College of Nursing and Health Professions

Food and Nutrition Program

DIETETICS
STUDENT HANDBOOK

2019-2020
Revised May 2019
# TABLE OF CONTENTS

WELCOME .................................................................................................................. 5
OUR MISSION ............................................................................................................... 6
GOALS AND OBJECTIVES OF THE DIETETICS PROGRAM ........................................... 6
PHILOSOPHY ............................................................................................................... 9
CONCEPTUAL FRAMEWORK ..................................................................................... 10
NATIONAL GUIDELINES/STANDARDS ........................................................................ 10
OUTCOME STATEMENTS FOR BACCALAUREATE DIETETICS PROGRAM .................... 11
CODE OF ETHICS ...................................................................................................... 11
PROGRAM STRUCTURE ........................................................................................... 11
STATEMENT OF EQUAL OPPORTUNITY COMMITMENT .............................................. 11
PROGRAM ADMISSION, PROGRESSION, AND CURRICULUM ...................................... 12
Admission to the Program .......................................................................................... 12
Transfer from within the University ........................................................................... 12
Transfers from outside the University ....................................................................... 12
Application Criteria ..................................................................................................... 12
Credit for Prior Learning ............................................................................................. 13
Regency of Education ................................................................................................. 14
Program Progression Requirements to Graduation ................................................... 14
Delay in Progression ..................................................................................................... 15
Dismissal ....................................................................................................................... 15
Readmission after Dismissal ....................................................................................... 16
Completion .................................................................................................................. 18
Verification Statement ................................................................................................. 18
Foreign degree equivalency ......................................................................................... 19
Estimates of Expenses ................................................................................................. 19
Academic Calendar ....................................................................................................... 19
Withdrawal Policy ........................................................................................................ 19
Academic Intervention and Assistance ....................................................................... 20
Incomplete as Grade ..................................................................................................... 21
Grading Scale ............................................................................................................... 21
Advising ...................................................................................................................... 24
Courses ......................................................................................................................... 24
Course Descriptions (NUTR) ...................................................................................... 24
**GENERAL INFORMATION** ................................................................................. 27
Academic Integrity ....................................................................................................... 27
Advising ...................................................................................................................... 27
Advisory Committee .................................................................................................... 28
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Nutrition and Dietetics (AND) Student Membership</td>
<td>28</td>
</tr>
<tr>
<td>Assignments</td>
<td>28</td>
</tr>
<tr>
<td>Attendance and Absence Policies</td>
<td>28</td>
</tr>
<tr>
<td>Attendance Statement for Syllabus</td>
<td>29</td>
</tr>
<tr>
<td>Awards</td>
<td>29</td>
</tr>
<tr>
<td>Behavior in the Classroom</td>
<td>30</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>30</td>
</tr>
<tr>
<td>Car Policies</td>
<td>30</td>
</tr>
<tr>
<td>Child Protection Policy</td>
<td>30</td>
</tr>
<tr>
<td>Class Courtesy</td>
<td>30</td>
</tr>
<tr>
<td>Clinical Simulation Center</td>
<td>30</td>
</tr>
<tr>
<td>College Offices</td>
<td>31</td>
</tr>
<tr>
<td>Computer Access</td>
<td>31</td>
</tr>
<tr>
<td>Computer Matching for Dietetic Internships</td>
<td>32</td>
</tr>
<tr>
<td>During the Computer Matching Phase</td>
<td>32</td>
</tr>
<tr>
<td>Appointment Phase</td>
<td>32</td>
</tr>
<tr>
<td>Criminal Background Checks/Other requirements</td>
<td>33</td>
</tr>
<tr>
<td>Degree Fees</td>
<td>33</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>33</td>
</tr>
<tr>
<td>Display of Student Assignments</td>
<td>33</td>
</tr>
<tr>
<td>Drug Screening and Criminal Record Checks for Other Facilities</td>
<td>33</td>
</tr>
<tr>
<td>Educational Rights and Privacy Act</td>
<td>34</td>
</tr>
<tr>
<td>Electronic Sharing of Coursework</td>
<td>34</td>
</tr>
<tr>
<td>E-Mail Access</td>
<td>34</td>
</tr>
<tr>
<td>Employer/Graduate School/Internship Surveys</td>
<td>34</td>
</tr>
<tr>
<td>Equipment Use</td>
<td>34</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>35</td>
</tr>
<tr>
<td>Exit Interviews</td>
<td>36</td>
</tr>
<tr>
<td>Faculty Meetings</td>
<td>36</td>
</tr>
<tr>
<td>FERPA</td>
<td>36</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>36</td>
</tr>
<tr>
<td>Food and Nutrition Student Organization</td>
<td>36</td>
</tr>
<tr>
<td>Food Science Lab Guidelines</td>
<td>37</td>
</tr>
<tr>
<td>Fund Raising and Other College Activities</td>
<td>38</td>
</tr>
<tr>
<td>Gift Policy</td>
<td>38</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>38</td>
</tr>
<tr>
<td>Health Insurance and Health Care Responsibility</td>
<td>38</td>
</tr>
<tr>
<td>Health Insurance Portability and Accountability Act HIPAA Requirements</td>
<td>39</td>
</tr>
<tr>
<td>Immunizations/Other requirements</td>
<td>39</td>
</tr>
<tr>
<td>Journals</td>
<td>39</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Day Learning Resource Center (LRC) Policies and Procedures</td>
<td>46</td>
</tr>
<tr>
<td>General Information</td>
<td>46</td>
</tr>
<tr>
<td>Resources Available for Student Use</td>
<td>46</td>
</tr>
<tr>
<td>Policies of the Day Learning Resource Center</td>
<td>47</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td>47</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>47</td>
</tr>
<tr>
<td>Food and Nutrition Faculty</td>
<td>48</td>
</tr>
</tbody>
</table>

