

***UNIVERSITY OF  
SOUTHERN INDIANA***



***College of Nursing and Health  
Professions***

***Food and Nutrition Department***

***DIETETICS  
STUDENT HANDBOOK***

***2010 – 2011  
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## **WELCOME**

The Faculty and I are pleased to welcome new and returning students to the University of Southern Indiana Food and Nutrition Department – Dietetics Program. We congratulate you on your choice of career and are confident that you will find it fulfilling and rewarding. In addition to having multiple job opportunities with good salaries, you will also contribute significantly to the wellness and quality of life of the individuals for whom you care.

This Dietetics Student Handbook has been compiled in order to present information and policies relevant to your studies as a dietetics student. You are responsible for knowing and understanding the policies and procedures found in the student handbook. If you have any questions about the information contained in this handbook, be sure to ask for clarification. We would also welcome your suggestions for inclusion of additional information that would be helpful.

The student handbook is available on the program website. The Faculty reserves the right to revise dietetics program policies and procedures at any time deemed advisable and will communicate changes on the webpage and via email if changes are made. We look forward to working with you to acquire the knowledge and skills necessary to become a caring competent University of Southern Indiana professional dietetics graduate. We are glad that you are here!

Dr. Julie McCullough, Program Director  
College of Nursing and Health Professions  
April 2010

## OUR MISSION

The mission of the Dietetics program at the University of Southern Indiana (USI) is to prepare future dietetic leaders to apply their food and nutrition knowledge and skills wisely both in their personal and professional lives. The Dietetics program:

1. **provides** quality, innovative and relevant education and service learning opportunities for a diverse group of students to assure that they are able to maximize their personal potential and meet the needs of the changing Dietetics field, and prepares them to enter supervised practice,
2. **promotes** a collaborative research environment,
3. **promotes** community support through service, continuing education, and consultation activities,
4. **supports** the professional career aspirations of students, faculty, and alumni; and
5. **exhibits** a caring and collegial spirit.

## GOALS OF THE DIETETICS PROGRAM

1. Prepare competent students for supervised practice or entry-level employment utilizing their knowledge and skills in dietetics, food and nutrition,
2. Recruit, retain and graduate a highly motivated and diverse population of undergraduate dietetics students who will serve as leaders in the food and nutrition field,
3. Prepare students for success on the registration exam or in entry-level employment,
4. Prepare graduates capable of doing collaborative research related to dietetics; and
5. Prepare graduates who engage in community service learning and exhibit professional leadership.

## PHILOSOPHY

The University of Southern Indiana Dietetics Program will prepare students to meet the challenges of the dietetics environment in the 21<sup>st</sup> Century, emphasizing individualization, teamwork, professionalism, adaptation to change, and leadership.

## CONCEPTUAL FRAMEWORK

Major curricular concepts are integrated into all dietetics courses. These five concepts include:

**Learning.** Learning about oneself is emphasized. By understanding one's own personal values, attitudes, beliefs, and behaviors it facilitates understanding of the similarities, differences, and patterns of responses among individuals. Learning is emphasized in understanding basic theories, issues, and influences on dietetics practice.

**Proficiency.** Proficiency at the individual level is emphasized so the dietetic students can perform in supervised practice, employment, and/or advanced education. Professional proficiency in applying the standards of professional practice, evidence-based practice, and code of ethics is emphasized.

**Critical thinking.** Critical thinking is stressed in the personal reasoning and learning process. Critical thinking about the client and profession are emphasized so that the most effective and appropriate care for clients is provided and advocacy for positive change in the profession is possible.

**Professionalism.** Developing professional attitudes and behaviors are emphasized. Professionalism is emphasized so that the dietitian engages in both personal and professional life-long reflection and assessment, learning, growth, and positive change for themselves, their clients, and the profession.

**Caring.** The personal well-being of the dietitian is valued. Caring for the client and the profession are stressed so that interpersonal relationships are valued and the dietitian feels a sense of personal investment to the profession.

## **NATIONAL GUIDELINES/STANDARDS**

The University of Southern Indiana Dietetics program uses the Commission on Accreditation for Dietetics Education *Eligibility Requirements and Accreditation Standards* (2009).

The Dietetic Program in Dietetics at the University of Southern Indiana is accredited by the Commission on Accreditation for Dietetics Education (CADE). CADE is recognized as the accrediting agency for bachelor level dietetic programs in the United States. Accreditation is an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program. For further information about the accreditation of the program, please contact the Commission on Accreditation for Dietetics Education at the following address: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext 5400.

## **OUTCOME STATEMENTS FOR BACCALAUREATE DIETETICS PROGRAM**

The University of Southern Indiana Dietetics graduate is a critical thinker who is competent to enter supervised practice, employment and/or advanced education. The graduate demonstrates enthusiasm and is directive in their efforts to serve their community and employer in a professional and ethical manner. The graduate possesses the knowledge and skills to lead team efforts and uses

investigate techniques to improve processes and outcomes.

### **CODE OF ETHICS**

The dietetic code of ethics sets forth the expectations of conduct for members of the dietetics profession. All USI dietetics faculty and dietetics students will adhere to the American Dietetic Association and Commission on Accreditation for Dietetics Education Code of Ethics (ADA & CDR, 1999. Code of Ethics for the Profession of Dietetics. *Journal of the American Dietetic Association*, 99(1) 109-113).

### **PROGRAM STRUCTURE**

At the University of Southern Indiana a minimum of 124 credit hours are required for graduation. The didactic program in Dietetics is 124 credit hours. Students receive a baccalaureate of Art or Science in Food and Nutrition with a Dietetics option. A statement of verification of completion form is provided upon achievement of all Dietetics curriculum requirements. The core curriculum requirements represent 50 of these hours: 49 hours are “NUTR” Dietetics courses, 17 hours of “other” Dietetics course requirements, and 8 hours are elective credit. Students complete 15-16 credit hours per semester for eight semesters equivalent to 4 academic years. Upon completion of the accredited undergraduate didactic program in dietetics program students receive a verification statement and are eligible to participate in an accredited supervised practice program, specifically a Dietetic Internship program in the United States.

### **STATEMENT OF EQUAL OPPORTUNITY COMMITMENT**

“The University of Southern Indiana is committed to providing equal opportunity for all qualified individuals. It does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap in the administration of its educational and admissions policies, financial affairs, employment policies and programs, student life and services, or any other university-administered program.”

### **PROGRAM ADMISSION, PROGRESSION, AND CURRICULUM**

#### **Admission to the Program**

##### *All students*

All applicants must first seek admission to the University by completing an application, having official transcripts of high school and other universities and colleges sent to the University of Southern Indiana, and completing all other University admission requirements.

##### *Transfer from within the University*

Applicants with a minimum of a 2.0 grade point average may make application throughout the school year to the Bachelor of Science/Arts in Food and Nutrition by completing an admission packet and Change of Academic Program form available from the Food and Nutrition Department.

A minimum GPA of 2.5 is encouraged for the Dietetics Program. The number of students admitted to the Dietetics program is not limited. However, progression requirements have been created to assist students in success toward application to supervised practice dietetic internship

programs.

*Transfers from outside the University*

Students who wish to transfer from another Dietetics or other program must:

1. Meet admission and transfer criteria as established by the University.
2. Submit a University application.

The University transfers in courses with grades of C or higher. Transcripts may need to be further evaluated for NUTR course equivalency by the Program Director. This process may require review of previous textbooks and syllabi.

**Application Criteria**

Pre-Dietetic students who are seeking formal admission to the Dietetics program will need to meet the following admission criteria:

Admission Criteria:

- Complete the following course work (or equivalent) with a minimum 2.9 overall grade point average: \*BIOL 121, PSY 201, ENG 101, CMST 101 or 107, MATH 111, \*CHEM 261, \*NUTR 203 and \*NUTR 376
- Course with a “\*” require a “C” or better.

