

# DIDACTIC PROGRAM IN DIETETICS

## STUDENT HANDBOOK OF POLICIES AND PROCEDURES

Fall 2018



## Description of the Didactic Program in Dietetics (DPD) at Eastern Illinois University

From its inception in 1966, the DPD was housed within the School of Family and Consumer Sciences. In the Fall 2018, Nutrition and Dietetics became its own academic unit within a new College of Health and Human Services. The **mission** of the College of Health and Human Services is to foster excellence, with a student-centered approach of teaching and learning through innovative, rigorous, and collaborative experiences, and promotes health and well-being of diverse populations across the lifespan. Students develop lifelong leadership skills through applied learning, community service, and professional partnerships.

The DPD program is a 120-semester hour baccalaureate program that includes extensive coursework in the field of food, nutrition, and dietetics with supporting coursework from chemistry and the social sciences. The **mission** of the DPD was revised in October 2018 and is as follows:

The mission of the DPD is to provide students with the Foundational Knowledge and Skills through innovative and rigorous experiences for graduates to successfully obtain a career as an entry-level registered dietitian nutritionist. The program is committed to instilling in students the ability to be critical and independent thinkers while working in a collaborative environment, considering all aspects of the person, becoming leaders in a diverse environment, and promoting an appreciation of and dedication to the profession of dietetics.

A four-year plan of study outlining an eight-semester schedule to complete the degree requirements are available from the departmental academic advisor and DPD Director and online at <http://www.eiu.edu/dietetics/>. Transfer students will consult with Mrs. Rosie Bradley, the Nutrition and Dietetics Academic Advisor and Dr. Melanie Burns, the DPD Coordinator to determine credit toward program requirements.

### Accreditation Status



Eastern Illinois University Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040, Ext. 5400.  
<http://www.eatright.org/acend>

### DPD Goals and Objectives

1. Prepare graduates to have the foundational knowledge and skills as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for entry-level registered dietitian nutritionists (RDN).
  - 1.1 At least 80% of students are expected to complete the BS in FCS: Dietetics Option (BS in Nutrition and Dietetics in Fall 2019) within 150% of the program length (6 years for native students, 3 years for transfer students).
  - 1.2 Within 12 months post-graduation, at least 60% of DPD alumni will participate in the computer match process.
  - 1.3 A minimum of 50% of those DPD students who participate in the computer match program, will be matched.

- 1.4 Within one year of completing a dietetic internship, at least 80% of graduates will have passed the RDN exam at first-try.
  - 1.5 At least 80% of the DI Directors surveyed will be satisfied with the knowledge and skills the DPD graduates brought forth to the internship program.
  - 1.6 Within 6 months post-graduation,  $\geq$  80% of DPD alumni will be satisfied with the education they received in DPD program.
2. Prepare graduates to become leaders in a diverse environment as an entry-level registered dietitian nutritionist.
    - 2.1 At least 80% of DPD senior students will have achieved the competencies such as working with individuals from various socio-economic and demographics backgrounds, as set forth by ACEND.
    - 2.2 At least 80% of graduates seeking employment related to foods and nutrition will obtain full-time employment within one year.
    - 2.3 A minimum of 85% of graduating students, who apply to graduate schools, will be accepted into at least one.
    - 2.4 85% of program alumni responding to alumni surveys will report being adequately prepared for professional practice.

Progress made towards these goals, and their subsequent objectives, are available upon request. Please contact the DPD Coordinator for more information.

### **The Path to Becoming a RDN**

Becoming a RDN is a multi-step process (see Summary Table below). First, the student will need to complete a baccalaureate degree and complete the DPD coursework. At EIU, successful completion of the Bachelor of Science degree in Family and Consumer Sciences: Dietetics Option (BS in Nutrition and Dietetics starting in Fall 2019) will result in the issuance of the *ACEND Verification Statement of DPD Program Completion*. This *Verification Statement* verifies that graduates have met the required Standards of Education established by the Accreditation Council for Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics (AND), and is eligible to begin an ACEND-accredited Internship Program. In the final senior year, students who are interested in applying for an Internship Program will work with the DPD Coordinator and other DPD students to complete the necessary components of the DICAS application and D & D Digital submission. Please note that some IPs participate in the Spring and/or Fall computer matches.

