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<tbody>
<tr>
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<tr>
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</tr>
<tr>
<td>Academy of Nutrition and Dietetics (the Academy):</td>
<td><a href="http://www.eatright.org">http://www.eatright.org</a></td>
</tr>
<tr>
<td>Michigan Academy of Nutrition and Dietetics (MAND) Annual Conference:</td>
<td><a href="http://www.eatrightmich.org">http://www.eatrightmich.org</a></td>
</tr>
<tr>
<td>Southeastern Michigan Dietetic Association (SEMDA) Meetings:</td>
<td>3rd Wednesday of each month; Check website for location and meeting details (<a href="http://www.semda.org">www.semda.org</a>)</td>
</tr>
</tbody>
</table>
I. Introduction: Wayne State University Coordinated Program in Dietetics

A. The Wayne State Program

The Coordinated Program in Dietetics (CPD) at Wayne State University received developmental accreditation with specialization in July of 1980. It is one of two coordinated programs in the state of Michigan. The CPD is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics. ACEND is recognized by the Council on Post–Secondary Accreditation and the United States Department of Education. The Program is currently accredited and conducted a self-study in the year 2004. The CPD is housed within the Department of Nutrition and Food Science (NFS), in the College of Liberal Arts and Sciences at Wayne State University (WSU). As such, its mission must evolve from those of each, yet reflect its unique contribution to the whole:

“The Coordinated Program in Dietetics (CPD), as a division of the Department of Nutrition & Food Science (NFS) at Wayne State University (WSU), has as its mission the successful education and training of outstanding dietetics professionals and service to the community in which the University is located. The CPD’s educational emphasis is medical nutrition therapy, in particular as it relates to nutrition and chronic diseases, which affect a disproportionate segment of Michigan residents, and particularly those in the community. In addition, the CPD strives to serve the state of Michigan, and in particular the southeastern region, from which come the majority of University students, and in which the majority seek employment upon program completion.”

WSU is a national research university with an urban teaching and service mission. Congruent with the University's first priority of developing new knowledge and its application and the NFS goals of research in nutrition and food science, the CPD teaches its undergraduate students to use theory and research as the basis for professional practice. Furthermore, the program provides the opportunity to initiate graduate education, including a research component, while achieving the professional experience needed to become a registered dietitian (RD).

As evidence of its commitment to maintaining excellence, the Coordinated Program is accredited by the Academy of Nutrition and Dietetics (Academy). Further, it consistently and systematically seeks validation of its effectiveness through ongoing interaction with practitioners, employers, graduates, the Academy of Nutrition and Dietetics, and the Commission on Dietetic Registration (CDR). The program represents one of a few select programs in professional education in the College of Liberal Arts and Sciences.

Congruent with the university mission of service, the program is committed to the profession and the community. It is the only coordinated program preparing dietitians for entry to practice in Detroit, and one of only two such programs in the state of Michigan. Since the majority of students remain in the area and seek employment here, the faculty in the program believes strongly that educational activities use the locale as a teaching lab to develop skills needed by entry-level professionals. The community receives the direct benefit of the student's practice experiences, as the recipients of nutritional care. Finally, faculty demonstrate commitment to professional and community care service by active involvement in such activities as local, state and national associations, consultation, and public speaking.

The Profession of Dietetics

Dietetics is concerned with the nutrition and feeding of people. The special body of knowledge of our profession is the science of nutrition, but delivery of care requires skills in a number of closely allied fields such as food science, business, management, psychology, social science, economics, and communications. The strong base in science and in these other areas is developed through selection of relevant prerequisite and supporting cognate courses and in the
professional courses. Students are accountable for applying that knowledge in the supervised practice settings in food service and community and clinical dietetics.

The profession is undergoing rapid change, partly as a result of the knowledge and technological advances occurring in the sciences, but also because of changes in the health care system including payment mechanisms, shifts in location of and access to care, and the nature of health problems and social system including shifts in population demographics, population mobility and more competitive career opportunities for women. An educational program must prepare the practitioner for the present and the future. As a result, the CPD affirms the core knowledge and performance requirements of the AND as the minimum standard for program completion, using them as the basis for the curriculum. The faculty also supports the concept of entry level practice as a generalist, with skills in food-service management and community and clinical dietetics; the generalist approach maximizes career flexibility, while it facilitates integration of components of the role. However, the WSU CPD has an emphasis in clinical nutrition or medical nutrition therapy.

By emphasizing skills in critical thinking and problem solving, the program affirms the need to foster use of creativity and flexibility for meeting the changing needs of the profession and society. The program emphasizes gradual development of skills in self-directed learning, affirming the belief in the need to develop skills in deliberate, reflective, self-evaluation and lifelong learning as components of professional behavior. To help students develop as accountable professionals, the program provides opportunities for them to learn leadership and communication skills and a value system congruent with professional practice.

B. Goals and Objectives of the CPD

Program Goal 1: Prepare practitioners who deliver quality nutritional care that is based on academic standards for entry-level dietitians and current research

Program Objectives for Goal 1:

1) Students will have a first time pass rate of 80% pass rate or better on the RD exam over the accreditation cycle
2) Over the accreditation cycle, 80% of graduates seeking positions will find employment within 12 months of program completion
3) For employer survey of grads, 80% will rate the graduates’ performance and level of preparation at 4 or higher (on a scale from 1 to 5, 5 is highest) over the accreditation cycle

Program Goal 2: Increase the recruitment and retention of students from within the community

Program Objectives for Goal 2:

1) CPD will recruit at least one under-represented student per class annually
2) 90% of CPD students enrolled in the junior year will complete the program within 3 years

Program Goal 3: Provide service to the community and profession by providing diverse educational experiences for students and promoting community involvement

Program Objectives for Goal 3:

1) Over the accreditation cycle, 70% of program graduates will become involved in their communities, as evidenced by Graduate Survey data indicating involvement in precepting, professional, and other volunteer activities
2) Over the accreditation cycle, 80% of graduates surveyed will rate their level of preparation for their first position at 4 or higher (on a scale from 1 to 5, 5 is highest)
C. Professional Status/Program Completion Requirements

Evidence of professional status includes membership in the Academy of Nutrition and Dietetics and eligibility to use the title, Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). These privileges are the direct result of successful completion of the WSU CPD and a passing score on the nationally administered registration examination. Michigan currently does not have licensure or certification for dietitians, and the RD and RDN titles make them eligible for dietetic practice. However, graduates moving out of state are responsible for informing themselves of the other states’ licensure laws.

Application forms, filled out by the student at the end of the senior year, are sent with the Verification Statement, signed by the Program Director, to CDR, which enables the program graduate to take the registration examination. In completing and signing the Verification Statement, the Program Director confirms that the student has met all the requirements for program completion. The program graduate is presented with a copy of the Verification statement and can request as many copies as needed at any future time point by contacting the Program Director. Final official transcripts indicating that B.S. was earned are also forwarded to complete the application process.

After acceptance into the program, a form listing all courses that need to be completed or repeated will be provided to the student with the mailing of the Student Handbook. It is the student’s responsibility to make sure all deficient courses are completed and to provide official transcripts to the CPD faculty once the courses are complete. Failure to complete deficient courses or to provide official transcripts will delay completion of the program.