<b>Dietetics Program</b>		Name: _____							
<b>Curriculum Audit</b>		ID Number _____							
		Date _____							
<b>Prerequisite Courses</b>									
UCC Category	USI Course Number & Name	Required Hours	Hours Comp	Course Taken	University Attended	Date Completed	Grade Received	Quality Points	
A. 1 (6)	English I (ENG 101)	3.00						0.00	
	Speech (CMST101 or 107)	3.00						0.00	
A. 2 (4)	Math (MATH111 or higher)	4.00						0.00	
B. 3 (3)	Principl & Appl in Nutr (NUTR376)	3.00						0.00	
C. 2 (3)	Introduction to Psychology (PSY 201)	3.00						0.00	
C. 3 (4)	General Chemistry (CHEM261)	4.00						0.00	
	Anatomy & Physiology I (BIOL121)	3.00						0.00	
	Intro to Food, Nutr, & Dietetic (NUTR203)	1.00						0.00	
<b>Prerequisite Course TOTALS</b>			<b>0.00</b>					<b>0.00</b>	

- Complete Food and Nutrition Program application form and submit to the department office.

Table 1: Dietetics Program Curriculum Audit

A statement is included on the Food and Nutrition – Dietetics webpage and in print materials which states that obtaining a 3.0 or higher grade point average at degree

completion is encouraged for application to supervised practice programs.

When eligibility requirements have been met, an application for admission must be completed and submitted to the departmental office. The director of the Dietetic Program in Dietetics will determine if all admission criteria are met. A letter of acceptance with a copy of the admission policy will be sent to the permanent address written on the admission application to successful students. Individuals who do not meet the admission criteria will be notified in writing to the permanent address written on the admission application.

### **Credit for Prior Learning**

All students must complete all coursework. Credit for prior learning for work experience is not given.

### **Regency of Education**

Upon review of students transcripts the following equivalency guidelines are followed. The following courses have a 10 year time limit at term of entry:

Chem 241: Organic and Biochemistry  
Biol 121: Anatomy and Physiology I, (C or better)  
Biol 122: Anatomy and Physiology II, (C or better)  
Nutr 285: Management Fundamentals in Food and Nutrition (C or better)  
Nutr 376: Principles and Applications in Nutrition (C or better)  
Nutr 381: Quantity Food Production and Planning (C or better)  
Nutr 396: Nutrition Throughout the Lifecycle (C or better)

The following courses have a 7 year time limit at term of entry:

Nutr 412: Advanced Human Metabolism  
Nutr 452: Nutrition and Health Assessment  
Nutr 481: Nutrition Education, Counseling and Theory  
Nutr 485: Medical Nutrition Therapy I  
Nutr 486: Medical Nutrition Therapy II

The above courses must be taken within the specified time limits to receive a Verification Statement Form.

### **Program Progression Requirements to Graduation**

Requirements for progression in the Dietetics program have been approved by the University Curriculum Committee and Faculty Senate and are as follows: the student must

1. Complete the University Core Curriculum requirements as outlined in the Schedule of Classes; a minimum of 50 hours.
2. Complete required nutrition core courses: 29 credit hours
3. Complete 35 hours of Dietetics option courses
4. Complete a minimum of 124 credit hours

5. Complete a minimum of 30 hours taken from the University of Southern Indiana
6. Obtain an average of 2.0 grade point average or better on all work taken at the University of Southern Indiana\*; and
7. \*\*Achieve a grade of “C” or better in all core nutrition and dietetic courses.
8. Achieve a “C” or better in Biology 121, Biology 122, Chemistry 261, and Chemistry 262.

\*Cumulative grade point averages are evaluated by the Office of the Registrar at the end of fall, spring and summer terms. Students who do not meet the standards will be placed on probation. Failure to meet the cumulative GPA standards by the end of the probationary term will result in academic dismissal from the University.

\*\* Two attempts to obtain a “C” or better will be allowed. If not obtained after the second attempt, students will be dismissed from the program.

### **Delay in Progression**

Progression through the Dietetics program may be delayed if a student:

1. Withdraws from or fails a prerequisite course.
2. Fails to achieve a “C” or higher in (Biology 121, Biology 122, Chemistry 261, and Chemistry 262) science course/s or Core Nutrition and Dietetic course/s.
3. Postpones enrollment in any course in the curriculum.

The student must meet with her/his advisor to revise changes in the curriculum schema resulting from delay in progression. In most instances the student’s graduation will be delayed.

### **Dismissal**

Achieve a grade of “C” or better in all core nutrition and dietetic courses. Two attempts to obtain a “C” or better will be allowed. If not obtained after the second attempt, students will be dismissed from the program.

Additional policies regarding dismissal:

1. Falsification of records and reports and cheating on an examination, quiz, or any other assignment will be a basis for dismissal from the program.
2. Plagiarism, as defined in the University Bulletin, is the intentional reproduction of another person’s ideas, words, or statements without acknowledgment. Students must give credit when using the works of others and are expected to properly reference the use of: 1) direct quotes; 2) another person’s ideas or opinions; or 3) any borrowed statistics, facts, or other materials. Failure to properly give credit to others’ work is a form of academic dishonesty (See University Bulletin, Student Rights and Responsibilities).
3. Academic honesty is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the Dietetics program and University. Policies and procedures governing academic dishonesty can be found in the Student Rights and Responsibilities section of the University Bulletin.

4. Violation of client and/or agency confidential information may result in dismissal from the program.

### **Completion**

Upon completion of the program and acquisition of a valid Verification Statement, USI dietetics students are eligible to participate in Supervised Practice Programs, specifically Dietetic Internships throughout the United States. Application to internships is a competitive process which generally occurs prior to graduation. After successful completion of a CADE accredited internship the student may take and must pass the registration exam to be called a Registered Dietitian.

### **Verification Statement**

*New students, transfer students, students with a non-dietetics degree wishing to complete DPD, and graduate students wishing to complete DPD*

Verification of dietetics program completion is a method to ensure academic requirements have been met. An appropriately completed Verification Statement allows the student to be eligible to participate in a Supervised Practice Program, specifically a Dietetic Internship, after graduation from the University. A determination of the coursework the student must complete to fulfill dietetic program curriculum requirements is done by the Program Director. To receive a Verification Form students must have earned academic credit for coursework indicated by an asterisk "\*" on the Dietetics Graduation Checkout Sheet.

Students must complete the current requirements of the program from which they receive the verification. The Verification Statement Form/s are completed and signed by the program director. When the form is signed, it must be signed by the Program Director on record with CADE. The form should be signed on the date the program ends or following the date of completion after the registrar has indicated all graduation requirements have been met. No verification form may be predated or pre-issued. The completion date must include the month, day and year. The form must be signed in a color other than black. The institutional seal may be added by the program director. Students are required to obtain the appropriate quantity of Verification Statements and safeguard them until needed. Students should keep at least one original on a permanent basis. Program directors keep one Verification Statement on file for each student issued a Verification Statement.

*Graduates before 1988 or when Plan IV was in effect*

Graduates who completed programs before 1988 or when Plan IV was in effect in an institution cannot be verified on the current Verification Form. If the program director receives inquiries from individuals who graduated under Plan IV, students are advised of the courses they will need to complete to meet current DPD requirements. A Verification Statement can be issued only after this coursework is successfully completed. Verification Statements must be completed according to the guidelines on page two of the form and have original signatures.

*Foreign degree equivalency*

Individuals who have earned college and/or university degrees outside the United States and its territories also must have their transcripts evaluated by a foreign transcript evaluation service to

determine if their degree is equivalent to a degree granted by a regionally accredited college or university in the United States. In addition to providing evidence that the individual has attained at least the equivalent of a baccalaureate degree, the foreign transcript evaluation may provide information for the program director concerning courses that will fulfill program requirements. Validation of a foreign degree does not eliminate the need for verification of completion of Didactic Program requirements.

