

# Didactic Program in Dietetics Handbook 2023-2024





**Idaho State  
University**

**Kasiska Division  
of Health Sciences**

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Dear ISU Dietetic Student,

Congratulations on being accepted into the Dietetic Program in Dietetics (DPD) portion of the dietetics program at Idaho State University.

This DPD Handbook has been developed to provide specific program information. After reading this handbook, sign the statement on the last page of the handbook to indicate your understanding of the contents and that you agree to abide by the policies. Return this signed statement to the MNT Instructor as soon as possible. It will be placed in your student file that is maintained in the Dietetic Program Office.

You should also review the ISU Student Handbook which is available through the ISU web page.

Thank you for your cooperation.

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## INTRODUCTION

### Welcome to the Didactic Program Dietetics at Idaho State University

#### THE UNIVERSITY

Idaho State University (ISU) is a broad-based regional public doctoral university, providing a broad range of educational services to a culturally diverse population of students and to the state. The university serves as Idaho's lead institution for education in the health professions and related biological and physical sciences. ISU delivers statewide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences. ISU is accredited by the Northwest Association of Schools and Colleges.

The Kasiska Division of Health Sciences (KDHS) is home for the vast majority of the health programs offered at ISU. KDHS has a mission statement that is multifaceted: *“Idaho State University's Kasiska Division of Health Sciences provides leadership in the delivery of rural health care by educating caring and competent professionals across all dimensions of health and promotes collaborative research and practice in the health sciences.”*

The KDHS, which offer a variety of health-related degrees (associate, bachelors, masters and doctorates), is made up of the following: College of Pharmacy and College of Health. More information on the DHS can be accessed at <http://www.isu.edu/healthsciences/>

#### HISTORY OF THE DIETETIC PROGRAMS AT ISU

ISU began offering a Bachelor of Science degree in Dietetics in 1974. This program is now referred to as the Didactic Program in Dietetics (DPD). The program was offered through the Department of Home Economics in the College of Education. In 1993, the dietetics program merged with the health education program to form the Department of Health and Nutrition Sciences and was moved to the College of Health Professions. In 2011, Dietetics became a self-standing program in the School of Health Professions. In 2019 the Dietetics Programs became the Department of Nutrition and Dietetics and is now part of the College of Health.

In 1991, ISU was accredited for an AP4 program. The program later became an accredited internship. Today the internship has two sites: ISU-Meridian with 8 seats and ISU-Pocatello with 8 seats in Pocatello and 2 seats in Twin Falls. In 2019, the internship became a combined internship and Master's degree. The combined program runs for four semesters with graduation occurring in the following December. Many ISU DPD graduates apply for these seats to remain in Idaho due to cost and family obligations. Idaho residents are given a slight preference for these seats. This practice is encouraged by the KDHS in an effort to encourage Idaho health professionals to remain in the state. Most ISU graduates are employed in Idaho. Other graduates are working in Arizona, California, Nevada, Minnesota, Texas, Utah, New York, and North Carolina. Representatives from the major employers in Southeast Idaho are members of the ISU Dietetics Advisory Committee (DAC). Many ISU graduates also serve as preceptors to the

current DPD students.

## **EQUITABLE TREATMENT**

Idaho State University and the Department of Nutrition and Dietetics are committed to the creating and maintaining a learning environment that is free of discrimination and harassment against an individual on the basis of race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. Students from all backgrounds are welcome in the program.

# **ISU DIDACTIC PROGRAM IN DIETETICS**

## **DPD ACCREDITATION**

The ISU DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995, (800) 877-1600. The ISU DPD at has been accredited through 2025. <http://www.eatrightpro.org/ACEND>

## **MISSION, GOALS, AND OBJECTIVES**

### **Mission**

The mission of the Idaho State University DPD is to educate individuals through didactic and practical experiences in food and nutrition and to develop visionary and competent graduates who will be prepared for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

### **Goal 1**

**Prepare graduates to perform proficiently in a dietetic supervised practice program in preparation to be a competent entry-level dietitian nutritionist.**

### **Goal 1 Objectives**

1. At least 80% of program students complete program/degree requirements within 3 years (150% of program length).
2. At least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Of program graduates who apply to a supervised practice program, at least 60% are admitted within 12 months of graduation.
4. 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%.

5. At least 70% of responding graduates will report an aggregate score of 4 or higher out of 5 indicating strong preparation that the DPD program prepared them for their supervised practice experience.
6. At least 70% of graduates from this program will receive an aggregate score of 4 or higher out of 5 indicating strong preparation on their knowledge and skill of dietetics from supervised practice program directors.

## **Goal 2**

**To promote leadership and service to enrich the graduate's professional career.**

### **Goal 2 Objectives**

1. At least 50% of graduates will be active members of professional organizations, hold a leadership position and/or participate in service opportunities related to the field within 24 months of graduation.

## **STEPS TO BECOMING A REGISTERED DIETITIAN NUTRITIONIST**

The steps to become a registered dietitian nutritionist (RDN) include completing the requirements of the DPD and the B.S. degree in dietetics; completion of a supervised practice experience and the passing of the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist. Students are informed of the steps through required dietetic courses and individual advising sessions. In depth coverage of the supervised practice application process is provided during Dietetic Senior Seminar. Upon successful completion of a dietetic supervised practice, the student will be verified as eligible to take the registration examination through the CDR. Beginning January 1, 2024 students will need to completed a Master's degree in order to be eligible to take the registration exam. In addition, licensure or certification is required for practice in most states. More information on specific licensure and certification requirements for individual states can be found on the CDR website: <https://www.cdrnet.org/state-licensure>

## **ADMISSION TO MAJOR REQUIREMENTS FOR DPD**

Students apply for a “seat” in the professional component of the program after completion (or during the spring semester of final completion) of prerequisite courses. Consideration of the application is primarily based upon the following criteria:

1. DPD grade-point-average of 3.0 or above. DPD GPA is calculated from required prerequisite courses and professional courses.
2. Completion of the majority of the ISU General Education Requirements
3. Completion of all prerequisite courses (see page 4)
4. No grade lower than a C- in any prerequisite or DPD required course

Classroom performance, leadership and experience may also be considered by the selection committee. See Appendix A or the ISU [undergraduate catalog](#) for a listing of classes. Applicants must complete the DPD application, write a letter of application, submit transcripts from all

colleges and universities attended outside of ISU and pay an application fee of \$25. Committee decisions on awarding seats are final.

Applicants are considered for placement in either the upcoming academic year or the following year depending upon anticipated year of graduation. This is done so that the Medical Nutrition Therapy (MNT) course series is taken during the senior year. Accepted students are notified of which year they are scheduled to take the MNT series.

Students may continue to take most dietetics classes, with the exception of the MNT classes, without being accepted into the program. A student must, however, be accepted into the program and complete all of the required classes (including MNT) in order to receive a B.S. in Dietetics and a Verification Statement needed for admittance to a dietetic internship. Students with a prior bachelor's degree or higher have the option of earning a second bachelor's degree in dietetics, but must still pass the required DPD prerequisite and professional courses with a C- or better to be awarded a Verification Statement.

### **Prerequisite Courses Required for Admission**

For consideration of the application for a seat in the DPD, the following courses must be completed or in progress at the time of application. The course must be completed with a grade of C- or higher to be considered for admission.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
BIOL 1101	Biology I lecture and lab (Objective 5)	4
BIOL 2221/2221L	Intro to Microbiology Lecture and Lab	4
BIOL 2227/L or 3301/L	Anatomy and Physiology I Lecture and Lab	4
BIOL 2228/L or 3302/L	Anatomy and Physiology II Lecture and Lab	4
CHEM 1101	Intro to Chemistry	3
CHEM 1102	Essen of Organic & Biochemistry	3
CHEM 1103	Essen of Organic & Biochemistry Lab	1
ENGL 1101	Writing and Rhetoric I	3
ENGL 1102	Writing and Rhetoric II (Objective 1)	3
HE 2210	Medical Terminology	2
NTD 2205	Foods and Meal Management	3
NTD 2205L	Foods and Meal Management Lab	1
NTD 2239	Nutrition (Objective 5)	3

In addition, the following courses must be completed before graduation. A C- or higher must be earned in required courses (Objective 2, 3, 6). General education courses are suggested to be completed prior to application to the program.

Course Number	Course Title	Credit Hours
COMM 1101	Principles of Speech (Objective 2)	3
ECON 2201	Macro Economics (Objective 6)	3
MATH 1153	Statistics (Objective 3)	3
PSYC 1101	General Psychology (Objective 6)	3
SOC 1101	Intro to Sociology (Objective 6)	3
Objective 4	Choice of two courses in two categories	6
Objective 7 or 8	Choice in either category	3
Objective 9	Choice	3

### Application Process

Students submit an application for a seat in the DPD, which is the NTD 4401 Medical Nutrition Therapy I and NTD 4402 Medical Nutrition Therapy II courses taken in the senior year. Students can apply a year in advance once admission requirements are met. Those applications will be considered for pre-award for the final year in the program. Other professional courses can be taken without a seat once the course prerequisites are met. Applications will only be considered if the above-mentioned admission requirements are met.