Lockers ........................................................................................................ 39
Name/Address Change ................................................................................... 40
No Smoking Policies ...................................................................................... 40
Occupational Safety and Health Administration OSHA Requirements .......... 40
Peer Physical Exam ......................................................................................... 40
Personal Injury/Exposure to Blood and Body Fluids................................. 40
Pictures ........................................................................................................... 40
Plagiarism ......................................................................................................... 41
Preparation for lab experiences ................................................................. 42
Professional Dress .......................................................................................... 42
Program and College Committees ................................................................. 42
Professional Development .............................................................................. 42
Recording .......................................................................................................... 43
Reference Writing ............................................................................................. 43
Registration Sessions ..................................................................................... 43
Respiratory Triggers ....................................................................................... 43
Social Media ..................................................................................................... 43
Social Security Numbers .................................................................................. 44
Student Handbooks .......................................................................................... 44
Student Complaints to ACEND ....................................................................... 44
Student Travel .................................................................................................. 44
Tardiness ............................................................................................................ 45
University Policies ........................................................................................... 45
Weather-Related Class Cancellation/Delay Policy ......................................... 45
Writing Skill Requirements (APA) ................................................................. 45
Zachary Law Compliance Policy ................................................................. 46

DAY LEARNING RESOURCE CENTER (LRC) POLICIES AND PROCEDURES ............ 46
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. Also, all students and faculty are expected to abide by the policies found in the 2018-2019 CNHP Handbook. The handbook is located on the CNHP website listed under About the College

The Food and Nutrition 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. Information about program outcomes can be obtained by contacting me using the information below. 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
8600 University Boulevard
Evansville, IN 47712
jmccullo@usi.edu
812-461-5213
January, 2019

5
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 AND OBJECTIVES OF THE DIETETICS PROGRAM

Current Program Mission, Goals and Objectives (Standards 4, 5 and 6)

Mission:

To prepare future dietetic leaders to apply their food and nutrition knowledge and skills wisely in both their personal and professional lives.

Program Goal 1:

The Program will prepare competent students for supervised practice and success on the registration exam, entry-level employment and advanced education utilizing their knowledge and skills in dietetics, food and nutrition.

Program Objectives for Goal 1:

Objective #1:

Supervised practice application rate:
Over a three-year period, 60% of DPD graduates will apply to supervised practice programs prior to or within 12 months of graduation.
Objective #2:  
**Supervised practice acceptance rate:**  
Over a three-year period, 60% of those applying to supervised practice programs within 12 months of completion of their dietetics program will be accepted.

Objective #3:  
**Other: Non-supervised practice employment rate:**  
Over a five-year period, within 12 months of completion from their dietetics program 65% of students not accepted to supervised practice programs or enrolled in advanced education will be employed in food and nutrition-related jobs.

Objective #4  
**Other: Non-supervised practice advanced education enrollment rate:**  
Over a five-year period, within 12 months of completion of their dietetics program 20% of students not accepted to supervised practice programs or employed in food and nutrition-related jobs will be enrolled in an advanced education program.

Objective #5  
**Registration exam pass rate**  
Over a three-year period, the one-year pass rate for USI DPD graduates who pass the registration exam one year of first attempt will be at least 80%.

Objective #6:  
**Employer satisfaction:**  
Over a five-year period, during their first year of employment, 80% of employers reporting will rate their employee as satisfied or very satisfied with the employees’ performance.

Objective #7:  
**Alumni satisfaction:**  
Over a five-year period, 90% of employed graduates reporting will rate themselves as prepared or well prepared for their first position.

Objective #8:  
**Dietetic internship satisfaction:**  
Over a five-year period, 90% of dietetic internships reporting will rate USI DPD graduates as prepared or well-prepared for their internship.

Objective #9:  
**Graduate program satisfaction:**  
Over a five-year period, 90% of faculty advisors of graduates admitted to graduate programs reporting will rate graduates as prepared or well prepared for the graduate program.
**Program Goal 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.

**Program Objectives for Goal 2:**

Objective #1:
**Overall program enrollment number:**
By 2019 annual enrollment in the Dietetics program will increase from 0 to an average of 30 students per year.

Objective #2:
**Program retention rate:**
Over a five-year period, 75% of the students admitted to the Dietetics program will complete the program.

Objective #3:
**Program completion rate:**
Over a three-year period, 75% of the students enrolled in Nutr 205 will complete the requirements within (3 ½ years or 186 weeks) 150% of the time planned for completion.

Objective #4:
**Academic advising satisfaction:**
Over a five-year period, 90% of students completing the advising survey will rate their advising experience as satisfactory or better.

Objective #5:
**Community service and leadership:**
Over a five-year period, 80% of senior level students will have undertaken a minimum of 4 of the following activities: volunteer or paid work experiences in food and nutrition, campus organization membership and/or leadership positions, and/or extra credit participation activities.

Objective #6:
**Increasing program diversity:**
Over a 5-year period, the percent of diverse students (exclusive of Caucasian females under age 24) will be at least 10% of enrollments.
Program Goals and Objectives (Optional):

Goal 3: Prepare graduates capable of doing collaborative research related to Dietetics.