### ***Applying for the Computer Match process through DICAS***

Fall graduates should apply in late September for an internship beginning as early as January, while spring and summer graduates should apply in February for an internship beginning in the summer or early fall. The B.S. degree and official *ACEND Verification Statement* are required to begin the dietetic internship. A *Declaration of Intent to Complete Degree and Minimum Academic Requirements* is issued to students for their application to dietetic internships prior to actual graduation from the DPD program. Acceptance by a dietetic internship is a competitive process and graduates are not guaranteed acceptance by a dietetic internship. Recent matching rates have been near or just below 50% of applicants being matched to a dietetic internship. Further information about the match process can be found at <https://portal.dicas.org/dicasHelpPages/instructions/general-instructions/>

Second, the student will need to be accepted into and successfully complete an Internship Program (IP), such as a Dietetic Internship or an Individualized Supervised Practice Pathway. Upon successful completion of the IP, an *ACEND Verification Statement of Internship Program Completion* will be issued. Once the Internship Program is successfully completed, and the IP Verification Statement is issued, the student is eligible to Registration Examination for Registered Dietitian Nutritionist. The IP may or may not be a part of a graduate degree program. In addition to earning the IP Verification Statement, the student might also earn a graduate degree or some degree credit that can be transferred to a degree program.

***DPD Program Verification Statement Requirements***

Graduates of the undergraduate FCS: Dietetics Option (BS in Nutrition and Dietetics after Fall 2019) at Eastern Illinois University are eligible to receive an official *ACEND Verification Statement of DPD Program Completion*. The DPD Coordinator will issue the *Verification Statement of DPD Program Completion* once the degree has been certified by the LCBAS Certifying Officer (usually one month after the close of the semester). An official copy of the *ACEND Verification Statement* is required to begin an internship program and for membership in the Academy of Nutrition and Dietetics. The DPD Coordinator will retain a copy of the *Verification Statement of DPD Program Completion*.

Copies of *ACEND Verification Statement* will be available to individuals completing the DPD Program by contacting the DPD Coordinator through the departmental office (217) 581-6353 or sending a request to:

Nutrition and Dietetics  
Attn: DPD Coordinator  
600 Lincoln Ave  
Charleston, IL 61920

The final step to becoming a RDN is to earn a passing score on the national registration examination (hopefully on the first try!!).

For more information on how to become a Registered Dietitian Nutritionist, you can also visit the Academy of Nutrition and Dietetics website at [www.eatright.org](http://www.eatright.org) and search for how to become a registered dietitian nutritionist.

**Summary Table: EIU Pathway to Becoming a RDN**

<b>STEP</b>	<b>OUTCOME</b>
Complete B.S. in FCS: Dietetics Option (BSND in Fall 2019), which includes the required DPD coursework and enables you to begin an IP	BS degree and DPD Verification Statement
Apply for IP through the DICAS portal	Potential match with an IP
Complete IP, either as a part of a graduate degree program or not.	DI <i>Verification Statement</i> and MAYBE a graduate degree
Register and study for the RDN exam. Take and PASS the national RDN exam.	RDN Certification by the Commission on Dietetic Registration

## **Admission Requirements**

A student may enter the major as a freshman, transfer student or as a change of major (internal transfer) at Eastern Illinois University. The current general admission requirements for incoming freshman and external transfer students are available on the Admissions website:

[www.eiu.edu/admissions/](http://www.eiu.edu/admissions/).

## **Program Costs**

Information regarding the cost of attending Eastern Illinois University may be found in the University Undergraduate Catalog and on the University Financial Aid website at [www.eiu.edu/finaid/cost.php](http://www.eiu.edu/finaid/cost.php).

Eastern Illinois University's Textbook Rental Service provides the students at Eastern Illinois University with quality textbooks at an affordable cost. For more information, visit Textbook Rental Service's website at [www.eiu.edu/~textbks/](http://www.eiu.edu/~textbks/).

