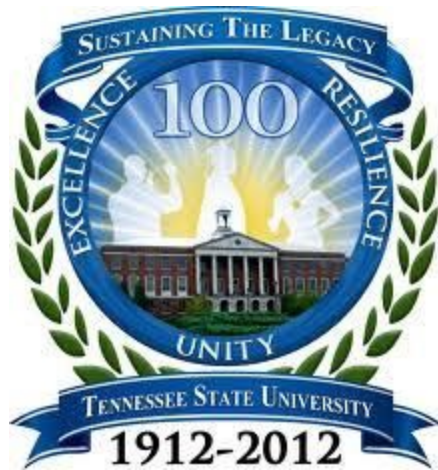


Foods and Nutritional Sciences  
Department of Human Sciences  
College of Agriculture, Human and Natural Sciences  
Tennessee State University



## Policy Guidelines for the Didactic Program in Dietetics (DPD)

# List of Important Numbers

Office of the Dean	(615)963-7561 Fax 963-5888
Department of Human Sciences	(615) 963-5601 Fax (615) 963-5033
Didactic Program Director Elyse Shearer	(615) 963-4933
Registrar's Office	(615) 963-5300 <a href="mailto:records@tnstate.edu">records@tnstate.edu</a>
Bursar's Office	(615) 963-5472☐ 1-877-288-0028☐
Fax: 615-963-7632	
Student Affairs	(615) 963-5621☐ Fax☐(615) 963-5051
Counseling Center	(615) 963-5611 Fax☐(615) 963-5633

Campus Police

(615) 963-5171

Dear Students,

Welcome to Food and Nutritional Sciences. This booklet is designed to serve as a guide for students enrolled in the TSU Didactic Program in Dietetics (DPD). The contents within this handbook represent official communication of the program policies and procedures such as, but not limited to, admission requirements, graduation requirements, student scheduling, and supervised practice requirements. Students are expected to be familiar with the DPD policies and procedures, as well as policies relating to the University, such as the TSU Student Code of Conduct.

Also presented in this handbook are the DPD mission, program goals and student learning outcomes, administration of the academic program, information about the Academy of Nutrition and Dietetics, and student expectations and responsibilities.

This handbook is revised annually to stay consistent with information in the TSU Student Handbook and the TSU Undergraduate Catalog. Each new edition supersedes all previous editions. Additional website information is included from the Academy of Nutrition and Dietetics, the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Commission on Dietetic Registration (CDR), and the Tennessee Dietetic Association (TDA).

The TSU Didactic Program in Dietetics does not discriminate on the basis of personal status, individual characteristics or group affiliation, including but not limited to, classes protected under federal and state law.

Please read this booklet carefully and thoroughly. Keep it in a safe place and use it when it doubt. If there is anything in the handbook that is not addressed, for which you still have questions, please meet with any of the program faculty for clarification. Please feel free to provide feedback that will help us achieve the program goals and the student learning outcomes.

We hope that this handbook will be helpful to you and will accomplish the objectives for which it is designed. Please help us to help you. Again, welcome to the Food and Nutrition Sciences program. We look forward to working with you throughout your tenure at this great University and beyond.

## **Introduction**

The Didactic Program in Dietetics (DPD) at Tennessee State University (TSU) prepares students for careers as nutrition educators and credentialed dietitians who will provide leadership in the delivery of foodservice management and nutrition services for the people of Tennessee and around the globe. With a strong emphasis in community service, our students excel in providing services to the limited resource individual and family. Graduates may develop community programs to promote nutrition and good health; educate people about the relationship between diet and health; conduct research on the psychological, cultural, social, economic and environmental issues related to nutrition and health; or work with special groups who are at risk for nutrition-related or health problems, such as pregnant women, infants and the elderly. Many opportunities are provided for students to gain experience in their profession before graduation. These experiences enable students to learn about cultures, and take on leadership roles before they enter the workforce. All of these experiences enhance learning and may provide an advantage in the job market.

## **Accreditation**

The Didactic Program in Dietetics at TSU 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, Illinois 60606-6995, 312/899-0040 (ext. 5400), [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend).

## **DPD Program Mission**

The mission of the TSU Didactic Program in Dietetics (DPD) is to support the missions of the University, College and Department by providing a progressive and effective academic curriculum that prepares students to be scientifically competent, accountable, and ethically responsible food, health and nutrition professionals prepared for supervised practice, a health or science related profession and/or graduate school and advancing as self-educating dietetics professionals who will become Registered Dietitians.

## **Goals and Objectives of the Program**

**Goal 1:** To prepare competent graduates that have the foundation, knowledge and skill requirements needed to enter and successfully complete a dietetics internship program, and pass the exam to become a Registered Dietitian.

### Goal 1 Objectives:

- a. Over a five year period, a minimum of 60% of students who complete the ACEND requirements will apply for an ACEND approved internship or ISPP within 12 months of graduation.

- b. Over a five year period, a minimum of 50% of those who apply for an ACEND approved internship or ISPP are accepted into such within 12 months of graduation.
- c. Over a five year period maintain a minimum 80% first-time passage rate for graduates taking the registration exam, and a minimum 80% one year passage rate over a five year period for those who do not pass the exam on the first attempt.