Objective #1: outside discipline research satisfaction:
Over a five-year period, 85% of faculty from other disciplines reporting will rate the dietetic student as prepared or well prepared to participate in interdisciplinary research.

Objective #2: student research participation:
Over a five-year period, 20% of students will be actively involved in one research project.

Objective #3: alumni research participation:
Over a 5-year period, 20% of program graduates will indicate that they have participated in research-related activities the year after graduation.

Goal 4: Prepare graduates who engage in community service learning and exhibit professional leadership.

Objective #1: service learning participation:
Over a 5-year period, 90% of students will have participated in at least one service-learning activity as part of their professional coursework at USI.

Objective #2: alumni service learning/leadership participation:
Over a five-year period, 80% of graduates reporting will indicate that they participate in at least one community service activity and/or leadership activity each year.

PHILOSOPHY

The University of Southern Indiana Dietetics Program will prepare students to meet the challenges of the dietetics environment in the 21st 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 Accreditation Council for Education in Nutrition and Dietetics ACEND Accreditation Standards for Didactic Programs in Nutrition and Dietetics (2017).

The Didactic Program in Dietetics at the University of Southern Indiana is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND 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 Accreditation Council for Education in Nutrition and Dietetics 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 Academy of Nutrition and Dietetics and Accreditation Council for Education in Nutrition and Dietetics Code of Ethics AND & CDR. 2018. Code of Ethics for the Profession of Dietetics. https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coethicsthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032

PROGRAM STRUCTURE

At the University of Southern Indiana a minimum of 120 credit hours are required for graduation. The didactic program in Dietetics is 120 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 39 of these hours. 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

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or veteran status. Questions or
concerns should be directed to the Affirmative Action Officer, USI Human Resources Department, University of Southern Indiana, 8600 University Boulevard, Evansville, Indiana 47712.

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 initiate a change of academic program 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.

Table 1: Dietetics Program Curriculum Audit

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 39 hours.
2. Complete required nutrition core courses: 26 credit hours
3. Complete 38 hours of Dietetics option courses
4. Complete a minimum of 120 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 specialty 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. Student must contact his or her advisor within 10 business days of written notification of final semester grades. 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.
Readmission after Dismissal
Students who are dismissed from the Dietetics Program may apply for readmission. Students may only be readmitted to the dietetics program one time. Students will complete a readmission application. The Admission and Progression committee will review and approve or deny readmission. The Admission and Progression committee is made up of three Food and Nutrition faculty members. The decision for approval or denial of readmission will be determined within 5 business days. The student will be notified in writing of the decision.

Readmission into the program is not guaranteed and dependent upon the student’s progress and availability of space in courses.

Students requesting readmission to the Dietetics Program must comply with the following requirements:
1. Meet with their faculty advisor.
2. Contact the Chair of the Admission and Progression Committee, Dr. Serah Theuri, swtheuri@usi.edu to request readmission.
3. Complete and submit the Application for Readmission to Dr. Serah Theuri.

Important Deadlines:
• Requests for readmission to a spring semester course must be submitted by the first day of spring classes in January.
• Requests to return to a fall semester course must be submitted by the first day of fall classes.

Factors that will be evaluated in the readmission decision process include:
• Maintenance of a cumulative GPA of 2.5 or higher.
• Course grades of “C” or higher on second attempt as required in the Progression Policies.
• Availability of space in the course/s.

Expectations Following Readmission:
Upon successful readmission, a new plan of study will be developed, and the anticipated date of graduation may change. If readmitted, students may be required to validate course material previously taken through written and/or lab examination as determined by the course faculty. The need for course knowledge validation will be determined by faculty based upon previous grades and length of time away from dietetics courses. Readmitted students must comply with all terms specified by the Admissions and Progressions Committee. Failure to comply with the terms will jeopardize the student’s status in the dietetics program. Students may only be readmitted to the USI Dietetics Program one time.
UNIVERSITY OF SOUTHERN INDIANA
COLLEGE OF NURSING AND HEALTH PROFESSIONS
UNDERGRADUATE DIETETICS PROGRAM
Application for Readmission

Date ____________

Student Name ________________________________________ Student ID ________________

Email Address _________________________________________________________________

Street Address __________________________________________________________________

City __________________________ State ___________ Zip __________

Phone Number _________________________________________________________________

Requesting Readmission for which semester ____________________________

Please discuss factors contributing to/related to delay in progression:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Discuss your plans for performance improvement if readmitted:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Submit form to Dr. Serah Theuri, Undergraduate Admission and Progression Committee Chair
swtheuri@usi.edu.
Completion

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 ACEND accredited internship the student may take and must pass the registration exam to be called a Registered Dietitian. For students wishing to practice in Indiana, applying for certification is an option.

Upon completion of the program and acquisition of a valid Verification Statement, students can apply to take the Nutrition and Dietetic Technician Registered exam. Information to be provided to the DPD director will include the student’s mother’s maiden name, official USI transcript, NDTRE misuse form, and eligibility application.

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 ACEND. 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.

The verification statement will need to include the student’s date of birth.

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.