Criteria for program completion are:

1. Completion of the requirements for a baccalaureate degree. For students receiving a baccalaureate outside the U.S., an equivalency statement from an approved agency must be included with the application packet. Names of agencies are available at the CPD website.
2. Achievement of knowledge and performance requirements specified by the ACEND at satisfactory or better.
3. Attainment of at least the minimum on the following evaluation criteria and grade point averages:
   a. A grade of "B minus" or better in the supervised practice and didactic courses (NFS 4100, 4120, 4200, 4210, 4220, 5200, 5220, 5250, 5350, 5360). A grade of "C" (2.0) or better in all other prerequisites, professional and supporting discipline cognate courses.
   b. Maintenance of a minimum overall GPA of 3.0 during enrollment in the CPD
4. Successful completion of all prerequisite and program courses:
   a. It is the student’s responsibility to be sure they have successfully completed all course requirements and have signed the "Program Requirements To Be Completed" form outlining any deficiencies, which is provided upon program entry.
   b. Students earning one "C" in a supervised practice or companion didactic course (3a, above) are considered eligible for program completion, at the discretion of the CPD faculty. This "C" can only have been earned in the last semester of the Program. (see Retention policy).
5. The program must be completed within three years of the fall semester of the year of program entrance. If the time period is longer, the student will need to repeat program courses (and possibly specific prerequisite courses) at the discretion of the CPD faculty, based on their assessment of student learning.
D. Selection to the Program

Application for admission to the CPD is made by April 1 for the academic year beginning the following Fall semester. Application forms are available from the Office of the Department of Nutrition and Food Science (3009 Science Hall) or online at the CPD website and includes a $25 application fee. Criteria for admission include:

1. Completion of the prerequisite courses in (first two years of sequence), with at least a "C" grade by the start of the professional sequence;

2. Grade point average on prerequisite courses minimum: 3.0 (on a 4.0 scale);

3. Work experience in the health care environment (volunteer or paid, 500 hours suggested but not mandatory);

4. Communication skills demonstrated on the application and during the admission interview.

The Selection Committee consists of program faculty and others at the discretion of the Director (eg: representatives of clinical staff, students or graduates). The Committee reviews applications and conducts individual or group interviews at the close of winter semester. Not all applicants will be invited for an interview, based on program selection criteria. Students are informed of acceptance by mid-late May. Provisional admission may be offered. Students indicate acceptance in writing. The WSU CPD does not accept previous supervised practice or work experiences to fulfill the mandated supervised practice hours of the program or for didactic courses.
II. Program Implementation

A. The Coordinated Program in Dietetics Curriculum

The CPD curriculum, or conceptual framework, is described by learning objectives/competencies required for dietetic practice established by the Academy’s accrediting agency for education programs, the Accreditation Council for Education in Nutrition and Dietetics (ACEND), most recently in 2012. The four competency areas include:

- Scientific and evidence base of practice
- Professional practice expectations
- Clinical and customer services
- Practice management and use of resources

In addition, each competency area is girded by support knowledge requirements. Three areas of support knowledge precede the learning objectives and associated knowledge requirements, and these include:

- Food and food systems
- Physical and biological sciences
- Behavioral and social sciences

ACEND’s competencies for dietitians (CP) specify what every dietitian should be able to do at the beginning of his or her practice career. These competencies assume that students have acquired the foundation knowledge requirements (KR). The CPD curriculum translates the knowledge requirements and competencies into a sequence of prerequisite didactic (classroom/lecture) courses, program didactic courses, and professional practice courses, which are supervised practice experiences (SP) at rotation sites. The CPD incorporates ACEND’s CPs and KRs into all didactic and SP content and activities to ensure that program graduates meet the Academy’s requirements for dietetic practice.

Competency development is a sequential process, beginning with pre-professional or prerequisite courses in the first two years. The professional sequence begins with basic skill development in semester one of the professional sequence, followed by refinement and transfer of skills in semesters two and three, culminating in entry-level, or “job ready”, mastery of practitioner skills in the last semester of the program. The WSU CPD is accredited by ACEND and students may contact ACEND via their webpage or by calling (312)899-0040, to find out the accreditation status of any dietetic program.

The next pages outline the 2012 ACEND education standards for dietetic education programs, specifically to the coordinated program model.
### 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice

<table>
<thead>
<tr>
<th>KRD 1.1:</th>
<th>Scientific basis of the profession: research methodology, interpretation of research literature, integration of research principles into evidence-based practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 1.1:</td>
<td>Select indicators of program quality and/or customer service and measure achievement of objectives.</td>
</tr>
<tr>
<td>CRD 1.2:</td>
<td>Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.</td>
</tr>
<tr>
<td>CRD 1.3:</td>
<td>Justify programs, products, services and care using appropriate evidence or data.</td>
</tr>
<tr>
<td>CRD 1.4:</td>
<td>Evaluate emerging research for application in dietetics practice.</td>
</tr>
<tr>
<td>CRD 1.5:</td>
<td>Conduct projects using appropriate research methods, ethical procedures and data analysis.</td>
</tr>
</tbody>
</table>

### 2. Professional Practice Expectations: Beliefs, values, attitudes, behaviors for professional dietitian level of practice

<table>
<thead>
<tr>
<th>KRD 2.1:</th>
<th>Opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRD 2.2:</td>
<td>Principles and techniques of effective counseling methods.</td>
</tr>
<tr>
<td>KRD 2.3:</td>
<td>Opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.</td>
</tr>
<tr>
<td>CRD 2.3:</td>
<td>Design, implement and evaluate presentations to a target audience.</td>
</tr>
<tr>
<td>CRD 2.4:</td>
<td>Use effective education and counseling skills to facilitate behavior change.</td>
</tr>
<tr>
<td>CRD 2.5:</td>
<td>Demonstrate active participation, teamwork and contributions in group settings.</td>
</tr>
<tr>
<td>CRD 2.6:</td>
<td>Assign patient care activities to DTRs and/or support personnel as appropriate.</td>
</tr>
<tr>
<td>CRD 2.7:</td>
<td>Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
</tr>
<tr>
<td>CRD 2.8:</td>
<td>Apply leadership skills to achieve desired outcomes.</td>
</tr>
<tr>
<td>CRD 2.9:</td>
<td>Participate in professional and community organizations.</td>
</tr>
<tr>
<td>CRD 2.10:</td>
<td>Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.</td>
</tr>
<tr>
<td>CRD 2.11:</td>
<td>Demonstrate professional attributes within various organizational cultures.</td>
</tr>
<tr>
<td>CRD 2.12:</td>
<td>Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development (as per CDR).</td>
</tr>
<tr>
<td>CRD 2.13:</td>
<td>Demonstrate negotiation skills.</td>
</tr>
</tbody>
</table>
### 3. Clinical and Customer Services: Development/delivery of information, products/services to individuals, groups and populations

**KRD 3.1:** Principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.  
**KRD 3.2:** Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.  
**KRD 3.3:** Education and behavior change theories and techniques.

- **CRD 3.1.b.** Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.
- **CRD 3.1.c:** Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.
- **CRD 3.1.d:** Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.
- **CRD 3.1.e:** Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

**CRD 3.2:** Demonstrate effective communications skills for clinical and customer services in a variety of formats.

**CRD 3.3:** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

**CRD 3.4:** Deliver respectful, science-based answers to consumer questions concerning emerging trends.

**CRD 3.5:** Coordinate procurement, production, distribution and service of goods and services.

**CRD 3.6:** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

**KRD 4.1:** Management and business theories and principles required to deliver programs and services.  
**KRD 4.2:** Content related to quality management of food and nutrition services.  
**KRD 4.3:** Fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.  
**KRD 4.4:** Content related to health care systems.  
**KRD 4.5:** Content related to coding/billing of dietetics services to obtain reimbursement for services from public or private insurers.

- **CRD 4.5:** Use current informatics technology to develop, store, retrieve and disseminate information and data.
- **CRD 4.6:** Analyze quality, financial or productivity data and develop a plan for intervention.
- **CRD 4.7:** Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.
- **CRD 4.8:** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- **CRD 4.9:** Analyze financial data to assess utilization of resources.
- **CRD 4.10:** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- **CRD 4.11:** Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.
**5. Support Knowledge: knowledge underlying the requirements specified above**

| KRD 5.1 | The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups. |
| KRD 5.2 | The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan. |
| KRD 5.3 | The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology. |

**B. Overview of Courses in the Professional Program**

The curriculum for the two year professional program is organized around seven primary lecture courses, (NFS 4100, 4120, 5200, 5220, 5250, 5350, 5360) and three supervised practice courses (NFS 4200, 4210 and 4220). Other courses build on the base developed in the primary and supervised courses and prerequisites to expand knowledge of nutrition and metabolism, food chemistry, and scientific writing (see course sequences). Students who have previously completed a BS in dietetics enter the CPD at the second year level.

