

# **NORTHWEST MISSOURI STATE UNIVERSITY**

Foods and Nutrition: Dietetics  
Student Handbook

**UPDATED APRIL 2023**

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Welcome to the Dietetic Program in the School of Health Science and Wellness (SHSW) at Northwest Missouri State University. We are pleased that you have decided to study Foods and Nutrition: Dietetics at Northwest.

This handbook is meant to serve as a resource for information on our program. You will find answers to many of the questions you may have. It contains program policies and procedures, curriculum information, our mission statement, goals, and objectives. It is updated each year and is a ready source of information. Read through it carefully and then contact if you have any questions.

The field of dietetics is ever changing, and there are many career opportunities available. Registered Dietitians (RD)/Registered Dietitian Nutritionists (RDN) are considered food experts. They have the knowledge and training to provide evidence-based information to populations and help them to reach their health and wellness goals. The RD/RDN works in a variety of settings including hospitals, retail stores, online consulting, nursing homes, foodservice facilities, research, food manufacturers, eating disorder clinics, and so much more.

We have implemented many hands-on learning opportunities throughout our curriculum to help prepare you for a career in dietetics. Our local community supports our program through volunteer experiences and partnerships. The athletic department works with our students to create counseling and education opportunities working with student athletes. There is much to be excited about in our dietetic program.

We are glad you are here and look forward to being a part of your education and dietetic experience. Please don't hesitate to come talk to any of the nutrition faculty.

In Health,

A handwritten signature in black ink that reads "Kelli Wilmes, MSRDLD". The signature is written in a cursive, flowing style.

Kelli Wilmes, MS, RD, LD  
DPD Director/Instructor

**Dietetics (DPD program) Mission Statement:** The mission of the Didactic Program in Dietetics is to instill in dietetics graduates a desire to be life-long learners, leaders, to prepare them for dietetics internships and to deliver food and nutrition services throughout society and across the lifespan to sustain or enhance their quality of life.

**Goals and outcomes:**

The goals for the DPD program at Northwest are appropriate for the mission of the present program and are consistent with the vision of the university and mission of the School of Health Science and Wellness. Each set of goals at our university really highlights the importance of helping that student accomplish their goals to excel in their studies and ultimately becomes excellent professionals in their field. At NWMSU we pride ourselves on the focus we put on students each and every day. We strive to provide excellent learning opportunities, a supportive environment, and the knowledge they need to become successful in their professional careers and personal endeavors. Our goals are as follows:

**Goal 1.** The DPD program will prepare competent graduates with the knowledge and skills to be successful in dietetic internships or post-secondary schooling or employment in a food and nutrition related field.

- a. Program Completion: “At least 80% of DPD students will complete the program requirements within 3 years (150% of the program length).”
- b. Graduate Application and Acceptance into Supervised Practice:
  1. “At least 60 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation”.
  2. “Of program graduates who apply to a supervised practice program, at least 80 percent are admitted within 12 months of graduation”.
- c. Graduate Performance on Registration Exam:
  1. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.”
- d. Satisfaction with Graduate Performance: “Employers/supervisors/advisors will rank graduates on satisfactory preparation for employment, graduate program, or supervised practice with a rank of at least 3 or higher on a five-point scale.”

**Goal 2.** The DPD will prepare graduates to elevate the dietetics profession through membership in the Academy of Nutrition and Dietetics (AND), to become leaders, and develop a commitment to working with families and individuals to sustain or enhance their quality of life.

- a. 60% of the DPD graduates will be members of the Academy of Nutrition and Dietetics.
- b. 75% of the graduates, who respond, will indicate some form of continuing education within one year of graduation, and/ or have held leadership roles or offices.
- c. 70% of graduates who respond, within 12 months of graduation, will agree that they are still committed to helping families and individuals with their quality of life.

\*Data collected and showing achievement of program goals is available to ACEND and the public upon request.