#### **DUE DATE: February 15<sup>th</sup>**

Applicants must complete the following:

1. Completion of the electronic DPD application form available on the program website at <http://www.isu.edu/dietetics/>
2. A written letter of application stating reasons for choosing dietetics as a career and professional goals.
3. Official transcripts of all colleges and universities attended (other than ISU) must be submitted unless required classes taken at other colleges or universities are already listed on the student's ISU transcript. Current ISU students do not need to submit transcripts.
4. \$25 non-refundable application fee. The application fee must be paid online through the link found at <http://www.isu.edu/dietetics/>.

### Application Review

Applications are reviewed by a committee of Dietetic Faculty. All materials must be submitted for the application to be reviewed by the DUE DATE of February 15<sup>th</sup>.

The following criteria are considered in the application review by the DPD Selection Committee:

1. Cumulative DPD GPA in both required prerequisite courses and professional courses completed

2. Honors/Activities
3. Volunteer/Work Experience
4. Written letter of application

Due to the limited number of seats, achievement of minimum standards does not ensure admission in the DPD.

### **Notification and Acceptance Requirements**

1. Applicants are notified in writing of acceptance status by the Friday before Spring Break. Acceptance status can be 1) accepted to seat for the upcoming academic year; 2) accepted to a seat for the following academic year; 3) conditional acceptance depending on (specified criteria that must be met for full acceptance); 4) alternate for a seat for the upcoming academic year; or 5) not accepted. Students must accept their seat in writing (email) by the communicated due date to the DPD Director.
2. Students receiving conditional acceptance should meet with the DPD Director immediately to discuss options. Students who are not accepted should meet with the DPD Director to discuss how to strengthen their application and/or discuss alternative majors.
3. Students enrolled in MNT will have some required experiences at medical facilities within the local community. In order to be in alignment with facility policies, all MNT students must have updated vaccination records. Before attending off campus experiences in medical facilities, students must show proof of the following vaccinations:
  - Negative PPD (TB test) in the past 12 months
  - Proof of 2 MMR vaccinations or titer proving immunity
  - Proof of 3 Hep B vaccinations or titer proving immunity
  - Proof of 2 varicella vaccinations or titer proving immunity
  - Proof of up-to-date Tdap vaccination (must be updated every 10 years)
  - A seasonal flu vaccination may be required at the discretion of the facility
  - Proof of 2 COVID-19 vaccinations
4. Students enrolled in MNT and Quantity Foods must complete a background check at their own expense, submit proof of health insurance or sign an assumption of risk health insurance form, and complete a HIPPA training prior to obtaining required course experiences in the local health care facilities.
5. Students enrolled in MNT must join the Academy of Nutrition and Dietetics as student members.

### **VERIFICATION OF STUDENT IDENTITY FOR ONLINE INSTRUCTION/TESTING (8.2.0)**

Students taking Dietetic courses (NTD prefix) are required to login to online instruction and/or online testing with their unique user name and password for Bengal Web. Students are also required to complete the academic honesty quiz prior to beginning any online class. All online dietetic courses and online tests will be using both the ISU Proctoring Sites for test taking or students may use the Online Proctoring Solutions. Students can schedule to either take their tests

live in an ISU Proctoring Location or use the Online Proctoring Solutions program that requires students to have a web camera and microphone to connect live to a proctor or proctored recording.

The following website provides information on the proctoring options and will be explained within the course. <https://www.isu.edu/eisu/faculty-resources/proctoring/>

### **PROGRAM SCHEDULE, VACATIONS, HOLIDAYS AND LEAVE OF ABSENCE (8.2.Q)**

The ISU DPD follows the ISU academic calendar for class dates and times, final schedules, course registration schedules, vacations and holidays.

<https://www.isu.edu/registrar/calendars/academic-calendar/>

The ISU DPD follows the ISU undergraduate student policies for course, semester or university withdrawal. <http://coursecat.isu.edu/undergraduate/academicinformation/withdrawalprocedures/>

Cases of excessive absence require medical documentation. Incomplete contracts may be instituted between the student and the instructor of the Dietetic course(s) based upon the situation and required documentation. If an Incomplete grade is given, the student has one calendar year from the end of the semester of the course to complete the agreed upon criteria between the student and the instructor per university policy. Once the criteria are complete within the 1-year period, the instructor will post the earned grade. If the 1-year period is not met, the Office of the Registrar will change the grade of “Incomplete” to an “F” automatically.

<http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/>

### **WITHDRAWAL AND REFUND OF TUITION AND FEES (8.2.P)**

Per ISU policy, students may withdraw from courses during the add/drop period (generally the first two weeks of the semester) with no transcript reflection. Full refunds of tuition and fees associated with the dropped class will be awarded for the first 10 days of the semester for 16-week courses. Please visit <http://coursecat.isu.edu/aboutisu/expenses/> for more information on refunds. After the add/drop period students may still withdraw from a course until the final withdrawal date, approximately 9 weeks into the semester. Withdrawal at this time will result in a W grade recorded on the transcript. No grades points are awarded for a W. No refund is given for courses dropped after week three of the semester. In extenuating circumstances, students may petition ISU for a refund of course tuition and fees when withdrawing from classes

<https://www.isu.edu/financeadmin/student-financial-services/refunds/refund-appeals/>

Students withdrawing from the university due to medical reasons may have their DPD seat held by implementing a medical pause in DPD program progression. Students must present medical documentation regarding the need for withdrawal and be in good academic standing (i.e. DPD GPA above 3.0). A medical withdrawal from the university will save the student’s seat in the DPD program until the same semester of the next academic year. For example, if the medical withdrawal occurs in Spring 2023, the student’s seat will be held until Spring 2023. If the student does not return to the DPD program in the Spring 2024 semester, reapplication to the program will be necessary.

If a student decides to withdraw from the DPD program, they must notify the DPD Director in writing of their decision. Withdrawal from the DPD program will forfeit the student's seat and will require reapplication to the program in the future. Application fees to the DPD program will not be refunded. ISU is responsible for issuing tuition refunds if applicable.

### **EVALUATION OF PRIOR LEARNING (8.2.I)**

Evaluation of prior learning may be requested by a student from the DPD Director for consideration and efficacy. Examples include but are not limited to courses taken at another college or university, trade or technology program courses or experiences (e.g. Culinary Arts), extensive work experience or previously earned degrees. These evaluations are done on a case-by-case basis and typically, prior learning is not awarded academic credit but a course waiver.

Courses that are ISU requirements are not able to be waived and may be petitioned from the appropriate college for equivalency. Students are required to provide documentation of prior learning for evaluation (e.g. transcripts and course syllabi). The DPD Director has the authority to waive or substitute a course requirement for the program but is not able to waive or substitute general education requirements or prerequisite courses from other academic programs within ISU. Allowed changes to the student plan of study will be documented by the DPD Director through Degree Works.

Transfer credits of required DPD courses will be evaluated on a case-by-case basis. Students returning to school and seeking a BS in Dietetics or verification statement may need to retake older coursework as a refresher. Courses such as CHEM 1102, CHEM 1103, BIOL 2227/3301, BIOL 2228/3302, and NTD 2239 may need to be retaken if the credits were completed more than seven years prior.

### **STUDENT PERFORMANCE MONITORING (8.1.A AND 8.2.J)**

Student progress is evaluated through a variety of assessments of student learning in each course in the dietetic program as outlined in the course syllabus. Methods of assessment include, but are not limited to, multiple-choice, short answer and essay exams, oral presentations, case study, graded assignments, observations of practice skills, laboratory experiments and reports, experiential logs, in-class activities, diet analysis, evidence reports, inter-professional education and practice reflections, and research papers. At a minimum end-of-term evaluations are made available to the student in accordance with the ISU grading policies (<http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/>.) In addition, dietetic faculty are required to provide mid-term grades for all students enrolled in a dietetics course. This expands University policy and includes upper division classes.

Students are responsible for using individual course evaluation for self-assessment of success in the program and dietetics profession. Students are encouraged to meet with course instructors to discuss specific strategies to maintain and improve academic performance. **All students are assigned an academic advisor when they declare dietetics as a pre-major or are accepted to**

**major. Students are encouraged to meet with their assigned advisor at least once per semester.**

Program faculty members and assigned faculty advisors are encouraged to review student performance in their classes on a periodic basis and counsel students accordingly. Students evidencing sub- par performance (C- or below) in one or more program courses will be advised to seek academic assistance through the course instructor, tutoring and/or the ISU Student Success Center.

The Department of Nutrition and Dietetics has adopted the following grading scale:

Letter Grade	Percent Earned
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	< 60%

Professional and ethical behavior are also monitored as part of student performance. The DPD Handbook as well as the ISU Student Handbook have clear expectations for professional and ethical behavior. Students are expected to adhere to these standards at all times. If a student violates those standards, the dietetic faculty and/or DPD Director will proceed with the disciplinary process as outlined through the Office of Student Affairs Student Conduct Code <https://www.isu.edu/media/libraries/isu-policies-and-procedures/student-affairs/SA-Student-Conduct-Code-5000.pdf>

## **2022 ACEND STANDARDS AND KRDN**

To earn a verification statement, students must successfully complete each KRDN set forth by ACEND in the 2022 Standards. Individual student completion of each KRDN will be tracked and monitored by the DPD Director. KRDNs will be evaluated through DPD required courses. Students not meeting the KRDN will meet with the course instructor and DPD Director to determine an acceptable opportunity to meet the KRDN. Students must complete all KRDNs associated with each course before a letter grade will be assigned. If a student needs to redo an assignment or activity to meet the KRDN, the student will receive an “Incomplete” or “I” in the course. Once the KRDN has been met, the earned letter grade will be assigned. In the event an

“F” grade is given, per university policy, the student will have one year to complete the KRDN. Students must be aware that waiting a year to complete the KRDN may prevent the awarding of the verification statement and entrance into supervised practice. A list of courses where KRDNs will be assessed can be found in Appendix C.