**First Year**

**Semesters 1 and 2:**

The didactic component in the first semester focuses on delineating components of dietetic practice. The courses include Nutrition Care Process I (NFS 4100), Community Nutrition (NFS 5220), and Food Service Management (NFS 5350). Concurrently, students take Macronutrients (NFS 4230). In the second semester, the two didactic courses are Nutrition Care Process II and Nutrition and Disease (NFS 4120 and 5250), in which students learn about the relationship between nutrition, both in etiology and therapy for several nutritionally-relevant diseases. Students also take Advanced Food Science (NFS 4150) and Micronutrients (NFS 4231). The second semester marks the first supervised practice course, which focuses on food service management, and takes place on Thursdays and Fridays for a total of 16 hours each week.

**Second Year**

**Semesters 3 and 4:**

The didactic course in semester 3 is Advanced Dietetics (NFS 5200), focusing on clinical assessment skills and specialty practice. Supervised practice (NFS 4210, NFS 4220) begins in semester 3 of the second year and builds on skills in each rotation to culminate in semester 4 at the program end to entry-level practitioner skills. The emphasis during the clinical rotation is on nutritional care of persons with various nutritionally-related diseases, with advancement to more complex health problems.

The community rotation focuses on preventive health for individuals and groups in work and community settings, and program planning and implementation for high risk persons served by community agencies. Knowledge of group instruction, counseling, and client management learned from previous courses is applied in both the clinical and community settings. The food service management begins with gaining the skills of basic food service operations and progresses to attaining supervision and management skills. In the final program semester (semester 4), the didactic course (NFS 5360) focuses on management skills in the three areas of practice. Students also take Nutrition Controversies (NFS 6860).
C. Supervised Practice Activities

In the second year of the program, the week before classes begin in the first semester, students participate in an orientation program on campus learning and practicing skills that will be needed in supervised practice. The supervised practice component is a requirement of the educational pathway toward RD status. As such, it is an important educational experience and not intended as providing replacement workers for the sites. Any concerns regarding this should be immediately brought to the attention of the CPD Program Director.

Based on the educational and experiential level of the student, CPD faculty and preceptors coordinate and supervise student activities. This involves an initial interaction between student and faculty/preceptor to review goals, objectives and plans for the practice experience. However, the CPD policy does not allow for consideration of previous experience (either from previous educational program or employment) toward the mandated 1200 supervised practice hours. Preceptors assume on–site responsibility for students, and CPD faculty serve as a resource. They collaborate with preceptors regarding student goals, objectives, and activities and in the evaluation of student performance. CPD faculty retain primary responsibility for evaluating assignments and assessing progress toward meeting rotation objectives.

In addition to program requirements, CPD students seeking a bachelor's degree must meet all university and college general education requirements. Students need to check with academic advising for details. Graduate and post-baccalaureate students accepted into the CPD must provide evidence that they have satisfied the English, Math, computer literacy, and critical thinking competencies required of baccalaureate candidates. Students are directed to the WSU Undergraduate Handbook for details.

Assignments to supervised practice sites are made on a random basis. This is done to assure that assignments are made in the fairest possible way. Every effort is made to place students at rotation sites that are within a reasonable driving distance, but due to the number of students and the sites that are available at any particular time, this is not always possible.
Weekly Schedule for CPD in Year 1

Fall - Semester 1 of the Program

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>NFS 5220</td>
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Winter - Semester 2 of the Program

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:30 am</td>
<td></td>
<td>NFS 4120</td>
<td>NFS 4200</td>
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<td>9:30</td>
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<td>V</td>
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<td>10:40</td>
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<td>NFS 5250</td>
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<td>11:30</td>
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<td>NFS 4150</td>
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<tr>
<td>3:00</td>
<td>NFS 4231</td>
<td>V</td>
<td>NFS 4231</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>4:25</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>4:30</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>5:25</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

Note: Schedule does not include university requirements; Winter Schedule is not established at the time of publication of the CPD Handbook; this is the schedule from the previous year and course days/times subject to change.
### Weekly Schedule for CPD in Year 2

#### Fall - Semester 3 of the Program

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>NFS 4210</td>
<td>NFS 4210</td>
<td>NFS 4210</td>
<td>NFS 4210</td>
<td>NFS 4210</td>
</tr>
<tr>
<td>11:45</td>
<td>NFS 5200</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>5:00</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

#### Winter - Semester 4 of the Program

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>NFS 4220</td>
<td>NFS 4220</td>
<td>NFS 4220</td>
<td>NFS 4220</td>
<td>NFS 4220</td>
</tr>
<tr>
<td>9:30 am</td>
<td>NFS 6860</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>11:30</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>11:45</td>
<td>NFS 5360</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>2:25 pm</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>5:00</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

**Note:** The typical starting and ending time for supervised practice days is 8:30am to 5:00pm, but this varies according to site and rotation type. You must be available from 6:00am to 9:00pm in the event of early or late shifts at rotation sites.
### D. Degree Programs in NFS Department: BS in Dietetics

**Freshman Year 1: Fall Semester**

Courses in this column are prerequisites which must be completed before entering the Dietetics Program in the Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1510</td>
<td>Basic Life Mechanisms</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1220</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1230</td>
<td>General Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSY 1020</td>
<td>Elements of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Freshman Year 1: Winter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO2200</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1240</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1250</td>
<td>Organic Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>ANT 2100 / SOC 2000</td>
<td>Intro Anthropology or Human Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sophomore Year 2: Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 2130</td>
<td>Food Science</td>
<td>3</td>
</tr>
<tr>
<td>NFS 2140</td>
<td>Food Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 2870</td>
<td>Anatomy/Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHM 2220</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>NFS 2030</td>
<td>Nutrition and Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sophomore Year 2: Winter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2530</td>
<td>Management of Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>NFS 3230</td>
<td>Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NFS 2220</td>
<td>Human Nutrition Lab</td>
<td>1</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>STA 1020</td>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**CPD Program Year 1: Fall Semester**

Courses in this column are the program courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 4100</td>
<td>Nutrition Care Process I</td>
<td>2</td>
</tr>
<tr>
<td>NFS 5220</td>
<td>Community Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>NFS 4230</td>
<td>Macronutrients</td>
<td>3</td>
</tr>
<tr>
<td>NFS 5350</td>
<td>Org. Food Service Management</td>
<td>4</td>
</tr>
</tbody>
</table>

**CPD Program Year 1: Winter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 4120</td>
<td>Nutrition Care Process II</td>
<td>2</td>
</tr>
<tr>
<td>NFS 5250</td>
<td>Nutrition and Disease</td>
<td>4</td>
</tr>
<tr>
<td>NFS 4150</td>
<td>Advanced Food Science</td>
<td>3</td>
</tr>
<tr>
<td>NFS 4200</td>
<td>Dietetic Practice I</td>
<td>4</td>
</tr>
<tr>
<td>NFS 4231</td>
<td>Micronutrients</td>
<td>3</td>
</tr>
</tbody>
</table>

**CPD Program Year 2: Fall**

Students with BS in Dietetics begin the program here

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 4210</td>
<td>Dietetic Practice II</td>
<td>10</td>
</tr>
<tr>
<td>NFS 5200</td>
<td>Advanced Dietetics</td>
<td>3</td>
</tr>
</tbody>
</table>

**CPD Program Year 2: Winter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 4220</td>
<td>Dietetic Practice III</td>
<td>10</td>
</tr>
<tr>
<td>NFS 5360</td>
<td>Management of Nutrition Service</td>
<td>3</td>
</tr>
<tr>
<td>NFS 6860</td>
<td>Controversial Issues - Dietetics</td>
<td>2</td>
</tr>
</tbody>
</table>

Students with a BS in dietetics that enter the program in year 2 are required to register for NFS 4990, a 4-credit course, in the spring semester
Graduate Degree Programs

Dietetic students may opt to combine the dietetics program with a graduate degree. Students interested in this track must still meet all the prerequisite courses needed for program entry and all courses in the dietetics program as previously outlined in this handbook. Courses offered at the 5000 level or higher are eligible for graduate credit, and several courses in the program meet this criterion. Students must apply and be admitted into the Graduate School before these courses will be applied to a graduate program.