Additional course fees for laboratory courses (such as chemistry and foods labs) might be charged to your student account. Course fees can be found in the course description part of University Undergraduate Catalog. Other costs might include the purchase a lab coat, chef's coat, hairnets, and/or undergraduate internship fees, such as a drug screen, background check, and necessary medical tests (e.g. two step TB test, flu shot, immunizations).

## **Financial Aid**

Approximately 80 percent of all students who attend the University receive some sort of financial aid in the form of loans, scholarships, tuition waivers, grants and employment. In addition to funds received through gift aid and loans, many Eastern Illinois University students seek employment to help cover expenses. Consult the Financial Aid section of the University Undergraduate Catalogue for information regarding financial aid, contact by phone or online:

### **OFFICE OF FINANCIAL AID & SCHOLARSHIPS**

**Student Services Building – East Wing**

**600 Lincoln Avenue**

**Charleston, IL 61920**

**(217) 581-3713**

**[EIU.edu/finaid/](http://EIU.edu/finaid/)**

Several scholarships are available to students enrolled in the nutrition and dietetics programs. Applications are due in mid October. For application and eligibility requirements, consult <https://eiu.academicworks.com/>.

## **Academic and DPD Calendar/Schedule**

Students enrolled in the DPD program follow the University academic calendar available from the Office of the Provost website at [www.eiu.edu/registra/acadcal.php](http://www.eiu.edu/registra/acadcal.php).

## **Undergraduate Internship Requirement**

As part of the curriculum, dietetic students need to complete an undergraduate internship. The internship course, FCS/NTR 4275, is an individually-planned work experience in a business or agency appropriate to the chosen area of academic specialization. Information related to the undergraduate nutrition and dietetics internships is explained in NTR 3500 Professional Focus of Nutrition and Dietetics. Please note that a drug screen, background check and/or documentation of specific vaccinations, negative TB tests, and/or flu shots might be required.

### ***Student Professional Liability and Travel Insurance/Safety***

- a) **Liability Insurance:** The university is a member of SURMA – an intergovernmental self-insurance pool that provides its members with a program to fund liability exposures. Documentation is provided upon approval of an internship agreement.
- b) **Travel Safety:** Students are responsible for providing their own transportation to and from work, the intern shall not drive an automobile for internship purposes. Intern shall not drive any facility-owned vehicles. Interns are covered through the University with travel insurance in case they have an accident or other issues while driving to the internship facility.

### ***Student Workload Expectations***

Student is expected to complete 120 hours of experiential learning for each three semester hours of course credit. NTR interns can earn 3-6 hours in a semester. Interns are not required to be paid during their internship. The facility shall provide an intern with relevant professional experience equivalent to an entry-level position, opportunities to participate in routine professional activities such as staff meetings, planning sessions, and special events, and guidance in the planning and implementation of an experiential learning activity. However, the intern should not perform duties that are not supervised or beyond the scope of an intern to complete, thus the intern would be considered an employee rather than an intern.

### ***Student Illness or Injury while at Site***

If a student falls ill or is injured while at the facility, the facility will provide medical treatment to the intern, but at the intern's own cost. Per the cost of tuition and other fees, the intern does have insurance through the University, thus can also use the facilities on Eastern's campus. The supervisor and the intern will need to report the injury to Eastern's FCS internship coordinator. Note, it is the intern's responsibility to complete 120 clock hours, thus it is to the discretion of the facility how they will count sick days and injury days.

## **Assessment of Prior Learning and Credit toward Program Requirements**

Students seeking a degree from Eastern Illinois University will have their prior coursework evaluated by the Transfer Relations Office through their articulation process to determine credit at Eastern Illinois University for courses previously completed at other schools. Consult the NTR Academic Advisor if you have questions about the articulation of prior coursework to Eastern Illinois University or courses you plan to take at schools other than Eastern Illinois University.

Students attending Eastern Illinois University to complete DPD Program course deficiencies and who have already earned a bachelor's degree from another school will have their previous courses evaluated by the DPD Coordinator. The DPD Coordinator, in consultation with other DPD Program

faculty, if necessary, will evaluate all coursework and prior learning to determine if the course requirements for a Verification Statement from Eastern Illinois University have been met. There is a \$20 transcript review fee for this service.