### **Accreditation Status**

The Didactic program in Dietetics at Northwest Missouri State University has been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The address for ACEND is:

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics (AND)  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
312-899-0040 ext. 5400 or 800-877-1600  
Email: [acend@eatright.org](mailto:acend@eatright.org)  
Web site: [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend)

### **Student Complaints**

Students with complaints concerning a course should first meet with the instructor/professor teaching the course. If the issue is not resolved the student would then contact the Program Director to discuss the complaint if it is in regards to a foods and nutrition course. If the Program Director cannot resolve the issue the complaint should then be turned over to the Director of the School of Health Sciences and Wellness (HSW) and the Assistant Director of the HSW. Information about filing complaints concerning student rights to due process and appeal mechanism can be accessed at

<https://www.nwmissouri.edu/aboutus/facts/complaintresolution.htm>

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint>

### **Costs to Students**

A description of fees charged by Northwest Missouri State University can be viewed at this [site](#). The textbook rental fee covers only one textbook per class. Required laboratory manuals or special texts will need to be purchased by the student. Also, transportation to and from sites required in 47-338 Practicum in Dietetics, will be defrayed by the student, and a \$50 liability insurance will be billed. Student memberships in professional organizations are optional, but highly recommended. The cost for student membership in the Academy of Nutrition and Dietetics is \$58/year. This fee also covers membership in the Missouri Dietetic Association. The cost of membership in the Northwest Student Dietetic Association is \$20 annually. The lab fee for 47-230 Food Science is \$50 and the lab fee for 47-333 Quantity Foods lab is \$50, 47-433 Medical Nutrition Therapy I is \$30 and 47-434 Medical Nutrition Therapy II is \$30. Reference the [refund and withdrawal policy](#) for information about fee refunds.

**University calendar:** Our program follows the university's [academic calendar](#)

**Northwest Missouri State University website:** <https://www.nwmissouri.edu/>

### **Insurance requirements**

Students are to provide their own health insurance and are to assume the liability (car insurance) for safety in travel to or from assigned areas. There are specific forms which you need to obtain from the SHSW office. These forms are to remain in the office with a copy forwarded to Campus Safety during the duration of the travel. However, during the trimesters the course requires you to work with the public in a professional type situation, the University provides student liability insurance for a small fee.

### **Declaring the Major**

The major in Food and Nutrition, Dietetics may be declared by the completion of a university-required form. This form may be obtained at the Registrars offices or online at <https://www.nwmissouri.edu/registrar/catalogprogramchange.htm>. This should be done early in the trimester to allow your advising material and passwords for registration to be delivered to your new advisor.

### **Advising and Student Performance Monitoring**

Advising is required for all School of Health Science and Wellness majors prior to their registration for classes each trimester. Your Food and Nutrition advisor will develop a trimester-by-trimester (4-year plan) schedule that will enable you to take courses in the proper sequence and graduate in the least amount of time. Your advisor will assist you in making the most of your background and academic preparation and your unique skills, needs and goals. Your advisor will discuss progress in classes. NW360 will be used for communication between students, faculty, advisement, and other relevant contacts on campus. The purpose of this support is to help the student be successful and provide guidance and resources when needed to achieve desired outcomes.

The university has established five week and mid-term advisory grade checks. More information regarding advisory grades can be found at <https://www.nwmissouri.edu/parents/learning/grades.htm>.

During advising sessions, your advisor will provide you with information about University Junior assessment and help you with your portfolio development. You will become part of a NSDA list which will inform you of job availability, scholarships, internships and professional opportunities. They will assist you in planning for future career endeavors, identifying and marketing strengths, recognizing pre-professional and professional expectations and nurturing growth and development.

If advisee has completed 75 hours and has a GPA of 2.9 or less the advisor will continue to advise student about appropriate classes. They will discuss the need to raise their GPA and suggest resources. All interactions will be documented in NW360 in advising notes. Students will be advised to consider the Foods and Nutrition: Non-RD Track if unable to meet RD Track requirements.

### **Earning a Degree in Food and Nutrition Dietetics**

To receive a degree in Food and Nutrition: Dietetics, you must complete all of the University's mandated requirements. These are given in detail in the University Catalog. In addition, you must complete the targeted general education courses, the core requirements for the School of Health Science and Wellness and the program requirements for the DPD courses.

University requirements of special note include the various assessments you must take to continue your education at Northwest Missouri State University. The SHSW policy regarding the Academic Profile must be taken your junior year.

**Granting of the Degree**

Students earn a Bachelor of Science degree in Food and Nutrition: Dietetics upon the successful completion of the following requirements:

1. General education program of 44-47 credit hours which must include the targeted general education courses of Bio 04-102/103 General Biology and Lab, Chem 24-112/113 General Chemistry and Lab, and Phil 39-276 Ethics Bio-Medical.
2. Dietetics Core courses (23 hours).
3. Foods and Nutrition: Dietetics courses (51 hours).
4. Accumulation of a minimum of 120 credit hours, 40 of which must be upper division credits, at least 30 must be done in residence and the last 10 credit hours must be done in residence.
5. Grade point average of at least 2.0 in both the major and the overall coursework. (Beginning with the 2008 Catalog, a minimum of a “C” will be required in each major course for graduation.)