Students should be advised that the dietetics program is time intensive because of the combination of required dietetics courses and supervised practice hours. Students may need to do their graduate research and writing over the summer between program year one and two. Even with the summer, it may require more time beyond the completion of the dietetics program to meet all requirements for the graduate degree. The Plan of Work for the Graduate Program must be planned with graduate faculty. In addition, students must take the GRE Exam by the end of the first year in the graduate program. The following is a description of the NFS graduate program and requirements:

Although every attempt has been made to present all relevant information, the regulations and policies of the WSU Graduate School published in the Graduate Bulletin supersede any information given below. Thirty-two semester hours are required for successful completion of the Master's program in Nutrition and Food Science. Two plans of work are available to the graduate student: Plans A and B (M.S. and M.A. degree). Students entering the program must have a grade point average higher than 3.0 and complete the Graduate Record Examination (GRE). There is a 6 year time limit to complete all requirements for the Master's degree. All active students must register for at least one credit hour per semester.

Prerequisites

All incoming students are expected to have the following undergraduate courses or their equivalent:

- NFS 2130/2140 Intro Food Science and Lab 4 cr.
- NFS 3230 Human Nutrition 3 cr.
- BIO 2200 Intro Microbiology 4 cr.
- BIO 2870 Anatomy and Physiology 5 cr.
- CHM 2240 Organic Chemistry 4 cr.

Courses in biochemistry and statistics are recommended.

Master's Degree Plans

1) **Plan A** leads to an M.S. degree in Nutrition and Food Science. It requires successful completion of a Master's Thesis (NFS 8999, eight credit hours), and at least 8 semester hours in laboratory courses. The thesis project involves a minimum of one semester full-time research. The M.S. is recommended for those interested in positions involving laboratory work or in pursuing a Ph.D. degree.
2) **Plan B** leads to an M.A. degree in Nutrition and Food Science. It requires successful completion of a Master's Essay (NFS 7999, three credit hours). An M.A. program with an emphasis in Food Service Management is available under Plan B. The M.A. is recommended for those interested in non-laboratory aspects of nutrition or food service.

**AGRADE - Accelerated Graduate Enrollment**

Qualified seniors in the Department of Nutrition and Food Science having not less than a 3.5 GPA may enroll simultaneously in the undergraduate and graduate program and apply a maximum of fifteen credits towards both the bachelor's and master's degrees in nutrition and food science. Students may apply for the Program as soon as they complete ninety credits towards the undergraduate degree. Graduate courses taken as part of the AGRADE program are assessed undergraduate rate tuition.

**Doctor of Philosophy (Ph.D.)**

The Department of Nutrition and Food Science offers a doctoral program that is open to holders of a Master's degree in nutrition and/or food science or in a cognate science. This program is described in a separate publication. Exceptionally well qualified students may be admitted directly to the Ph.D. program.

**General Requirements (Plans A and B)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 5130 Food Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>NFS 5230 Nutrition and Metabolism</td>
<td>4</td>
</tr>
<tr>
<td>NFS 6060 Research Problems in Nutrition and Food Science</td>
<td>4</td>
</tr>
<tr>
<td>NFS 6850 Seminar</td>
<td>2</td>
</tr>
<tr>
<td>NFS 7140 Advanced Lab Techniques in Nutrition and Food Science</td>
<td>4 (Plan A only)</td>
</tr>
<tr>
<td>NFS 7850 Graduate Seminar</td>
<td>2 (2 semesters, 1 credit/semester)</td>
</tr>
<tr>
<td>NFS 7999 Master's Essay (Plan B)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>NFS 8999 Master's Thesis (Plan A)</td>
<td>8</td>
</tr>
</tbody>
</table>

Electives, including courses from other departments, shall provide a minimum of 32 credits. The Master of Science Degree requires at least 8 hours of laboratory courses, or courses with a laboratory component, which include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 5140 Laboratory Techniques in Nutrition and Food Science</td>
<td>4</td>
</tr>
<tr>
<td>NFS 6130 Food Preservation</td>
<td>4</td>
</tr>
<tr>
<td>NFS 7140 Advanced Lab Techniques</td>
<td>4</td>
</tr>
</tbody>
</table>
Graduate courses with a laboratory component from other departments may also be included.

Students desiring an M.A. in Nutrition and Food Science with an emphasis in Food Service Management take a minimum of 6 hours in the School of Business Administration, to be selected from the following:

- **BA 6020 Management Principles and Organizational Processes**: 2 - 4
- **MKT 6010 Markets & Marketing**: 2 - 4
- **BA 7040 Managing Organizational Behavior**: 3
- **BA 7070 Social Perspectives on the Business Enterprise**: 3

**Dietetic Internship/Master's Degree Program**

Students accepted into an Academy ACEND- approved dietetic internship are invited to apply to pursue a Master's program. Applicants admitted to the program may earn up to 4 credit hours of supervised field experience (NFS 5992) and up to four 4 credit hours of practicum in nutrition (NFS 5260), in association with the dietetic internship experience during their first and second semesters in the program, respectively. Grades for these courses will be deferred until completion of a minimum of 8 credit hours of the general requirement courses listed above with at least a grade of “B”. During their first semester in the program, admitted students will be advised by the NFS Graduate Officer or be assigned a temporary advisor. A permanent advisor will be selected by the student or recommended by the Graduate Officer as soon as the research interests of the student have been identified.

Students are required to maintain a 3.0 grade point average. A minimum of 3.0 is required in each of the following General Requirement courses: NFS 5130, 5230, 6060, and, for M.S. students, NFS 7140. Students failing any of these courses will be allowed to repeat them once. Students are required to submit 3 copies of their Plan of Work after completing 8 credit hours. Failure to do so will result in a hold on registration. Students should consult with their Graduate Officer or Advisor in planning their course work.

**E. Evaluation**

1. **The Grading System**

   The grading system is presented in the syllabus for each course. Components may include self–evaluation, faculty/staff observation and evaluation, written and oral examinations, papers, and projects. Professional role delineation studies and standards of practice (the Academy) are the basis for evaluation in the supervised practice settings. Achievement of a level of satisfactory or better in supervised practice objectives is required. Faculty, and as appropriate, Preceptors, meet with individual students at the mid–point and close of each rotation to provide feedback on their progress. End–of–the semester evaluation is comprehensive, encompassing all rotations. The Faculty reviews students’ grade points and course grades after each semester to determine compliance with program standards. Students are informed by letter when the retention criteria are not met. Students should make an appointment with the Program Director to discuss a deficiency as soon as possible.
2. Graduate Follow-up

i. Registration Exam

The National Registration Exam is administered throughout the year by external testing services. Eligibility depends upon submitting transcripts, the Program Director's "Verification Statement", and official transcripts by the deadline specified by the Academy of Nutrition and Dietetics. Students are assisted in the process during the final semester of the program to ensure that all the materials needed for issuance of the Verification Statement and subsequent application for exam eligibility occur. Students are encouraged to participate in a review course provided by the CPD in preparing for the exam. Students are also encouraged to release their exam score to the Program. Individual scores are confidential, but important in Program evaluation.

ii. Job Survey

Approximately one year following completion of the program, questionnaires are sent to graduates and their employers to assess opinions regarding relevance of the program to job performance and expectations. Individual replies are confidential. Group data from the evaluations is a component of year-end program evaluation. Such feedback provides important data for program revisions.