## **STUDENT PROGRAM RETENTION AND REMEDIATION PROCEDURES (8.1.B AND 8.2.K)**

Students who are pre-majors in dietetics working on program prerequisites, must earn no less than a C- in any required course (DPD prerequisite or professional course) to apply for a seat in the program. Students may repeat courses as many times as needed to obtain the C- or better. Students applying to the program with a grade lower than a C- will be required to retake the course and receive a grade higher than a C- before program admission can be granted.

It is common for students to receive confirmation of DPD admission prior to the end of the semester when the required DPD courses are completed. Students must complete any admission required course with a grade of C- or better and maintain a DPD GPA above 3.0 to retain the awarded seat (see page 4-5 for list of courses). If a grade lower than a C- is earned in a DPD course that is not required for admission, the student may retain their seat as long as the DPD GPA remains above a 3.0. The student will have one opportunity to retake the course before their seat in the program is lost.

Once a student is admitted to the DPD, the student must earn no less than a C- in required courses in the dietetics curriculum. A student earning a grade lower than a C- in any required dietetic course must retake the course. If a C- is not earned after one repeated attempt, the student will lose their seat in the program. The student may reapply to the program once the grade of C- or higher is earned. The same admission and application policies will apply. **If a grade of C- or lower is earned in NTD 4401 Medical Nutrition Therapy I, the student will not be allowed to progress to NTD 4402 Medical Nutrition Therapy II.** The student may continue to take other DPD courses and retake MNT I the following academic year. If during the following attempt of MNT I a satisfactory grade is not earned, the student will lose their seat.

Students having difficulty in dietetic courses should seek guidance from the course instructor, faculty advisor and/or DPD Director as soon as possible to receive clarification and assistance with challenging course material. Students should take advantage of faculty member office hours or make an appointment for this assistance. Tutoring services are available free of charge for all ISU courses. English and Math tutors may be accessed through the Writing Center and Math Center. Tutoring is available on request for all other courses through a Content Area Tutoring application <https://www.isu.edu/tutoring/cat/>.

Students (either pre-majors or admitted to majors) who demonstrate a documented pattern of sub-par course performance (course grade of C- or below) over more than one semester or more than one course per semester will be advised to consider an alternative major. Students may be directed to seek additional career counseling and degree program advisement through the ISU Student Success Center. <https://www.isu.edu/success/>

Successful completion of all DPD required KRDNs and courses does not guarantee in

acceptance into a supervised practice program (e.g. Dietetic Internship).

## **DISCIPLINARY/TERMINATION PROCEDURES (8.2.1)**

Students that violate professional or ethical behavior guidelines as outlined in the Dietetic Student Professionalism, Responsibilities and Ethics section of the DPD Handbook and/or the Code of Conduct in the ISU Student Handbook will be subject to disciplinary action and possible dismissal from the program and possibly the University.

The Department of Nutrition and Dietetics takes seriously all ethical violations and employs the following process to address unprofessional conduct:

### **Disciplinary Procedures**

1. If an infraction is noted, the student will be counseled as to the expectations to correct their behavior. This meeting will involve at least two faculty members (one of whom will be the DPD Director) and the student. Depending on the severity of the violation, the Nutrition and Dietetics Department Chair may also be involved. At this meeting, the student will be given an opportunity to explain their perspective on the situation. A decision will be reached regarding the need for a formal reprimand and potential sanctions to address the violation.
2. On the second incidence of an infraction, a performance plan will be developed, signed and implemented between the DPD director and/or dietetic faculty member and the student.
3. A third infraction may result in dismissal from the program. University procedures for dismissal will be followed.

### **Dismissal (Termination) Procedures**

Students can be dismissed from the DPD (loss of DPD seat) with a 3<sup>rd</sup> infraction of professional or ethical behavior as outlined in the DPD Handbook and ISU Student Handbook. Students can also be dismissed from the DPD (loss of DPD seat) as a result of unsatisfactory academic performance defined as a grade of less than C- in any required course after one unsuccessful repeated attempt.

1. Students will be notified in writing of their dismissal from the program or termination of pre-major status and given the reason for the dismissal or termination.
2. Students in this situation will be referred to the Grievance Procedure and/or Scholastic Appeals policies in the ISU Student Handbook.
3. The DPD Director will notify the Office of the Registrar of the dismissal from the program seat which will result in the student not being able to register for NTD 4401 or NTD 4402/NTD 4402L. Pre-major status will be given to the student by the Office of the Registrar.
4. Students with infractions against ISU student Code of Conduct will be turned over to the Office of Student Affairs. <https://www.isu.edu/deanofstudents/student-conduct/>

## **MALPRACTICE INSURANCE** (8.2.A)

Personal liability insurance through the University is automatically added to students accepted to the dietetic majors. The cost is \$5.00 per semester. This is required by the University as well as part of the Affiliation Agreements the DPD has with various agencies providing experiences to dietetic students.

## **HEALTH INSURANCE** (8.2.A)

Students are strongly encouraged to have health insurance. Students who elect not to carry health insurance are required to sign a risk assumption form. Proof of health insurance or a signed risk assumption form must be submitted before students are allowed to attend off-campus experiences in Quantity Foods or MNT. The Health Insurance Risk assumption form will be available through the Departmental website.

## **IMMUNIZATION REQUIREMENTS**

Students enrolled in Quantity Foods and MNT will occasionally have class in off-campus facilities. In order to be in alignment with facility policies and affiliation agreements, students must have updated vaccination records.

Before attending rotations at PMC or other facility, students must show proof of the following vaccinations:

- Negative PPD (TB test) in the past 12 months
- Proof of 2 MMR vaccinations or titer proving immunity
- Proof of 3 Hep B vaccinations or titer proving immunity
- Proof of 2 varicella vaccinations or titer proving immunity
- Proof of current Tdap vaccination
- Proof of 2 COVID-19 vaccinations

### **Additional information**

1. PPD Test – The negative PPD test must be completed after May 8, 2020. This ensures that you have “coverage” for the entire school year. If you test is positive, you must submit either a negative chest x-ray or negative blood test.
2. MMR – this is a two-shot series that has a 28-day waiting period between shots.
3. Hepatitis B – this is a three-shot series that has a 1 month waiting period between shots. Please plan ahead as it will take several months to complete this series of shots.
4. Varicella – this is a two-shot series that has a 1 month waiting period between shots.
5. Tdap – this vaccination must be completed every 10 years (commonly known as a tetanus shot)
6. COVID-19 – students may apply for an exemption through the individual organization. Each facility has their own procedures for application. Students seeking an exemption must complete the paperwork for each facility. Course faculty can help the student connect with the correct person. It is the student’s responsibility to complete the exemption request in a timely manner that will allow for rotation attendance.

7. Facilities have the right to require students receive a flu shot before entering restricted areas. Students will be notified if a flu shot will be required during the academic year. Students who cannot receive the flu shot or refuse a flu shot will have a reduced lab experience.

If you have had the chicken pox, but not the vaccination you must get a titer drawn showing immunity. If your titer does not show immunity, you will be required to get the varicella vaccination. If you are unsure if you have been previously vaccinated, you can have titers drawn. See Appendix C for a list of local locations and costs for titers, immunizations and screenings.

### **TRAVEL LIABILITY FOR CLASS ASSIGNMENTS AND PRACTICUM (8.2.B)**

Students are responsible for their own transportation to and from all assigned facilities and experience sites. The University is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

### **BACKGROUND CHECK/DRUG SCREENING (8.2.D)**

DPD students are required to complete an online background check prior to starting hospital and food service rotations. Directions for completing the background check will be provided to students prior to beginning the course. Investigators will be looking for things like tickets, misdemeanors or felonies for the past 15 years. Depending on the offence, students may be restricted from some rotation sites. The cost of the service varies, but typically runs about \$50. The cost is the responsibility of the student. Proof of completion is required and kept in the student file. At this time, drug screening is not required for experiential sites used for the DPD. Background checks are good for one year.

### **ILLNESS OR INJURY AT EXPERIENTIAL LEARNING FACILITIES (8.2.C)**

If an injury, illness, or other adverse event occurs while in a rotation at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the student. The student is responsible for any costs incurred. Report an injury, illness, or other adverse event to the preceptor and follow the facility reporting policies. Notify the course instructor or DPD Director as soon as it is safe to do so.

### **STUDENT ORGANIZATIONS**

Students are encouraged to be active in student organizations. The Nutrition and Wellness Club and Phi U are recognized ISU student organizations associated with the Department of Nutrition and Dietetics. The Nutrition and Wellness Club is a service-based organization that has open membership and is a great way to get involved and get to know other Dietetics majors. Phi U is an honorary society with invited membership. Students who have demonstrated academic excellence may be invited to join.