**Estimates of Expenses**

Cost estimates for tuition, books, uniforms, and other DPD costs can be found at: [http://www.usi.edu/admission/tuition-fees](http://www.usi.edu/admission/tuition-fees)

**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)  
[https://www.usi.edu/registrar/academic-calendar](https://www.usi.edu/registrar/academic-calendar)

**Withdrawal Policy**

Students wanting to withdraw from one or more classes must use the appropriate University form:

**Difference between Add/Drop vs. Withdrawal**

A withdrawal is when a student drops ALL courses for the semester/term. If students add and/or drop classes but will still be enrolled in coursework during the term, they will complete an Add/Drop form. If you are enrolled in any special length courses that have already ended at the time you wish to withdraw, you must complete an Add/Drop form.
If students have any questions about what process to follow, contact the Office of the Registrar for assistance.

**Withdrawal of a course – Add/Drop**
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.

**Withdrawal from all classes - Withdrawal**
A withdrawal is when a student drops **ALL** courses for the semester/term.

**Refund for standard length courses (16 weeks)**
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. For other length classes and special term classes refunds, please see: [http://www.usi.edu/registrar/schedule-changes/refund-schedules](http://www.usi.edu/registrar/schedule-changes/refund-schedules)

**Academic Intervention and Assistance**
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.

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.

Referrals to other services such as the University Counseling Center (Orr Center, room 1051, 812-464-1867) and/or Disability Office (Science Center, Room 2206, 812-464-1961), Financial Aid office (Orr Center, first floor, 812-464-1767), Academic Skills/Supplemental Instruction (Education Center, Room 1111, 812/464-1743), Writers’ Room (Education Center, Room 1102, 812-461-5359), Reference Librarian, the Program Director, and Dean of Students are made. 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.
Faculty members encourage students to use faculty office hours, drop-in or set appointments to discuss problems in the course.

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.

The designation IN (incomplete) may be used in special circumstances. An incomplete grade (IN) may be given only at the end of a term to a student whose work is passing, but who has left unfinished a small amount of work, for example, a final examination, a paper, or a term project which may be completed without further class attendance. The student must act to remove the IN grade within one calendar year. If action is not taken, the IN grade will revert to an F. In the event the instructor from whom a student receives an incomplete is not available, the disposition of a case involving an incomplete grade resides with the appropriate dean.

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

8 – semester sample Food and Nutrition Curriculum - Dietetics Specialty

First Year

Fall Semester (16 hours)

•  * ENG 101 - Rhetoric and Composition I: Literacy and the Self Credits: 3
• * CMST 101 - Introduction to Public Speaking Credits: 3 ** or
• * CMST 107 - Introduction to Interpersonal Communication Credits: 3 **
• * BIOL 121 - Human Anatomy and Physiology I Credits: 4 **
• * MATH 111 - College Algebra Credits: 4 **
• * UNIV 101 - First Year Experience Credits: 1
• NUTR 203 - Introduction to Food, Nutrition, and Dietetics Credits: 1 **

Spring Semester (15 hours)

• * ENG 201 - Rhetoric and Composition II: Literacy and the World Credits: 3 **
• * BIOL 122 - Human Anatomy and Physiology II Credits: 4 **
• * SOC 121 - Principles of Sociology Credits: 3 **
• * PSY 201 - Introduction to Psychology Credits: 3 **
• HP 115 - Medical Terminology For The Health Professions Credits: 2 **

Second Year

Fall Semester (16 hours)

• * CHEM 261 - General Chemistry I Credits: 4 **
• * World Language and Culture Credit: 3**
• HP 211 - The Healthcare Delivery System Credits: 3 **
• NUTR 376 - Principles and Applications in Nutrition Credits: 3 **
• * Ways of Knowing (CAE, HI, or WLC) Credits: 3**

Spring Semester (14 hours)

• * CHEM 262 - General Chemistry II Credits: 4 **
• * KIN 192-Physical Activity and Wellness Core Credit: 1
• BIOL 272 - Medical Microbiology Credits: 3 **
• NUTR 285 - Management Fundamentals in Food and Nutrition Credits: 3 **
• NUTR 205 - The Profession of Dietetics Credits: 1
• Elective – Credit: 2

Third Year

Fall Semester (15 hours)

• NUTR 378 - Nutrition for Fitness and Sports Credits: 3 **
• NUTR 381 - Quantity Food Production and Purchasing Credits: 4 **
• NUTR 396 - Nutrition Throughout the Lifecycle Credits: 3 **
• CHEM 241 - Organic/Biochemistry Principles Credits: 4 *

22
• Elective – Credit: 1

Spring Semester (15 hours)

- HP 302 - Biostatistics Credits: 3 **
- NUTR 384 - Principles and Applications in Food Science Credits: 3 **
- NUTR 397 - Nutrition in Health Promotion and Disease Prevention Credits: 3 **
- NUTR 452 - Nutrition and Health Assessment Credits: 3
- IPH 401 - Interprofessional Perspectives on Global Health Credits: 3

Fourth Year

Fall Semester (16 hours)

- *Core - Global Communities Core Curriculum Selection Credits: 3
- NUTR 412 - Advanced Human Metabolism Credits: 4 **
- NUTR 415 - Dietary Supplements and Herb Use in Nutrition Credits: 3 **
- NUTR 485 - Medical Nutrition Therapy I Credits: 3 **
- HP 356 - Ethics and Healthcare in a Pluralistic Society Credits: 3

Spring Semester (14 hours)