**DPD Program Admission**

Entrance into the Didactic Program in Dietetics requires completion of an [application](#). Please check the requirements below before applying, and if you have any questions contact the Program Director.

1. Declare your major in Foods and Nutrition: Dietetics.
2. Completion of at least 45 hours, including: 47-234 Nutrition and Diet Behavior, 47-230 Food Science/Lab, 04-102 General Biology and 04-103 Lab, 24-112 General Chemistry and 24-113 Lab.
3. Grades of “C” or better in each of the above courses.
4. A current NWMSU GPA and cumulative GPA of at least 2.9.

All applications will be reviewed by the DPD Director. Applicants will be notified via email of their acceptance status within 2 weeks. Once admitted into the DPD Program, completion of DPD program requirements should be done within 2 years with a maximum time of completion of 4 years. Special circumstances will be reviewed on a case-by-case basis.

**DPD Course List with Course Prerequisites**

DPD Professional Courses and hours	Prerequisites
17-114 General Statistics I (3)	An ACT Math score of 22 or higher, high school GPA of 3.00 or higher, or a minimum grade of C in MATH 17082, or concurrent enrollment in MATH 17014.
39-276 Bio-Medical Ethics (3)	
54-313 Principles of Management (3)	
08-103 General Psychology (3)	
35-101 General Sociology (3)	

29-225 Intercultural Communication (3)	
51-201 Accounting (3)	
47-230 Food Science (4)	
47-232 Food Service Management (3)	NUTR 47230 with minimum grade of C or by permission
47-234 Nutrition and Diet Behavior (3)	
47-240 Introduction to Dietetics (2)	
47-332 Quantity Food Preparation (2)	NUTR 47232 Food Service Management
47-333 Quantity Food Preparation Laboratory (2)	
47-334 Lifespan Nutrition (3)	NUTR 47234
47-335 Community Nutrition (3)	NUTR 47234
47-431 Macronutrients (3)	CHEM 24242 and CHEM 24243
47-432 Micronutrients (3)	CHEM 24242 and CHEM 24243, CHEM 24362 and CHEM 24363
47-433 Medical Nutrition Therapy I (4)	NUTR 47234
47-434 Medical Nutrition Therapy II (4)	NUTR 47234 and NUTR 47433
47-436 Medical Nutrition Counseling (3)	NUTR 47432
47-338 Practicum in Dietetics (1-3)	NUTR 47230 and 47232
47-440 Senior Seminar in Dietetics (2)	Admission into dietetics program and NUTR 47234
<b>DPD Science Courses and hours</b>	
04-102/103 General Biology/Laboratory (4)	
04-104 Medical Terminology (3)	
04-140 General Microbiology (4)	BIOL 04106 and BIOL 04107 or BIOL 04102 and BIOL 04103 with a minimum grade of C, and CHEM 24114 and CHEM 24115. Pre-nursing and dietetics students may substitute CHEM 24112 and CHEM 24113
04-236 Anatomy Allied Health (4)	BIOL 04102 and BIOL 04103 or BIOL 04106 and BIOL 04107, and CHEM 24112 and CHEM 24113 or CHEM 24114 and CHEM 24115.
04-238 Physiology Allied Health (4)	BIOL 04102 and BIOL 04103 or BIOL 04106 and BIOL 04107, and CHEM 24112 and CHEM 24113 or CHEM 24114 and CHEM 24115.
24-112/113 General Chemistry/Laboratory (4)	Highschool algebra
24-242/243 Organic Chemistry (4)	CHEM 24112 or CHEM 24114 with a minimum grade of C.
24-362/363 Elementary Biochemistry (4)	CHEM 24242 or CHEM 24342
<b>Institutional Requirements and hours</b>	
44130 Computer and Information Technology (3)	

The Northwest Core (44-47 hours) must also be included. The core courses that are guided by our program are included in the chart above.



### **Verification of Completion of the Didactic Program in Dietetics (DPD)**

The **Verification Statement** signifies that all the classes and requirements of the didactic program have been successfully met and the student is eligible to apply for a supervised practice/dietetic internship program.