\*Adapted from Frequently Asked Questions: About Verification Statements on <http://www.eatright.org> website.

### **Estimates of Expenses**

Cost estimates for tuition, books, uniforms, and other DPD costs can be found at: <https://www.usi.edu/admissn/ssl/costestimator.asp>

### **Academic Calendar**

The academic and University calendar can be found at: [https://www.usi.edu/webservices/calendar\\_03/index.asp](https://www.usi.edu/webservices/calendar_03/index.asp)

### **Withdrawal Policy**

The option of withdrawing from a course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. For courses lasting less than the full semester, the option of withdrawing with a "W" is possible within the first 60% of the course. Refer to the course schedule and/or calendar for specific dates.

See University guidelines for the procedure that must be followed regarding withdrawal in the Schedule of Classes. Students who do not follow the required University procedure to officially withdraw from a course will receive an "F" grade.

Students who drop one or more courses during the first week of a semester will receive a 100 percent refund of fees; during the second week of a semester, a 75 percent refund; during the third week of a semester, a 50 percent refund; and during the fourth week of a semester, a 25 percent refund. No refund will be made for courses dropped thereafter.

### **Academic Intervention and Assistance**

The purpose of academic intervention and assistance is to assist the beginning and continuing student who is experiencing academic difficulties to master Dietetics content and achieve success in passing Dietetics courses.

A description of referral opportunities are listed below.

*Referral* follow-up activities required of the student may include:

1. Student study group
2. Academic Skills (464-1743)
3. Counseling Center (464-1867)
4. Other referrals may be made based on student's individual needs.

For students currently enrolled in other Dietetics courses, it is the responsibility of the student to seek assistance from faculty when exam scores minimally meet or do not meet course requirements.

### **Incomplete as Grade**

An "incomplete" will be used only in cases of true hardship when extenuating circumstances have resulted in the student's being unable to complete course requirements by the end of the semester. An "incomplete" may be granted at the discretion of the faculty. In rare instances in which this occurs, the following policies are in effect:

1. All University policies regarding incompletes are applicable to Dietetics courses. Refer to the USI Bulletin.
2. An "incomplete" will not be used to allow for remedial work; student work must be passing.
3. Students will receive a date by which the incomplete must be removed.

### **Grading Scale**

The grading scale for the Dietetics Program is:

- A =90-100%
- B+ =87-89%
- B =83-86%
- C+ =80-82%
- C =75-79%
- D =69-74%
- F =68% and below

University bulletin, webpage and brochure contain the following information:

<b>Program Information</b>	<b>Webpage</b>	<b>Bulletin</b>	<b>Brochure</b>
<b>Mission</b>	X		X
<b>Goals</b>	X		
<b>Graduate outcomes</b>	X		
<b>Credentialing process</b>	X	X	X
<b>Cost estimate</b>	X		
<b>Accreditation status</b>	X		X
<b>Admission requirements</b>	X	X	X
<b>Academic calendar</b>	X		
<b>Graduation requirements</b>	X	X	X
<b>DPD completion requirements</b>	X	X	X

## Dietetics Program Curriculum

### Course Sequence (Fall 2009)

#### Freshman Year

##### Fall Semester

NUTR 203	Intro to Food, Nutr & Wellness	1	
BIOL 121	Anatomy & Physiology I *	3	
CMST 101	Introduction to Public Speak *	3	
	or CMST 107 Intro Interpersonal Comm		
ENG 101	Eng Rhetoric & Comp I *	3	
MATH 111	College Algebra *	4	
	Health & Fitness (Activity) *	<u>1</u>	
		<b>15</b>	

##### Spring Semester

BIOL 122	Anatomy & Physiology II *	3	
ENG 201	English Rhetoric & Comp II *	3	
HP 115	Medical Terminology	2	
PSY 201	Introduction to Psychology *	3	
SOC 121	Principles of Sociology *	<u>3</u>	
		<b>14</b>	

#### Sophomore Year

##### Fall Semester

NUTR 376	Princ & Applications in Nutr *	3	
CHEM 261	General Chemistry I *	4	
HP 211	Health Care Delivery System	3	
	Western Culture I *	3	
	The Arts *	<u>3</u>	
		<b>16</b>	

##### Spring Semester

NUTR 285	Mgmt Fund in Food & Nutr	3	
BIOL 272	Medical Microbiology	3	
CHEM 262	General Chemistry II *	4	
	History *	3	
	Western Culture II *	3	
NUTR 205	The Profession of Dietetics	<u>1</u>	
		<b>17</b>	

#### Junior Year

##### Fall Semester

NUTR 378	Nutrition for Fitness & Sport	3	
NUTR 381	Quant Food Prod & Pur w/lab	4	
NUTR 396	Nutr Throughout the Lifecycle	3	
CHEM 241	Organ & Biochemistry Princ	4	
HP 302	Biostatistics	<u>3</u>	
		<b>17</b>	

##### Spring Semester

NUTR 384	Princ & Appl in Food Sci	3	
NUTR 397	Nutr Health Prom & Dis Prev	3	
NUTR 452	Nutr & Health Assessment	3	
	Exercise Physiology/Elective	3	
PHIL 363	Biomedical Ethics *		
or HP 356	Ethics in a Pluralistic Society	<u>3</u>	
		<b>15</b>	

#### Senior Year

##### Fall Semester

NUTR 412	Advanced Human Metabolism	4	
NUTR 415	Diet Suppl & Herb Use in Nutr	3	
NUTR 485	Medical Nutrition Therapy I	3	
	Global Communities *	3	
	Pathophysiology/Elective	<u>3</u>	
		<b>16</b>	

##### Spring Semester

NUTR 465	Community Nutrition	3	
NUTR 481	Nutr Educ, Counsel, & Theor	3	
NUTR 486	Medical Nutrition Therapy II	3	
NUTR 496	Lead & Prof Iss Food Nutr *	3	
	Pharmacology/Elective	<u>3</u>	
		<b>15</b>	

**\* Core Curriculum**

## **Advising**

Upon acceptance to the Dietetics program, the dietetic student will immediately be assigned an advisor who is a full-time faculty member teaching courses in the Food and Nutrition Department program. The advisor will assist the dietetic student in the development of a plan of study for Dietetics courses.

## **Courses**

A total of 124 credit hours are required for the completion of Food and Nutrition with a Dietetics option from the University of Southern Indiana; 49 of these hours must be Dietetics “NUTR” courses. A maximum of 64 credit hours may be transferred from a two year community college.

### **Course Descriptions (NUTR)**

**203 Introduction to Food, Nutrition, and Dietetics (1)** This course provides students with a general overview of practice in food, nutrition, and dietetics. Students gain a beginning understanding of state and national credentialing requirements, certification standards, ethics, and life-long learning needs. Prereq: None. F

**205 The Profession of Dietetics (1)** This course provides students with a general overview of the history, philosophy, and practice of dietetics and how dietitians collaborate with other disciplines. Students gain a beginning understanding of the Commission on Accreditation of Dietetic Education (CADE) standards, the American Dietetic Association (ADA) scope of practice, the code of ethics, and advocacy methods. Students will recognize state and national credentialing requirements and life-long learning needs. Current issues in dietetics and health care will be discussed, such as evidence-based practice, the nutrition care process, and informatics. Prereq: NUTR 203. Sp

**285 Management Fundamentals in Food and Nutrition (3)** This course focuses on defining and applying management theories and functions in food and nutrition settings. Human, material and facility management will be discussed. Students gain an understanding of the tools available for managing effective and efficient food and nutrition organizations. Prereq: None. Sp

**376 Principles and Applications in Nutrition (3)** Principles and Applications in Nutrition emphasize the relationships among the nutrients and how homeostatic relationships are maintained in the healthy person. Students will learn more about themselves and their health in an effort to use this knowledge to improve their health. This knowledge of nutrition will allow the student to personalize information to fit their lifestyle. Special attention to nutrition for the developing human and lectures focusing on nutrition counseling will address the needs of the dental hygiene student and other health professionals seeking concepts in applied nutrition. Prereq: MATH 108 and CHEM 107 recommended. F, Sp, Su