- NUTR 465 - Community Nutrition Credits: 3 **
- NUTR 481 - Nutritional Education, Counseling and Theory Credits: 3 **
- NUTR 486 - Medical Nutrition Therapy II Credits: 3 **
- Elective: 2
- *NUTR 496 - Leadership and Professional Issues in Food and Nutrition Credits: 3 **

*Core 39 courses
** Required for DPD

University bulletin, webpage and brochure contain the following information:

<table>
<thead>
<tr>
<th>Program Information</th>
<th>Webpage</th>
<th>e-Bulletin</th>
<th>Brochure</th>
<th>Student Handbook</th>
<th>Faculty Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Goals</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Objectives</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Graduate outcomes request</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Credentialing process</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cost estimate</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Accreditation status</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
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 120 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 60 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, Spr

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 Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards, the Academy of Nutrition and Dietetics (AND) 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 healthcare will be discussed, such as evidence-based practice, the nutrition care process, and informatics. Prereq: NUTR 203. Students must be admitted to the dietetics program to enroll in this course. 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, Sp

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. Emphases 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

453 Practical Applications of Nutrition and Health Screening, Assessment and Disease Management (1) This course will focus on the study of practical applications of nutrition and health screening, assessment, and disease management. Students will apply nutrition and health assessment knowledge and skills. Students will perform nutrition focused physical assessment and subjective global assessment using validated techniques. Prereq: CHEM 261, BIOL 122 and NUTR 452 and/or NUTR 452 concurrently. Sp - ELECTIVE

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 Integrity
Academic integrity 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 and/or removal from the program. The Food and Nutrition Program follows the policies set at the University level. Please see the College of Nursing and Health Professions Handbook for more information about the policy at https://www.usi.edu/media/5599778/academic-integrity-policies-and-procedures-fall-2016.pdf.

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 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 with the program administrative assistant by phone, email or at the desk. Students can also seek further assistance from the College of Nursing and Health Professions Advising Center located on the second floor of the Health Professions Center.

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 Dietetics students. Students will forward a letter by February 1st to the administrative assistant explaining why they would like to be on this committee. One student is chosen by faculty at the 1st faculty meeting in 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.

**Academy of Nutrition and Dietetics (AND) Student Membership**

Student membership is not required in the Academy of Nutrition and Dietetics but is strongly encouraged. To learn about how to become a student member of AND and benefits of membership, go to:

http://www.eatrightpro.org/resources/membership.

**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**

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 by week three 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 sixth week 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 unless otherwise specified on the Course Calendar.

**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 in Blackboard. Assignments for reading textbook, discussions, exercises, and projects will be the basis of the class and will be found in Blackboard. 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 expected from 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. All students are expected to abide by the university code of student behavior which can be reviewed here: [http://www.usi.edu/media/5599064/d16-117185-student-planner-pages-updated-9-2016.pdf](http://www.usi.edu/media/5599064/d16-117185-student-planner-pages-updated-9-2016.pdf).

**Bulletin Boards**

Bulletin boards located in the Learning Resource Center, lower level of Health Professions building, and display cases provide information of interest to food and nutrition students. Please check periodically.

**Car Policies**

Please refer to the USI Public Safety website ([https://www.usi.edu/security](https://www.usi.edu/security)) for vehicle regulations.

**Child Protection Policy**

The University of Southern Indiana ("University") is committed to taking appropriate measures to ensure the safety and well-being of children [under Indiana law, a child is anyone who is not yet 18 years of age] participating in University-related activities and to report instances of suspected or known child abuse or neglect as required by law. The Food and Nutrition Program follows the policies set at the University level. To read the policy please go to [http://www.usi.edu/policies/child-protection-policy](http://www.usi.edu/policies/child-protection-policy).

**Class Courtesy**

Cell phones and children can be disruptive during class. Cell phones should not be on. Exceptions are allowed in emergencies only. Please notify the course faculty if you have such an emergency and need to turn cell phones 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. “Orientation guidelines” document will be provided for review prior to entering the center. Students will be required to swipe their USI Eagles access card every time before entering the center. Appropriate dress for students using the Clinical Simulation Center is khaki pants and polo, preferably the blue USI Food and Nutrition polo, and closed toe shoes. Long hair should be pulled back from the face and no dangle earrings or bracelets should be worn.

**College Offices**
The offices of the Dean and Assistant Dean of Nursing of the College of Nursing and Health Professions (CNHP), the Advising Center, and Faculty are located on the second floor of the USI Health Professions Center. The Assistant Dean of Health Professions, Food and Nutrition Program Director, and Food and Nutrition program faculty and staff are located on the 3rd floor. In locating a specific office, inquire at the Receptionist's Desk or consult the directory board located posted outside of Room 2068.

**Computer Access**
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.

If you want to bring your own computer to campus, you can bring a PC or a Mac, either will work on our campus network. Any modern computer should be sufficient, and you can use the recommendations below to help make your decision.

Processor Intel Core 2, i3, AMD Athlon X2, Turion X2 or higher
Memory 2GB (4GB Recommended)
Hard Drive 160 GB (or better)

4 GB (or bigger) USB flash drive
CD-ROM drive DVD +/- RW Drive

**Network Interface Card**
Desktop: 10/100/1G Ethernet card - This is required for direct network connection from residence halls.
Laptop: 10/100 Mb Ethernet and a wireless Ethernet card, you can use either.
You will also need to buy an Ethernet (RJ-45) cable to hook up your computer in your room.