F. Retention, Disciplinary Policies and Procedures

1. Student must maintain a GPA of 3.0 or better throughout the program, a "B-" or better in all supervised practice and companion didactic courses (NFS 4100, 4120, 4200, 4210, 4220, 5200, 5220, 5250, 5350 and 5360) and a "C" or better in all other professional and supporting cognate courses.

In order to pass supervised practice courses, students must achieve satisfactory or better on all performance requirements for the supervised practice, in addition to achieving a passing grade on assignments. Hence, warning/dismissal may be the result of poor academic and/or unsatisfactory supervised practice performance.

2. Failure to meet criteria outlined in C.1 will result in:

   a. CPD faculty will evaluate the student’s performance at that point to determine if he or she will be allowed to continue in the program. This determination will be based on faculty’s evaluation of the student’s prerequisite knowledge and skills.

   b. If the student is allowed to continue, the course in question must be repeated. A second semester at below established standards will result in dismissal from the program.

   c. Students earning a grade below a “C-” in any course in the CPD cannot continue the sequence. Readmission to the Program is at the discretion of CPD faculty, to include at a minimum, satisfactory completion of the failed course.

   d. If a student needs to repeat any course or rectify a deficiency, all CPD requirements must be completed within one year in order to receive the Verification Statement, which confers eligibility to take the RD Exam.

3. Students not meeting the retention criteria should initiate a meeting with the Program Director regarding their status as soon as possible.
4. Readmission following dismissal would be considered, based on development of an acceptable plan of action by the student, in conjunction with the Director and appropriate CDP faculty, which addresses knowledge and/or performance deficiencies and/or low GPA leading to dismissal. Such a plan might require additional or repeated coursework or supervised practice activities.

5. If a student fails to successfully complete the plan of action developed with CPD Director and CPD faculty, the student is dismissed from the program. The student may still be eligible to receive their degree, if they have met all degree requirements, but they cannot receive the Verification Statement. The student may reapply to the CPD, but their application would be evaluated within the applicant pool for that particular year.

G. Obligations of Faculty and Students to the Instruction Process

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

1. Responsibilities of Faculty Members:
   
a. Contribute to and remain abreast of the latest developments in their fields.

b. To pursue teaching excellence continually.

c. Treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, gender, sexual preference, age, marital status or handicap.

d. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.

e. Attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes.

f. Establish and maintain appropriate office hours.

g. Present, early in the term, the following course information:

   I. Course objectives and general outline

   II. Classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations. (including examinations, papers and other projects)

   III. Grading policy

   IV. Where appropriate, schedule of class–related activities, including class meetings

   V. List of texts and/or other materials needed for the course

   VI. Late enrollment, withdrawal and other special policies.

h. Provide and adhere within reasonable limits to the written syllabus of the courses.

i. Know course matter thoroughly and prepare and present the material conscientiously.

j. Be informed of University services and recommend their use to students as needed.
Follow these policies concerning written work and grades.

I. Grade and return written work promptly.

II. Submit final grades by the scheduled time.

III. Allow students to examine written material not returned within the term (e.g., final exam, major term paper) and retain such materials for one academic term in accordance with unit policy.

I. Implement unit procedures for student evaluation of faculty teaching with attention to preserving student anonymity.

m. Behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

2. Academic Responsibilities of Students (see WSU Undergraduate Bulletin)

a. To inform themselves of and to fulfill all requirements of the University and those of the College and Department from which they expect to receive their degree.

b. Fulfill conscientiously all assignments and requirements of their courses.

c. Attend regularly and punctually.

d. Uphold academic honesty in all activities.

e. Maintain a scholarly, courteous demeanor in class.

f. Notify the instructor as early as possible if canceling an appointment.

g. Discuss with instructor any class–related problem and follow procedures in the resolution of these problems.

h. Adhere to instructor's and university policies on attendance, withdrawal or other special procedures.

In addition to University stated student responsibilities, the student in the CPD has several additional ones. Missed supervised practice time must be made up at the discretion of the Program Director. Students are also expected to provide a copy of their current transcript to the Program Director, to verify compliance with program retention criteria.

It is expected that faculty and students will fulfill their obligations to the instructional process. However, if a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the head of the academic unit should be contacted. If this contact fails to satisfy the complaint, the college's published procedures should be followed. Although the University Ombudsman is not a direct part of the appeal process, students and faculty may consult the Ombudsman at any point during such proceedings. The grievance procedure for the CPD Program is outlined under III, section G.

3. Program and Course Evaluations:

In addition to the provision for anonymous faculty evaluation for each course in the Coordinated Program, students are strongly encouraged to complete evaluations for all courses and supervised practice rotations. These evaluations are discussed at the year-end curriculum workshop pursuant to program revision. The faculty believes participation in such evaluation is a component of professional behavior and accountability.
H. Academic Honesty (see WSU Undergraduate Bulletin)

The principle of honesty is recognized as fundamental to a scholarly community. Students and instructors are expected to honor this principle and instructors are expected to take appropriate action when instances of academic dishonesty are discovered. An instructor, on discovering such an instance, may give a failing grade on the assignment or for the course. The instructor has the responsibility of notifying the student of the alleged violation and the action being taken. Both the student and the instructor are entitled to academic due process in all such cases. Serious acts of dishonesty may lead to suspension or dismissal. Information on these procedures is available in the Office of the Dean of the College.

I. Copyright Policy

Each semester, certain computer programs are used in the context of professional courses. Faculty adhere to the University's policy regarding copying of computer software programs and remind students that they too are accountable for compliance with the intent of the policy. University employees who purchase, lease, or otherwise acquire computer software programs for word processing and office automation, or for any other university use, with University funds, may not copy any such programs which contains a notice of copyright.

Any University employee who participates, directly or indirectly, in the copying of any software program in violation of this order will be deemed to have misappropriated property, and will be subject to appropriate disciplinary measures. This policy does not prohibit the copying of software programs which are covered by the express written permission of the copyright holder allowing such copying. Nor does this policy prohibit the copying of any software which does not contain a notice of copyright or not subject to copyright protection.

Students are also reminded that they are responsible for compliance with laws governing copyright protection of course and resource materials. Noncompliance may result in disciplinary action beyond the legal ramifications.

J. Release of Student Records Access to Personal Files

The CPD adheres to the University policy relating to the release of student information. Faculty recognize academic records as being privileged and ensure that this information is not improperly divulged without the consent of the student. Guidelines indicate conditions under which the following types of information which are routinely maintained in university files may be released by University units without further approval by the Commission of Student Records.

1. Student Status Information: indications of active registration, dates of registration, college, major, degree(s) sought, courses elected.

2. Scholastic Standing Information: honor point average, grades received (both final grades and grades on individual examinations and assignments), academic probationary status, class rank, awards received.

3. Personal Information: Address and telephone number, name of parent or guardian, birth date, sex, marital status, number of dependents, military status, health information, letters of recommendation and evaluations, financial information.

Permanent files are maintained in the office of the Director. Information is not released without the consent of the student. A form indicating which records and for what purposes students authorized release is maintained in the student's file. Students may request a review of their own records through the Program Director.


