professionals 3 cr.
Provides a theoretical analysis of leadership theory, organizational management concepts, consulting strategies, and ethics as it relates to both the novice, and advanced food and nutrition professional.

FDNT 696 Clinical, Foodservice, and Community Nutrition Practicum(s) 12cr. Total.
Engages in experiential learning in dietetics settings, both in the field and through simulation, to include, but not limited to community nutrition, food service settings, long-term care, acute care, and advanced practicum.

FDNT 770 Clinical Nutrition Assessment 3 cr.
Analyze and evaluate dietary, biochemical, anthropometric, functional, socioeconomic, and clinical data to assess nutrition status of individuals and populations throughout the lifecycle. The Nutrition Care Process will be used to perform a nutrition diagnosis, plan a nutrition intervention, and evaluate and monitor the nutritional status using the appropriate professional language and documentation.

FDNT 771 Nutrition in the Life Cycle 3 cr.
Studies bodily functions at different stages of development under differing environmental conditions and at various levels of biological organization.

FDNT 772 Clinical Nutrition Therapy I 3 cr.

Applies the Nutrition Care Process to develop a nutrition diagnosis, intervention, and evaluation/monitoring to specific diseases/conditions such as CVD, diabetes, energy imbalances, upper gastrointestinal system and lower gastrointestinal system.

FDNT 773 Clinical Nutrition Therapy II 3 cr.
Investigates diet and nutrition in the pathophysiology, prevention and treatment of select diseases and conditions. Addresses measures of nutrition status, intervention, monitoring and evaluation using the nutrition standardized language and evidence-based practice.

Registration

http://www.iup.edu/registrar/students/registration/

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Evaluation of Students

Students are evaluated two ways:

1. **Academic coursework** – based on the syllabus for each given course. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.
2. **Experiential Learning Site Experiences** – based on the field guides and evaluation tools with ACEND competencies. Both preceptors and the DNP Director review students using these tools. The DNP Director completes formal reviews of students at the mid-point of the program (end of first spring semester), end of the second fall, and the final evaluation at the end of the program (end of second spring semester).

Degree Completion

- Degree requirements are specified under Curriculum Description in this Handbook.
- The Dietitian-Nutritionist Program Director completes Evaluation for Graduation.
- Deadlines are in accordance with those specified by the School of Graduate Studies and Research.
- Applying for Graduation guidelines are in accordance with those specified by the School of Graduate Studies and Research.
- Once started, requirements for a graduate degree in the Department of Food and Nutrition shall be completed within 5 years.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on Current Students: http://www.iup.edu/graduatestudies/

Academic Advisement

The Dietitian-Nutritionist Program Director advises all Dietitian-Nutritionist Program students. Your advisor will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly and professional efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills. Your advisor will provide you with accurate and timely information about academic requirements and academic evaluation. You are responsible for adhering to the policies outlined in the Graduate Catalog (www.iup.edu/graduatestudies/catalog) and to the deadlines and requirements for graduation (www.iup.edu/page.aspx?id=16683). You and your graduate coordinator or major advisor should discuss all of the various requirements but meeting them is your responsibility.

University Policy and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact your Graduate Coordinator or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy
For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

> Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance

with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences
For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on Current Students: http://www.iup.edu/graduatestudies/

Program Goals

Two broad program goals have been identified and serve to center activities that will uphold fulfillment of the Program mission.

Program Goal 1: Graduates will practice effectively as entry-level registered dietitian-nutritionists.

Program Goal 2: Graduates will use advanced knowledge and skills to elevate evidence-based practice in the profession.

These goals support the program's mission, which is compatible with the department, college, and university missions. The missions of the university, college, department and Dietitian Nutritionist Program emphasize helping students to become productive national and world citizens who exceed expectations personally and professionally; serving the public interest by providing quality education to prepare students for applied professional disciplines who affirm high personal and professional standards, provide leadership, and commitment to creating and advancing knowledge in their disciplines; and further learning and support self-development within the context of concern for the community and society whereby graduates shape the food choices and impact the nutritional status of the public. In addition, these goals align with the A.N.D. mission to empower its members to be the nation's food and nutrition leaders.

Outcome Measures for Program Goals

Each program goal has expected program outcomes with identified target measures. Updated outcome measures are current and in coordination with the established Future Graduate Model Accreditation Standards for Nutrition and Dietetics Future Education Model Programs. Listed below are the IUP Dietitian Nutritionist Program outcome measures for each goal, with ACEND®-required outcomes in bold. Additional target measures are in place to customize additional assessment the Program with respect to meeting its mission and goals.

The Program will:

Program Goal 1

Graduates will practice effectively as entry-level registered dietitian-nutritionists.

1. Program Completion: At least 80 percent of the program students complete the program requirements within 3 years (150 percent of the program length).
2. Graduate Employment: Of graduates who seek employment, 70 percent are employed in nutrition and dietetics, or related fields, within 12 months of graduation.

3. Graduate Performance on Registration Exam:

    a. 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

    b. 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 percent.

4. Over a three-year period, 80 percent of employers who respond to the employer survey will "agree" or "strongly agree" that program graduates are well prepared to practice as entry-level registered dietitian-nutritionists.

5. Over a three-year period, 80% of program graduates who respond to the alumni survey within one year of completion, will "agree" or "strongly agree" that the program prepared them well to practice as entry-level registered dietitian-nutritionists.

6. Over a three year period, 80% of employers who respond to the employer survey will rate graduates as "satisfactory" or "more than satisfactory" in competencies/learning outcome areas of the DNP.

Program Goal 2

Graduates will use advanced knowledge and skills to elevate evidence-based practice in the profession.

1. Over a three-year period, 80% of employers who complete the employer survey will "agree" or "strongly agree" that program graduates are effective in applying evidence-based guidelines to their practice as registered dietitian-nutritionists.

2. Over a three-year period, 80% of graduates who complete the alumni survey will "agree" or "strongly agree" they implement evidence-based guidelines in their practices as a registered dietitian-nutritionist.

3. Over a three-year period, 80% of program graduates who complete the alumni survey will "agree or "strongly agree" applying evidence-based practice enhances their effectiveness to serve their patients/clients.

4. Over a three-year period, 80% of program graduates who complete the alumni survey will "agree" or "strongly agree" applying evidence-based practice advances the profession.

Accreditation Status

The IUP Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.) [initially by the Commission on Accreditation for Dietetics Education in July 1998], February 2021, and running

through December 31, 2024 with a required self-study and site visit sometime between July-December, 2023.

IUP Dietitian Nutritionist Program Costs

Dietitian Nutritionist Program Application Fee…….. $50.00

IUP Graduate Tuition and Fees

As a graduate student, Financial Aid is available to those who qualify. For more information about Financial Aid, visit: https://www.iup.edu/financialaid/

IUP dietetic students will receive a bill from the IUP Bursar's Office each semester for tuition and fees. This bill is paid through the student's MyIUP account (www.iup.edu/myiup), under Finances, then Tuition and Expenses, and click on IUP Easy Pay.

Payments can be made by electronic check or with the following credit cards: MasterCard, American, Express, or Discover. Please note there is a 2.75 percent convenience fee assessed to all credit card payments. Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

All payments are due on the date set. A $10.00 per business day late fee will assessed if deadlines are not met.

Graduate Tuition* and Fees Estimate** – rates are updated each July***

Semester/Session	Tuition In-State	Tuition Out-of-State	Additional Fees† In-State	Additional Fees† Out-of-State
Summer Session I and II, 2023 (Based on 12 credits)	$6,192.00	$7,116.00	$1,954.70	$2,584.70
Fall Semester, 2023‡ (Based on 12 credits)	$6,192.00	$7,116.00	$1,954.70	$2,584.70
Spring Semester, 2024‡ (Based on 12 credits)	$6,192.00	$7,116.00	$1,954.70	$2,584.70
Summer Session, pre-, I and II, 2024 (Based on 6 credits)	$3,096.00	$3,558.00	$997.10	$1,312.10
Fall Semester, 2024‡ (Based on 12 credits)	$6,192.00	$7,116.00	$1,954.70	$2,584.70
Spring Semester, 2024‡ (Based on 9 credits)	$4,644.00	$5,337.00	$1,475.90	$1,948.40
TOTAL (Tuition and Fees)	In-State: $42,799.80	Out-of-state: $509.90,94		

*For financial aid purposes, a full-time graduate student is defined as any student taking nine or more credits per semester (fall and spring). Regardless of semester (fall, spring, summer), all graduate students are charged per credit. This program follows the distance education tuition and fee rates ($516, in-state students; $593, out-of-state students).

** Activity, Community Wellness, Instructional, Registration, Technology, Transportation, and Student Service Fees.

*** Information for fall/spring 2023–24 and 2024–25 fees were not available currently, so these values are estimates only. Check the Student Billing Office's Tuition and Fees page for current information after July 30, 2022.

For International Students Only

- Orientation Fee — $125.00 one-time fee

- Evacuation and Repatriation Fee — $ 45.00 Fall
  This fee must be paid by all international students. — $ 60.00 Spring/Summer

- Immigration Fee — $ 75.00 Each Semester
  Following the September 11, 2001, tragedies and the implementation of the U.S. Patriot Act, international offices across the USA are required to provide more detailed and frequent immigration information related to all international students, visitors, and their dependents. A **$50** fee will be assessed each academic semester to all registered international students. Funds generated will be used to support personnel and operating costs associated with these reporting requirements. This fee is not refundable.

Additional Expenses for the Student Enrolled in the Dietitian Nutritionist Program

Uniform Item	Description	Cost ($)
IUP White Baseball Cap OR Hairnets	White baseball hats are used during all food preparations to comply with ServSafe Standards. This can be purchased at the IUP Co-Op Bookstore. One (1) is needed. OR A Hairnet can be worn instead. The IUP Co-Op Bookstore has these in stock. It is recommended that the student purchase three (3).	13.00 ea. At the Co-Op Store https://www.iupstore.com/category/iup-apparel/professional 1.00 ea. ($3.00 for 3) At the Co-Op Store (must purchase in-store or can buy at Walmart – prices vary)
IUP Dietetic Intern Embroidered Polo Shirt	All students are required to purchase a minimum of two (2) black IUP Dietetic student Embroidered Polo Shirts. These are heavily worn for Intervention and special events. Students must purchase these through the Food and Nutrition Department.	$34.99 ea. Students must place their order online (see link below and on D2L) through the Co-Op Store by September 30. https://www.iupstore.com/category/iup-apparel/professional
IUP Dietetic Intern Maroon T-Shirt	All students are required to purchase a minimum of two (2) maroon IUP Dietetic Intern t-shirts. These are heavily worn for Intervention and special events. Students must purchase these through the Food and Nutrition Department.	$15.99 ea. Students must place their order online (see link below and on D2L) through the Co-Op Store by September 30. https://www.iupstore.com/category/iup-apparel/professional
White, plain cooking apron OR White Chef's Jacket	Students need one (1) plain white apron for all food preparation and food demonstrations to comply with ServSafe standards. White aprons can be purchased at the IUP Co-op Bookstore. Or, a white chef's jacket may be worn. White aprons can be purchased through the IUP Co-Op Bookstore. Chef's jackets may be purchased online.	$4.00 ea. At the Co-Op Store Students must place their order online (see link below and on D2L) through the Co-Op Store by September 30. https://www.iupstore.com/category/iup-apparel/professional Chef's jacket cost varies.
White Lab Coat	A hip or mid-thigh length white lab coat is required for clinical rotations. One can be purchased from medical supply stores or online. If a used lab coat is purchased, it must be clean.	~$30.00 (price varies).
IUP Photo Identification Tag	All students are required to purchase one (1) IUP Photo Identification Tag. This tag is	Provided by the department for 2022/23 students.

	heavily worn during the Intervention rotation, as well as Foodservice Management on occasion. This photo IUP must be completed at the Hadley Union Building on IUP's campus.	
Non-slip shoes	All students must have one pair of clean, non-slip shoes to use throughout rotations. Tennis shoes are fine to fulfill this requirement (any brand and color).	$40.00 - $90.00 ea.
Khaki Pants	Students must have khaki-colored dress pants (recommended 2 or more pairs). The khaki pant is often paired with the black polos or maroon t-shirts when at sites and events. Students are NOT to purchase khaki leggings, or any tight-fitting pant. Pants should be fitted or loose, and either straight leg, boot cut, or flare. Cargo khakis are not allowed.	$20.00 – 30.00 ea.
Business Casual Attire	All students must have a wardrobe of business casual attire to wear during their clinical and foodservice rotations, as well as special events. See D2L Module: Dress to Impress.	$100+

Rules for Appropriate Dress

- All dresses and skirts must be a minimum of fingertip length. Additionally, it is required that the chest, mid-section, and upper thigh areas are conservatively covered.
- All pants must be relaxed, or loose. No leggings, jeggings, or formfitting pants down to the ankle are allowed unless worn under a loose garment of proper length. Shorts are inappropriate for a business setting.
- Polo shirts or button-down dress shirts, with or without a tie, is appropriate. All tops should be appropriate and either business fit, relaxed, or loose while covering the top appropriately. No spaghetti straps unless they are under a shirt. No see-through fabrics unless camisoles are being worn underneath them. Sleeveless tops are acceptable if the strap is at least 1 inch wide and does not show any undergarments.
- Dress socks, stockings, or pantyhose should be worn with dress shoes.
- All shoes worn throughout the practicum at sites and events should be non-slip and close-toed. No open-toed shoes allowed. Additionally, most clinical sites and some special events will require that you wear "quite" shoes, so patients and clients are not disturbed by the sound of shoes on the hard floors. Flats and rubber-soled shoes are most appropriate for these situations. Because you will be on your feet about 8 hours per day, shoe comfort is a must as it is not appropriate to remove your shoes at a site, unless it is requested that you do so.
- No perfumes, colognes, or strong-smelling lotions are not allowed at sites to respect patients and clients who are sensitive or allergic to strong smells.
- Make-up and jewelry should be professional and conservative.