Some form of up-to-date antivirus software is strongly recommended.
You do not need to buy Microsoft Office as it is available in all computer labs. The full version of Microsoft Office can be downloaded through the MyUSI portal.

**Computer Matching for Dietetic Internships**

Students applying to internships will be provided with a copy of the Applicant Responsibilities for the Application and Computer Matching information. It is recommended students view [https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/computer-matching-applicant-responsibilities](https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/computer-matching-applicant-responsibilities).

Students must submit complete application packets to each dietetic internship either via mail/email or on Dietetic Internship Centralized Application System (DICAS) [https://portal.dicas.org/](https://portal.dicas.org/) if used by the internship they are applying to. They must also register online at [www.dnddigital.com](http://www.dnddigital.com), pay the computer match fee by credit card and enter their contact information and Dietetic Internship preferences at D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period) at [https://www.eatrightpro.org/-/media/eatrightpro-files/acend/futurecomputermatchingdates2018-2020.pdf?la=en&hash=90734B1E27C7632C95F3E163AA8A12320B99073F](https://www.eatrightpro.org/-/media/eatrightpro-files/acend/futurecomputermatchingdates2018-2020.pdf?la=en&hash=90734B1E27C7632C95F3E163AA8A12320B99073F).

**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 ACEND-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 Accreditation Council for Education in Nutrition and Dietetics website https://www.eatrightpro.org/acend/.

Criminal Background Checks/Other requirements
Criminal background checks are required at the student’s expense for students choosing to complete NUTR 420. See also Zachary’s Law.

Degree 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: http://www.usi.edu/admission/tuition-fees. Uniforms, equipment, lab fees, and exam fees are estimated.

Disability Resources
USI Disability Resources (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the university. For more information, please visit https://www.usi.edu/university-division/disabilities/.

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. Grades will not be displayed.

Drug Screening and Criminal Record Checks for Other Facilities
It is the student’s responsibility to obtain and pay for drug screening results and criminal record checks if it is required for participation in activities for another facility. Submission of documentation and review by the Food and Nutrition Department office is required prior to consideration of starting the activity. Fees may be associated with documentation of these results. Students are to speak with the Food and Nutrition administrative assistant before seeking this type of testing.
**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 "Consent Form" form.

**Electronic Sharing of Coursework**
At no time should a student capture and/or share assignments, coursework, or method of evaluation used in a course via electronic media or devices unless explicitly allowed by the instructor (For example sites may include, but are not limited to, Course Hero, uizlet, etc…). Transmission of these materials on any recording or communication device, such as cellular telephone, Internet appliance, digital camera, or audio recorder would be considered as cheating.

**E-Mail Access**
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 gmail.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 @eagles.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 a “Consent to Survey Form” or other agency appropriate form giving permission to survey future employers/graduate school/dietetic internship offices.

**Equipment Use**
All equipment in the Education and Counseling room and the Assessment room (rooms 3020 and 3023) must be signed out at the Food and Nutrition administrative assistant’s desk using the Food and Nutrition Equipment and Materials Checklist.
Essential Functions

Essential functions are those physical, mental, and psychosocial characteristics that are necessary to meet the clinical/practice/fieldwork expectations for the College of Nursing and Health Professions programs. Becoming a healthcare professional requires the completion of an education program that is both intellectually and physically challenging. The purpose of this statement is to articulate the essential function requirements of the CNHP programs in a way that allows students to compare their own capabilities against these demands.

There are times when reasonable accommodations can be made in order to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

Motor Skills
- Ability to independently manipulate and guide weights up to 50 pounds
- Ability to move about freely and maneuver in small spaces
- Tolerate regular changes of physical position, both stationary and mobile, for extended (8-12 hour shift) periods of time
- Possess skills to independently handle and operate a range of items, devices or equipment
- Maintain a stable physical position
- Agility to respond in an emergency situation

Communication Skills
- Process, comprehend and communicate information effectively, clearly, in a timely manner, in the English language, and with individuals from various social, emotional, cultural, and intellectual backgrounds.

Cognitive/Critical Thinking Skills
- Collect, measure, calculate, analyze, interpret, and apply information
- Exercise good judgment in a variety of settings
- Ability to set priorities and manage time effectively

Interpersonal and Behavioral Skills
- Establish and maintain professional working relationships
- Apply conflict management and problem solving strategies
- Demonstrate professional, ethical, and legal behavior
- Demonstrate appropriate maturity, stability, and empathy to establish effective and harmonious relationships in diverse settings
- Demonstrate flexibility and ability to adapt to change
- Maintain self-control in potentially stressful environments
- Comply with professional standards regardless of circumstance
Sensory Skills
• Uses all available senses to collect data regarding patient (customer/client) status and provide
patient (customer/client) care

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.

FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with
respect to their education records. The Food and Nutrition Program follows the FERPA guidelines
set by the University. Please see the College of Nursing and Health Professions Handbook at
https://www.usi.edu/media/5614249/2018-cnhp-handbook_.pdf for more information about the
policy.