**K. Statement of Non-Discrimination**

Wayne State University is an equal opportunity/affirmative action University. It is the policy of the University that no person shall be discriminated against in employment, educational programs and privileges, admissions, or any other activities or operations on the basis of race, gender, color, religion, national origin, age, marital status or handicap. Wayne State University compiles with Title VI and VII of the Civil Rights Act of 1965, Executive order 11247 as Amended, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974 and Michigan Public Act 453. Inquiries or complaints may be directed to Assistant Vice President of Opportunity and Neighborhood Relations, Office of Equal Opportunity and Neighborhood Relations, 3008 Faculty Administration Building, Wayne State University, Detroit, MI 48202. Telephone: (313) 577–2280. The WSU policy forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination.

**III. Professional Responsibilities**

**A. Registration Procedure**

Registration at WSU occurs electronically. Students should check the Schedule of Classes online for each semester to determine the dates for early and late registration. CPD students cannot be closed out of courses in the sequence. Materials fee charges are required for all dietetics courses and are automatically assessed during the registration process.

**B. Class Time and Schedule Changes**

A block of time for CPD supervised practice hours is listed each semester in the WSU Schedule of Classes. The block has more hours than required for credits to maximize flexibility in meeting optimal learning experiences. Students may be scheduled for supervised practice anytime during the block for the number of hours indicated by course credits (1 credit equals 4 hours of supervised practice). Hours scheduled may vary throughout the semester, as students rotate through different sites.

Adjustments may need to be made when supervised practice activities need to occur outside these blocks (e.g., an early day during a food service rotation, a field trip, teaching a class for clients in the evening, or attending a continuing education event). When this occurs, faculty and students negotiate trade–off time. Students should not make any schedule changes involving supervised practice sites regardless of how inconsequential they seem to be, unless the changes have been approved by the Program Director. Requests for any changes should be made in writing with supporting rationale for the request. The Director, in consultation with appropriate persons, will decide if a change should be initiated and who should be responsible for initiating the request. In making the decision, the impact of the request on all persons involved must be taken into consideration.

**C. Vacation, Holiday, Absence/Illness Policy and Procedures**

1. **Vacation/Holiday**

Vacations and Holidays are to be scheduled in accordance with the WSU academic schedule. These dates are published in the WSU Schedule of Classes issued before advanced registration for each term. Students are strongly advised not to
schedule such activities during the academic year. However, the WSU policy is followed regarding religious holidays not identified as a holiday falling within the regular academic time frame. This policy states that students requesting absence during religious holidays must notify relevant faculty at the beginning of the term in which holiday falls & make arrangements for fulfilling obligations for the day(s) involved. Students may not be penalized for such absences, eg., no work that cannot be made up be scheduled during those holiday times. See makeup policy for CPD under (2) below.

2. Absences

   Attendance is mandatory for all supervised practice hours. Pre-practice activities during the first week or two on campus and post-practice activities the last week of the semester constitute supervised practice. Hence, attendance is mandatory during these times as well. In the event of illness, students must contact their preceptor and course instructor. **Supervised practice time must be made up for any absence, regardless of reason.** Make-up activities for supervised practice absences will be at the discretion of the involved faculty/preceptor, with the emphasis on achievement of rotation/course objectives. This make–up supervised practice time may need to be scheduled at the end of the term, which could result in an incomplete for the course until course requirements are met.

3. Illness/Injury while in Facility for Supervised Practice

   Students are responsible for reporting any illness or injury occurring in the supervised practice setting to the person/s immediately responsible for their activities, including the preceptor and WSU faculty. The student will be sent for appropriate treatment, where their injury can be evaluated. Students must carry their own health insurance policies, as neither the University nor supervised practice sites are responsible for costs due to injuries sustained on campus or at supervised practice sites.

   Students will be accountable for any make-up time, as with the policy for any absences. Due to the nature of supervised practice experience, attendance is expected at all scheduled sessions. If illness or personal complications occur, notification should be given as soon as possible. In the event of anticipated absence, the student must discuss the absence with the program director or supervised practice faculty/preceptor.

   In the event of an emergency situation, the student must contact the WSU faculty member responsible for the supervised practice and also appropriate staff at supervised practice. Note (C.2, above), that absences must be made-up.

D. Health Services

   Students are encouraged to use the Health Center at any time for health care needs including illnesses, physical examinations, and family planning. Counseling services are also available. X–rays and laboratory tests for annual physical can be performed in the Campus Health Center. There are charges for these services. Medical visits to the Health Service are by appointment. Information on the Health Center can be found at the following website: http://health.wayne.edu.
E. Student Counseling

A number of student counseling programs are available, including the Academic Success Center, which provides assistance in developing the learning skills necessary for academic success, including "walk – in" services for students who find an immediate need to improve or refine their academic skills at the Academic Success Center (http://www.success.wayne.edu/); Counseling and Psychological Services (CAPS), which provides individual confidential counseling (http://caps.wayne.edu/).

F. Personal Data Change

Any change in name, address, email address, or telephone number should be reported as soon as possible to the Program Director. The information will be forwarded to the Department office.

G. Extracurricular Activities

The demands of a practice program are heavy, making part-time jobs difficult. If such employment is necessary, hours must not conflict with course schedules. Under no circumstances may students receive reimbursement for time in supervised practice facilities pursuant to meeting their educational requirements.

H. Grievance Procedures

1. All attempts should be made to work out any problems among the direct participants in the teaching/learning process: student, and WSU faculty and/or supervised practice preceptor. If resolution cannot be achieved at this level, the student should contact the Program Director.

2. Students should follow WSU grievance procedure in the event the informal process (H.1) reaches an impasse. The formal grievance procedure is initiated with a written appeal, citing grounds and including supporting documentation, to the faculty member (see WSU bulletin for details).

3. The Ombudsman office has been established to assist students to resolve any University related problems. If requested, inquiries are kept confidential. The office is located in 1322 Faculty Administration Building. Hours are 1:30 - 5:00 pm or evenings by appointment. The phone number is 313-577-3487.

4. When the above procedure has been done and has not met with the student's satisfaction and the specific grievance relates to the ACEND Education Standards, the student may contact ACEND directly by mail, phone, or via the Academy website: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312)899-0040, ext. 5400 http://www.eatright.org/ACEND/

I. Student Representation in Coordinated Program Governance

In the Coordinated Program in Dietetics, students may serve as representatives to the following:
1. The Student Selection Committee: One senior, at the discretion of the Director, for the purpose of interviewing and selecting prospective students;

2. Curriculum Program Reviews: One junior and one senior may serve as student representatives in the annual curriculum workshop and program review. All students are encouraged to evaluate all courses and supervised practice rotations routinely.

3. Advisory Committee: One first-year and one second-year student may serve on CPD Advisory Committee.

**J. Program Extension/withdrawal**

1. **Illness or Other Emergencies**

   Students requesting a program extension for illness or other emergency should do so in writing to Program Director stating reasons for the request. In situations where the circumstances are temporary, the student may request a leave of absence and make arrangements with the Program Director for readmission at the appropriate time. Resuming the program is on a space available basis.

2. **Extension of the Program**

   If requirements for the CPD cannot be met within the two–year program period, a plan of work should be developed by the student in collaboration with the Director. Continuing in the Coordinated Program sequence will be on a space available basis. The program must be completed within three years from the initial fall entrance into the program. If this is not done, the student will be required to repeat program courses (and specific prerequisite courses) at the discretion of the CPD faculty based on assessment of student learning.

3. **Personal Decision**

   If professional goals change, or the student and/or faculty determine that the program is not meeting the student's needs, counseling sessions will be arranged. Alternatives will be reviewed and mutually agreed upon.

4. **Grade Point Deficiencies**

   For detailed explanation, see II., C (Retention/Disciplinary/Dismissal Policies and Procedures). Potential problems regarding academic status will be reviewed during routine faculty–student conferences and appropriate remedial action noted in student records. Following two semesters of non–compliance, a letter documenting dismissal from the program will be sent to the student by the Program Director.