- Visible piercings and body art are accepted at IUP as a demonstration of uniqueness and beauty. Many supervised practice sites are not as open to these forms of expression. Therefore, students must follow site rules related to piercings and body art, which may require them to be removed (piercings) or covered (piercings and/or body art).
- Hair should be kept and a professional style. At IUP, hair colors natural or exotic are embraced. However, most sites require students, and employees, to maintain a hair color that is naturally found, even if dyed.
- Hair ties are required for all foodservice production and food demonstrations. No baseball or skull caps are allowed to be worn unless working with food.
- Clean, wrinkle-free outfits are required, regardless of the type of garments worn.

CastleBranch (Physical, titers, drug testing, background screening, etc.) ~$250.00 +

CastleBranch, one of the top 10 background screening and compliance tracking solutions companies in the nation, provides organizations of all sizes with industry leading employment screening products and services. The IUP Department of Food and Nutrition uses this company to manage the many pieces of sensitive information that is required by sites for this Program, as at these sites, you are in an "employment" role, though you are not being paid. This status is what gives you access to work with your preceptors, patients, and clients. Reference the table below for a list of requirements and deadlines. Establishing the CastleBranch account costs $89.00. There will be a minimum of two (2) additional charges of $84.00 each for a 17-panel urine drug screen (once prior to Clinical 1; once prior to Clinical 2); an additional screen may be required for the Food Service practicum, depending on location assignment.

Name	Description	Due Date
Health Insurance	Provide a copy of your current health insurance card OR proof of coverage. Verification of coverage from the provider is required if the name on the card does not match the students name.	January 6
A NOTE ABOUT BOOSTERS: If you have to have boosters completed, the first booster shot of the series must occur by July 15. Your physician may require a retest for immunity before giving you the next booster. All records of retesting and the remaining booster series must be uploaded to CastleBranch within 5 days of the test/booster. You must notify Mrs. Seybold and Mrs. Williams (jwilliam@iup.edu) that there is an update to your CastleBranch account when the documentation is uploaded. As long as you are actively pursuing the booster series (if required) you can start supervised practice before the series ends.		
Measles (rubeola), Mumps & Rubella (MMR)	Please submit documentation of two documented doses of MMR vaccines and submit documentation of positive antibody titers for all 3 components (lab report required). If series is in process, submit where you are and new alerts will be created for you to complete the series and submit your titers. If vaccination records cannot be obtained a positive titer for each is acceptable. If the titer is negative despite receiving two MMR vaccines, the health care provider must provide a signed letter that the student remains nonimmune (or a non-responder) and no further treatment is indicated.	January 6
Varicella (Chicken Pox)	Please submit documentation of a proof of chicken pox or positive antibody titer (lab report required).	January 6

Name	Description	Due Date
Hepatitis B	Please submit documentation of a positive antibody titer (lab report required)	January 6
Hepatitis C	Please submit documentation of a positive antibody titer (lab report required)	January 6
Tuberculosis (TB)	Please submit documentation of one of the following: negative 2-Step TB skin test (administered 1 - 3 weeks apart); if positive results, submit a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months	January 6
Tetanus, Diphtheria & Pertussis (Tdap)	Submit documentation of a Tdap booster administered within the past 10 years. The renewal date will be set 10 years from the administered date.	January 6
Physical Examination	Please submit documentation of your physical exam completed and signed by a medical professional within the past 12 months on the form provided by IUP upon acceptance to the Dietitian Nutritionist Program. Note: You MUST be screened by your physician for the Ebola Virus Disease. This is a site requirement that the physician documents you are not at risk.	January 6
Professional Liability Insurance	Please submit your current Professional Liability Insurance coverage in the amount of at least $1 million per occurrence for personal injury and $3 million annual aggregate for personal injury. Most dietetic students use HPSO (Healthcare Providers Service Organization), www.hpso.com . Apply via the website; cost is about 40.00.	January 6
ServSafe Manager Certification	Please submit a current certification or purchase The National Restaurant Association ServSafe Certification Course for Managers at 125.00 for the online course and $36.00 for the exam voucher.	January 6
HIPPA Certification	HIPPA Training is required by all sites and provided by CastleBranch. Follow the directions provided on your CastleBranch account.	January 6
CPR Training Certification	Please submit your current CPR certification. Must be the Health Care Provider BLS course for the American Heart Association or American Red Cross course. Copy of BOTH the front AND the back of the card is required and the card MUST be signed. Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days by which time the permanent documentation must be uploaded. Renewal date will be set based on the expiration of certification.	January 6

Name	Description	Due Date
Criminal Clearances: 1. PA Department of Human Services (ACT 114 FBI background check with fingerprinting) 2. ACT 34 Criminal History (PA State Background Check (PATCH)) 3. ACT 151 Child Abuse Clearance	Clearances Required for Completion Annually and must be current 1. PA Department of Human Services (FBI background requires fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance Students are required to follow the instructions on the Castle Branch site. The PA State Police Background check will be conducted by Castle Branch. The student must follow the instructions for the Act 151 Child Abuse Clearance and Act 114 PA Department of Human Services (FBI background check with fingerprinting) clearance and obtain these results on their own. Upload the results into your account.	January 6
For Non-Pennsylvania Residents moving to Pennsylvania for the DNP	FBI Department of Aging background check is required of some hospitals and all long-term care facilities in the state of Pennsylvania. The current cost of this background check is $25.55.	January 6
Mandated Reporter Training	Both IUP and the sites it's affiliated with require Mandated Reporter Training for field students (supervised practice students). D2L has a link to the University of Pittsburgh's Mandated reporter training. Follow the directions on D2L and through the training module. You will be required to save the certificate as a PDF, or print and scan it as a PDF, then upload it to your CastleBranch account.	January 6
Title IX Training and Protection of Minors Training	IUP requires that all faculty, staff, student workers, and field students (supervised practice students) complete Title IX training (regarding sexual harassment), and Protection of Minors training. Each training takes about 1 hour to complete. At the end of each training you will be required to save the certificate as a PDF, or print and scan it as a PDF, then upload it to your CastleBranch account. See D2L for the specific link and directions.	January 6
Automobile Insurance Proof	You are required to have valid automobile insurance on the vehicle you will be driving for the duration of the Program. A scanned copy of the most current insurance card must be uploaded. If you are not able to operate a vehicle, and will be using an alternate means of transportation, you are responsible for ensuring the alternate means of transportation is insured. Proof of this insurance is not required by the DNP, but you are required to see a copy of the insured's coverage.	January 6
Valid Driver's License	You are required to upload a photocopy of your current, and valid driver's license. Both front and back should be on one page. Those students who do not hold a driver's license must upload a photocopy (front and back) of their state issued identification card.	January 6

Name	Description	Due Date
Influenza	Students must follow the individualized policy for each agency if they are unable to receive the standard vaccination. If the student has question about specific agency policy then they need to consult their site supervisor at the agency. Vaccines are available early August at most pharmacies (e.g. Rite Aid, CVS)	January 6
COVID-19 Vaccination and Boosters	While IUP does not require students to be vaccinated for COVID-19, most affiliate sites (for field placement) do. Many sites do not offer students ability to submit a religious or medical exemption. A copy of the vaccination and boosters card, with specific brand of COVID-19 vaccine, and dates of vaccine/boosters is required by most affiliate sites.	January 6
Drug Screening	Program-required drug screen must be ordered and completed through Castle Branch. A 17-drug panel screening is due twice during the Program. Only drug screens following the Castle Branch procedures, using an approved lab will be accepted. Drug screens must be done in the specified time frame. If your results come back positive (and no script is given to Castle Branch) or you complete the drug screening outside of the specified window you will have a failed drug screening. If you receive a failed drug screening you need to contact Dr. Seybold immediately; site reassignment is not guaranteed to a student with a positive drug screen. **Additional drug screens** may be required by affiliate sites for the summer food service rotation, fall long-term care rotation, and fall advanced practicum rotation to fulfill affiliation agreement requirements. These screens can be completed at the affiliate sites by contacting their employ health office (if sites offer screening). Students are responsible for these additional associated costs.	First screen: January 2-8, 2024; Second screen: January 2-8, 2025

COVID Addendum: Due to the ongoing ebb and flow of COVID-19, students are permitted in supervised practice sites, but with additional requirements and precautions, as required by sites.

- MASKS: Currently, IUP lifted the indoor masking policy. However, if we must go back to wearing masks, we will follow IUP's guidance on type of mask and protocols.
    - At affiliate sites, particularly in healthcare settings, masks are still required. Students must follow the affiliate site guidance on type of mask to wear and rules around proper masking. Masks must be purchased by students.
- THERMOMETER: Students should monitor their body temperature each morning prior to leaving home. Therefore, it is required that students have a working and accurate thermometer. Student's temperature will also be taken upon entering the assigned supervised practice building (~$20).
- GLOVES: Students may be required to wear disposable gloves as part of the uniform (site-dependent). Students must purchase latex-free gloves (~$25).

Estimation of Living Expenses, Student Resources, and Additional Professional Costs

Automobile	The distance from Indiana to a practice site may be 99 miles, one way. Costs for operating a car range between $2500.00-$3000.00. Proof of a valid driver's license and insurance is required.
Housing	Costs vary depending upon type and location. Prices are often quoted per semester in most student-associated housing. A list of off-campus housing is available at https://www.iup.edu/WorkArea/DownloadAsset.aspx?id=182239. On-campus housing may also be available depending on your student status. Contact the Office of Housing, Residence Life, and Dining for questions and more information (724-357-2696).
Textbooks, Supplies, and Photocopying	These costs vary depending upon the courses and student projects. As estimate of these costs is 800.00.
Student membership to the Academy of Nutrition and Dietetics – REQUIRED	$65.00 – see www.eatrightpro.org

Curriculum Description

The Program is divided into six semesters beginning in June and will be organized as follows:

Semester	Course	Course Title	Hours in Professional Work Setting	Hours in Alternate Experiences
Summer 1	FDNT 564	Food & Nutrition Research Methods		5 hours
	FDNT 651	Professional Dietetic Practice		5 hours
	FDNT 653	Leadership for Nutrition Professionals		5 hours
	FDNT 771	Nutrition in the Life Cycle		5 hours
Fall 1	FDNT 515	Sustainable Nutrition		10 hours
	FDNT 522	Public Health Nutrition & Epidemiology		10 hours
	FDNT 631	Eating Behaviors and Food Habits		10 hours
	FDNT 636	Nutrition Intervention and Education		10 hours
Spring 1	FDNT 625	Community Nutrition & Policy		10 hours
	FDNT 637	Nutrition Intervention and Counseling		10 hours
	FDNT 696: Community	Community Nutrition Practicum	WIC 96 hours Power Up 96 hours Nutrition Counseling 96 hours Diverse Populations Project 32	
	FDNT 770	Clinical Nutrition Assessment		10 hours
Summer 2	FDNT 612	Administration of Foodservice Systems		10 hours
	FDNT 696: Foodservice	Foodservice Practicum	Food service 192 hours (summer feeding, acute care, long-term care)	
Fall 2	FDNT 571	Integrative Nutrition in Complementary and Alternative Healthcare		5 hours
	FDNT 645	Proteins, Carb, and Fats		5 hours
	FDNT 696: Clinical 1	Clinical Practicum 1 (LTC) & Advanced Practicum	Long-term care 96 hours Advanced Practicum 140 hours	
	FDNT 772	Clinical Nutrition Therapy I		10 hours
Spring 2	FDNT 649	Vitamins, Minerals, Water		5 hours
	FDNT 696: Clinical 2	Clinical Practicum 2	Acute Care 224 hours	

	FDNT 773	Clinical Nutrition Therapy II		10 hours
	Credits: 63		972 hours	140 hours
			1,112 hours	

The first two semesters of online coursework, exams/quizzes, case studies, assignments, and simulations will provide students with a foundation in dietetics and prepare them for the supervised practice experience in the following four semesters.