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, President-Elect, 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 and in Blackboard. 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 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 administrative assistant 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 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**

**Fundraising, Sales, and Solicitation**

The first step to any fundraiser is to fill out the Fundraising, Sales, and Solicitation form on EagleSync. Once the fundraiser is approved, the student organization may proceed in the planning process. Approved forms will be sent via email to the student who submitted it. Student Development Programs asks that the form be filled out at least 2 weeks prior to the event being held. Below is the definition of fundraising, sales, and solicitation:

- **Sales** shall be defined as the sale or offer for sale of any property or service. Student Organizations must collect sales tax on items sold and remit to the state. USI Accounts Payable can advise on this process.
- **Solicitation** shall be defined as the act of making a request or plea for one’s cause or philanthropy and includes the receipt of or request for any gift or contribution. *Must work with the University Foundation when soliciting private funds (i.e. businesses and individuals)
- **Fundraising** is defined as the organized activity/event of raising funds and/or property.
- **Sponsorship Fundraising** is when a student organization sponsors a company on campus as a way to raise funds for their organization by charging the company for that sponsorship or sharing in profits of sales.

*Mass emailing may NOT be used for selling, soliciting, or fundraising 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. The forms for the Formal Application for Graduation are available from the Program Director. The Diploma Form can be found online at the Office of the Registrar. Students are responsible for completing the forms and seeking approval by the Program Director. A complete list of the steps to graduation can be found on the USI website.
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 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. (Required in NUTR 205, 381, 465, and 496.) For more information on HIPAA, visit https://www.usi.edu/media/5614249/2018-cnhp-handbook_.pdf.

Immunizations/Other requirements
All Food and Nutrition students involved in internship experiences are required to provide documentation of required immunizations, criminal background check, and drug screening. The CNHP uses CastleBranch as a secure online system for student submission of documentation and faculty monitoring of results. Requirements for immunizations, criminal background check, and drug screening can be found in the Nutr 420 handbook. https://www.usi.edu/health/food-and-nutrition/practicum-in-food-nutrition-and-wellness/. Failure to comply with the CNHP program expectations may jeopardize continuation in the program. For more information on immunizations, criminal background checks and drug screen requirements, please see the College of Nursing and Health Professions handbook at https://www.usi.edu/media/5614249/2018-cnhp-handbook_.pdf.

Journals
The most recent issues of some nutrition-related journals will be found in the Food and Nutrition Education and Counseling room (HP 3020). 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. Other journals are located in the USI Rice Library in hardcopy or in an online database.

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 must be submitted to the Registrar's Office and can be found here: https://www.usi.edu/media/1193984/namechange.pdf

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 on the USI campus. 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 on an annual basis. (Required in NUTR 205, 381, 465, and 496)

Peer Physical Exam
Students are expected to participate in student education experiences including those as a Medical Education Model. Students are expected to treat fellow students professionally and with respect and sensitivity at all times and keep confidential any information revealed or discovered during the training. Modeling allows program participants to obtain the basic knowledge and skills required to provide quality health care. Procedures performed by USI students on student medical models are supervised by an appropriately qualified health care professional. Students enrolled in these programs are encouraged to speak with their instructor if they have questions or concerns about participating as a medical education model.

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. Permission to display pictures is also on the “Consent Form”.
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).

Information and Assistance for Avoiding Plagiarism: Safe Assign Software in Blackboard

Any assignment at any time may be checked for plagiarism. Faculty can review these reports at any time. Assignment submission areas labeled as “DRAFT” will allow the student to see a plagiarism report. “DRAFT” submission areas are intended to help students with assessing ways to avoid plagiarism. “DRAFT” submission will only be allowed ONE time.

NOTE: SafeAssign accepts files in Microsoft Word/ TXT /PPT /PPTX /ODT /RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including ZIP.

After submitting in the DRAFT area, you can follow these steps to view the submission and Safe Assign plagiarism report.
1. Click on the Assignments toolbar and the Assignment
2. Your submission will appear.
3. Click on the arrow down button next to the word Safe Assign.
4. Click on View Originality Report.

SA Report: SafeAssign reports provide detailed information about the matches found between a submitted paper and existing sources. The SafeAssign report identifies all matching blocks of text. It is the responsibility of the student to investigate whether the matching text is properly referenced or not. Detailing every match prevents detection errors due to differences in citing standards.

SafeAssign reports are divided into two sections:
• Top right: This section lists data about the paper, such as the author, percent Matching, and when it was submitted. This section also includes options for printing the report version.
• Manuscript Text: This section shows the submitted paper. All matching blocks of text are identified in highlights. Clicking a matching block of text will display information about the original source and the probability that the block or sentence was copied from the source. ©

NOTE: Correct references/citations and items in quotes and cited will still show as plagiarism so these items may be ignored.


*Tutorials and Quizzes on How to Prevent Plagiarism and Properly Cite References*

**University of Southern Indiana**  
[http://usi.libguides.com/plagiarism](http://usi.libguides.com/plagiarism)

**Simon Frazier University**  
[https://canvas.sfu.ca/courses/15986](https://canvas.sfu.ca/courses/15986)

**Fairfield University**  
[https://librarybestbets.fairfield.edu/integrityundergrad](https://librarybestbets.fairfield.edu/integrityundergrad)  
[https://fairfield.libwizard.com/academic-integrity](https://fairfield.libwizard.com/academic-integrity)

**Purdue University**  
[http://owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)

If you still have questions about plagiarism, please contact the instructor for this course, or the Writing lab on the USI campus.

[https://www.usi.edu/university-division/academicskills/tutoring/](https://www.usi.edu/university-division/academicskills/tutoring/)

**Preparation for lab experiences**  
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.

**Professional Dress**  
Business casual clothing is strongly encouraged. Use of solid royal blue colored polo shirt, i.e., Food and Nutrition polo, is expected at Food and Nutrition program events, along with khaki pants and closed toe shoes. Minimal jewelry is recommended.