**378 Nutrition for Fitness and Sports (3)** Nutrition for Fitness and Sport is an overview of the relationship of basic nutrition and energy systems to physical activity and body composition. This course examines popular myths and misconceptions associated with nutrition and performance. It also incorporates the application of introductory biochemistry. Prereq: MATH 108 recommended. F, Sp

**381 Quantity Food Production and Purchasing (4)** This course provides application of the principles of nutrition and food production in meal service from both a family social unit and the broad spectrum of food service. This course will focus on different stages of food service from menu planning and recipe conversion through the end result of serving the food. Special consideration will be given to meeting nutritional needs, food safety, cultural diversification, and consumer satisfaction. Purchasing and inventory techniques will be examined. In conjunction with the University of Southern Indiana food service and other food service establishments, this course will include a practicum in management. Includes a laboratory. Prereq: NUTR 285 and BIOL 122 or BIOL 133 or BIOL 141. F

**384 Principles and Applications in Food Science (3)** This course will focus on the studies of foods in relation to their composition of physical and chemical properties. This course will include the experimental approach to the study of foods. Throughout this course, sensory evaluation techniques will be utilized. Recipe development and modification will be explored. Includes a laboratory. Prereq: NUTR 376, NUTR 381, and CHEM 103 or CHEM 141 or CHEM 261. Sp

**396 Nutrition Throughout the Lifecycle (3)** This course focuses on understanding the normal nutritional requirements and needs of special populations throughout the life cycle. Growth and development theories will be discussed and nutrition concerns be examined for pregnant women, breastfeeding mothers, and the growing infant, child, and adolescent. Students will investigate nutrition-related conditions during the life cycle and offer appropriate suggestions for management of these concerns. Recommendations for preventing disease and promoting healthy aging will be discussed. Prereq: NUTR 376. F

**397 Nutrition in Health Promotion and Disease Prevention (3)** This course focuses on understanding the role of nutrition in health promotion and disease prevention. Students will have a better understanding of health and food consumption behaviors of the United States population by evaluating population-based studies. Students will locate, interpret, and analyze National nutrition surveys and epidemiological studies to determine their use in health promotion. An enhanced understanding of the role of genetics on disease development will be provided. Current food consumption and lifestyle practices of people from diverse cultures and religions will be examined. Prereq: NUTR 376 and NUTR 396. Sp

**412 Advanced Human Metabolism (4)** This course focuses on understanding the relationship between food and nutrients, the science of the chemistry of the living organism, and health. The course stresses the importance of nutrient interactions and regulation of metabolism. The methods used to assess both nutrient requirements and deficiencies will be studied. Prereq: NUTR 376, BIOL 122, and CHEM 241 or CHEM 354. F

**415 Dietary Supplements and Herb Use in Nutrition (3)** This course focuses on understanding the role of supplements from a nutrition standpoint in maintaining and promoting health. Common supplements used such as vitamins, minerals, herbs and other substances will be discussed. Emphasis is placed on understanding the history of their use, their proposed

mechanisms of action, and safety concerns using the process of a critical review of the literature. Students will analyze the role of these supplements when making nutritional recommendations to individuals and groups. Prereq: NUTR 376. F

**452 Nutrition and Health Assessment (3)** This course will focus on the comprehensive principles and methods of scientific nutrition assessment. Students will examine the methods and tools of the assessment process. Students will demonstrate assessment skills and proficiency in choosing appropriate tools and methods in order to utilize the nutrition care process. Prereq: HP 115 and NUTR 396. Sp

**465 Community Nutrition (3)** This course focuses on understanding the role of nutrition in public health. It will allow for an understanding of the tools used to design and implement community nutrition programs that promote and protect the public's health. Emphases are placed on community nutrition assessment, program planning, monitoring, and evaluation. Methods to impact the health of the community including nutrition policy making, advocacy, and the legislative process will be discussed. Prereq: NUTR 376 and NUTR 396. Sp

**481 Nutritional Counseling and Theory (3)** This course focuses on the acquisition of nutrition counseling knowledge and the development of interpersonal skills that would enhance the translation of nutrition knowledge into healthy food choices. Employing a problem-solving model, the course covers counseling strategies and techniques, interviewing methods, psychological theories, life span and cross-cultural considerations for counseling, emotional factors of nutrition, eating disorders, ethics, and professional aspects of practice. Students will be challenged to apply and think critically about different counseling techniques and situations. Appropriate educational materials and documentation methods will be evaluated and developed as needed. Prereq: Recommend PSY 201, NUTR 396, NUTR 397 or consent of instructor. Sp

**485 Medical Nutrition Therapy I (3)** This course focuses on understanding the diseases that are modifiable by medical nutrition therapy (MNT). The nutrition care process and MNT of hyperlipidemia, diabetes, hypertension, malnutrition including under- and over- nutrition and renal will be covered. The pathophysiology, dietary treatments, and the evidence supporting MNT will be discussed. Prereq: NUTR 376, BIOL 122, and NUTR 452. F

**486 Medical Nutrition Therapy II (3)** This course focuses on understanding the diseases that are modifiable by Medical Nutrition Therapy (MNT). The Nutrition Care Process and MNT of renal, liver, respiratory, gastrointestinal cancer and other metabolic diseases across the lifespan will be covered. The role of genetics in nutrition will be covered. The pathophysiology, dietary treatments, and the evidence supporting MNT will be discussed. Prereq: NUTR 485 and BIOL 122. Sp

**496 Leadership and Professional Issues in Food and Nutrition (3)** This course will explore current political, regulatory, ethical, training, quality improvement, management and other important related issues facing food and nutrition professionals. Students will use their educational foundation to investigate, identify, and suggest alternative methods of resolving these problems. The course will examine the leadership roles of food and nutrition professionals.

Students will apply this knowledge by investigating current controversial issues in food and nutrition and will develop solutions to these problems. Prereq: NUTR 285 and junior or senior standing. Sp

## GENERAL INFORMATION

### **Academic Dishonesty**

Academic honesty is an expected behavior of all students. Academic honesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the Dietetics program and University. Policies and procedures governing academic dishonesty can be found in the Student Rights and Responsibilities section of the University Bulletin.

### **Academic Rights and Appeal Procedures**

The USI Student Handbook is published annually. It is the student's responsibility to read and understand the contents.

#### *Appeal Policies and Procedures*

The academic grievance process shall provide an opportunity for the student who believes an academic decision has been prejudiced or capricious to appeal that decision.

Procedure for informal grievance:

1. Discuss the matter thoroughly with the person(s) involved. Seek to arrive at an understanding of both sides of the issue, clarify all misunderstandings, and uncover all facts. If unresolved;
2. Discuss the matter with the Program Director, or where the Program Director has already been seen, meet with the Dean of the College of Nursing and Health Professions. Students may also consult with a counselor in the Counseling Center or Affirmative Action Officer.
3. If the matter has not been satisfactorily resolved through steps 1 and 2, the student may then discuss the matter with the Vice President for Academic Affairs. Further action requires filing of a formal grievance.

Procedure for formal grievance:

1. File a written grievance with the Vice President for Academic Affairs (VPAA). The VPAA will attempt to resolve the matter within 10 days through discussion with concerned persons.
2. If unresolved, the VPAA must refer a written copy of the grievance to the person(s) involved and the Student Grievance Committee for a hearing. A hearing is held and SGC decision reported to the VPAA within 10 days after receipt of the grievance.

The VPAA announces the SGC decision to all parties within 10 days after receiving notice.

Students have the right to petition for justifiable variances to program policies or procedures.