Verification statements to Northwest Missouri State University graduates will be issued according to the criteria listed below:

1. The student must successfully complete the core and the Food & Nutrition dietetics major requirements for graduation in the catalog in effect in the year of admission to the University or in a subsequent catalog.
2. A Senior Statement must be applied for prior to the student's last two trimesters.
3. To receive a Verification Statement, it is expected that each student will receive a B or better in their 300 level and above Foods and Nutrition Dietetics courses. A student may receive the maximum of one C in the above stated courses.
4. The student must successfully complete the Dietetics capstone course, Senior Seminar and obtain a "B" or higher grade.
5. The student must achieve a minimum cumulative grade point of 3.0 (as of May 2016) point on a 4-point scale.
6. The student must show proof of attending or participating in a dietetic professional meeting or event. Approval required by DPD Director.
7. Verification Statement to the Northwest Missouri State University graduate will be issued and sent via certified mail after the date final grades and conferring of the Bachelor of Science Degree are posted by the University Registrar and have been verified by the DPD director according to the student's final degree audit on CatPaws.
8. Those students that do not qualify for a verification statement will be notified formally by mail.

### **DPD Transcript Evaluation Policy for students who are graduates of institutions other than Northwest Missouri State University.**

1. Students from other institutions other than Northwest Missouri State University must provide detailed course descriptions or course syllabi for the assessment of course equivalencies.
2. They must provide an official transcript and have graduated with a 3.0 or greater to be formally accepted into the DPD program.
3. To receive a Verification Statement, it is expected that each student will receive a B or better in their 300 level and above Foods and Nutrition Dietetics courses. A student may receive the maximum of one C in the above stated courses.
4. A student who wishes to challenge this requirement may take an oral exam and the current final examination for one or more of these courses. If a grade of 80 percent or better is achieved in the oral and final examination, the requirement for that course will be waived.
5. The student must successfully complete the Senior Seminar capstone course and obtain a "B" or higher grade.
6. The student must have a minimum cumulative grade point of 3.0 point on a 4-point scale.

7. All evaluations will include:
  - a. A list of courses to complete deficiencies,
  - b. An "Intent to Complete" form when the student is in her/his last year of courses,
  - c. A DPD Verification Statement if the courses listed in the "Intent to Complete" form are completed at Northwest Missouri State University with the other grade requirements above.
  - d. All those issued a verification statement will also receive a certificate of completion of DPD coursework from Northwest Missouri State University.

#### **DPD Transcript Evaluation Policy for transfer students seeking a degree**

1. Students from other institutions other than Northwest Missouri State University must provide detailed course descriptions or course syllabi for the assessment of course equivalencies.
2. They must provide an official transcript and have a GPA of 2.9 or greater to be formally accepted into the DPD program.
3. The student must successfully complete the core and the Food & Nutrition dietetics major requirements for graduation in the catalog in effect in the year of admission to the University or in a subsequent catalog.
4. A Senior Statement must be applied for prior to the student's last two trimesters.
5. To receive a Verification Statement, it is expected that each student will receive a B or better in their 300 level and above Foods and Nutrition Dietetics courses. A student may receive the maximum of one C in the above stated courses.
6. The student must successfully complete the Dietetics capstone course, Senior Seminar and obtain a "B" or higher grade.
7. The student must achieve a minimum cumulative grade point of 3.0 (as of May 2016) point on a 4-point scale.
8. The student must show proof of attending or participating in a dietetic professional meeting or event. Approval required by DPD Director.
9. Verification Statement to the Northwest Missouri State University graduate will be issued and sent via certified mail after the date final grades and conferring of the Bachelor of Science Degree are posted by the University Registrar and have been verified by the DPD director according to the student's final degree audit on CatPaws.
10. Those students that do not qualify for a verification statement will be notified formally by mail.

#### **Recency of Education Requirements**

It is the policy of the NWMSU DPD that graduating students meet the most recent standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Therefore, program courses not taken within the last five years that have not met the most recent standards must be retaken. Significant professional work experience or graduate work in a closely related field may be considered meeting current requirements for some or part of courses that have been previously taken but not within the five years. This will be determined by transcript review and discussion with the student by the program director. Life experiences will not be considered for course waiver or meeting standards.