An in-person (regardless of track) orientation occurs in May at the start of the first courses. Mandatory meetings (in-person/virtual depending on track) are scheduled and take place on Mondays throughout the program. There are set dates (published by faculty several months in advance) that both in-residence and distance track students must attend IUP's campus for simulation and practicum experiences. Students will be provided those dates as they become available. There are no excused absences for these required face-to-face meetings, barring bereavement or serious student illness. Costs associated with travel, lodging, and meals are incurred by the student.

Supervised experiential learning practica at professional worksites occur during the final four semesters. During this time students engage in coursework, in each of the four supervised practice practicums, and will participate in other activities (e.g., seminars, continuing education, and special projects) to meet the established competencies. Students receive a minimum of 1,112-scheduled supervised experiential learning hours through a range of experiences to meet the ACEND hours requirement defined in Standard 1 (1,000 hours, minimum), reference section 1.5, and competencies found in Standard 4 of the Future Graduate Model Programs. A graduate-level faculty member called a Faculty Practicum Coordinator (FPC) coordinates each rotation. FPCs may provide direct supervision of each practicum experience and/or have responsibility for maintaining and developing external sites, collaborative development of learning activities, placement of students with agencies, coordination of the experience with site supervisors, and student progress evaluation. The rotations provide students with practice skills in Clinical Nutrition, Nutrition Intervention, and Management. In addition to rotation experiences, students may participate in several seminars sponsored by the western Pennsylvania Dietetics Education Study Seminar Group (DESSG). The DESSG sponsors a series of didactic seminars, which address the current needs of the emerging professionals. Dietetics education programs in western Pennsylvania that have combined efforts to bring outstanding professionals to the dietetic students in this area through these group meetings plan these seminars. Historically these seminars have included topics/activities such as standards and ethics of practice, pediatric nutrition, nutrition support for burn patients, and a foodservice supplier warehouse tour. Throughout the Program, students also seek to participate in 15 hours of continuing education in addition to Program requirements. The purpose of the continuing education is to facilitate student development as they work toward their professional goals as modeled after the Commission on Dietetic Registration Professional Learning Plan.

Throughout the final semester, students will complete exit interviews, discuss leadership and current issues, and review information about obtaining the RD credential as well as their first job.

The curriculum length and design are based on the program mission and goals, conforms to commonly accepted practices in higher education, and is consistent with adequate preparation time and experiences to support achievement of student learning outcomes. The Program integrates didactic and hands-on education in the form of graduate courses, supervised experiences/ practice / rotations, participation in DESSG seminars, student-initiated continuing education, and special project involvement. These aspects of the curriculum combine to achieve the Competencies and Performance Indicators for the DNP and Future Graduate Models nationally as outlined by the Accreditation Counsel for Education in Nutrition and Dietetics [ACEND].

In summary, students in the Program: Begin with an undergraduate knowledge base (undergraduate DPD and/or required prerequisite coursework); Expand their knowledge through foundational, intermediate, then advanced didactic work over 24-months, and practice under the supervision of IUP Faculty Practicum Coordinators and professional worksite staff the related skills in a credit bearing practicum in the areas of clinical, nutrition intervention, achieving entry-level competence upon graduation.

Upon satisfactory completion and graduation of the Program, students are eligible to take CDR's registration examination to become a registered dietitian.

The Program provides 1,112 hours (may include time for preparation, reflections, or meetings, depending on the rotation) of direct supervised practice across three rotations, with each rotation coordinated by a DFN faculty member: Clinical (acute care = 224 hours over 7 weeks; long-term care = 96 hours over 3 weeks), Foodservice and Management (192 hours; 6 weeks), Nutrition Intervention (320 hours; 11 weeks), and Advanced Practicum (140 hours; 7 weeks), plus 140 hours of alternate experiential learning activities dispersed throughout didactic coursework. These meetings along with all supervised experiential learning activities make up the 1,112 hours of total supervised practice.

In a typical practicum week, students are engaged in supervised practice experiences 32+ hours per week. For the Nutrition Intervention rotation faculty not only serve as the rotation coordinator, but also serve in the role of site supervisor/preceptor for a portion of the practice experience.

The Program does not include any international experiences.

Clinical Practicums

The clinical practicums takes place at a variety of both acute and long-term care facilities. The Clinical 1 Practicum (long-term care) is 3 weeks long and will provide an experience in the long-term care setting. Clinical Practicum 2(acute care) is 7 weeks long and will provide an experience in the acute care setting. The sites listed below include regional hospitals, community hospitals, and long-term care facilities in which local students may be placed. Students receive their schedule in advance for one or two of these sites by the faculty coordinator. Students also receive a plan to accomplish objectives and competencies for each site.

Site	Hours
ACUTE CARE	**224**
Butler Memorial Hospital	
Conemaugh Memorial Medical Center	
Penn Highlands Hospital	
Excela Health Latrobe Area Hospital & Westmoreland Regional Hospital	
Ohio Valley Hospital	
UPMC Shadyside	
Indiana Regional Medical Center	
Distance Locations – TBD (as approved)	
LONG-TERM CARE	**96**
TBA – COVID-19 and high employee turnover has made obtaining locations difficult	
DIstance Locations – TBD (as approved)	
Total	**320**

Foodservice and Management Practicum

Students will spend a total of 192 hours in a food production setting (32+ hours per week for 6 weeks). Students will complete food service, and management-focused competencies through their experience. This results in 192 hours of supervised practice.

Sites	Hours
Penn Highlands, Dubois	**192**
Indiana Regional Medical Center	
Armstrong Area School District	
Conemaugh Memorial Medial Center (a Duke Lifepoint Hospital)	
NEW SITE – WHAT IS IT?	
Distance Locations – TBD (as approved)	
Total	**192**

Community Nutrition Practicum

Overview: This rotation is a combination of Nutrition Counseling, WIC, and the State's Power Up Program for a minimum of 288 hours (32 hours per week for a total of 9 weeks). In addition, this rotation will contain a Diverse Populations Project for 32 hours. This rotation is the ONLY rotation that DOES count preparation as part of the hour's requirement, as well as rotation assignments, modules, readings, progress assessments, and projects.

Nutrition Counseling: This 3-week rotation presents students with individual, and small-group nutrition counseling, practice will focus on wellness, perinatal care, weight management, disease-state management, and other potential areas. During this experience, the student will provide in-person or virtual nutrition-counseling services through IUP's Community Nutrition Services located within the Center for Health and Wellbeing on IUP's main campus, and Sports Performance Nutrition Services located in the IUP Field House on IUP's main campus. Community service includes time helping clients and staff at the Indiana County YMCA or an equivalent distance site. Hours at each facility may vary based on time of year, outside events, and site availability. Required cultural competence practice occurs throughout the Program, however specifically concentrated within this rotation through the Diverse Populations Project. Each student will be required to complete assignments, modules, readings, quizzes, progress assessments, and projects, to include one on program evaluation, as part of rotation grading and assessment. Students will receive further guidelines during rotation-specific meetings.

Sites

Nutrition Counseling -

IUP Nutrition Connection Office
Indiana County YMCA
IUP Sports Performance Nutrition Services
Indiana Regional Medial Center's Institute for Healthy Living

WIC: WIC is a 3-week rotation taking place through Adagio for local students or an equivalent for distance students. Students are assigned one WIC site (in Indiana, Armstrong, or Butler

County) to attend, see clients, and perform nutrition-related tasks. As this is a sensitive population, professionalism, openness, and respect are continuedly required.

Power-Up: Power-Up is a national nutrition education program, designed to teach primarily middle-schoolers health eating habits and skills. Schools qualify based on 50% or more free and reduced lunches. Students are assigned to one Power Up office in the region for a 3-week rotation, which may encompass multiple school districts. Distance students will participate in an equivalent program in their area. Tasks related to Power-Up include lesson planning, implementation, diversity and cultural sensitivity, and flexibility.

Diverse Populations Project: This project will focus on cultural competency. Students will work as a team(s) on a focused project assigned by the Program Director.

Advanced Community Nutrition Practicum

Advanced practicum deepens a student's focus in one area of community nutrition (e.g. sports, counseling, community work, education, federal programs). In the second summer of the DNP, students will select an area of focus from a provided list (for distance students, more flexibility is given with site availability). In the second fall of the program, students complete 140 hours (~20 hours per week over 7 weeks) in the placed area of focus. A special project within the area of focus will allow students to develop leadership and management skills, build projects based on measurable outcomes, and learn the steps of project implementation.

Sites	Hours
Nutrition Counseling	**140**
Sports Nutrition	
Community Programs	
• YMCA	
• Farmer's Market	
• Holistic Health	
• Aging Services	
Federal Programs	
• WIC	
• Power Up	
Non-profit Programs	
• Common Threads	
Nutrition Education	
• Special populations	
Entrepreneurship and Women's Health	
Food Service Opportunities	
Distance Locations - TBD	
Total	**140**

Alternate Supervised Experiential Learning Hours

In addition to completion of the supervised experiential learning hours, didactic coursework and other related activities update and expand the student's professional knowledge base. Additionally, selected activities provide professional associations that contribute to the required life-long learning as a dietetic professional. The following, in addition to the graduate course requirements, are:

1. DNP Practicum days (as scheduled in advanced by faculty; no excused absences; in-person attendance is required all students, regardless of track; students incur costs associated with any travel, lodging, and meals they require).

2. DNP Meetings (as scheduled; 1 excused absence allowed for illness or family emergency; in-residence students are required to attend in-person and distance track students can attend via Zoom)

3. Transition Days, Interim Progress and Exit meetings, and Capstone (as scheduled; no excused absences)

4. Western Pennsylvania Dietetic Education Study Seminars Group (DESSG) 3 to 5 days (as applicable for local students); see Program calendar for dates (no excused absences) (no registration fees)

5. Possible attendance at a regional Academy of Nutrition and Dietetics CE Meeting (no excused absences) – students responsible for these costs.

6. Possible attendance at the annual state Academy of Nutrition and Dietetics (PAND) (no excused absences) – TBA for Spring 2024 & Spring 2025.

Continuing Education

- Students, during the second semester (fall year 1), set general professional goals to complete self- and peer-guided learning to simulate the RD required continuing education. A total of 15 hours over the entire program period is required. All students must complete one Ethics-related continuing education credit. See the CDR codes for information on categories of learning.

How do you document hours?

- Write a summary of the article, webinar, or seminar, as well as a reflection of how it can be applied. Additionally, for Journal Club, active participation in the article discussion to demonstrate reading completion and comprehension, as well as potential application. Students who do not actively participate in Journal Club discussions will be unable to count the hours toward continuing education.

- Certificates of Completion along with a summary/reflection (see above).

Complete all continuing education hours prior to the scheduled exit interview. Students who do not complete the required hours will not receive their Verification Statement, which is necessary for Registration Exam eligibility.

Competency Assessment Examinations

In preparing students for the registration examination, it is necessary to evaluate knowledge. To obtain a baseline for assessing knowledge and retention, a Competency Exam will be administered at the start of the first fall term. Note: All exams take place in-person or are monitored online exams. This will allow faculty to work with each student on areas that need strengthened. In addition to student performance evaluation that is ongoing during the rotations and the "Assessment of Student Progress in the Dietitian Nutritionist Program," Competency Exams occur at the end of each rotation. Finally, one final Competency Examination takes place at the Program's end. In all cases except for the first exam, Competency Examinations must be passed with a minimum of 80%. The student has a maximum of three (3) tries for each exam, however the exam questions change between retakes to prevent cheating, answer memorization, and to simulate a RD Exam retake. If the student does not successfully pass, they must wait a minimum of 24 hours before retaking it. If the student does not successfully pass the exam after the third try, then a developed remediation plan goes into action, and the student will drop one letter grade for that rotation.

Students who make a case that simulated test-taking experiences do not result in positive scores compared to live weighted test-taking may be granted a waiver of achieving an 80% with proper documentation.

Similarly, students with a documented disability can request accommodations for the practice exam(s). The DNP director will work with the Department for Disability Access and Advising (D2A2) to meet the accommodations of the student.

In addition to the competency examinations, students will undergo computerized test-taking training as the registration examination for dietitians is computerized.

Graduate Course Requirements for Dietitian Nutritionist Program Students

Students enrolled in the Program must complete the following graduate courses and events:

Orientation and Summer, 1st year – Online and In-Person: On the first day of the first summer session at IUP, students are oriented to the program expectations and will receive any additional assignments/ meeting requirements. Both in-residence and distance track students attend this orientation in-person.