When extraordinary circumstances warrant a deviation from normal policy or procedure, students may petition the program director for a variance. The requested variance may be a special consideration, privilege, exemption, or waiver. The following guidelines describe the nature and content of an acceptable petition.

1. The petition is typed on plain white paper, in business letter form, dated and addressed to the program director.
2. The policy or procedure of concern is clearly identified.
3. A specific type of variance is requested.
4. The extraordinary circumstances warranting the variance and all justifying reasons are concisely described.
5. Positive actions to be taken by the student that will prevent the need for further variances are described.
6. The petition is signed by the student.

The program director's response is conveyed by letter to the student within two weeks. If a variance is granted, this does not represent a permanent change in program policy or procedure. The variance applies only to the petitioning student and only for the specified situation. If the petition is rejected, reasons for the rejection are given and existing policy or procedure remains in force. Petitions that are rejected due to inadequate preparation may be resubmitted after appropriate revisions have been made.

### **Advising**

Students will be assigned an academic advisor who is a full-time faculty member to assist with academic planning, course selection and registration. Student may use MyUSI to identify their assigned faculty advisor. It is the students' responsibility to contact their advisor. It is strongly recommended that students contact their advisor by phone or e-mail to schedule an appointment for advising instead of relying on "drop in" advising. Faculty office hours are posted, but occasionally schedule variances may mean that they are not in during the posted time. Students may benefit from contacting their advisor prior to pre-registration each semester to discuss their plans. This may be done by appointment scheduled on the advisor's office door or may be accomplished by phone or e-mail.

Approximately three weeks prior to registration occurring in November and April each faculty will email their advisees a reminder about pre-registration advising.

### **Advisory Committee**

Annually in January a request for volunteer participation by a student in the Food and Nutrition Advisory Committee will be made via email to all Food and Nutrition Dietetics students. Students will forward a letter by February 1<sup>st</sup> to the administrative assistant explaining why they would like to be on this committee. One student is chosen by faculty at the 1<sup>st</sup> faculty meeting March. The student is chosen based on expressed interest and the quality of the letter. Students must have completed at least 63 earned credit hours to apply. The term is for one year August-July of that year.

### **American Dietetic Association (ADA) Student Membership**

Student membership is not required in the American Dietetic Association but is strongly encouraged. To learn about how to become a student member of ADA and benefits, go to: [http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career\\_6774\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_6774_ENU_HTML.htm).

### **Assignments**

Written assignments are essential to meeting course objectives and must be submitted to faculty by the announced date. If problems are noted with written assignments, the student will be counseled. Failure to submit written assignments on time may result in the student being given a "0" for the assignment.

### **Attendance and Absence Policies**

Prompt attendance and preparation for classroom and scheduled learning experiences is required. Attendance records will be maintained by the faculty. Faculty reserve the right to dismiss a student from the classroom or other scheduled learning experiences for tardiness, dress code violations where applicable, being unprepared, being physically or mentally compromised, or for any evidence of unprofessional conduct.

#### *Attendance Statement for Syllabus for Courses Meeting One Time Per Week*

You will be allowed 1 absence without penalty. For each absence after the first absence, \_\_\_\_\_ points will be deducted from your final grade. In case of inclement weather where the University remains open, attendance will be taken.

Attendance will be recorded and is expected for the full time the class meets. It is the student's responsibility to ensure she/he has signed in each class session. Attendance at each session ensures the maximum opportunity to learn. Signing in for another fellow student who is not present will be considered an act of cheating for both students involved.

The University requires that the professor take attendance to identify if anyone is not attending regularly **and** has a grade of D or F at midterm. A letter is sent to the student from the University offering assistance to these students.

University of Southern Indiana Administrative Withdrawal for Non-Attendance: Students who are absent one-half or more of the class meetings of a full semester length class without excuse during weeks two through four may be notified by letter to their mailing address of the possibility of their being administratively withdrawn from their class. The students so notified will be given until the end of the seventh week (mid-term) to meet with their instructors to resolve the situation. The

instructor of the class may complete the process of an administrative withdrawal of the student (at mid-term) if the situation is not resolved.

If you cannot take a quiz/exam or submit an assignment on the scheduled date, you must talk to the instructor in advance. Assignments are due at the beginning of class on the specified date.

#### *Web-based Attendance Policies*

Students are expected to be self disciplined during a web-based class and follow the course calendar. Class material will be presented by audio lectures found under the Streaming Lecture toolbar on Blackboard. Assignments for reading textbook, discussions, exercises, and projects will be the basis of the class and will be found under the Assignment toolbar. Using web tutorials and internet programs will be part of the learning experiences.

#### **Awards**

Each year one student is chosen for the Food and Nutrition Academic Achievement award. Guidelines for the award are maintained in the office of the Program Director.

#### **Behavior in the Classroom**

Professional behavior is an expectation of all present in the classroom. This includes respect for faculty while presenting content and respect for students while presenting content or voicing an opinion. Students are expected to be prepared to participate in class discussion and to be on time in attending class sessions. Students who demonstrate unprofessional behavior will be asked to leave the classroom.

#### **Bulletin Boards**

Bulletin boards located in the Learning Resource Center, lower level, 1<sup>st</sup> floor, and 2<sup>nd</sup> floor provide information of interest to dietetic students. Please check periodically.

#### **Car Policies**

Please refer to the Parking Department website (<http://www.usi.edu/parking/vehiclereg/>) for vehicle regulations. See USI Student Bulletin for more information about USI parking regulations.

#### **Class Courtesy**

Cell phones, beepers and children can be disruptive during class and should not be on or brought to class. Exceptions are allowed in emergencies only. Please notify the course faculty if you have such an emergency and need to turn cell phones or beepers on or need to bring children to class.

#### **Clinical Simulation Center**

Being prepared is critical to providing appropriate care for Clinical Simulation Center patients. Clinical Simulation Center patients can interact with you. It is expected that you will have conversations with our patients and or family members that are present. One day our Clinical Simulation Center patients may feel like talking, another day they will not be responsive. Remember at all times to treat each patient the same way you would a patient in a "real" clinical setting.

#### **College Offices**

The offices of the Dean of the College of Nursing and Health Professions (CNHP), the Program Director, the Admission and Advising Coordinator, and Faculty are located on the second floor of the USI Health Professions Center. In locating a specific office, inquire at the Receptionist's Desk or consult the directory board located posted outside of Room 2068.

### **Computer Matching for Dietetic Internships**

Students applying to internships will be provided with a copy of the Applicant Responsibilities for the Application, Computer Matching and Appointment Procedures and computer matching information sent to Program Directors from D&D Digital (information booklets, mark/sense preference cards and release cards). It is recommended students view [http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career\\_2191\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_2191_ENU_HTML.htm).

Students must submit complete application packets to each dietetic internship they are applying to and must also submit their mark/sense preference cards and release cards with the \$50.00 computer matching fee to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period) at [http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE\\_2408\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_2408_ENU_HTML.htm). **Beginning with the November 2007 match, students may register on the D&D Digital Web site at [www.dnddigital.com/](http://www.dnddigital.com/), pay the \$50.00 fee with a credit card and submit their DI preferences online.** If students mail these materials, encourage them to do so early and use receipted mail to document the postmark date.

#### *During the Computer Matching Phase*

Students who are in the match should view their personal matching information on Notification Day and confirm appointments with the DI Director by Appointment Day (Refer to Dates for the Computer Matching Process for each appointment period). Students only have 24 hours from Notification Day until Appointment Day to confirm acceptance or rejection of the match with the DI Program Director. Applicants are encouraged to also notify the Program Director of their personal matching results so that the Program Director may provide consultation and advice in this process.

As a participant in the computer matching process, it is expected that applicants who receive a match will adhere to the results of the match and accept that match. It is unacceptable to decline a match in order to pursue appointment to another supervised practice program.