**K. Professional Memberships and Activities**

1. **Local Organizations/Meetings**
Students are encouraged to become active participants in professional groups. Membership forms and program schedule will be posted or made available from the faculty for: Southeastern Michigan Dietetic Association (SEMDA); Website is [www.semda.org](http://www.semda.org). Notification of other professional meetings, seminars, and workshops will be announced by faculty and supervised practice staff as they become known.

2. Michigan Academy of Nutrition and Dietetics (MAND)

The state association holds an annual meeting in the spring; students are encouraged to attend. MAND publishes a newsletter, THE LINK. As student members of the Academy, students become student members of MAND and receive their own copy of the state newsletter (The Link); MAND website is [www.eatrightmich.org](http://www.eatrightmich.org).

3. The Academy of Nutrition and Dietetics (the Academy)

Students in the WSU Coordinated Dietetics Program are required to become "Student" members of the Academy while enrolled in the program. A fee of $50.00 annually (subject to increases) entitles students to the monthly Journal of the Academy of Nutrition and Dietetics, the Food and Nutrition Magazine, and access to the Evidence Analysis Library (EAL). Members receive discounts on Academy publications. The membership application form is available at the Academy website. Students obtaining student membership in the fall will receive back issues of the JOURNAL from the previous June 1. Students are required to provide verification of membership to the Director on the first day of scheduled classes.

L. Liability for Travel Safety

Students are liable for safety in travel to and from assigned supervised practice settings.

M. Reference Format

Reference style of the CPD is Journal of the Academy of Nutrition and Dietetics; points will be deducted for incorrect reference format on all assignments. The first issue of the volume (January) contains information for authors outlining the format.
### IV. Program Costs

<table>
<thead>
<tr>
<th>Semester</th>
<th>Academy of Nutrition and Dietetics student membership</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Textbooks and course materials</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>Tuition (based on 12 credits for upper division resident)</td>
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</tr>
<tr>
<td>Second Semester</td>
<td>CPD Fee$^2$</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>Physical examination and lab fees</td>
<td>440$^3$</td>
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<tr>
<td></td>
<td>Textbooks and course materials</td>
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</tr>
<tr>
<td></td>
<td>Tuition (based on 13 credits for upper division resident)</td>
<td>4625</td>
</tr>
<tr>
<td>Third Semester$^4$</td>
<td>Academy of Nutrition and Dietetics student membership</td>
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<td></td>
<td>CPD Fee</td>
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<tr>
<td></td>
<td>Lab Coat</td>
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<tr>
<td></td>
<td>Textbooks and course materials</td>
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</tr>
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<td></td>
<td>Tuition (based on 13 credits for upper division resident)</td>
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</tr>
<tr>
<td>Fourth Semester</td>
<td>CPD Fee</td>
<td>700</td>
</tr>
<tr>
<td></td>
<td>Textbooks and course materials</td>
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</tr>
<tr>
<td></td>
<td>Tuition (based on 15 credits for upper division resident)</td>
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</tr>
</tbody>
</table>

1 Tuition fees will vary if the student is not a resident of Michigan or Windsor, or is enrolled as a graduate student.

2 The CPD Fee is $1800 total, spread over the three dietetic practice courses (semesters 2-4). This fee covers administrative costs for the program, including clinical rotation supervision, professional liability insurance, name badges, criminal background checks, registration examination review course and other miscellaneous fees.

3 This amount is for a complete physical and all required vaccinations (MMR, varicella, Hepatitis B and a TB test) if completed at the Campus Health Center for a student with no insurance. This amount will vary depending on the type of insurance coverage the student may have.

4 Those students with a degree in dietetics, who enter the program at the third semester point, are still responsible for the $400 CPD fee from the second semester, which will be charged to the NFS 4990 course that is required in the spring/summer semester at the end of the program. These students must also have a physical examination; the estimated cost is listed under the second semester.

**Note:** Costs are estimates and as such are subject to change. This list does not include the cost of housing or transportation to supervised practice sites (please see V.C. below regarding the CPD policy on transportation). The following link is to the registrar’s website where information on tuition can be located: [http://reg.wayne.edu/students/tuition.php](http://reg.wayne.edu/students/tuition.php)

### Cost Information After Completion of the CPD

- Academy Membership dues: 220.00
- Transcripts, each: 5.00
- Registration Exam Fee: 200.00
- Registration maintenance fee, (annual): 50.00
A. Scholarships, Awards, Honors Program

Dietetic Associations: The Academy Foundation, MAND Institute (MNDI), SEMDA

A limited number of scholarships are offered by these organizations each year. Information and application forms are made available through the faculty during the winter semester. Recently, these scholarships have ranged in amount from $250.00 to $1000.00. For the local and state dietetic associations (SEMDA, MNDI), completed applications are usually due during the months of January and March. Applications are available online at the associations’ websites:

MNDI: www.eatrightmich.org  SEMDA: www.semda.org

The Academy Foundation offers several scholarships to students in CPD. Application forms may be submitted at one time of the year only, from October 1st to January 15th. Application details are available at the Academy website (www.eatright.org), and criteria for selection and nomination procedures for next year’s awards may be requested by writing. Announcement of recipients is made in the November issue of the Academy Journal.

B. Departmental Honors Program and A-Grade

Honors Major

The Department of Nutrition and Food Science (NFS) offers an Honors major. The minimum grade point average (GPA) of 3.3 is required for enrollment in the NFS Honors program. Students must have an overall honor point average of 3.3 and maintain an overall honor point average of at least 3.0 in the major to be awarded the Honor Degree.

Requirements:

1. Enroll in Honors section of NFS 3230.
2. Complete at least 3 credits in an independent research project (NFS 5960).
3. Complete at least one 4000 level Honor Program Seminar.
4. Complete at least fifteen credits in honors designated coursework, including the above. The additional coursework may be obtained in this department or any other department in the college (for listing of honors courses offered each semester, see the Schedule of Classes under "Honors Program").

"A-grade' Option - Accelerated Graduate Enrollment

Qualified seniors in NFS having not less than a 3.5 GPA may enroll simultaneously in the undergraduate and graduate program and apply a maximum of fifteen credits towards both the bachelor's and master's degrees in NFS. Students may apply for the program as soon as they complete ninety credits towards the undergraduate degree. Graduate courses taken as part of the 'AGRADE' Program are assessed undergraduate rate tuition.
V. Affiliations

A. Dress Code

In most supervised practice settings, the standard uniform is a clean, freshly pressed white lab coat with a Wayne State University student name tag worn over appropriate business attire. Some sites may require students to wear a facility name badge, in addition to the Wayne State University name tag. Clothes should be appropriate for the professional setting – please see specific guidelines below.

1) NO jeans, Capri or short pants, leggings, or any type of spandex or tight clothing.
2) Skirts must be no shorter than 2 inches above the knee.
3) NO tank tops, cropped shirts, or any type of shirt that shows any bare stomach, bare upper arms, or cleavage. If you do wear a shirt with no sleeves (such as a tank top) you must leave your lab coat on and buttoned at all times.
4) Shoes should be comfortable and sensible for setting. Avoid wearing hard-soled shoes that make a lot of noise in the hospital setting. In all food service settings, shoes must be rubber-soled to avoid slipping in wet kitchen areas.
5) NO platform or high heeled shoes or boots, no open-toed sandals, no shoes without socks or stockings.
6) Minimal jewelry may be worn, including small earrings, a watch, and wedding rings (some food service sites may specify no hand jewelry).
7) NO nail polish other than clear, French manicure, or very light pastel-type colors. Some food service sites may require that you wear no nail polish or false/artificial nails for sanitation purposes.
8) Make-up should be simple and hair should be clean and neat. All food service sites require that you confine long hair and wear hairnets in all kitchen or food preparation areas.
9) Use perfume, cologne, or body sprays sparingly, especially when having patient contact in hospital or long-term care settings (strong smells can aggravate some patients).
10) Some supervised practice sites may have additional dress code guidelines that must be followed.