### **Remediation and Retention**

Students must satisfactorily complete all assignments and/or experiences that are used to assess the Knowledge Requirements (KRDN) for dietetics education. Satisfactorily completing the assignment and/or experience is defined by receiving a “B” or better on the assessment. Failure to complete an assessment assignment/experience will result in an “Incomplete” for the course until the assessment is submitted. The DPD Program will then follow the “Incomplete” grade protocol outlined by the University <https://www.nwmissouri.edu/policies/academics/Incomplete-Grade.pdf> . Faculty members are responsible for assessing all assignments/experiences related to KRDN assessment. If an assignment/experience is not satisfactorily completed, the faculty member will provide remedial instruction for the student until a satisfactory grade is achieved or the student is removed from the program. At the end of each semester, faculty members will report individual student completion of the KRDNs to the program director. If the student does not satisfactorily meet the KRDN by the end of the following trimester the student will be removed from the DPD program.

### **Leave of Absence policy**

Students are expected to attend all classes as specified in the course syllabi for each course. However, specific attendance policies may vary from instructor to instructor. Each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Students receiving veterans’ benefits should consult with the coordinator of Veterans’ Affairs for the additional attendance requirements. On campus housing students should notify their Resident Director or other Residential Life staff members of extended absences.

Students who request a Leave of Absence from the DPD must submit a signed letter requesting a leave. They may reenter the program if they meet all university requirements for admission, have earned grades of B or higher in DPD classes, and have a cumulative GPA of 3.0 or higher. If there have been curricular changes, reentering students will be expected to meet the new requirements. Students on leave for more than two years will be removed from the program; reinstatement will require reapplication and admission to the university and program and completion of any new program course requirements.

### **University communications**

Students are expected to use their Northwest student email account for any electronic correspondence within the university. Students are also strongly advised to check their email and CatPAWS accounts on a regular basis.

### **Academic integrity policy**

The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University’s Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

### **Learning or Living Accommodations Request Process**

Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 [ADA] and the ADA Amendments Act of 2008 [ADAAA]. If a student has a documented disability that qualifies under the ADA/ADAAA and

requests accommodations, they should review the Accessibility and Accommodations webpage at <https://www.nwmissouri.edu/titlexequity/accessibility/index.htm> for guidance, including the accommodations application and supporting documentation requirements. Contact [ada@nwmissouri.edu](mailto:ada@nwmissouri.edu) or 660.562.1873 for further assistance. For the university policy on disability accommodation refer to <http://www.nwmissouri.edu/policies/student/Disability-Accommodation.pdf>

#### **Non-discrimination and anti-harassment policy**

Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <https://www.nwmissouri.edu/TitleIXEquity/titlevi/>

#### **Family Educational Rights and Privacy Act (FERPA) policy**

Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

#### **Behavior and Wellness**

Northwest focuses on student success—every student, every day. The Wellness Center, 660.562.1348, offers free counseling for students coping with depression, anxiety, alcohol or drug misuse, relationships, and other emotional, social, and academic stressors. In addition, faculty, staff, and students who are concerned with student wellbeing can report their concerns, including anonymously, to the Behavioral Intervention Team, so that the student can be offered relevant support, at this link: [Concerning Behavior Reporting Form](#). If you are concerned about the immediate safety of a student, please call the University Police, who have specialized training in intervention, at 660.562.1254.

#### **Assessment of Student Learning**

Students will be given feedback in courses on assignments, exams, projects, etc. while in course. Grades will be assigned based on completion of required material. The standard grading system of A=90%-100%, B=80%-89%, C=70%-79%, D=60%-69%, and F=<60% is used in the dietetic courses. For more information, please reference the NWMSU [undergraduate grading policy](#).

#### **Access to support services**

- Wellness services -- <https://www.nwmissouri.edu/wellness/>
- Personal development & counseling services -- <https://www.nwmissouri.edu/wellness/counseling/index.htm>
- Financial aid -- <http://www.nwmissouri.edu/FINAID/Index.htm>
- Tutoring-- <https://www.nwmissouri.edu/studentssuccess/support/tutoring.htm> Our junior and senior level dietetic students also offer tutoring hours each week. There are set times for tutoring available in the library with our students to help with courses.

#### **Disciplinary/termination procedures**

- [NWMSU's Student Code of Conduct](#) -- Please review and use as a guide and resource.