#### *Appointment Phase*

DPD Directors will receive the list of matched/unmatched applicants with the DPDs the applicants are attending/attended on the day following Appointment Day. Students and DPD Directors will have access to the list of programs with open positions **only** on the D&D Digital Web site the day following Appointment Day. This allows DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions before responding to calls regarding open positions. DPD Directors must provide the DPD Verification Statement to certify completion of the CADE-approved minimum academic requirements including at least a bachelor's degree for each graduate who received a Declaration of Intent to Complete form and completed the DPD requirements before graduates begin the DI.

\*Adapted from the Commission on Accreditation for Dietetics Education website  
[http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE\\_13974\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_13974_ENU_HTML.htm).

### **Computers**

To participate in required course work, you will need access to a computer, the Internet, and an e-mail account. While many students enjoy the convenience of doing their course work on their home computer, computer access is available on campus for students who do not own a computer. On the USI campus, Internet and email access is available in all computer clusters, the University Library, and the College of Nursing and Health Professions' Day Learning Resource Center. Your local university and public libraries may provide Internet access as well.

For students using a personal computer, it is recommended that for optimum performance the computer be a Pentium IV 900+ MHz processor or higher with 256 MB or more of RAM. It will also be necessary to have a 16-bit sound card and speakers; 65,000-color video display card and an operating system of Windows ME, Windows 2000 or Windows XP. The computer should have Internet Explorer 7.0 or later.

For compatibility with homework assignments, you will want to have access to the software package Microsoft Office Suite to complete your work. The Standard Edition contains Word, Excel, PowerPoint and Outlook whereas the Professional Edition adds Access to the package. Contact the USI Bookstore for purchase information on the Standard Edition for students or a local retailer.

### **Criminal background checks**

Criminal background checks are not required except see Zachary's Law.

### **Degree Completion and Fees**

The following information is provided to assist you in planning for costs associated with the dietetics program. The Dietetic Program costs are approximate and are in addition to University tuition and fees. Costs are subject to change.

See: <https://www.usi.edu/admissn/ssl/costestimator.asp>. Uniforms, equipment, lab fees, and exam fees are estimated.

### **Disability Resources**

Disability resources are offered through the Counseling Center to help students overcome or compensate for obstacles related to a physical, emotional, or learning disability. Some of the resources available to students include: accessible textbooks, test accommodations, referral to the Academic Skills Center/peer tutoring labs, sign language interpreter services, note-taker supplies, resource literature, and referral to community agencies. Staff assist faculty by distributing information through group educational presentations and individual consultations, and by coordinating with other offices to ensure provision of reasonable and appropriate accommodations to student with disabilities.

To qualify for accommodation assistance, students must first register to use the disability resources in the Counseling Center, Orr Center Room 1051, phone 812/464-1867, <http://www.usi.edu/cou/>. Students who have successfully registered with the Counseling Center are asked to meet privately or call the course faculty as early in the semester as possible to discuss any requested accommodations. To help insure that accommodations will be available when needed, students are encouraged to contact course faculty at least 7 days prior to the actual need for the accommodation.

### **Display of Student Assignments**

Student assignments may be displayed as examples of student work for course files and accreditation purposes. Student work for any other purpose will require permission from the student(s) prior to faculty use.

### **Drug Screening and Criminal Record Checks for Other Facilities**

It is the student's responsibility to obtain drug screening results and criminal record checks if it is required for participation in activities for another facility. Submission of documentation to Department office is required prior to the activity.

### **Educational Rights and Privacy Act**

The University of Southern Indiana College of Nursing and Health Professions adheres to standards set forth in the Family Educational Rights and Privacy Act of 1974. A copy of the Act is available from the College Office. Any personal data/information about students or graduates of the University of Southern Indiana College of Nursing and Health Professions will be protected under the tenets of this Act. Students may request review of their academic file. Students usually provide permission for the College to provide information to employers and other educational institutions when they are admitted to the Food and Nutrition Department by signing the "Permission to Disclose Personal/Confidential Information" form.

### **E-Mail**

The USI Computer Center assigns an email account to every newly enrolled student which is maintained throughout your time as a student. If you have any questions about your USI email account, contact the Computer Center Help Desk at 812-465-1080.

Other email accounts can be obtained either through your own personal on-line service or from free Internet e-mail services (hotmail.com, yahoo.com, or excite.com). If you choose to use another e-mail account for your course work, you will need to set-up your MyUSI e-mail so that all e-mail will be forwarded to your other account. There are times when only your @mail.usi.edu address can be used to gain access to some University services such as MyUSI, Blackboard, and library databases from off campus locations. You must have an established an e-mail account before your first class meeting.

### **Employer/Graduate School/Internship Surveys**

Students are asked to sign an "Employer Contact Release Form" or other agency appropriate form giving permission to survey future employers/graduate school/dietetic internship offices.

## **Equipment**

All equipment in the Resource Room (room 0062) must be signed out at the Food and Nutrition administrative assistant's desk using the Food and Nutrition Equipment and Materials Checklist.

## **Exit Interviews**

An exit interview will be conducted for each graduating student approximately one month prior to graduation. Students will be notified by mail about dates and times available. The administrative assistant will schedule these interviews.

## **Faculty Meetings**

All faculty meetings are open to students unless posted as a closed meeting.

## **Financial Aid**

The Financial Aid office is located in the Orr Center.

## **Food and Nutrition Student Organization**

Students are encouraged to actively participate in college and university organizations.

A Food and Nutrition Student Organization (FNSO) has been established in the USI College of Nursing and Health Professions. Food and Nutrition students and nutrition minors are encouraged to participate in this organization.

The FNSO elects officers (President, Vice President, Secretary, Treasurer, and Historian) at the annual April meeting each academic year. A copy of the minutes and treasurer's report are on file in the FNSO faculty advisor's office and are available upon request.

All FNSO projects must be approved by the University of Southern Indiana FNSO advisor.

Faculty advisors will be appointed by the Program Director. A copy of the University of Southern Indiana FNSO Students Bylaws is available for review in the faculty advisor's office.

Applications for membership in FNSO are available from the Faculty Advisor or Food and Nutrition administrative assistant.

## **Food Science Lab Guidelines**

The following are food science lab guidelines:

1. Please clean up after yourself. Dishes may be placed in the dishwashers. Extra dishes should be hand washed. Dishwashing detergent and dish soap can be located in the cabinet below the sink nearest the dishwashers. Avoid overloading them. Please start the dishwashers before leaving. Clean off counters and stoves. Stove cleaning solution is in the cabinet below the sink and only a small amount is needed. Please let the Food and Nutrition Administrative Assistant, Angela Lloyd, know if we are low on any products 465-1140.
2. Garbage disposals are located at non-handicapped sinks.
3. A first aid kit is available on the first shelf of the bookcase at the southeast side of the room. Please let Angela Lloyd know if you used all of something/getting low so it can be replaced. Injuries that involve contact with human secretions should be immediately reported to the instructor.
4. In case of emergency the telephone is located by the elevator at the north end of the building.

Security number on campus is 7777.

5. The material safety data sheets (MSDS) are located in a 3-ring binder on top of the ice maker at the southeast side of the room. If there is a chemical issue, please read the manufacturer's recommendation for treatment.
6. Eye safety glasses are available in drawers labeled "safety glasses". Anytime chemicals, heat, or glassware are used, students will wear safety glasses. **NO EXCEPTIONS TO THIS RULE!**
7. Instructions for use of all equipment are available in a 3-ring binder at the front desk workstation. Please use equipment as directed. Report any spills to the instructor, no matter how serious.
8. A fire extinguisher is located on the wall in the room closest to the double doors. Turn off electrical equipment if there is a fire.
9. Dress properly during any laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair should be tied back, and dangling jewelry and baggy clothing be secured. Shoes must completely cover the foot. No sandals allowed on lab days. Cloth and disposal aprons are located at the southwest corner of the room.
10. Never handle broken glass with your bare hands. Use a brush and dustpan (located in the bin area at the northwest side of the room) to clean up broken glass. Place broken glass in the designated glass disposal container. Examine glassware before each use. Never use chipped, cracked, or dirty glassware. Heated glassware remains very hot for a long time. They should be set aside in a designated place to cool, and picked up with caution. Use tongs or heat protective gloves if necessary. Both are available in the drawers labeled as tongs and oven mitts. Never look into a container that is being heated. Do not place hot apparatus directly on the laboratory desk. Always use an insulated pad. Allow plenty of time for hot apparatus to cool before touching it.
11. If you have leftover food items make sure they are properly stored and covered or disposed of. Proper labeling with the name and date used is expected.