### **Graduation Requirements**

The following coursework must be completed in order to graduate with a Bachelor of Science degree in the DPD program. Consult the University Undergraduate Catalog for a complete description of all courses ([catalog.eiu.edu](http://catalog.eiu.edu)). Full-time students have six years to complete the DPD requirements before DPD courses will need to be retaken. Part-time students will have 8 years to complete the DPD requirements before DPD courses will need to be retaken. A curriculum guide is available online at <http://www.eiu.edu/famsci/requirements.php>, or in person by the DPD Coordinator and the SFCS Academic Advisor.

### **Ensuring Student Success**

Eastern Illinois University offers a wide variety of student involvement opportunities, such as the Student Dietetic Association and Kappa Omicron Nu, and student support services through the University's Student Success Center, including study and test taking strategies, one-on-one consulting, and alternate testing sites and Health Services, including medical care and counseling services.

Additionally, students are encouraged to become members of the Academy of Nutrition and Dietetics. This membership provides various benefits to students as they prepare to become registered dietitian nutritionists. Further information about becoming a student member can be found at <http://www.eatrightpro.org/resources/membership/student-member-center>. As members of the Academy, students can join a variety of Dietetic Practice Groups (DPGs). DPGs allows students to interact with other dietetic professionals in an area of core interest. Further information about DPGs can be found at <http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups>

### **Health Services**

The Eastern Illinois University Health Service offers convenient medical care right here on campus! The Clinic is dedicated to providing student-oriented primary care and health education through medical services and a variety of programs. These on-site resources include: a medical clinic, a full state certified lab, x-ray and EKG, pharmacy and over the counter medications, and the Health Education Resource Center.

For further information:

(217) 581-3013

health@eiu.edu

Human Services Building (South Quad)

[www.eiu.edu/health](http://www.eiu.edu/health)

### **Health Education Resource Center (HERC)**

The HERC serves as a resource for students, faculty, and staff by providing programs, campaigns, interventions, and one-on-one consultations regarding health-related topics. The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold prevention and education, nutritional analysis, cooking classes and education, and sexual health education. Most services are free to students.

For further information:

(217) 581-7786

herc@eiu.edu

Booth House on 4th Street

[www.eiu.edu/herc](http://www.eiu.edu/herc)

### **Withdrawal and Refund of Tuition and Fees**

Students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Charges adjusted are related to Tuition, General Fees and Outreach Fees. Please contact University Housing and Dining Services for information related to cancellation of your housing contract at (217) 581-5111. Contact the Office of the Registrar at (217) 581-3511 for information about withdrawing from a course or the University. You may also be interested to see how course and University withdrawal may affect your financial aid.

### **Complaints**

All complaints should initially be brought to the DPD Director who will work to resolve the issue or refer the complaint to the Family and Consumer Sciences Chairperson for resolution. Students need to submit complaints to ACEND only after all other options with the program director, FCS Chairperson and other institutional avenue have been exhausted.

### **Access to personal files and protection of privacy**

Eastern Illinois University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a full statement of the rights afforded to students by FERPA, consult the University Undergraduate Catalog.

### **Dismissal from Major**

A student who is academically dismissed from the University will be dropped automatically from his or her major. Detailed information about dismissal and reinstatement processes is available in the undergraduate catalog.

### **Student Discipline and Grievance Procedures**

The Office of Student Standards (<http://www.eiu.edu/judicial>) coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters

are reviewed by a University Student Standards Board approved by the Vice President for Student Affairs (VPSA). Student concerns related to faculty, staff, and curriculum are reviewed by the Director of Nutrition and Dietetics and the College of Health and Human Services Associate Dean. An appeal of a decision made by the University Student Standards Board is handled by the VPSA and an appeal related to a course grade is handled by the College Grade Appeal Committee (see IGP 45 at <http://castle.eiu.edu/auditing/045.php>) or visit the Grade Appeal website at <http://castle.eiu.edu/acaffair/GradeAppeal/>).

### **University's Commitment to Diversity**

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited.

The Office of Civil Rights and Diversity is located on campus in 1011 Old Main. For additional information concerning the University's equal opportunity policy, please call (217) 581-5020. The Office of Civil Rights and Diversity reports to the University General Counsel.