Summer 1	FDNT 564	Food & Nutrition Research Methods	3 credits
	FDNT 771	Nutrition in the Life Cycle	3 credits
	FDNT 651	Professional Dietetic Practice	3 credits
	FDNT 653	Leadership for Nutrition Professionals	3 credits

Fall, 1st year

Fall 1	FDNT 522	Public Health Nutrition & Epidemiology	3 credits
	FDNT 515	Sustainable Nutrition	3 credits
	FDNT 631	Eating Behaviors and Food Habits	3 credits
	FDNT 636	Nutrition Intervention and Education	3 credits

Spring, 1st year

Community Nutrition Orientation – Online and In-Person: In late January, prior to the start of the practicum, students are oriented to the practicum expectations and will receive any additional assignments/ meeting requirements.

Specific site assignments and schedule will be determined by the Program Director for each portion of the Community Practicum for local students. Distance students will be responsible for setting up their own sites locally and getting approval from the Program Director in accordance with this handbook.

Spring 1	FDNT 625	Community Nutrition & Policy	3 credits
	FDNT 637	Nutrition Intervention and Counseling	3 credits
	FDNT 696	Community Nutrition Practicum	3 credits
	FDNT 770	Clinical Nutrition Assessment	3 credits

Note – All DNP students are required to attend campus for their first simulation for FDNT 770. This date (with an alternate snow date) will be provided in advance. A food science practicum day can be added to this set of dates, as the DNP director reviews the schedule.

Additional meetings during all practicums take place on scheduled Monday's to transition from one site assignment to the next, complete tasks, learning, and professional preparation, to include preparing a professional resume, discussing how to search for jobs, successful job interview tips, entry-level practice expectations, credential maintenance requirements, state licensure, leadership, public policy's effects on the nutrition professional, management and

employment laws, and any other topics deemed fit by the Dietitian Nutritionist Program director or upon request from students.
Formal mid-point meetings take place with the DNP director at the end of this semester to review student progress in didactic coursework and completed fieldwork. In-residence track students must attend this meeting face-to-face. Distance track students will attend via Zoom.

Summer, 2nd year
Food Service Orientation – Online and In-Person: In mid-May, prior to the start of the practicum, students are oriented to the practicum expectations and will receive any additional assignments/ meeting requirements.

Summer 2	FDNT 612	Administration of Foodservice Systems	3 credits
	FDNT 696	Food Service Practicum	3 credits

Fall, 2nd year
Clinical Practicum 1 & Advanced Practicum Orientation – Online and In-Person: In late August, prior to the start of the practicum, in which students will be oriented to the practicum expectations and will receive any additional assignments/ meeting requirements.

Fall 2	FDNT 571	Integrative Nutrition in Complementary and Alternative Medicine	3 credits
	FDNT 645	Proteins, Carb, and Fats	3 credits
	FDNT 773	Advanced Clinical Nutrition Therapy	3 credits
	FDNT 696	Clinical Practicum 1 & Advanced Practicum	3 credits

Note – All DNP students are required to attend campus for their second simulation for FDNT 773. This date (with an alternate snow date) will be provided in advance. A food science practicum day can be added to this set of dates, as the DNP director reviews the schedule.

A second review of student performance take place with the DNP director at the end of this semester to review student progress in didactic coursework and completed fieldwork. In-residence track students must attend this meeting face-to-face. Distance track students will attend via Zoom.

Spring, 2nd year
Clinical Practicum 2 Orientation – Online and In-Person: In mid-January, prior to the start of the practicum, in which students will be oriented to the practicum expectations and will receive any additional assignments/ meeting requirements.

Spring 2	FDNT 773	Clinical Nutrition Therapy II	3 credits
	FDNT 649	Vitamins, Minerals, water	3 credits
	FDNT 696	Clinical Practicum 2	3 credits

Exit Meetings/Wrap-up/Graduation

Exit Meetings and Wrap-up – the final semester, the second spring, of the Program involves an exit meeting with the DNP director that reflects on the student's overall experience as well as collection of pertinent information for CDR's CRMS system and will follow up with assignments, exit materials, and entry-level professional-related topics.

Participation in the Dietitian Nutritionist Program Awards & Graduation Ceremony
Dependent on IUP restrictions for ceremonies. DNP students are required to participate in the end-of-year awards ceremony in-person for local students and virtually for distance students. This is in addition to the IUP Graduate Commencement Ceremony, which is voluntary. More information will be provided to you in the spring of the second year of the Program. The dress is business casual.

Dietitian Nutritionist Program

POLICIES AND PROCEDURES

A. Indiana University of Pennsylvania

Dietitian Nutritionist Program Enrollment Agreement

The Indiana University of Pennsylvania (IUP) Department of Food and Nutrition faculty and the staff at our contractual facilities for supervised dietetic practice are committed to providing dietetic students with access to a supportive environment to acquire skills and competencies essential for professional dietetic practice.

The following are requirements for continued enrollment in the Dietitian Nutritionist Program:

- Maintaining good academic standing as defined by the IUP Graduate School.
- Demonstrating acceptable skill mastery based on performance reviews by the IUP faculty in conjunction with site supervisor (preceptor) evaluations.
- Demonstrating professional competence and behaviors as defined by the Academy of Nutrition and Dietetics, the Accreditation Council for Education in Nutrition and Dietetics, and the Commission on Dietetic Registration.
- Exhibiting adherence to the professional ethical standards for dietetics professionals as defined by the Academy of Nutrition and Dietetics.
- Exhibiting adherence to the vital standards identified by the IUP Dietitian Nutritionist Program
- Adhering to all IUP University, College, Department, Assigned Site, and Dietitian Nutritionist Program Policies and Procedures (attached)
- Understanding the protection IUP offers to me, as a student.
- Understanding the penalties that come along with violation of rules, and procedures, both written and spoken.

I, _____, hereby acknowledge that I have thoroughly reviewed the IUP Dietitian Nutritionist Program Policies and Procedures. I have been given the opportunity to ask questions about the aforementioned and I understand these conditions and requirements for continued enrollment in the IUP Dietitian Nutritionist Program. I will abide by these policies and procedures.

_____

Dietitian Nutritionist Program Student Signature Date

_____

Witness Date

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COPY

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_____

Dietitian Nutritionist Program Student Signature Date

_____

Witness Date

B. Virtual Work Policy

Through the Program, local and distance students may need to complete virtual work during the FDNT 696 dietetic internship practica experiences. While much of this work is experiential learning, as students are required and scheduled to work from home or like-environments, these locations must be professional and in some cases, HIPAA-compliant. To maintain accountability of active supervised practice hours, and professional conduct, students are required to utilize a specific Microsoft Teams Group for virtual-designated time, or other like-online platform. The Program Director will create the Group on the IUP network, which requires log-in with your unique username and password, and invite you as a cohort to the group.

The following conduct code applies:

- When logging on, please first type in the chat that you are on to document what time you started your virtual session. Take a current photo/screenshot of yourself and attach it to your chat.
- If you do not have a scheduled appointment to talk with someone on the Microsoft Teams Meeting Group (peer, graduate assistant, Program Director, etc.) then you can mute your mic and disable your video.
- If you need to leave your computer for any reason, please indicate in the chat that you are away from your computer and an estimated time you will return to your computer. When returning to your computer, please indicate in the chat that you are back on.
- You must be available for check-ins, questions, discussions, and screen shares when on. Therefore, please be dressed and business ready.
- Please indicate when you are leaving the session for the day. Save your chat prior to your log out so you have a record of your time. The chat serves as verification of your hours and must be submitted weekly in lieu of (or in addition to for rotations that have both in-person and virtual hours scheduled) the hours verification form.
- If someone asks you a question in the chat or prompts a discussion, you will have 10 minutes to respond if you have indicated you are at your computer. Failure to respond can result in a grade deduction.
- You will be given periodic unannounced assignments to complete in Microsoft Teams, including discussions, quick quizzes, etc.

As supervised practice commences, the Program is committed to timely communication, positive experiences, and open to student requests and issues on a case-by-case basis as the policies in the subsequent pages help outline.

C. DIETITIAN NUTRITIONIST PROGRAM STUDENT RIGHTS AND RESPONSIBILITIES

Policy

Upon admission to the Graduate School and the IUP Dietitian Nutritionist Program, students assume responsibility for knowing program requirements and following departmental advising requirements. See www.iup.edu/graduatestudies

Dietetic Student Rights:

- To receive adequate information about the objectives for each course and rotation, and the performance expectations.
- To be treated with respect and without discrimination.
- To receive timely feedback regarding performance and professionalism.
- To work in a professional and supportive environment.

Dietetic Student Responsibilities:

- To abide by all rules, regulations, policies and procedures as established by the Indiana University of Pennsylvania, its Graduate School and Dietitian Nutritionist Program.
- To abide by the A.N.D. Code of Ethics for the Profession of Dietetics (provided on D2L for you under the Orientation Module and accessible at: http://www.eatright.org/codeofethics)
- Follow A.N.D.'s Standards of Practice and Standards of Professional Performance (provided on D2L for you under the Orientation Module and accessible at: http://www.eatright.org/standards-of-practice)
- To conform to acceptable practices of each practicum site including, but not limited to all rules, regulations, and policies regarding: attendance, request for leave, behavior, dress, interpersonal relations (including chain of command), technology use, and maintenance of the agency/patient's/client's/employee's right to privacy.
- Engage in professional communication by informing IUP Dietitian-Nutritionist Program faculty about any personal or professional factors that may affect performance and/or evaluation activities so that accommodation or remediation may be considered. This information must be provided in writing to the Dietitian-Nutritionist Program Director. Exemption or accommodation for physical, medical, psychological, emotional, religious, learning disability, or other reasons will require documentation.

- To represent yourself and the IUP Dietitian Nutritionist Program in a way that upholds the DNP vital standards, as well as, high professional standards and conduct to include: personal cleanliness, appropriateness of dress and appearance, positive attitude, language and tone of voice, consideration of others, personal/professional integrity, working within your scope of competence, promptness and timeliness, initiative, adaptability, and cooperation.

D. CODE OF ETHICS, STANDARDS OF PRACTICE (SOP), AND STANDARDS OF PROFESSIONAL PERFORMANCE (SOPP) FOR THE PROFESSION OF DIETETICS

Policy

Dietetic Students who violate the Code of Ethics, Standards of Practice (SOP), and/or Standards of Professional Performance (SOPP) for the Profession of Dietetics will be dismissed from the Dietitian Nutritionist Program on a first-time offense.

Procedure

1. Students are responsible for reading and understanding the A.N.D. Code of Ethics, SOP, and SOPP:
   See: http://www.eatright.org/codeofethics and http://www.eatrightpro.org/resources/practice/quality-management/standards-of-practice
   The D2L Student Orientation Module contains numerous resources the student is required to read and formally reflect on prior to starting the supervised practice/practicum portion of the Program.

   Code of Ethics for the Profession of Dietetics (Updated 2018, by the AND Board of Directors, House of Delegates and Commission on Dietetic Registration).

   "Preamble. When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities and provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code."

   Application. The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDs), Registered Dietitian-Nutritionists (RDNs), or Dietetic Technicians, Registered (DTRs). (b) Except for sections solely dealing with the credential, to all members of the Academy of Nutrition and Dietetics who are not RDs/RDNs or DTRs; and (c) Except for aspects solely dealing with membership, to all RDs and DTRs who are not members of the Academy of Nutrition and Dietetics.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, all members of The Academy of Nutrition and Dietetics and credentialed dietetics practitioners agree to abide by the Code.”

Principles and Standards – see https://jandonline.org/article/S2212-2672(18)30863-3/pdf

E. ACADEMY OF NUTRITION AND DIETETICS (A.N.D.) MEMBERSHIP

Policy

The student is required to join the Academy of Nutrition and Dietetics if they are not already a student member. The fees associated with membership are the responsibility of the student. Membership must be maintained throughout the Program. A copy of your A.N.D. membership card needs to be provided as part of the Entrance and Exit Packet upon program completion.

F. ACADEMIC COURSEWORK

Policy

Students are required to take the courses identified within the Dietitian Nutritionist Program. Alternate courses may be approved on a case-by-case basis by the Program Director. Additional courses beyond those planned for the program may not be taken in semesters when the student is enrolled in any FDNT 696 practicum course. Any additional courses as required in partial fulfillment of a remediation plan during the academic year will also be a condition of this policy. Remediation plans are on a case-by-case basis.

G. ACADEMIC GOOD STANDING

Policy

IUP's graduate students and dietetic students must maintain a minimum of 3.0 "B" cumulative grade point average (GPA) to be in good standing academically.
See www.iup.edu/graduatestudies

Procedure

1. Students are responsible for monitoring their GPA.

2. Any student who falls below the 3.0 GPA will be placed on academic probation.

3. Students who fail to remedy academic probation status within one semester will be dismissed from the program.

4. Students may also be required to complete additional requirements as part of a remediation plan in order to continue on in supervised practice or coursework, as determined by the Dietitian-Nutritionist Program Director, faculty practicum coordinator, and Dietitian-Nutritionist Program Faculty Sub-committee.