### **Student Organizations**

- **Northwest Student Dietetic Association (NSDA)**--This organization of Dietetic majors meets twice a month during the academic year. Participation in NSDA enables students to meet fellow classmates who have similar interests, develop friendships and learn about the field of dietetics. Many interesting topics related to food, nutrition and dietetics are presented. Events in which the organization participates include community health fairs, campus activities, and National Nutrition Month. A major objective of the association is professional development and to identify local volunteer opportunities. Major fundraising is a means to providing funds for members to attend professional meetings such as the Missouri Dietetic Association Annual Meeting each spring and FNCE (Food and Nutrition Conference and Expo) each Fall. Meeting times are decided each trimester and fliers are posted on the 3<sup>rd</sup> floor of the Administration Building and sent out via email to the NSDA listserv. The organization offers students the opportunity to develop leadership skills by being elected to office and/or volunteering for various responsibilities. Post-baccalaureate supervised practice programs and employers place high value on profession-related leadership skills.
- **Kappa Omicron Nu** is a human services national honor society that focuses on Scholarship, Leadership and Research. When a student completes 45 hours and has a minimum grade point of 3.2, they will be asked to join. The current cost is a one-time national dues of \$65 and an annual local dues of \$15.

### **Professional Organizations**

The SHSW faculty strongly supports and encourages student participation in professionally related activities. The Academy of Nutrition and Dietetics (AND) ([www.eatrightpro.org](http://www.eatrightpro.org)) is the national professional organization of dietitians. It is the vision of AND that members are the leading source of providers of food and nutrition services. The student registration fee is \$58 and the membership year is from June 1-May 31.

### **Code of Ethics of the Academy of Nutrition and Dietetics**

Commitment to upholding the [AND's Code of Ethics](#) is an important concept in the Dietetic program. It is discussed in the Introduction to Dietetics course and again in Senior Seminar course and is the reasoning behind the targeted general education course 39-276 Bio-Medical Ethics. The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary enforceable code of ethics. This code, entitled the "Code of Ethics for Profession of Dietetics: challenges all members to uphold ethical principles.

## **Application Process for a Supervised Practice/Dietetic Internship Program**

### **Early Preparation to Become a Competitive Applicant**

If dietetic registration is your goal (becoming an RD), you should begin preparing early to make yourself a competitive applicant for selection to a supervised practice/dietetic internship program. The following areas are important:

- **GPA > 3.0** (research has shown that this is statistically related to a successful intern) also most internships require a minimum GPA of 3.0 to apply. To be truly competitive for selection to a DI program a student should have a 3.5 GPA.
- Evidence of leadership (examples include officer in an academic or service organization, chair of committee, etc.)
- Good communication skills (examples include presentations at events such Northwest's Celebration of Quality and taking projects to the Missouri Dietetic Association's Annual Meeting)
- Work experience (examples include work experience in hospitals, long term care facilities, other dietetic related areas, food service, etc.)
- Volunteer experience (examples include Ministry Center, Senior Center, Head Start, WIC program, Extension, or any other dietetic related area)
- Positive reference letters (usually they request two instructors/professors and one work supervisor)

### **Choosing Your Supervised Practice/Dietetic Internship Program**

Types of supervised practice/dietetic internship programs vary in length of time, costs, graduate credit given, and emphasis. Visit the student website for a listing of programs

<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>.

- During your junior year think about where you might apply. Allow time to investigate and determine what program(s) fits your interests and abilities. It is best to apply to at least three programs. All internships charge an application fee.
- Please note that some supervised practice/dietetic internship programs require you to take the Graduate Record Exam (GRE).

**NOTE: As of the year 2024 all those completing a Dietetic Internship must also complete a master's degree to be able to sit for the National Registered Dietitian Exam. Furthermore, as of December 2023 all Dietetic Internships must offer a path to obtain a master's degree along with the completion of the Dietetic Internship competencies to all matched interns.**

### **The Application process for Dietetic Internships**

Only students who will complete their BS degree within one more trimester and graduates may apply to supervised practice programs.

- There are two application deadlines each year – in February and September. Students graduating in summer or fall may apply for the September date while those graduating in spring may apply for the February deadline.
- Please visit <https://portal.dicas.org/> very early into your application process to better understand the use of Dietetic Internship Centralized Application System (DICAS).
- On this [website](#) you will also find a tutorial on how to use the DICAS for completing all your DI applications!!!
- Once you have selected the Dietetic Internship program(s) you would like to apply to, you should visit their website for further instructions concerning their application requirements. Each program is unique and the material that they request in the application may differ widely from other programs. Some have graduate program applications and fees that also must be completed and paid.