### **Fund Raising and Other College Activities**

Student involvement in fund raising or any activities identified with the USI Food and Nutrition Department must have the approval of the Dean of the College. Proposal and final project forms for fund raising and other College activities are available in the Day Learning Resource Center. A formal written plan must be submitted to the Dean's office 30 days prior to implementation of the plan. The proposal must be signed by the organization's faculty advisor before submission to the Dean. Upon completion of the project/activity a final report must be submitted. This information is maintained in a fund raising file to assist students in selecting future projects/activities.

### **Gift Policy**

No gifts are to be given to faculty.

### **Graduation Application**

During the semester preceding graduation, the Formal Application for Graduation and Diploma Form must be completed and are available from the Food and Nutrition Department. Students are responsible for completing the forms and approved by the Program Director. See the University Bulletin for more information.

### **Health Insurance and Health Care Responsibility**

The student is responsible for all costs related to their health care while enrolled in the program. The Student Health Center is located in the basement of the Health Professions building.

### **Health Requirements**

Students must be physically and mentally able to perform all functions commonly associated with the practice of professional dietetics. Typical abilities include:

1. Full use of upper and lower extremities necessary for walking, stooping, reaching, and handling of persons and/or objects.
2. Able to lift up to 25 pounds.
3. Able to carry objects weighing up to 25 pounds.
4. Clear speech and auditory acuity.
5. Far and near vision acuity, field vision and color vision.
6. Eye-hand coordination and finger and hand dexterity to perform procedures and write legibly.

### **Health Insurance Portability and Accountability Act HIPAA Requirements**

The USI College of Nursing and Health Professions complies with HIPAA standards for patient confidentiality and personal health information. Students must complete the USI CNHP HIPAA education program on an annual basis. Documentation will be maintained in the student database.

### **Immunizations**

The following immunization schedule must be followed:

All students entering the University of Southern Indiana for the first time and/or living in University Housing must meet the immunization requirements of the University and Indiana Code 20-12-71 enacted by the 2002 Indiana General Assembly.

To comply with the requirements, you must provide current documentation of the following immunizations:

Two measles, one mumps, and one rubella (2 MMR vaccines acceptable; first MMR must be given after 1967 and not before first birthday), or a physician's written statement of immunity to measles and mumps due to having had the infection. Students born before January 1, 1957, are exempt from the MMR requirement.

Tetanus/diphtheria (Td booster) within past 10 years, tetanus toxoid NOT ACCEPTABLE  
Tuberculin skin test (Mantoux only) prior to the start of the first semester at USI, within 6 months for American citizens and 6 weeks for international students; must be administered and read in the United States by a registered nurse or physician within 48-72 hours. Need signature of doctor or nurse reading results.

Acceptable documents consist of one of the following:

Copy of your immunization record from high school or another postsecondary institution

physician's statement showing the month, day and year during which the vaccinations were administered or infection was experienced. Generally, physicians do not charge for this service.

Completion of the USI student immunization form with doctor's signature personal record maintained by you or your family showing the month, day, and year during which the vaccinations were administered

### *Exceptions for Immunizations*

Exceptions may be made for meeting state requirements under certain conditions, such as health circumstances which contraindicate immunization, pregnancy, or participation in a current sequence of immunizations. A written statement from a physician is necessary in all health circumstances. Further information may be obtained by contacting the Student Immunization Office at 812/461-5285 or in Room 102 in the Health Professions Center (across from the Student Health Center).

The documentation must be mailed, delivered, or faxed to the USI Student Immunization Office prior to the start of your first semester at USI. The fax number is 812/461-5284. Please confirm that a complete immunization record is on file in the Student Immunization Office.

Beginning January 2003 all students MUST read and sign the Meningococcal and Hepatitis B Risk Acknowledgement Form and return it with the Immunization Form in order to complete the file.

Students must comply with the immunization regulations in order to be eligible to enroll at the University of Southern Indiana.

### **Journals**

The most recent issues of some nutrition-related journals will be found in the Resource Room (HP 0062). Any issue of a journal may be removed from the Resource Room for one week by documenting on the form "Food and Nutrition Equipment and Materials" checkout notebook located at the Food and Nutrition administrative assistant's desk.

### **Lockers**

Each student may request and use one locker in the first floor locker room during their time on campus. Students are responsible for obtaining locks and abiding by the rules of the locker room. See the administrative assistant for Food and Nutrition in HP 2068 to be issued a locker.

### **Name/Address Change**

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported immediately to both the University Registrar's Office and the Food and Nutrition Department. A Change of Name form (paper or Internet) must be submitted to the Registrar's Office.

### **No Smoking Policies**

Dietitians as role models and providers of care should avoid lifestyle factors associated with

disease. Smoking is prohibited in all hospitals, health care organizations, and all USI campus buildings. Students who do smoke are encouraged to enroll in smoking cessation programs that are available.

### **Occupational Safety and Health Administration OSHA Requirements**

The USI College of Nursing and Health Professions adheres to the OSHA standards for infection control and exposure. Students must complete the USI CNHP OSHA education program and other agency specific OSHA programs as directed by faculty in courses.

### **Personal Injury/Exposure to Blood and Body Fluids**

Students who are injured or exposed to blood and body fluids in a field setting are to report the incident IMMEDIATELY to their instructor and complete both an agency and College incident report. The College incident report will be filed in the Dean's office.

### **Pictures**

Occasionally during the academic year pictures of individual Food and Nutrition students who are completing class related or student organization related activities may be photographed. A permission to photograph and display these pictures will be requested by each individual student prior to display.

### **Plagiarism**

Plagiarism, as defined in the University Bulletin, is the intentional reproduction of another person's ideas, words, or statements without acknowledgment. Students must give credit when using the works of others and are expected to properly reference the use of: 1) direct quotes; 2) another person's ideas or opinions; or 3) any borrowed statistics, facts, or other materials. Failure to properly give credit to others' work is a form of academic dishonesty (University Bulletin, Student Rights and Responsibilities).

### **Preparation**

Students are expected to prepare for laboratory assignments. A student unprepared for a lab assignment may be dismissed from the lab. A student dismissed from the lab for being unprepared will be required to make up the experience. Lack of preparation for lab experiences may result in lab failure.

### **Program and College Committees**

Students are invited to attend and participate in Program and College committee activities. Information about meetings will be communicated.

### **Professional Development**

To encourage and support the goals of professional development including leadership, teaching, research, practice, service, political action, and life-long learning, the undergraduate dietetics program will encourage participation in professional development activities. Approximately four times per year the Southwestern Indiana Dietetic Association members meet locally. The Indiana Dietetic Association members meet twice a year.

Documentation of activities is suggested. Students may describe their activities, the time spent in each activity, and how these activities met the goals of professional development and are encouraged to put in their e-portfolio and resume. Professional development may be evaluated during advising by review of the student's e-portfolio or resume and annually during coursework.

### **Reference Writing**

Requests for references must be made in writing via email to faculty at least two weeks prior to the reference due date. It is suggested that students submit all required reference materials along with a current resume to the faculty member.

### **Registration Sessions**

Three weeks prior to registration in the spring and fall an email will be sent by each faculty to their advisees through Banner email for pre-registration advising. Students are expected to sign up on the faculty door for advising times. The two weeks prior to registration is known as registration "advising time".