H. GRADING SYSTEM

Policy

See www.iup.edu/graduatestudies

The following grades are used in reporting the academic standing of students:

A – Excellent
B – Good
C – Fair
F – Failure
I – Incomplete
L – Incomplete for practicums/internships
R – Research in progress
W – Withdrawal

No 'D' grade is recognized in IUP graduate work.

Students requiring remediation or additional time for any FDNT 696 dietetic internship (field) course, an 'L' grade is used and associated with practicum/internship credits. Activities associated with the field must be completed in the following semester. The 'L' grade will be changed by the end of the next academic semester.

Students are issued mid-term grades for FDNT 696. Often, those grades are entered as a 'B' to hold the place for all remaining fieldwork to be complete. Final grades are entered as the grade earned by the student.

I. FINANCIAL AID OR ABILITY TO DEFER

Policy

As graduate students enrolled in the IUP School of Graduate Studies and Research, dietetic students are eligible to apply for financial aid and to request deferment of existing loans. To receive financial aid, after you qualify, students must register for am minimum of 9 credits per semester (fall/spring). More information is available from the Office of Financial Aid (www.iup.edu/financialaid).

Summer sessions are often not covered by financial aid. Additional graduate loans can be applied for and used to cover the cost of tuition and fees for summer sessions. For more information about graduate loans for summer, please contact the Office of Financial Aid (www.iup.edu/financialaid).

J. REFUND POLICY

Policy

The current refund policy for academic coursework/ (tuition and fees) may be obtained from the IUP Office of the Bursar (www.iup.edu/bursar) . Documentation available from the Office of the Bursar website at the time of the printing of this manual should be used as a sample only. The initial $50.00 application fee is not refundable for any reason.

K. WITHDRAWAL

Policy

The student may withdraw at any time from the program. Withdrawal is immediate. The student cannot return to the program after withdrawal, unless documentation surrounding extreme unforeseen circumstances is presented, and the Dietitian Nutritionist Program Director, as well as the Dietitian-Nutritionist Program Faculty Committee agree that it is deemed appropriate for a student to return later. Multiple factors, including accreditation standards, will be used to determine the best plan. If the plan cannot be agreed upon by all parties, the student, upon withdrawal, cannot return to the program.

Procedure

1. Students must communicate in writing their decision to withdrawal. This documentation must be sent both to the program director and to the IUP Graduate School. It may be in the form of an email or a typed and printed letter.

2. Reimbursement of tuition and fees will be on a prorated basis as based on the IUP policy. The initial $50.00 application fee is not refundable for any reason.

L. PRIOR EXPERIENCE OR COURSEWORK

Policy

The following policy pertains to **Prior Experience**:

Prior learning through past significant work experience is assessed on a case-by-case basis. Work experience is defined as paid work that has not been counted toward a prior degree. Positions fulling roles as a graduate assistant, teaching assistant, student worker, or other related work are not considered for prior experience. Students interested in submitting materials for the program to evaluate prior experience **must comply with the following steps.**

1. **Contact Dr. Seybold by the end of the first summer semester in the DNP to declare your intent to submit for a prior work experience waiver.** Indicate what course/field experience you are requesting to be waived with a short rationale for why the request is being made. Students who miss this deadline will not be able to request a prior work experience review.
2. Using the approved DNP template (Dr. Seybold will send this via email), complete the template thoroughly and obtain the following documentation for support:
    a. Letter of support for this waiver from your employer/manager who you reported to in the work experience.
    b. Job description identifying your role through that work experience organization.
    c. Samples of work, such as planned menus, lesson plans, bulletin boards, redacted counseling notes, etc.
    d. Any other attestations from fellow employees whom you worked with, as needed.
3. Submit all documents to D2L, in the appropriate dropbox no later than October 15th. Send an email to Dr. Seybold letting her know the documents are on D2L.
4. Complete the IUP School of Graduate Studies and Research Prior Learning Assessment review process.
    a. The DNP follows the IUP School of Graduate Studies and Research Prior Learning Assessment (PLA) review process. https://www.iup.edu/graduatestudies/resources-for-current-students/prior-learning-assessment/index.html This process ensures that your review is complete and will reflect on your transcript.
    b. All students must graduate with the degree requirement of 63 credits.
    c. IUP allows no more than 33% (1/3) of the degree required credits to come from a prior learning assessment.

The following policy pertains to **prior coursework taken at IUP**:

Students who have taken an IUP DNP course prior to enrolling in the DNP:

- The DNP reserves the right to require you to retake the course that you already completed as part of another program at IUP.
- In the event the exact same DNP was taken as part of another IUP program, the DNP may also waive that course:
    1. **Contact Dr. Seybold by the end of the first summer semester in the DNP to declare your intent to submit for prior coursework waiver.**
    2. Work with your advisor to identify an appropriate graduate-level course elective. You must take an elective course to fulfill the 3 credits that is being waived.
    3. Email Dr. Seybold to approve the course substitution. The course prefix, title, and course description are required in that email.
    4. If approved, a department waiver form must be completed and signed to adjust your Degree Works to reflect this decision. Please work with your advisor on this course waiver form.
- All students must graduate with the degree requirement of 63 credits.
- Prior course requests from a prior degree program will not be accepted.

Above all else, the IUP School of Graduate Studies and Research makes the final approval of credits to be reflected on your transcript.

Questions about this process can be directed to Dr. Seybold (jseybold@iup.edu).

M. GRADUATION REQUIREMENTS FOR THE DNP AND THE VERIFICATION STATEMENT

Policy

To receive the ACEND Verification Statement of Program Completion to sit for CDR's national examination for dietitian-nutritionists, the student will need to have completed the following:

- Attained entry level competence for all competencies, performance indicators, professional qualities, and personal attributes identified by ACEND and measured by the IUP Dietitian-Nutritionist Program faculty in didactic coursework, and fieldwork with feedback of competence from associated field preceptors.
- Successfully completed and documented all supervised practice hours associated with the IUP DNP.
- Performed at an acceptable level in all didactic coursework and supervised practice experiences and alternative experiences.
- Maintained an average of 3.0 for all required DNP coursework, with no incomplete grades.
- Complete all 63 required credits.
- Attended all required seminars, meetings, and additional activities.
- Participated in a minimum of 15 hours of professional continuing education.
- Participated in the exit interview, capstone meetings, and submitted all necessary documentation for completion of the student file.

Procedure

1. The Dietitian-Nutritionist Program is designed to be completed in 24-months. However, 12 additional months (150% of the total time) is allotted by ACEND for students requiring additional time.
    a. The IUP Graduate School allows students a total of 5-years to complete a master's degree. It is within the right of the Department of Food and Nutrition to evaluate current knowledge of any student requesting over an additional 12-months of time to complete the program. The department faculty are working to ensure the most current knowledge of each student, therefore the department faculty can require a student to repeat one or more DNP courses to update their knowledge related to ACEND competencies and performance indicators in preparation for the national Dietitian-Nutritionist Program exam and entry-level practice.
    b. The IUP DNP is accredited for full-time students only. Therefore, part-time participation is not a current option. Students may withdraw from a semester after talking with their academic advisor to develop a plan that will work with the student, the DNP, and follows IUP Graduate School policies.

2. At the completion of the Dietitian-Nutritionist Program a verification statement will be issued, after the master's degree is conferred, which permits the student to begin the application process with CDR for scheduling the registration exam.
3. The Dietitian-Nutritionist Program Director will provide each student with the CDR application during the capstone meetings and will discuss the application process.

N. GRADE APPEALS

Policy

See: www.iup.edu/studentconduct or www.iup.edu/graduatestudies

Appeals for course grades, except for practicum grades for a supervised practice rotation (FDNT 696), will follow the IUP process.

Any students who fails an FDNT 696/Practicum rotation course will be dismissed from the Dietitian-Nutritionist Program. Any students who fail an academic, graduate-level course that has been taken as part of the Program will be dismissed from the Dietitian Nutritionist Program.

Any student who receives a "C" letter grade in any course, academic or practicum credit, will be subject to a performance review with possible probation or program dismissal as potential outcomes. A 'C' may also bring a student's GPA below the required 3.0 minimum, thus putting them on academic probation.

A meeting with the Dietitian-Nutritionist Program director as well as that professor or rotation coordinator is required. If not dismissed, a remediation plan is required. If the student does not perform per the remediation plan, the student will be dismissed from the Dietitian-Nutritionist Program. See Remediation section, for more information on the process.

O. PERFORMANCE REVIEW

Policy

The IUP Dietitian Nutritionist Program utilizes formative, process, and summative evaluation, including qualitative and quantitative components, in the assessment of dietetic student progress toward professional competence. Student performance is assessed by IUP faculty, site supervisors (preceptors), and the student. All evaluation types will be weighted toward a final practicum rotation grade. Only the faculty member of record may assign grades. Types of evaluation may include: self-evaluation, skills assessment, on-site visits, rotation required work, and overall performance review.

Procedure

1. The following outlines the evaluation process that will occur during the Dietitian-Nutritionist Program. Vital Standards as outlined by the program are integrated throughout the evaluation process.

    - Student evidence of completion of practicum and course objectives.
    - Faculty practicum coordinator evaluations of student performance (see End-of-Rotation forms for each specific practicum).
    - Student evaluation of site.
    - Student log/journal of didactic activities for each rotation.
    - Dietitian Nutritionist Program Director performance evaluation of student at the end of Spring 1 and Spring 2 practica.
    - Exit interview with the Dietitian Nutritionist Program Director.

2. At the end of Spring 1, Fall 2, and Spring 2, the Dietitian-Nutritionist Program Director will complete a Program Performance Review. The purpose of this evaluation is to provide an overall review of progress to date in the program.

3. Deficiencies, incomplete grades, course enrollment, disposition, and overall level of performance will be noted. Suggestions for remediation will be included as warranted. If necessary, students who are not making satisfactory progress will be recommended for dismissal from the Dietitian Nutritionist Program.

4. Evaluations will be provided to the student and placed in the student's program file. The student may add written comments to clarify the evaluation summary.

P. REMEDIATION OF DEFICIENCIES AND RETENTION

Policy

IUP Program faculty share a strong commitment to providing mentoring and planning practice experiences that will produce competent entry-level dietitians, as part of our student retention process. While most students enter the IUP Program prepared for masters-level coursework and supervised practice, the Program recognizes that student selection procedures are not perfect. On occasion, a student will not perform according to stated expectations. In such cases, it may be necessary to recommend remedial work or to dismiss the student from the program. With Program faculty and assigned graduate assistants checking on students weekly, reviewing student's submitted work, and reviewing preceptor evaluations of student performance, the Program is quickly alerted to issues a student might be experiencing. This process allows the faculty to intervene and discuss small issues with the student before larger problems emerge. However, if a student is experiencing repeated issues, despite remedial work, formal, internal program incident reporting, and meetings with Program faculty and/or the Program director, the Program faculty committee is included in larger decisions on how to sensitively advise/counsel the student into another career path. These conversations often include the HHS Dean's Office, and referrals to appropriate campus services (e.g. IUP Career and Development Center). The student is actively involved in every step of this process, as all decisions ultimately affect their career path.

Such action might follow from inadequate course grades, serious professional misconduct, or serious inadequacies in practice skills. For some of these areas, clear criteria are available to establish minimally adequate levels of performance, (e.g., grades). In other instances, the professional judgment of faculty members and site supervisors will be a factor. In all cases of deficiency, every attempt will be made to provide early feedback to the student, and wherever possible remedial activities will be encouraged.

It is important to note that each DNP faculty member retains the autonomy to determine appropriate remedial activities, while not providing additional points for those activities. Remediation is a condition of earning the ACEND Verification Statement at the program.

Q. DISCIPLINARY/ SUSPENSION/TERMINATION PROCEDURES

Policy

The Department of Food and Nutrition reserves the right to suspend or terminate a student's participation in the Dietitian Nutritionist Program at any time in the Program for academic, performance-related, or ethics violation reasons. Students have the right to appeal this decision by contacting the Dean of the College of Health and Human Services.

Procedure

1. The Dietitian Nutritionist Program faculty will follow the following criteria and procedures whenever serious
deficiencies exist:

    - Didactic DNP Courses (non-FDNT 696):
        - One grade of "C" in a course will result in the committee considering probationary status or dismissal from the program.
        - Students with an "I" grade that complete the required work which turns their 'I' to a letter grade of 'C' or 'F' will be considered for program dismissal by the committee.
        - An "L" grade that exists after supervised practice has started will result in the committee considering dismissal from the program.
        - Two or more grades of "C" and/or "I" in a course will be reviewed for possible program dismissal.
        - One grade of "F" will result in automatic and immediate dismissal.