Students entering into the DPD program (i.e. enrolled in the MNT courses) are required to become student members of the Academy of Nutrition and Dietetics. Annual dues are \$58 for a

membership that runs from June 1-May 31. Membership comes with many perks including the Journal of the Academy of Nutrition and Dietetics, the Food & Nutrition magazine, and access to the Evidence Analysis Library. More information and student application form can be found at <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

### **STUDENTS DO NOT REPLACE EMPLOYEES (8.2.E)**

Students can work on rotation assignments, assist preceptors with projects, and oversee projects, etc., but students working in a precepting facility on rotation assignments must not be used to replace employees. The affiliation agreement signed by each facility states that students are not to be considered facility employees.

### **STUDENTS ARE NOT PAID COMPENSATION (8.2.F)**

Students are not paid for completing rotation requirements for an ISU course in any facility. It is preferred that you not be employed by a facility that you are also completing a rotation in for an ISU course. If this can't be avoided, no paid compensation is allowed for your ISU rotation time from your employer.

### **STUDENT/PRECEPTOR COMPLAINTS AGAINST THE DPD (8.2.G & 8.2.H)**

ACEND<sup>®</sup> under the guidance of the U.S. Department of Education (USDE) requires dietetics education programs to identify an avenue for students and preceptors to bring forward DPD program-specific complaints related to ACEND<sup>®</sup> accreditation standards and ensure that students and preceptors citing a complaint will not be subject to retaliation.

Concerns regarding the program may fall outside the Student Academic Grievance Policy addressed in the ISU Student Handbook. <https://www.isu.edu/media/libraries/student-affairs/2022-07-28-Student-Handbook-1-6-1.pdf> Program-specific complaints should be brought to the attention of the DPD Director, ideally in writing.

In some cases, the DPD Director may determine that the complaint is best addressed under the ISU Student Academic Grievance Policy. The student and preceptor may also bring programmatic concerns directly to the attention of the Dietetic Programs Director with direct supervisory responsibilities over the DPD Director. Program-specific complaints and corrective actions will be kept on file by the program for a period of seven years.

Program-specific complaints that have not been resolved can be directed ACEND<sup>®</sup>. Complaints should be submitted to ACEND<sup>®</sup> only after all other options within the DPD program and ISU have been exhausted. ACEND<sup>®</sup> will review complaints that relate to a program's compliance with the accreditation standards. ACEND<sup>®</sup> 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. <http://www.eatrightpro.org/resources/acend>

## GRADUATION REQUIREMENTS (8.2.M)

Students should apply for university graduation at least one semester before all requirements are completed. A graduation/diploma fee must be paid at the Office of Registration and Records. Upon successful completion of the undergraduate program requirements, students receive a B.S. degree in Dietetics. General University goals for the B.S. degree and 120 credits must be completed as well.

Successful completion is defined as completion of all required classes in the DPD with no less than a C- and satisfactory completion of all KRDNs. Successful completion is also considered graduation within 3 years of being accepted into the program. See list of prerequisites and professional courses under the following section on Verification Statements.

## VERIFICATION STATEMENT REQUIREMENTS AND PROCEDURES (8.2.N)

The DPD at Idaho State University culminates in a Bachelor of Science degree with successful completion of a minimum of 120 credit hours with 36 credit hours coming from upper division courses. The DPD defines successful completion as a C- or better in required prerequisite and professional courses.

Course Number	Course Title	Credit Hours
<b>PREREQUISITE COURSES</b>		
BIOL 1101	Biology I lecture and lab (Objective 5)	4
BIOL 2221/2221L	Intro to Microbiology Lecture and Lab	4
BIOL 3301/3301L	Anatomy and Physiology I Lecture and Lab	4
BIOL 3302/3302L	Anatomy and Physiology II Lecture and Lab	4
CHEM 1101	Intro to Chemistry	3
CHEM 1102	Essen of Organic & Biochemistry	3
CHEM 1103	Essen of Organic & Biochemistry Lab	1
ENGL 1101	Writing and Rhetoric I	3
ENGL 1102	Writing and Rhetoric II (Objective 1)	3
CHP 2210	Medical Terminology	2
NTD 2205/L	Foods and Meal Management*	4
NTD 2239	Nutrition (Objective 5)	3
COMM 1101	Principles of Speech (Objective 2)	3
ECON 2201	Macro Economics (Objective 6)	3
MATH 1153	Statistics (Objective 3)	3
NTD 1101	Intro to Dietetics	1
PSYC 1101	General Psychology (Objective 6)	3
SOC 1101	Intro to Sociology	3
Objective 4	Choice of two courses in two categories	6
Objective 7 or 8	Choice in either category	3

Objective 9	Choice	3
<b>PROFESSIONAL COURSES</b>		
NTD 3312/3312L	Quantity Foods Lecture and Lab	4
NTD 3360	Nutrition through the Lifecycle	3
NTD 4400	Nutrition Assessment & Instruction	3
NTD 4401	Medical Nutrition Therapy I	3
NTD 4402/L	Medical Nutrition Therapy II and Lab	4
NTD 4407	Principles of Community Nutrition	3
NTD 4408	Applications in Community Nutrition	3
NTD 4410	Management in Dietetics	3
NTD 4457	Experimental Foods	3
NTD 4461	Nutritional Biochemistry I	3
NTD 4485	Nutritional Biochemistry II	3
NTD 4470	Dietetic Senior Seminar	2
ACCT 3303	Accounting Concepts	3
ENGL 3307	Professional and Technical Writing	3
MGT 3312	Individual and Organizational Behavior	3

\*NTD 1104 Foods and NTD 2204 Meal Management were combined into one course, NTD 2205 Food and Meal Management in the 2019-2020 academic year. Students who have taken the two course series are still eligible to apply to the program.

Students with a prior earned Bachelor's Degree or higher (post baccalaureate), can also earn a verification statement with completion of the prerequisites and professional courses with a C- or better and successful completion of all KRDNs. Completion of the unprescribed objectives is not required. The student may choose to earn a second bachelor's degree but is not required to for issuing of a verification statement.

The program director will issue a verification statement to students upon conferred graduation or program completion (post baccalaureate), as posted by the university registrar, indicating that requirements have been met as dictated by the ACEND® of the Academy of Nutrition and Dietetics. Electronic copies of the verification statement will be sent to the graduate along with instructions for use. A hard copy of the verification statement is available upon request, contact the program director for more information. A copy of the verification statement with an original signature from the program director is also kept in the student's file indefinitely.

## **GRADUATE PROGRAMS, SUPERVISED PRACTICE, AND COMPUTER MATCHING**

After completion of the DPD and earning an ACEND® Verification Statement, graduates are eligible to apply for graduate and supervised practice programs to continue in the process of becoming an RDN. Graduate programs vary with application requirements and due dates. It is important to thoroughly review each graduate program you are considering.

Supervised practice programs also may vary on their application requirements and processes. Many supervised practice programs require an online centralized internship application, DICAS, which may be accessed at <https://portal.dicas.org> (platform is changing November 2022 and this link will no longer work); Email: [DICASinfo@DICAS.org](mailto:DICASinfo@DICAS.org). Many supervised practice programs

may also use the online computer matching system, D & D Digital. [www.dnndigital.com](http://www.dnndigital.com). These processes are covered in depth in the Dietetic Senior Seminar class and in personal advising sessions.

## **UNIVERSITY POLICIES, AMENITIES AND SERVICES**

### **WITHDRAWAL PROCEDURES AND REFUND POLICY**

Students may withdraw from a class or from the University. To initiate a withdrawal from a class, a student must access BengalWeb and complete the withdrawal process. To withdraw from the University, the student can complete the withdrawal by accessing BengalWeb. Students withdrawing from a class after the withdrawal deadline established by the University or withdrawing from the University are encouraged to meet with their advisor and a representative from Central Advising before beginning the processes to ensure the student understands academic and financial aid implications associated with the withdrawal. When students enrolled in for-credit classes withdraw from Idaho State University or make schedule changes that reduce their total fee obligation, refunds are made on the following basis:

General University fees paid without use of a fee reduction program:

- Refunds are calculated and authorized by the Office of Financial Services. The drop/withdrawal date is the actual date the drop or withdrawal is received by an authorized University office or automated system.
- Refunds of registration charges for full-time fees, part-time credit hour fees, non-resident tuition, professional program fees, and departmental fees are calculated on the total amount of fees paid, using the first official day of the University semester or session as the starting date.

### **CENTER FOR STUDENTS WITH DISABILITIES**

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodation, please contact the ADA & Disabilities Resource Center, 208-282-3599. University policy states that it is the responsibility of students to contact instructors during the first week of each semester or as occurrence dictates to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

### **PERSONAL FILE ACCESS/CONFIDENTIALITY AND PRIVACY PROTECTION (8.2.R & 8.2.S)**

The Dietetic Programs are required to follow ISU policy and procedures on record and file maintenance. Both types of documents are coded based on the type of record or file they are and a retention schedule is followed. Permanent records of students are kept indefinitely, but may be archived in an ISU sanctioned facility for safe keeping.