- Once the DICAS website opens accepting applications to DIs for the following spring (first week of December) or fall (second week of July) you should start your application process. The first step is to get all your transcripts sent to DICAS.
- Most supervised practice programs require a “personal statement” letter in business format that gives evidence of your leadership skills, communication skills, goals and objectives, etc. They often specify the content and the length of the letter.
- Most supervised practice programs require three letters of recommendation, and you will need to submit the name, title, address and e-mail address correctly on your DICAS website application form. You should notify your references at least three months in advance of your request. You need to inform them that they will be sent an e-mail from DICAS requesting them to fill out a reference letter on your behalf via the web.
- You will be asked for either a “Declaration of Intent to Complete Degree” or a “Verification Statement” as you fill out your application on DICAS. The verification statement is for those who have graduated and the declaration of Intent to Complete is for those who will be graduating the following semester. See above policy on issuing of Verification Statements.
- You will need to prioritize your choices of supervised practice/dietetic internship programs for computer matching and register with D and D Digital Systems at [www.dnddigital.com](http://www.dnddigital.com) and pay a fee via credit card. D & D is a separate fee and step from DICAS. They both must be completed to be actively involved in the application process for DI’s.

#### **Notification of Appointment to a Supervised Practice/Dietetic Internship**

Once the matching process has been completed, you will be notified on a specific day at the D & D Digital Systems website regarding the outcome of your appointment to a supervised practice/dietetic internship program.

- Once you are notified of your match you have 24 hours to contact the Director of the DI to accept your internship slot.
- Applicants who were not matched (appointed) in the first round of applications are then given the opportunity to reapply by a certain day through DICAS and for another fee of \$20 to those programs that did not have all their slots matched the first round. The list of unmatched openings is posted at the D & D Digital Systems website and an unmatched applicant may contact these programs directly regarding those openings after the established date.
- Applicants who were selected and receive a match are not eligible to apply for an alternative choice in the second round of applications for unmatched openings.

#### **What if I do not pursue a supervised practice/dietetic internship program? What jobs are available?**

There are several professional opportunities for graduates in food and nutrition areas that do not require dietetic registration. Many of these positions require working under the direction of a registered dietitian and they may be in areas of management, marketing, counseling, or nutrition screening. For example, Northwest graduates have held positions in WIC programs, Child and Adult Care Organizations, long term care facilities, school food service and food marketing businesses.

**Becoming a Registered Dietitian (RD):** In order to become a RD, each of the following needs to be completed:

- Minimum of a bachelor's degree at an accredited university with a DPD program accredited by the Accreditation Council for Education in Nutritional Dietetics (ACEND) 120 Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 (312-899-0040 ext. 5400).
- If you already have a bachelor's degree, you will need to have your college transcript(s) evaluated by the program director to determine what additional classes will need to be taken to complete the DPD requirements for obtaining a Verification Statement (more information to follow in document).
- Application to and completion of an ACEND accredited supervised practice program (Typically 6 to 24 months in length). This is also referred to as a Dietetic Internship (DI).
- Complete and pass the national registration examination (Registered Dietitian Exam) given by the Commission on Dietetic Registration (CDR).

**Licensure per state after acquiring RD credential**

State licensure is mandatory to practice as a newly credentialed RD in some states like Missouri and Iowa. Check out your state's licensing regulations and learn more about the process at <https://www.cdrnet.org/licensure> .

**Continuing Education after becoming a RD/RDN**

To maintain the RD/RDN credential you are required to complete 75 hours of continuing education every 5 years. Learn more at <https://www.cdrnet.org/registration-maintenance>



**All DPD students should have a DPD Program Student Handbook.**

**Procedure for distributing DPD Program Student Handbook:**

- 1. All advisees will be asked to review and sign a DPD program handbook during their first year as a declared dietetic major student during the spring Intro to Dietetics course.**
- 2. Students will sign the below statement which will remain in the DPD Directors advisement folder, stating that they have read the DPD Program Student Handbook and will abide by the policies within.**

Statement for student's folder:

I, \_\_\_\_\_ have read and understand the information presented in the DPD Program Student Handbook. Furthermore, I will abide by the policies stated.

Date signed \_\_\_\_\_

Signature of student \_\_\_\_\_