    - FDNT 696 Dietitian Nutritionist Program Practicum Courses:
        - One grade of "F" in a course will result in automatic and immediate dismissal.
        - One incomplete rotation (registered on the student transcript as an "L" grade) that has not been completed by the agreed-upon timeline of completion in the following semester will result in suspension for the next rotation until rotation requirements are met. Suspension may result in an extension of the Program completion time and delay program graduation. If these requirements are not complete, dismissal will result.
        - A student who has been requested to leave a facility by the site supervisor will be suspended from the program, after an investigation and due process is completed by the DNP Director and presented to the Faculty Committee. The decision of program dismissal may result. A decision of remediation instead of dismissal will cause the student to be delayed in graduation. Additionally, the student may be asked (regardless of track) to find their own experiential learning site to complete competencies and performance indicators.

2. In instances of professional misconduct (see AND Code of Ethics for Dietetic Professionals, Standards of Practice, and Standards of Professional Performance) or inadequate practice skills, or other professional/personality issues the following steps will be followed:

   - A faculty member, at any time, can request a review of a student's progress toward attaining competencies necessary for professional practice. Such written requests (via email is a valid form of request) are forwarded to the Dietitian Nutritionist Program Director.
   - The student will be notified, in writing (via email), as to the nature of the deficiencies that exist and be given the evidence for those deficiencies. (See Dietitian Nutritionist Program Incident Report Form)
   - The student will be invited to provide written input into the continuing evaluation process.
   - The student may also be invited or request a face-to-face meeting with the Dietitian Nutritionist Program Committee.
   - After consideration of the student's response, if any, the committee (a minimum of three faculty) may take a variety of steps:
     - These steps may include, but not be limited to: (1) establishing a plan for remedial activities, (2) a recommendation to the Graduate School to delaying candidacy, or (3) dismissal from the graduate and Dietitian Nutritionist Program. If a remediation plan is established, any failure to remediate to a satisfactory level by the established time-frame will result in dismissal.
     - Students are notified in writing of decisions and any actions by the Committee within 5 business days of the Committee's decision.

3. Students have the right to appeal decisions of the Dietitian Nutritionist Program Faculty Sub-committee. If a student's enrollment is suspended or terminated; the student may request a review of the decision by the Dean of the College of Health and Human Services (or his/her designee). Such a request must be made in writing to the Dean (or designee) within 10 working days of notification of suspension or termination. This written request must identify the basis for the request for review and include the student's rationale/basis for challenging the sanction. A review will be held within 15 working days of the date the Dean (or designee) receives the request. The student or the Program faculty may appeal the decision of the Dean (or designee) to the Provost within 10 working days of receipt of the Dean's decision. During the appeal process, the student is considered suspended/dismissed from the Program.

4. A description of the university appeal process for grades outside of the FDNT696 designation is available at: www.iup.edu/studentconduct

R. PRACTICUM PLACEMENTS (IN-RESIDNECE STUDENTS)

Policy

In-residence students will receive a schedule of sites in advance of each practicum from the Program Director. Changes in the schedule may be necessary due to staff illness, turnover, contractual issues, and/or other unforeseen situations. Once in the rotation, if the student needs to have his/her schedule changed, they must make the Faculty Practicum Coordinator AND the site supervisor aware of such change by following established schedule change protocols. Emergency situations are an exception. If the request is frivolous, or goes against the policies, rules, and regulations of this Dietitian Nutritionist Program, or the practice facility that the practicum is placed at, then the Faculty Practicum Coordinator and/or the site supervisor may deny the request.

Professional and ethical conduct is always required. While the Faculty Practicum Supervisor has ultimate decision-making and evaluation authority, students should behave as though they are employed by the facility they have been placed at, as they are treated that way by the facility to provide the level of supervised practice experience that is necessary to become a competent, entry-level dietitian. Students must keep in mind that they are guests of the facility. Supervisors at the rotation sites volunteer to contribute to and further the profession of dietetics. Your placement is a privilege, not a right. All students are always required to know and adhere to the Academy of Nutrition and Dietetics Code of Ethics.

Students are expected to honor the affiliation contract, agreed-upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Of utmost importance is achieving the established competencies and skills, not the number of hours it takes to achieve these performance objectives.

Completion of the objectives, competencies, performance indicators, activities, and assigned work is each student's responsibility. Actively seek and meet each practicum rotation's goals and objectives. If an student fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of patient or client, is rude or upsetting to the preceptors and/or staff, or in any other way behaves in an unprofessional or unethical manner, action shall be taken to dismiss the student from the Dietitian Nutritionist Program.

S. PRACTICUM PLACEMENTS (DISTANCE STUDENTS)

Policy

Distance students are responsible for setting up their own practicum placements. Final placements must be approved by the Program Director prior to the start of the Fall 1 session for appropriate approvals/contracts to be in place prior to the start of the first practicum. Students will be responsible for identifying the following sites or approved equivalents:

Semester	Estimated Weeks	Site (or Equivalent)
Spring 1	3 weeks – negotiable timing in semester	WIC
Spring 1	3 weeks – negotiable timing in semester	Power-up
Spring 1	3 weeks – negotiable timing in semester	Nutrition Counseling (Virtual hours may be possible through IUP's Zoom, which is now HIPAA-compliant)
Spring 1	2 weeks – negotiable timing in the semester	Special Projects/populations
Summer 2	6 weeks – July/Aug	Food service (Must be a summer feeding site, acute care, or long-term care)
Fall 2	3 weeks – Sept/Oct/Nov	Long-term care
Fall 2	7 weeks – Sept/Oct/Nov	Advanced Practicum
Spring 2	7 weeks – Mar/Apr	Acute Care Hospital

When submitting final sites for approval, the student must identify the site, location, proposed preceptor, contact information, and proposed dates. Notes that some practicum weeks are negotiable and final dates must be approved by the Program Director.

Changes in the schedule may be necessary due to staff illness, turnover, contractual issues, and/or other unforeseen situations. Once in the practicum rotation, if the student needs to have his/her schedule changed, they must make the Faculty Practicum Coordinator AND the site supervisor aware of such change by following established schedule change protocols. Emergency situations are an exception. If the request is frivolous, or goes against the policies, rules, and regulations of this Dietitian Nutritionist Program, or the practice facility that the practicum is placed at, then the Faculty Practicum Coordinator and/or the site supervisor may deny the request.

Professional and ethical conduct is always required. While the Faculty Practicum Supervisor has ultimate decision-making and evaluation authority, students should behave as though they are employed by the facility they have been placed at, as they are treated that way by the facility to provide the level of supervised practice experience that is necessary to become a competent, entry-level dietitian. Students must keep in mind that they are guests of the facility. Supervisors at the rotation sites volunteer to contribute to and further the profession of dietetics. Your placement is a privilege, not a right. All students are always required to know and adhere to the Academy of Nutrition and Dietetics Code of Ethics.

Students are expected to honor the affiliation contract, agreed-upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Of utmost importance is achieving the established competencies and skills, not the number of hours it takes to achieve these performance objectives.

Completion of the objectives, competencies, activities, and assigned work is each student's responsibility. Actively seek and meet each rotation's goals and objectives. If an student fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of patient or client, is rude or upsetting to the preceptors and/or staff, or in any other way behaves in an unprofessional or unethical manner, action shall be taken to dismiss the student from the Dietitian Nutritionist Program.

T. EMPLOYEE REPLACEMENT AT SUPERVISED PRACTICE SITES

Policy

Students will not routinely replace regular employees (i.e., staff relief) except for specific professional staff experience that is necessary to complete the prescribed learning activities. If a student finds himself or herself in this position, they must report it to their Faculty Practicum Coordinator immediately.

U. PRACTICE EXPECTATIONS

Policy

The practicums (i.e., community nutrition, food service, and clinical) are designed to provide practice experiences at the entry-level for dietitians. All students must accomplish or show evidence of accomplishment of all objectives and competencies for each rotation, in addition to the completion of the mandated rotation hours, assignments, projects, and any additional work assigned.

Procedure

1. Although primary oversight of the student is maintained by the Faculty Practicum Coordinator, students should consider themselves as an employee of the facilities to which they are assigned for their supervised practice experiences. Employee professional behavior such as punctuality, professional attire, work ethic, and responsibility are no different than if this were a paid job and your site supervisor was your superior. Remember your attitude, appearance, and performance are an extension and reflection of the student as a professional as well as IUP, the Department of Food and Nutrition, and the Dietitian Nutritionist Program.

2. Site supervisors are directly responsible for evaluating student performance and verifying that students have accomplished objectives. Faculty Practicum Coordinators consider the input provided by site supervisors to assign grades.

3. Your IUP Faculty Practicum Coordinator will meet with rotation-specific students regularly during the rotation assignment. In addition, the rotation coordinator will be in regular contact with your site supervisor to monitor your performance and to assist with the completion of the rotation objectives and competencies. If you find that scheduling changes are necessary, always contact both the IUP Faculty Practicum Coordinator and the site supervisor (or appropriate contact person). It is unacceptable to simply "trade" hours with another student, or to change scheduled hours at a site. Whenever planned changes are considered, CONSULT the Faculty Practicum Coordinator first, as they have final approval authority in consultation with the Dietitian Nutritionist Program Director, who maintains the student's file.

4. If a phone call from a preceptor/site supervisor/student peer is received about an student, reflecting concern for their attitude, competence, ability, health and well-being, among other things, the Faculty Practicum Coordinator and/or Dietitian Nutritionist Program Director will require the student to meet face-to-face.
    a. If the issue reported is due to health and wellness concerns, then the Faculty Practicum Coordinator and/or Dietitian Nutritionist Program Director will guide the student to the appropriate resources. If missing days from the Program is required, all parties involved will develop a remediation plan.

b. If the issue reported is due to attitude, competence, ability, or other related issue, the Faculty Practicum Coordinator and/or Dietitian Nutritionist Program Director will discuss the report with the student. After the student hears the report and responds, the Faculty Practicum Coordinator and/or Dietitian Nutritionist Program Director may take further action to remediate the situation. This may involve filing a formal misconduct violation report in the student's permanent department folder, formal remediation plan being developed and carried out, suspension and subsequent delay in completing the Dietitian Nutritionist Program, or dismissal.
    i. If a preceptor contacts the Faculty Practicum Coordinator and/or Dietitian Nutritionist Program Director, requesting that the student no longer attend the site because of issues listed above, the student will be required to go through these steps, and dismissal will result.
    ii. If a fellow student peer, or patient/client/customer reports an issue with the student surrounding the above topics, the same outlined process will be followed.

5. The Dietitian Nutritionist Program and scheduled activities/meetings requires priority over your personal and/or employment responsibilities. Please check calendars for required Dietitian Nutritionist Program meetings and seminars to avoid conflicts. Because there may be last minute schedule changes that are unavoidable, the student must be ready to change their schedule to accommodate the practicum. Missed events will result in an attendance violation and potential grade reduction and/or dismissal. Please read sections X, AA, and BB for related topics to this situation.

6. AMA Formatting: This format is used on all materials produced. The Department of Food and Nutrition has resources available for any student who is unfamiliar with this format. Competence in using this format is expected and required on the first day of supervised practice.

7. IUP branding is to be included on all materials produced. The IUP logo and required statements will be provided to all students at the start of the Program.

V. INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE

Policy

Policies regarding injury or illness at work in force at supervised practice sites require constant observation by the student. Site preceptors will advise students of those policies. Students who become ill or injured while at their supervised practice site should immediately notify their site supervisor to determine appropriate course of action, including documentation and medical care. It is required that the Faculty Practicum Coordinator also be immediately notified. All expenses associated with treatment, if required, are the responsibility of the student. If it is necessary to leave the site prior to completion of scheduled hours, the student must notify their site supervisor and the faculty practicum coordinator. The student must file written documentation within 3 days to the Dietitian Nutritionist Program Director describing the incident, as well as requesting a meeting for a remediation plan.

W. DRUG TESTING, CLEARANCES

Policy

All students must comply with mandatory medical examination, all immunizations and vaccinations, drug testing, clearance verifications, and other required documentation. Any deficiencies, missing information, or violations (including those identified during the Program) can prohibit the student from participating in supervised practice experiences or result in dismissal from the Program.

Inability to complete supervised practice experiences could result in a recommendation for voluntary withdrawal from the program, dismissal from the Program, and/or the inability to earn a Verification Statement.

Required medical examination, immunizations and vaccinations, drug testing, and clearances are available in prior information in this handbook as well as on the IUP DNP Website and the D2L student page. Additions to this list may be required based on changes to contractional requirements with affiliate sites or IUP.

The student incurs all costs for all these requirements. In the event a student is taking prescribed drugs known to test positive on a drug screen, the student is responsible for the timeliness of getting the screen completed, as well as the additional costs associated with further testing steps.

Only students cleared by meeting all site requirement, IUP requirements to attend fieldwork, and IUP DNP requirements will attend a rotation site.

X. INCOMPLETE PRACTICA/ROTATIONS

Policy

A student should complete all responsibilities for a given rotation before moving on to another rotation. It is the responsibility of the Faculty Practicum Coordinator of record to work with the dietetic student to complete the rotation. An "L" grade can be given if an extension is required.