Any student not in compliance with this dress code (and any other at the facility where working) may be asked to leave the supervised practice site. The time must be made up, according to the policy detailed under III C 2 in the Coordinated Program in Dietetics Student Handbook.

B. Facility Policies and Regulations, Criminal Background Check

Orientation to each facility is conducted at the time of supervised practice at that facility. Students are required to follow identified facility policies and procedures in the supervised practice sites.

Students are required to submit to a criminal background check to be completed before supervised practice begins. Students from Windsor must obtain Windsor Police clearance and are responsible for going to the police department at least six weeks prior to the start of the rotation to obtain the clearance. A facility has the right to deny a rotation to a student based on results of the background check. WSU faculty will attempt to reassign a student in this situation, but depending on the nature of the report, the student may need to follow-up with the agency/institution that initially generated the report (e.g., police department, local or district court). Sites may also require drug testing, and students must be willing to submit to such testing as a condition of being accepted into the program.
C. Transportation

Students are responsible for their own transportation to supervised practice. It is advisable for students to have their own transportation. During the two–year program, supervised practice assignments are made at a variety of sites throughout the metropolitan area. Supervised practice assignments within a convenient distance from home or in conjunction with another student cannot be assured. Locations range from one–half to 40 miles from campus. The Detroit public transportation system is not adequate for traveling to rotation sites outside of the downtown area. Car pools among students are permitted, but supervised practice assignments cannot be made on the basis of pre–established arrangements. Information on parking is available before beginning each supervised practice assignment.

D. Liability Insurance

The University maintains a Comprehensive General Liability Insurance Program and umbrella liability policy coverage. These protect against personal liability, property damage and bodily injury at the supervised practice sites. In addition, each student is required to participate in a professional liability insurance plan. The CPD maintains a group policy and provides this insurance as part of the CPD fee.

E. Health Requirements

All students must have an annual physical examination and return the WSU CPD health forms to the Program Director prior to beginning supervised practice rotations (Physician Clearance, Health Clearance Release, and Student Acknowledgement and Release forms). The forms may be completed by the student's physician, a primary care nurse practitioner or a physician's assistant. Required vaccinations cannot be waived for any reason. The examination must include:

1) Tuberculin (TB) skin test (PPD or Mantoux test): If the skin test is positive, a chest X–ray must be done. TB test results are valid for one year from the date of the test reading. All students in supervised practice (SP) must have a valid TB test for the entire time they are at SP. Since the first TB test will be required at the beginning of the winter semester in the junior year, a second TB test will be required prior to the winter semester of the senior year. Students who have had a previous TB infection or the BCG vaccination may provide a chest x-ray or a TB blood test (interferon-gamma release assays or IGRAs) in place of the TB skin test.

2) E.N.T., heart, lung, abdominal examination.

3) Rubeola (measles), Mumps, Rubella (German measles), Influenza, and Varicella-Zoster (chickenpox) proof of vaccinations or titers. Official documented proof of all required vaccinations, with dates, will be accepted. If this is not available, you must obtain proof of titers.

4) Hepatitis B vaccination. Official documented proof of completed series (3 shots), proof of at least the first of three injections, or a titer will be acceptable. If proof of first and/or second shot in series is given, proof of final shot in series must be provided as soon as it is administered.

The “Physician Clearance,” “Health Clearance Release,” and “Student Acknowledgement and Release” forms must be filed with the Program Director by the first day of the winter semester of the junior year. Students with a degree who are completing the program in three semesters, must provide their medical forms before or on the first day of orientation, at the beginning of the program. Failure to provide such document will preclude student participation in supervised practice.
Physician Clearance  
Wayne State University  
Physical Examination for CPD Students  
To Be Completed by Health Care Provider

I have examined ___________________________________________________________ on ____________________  
(Student Name)  (Date)  
and find that he/she is in good health and free of any communicable disease as can be ascertained by my examination.

Comments or Recommendations: ____________________________________________________________________________  
__________________________________________________________________________

Complete the following section indicating when the tests were performed and the result:

<table>
<thead>
<tr>
<th>Date Performed</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUBERCULIN SKIN TEST</td>
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</tr>
<tr>
<td>Chest X-Ray (if indicated)</td>
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</tr>
<tr>
<td>HEPATITIS B VACCINATION</td>
<td>Date of Dose 1 __________ Date of Dose 2 __________ Date of Dose 3 __________</td>
</tr>
</tbody>
</table>

LABORATORY TESTS - Attach reports for all required vaccinations; Rubeola, Mumps, Rubella, Influenza, and Varicella-Zoster. Official documented proof of all required vaccinations, with dates, will be accepted. If this is not available, please attach proof of titers.

Health Care Provider Name: ____________________________________________________________

Address: ____________________________________________________________________________

Street City State Zip Code

(Health care Provider's Signature)

Return to: Director, Coordinated Program in Dietetics  
3009 Science Hall  
Wayne State University, NFS Dept.  
Detroit, MI 48202

Or Fax: 313.577.8616

This form and all lab results/proof of vaccination are due on or before the first day of class, during the semester the student begins supervised practice. If not received by this time, student will not be allowed to participate in supervised practice activities.
Health Clearance Release Form
Wayne State University
Physical Examination for CPD Students
To Be Completed by Student

Student Name:__________________________________________________________

Address: ____________________________________________________________

Street City State Zip Code

Phone: ________________________________
Home/Cell

Date of Last Medical Exam: ________________

Student Statement of Understanding

I understand that I must maintain a level of good health and remain free from communicable disease while I am enrolled in the Coordinated Program in Dietetics. I understand that if my level of health changes, I must immediately report this to the Director of the Program. I must provide proof that I have either natural or acquired immunity to Rubella, Mumps, Rubeola, Influenza and Varicella-Zoster. I must provide proof of Hepatitis B Vaccination. I must provide proof that I am free from communicable diseases and have had a tuberculin clearance (skin test, chest x-ray or IGRA). I understand that all of these required reports and clearances must be provided to the Program Director prior to the start of supervised practice, and that the required tuberculin test must be valid throughout the entire course of the program, which means a second test will be required during the second year of the program.

_________________________________________  __________________________
Signature Date

Return to: Director, Coordinated Dietetics Program
Wayne State University
NFS Dept. 3009 Science Hall
Detroit, MI 48202

Or Fax: 313.577.8616

This form and all lab results/proof of vaccination are due on or before the first day of class, during the semester the student begins supervised practice. If not received by this time, student will not be allowed to participate in supervised practice activities.
Student Acknowledgment and Release Form

Wayne State University
CPD Handbook, Program Requirements, Release of Information

This form must be signed and submitted to CPD Faculty on the first day of classes upon entry into the program.

I, ____________________________, acknowledge that I received the CPD Handbook and have reviewed all policies and procedures. I agree to follow all CPD policies and procedures as outlined.

I, ____________________________, acknowledge that I am aware that the CPD will be providing the results of my background check, my medical information, and that I may be required to submit to a drug test.

I, ____________________________, acknowledge that I received the CPD “Outstanding Program Requirements” form, completed for me by CPD program staff prior to program entry, and I agree to complete all requirements as outlined. I understand that if these are not completed, I will not be provided with the Academy Verification Statement and will not be eligible to take the Registration Examination for Dietitians.

I, ____________________________, authorize the CPD to contact my future employers for the purpose of conducting a survey regarding my preparation for an entry-level dietetics position.

I, ____________________________, authorize release of my name and contact information by the CPD of the Department of Nutrition and Food Science for the following purposes:

  ____ Professional mailings (eg continuing education offerings, CPD evaluations, employment information, professional insurance, etc).
  ____ Employers or agencies seeking dietetic professionals
  ____ Fellow classmates
  ____ Students or potential students wishing information on the program or career options

Signature:____________________________________________________________________

Date:_________________________________________________________________________