Files on students enrolled as a pre-major, admitted to major, or graduate of the major in the DPD

are maintained in a locked file in the Dietetic Program offices in Garrison Hall on the Pocatello campus. The files may contain any or all of the following types information used to advise and track students' progress in the program: advising sheets, copies of unofficial transcripts, proof of immunization, background checks, DPD applications, correspondence between program director and student, intent to graduate and verification statements. Students may have access to these files by making an appointment with the DPD Director who will schedule a time for the student to review the file. Materials may not be taken from the files by the student but copies may be made. Confidentiality of student files are maintained. Persons other than the faculty, staff, and student may not have access to these files without written permission of the student.

ISU informs students of the Family Educational Rights and Privacy Act of 1974, as amended. Institutional policy explains in detail the procedures to be used by the University for compliance with the provisions of the Act. Copies of the policy can be found on the ISU website at <https://isu.edu/registrar/student-resources/ferpa/>. Questions concerning the Family Education Rights and Privacy Act may be referred to the Associate Director of Registration and Records at 208-282-2661.

### **PERSONAL COUNSELING SERVICES** (8.2.T)

The Counseling and Testing Center at the main campus in Pocatello provides personal counseling and individual assessments. Most services are on an appointment or sign-up basis. Because there are often waiting lists for individual counseling, students are urged to schedule appointments as early as possible.

ISU counselors and psychologists have graduate degrees, and annually attend continuing education seminars. They have all passed certification tests set by the National Board of Certified Counselors or the American Psychological Association, and are licensed by the State of Idaho. For more information, call 208-282-2130 (Pocatello), 208-282-7750 (Idaho Falls), or 208-373-1921 (Meridian). <https://www.isu.edu/ctc/>

### **ISU HEALTH CENTER** (8.2.T)

The ISU Health Center employs a comprehensive and competent medical staff to provide students with quality health care while they are attending ISU. Office calls are free to all students who pay full ISU fees. Students are seen on a walk-in basis or by appointment for most medical services. Call 208-282-2330 for more information.

### **FINANCIAL AID** (8.2.T)

Students may be eligible for financial aid. ISU also participates in the Western Undergraduate Exchange (WUE). Students from several western states may be eligible to apply for the WUE. Call the financial aid office at 208-282-2756 or the scholarships office at 208-282-3315 for more information.

### **PARKING** (8.2.T)

Any person operating or parking any motor vehicle on the ISU campuses must pay \$105 per year or \$75 per semester for an official permit in General lot and must register the vehicle at the

parking office located on the corner of 5<sup>th</sup> Street and Humboldt for the Pocatello campus or the front information desk for the Meridian campus. Call 208-282-2625 for more information.

## **IDENTIFICATION CARD AND NAME BADGE**

Students representing ISU Dietetics in either an assigned rotation site or program sponsored event (e.g. Health Fair, Community Presentation, Facility tour) must wear the ISU Dietetic Student name badge. The student will obtain the name badge through the Campus Connection information desk located on the second floor of the Student Union building on the Pocatello campus 208-282-4636. The first name badge will be paid for by the program and can be used throughout the duration of the DPD. Additional name badges must be paid for by the student (lost, name change, etc.).

## **LIBRARY**

The Eli M. Obler Library contains nearly 544,000 bound volumes, almost 3,300 subscriptions, over 1.8 million pieces of microform material and over 450,000 printed government documents. The library provides a full range of services to students and staff. An integral part of library service is the provision of reference and research assistance to patrons. General reference service is provided at the reference desk and is available during most hours that the library is open.

Library instruction is available and can be tailored to address students' specific needs, from general library orientation to subject-specific bibliographic research. In addition to supplying informational materials from its own collections, the library provides an interlibrary loan facility, which is equipped to locate and deliver books and periodical articles from other libraries' holdings.

## **COMPUTER CENTERS**

The Computer Service Center, located in the basement of the Business Administration building on the Pocatello campus, is dedicated to meeting the computing needs of students. Computer workshops are offered on a regular basis free of charge to students, faculty, and staff. Eight microcomputer labs on the Pocatello campus are open to ISU students. Microcomputer labs are equipped with DOS based machines and run mouse-operated as well as keyboard software. Some labs also contain Apple Macintosh machines. ISU maintains a home page on the World-Wide Web with access to a wide variety of University information, community events, and world-wide information available on the Internet.

Computer labs on the Pocatello campus are located in the following places:

- Turner Hall Basement
- College of Education, Instructional Materials Center
- Pond Student Union Building, Fourth Floor
- Liberal Arts Building, Room 270
- Oboler Library, Second Floor
- Rendezvous, Rooms 213 and 215

# DIETETIC STUDENT PROFESSIONALISM, RESPONSIBILITIES AND ETHICS

## PROFESSIONALISM

Students enrolled in the DPD are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow students, faculty, and administrators and all persons encountered while completing experiential learning activities on and off campus. Students often represent Idaho State University, Kasiska Division of Health Sciences (KDHS), College of Health Professions (CHP), and ISU Dietetic Programs, as well as the profession in clinical practice, experiential learning experiences, and the community at large and are expected to act with honor and integrity. These expectations are applied to all written, oral, and non-verbal communication.

## PROFESSIONAL DEMEANOR

DPD students are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics (page 33). Communications by email should use appropriate grammar and punctuation and should not use text messaging format. Language used in communication (verbal or written) should be respectful and not disparaging or critical of ISU, ISU faculty, the dietetics program, fellow students, or any experiential field site/clinical agency/employee/preceptor, or which are clearly offensive to any reasonable person. Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, students are acting as an ambassador for ISU, KDHS, the Department of Nutrition and Dietetics, and the profession.

## PROFESSIONAL DRESS

Students are expected to be neat, clean, and well-groomed at all times. There will be several off-campus learning activities within the clinical, community, and foodservice settings that require professional dress. Some class presentations and ISU campus experiences will also require professional dress. Students should dress conservatively, modestly, and follow the guidelines outlined below:

- Skirts, professional/dress pants, blouses, sweaters, and tailored dresses are appropriate for women.
- Men should wear a collared shirt, dress slacks or khakis.
- Name tags, which include the student's full name and designate the student as a Dietetic Student at ISU, should be worn for all off site activities.
- A clean white uniform or lab coat is optional. Professional attire should be worn under the lab coat (no jeans or sweat shirts, miniskirts, leggings, low-cut blouses, or tank tops).
- No perfume or strong fragrances should be worn.
- Enclosed shoes with rubber or crepe soles must be worn in food service rotations.
- Hair must be restrained according to facility policy when in food preparation areas. In food preparation areas no large jewelry (rings, earrings, bracelets) or fingernail polish should be worn.
- Nails should be clean and short.
- Socks or stockings must be worn in shoes.

Experiential field supervisors and program faculty reserve the right to send a student home that is not appropriately dressed.

## **ATTENDANCE**

Students are expected to attend all classes, laboratory sessions and field experiences in order to take full advantage of the learning opportunities within the ISU DPD. Some courses have required attendance which are tied into course grading criteria. For off-campus experiences, students will go to the area of assignment at the scheduled time. It is the student's responsibility to request and schedule adjustments previous to scheduling. If unable to appear at the scheduled time, call the area of assignment to report your absence and call the instructor or preceptor. Rescheduling of assignments should be made with the instructor and the experiential facility staff.

## **PERSONAL HYGIENE**

Students will follow sanitary practices in the clinical facilities. Wash hands with soap and water before working with food. Wash hands after working in a soiled area before working with food. Wash hands after going to the toilet or using a handkerchief before handling food again. Avoid touching hair or face while working with food; wash hands after each contact. Visible piercing jewelry may not be worn any place other than the ears during the rotations.

## **FOOD HANDLING**

Correct methods of tasting must be followed when tasting food at ALL times. Spoons and a rubber spatula used for blending or stirring ingredients are not to be licked. The two spoon method for tasting is best to follow. A spoon or fork placed in the mouth must be washed or put in soiled area immediately.

## **ILLNESS OR INJURY AT THE FACILITY**

If the student experiences an injury, illness, or other adverse event while in rotation at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the student. The student is responsible for any costs incurred. Illness should be reported to the ISU course instructor and preceptor and make-up time scheduled as appropriate. Injury or other adverse event should be reported immediately to the preceptor and the student should follow facility reporting policies. The ISU course instructor and DPD Director should also be notified in advent of any injuries. If possible, students are encouraged to seek necessary medical treatment at the ISU Health Center.

## **ABSENCES**

Classes, laboratory or practicum experiences that are missed due to injury, illness or family emergency must be made up at the discretion of the instructor. The student must call the instructor in the event of absence if at all possible. If the instructor can't be contacted prior to class, the student must make every effort to get a hold of the instructor as soon as possible. In many cases, doctor's notes or other verifying documentation may be needed.

## **SENSITIVE TOPICS OF DISCUSSION AND RELATED RESOURCES**

Students in the DPD program will be exposed to many different sensitive situations and topics, both in the classroom and in the community. Specifically, topics of social bias, health disparities, cultural sensitivity, food insecurity, weight management, weight bias, eating disorders, and social bias will be discussed. In some cases, these discussions may be uncomfortable or even serve as triggers. Students are strongly encouraged to develop a system of support that will exist through the DPD program, supervised practice, and into a professional position. Students must develop a mature, sensitive, and effective professional judgement and relationship with others and themselves.