Procedure

1. Students must complete an Application for Approval to Carry Forward Incomplete Rotation Assignments Form.

    - If a student does not complete responsibilities for a given rotation before another rotation is to begin, an agreement for completion must be generated by the student and the Faculty Practicum Coordinator for which assignments remain.
    - This agreement needs to be signed by the Faculty Practicum Coordinator for the current rotation and the student as well as the Faculty Practicum Coordinator for the next rotation to constitute agreement.
    - The current Faculty Practicum Coordinator has the responsibility to communicate with the Faculty Practicum Coordinator for the student's next rotation to determine the feasibility of the plan.
    - Form submission to the Dietitian Nutritionist Program Director is then required. If necessary, the director will assess feasibility.
    - The student will be accountable to report to the Dietitian Nutritionist Program Director when they have met responsibilities for a given rotation.
    - The student is given until the fifth week, or an agreed-upon timeline of the following rotation to submit and complete all planned requirements. Suspension of practicum site attendance will result if the student fails to comply.

Y. ATTENDANCE

Policy

Students are required to be present (online and in-person as specified by the Program director) for all required coursework and practice experiences for the entire period of the Program. Required presence includes taking the recommended online coursework in all semesters and completing the required orientation, required in-person simulations (regardless of track), all practicums and events during supervised practice, and the Awards Ceremony (pending IUP approval) at the end of the program.

The student must report each day as scheduled. Student schedules require approximately 30-40 hours each week. There is no tolerance for unexcused absences and will result in an incident report or dismissal from the program, situation dependent, if an unexcused absence occurs. The student documents his/her attendance as required by the Dietitian-Nutritionist Program Director, Faculty Practicum Coordinator, and/or site supervisor. A digital daily log/journal is required for every rotation; documenting hours completed as well as tasks, competencies, and reflections, and then submitted to the practicum coordinator at the end of each week of a practicum. You must meet the minimum required hours, competencies, performance indicators, and various assignments. If you meet the minimum required hours and still have time left during your rotation, you must continue in that rotation until the scheduled end date. Additional accumulated hours cannot be applied to future rotations.

Hours earned for alternative experiences in non-FDNT 696 coursework will be formally documented by the course instructor and provided directly to the Program Director. Students will still be required to submit a weekly journal throughout these alternative experiences.

Procedure

1. Violations of the attendance policy may result in letter grade reductions in Dietitian Nutritionist Program courses and/or rotation grades.
2. The site supervisor, Faculty Practicum Coordinator, and/or Dietitian Nutritionist Program Director, documents unexcused absences.
3. If the student is unable to attend, they are to inform others as soon as (and in advance, if possible) possible and follow-up with applicable paperwork to document the absence.

Z. PUNCTUALITY

Policy

The student is expected to be ready for meetings and work by the scheduled starting time. Plan to arrive a minimum of 5 minutes PRIOR to any start time!

Procedure

1. If the student expects to be late, they are to inform others of his/her lateness and the expected time of arrival.

2. Documented tardiness is at the discretion of the site supervisor, Faculty Practicum Coordinator, and/or Dietitian Nutritionist Program Director.

3. Two documented tardies will result in additional assignments or hours.

4. Three or more tardies will result in a grade reduction, one grade per additional tardy, or dismissal from the Program.

AA. DRESS CODE

Policy

To promote a professional image, the student will wear professionally appropriate attire.

Procedure

1. Affiliation/Offsite Rotation Dress Code

   Students must know and follow the dress code established by their rotation sites. Check with your Faculty Practicum Coordinator or site supervisor if you have any questions. General recommendations include:

   a. Be clean, neat, and well-groomed at all times.
   b. Clothing should be conservative; no short skirts, t-shirts*, sweatshirts, jeans*, bare midriffs or shoulders, or cleavage. (*Note: IUP DI t-shirt and solid jeans may be appropriate for certain sites in the Community Nutrition Rotation, or if you cannot find other site-appropriate clothing)
   c. If knee length, or shorter, skirt, skorts, and/or dresses are worn, stockings, tights or leggings are required underneath for a professional look.
   d. Dress shoes may range from flats to 2-inch heels. No clogs, sandals, shoes with high heels, or tennis shoes* may be worn. Foodservice students must wear approved rubber soled shoes. (*Note: Certain field sites will require tennis shoes.)
   e. Make up, perfume and jewelry should be conservative. Jewelry must comply with facility dress code. Hair should be styled in a conservative manner, with hair restraints as required. Fingernails must comply with supervised practice site guidelines or policy and be clipped and/or appropriately styled.
   f. Body piercings may require removal and tattoos covered, depending on visibility and/or safety and sanitation.
   g. Always wear your name badge or tag.

2. Virtual Days - Students will wear casual professional attire. Clothing should be conservative; no short skirts, t-shirts, sweatshirts, jeans, bare midriffs or shoulders, or cleavage.

3. Students will wear the dietetic student uniform as and where instructed.

BB. WORKING HOURS

(Full-time status distinction)

Policy

Student presence is required for ALL required coursework, meetings, special events/activities, and practice experiences for the period of the Program.

Procedure

1. Full-time students are those students enrolled in the Dietitian-Nutritionist Program with the intent to complete in a 24-month period.

2. Except for established vacation days (these are designated by the program for all students), all full-time students are expected to be on-campus, on Microsoft Teams, or at their sites, Monday thru Friday, generally 8:00am-5:00pm. Students engaged in supervised practice experience will follow the schedule established by their site supervisor or the Program Director. Some weekend or evening rotation assignments/meetings will be required, with advance notice whenever possible, and it is required that all full-time students will be available (part-time student availability per individual work agreement). During the rotations, students not scheduled to work at a site on a given day (M-F) must notify their Faculty Practicum Coordinator, who will require the student's presence in Ackerman Hall Room 07 or on Microsoft Teams for the day, and may identify alternate assignments or meetings during that time. During the Community Nutrition Practicum, traditional work hours will likely not apply. Students will never be asked to complete supervised practice if a professional would not be completing the same type of work.

3. Any change to the work schedule must be approved in writing by the site supervisor, the Faculty Practicum Coordinator, and the Dietitian Nutritionist Program Director. Paperwork documentation of schedule changes are detailed in this document as Sickness and Medically Related Absences, Personal Days, Documentation of Schedule Change, and Incomplete Rotations.

4. Filed incident reports document unexcused absences and/or tardiness (see Punctuality). See "Disciplinary/Suspension/Termination Procedures."

5. At this time, the IUP DNP is not accredited to accommodate part-time students or reduce a student's credit-load to part-time status.

CC. EMPLOYMENT DURING THE DNP

Policy

It is NOT advised that full-time DNP students be employed during the Program. If a student chooses to work, in ALL circumstances, the Dietitian-Nutritionist Program requirements, schedule, and obligations MUST take priority over employment responsibilities.

Competing work schedules used as an excuse for interfering with Program responsibilities are unacceptable. There is a zero-tolerance policy for any Program-related time missed or rescheduled due to other employment responsibilities.

Situations reported by another individual (peer, preceptor, faculty member, etc.) will result in an investigation and disciplinary action in accordance with set guidelines, to include a decrease in letter grade, remediation, or dismissal. If there is a second occurrence reported, the result is termination from the Program.

DD. TRANSPORTATION AND TRANSPORTATION ISSUES

Policy

The student must provide and pay for his/her own transportation throughout the program. The student must also carry automobile liability insurance throughout the program, as well as a valid driver's license, if the student plans to drive their own vehicle or a borrowed vehicle through the program. The student will be required to submit proof of these two items during orientation. If a student does not have a valid drivers license, a state-issued identification card must be submitted to the program. The student is responsible for all liability for safety in travel to or from assigned facilities. Some in-residence track students may travel up to 99 miles from Indiana, PA for supervised practice experience. In addition, in-residence students will need to travel throughout the southwestern Pennsylvania region for several seminars.

In the case of inclement weather, it is the duty of the dietetic student to call the Faculty Practicum Coordinator first, then the Site Supervisor to decide a plan of action for possible missed hours (see section FF). The student will have all the necessary phone numbers to complete this required communication. An email or other form of communication is not acceptable in this situation. In all cases, student's vehicles should be equipped with safety equipment, blankets and cold-weather gear, and food/water. Students who are traveling using alternative means must prepare appropriately for inclement weather.

If the student's vehicle breaks down, they should first ensure their safety on the road by calling for assistance (e.g AAA). Then, the student must call their Site Supervisor to let them know they will be late. The day is not a loss, therefore as soon as the vehicle has been fixed, or been towed, proceed on to the assigned site. Students traveling using alternative means, and experiencing a vehicular breakdown, you will use the same procedures as above.

In the event of a vehicle accident, after the student has ensured their safety and medical treatment, if needed, call the assigned Rotation Coordinator to report the incident. It is the job of the Rotation Coordinator to contact the supervised practice site. Arrangements to make up hours between the Site Supervisor, Practicum Coordinator, and dietetic student will take place. The Dietitian Nutritionist Program Director will sign off on the modified plan. Under no circumstances is IUP or the supervised practice site responsible for vehicle accidents in traveling to/around/from sites.

EE. COMMUTING

Policy

In-residence students who choose to live outside of the Indiana borough/campus are NEVER EXEMPT from participating in Dietitian Nutritionist Program activities. There will be no special accommodation made for commuters, as you have MADE THE CONSCIOUS CHOICE TO COMMUTE. The program will continuously stress this point. Additionally, there shall be no switching schedules or events with other students to accommodate travel. If there are reports, at any point during the Program, that a student changed their/other's schedule for any reason, was late, or missed an event, an incident report will be filed. Two incident reports of this nature may result in the remediation or dismissal of the student. One consideration is inclement weather, however, needs to be communicated early and often.

Note: Emergency days might have to be used if missing due to inclement weather. Therefore, those policies will apply.

FF. IUP CLASS DELAY/CANCELATION VS. SITE DELAY/CANCELLATION

Policy

It is general supervised practice policy that if IUP cancels classes, delays the start of classes, or implements an early dismissal from classes due to inclement weather or a campus-related emergency, it does not affect dietetic student's attending their supervised practice site if the site is open. Professionals do not stay home because the roads are bad, or the weather is too hot or too cold. Therefore, if IUP cancels classes, the student in supervised practice, not taking traditional classes on campus, must attend their site. If weather deters you from attending your site, an emergency day must be used, and those policies are followed if the preceptor provides you with no virtual work.

If your site delays the start of their day or cancels professional activities for the day (e.g. school delay or closure), then you, the student, cannot attend your site. You will instead come to Ackerman Hall Room (in-residence students) or log into D2L (distance students) to complete that days' worth of hours, unless you choose to take an emergency day, then those policies will be followed. Only in special circumstances will local students be allowed to work from home. Working from home must first be approved by the rotation coordinator. If a local student works from home, and then asks later if they can, the hours will not count because they were not approved.

Procedure

1. Watch the news, or subscribe to weather apps, as well as any alerts your site puts out about weather or emergencies.
2. Email your rotation coordinator about any site cancelations, early dismissals, or delays in start time.
3. Together, the rotation coordinator and student will decide a course of action.
4. The student communicates the plan to their site preceptor.

GG. INTERNET AND EMAIL ACCESS

Policy

Reliable internet service at home and on a mobile device for the purposes of email communication and access to D2L is a requirement of this Program. In addition, you should have a backup plan for uninterrupted access--such as familiarity with public libraries, IUP computing facilities, etc.

Students MUST use their IUP email (I-mail) account and should check their IUP email a minimum of twice daily (morning and evening) as all, official electronic communication regarding the Dietitian Nutritionist Program will be sent to the I-mail address. If you have a smart phone, please add your I-mail to it to have immediate access to notices.

Notice: All students are required to respond to emails, text messages, or voicemails within 24 hours of the messages received time, not opened time. Failure to comply with this communication requirement will result in an Incident Report. Two incident reports are cause for dismissal from the Dietitian Nutritionist Program.

HH. GENERAL COMPUTING

Policy

Students must have access to a computer with Microsoft Office (at least version 2018). To use many web applications (e.g. D2L) enable "cookies", turn on JAVA script, and have an installed, and up-to-date Adobe Flash Player. The IUP IT Support Office (www.iup.edu/itsupportcenter/) can provide assistance. IUP computers do not support any technology outside of Microsoft and Windows software. Any student using a Mac computer, or other operating system, will be required to save all versions of work as Microsoft compatible, or use a computer with Microsoft programs. Any submitted files that cannot open or read using Microsoft software are marked late and incomplete until appropriately submitted in an openable and readable format. Late assignments can result in a letter grade deduction.

Students will be required to use Zoom or Microsoft Teams during all of the Program rotations. Please make sure there is an appropriate profile photo depicting your professional self.