### **Respiratory Triggers**

We are becoming more aware of the many respiratory triggers in the non-clinical environment (i.e.: excessive perfume or aftershave) and the effect these triggers have on individuals with reactive airway problems. To avoid being an "environmental hazard", please consider using these respiratory triggers in moderation.

### **Social Security Numbers**

Students are assigned a student identification number by the University. This ID number is used by the Food and Nutrition Department program to track student information. For Verification Forms students are provided with the signed form without the social security number. Students will also receive a letter requesting them to add in their social security number on their own.

### **Student and Faculty Handbooks**

Copies of the Student and Faculty Handbooks for each academic year are maintained on the N: drive and posted on the Dietetics webpage. Changes to the handbooks will be announced via email and on the Dietetics webpage.

### **Tardiness**

Professional behavior requires that students be present at the start time of class and to be prepared for other scheduled learning.

Absences and tardiness jeopardize a student's ability to achieve the objectives of the course and are inconsistent with professional behavior. If problems are noted with class attendance or tardiness, the student will be counseled.

### **University Policies**

All university policies, as published in the Bulletin, extend to all sites where students are engaged in the role of a dietetics student.

## **Weather-Related Class Cancellation/Delay Policy**

Faculty are to follow the University policy for cancellation of classes due to inclement weather. The policy is as follows:

### *Class Cancellations*

Students are to listen to the radio for cancellation of USI classes. When University classes are cancelled, so are dietetics classes. Students may call 464-8600 for cancellation information, or tune to one of the following radio stations for updates:

WIKY	104.1 FM
WBKR	92.5 FM
WJPS	93.5 FM
WKDQ	99.5 FM
WRAY	98.1 FM or 1250 AM
WSTO	96.1 FM
WYNG	105.3 FM

### *Inclement Weather*

The University of Southern Indiana has instituted a text message alert system called RAVE. Get emergency messages delivered to your cell phone. Go to <http://www.usi.edu/Emergency/alerts.asp> more information. If class is not meeting due to weather, the instructor will do their best to post an announcement on your Blackboard page for this class at least 1 hour before class time. The best way to receive University closing information is via the RAVE system. If school is cancelled, you are required to complete that week and the next week's assignments for the next class session.

### *Class Delays*

If a dietetics class is scheduled to begin prior to the University delayed time, but ends after the delayed time, the Food and Nutrition class will meet at the delayed time and end at the scheduled time.

## **Writing Skill Requirements (APA)**

The Food and Nutrition Department Program will abide by the 6<sup>th</sup> Edition of the APA Manual for written assignments.

## **Zachary Law Compliance Policy**

To comply with the state and federal regulations, students will be required annually to have a criminal records check relating to sexual and violent offenses against children for course/s involving work with children.

In accordance with the state of Indiana's revisions of Zachary's law made in January of 2003, the College of Nursing and Health Professions Food and Nutrition Department will verify if the students are registered with his or her state registry for convicted sexual and violent offenders against children for any class where students will work with children. Due to varying state applications nationwide, it is possible that some out-of-state students will be required to provide certified documentation of a criminal background check conducted by the student's respective

state as related to sexual offenses against children. Should the student's name appear in the Indiana Registry or his or her respective state's registry, the student may be denied progression in the course. If the listing is in error it is the student's responsibility to correct the error prior to progression in the course.

## **DAY LEARNING RESOURCE CENTER (LRC)**

### **POLICIES AND PROCEDURES**

#### **General Information**

Hours: As posted  
Telephone: (812) 465-1153  
Director: Beth Thompson (464-1805)  
Coordinator, Internet and Computer Services: Dennis Siepierski (461-5218)  
Coordinator, Simulation Learning Center: Kathy Phillips (461-5458)

#### **Resources Available for Student Use**

Learning carrels equipped with personal computers and printers.

1. Individual/small group A/V study rooms
2. Clinical skills room
3. Videotape players
4. Audiotape players
5. Media software (CAI, IVD, videotapes, audiotapes)
6. Resource books
7. Clinical equipment/models for psychomotor skills practice

#### **Policies of the Day Learning Resource Center**

1. The Day Learning Resource Center (LRC) is for the use of Nursing and Health Professions faculty and students. Children, friends, family members, and other USI students are not allowed in the LRC.
2. Students using the LRC are required to sign in and out on the computer at the main entrance.
3. All media software must be signed out from the LRC staff. Students may sign out only one piece of software at a time.
4. Resource books, media software, hardware, and clinical skills equipment **MAY NOT BE REMOVED** from the LRC.
5. Use of the LRC facilities, media software, and clinical equipment is usually on a first-come, first-served basis. During peak hours of operation, students may be asked to observe a 2 hour time limit on their use of equipment/software.
6. Eating and drinking are not permitted in the LRC.
7. The LRC has been designed to promote a learning environment for individual and small group study. Students are asked to maintain an atmosphere conducive to study. Headphones are available for use when viewing media in the learning carrels. The doors to the individual A/V study rooms and the Clinical Skills Room are to be kept closed when in use.
8. Report problems with equipment or media to the LRC.

9. All equipment, media software, models, and supplies are to be returned to their proper place after use. Bed linens should be straightened and trash removed after use of the Clinical Skills Room.
10. The LRC is here to serve you; we need and want your suggestions. Please use the "Input for Excellence" box located in the LRC to share your ideas for improving the Center.

## FACULTY AND STAFF

### Administrative

NAME	POSITION	OFFICE NUMBER	OFFICE TELEPHONE NUMBER	E-MAIL ADDRESS
Dr. Nadine Coudret	Dean	HP 2078	465-1152	<a href="mailto:ncoudret@usi.edu">ncoudret@usi.edu</a>
Dr. Ann White	Assistant Dean for Nursing	HP 2087	465-1173	<a href="mailto:awhite@usi.edu">awhite@usi.edu</a>
Yvonne Beavin	Administrative Associate	HP 2068	465-1151	<a href="mailto:yjbeavin@usi.edu">yjbeavin@usi.edu</a>
Kristina Walker	Admissions and Recruitment Coordinator	HP 2060	465-1150	<a href="mailto:kmwalker4@usi.edu">kmwalker4@usi.edu</a>
Angela Lloyd	Food and Nutrition Administrative Assistant	HP 2068	465-1140	<a href="mailto:arlloyd@usi.edu">arlloyd@usi.edu</a>
Jacki Spainhour	College of Nursing and Health Professions Administrative Assistant	HP 2068	464-1708	<a href="mailto:jsspainhou@usi.edu">jsspainhou@usi.edu</a>
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Beth Thompson	Director, Charles E. Day Learning Center	HP 2028	464-1805	<a href="mailto:bthomps@usi.edu">bthomps@usi.edu</a>
Dennis Siepierski	Coordinator, Internet and Computer Services	HP 2124	461-5218	<a href="mailto:djsiepiers@usi.edu">djsiepiers@usi.edu</a>
Mike Fetscher	Coordinator of Instructional Broadcast	L065	461-5222	<a href="mailto:mwfetscher@usi.edu">mwfetscher@usi.edu</a>

### Food and Nutrition Faculty

NAME	POSITION	OFFICE NUMBER	OFFICE TELEPHONE NUMBER	HOME TELEPHONE NUMBER	E-MAIL ADDRESS
Dr. Julie McCullough	Program Director	HP 2068	461-5213	(812) 402-2508	<a href="mailto:jmccullo@usi.edu">jmccullo@usi.edu</a>
Lesa Cagle	Assistant Professor	HP 2135	461-5331	(812) 476-8182	<a href="mailto:lfcagle@usi.edu">lfcagle@usi.edu</a>
Janet Rennels	Instructor	HP 2095	461-5493	(812) 867-9753	<a href="mailto:jdrennels@usi.edu">jdrennels@usi.edu</a>