Unfortunately, dietetics students and professionals can and do experience disordered eating and eating disorders. An active eating disorder can negatively impact health, program performance, and future practice. Principle #17c of the Code of Ethics for the Profession of Dietetics provides firm guidance about dietetics practitioners with active eating disorders: “If the condition impacts the dietetics practitioner’s ability to practice in a way that could cause harm, he or she should withdraw from practice.”

Students with active eating disorders are encouraged to seek out the appropriate support. Faculty can provide support and connect students with resources, but in order to maintain the integrity of the student/faculty relationship, they cannot serve as nutrition counselors to students. Other eating disorder resources available to help students on campus include counselors at the ISU Counseling and Testing Center (208-282-2130), dietitians at the ISU Health Center and ISU Wellness Center, and the ISU sports dietitian. A list of local practitioners who work with eating disorders can be found in Appendix D.

## **ELECTRONIC DEVICES**

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note-taking, faculty-led class activities, and used specifically related to class assignments. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities. Cell phones must be placed on “silent” mode during classes and experiential learning activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional. Failure to comply may result in removal from experiential sites.

## **SOCIAL MEDIA**

This information comes from the Kasiska Division of Health Sciences (KDHS) Social Media Guidance Document. For the most current version, please access this document on the KDHS website.

The following is intended to assist Kasiska Division of Health Sciences (KDHS) students in using electronic media in a manner that maintains appropriate boundaries and professionalism. While the intent is only to address use of social media and as an employee or student at ISU is

easily blurred. Professionalism dictates that one is always cognizant of the potential impact of one's activities on one's own reputation and that of the KDHS and ISU. The ability of ISU students to completely separate themselves from the institution is limited. Use of social media can expose an individual to personal legal liability and the University to legal action from third parties.

### **There are Legal Responsibilities Associated with Postings**

Care should be taken not to infringe upon copyright laws or intellectual property laws. When posting materials owned by others, one should request permission from publishers, content creators or owners of the material prior to posting. Where the original publisher has included on its website a button permitting one to publish a link to the content on a social media site, it is safe to presume that the publisher has given permission to do so. Otherwise, take care not to violate copyrights. Do not copy and post entire articles. Use only small portions, and give proper attribution. Be aware that it can be extremely difficult and time-consuming to identify the copyright owners and obtain permissions, especially for music and video content. Music and video content that is posted on a social media site is likely to be taken down on requires of the copyright owner. If it is posted on a private website, the owner could face a copyright infringement lawsuit and significant liability for monetary damages.

### **Smart Users of Social Media Understand Two Essential Assumptions**

- Anything that is posted is public, regardless of privacy settings; and everything that is posted can be retrieved forever. Nothing is ever really deleted. KDHS students are personally responsible for the content they post on social media venues. Given that reality, the following guidelines should be kept in mind for social media postings:
- Use care in the language one uses in postings so as not to put oneself in a position to be accused of libel, defamation of character or other legal violations. Language used should avoid abusive, insulting, attacking, or threatening messages toward others.
- Never post information, images, videos, etc. about a person other than oneself without his/her specific permission. Lectures recorded by faculty during the COVID-19 pandemic are for use by students only. Sharing of lectures, pictures, etc. in any format beyond the classroom setting is prohibited and could be subject to disciplinary action by the Department of Nutrition and Dietetics.
- As nothing that is posted on the Internet is truly private, post only content that one is comfortable in sharing with the general public, including current and future employers.
- If you note a breach of confidentiality or privacy in postings that you have access to, you are obligated to report them to the appropriate authorities.
- Anything that exists on a server is there forever and can be reconstructed later, even after deletion. A photograph can always be recovered and may be discoverable in a court of law.
- Information and data presented should be accurate.
- Family Education Rights and Privacy Act (FERPA) ensure the privacy of educational records of students. At no time should information that is considered part of a students' educational record be submitted, posted or referenced through a social media network.

- The Health Insurance Portability and Accountability Act (HIPAA) requirements, as amended, must be adhered to at all times. References to patients and their health are protected and should remain strictly confidential. At no time should information about a patient be submitted, posted or referenced through a social media network.
- A University email address can be sufficient to identify an individual as associated with the University. Postings on social media which can identify an individual's association with the KDHS or ISU should include a disclaimer that the opinions expressed are not necessarily coming from the KDHS or the University.
- Do not use the name ISU to endorse products, causes, political parties or candidates.
- Any utilizations of ISU logos must comply with the marketing and public affairs standards of ISU.
- Do not post or otherwise speak on behalf of ISU unless authorized to do so on social media sites. When acting as an ISU representative on social media, adherence to the guidelines outlines in this policy is expected. Violating these expectations can result in personnel consequences.

## **HIPPA AND PATIENT CONFIDENTIALITY**

Patient and client confidentiality is of primary importance to the ISU DPD and all institutions providing learning experiences for DPD students. Students are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) standards as a practicing RD/RDN. Patient and employee information (both documented and undocumented) is confidential. Students should never discuss details about patients in a non-confidential place (elevator, hallway, break room, etc.). Students must not discuss patients or their cases with anyone except with the professor/preceptor/other health professional in that facility as needed to be informed to provide patient care.

Students will be required to complete additional HIPPA training for NTD 4402L Medical Nutrition Therapy II Lab. Confidentiality must also be observed with regard to employees and clients in the foodservice operations, public health, and community experiential learning sites. Students shall not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality. A sample violation would be a student listening into a private conversation and then passing along the information gleaned.

## **ACADEMIC HONESTY AND IDENTITY**

Academic honesty is paramount to the ISU DPD and the profession and is expected of all students and faculty. Academic dishonesty includes, but is not limited to, classroom, lab and online formats. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor. Students are required to complete an online academic honesty tutorial and pass the quizzes for every dietetic course every semester. Proof of completion is required by each dietetic instructor. Instructors for online courses employ methods to detour cheating as well confirm student identity. Students should inform course instructors of suspected cheating by other students.

## **ETHICAL CONSIDERATIONS**

The ethics of the profession of dietetics include a sense of moral value regarding standards of practice, knowledge of responsibilities, and rules of conduct based upon human relations. Students can facilitate his/her professional and personal adjustments by assuming responsibilities for the following areas:

### **RESPONSIBILITIES TO SELF**

1. To learn through application, experience, and experimentation.
2. To think critically.
3. To solve problems with minimum guidance through logical methods.
4. To evaluate or assess learning experiences based on stated and personal objectives.

### **RESPONSIBILITY TO THE PATIENT**

1. The client's welfare is the student's prime objective.
2. The student should respect information of a confidential nature regarding the client.
3. An attitude of objective, professional, and sincere interest should be maintained toward the client.
4. The student should consult with his or her instructor or preceptor concerning patient encounters, including patient dietary instructions, and imparting information to the patient regarding that patient's disease process, prognosis, and drugs.
5. Information imparted to patients should be limited to one's professional area. The student should not assume the role of a social worker, psychologist, occupational therapist, physical therapist, physician, nurse, etc.

### **RESPONSIBILITY TO THE PHYSICIAN**

1. The student should treat the patient under the direction of his or her instructor or preceptor and in collaboration with qualified physicians.
2. The student should maintain and encourage the patient's confidence in the physician and other personnel.

### **RESPONSIBILITY TO THE INSTITUTION**

1. The student should accept and abide by the rules of the institution, which is providing clinical experience.
  - a. Rules and regulations vary from one institution to another.
  - b. When information regarding policies is insufficient or unclear, it is necessary for the student to ask questions.
2. The student should respect information of a confidential nature regarding the institution.
3. Punctuality is an obligation and an essential factor of good human relations. Be on time. Telephone the instructor or preceptor if you will be late or absent.
4. Loyalty to the institution during term of affiliation is expected.
5. Institution materials and equipment should be cared for and respected

## **RESPONSIBILITY TO THE DEPARTMENT AND CO-WORKERS**

1. Supervision is a two-way communication process. The student can hasten his/her progress by a thoughtful use of supervision, particularly in the following areas:
  - a. Request guidance when necessary by asking pertinent questions.
  - b. Contribute to the overall functioning of the department by using personal resources and those available at the department.
  - c. Complete assignments and experiences carefully and share ideas regarding change with the instructor or preceptor.
  - d. Observe proper channels of procedure regarding suggestions, criticism, and grievances.
2. Addressing of patients and superiors should be consistent with department policies.
3. Personal appearance has a direct bearing upon professional relationship with personnel and patients. Neatness and conservation are important considerations.
4. The uniform recommended by the school and institution should be worn during affiliations.
5. The student has a responsibility to be a good example in attitude, behavior, and professional performance, especially when dealing with hospital personnel and visitors.

## **RESPONSIBILITY TO THE PROFESSION AND PROFESSIONAL ORGANIZATION**

1. Each student should realize that he/she is a contributing factor in the growth of the profession. The student is committed to uphold its dignity and honor.
2. The Academy of Nutrition and Dietetics and the individual State or District Regional Associations, through their combined effort, represent the organized strength from which stems the status of the dietitian. By joining these associations, the student gives support and demonstrates interest. Membership is strongly recommended for both the Academy of Nutrition and Dietetics and the Idaho Academy of Nutrition Dietetics. The Academy of Nutrition and Dietetics maintains a Code of Ethics to govern the actions of its members. See Appendix D or visit the AND website at <http://www.eatright.org>
3. The Student Dietetic Club is a very active professional organization for students interested in the field of dietetics. They have regular meetings and activities that support the field of dietetics. You are encouraged to participate in this club.
4. The Beta Rho Chapter of Phi Upsilon Omicron National Honor society provides invitation to membership based upon class standing at GPA. The chapter is very active on campus and in the community with service and professional projects. You are encouraged to accept an invitation to membership and be an active participant in this national organization.