II. SOCIAL MEDIAL, THE USE OF SMART DEVICES, AND GENERATIVE TECHNOLOGY

Policy

During the Program, students CANNNOT post anything about the Program activities, patients, clients, fellow students, faculty, staff, preceptors, or other students in any form.

Many of the practicum sites also ban the use of smart devices in the facility. Therefore, students should leave all electronic devices in their vehicles, lockers, or at home. If a facility does permit the use of smart devices, it is required that the device be silenced, and no recording or photo applications used.

Communicating with faculty, staff, preceptors, and clients: All Dietitian Nutritionist Program Faculty do provide their private cell phone numbers to students. In addition, students receive various staff and preceptor's phone numbers. It is the job of the student to ask each faculty, staff, and preceptor what type of communication they prefer. Most may send text messages, while some prefer phone calls. Use what these individuals prefer. When working with patients and clients, do NOT give your cell phone number out. Instead, give the appropriate IUP phone number to them in order for communication to occur. It IS appropriate to give your I-mail address. Do NOT provide any patient, client, customer, student, or other outside individual with a faculty, staff, or preceptor phone number. This will break the sensitive information (see section LL) department policy and penalties will ensue.

According to Indiana University of Pennsylvania Academic Integrity Policy, "Academic integrity violations can take many forms." "Violations of IUP's standards of academic integrity include, but are not limited to, the following broadly defined categories: plagiarism, fabrication, cheating, technological misconduct, academic dishonesty, facilitating academic integrity violations, classroom misconduct, out-of-classroom misconduct, and noncompliance." Unless your professor directs you otherwise, you must complete all course and field work entirely on your own, using only sources that have been permitted by your professor, and you may not assist other students with papers, quizzes, exams, or other assessments. If your professor allows you to use ideas, images, or word phrases created by another person (e.g., Course Hero, Chegg, other free or paid sites) or by generative technology, (e.g., ChatGPT, open- or paid AI chatbot), you must identify their source. You may not submit false or fabricated information, use the same academic work for credit in multiple courses, or share instructional content. Students with questions about academic integrity should ask their professor before submitting work. As always, the Department of Food and Nutrition, along with the Academy of Nutrition and Dietetics, expect all professional and pre-professional students to uphold integrity when submitting/producing work and demonstrating skills. To avoid plagiarism, follow the American Medical Association for formatting, including cases where AI technology is permitted.

JJ. DOCUMENTATION OF SCHEDULE CHANGE

Policy

Regardless of the reason for a legitimate schedule change or an unanticipated absence, students must ensure that they complete the total number of hours/competencies required in the rotation the absence occurs.

Procedure

1. For occasions in which there is a schedule change or an unanticipated absence (e.g., car breaks down, roads are too unsafe due to weather conditions) from a rotation site or responsibility, a Schedule Change Form should be completed within three (3) business days.

2. Provide a copy of the completed form to the Dietitian Nutritionist Program Director, Faculty Practicum Coordinator(s), and your site supervisor (if applicable).

KK. VACATION AND HOLIDAYS

Policy

There are ample breaks during this Program. Days of vacation include:

- Summer 1 break (2 weeks in August)
- Labor Day each September
- Fall Pause and Thanksgiving Break during both fall semesters (1 week, combined)
- Winter Break of both program years (~5 weeks)
- Martin Luther King Jr. Day in both Spring semesters
- Spring Break in both Spring semesters (1 week)
- Summer 2 breaks (Memorial Day, Juneteenth, and starting July following the end of summer session 1).

These are the only vacation days designated during the Program.

The student is required to be present for all coursework and practice experiences for the entire period of the Program both before and after these breaks. Due to national/regional/local meeting dates not released prior to the start of the Program, the break dates may change to accommodate the attendance of these meetings. As announced meeting dates come through, student notification goes out and students must accommodate these changes.

What this means: Do not plan trips during the length of the Dietitian Nutritionist Program. This primarily refers to Spring Break. Note that the Saturday and Sunday prior to and after each break is not included in the above dates, therefore Program requirements may be scheduled.

LL. EMERGENCY DAYS

Policy

There are four (4) emergency days available to students during the entire Dietitian-Nutritionist Program Practica (*not* for each practicum semester). In accordance with IUP's Absence Policy, as well as outside site policy, missing more than one consecutive day requires a physician's excuse. What an "Emergency Day" Covers:

- Personal illness
- Family illness
- Doctor's appointments (self or family)
- Weddings
- Special Events
- Job interviews
- Other non-Program related activities
- Military Leave
- Family Leave (ill children, spouse, parent, etc.)

Please be sure to plan accordingly so that you have emergency days available for those important, and often-unanticipated personal needs. Otherwise, schedule all personal matters on those evenings and weekends when there are no scheduled Dietitian Nutritionist Program activities/events.

Required attendance days (presented earlier in the handbook) are exempt from the use of Emergency days.

Procedure

1. Complete authorization for Emergency Leave Form 1 week prior to your requested emergency day, to include a plan for making up missed hours, tasks, and/or competencies.

2. A copy of the completed form should be provided to the Dietitian Nutritionist Program Director, and if you are in a rotation, both your Faculty Practicum Coordinator(s) and your site supervisor.

3. A request for extended emergency leave (beyond the total of four (4) days and/or only one emergency day per rotation) is discouraged. However, the Dietitian Nutritionist Program Committee may consider extenuating and exceptional circumstances. Two consecutive missed days requires a physician's excuse.

What happens if you use up your emergency days, but need additional days off for medical or other reasons (military, family reasons, etc.)? All hours beyond 4 emergency days (or 32 hours) MUST be made up. Additionally, the missed days or hours require an excuse (from a doctor, daycare, funeral home, military, etc.). Missing additional days will require extended time in supervised practice beyond the traditional timeline, meaning delayed graduation and receiving of a verification statement, or weekend work. This may also mean having to enroll in additional Program credits to cover you as a student, as well as the faculty supervisor. In any event, your emergency days are tracked and reported. A summary of how many days you have remaining is emailed as soon as emergency time is taken.

Exceeding the 4 days requires a plan to make up missed hours is required, along with effective communication between the student, Program director, and sites to coordinate and accommodate schedule changes and extensions. Ineffective communication will result in an incident report. Incomplete Rotation steps (see section V) go into effect if the student must extend past the allotted rotation date. Sites may not be able to accommodate extended time due to other student commitments, staffing, etc. In this event, the Dept. of Food and Nutrition may need to send the student to a separate site(s) to complete the remaining hours. This takes time. The transition from your last rotation to the extended time for hours make-up may not be seamless.

MM. ABSENCES DUE TO BEREAVEMENT

Policy

The student is excused for up to three (3) regularly scheduled program days when there is a death in the immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild/stepparent, or spouse's parent). The department observes university policies when an extended leave precipitate withdrawal.

Note: These 3 days are counted as emergency days. Therefore, if the *student* exceeds the 4 allotted emergency days, the missed supervised practice hours must be made up.

Procedure

1. Use the Emergency Day form to document bereavement absence.
2. A copy of the completed form should be provided to the Dietitian Nutritionist Program Director, and if you are in a rotation, both your Faculty Practicum Coordinator(s) and your site supervisor.
    a. A plan for making up missed hours is required with form submission (if taking the Bereavement days exceeds the allotted 4 Emergency Days). Incomplete Rotation steps (see section V) go into effect if the student must extend past the allotted rotation date. Ineffective communication will result in an incident report.

3. The Dietitian Nutritionist Program Director reserves the right to request valid proof of death and relationship of the immediate family member.

4. Additional absence beyond the allotted 3 days is at the discretion of the Program director and Dietitian Nutritionist Program Faculty Subcommittee.

NN. APPLYING FOR GRADUATION

Policy

The IUP Graduate School requires all students to apply for Spring graduation once graduation applications become available in the spring of the second program year. Our faculty or staff will remind you of this, however you will receive a general email, as a student with deadlines.

Prior to graduation, students are responsible for completing their degree tracking sheet. This tracking sheet is updated every semester by the student, and initialed by their advisor. Students without at least 63 credits will not graduate.

Typically, the deadline for Spring graduation is May 1. Students who do not apply for graduation, will not receive their MS in Food & Nutrition - Dietitian Nutritionist Program degree, nor will it show on transcripts. This is an important step, so do not overlook it. The ACEND verification statement is dependent on the degree being completed and conferred.

Students must request and submit an official electronic transcript via email to Dr. Seybold (jseybold@iup.edu), showing the MS in Food and Nutrition – Dietitian-Nutritionist Program degree is conferred. This will occur AFTER graduation. Once the official electronic transcript is received, Dr. Seybold will issue the ACEND verification statement and take the necessary steps to enroll you in the CDR REPS system.

OO. CULTURAL SENSITIVITY

Policy

You have chosen a career in a helping profession. All students, faculty, staff, preceptors/trainers/speakers, patients, clients, and other students come from many "walks of life." Respect and kindness are expected and required with everyone the student interacts. Chances are high that you will meet or work with someone who does not share the same views as you on one or more topics. Chances are also high that you will have to spend additional hours beyond the requirements helping someone who truly needs your support and expertise. We expect altruism from our students; giving their full effort and heart to people's needs, regardless of who they are, or what they believe. Being in a helping profession means dietitians usually work as a team. For the student, this means working and compromising with fellow students, dietitians, preceptors, faculty, staff, patients, clients, and other students. We take this aspect of student training very seriously. Dietitian Nutritionist Program Faculty's goal is help develop the student's professional skills, and create individuals who are able to be flexible, hardworking, and well rounded, looking beyond differences of others in order to help. This Program has a zero-tolerance policy for negative attitudes, rude or intolerant behaviors, discrimination, etc. If reports and observations of rude, disruptive, or antagonistic behavior arise, an investigation and possible dismissal can occur.

PP. SENSITIVE INFORMATION

Policy

The Department of Food and Nutrition TRUSTS that each student will protect all sensitive information given to them or that they interact with in the department, at facilities, or for general use. There are special accounts used by the department that students will share a username and password with faculty and staff. Do NOT share any of this information with others, and do NOT write the information down outside of approved areas! Maintenance of privacy is always required for faculty, staff, students, preceptors, patients, clients, customers, and organizations. This is a part of the Academy/CDR Code of Ethics as well as policy for the Department of Food and Nutrition. Breaking this code/trust will result in an incident report, as well as potential dismissal from the Program. Additionally, depending on severity of leaked or misplaced information, criminal charges may result. All fees and costs associated with legal proceedings is the student's responsibility.

Also, the Department of Food and Nutrition, as well as IUP, maintains protection of privacy of student information and distance education. Maintenance of privacy is always required for faculty, staff, students, preceptors, patients, clients, customers, and organizations. This is a part of the Academy/CDR Code of Ethics as well as university policy. IT Services provides security and verification of IP address and student activity when warranted. For online learning, students complete an honor statement, which outlines that they are required to complete their own original work unless group work is assigned. Students are also protected by the Family Educational Rights and Privacy Act (FERPA).

Student files are maintained in a secured cabinet within the department office. Students can access their department file during regular department business hours.

QQ. PROCESS FOR FILING AND HANDLING COMPLAINTS – UNIVERSITY LEVEL

If a student or preceptor wants to file a complaint about the program, the student or preceptor is directed to the department chair as the first point of contact if they do not want to bring it to the program director. If the chair is also the program director, the student who has already met with the Program director is generally advised to meet with the dean of the college instead to discuss their concern. Depending on the nature of the student concern, the Provost's Office and/or the Office of Social Equity and Title IX may also be contacted. If the student, or a site, does not want to go through the university to file a complaint, they can contact ACEND® and/or CDR as well.

Record of complaints and complaint resolutions shall be maintained by the University for at least seven years.

RR. PROCESS FOR SUBMITTING WRITTEN COMPLAINTS TO ACEND®

If complaints against the Program cannot be resolved through the university, ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

For the form, and 13-step process, visit:
https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend

SS. FINAL REMINDERS

While the Dietitian Nutritionist Program Faculty plan events, rotations, and other engagements for the entire Program, there are things beyond our control, and require flexibility from all parties involved. There are cancelations, reschedules, time changes, location changes, additions, switching of tasks, and so on. This is part of being a real-life nutrition professional. The sooner the student learns flexibility and adjustment, the less stress an student will experience through the Program. There will be times where these changes are frustrating, uncomfortable, or seem to have poor timing. The student is not the only one experiencing these emotions, as faculty, staff, preceptors, and others, are experiencing the same thing. True professionalism and growth stem from these situations. At some point during the Program, the student will experience this, and we expect the most professional attitudes, words, and adjustments. Do not be quick to judge. We are all human, therefore not perfect. One of the goals during this Program is not to be perfect. The goal is to learn about yourself, learn about how to handle these situations to make them work, and find ways to make things still happen, even if it was not the original plan. This Program is not about how smart each student is, but about taking knowledge and life skills, and applying them to an array of experiences and situations, to grow personally and professionally. We expect growth from each student.