**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 Academy of Nutrition and Dietetics members meet locally. The Indiana Academy of Nutrition and Dietetics members meet once 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.

Recording
All courses may be audio or video recorded at any time by the instructor.

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 for an advising time with the Food and Nutrition administrative assistant. 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 Media
The use of social media has grown exponentially in the last decade and continues to reshape how society communicates and shares information. Social media can have many positive uses in health care; it can be used to establish professional connections, share best practices in providing evidenced based care, and educate professionals and patients. However, communication about professional issues can cross the line and violate patients’ privacy and confidentiality, whether done intentionally or not. The Food and Nutrition Program follows the policies as set by the
Social Security Numbers
Students are assigned a student identification number by the University. This ID number is used by the Food and Nutrition program to track student information. Social security numbers will not be used.

Student Handbooks
A copy of the Dietetics Student Handbook for each academic year is posted on the Dietetics webpage. Changes to the handbook will be announced via email and on the Dietetics webpage.

Student Complaints to ACEND
Students who have a complaint which has moved to the Program Director or Program level should initially file the complaint in writing and include the nature of the complaint, time, place and date of the situation along with a date of the letter. The program director will work to resolve that complaint with the appropriate individuals involved. The Director will seek to arrive at an understanding of both sides of the issue, clarify all misunderstandings, and uncover all facts. The decision of the complaint will be given to the student in writing. The decision will remain on file for 5 years. If unresolved, the student will meet with the Dean of the College of Nursing and Health Professions. If unresolved, students may consult a counselor in the Counseling Center or Affirmative Action Officer. If the matter has not been satisfactorily resolved at the College level, the student may discuss the matter with the Provost. The Provost will attempt to resolve the matter within 10 days through discussion with concerned persons. If unresolved, students should review the ACEND Complaints Against Accredited Programs website instructions at https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs.

Any complaints against the program and the outcomes of these decisions will be maintained on the hard-drive of the Program Director’s computer in a folder labeled “Complaints” for a period of 5 years. Complaints will be available for review by ACEND at site visits.

Student Travel
Students participating in field trips and fieldwork experiences, FNSO events, and practicum experiences are responsible for their own transportation and automobile liability insurance to and from the location of the event.
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 e-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

Writing Skill Requirements (APA)
The Food and Nutrition Department Program will abide by the 6th 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 and Simulation Learning Center Coordinator: Beth Thompson (464-1805)

**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 Staff

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE NUMBER</th>
<th>OFFICE TELEPHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ann White</td>
<td>Dean, College of Nursing and Health Professions</td>
<td>HP 2087</td>
<td>812-465-1173</td>
<td><a href="mailto:awhite@usi.edu">awhite@usi.edu</a></td>
</tr>
<tr>
<td>Dr. Julie McCullough</td>
<td>Assistant Dean of Health Professions</td>
<td>HP 3048</td>
<td>812-461-5213</td>
<td><a href="mailto:jmccullo@usi.edu">jmccullo@usi.edu</a></td>
</tr>
<tr>
<td>Dr. Connie Swent</td>
<td>Assistant Dean of Nursing</td>
<td>HP 2074</td>
<td>812-461-5408</td>
<td><a href="mailto:cfswenty@usi.edu">cfswenty@usi.edu</a></td>
</tr>
<tr>
<td>Yvonne Beavin</td>
<td>Administrative Associate</td>
<td>HP 2068</td>
<td>812-465-1151</td>
<td><a href="mailto:yjbeavin@usi.edu">yjbeavin@usi.edu</a></td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>OFFICE NUMBER</td>
<td>OFFICE TELEPHONE NUMBER</td>
<td>HOME TELEPHONE NUMBER</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Amy Doninger</td>
<td>Food and Nutrition Administrative Assistant</td>
<td>HP 3044</td>
<td>812-465-1140</td>
<td></td>
</tr>
<tr>
<td>Heather Odom</td>
<td>Admissions and Recruitment Administrative Assistant, Advising Center</td>
<td>HP 2062</td>
<td>812-465-1197</td>
<td></td>
</tr>
<tr>
<td>Beth Thompson</td>
<td>Director and Simulation Center Coordinator, Charles E. Day Learning Center</td>
<td>HP 2028</td>
<td>812-464-1805</td>
<td></td>
</tr>
<tr>
<td>Mike Fetscher</td>
<td>Coordinator of Instructional Broadcast</td>
<td>L065</td>
<td>812-461-5222</td>
<td></td>
</tr>
<tr>
<td>Richard Wire</td>
<td>Computer Support Assistant</td>
<td>L033</td>
<td>812465-1163</td>
<td></td>
</tr>
<tr>
<td>Dr. Julie McCullough</td>
<td>Program Director</td>
<td>HP 3048</td>
<td>812-461-5213</td>
<td>812-454-2864</td>
</tr>
<tr>
<td>Dr. Serah Theuri</td>
<td>Associate Professor</td>
<td>HP 3049</td>
<td>812-461-5294</td>
<td></td>
</tr>
<tr>
<td>Ms. Beth Young</td>
<td>Instructor</td>
<td>HP 3050</td>
<td>812-228-5151</td>
<td>812-455-2418</td>
</tr>
<tr>
<td>Ms. Elizabeth Ramos</td>
<td>Instructor</td>
<td>HP 3051</td>
<td>812-461-5241</td>
<td></td>
</tr>
</tbody>
</table>