## **RESPONSIBILITY TO THE COMMUNITY**

1. The student has the opportunity during his/her affiliation to learn about available community resources.
2. The community is the home of future dietitians. The student can contribute to recruitment by example and orientation of interested persons to dietetics.

3. The hospital furnishes a service to the community; therefore, community members deserve a courteous reception.

### **RESPONSIBILITY TO PEERS**

1. The student will be supportive of peers in group activities.
2. Students will demonstrate professional ethics by giving credit for peer contributions.

## PROGRAM COSTS

The following is an estimation of program cost to the individual student. Figures are for the full academic year if not otherwise noted.

Application fee for admission to the DPD: \$25

Tuition: see current tuition rate at the following web link <https://isu.edu/cost/>

Lab fees	\$15-75/ per lab course
Lab Coat (optional)	~ \$50
Books and Supplies	~\$800-1000
Health Screen and Immunizations:	Appendix C
Background Check	~\$50
Malpractice Insurance	\$5/semester
Professional Membership in the Academy of Nutrition and Dietetics	\$58/year

The figures quoted above are estimates of actual program expenses as of Fall 2023. Actual cost may be more or less than estimates. Housing, transportation and personal living expenses have not been included as these often vary considerably between individuals.

## **LIST OF APPENDICES**

Appendix A: Required Courses and Suggest Sequence

Appendix B: Foundation Knowledge and Skill Statements

Appendix C: KRDN Assessment Schedule

Appendix D: Local Practitioner List for Nutrition Counseling and Eating Disorders

Appendix E: Where to Get Immunizations

Appendix F: Academy of Nutrition and Dietetics Code of Ethics

## APPENDIX A: REQUIRED COURSES AND SUGGEST SEQUENCE

**Idaho State University-Division of Health Sciences**  
**B.S. Dietetics**  
 (Didactic Program in Dietetics Curriculum)

Name \_\_\_\_\_ Bengal ID \_\_\_\_\_ Catalog Year \_\_\_\_\_ G.P.A. \_\_\_\_\_ Transfer  
 \_\_\_\_\_ Advisor \_\_\_\_\_

Students electing the Dietetics major must fulfill the university general education requirements for a B.S. degree plus the required dietetic courses and additional electives to total 120 credits. Course grade lower than C- not accepted.

Students majoring in Dietetics must pay careful attention to the prerequisite courses required as well as other specific courses required to fulfill the university general requirements. NTD prefix courses must be taken in the sequence shown unless approved by advisor. \* Only offered in semester indicated.

Students should meet with their advisor at least once every semester to ensure correct scheduling of course work.

**Suggested Sequence Of Courses**

**Year One-Pre-Dietetics**

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
ENGL 1101	Writing & Rhetoric I	3		ENG 1102	Writing & Rhetoric II	3	
BIOL 1101	Biology I (lecture and lab)	4		CHEM 1101	Intro to Chemistry	3	
TA-MATH 1153	Statistical Reasoning	3		CPH 2210	Medical Terminology	2	
PSYC 1101	General Psychology	3		NTD 1101*	Intro to Dietetics	1	
OBJ 4, 7, 8, or 9		3		SOC 1101	Intro to Sociology	3	
				OBJ 4, 7, 8, or 9		3	
<b>Total</b>		<b>16</b>		<b>Total</b>		<b>15</b>	

**Year Two-Pre-Dietetics**

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
CHEM 1102	Essen of Org & Biochem	3		ECON 2201	Macro Economics	3	
CHEM 1103	Essen of Org & Biochem Lab	1		NTD 2205	Foods and Meal Management	3	
BIOL 2227 or 3301	Anatomy & Phys I	3		NTD 2205L	Foods and Meal Mgt Lab	1	
BIOL 2227L or 3301L	A & P I Lab	1		BIOL 2228 or 3302	Anatomy & Phys II	3	
NTD 2239	Nutrition	3		BIOL 2228L or 3302L	A & P II Lab	1	
COMM 1101	Prin. of Speech	3		BIOL 2233	Principles of Microbiology	3	
				BIOL 2233L	Principles of Microbiology Lab	1	
<b>Total</b>		<b>14</b>		<b>Total</b>		<b>15</b>	

Apply for DPD in spring of Year Two or Year Three. Application deadline is February 15<sup>th</sup>.

Over for Year Three and Year Four Suggested Schedule and Goal check off

**Year Three-DPD Curriculum**

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
MGT 3312	Ind & Org Behavior	3		ENGL 3307	Professional and Technical Writing	3	
NTD 3312*	Quantity Foods	3		ACCT 3303	Accounting Concepts	3	
NTD 3312L*	Quantity Foods Lab	1		NTD 4400*	Nutrition Assessment and Instruction	3	
OBJ 4, 7, 8, or 9		3		NTD 4410*	Management in Dietetics	3	
OBJ 4, 7, 8, or 9		3		NTD 3360*	Nutrition through Lifecycle	3	
	Elective	3					
<b>Total</b>		<b>16</b>		<b>Total</b>		<b>15</b>	

**Year Four-DPD Curriculum**

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
NTD 4401*	MNT I	3		NTD 4402*	MNT II	3	
NTD 4407*	Prin. of Comm Nutrition	3		NTD 4402 L*	MNT II Lab	1	
NTD 4457*	Experimental Foods	3		NTD 4408*	App in Comm Nutrition	3	
NTD4461*	Nutritional Biochem I	3		NTD 4485*	Nutritional Biochem II	3	
NTD 4470*	Senior Seminar	2		Electives		5	
<b>Total</b>		<b>14</b>		<b>Total</b>		<b>15</b>	

**General Education Objective Requirements Check Off**

\_\_\_ **OBJ 1 English Composition** – 1 course: Dietetic majors meet with ENGL 1102 (with ENGL 1101 or passing score on proficiency exam as prerequisite).

\_\_\_ **OBJ 2 Spoken English** – 1 course: Dietetic majors meet with COMM 1101

\_\_\_ **OBJ 3 Mathematics** – 1 course. Dietetic Majors meet with MATH 1153 (with MATH 1108 or higher or...Satisfactory score on placement as a prerequisite).

\_\_\_ **OBJ 4 Humanities, Fine Arts, Foreign Language:** Minimum two courses from two different categories: Humanities, Fine Arts, and Foreign Language.

\_\_\_ **OBJ 5 Natural Science – Minimum** two courses and one laboratory. Dietetic majors meet goal with science prerequisites: BIOL 1101, CHEM 1101, 1102, 1103 and/or NTD 2239.

\_\_\_ **OBJ 6 Behavioral and Social Science** – Minimum two courses from two difference prefixes. Dietetic majors meet with Econ 2201, ~~Psyc~~ 1101 and Soc 1101.

\_\_\_ **OBJ 7/8 Critical Thinking or Information Literacy:** One course from either Critical Thinking or Information Literacy. LLIB 115 Intro to Information Research suggested

\_\_\_ **OBJ 9 Cultural Diversity:** One course.

Revised 05/08/2023

## APPENDIX B: FOUNDATION KNOWLEDGE AND SKILL STATEMENTS

The DPD at Idaho State University is designed to follow the 2022 Standards for Didactic Programs developed by ACEND.® A complete document of the standards is available at <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2017-standards>

### Knowledge Requirements for Dietitian Nutritionists (KRDN's) for Didactic Programs

The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products, and services to individuals, groups and populations.

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess

nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.

- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus, and meal plans that promote health and disease management and meet client's/patient's needs.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the processes involved in delivery quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, and knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

## APPENDIX C: KRDN ASSESSMENT SCHEDULE

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge	Evaluation technique and minimum score required to meet KRDN
<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>			
<b>KRDN 1.1</b> Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NTD 4485: Nutritional Biochemistry II	case study and class presentation	Must score 80% or higher
<b>KRDN 1.2</b> Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NTD 4485: Nutritional Biochemistry II	Student presentation	Must score 80% or higher on presentation
<b>KRDN 1.3</b> Apply critical thinking skills.	NTD 4485: Nutritional Biochemistry II	Case study and class presentation	Must score 80% or higher to meet
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</b>			
<b>KRDN 2.1</b> Demonstrate effective and professional oral and written communication and documentation.	Oral & Written: NTD 4402 Medical Nutrition Therapy II	Written: final case study/lit review & presentation	Oral: must earn 80% or higher  Written: must earn 80% or higher
<b>KRDN 2.2</b> Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	NTD 4470: Senior Seminar	Class assignment that reviews the Code of Ethics and provides situational analysis	Student must earn 80% of higher on the Code of Ethics review and demonstrate understanding during situational analysis
<b>KRDN 2.3</b> Assess the impact of a public policy position on nutrition and dietetics practice.	NTD 4408: Application of Community Nutrition	Food insecurity class discussion	Pass/fail for participation
<b>KRDN 2.4</b> Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	NTD 4407: Principles of Community Nutrition	Health care Systems and Policy In-Class Activity	Students will earn an 80% of higher on the activity
<b>KRDN 2.5</b> Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	NTD 4402L: Medical Nutrition Therapy II Lab	Health profession assignment	Students will receive 80% on assignment
<b>KRDN 2.6</b> Demonstrate cultural humility, awareness of personal biases and an understanding of cultural	NTD 4407: Principles of Community Nutrition	Cultural competence in-class activity	Students will earn an 80% of higher on activity

<b>differences as they contribute to diversity, equity and inclusion.</b>				
<b>KRDN 2.7</b>	<b>Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.</b>	NTD 4407: Principles of Community Nutrition	Health care Systems and Policy In-Class Activity	Students will earn an 80% of higher on the activity
<b>KRDN 2.8</b>	<b>Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.</b>	NTD 4402L: Medical Nutrition Therapy II Lab	Students will participate in the national AND election and the Idaho state election	MNT students join AND, meet with voting in national election? Evaluate as yes/no
<b>KRDN 2.9</b>	<b>Defend a position on issues impacting the nutrition and dietetics profession.</b>	NTD 4470: Senior Seminar	Seminar presentation	Students earn at least an 80% on presentation
<b>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</b>				
<b>KRDN 3.1</b>	<b>Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.</b>	NTD 4402: Medical Nutrition Therapy II	PMC patient case paper	Student will score an 80% or higher on their final case paper; grading rubric used to evaluate
<b>KRDN 3.2</b>	<b><i>Develop an educational session or program/educational strategy for a target population.</i></b>	NTD 4408: Applications of Community Nutrition	Food demonstration	Student will score an 80% or higher on their food demonstration
<b>KRDN 3.3</b>	<b><i>Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.</i></b>	NTD 4400: Nutrition Assessment & Instruction	NTD 4400: final client simulation	Student earn 80% or higher on assignment
<b>KRDN 3.4</b>	<b>Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).</b>	NTD 4400: Nutrition Assessment and Instruction	In-class practice activity	Students will participate in an in-class activity that allows them to practice taking BP and BG measurements, etc. Pass/fail grading system for participation
<b>KRDN 3.5</b>	<b>Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.</b>	NTD 4485: Nutritional Biochemistry II	Exam questions	Students earn 75% or higher on exam questions covering nutritional genomics
<b>KRDN 3.6</b>	<b>Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.</b>	NTD 4407: Principles of Community Nutrition	Cultural Meal Challenge	Students will earn an 80% of higher on the assignment
<b>Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.</b>				
<b>KRDN 4.1</b>	<b>Apply management theories to the development of programs or services.</b>	NTD 4410: Management in Dietetics	Management project	Student will earn 80% or higher on management project
<b>KRDN 4.2</b>	<b>Evaluate a budget/financial</b>	NTD 4410: Management	Management project	Student will earn an 80% or

	<b>management plan and interpret financial data.</b>	in Dietetics		higher on the management project
<b>KRDN 4.3</b>	<b>Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.</b>	NTD 4407: Principles of Community Nutrition	Nutrition reimbursement in-class activity	Students will earn an 80% or higher on the activity
<b>KRDN 4.4</b>	<b>Apply the principles of human resource management to different situations.</b>	NTD 4410: Management in Dietetics	Management project	Student will earn 80% or higher
<b>KRDN 4.5</b>	<b>Apply safety and sanitation principles related to food, personnel and consumers.</b>	NTD 3312L: Quantity Foods Lab	Food code certification exam	Student will pass food handler's exam
<b>KRDN 4.6</b>	<b>Explain the processes involved in delivering quality food and nutrition services.</b>	<b>NTD 3312</b>	<b>In-class project</b>	<b>80% or higher on project</b>
<b>KRDN 4.7</b>	<b>Evaluate data to be used in decision-making for continuous quality improvement.</b>	NTD 3312	In-class project	80% or higher on project
<b>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>				
<b>KRDN 5.1</b>	<b>Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.</b>	NTD 4410: Management in Dietetics	Leadership and cultural awareness quiz	Yes/No did the assessment
<b>KRDN 5.2</b>	<b>Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.</b>	NTD 4470: Senior Seminar	Resume development assignment	Pass/fail resume development
<b>KRDN 5.3</b>	<b>Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).</b>	NTD 4402L: Medical Nutrition Therapy II Lab	RDN IP health care team introduction	Pass/fail practice introduction
<b>KRDN 5.4</b>	<b>Practice resolving differences or dealing with conflict.</b>	NTD 4410: Management in Dietetics	Management project	Student participate in class discussion – yes/no
<b>KRDN 5.5</b>	<b>Promote team involvement and recognize the skills of each member.</b>	NTD 4410: Management in Dietetics	Management Project	Group work assessment – yes/no
<b>KRDN 5.6</b>	<b>Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.</b>	NTD 3312L: Quantity Foods Lab	Quantity rotation reflection	80% of higher on reflection

## **APPENDIX D: LOCAL PRACTITIONER LIST FOR NUTRITION COUNSELING AND EATING DISORDERS**

Dietitians and Counselors specializing in eating disorders in Southeast Idaho

### **Idaho Falls**

**Chera Morris**, Registered Dietitian (cert in Intuitive Eating)

Phone:208-538-9633 Fax:208-692-9909

Food Freedom Nutrition, LLC

2235 East 25 th Street STE 280

Idaho Falls, ID 83404

Email: chera@foodfreedomrd.com

Website: foodfreedomrd.com

**Julie Buck, RD**

Email: julie@planebeginnings.com

### **Pocatello**

**Idaho State University Counseling and Testing Center**

isu.edu/ctc/

Pocatello: (208) 282-2130 (Sally Bodkin, LCPC)

Idaho Falls: (208) 282-7750

Meridian: (208) 373-1921

**Abby Wilson, RN, RD, LD, CDE**

(208) 680-5151

### **Rexburg**

**Liz Stephenson, LCPC** – Integrated Counseling and Wellness

844-907-0749 Eating Disorder Specialist

## APPENDIX E: WHERE TO GET IMMUNIZATIONS

ISU Health Center: 282-2330

ISU accepts insurance. No appointment necessary.

Note: These are pay same day fees. Check with your insurance company to see if vaccinations are covered. There is an additional charge if insurance is to be billed. If more than one titer is needed, all can be done at once and will only have one draw fee.

Hepatitis B (2 shots)	\$110/per shot
Hepatitis B titer	\$25 + \$10 draw fee
Varicella vaccine (2 shots)	\$175/per shot
Varicella (chicken pox) titer	\$30 + \$10 draw fee
PPD Skin test	\$15
MMR vaccine (2 shots)	\$105/shot
Measles titer	\$25 + \$10 draw fee
Mumps titer	\$25 + \$10 draw fee
Rubella titer	\$20 + \$10 draw fee

Southeastern Idaho Public Health: 233-9080

Appointments suggested. Shots given Monday –Thursday. Insurance accepted. Can be billed and make payments. Proof of income may be needed for some sliding scale fees and titers. Those without insurance may be able to receive the vaccines at significantly reduced rates, depending on state supply, but you must pay the day the shot is received.

Will bill Medicaid or insurance\*\*

Hepatitis B (3 shots)	\$97/shot
Hepatitis B (2 shots)	\$160/shot
Hepatitis titer	\$44
Varicella vaccine (2 shots)	\$171/shot
Varicella titer	\$30
PPD Skin test	\$27
MMR vaccine	\$132/shot
MMR titer	\$34

\*\*Prices on this table are from 2021. Prices were unable to be verified for Fall 2022.

Other options:

- Private Physicians or clinics

## APPENDIX F: ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

**Visit the website below for information regarding the Academy of Nutrition and Dietetics Code of Ethics.**

<http://www.eatrightpro.org/resources/career/code-of-ethics>

Effective Date: June 1, 2018

## Preamble

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

## Principles and Standards

### 1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

### 2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.

- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### 3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

### 4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

## Glossary of Terms

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

**References:**

Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.

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<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>

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Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.

Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Students enrolled in the DPD program must read the handbook and sign the statement of understanding (found below) within the first two weeks of class. A digital version of the form is available at: <https://powerforms.docuform.net/ae3cf072-c061-42ae-af33-a35ea0c73692?env=na3&acct=2da98823-d11d-4c35-9b20-96272d24990a&accountId=2da98823-d11d-4c35-9b20-96272d24990a>



## Didactic Program in Dietetics Handbook: 2023-2024

- I have read and comprehend the information presented in the ISU DPD Handbook.
- I agree to abide by the policies set forth in these handbooks throughout the remainder of my undergraduate studies in dietetics. I understand that failure to comply with expectations could result in disciplinary action and/or program dismissal.
- I understand that discussing sensitive topics, including eating disorders, is a part of the dietetics curriculum and profession. I will reach out for support if needed.

Photos of in-class activities, presentations, etc may be taken as part of class. The Department of Nutrition and Dietetics may use these photos on the Departmental website or in promotional materials. To change your selection, please notify the Department of Nutrition and Dietetics in writing.

- I grant the Department of Dietetics and Nutrition permission to use my image.
- I do not give my permission for my image to be used.

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DPD Student Signature

Date

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DPD Director Signature

Date