**Goal 2:** To increase the number of students who pursue the DPD, remain in the Program, and complete it within the recommended time frame.

Goal 2 Objectives:

- a. Increase enrollment in the DPD by 25% each year.
- b. Students will be satisfied with program services, as indicated by a minimum of 80% of students marking “satisfactory” or higher on questions related to program content and advisement.
- c. Eighty percent of students will complete the program requirements within three years of being accepted into the program.

**Goal 3:** To prepare graduates to be competent employees in dietetics and related professions; e.g., food service management, community agencies, health care organizations and business.

Goal 3 Objectives:

- a. Over a 5 year period an average of 75% of students will find dietetics-related employment within 12 months of completion of the DPD, internship, or supervised practice program (ISPP).
- b. Over a five year period, 80% of employers will rate graduates as competent for the position they are holding.

**Goal 4:** To prepare students to be critical thinkers who are knowledgeable about the research process and outcome evaluation.

Goal 4 Objectives:

- a. Over a 5 year period an average of 80% of program faculty will have research/extension/teaching funding from external funding agencies.
- b. At least five DPD students will participate in funded research projects each year.
- c. At least two DPD students will present a paper at a scientific conference each year.

## **Admissions Criteria for Didactic Program in Dietetics (DPD)**

Prospective students must meet admission requirements of Tennessee State University and must apply for admission to the DPD program. Students must meet the following criteria to be considered for entry to the DPD Program.

- Cumulative GPA of 2.5 or better
- Achievement of at least junior status at the university (i.e. 60+ credit hours), including the courses listed below.
- Grade of B or better in the following courses:
  - NUFS 1110 - Food Preparation and Meal Management
  - NUFS 2110 - Elementary Nutrition
- Grade of C or better in each of the following courses:
  - BIOL 2210 and 2211 - Anatomy and Physiology I and Lab
  - CHEM 1110 and 1111 - General Chemistry I and Lab
  - CHEM 1120 and 1121 - General Chemistry II and Lab
- Completion of application packet, which includes:
  - DPD Admission Application
  - Current transcripts from TSU and/or other universities or colleges attended
  - Completion of interview with dietetics faculty

## **Educational and Professional Requirements to become a Registered Dietitian Nutritionist (RDN)**

1. Complete a minimum of a bachelor's degree at a U.S. regionally accredited university or college, and course work through a Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
2. Complete 1,200 hours of supervised practice through an ACEND-accredited Dietetic Internship, Coordinated Program in Dietetics, or an Individualized Supervised Practice Pathway (ISPP). Supervised practice programs typically last between 6 and 12 months.
3. Pass a national examination administered by the [Commission on Dietetic Registration \(CDR\)](#) to become a Registered Dietitian. Starting on January 1, 2024, entry-level registered dietitians must complete a Master's degree prior to taking the registration exam to become a Registered Dietitian.
4. In most states, including Tennessee, dietitians must apply for and maintain licensure in order to practice dietetics. Continuing professional education is required to maintain registration and licensure.

## **Verification Statement**

The Director of the Didactic Program in Dietetics is responsible for providing each graduate of the program a verification statement indicating successful completion of the program. The DPD Program Director will provide a verification statement after the following have been verified:

1. Overall GPA of 2.75 or greater.
2. Successful completion of all DPD coursework with a minimum grade of “C” or better
3. Passage of a comprehensive DPD examination (75%)

Once each element is reviewed and verified and the student is deemed as having successfully completed all components of the program, the Director completes the verification statement provided by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

## **Supervised Practice**

Completing an undergraduate degree in dietetics from an ACEND-accredited Didactic Program in Dietetics is the typical pathway for students to meet the requirements for dietetic internships (DI). During the senior year of the DPD program or following completion of the DPD program, students can apply for a post-baccalaureate dietetic internship accredited by ACEND. Information of accredited supervised practice programs can be found through the [Academy of Nutrition and Dietetics](#).

Most Dietetic Internship programs participate in an online application system called the Dietetic Internship Centralized Application System ([DICAS](#)). This system allows for one application to be completed and submitted to multiple dietetic internships. The Dietetic Internship Match is a computer-based program that matches the preferences of applicants for a dietetic internship with the preferences of the DI program directors. Students must also register an account with a company called [D&D Digital](#) in order to rank the order of their preference for internships they are applying to. D&D Digital will match applicants to DI programs based on both the ranking of the students and the ranking of the internship. Applications through DICAS can be submitted in February and November.

Currently, placement of dietetic students in supervised practice programs is very competitive, with about 50% of applicants receiving placement. Typically, students are more likely to be placed in a supervised practice program if they have a DPD GPA of over a 3.5, dietetics-related work and volunteer experience, and demonstrated leadership skills.

## **Academic Calendar**

The TSU Didactic Program in Dietetics follows the same academic calendar as the University. Students can find the calendar for the academic year at [http://www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx). The DPD program offers classes in the fall, spring, and summer semesters. Holidays are determined by the university. The DPD Director is available to prospective and current students year round.



## Estimated Program Costs

- Estimated tuition and fees (15 credit hours): In-state \$8,008; Out-of-state \$21,364
- On-campus housing: \$3,806
- Books: \$500
- Liability insurance (FACS 4600): \$20
- Restaurant-Approved Non-Skid shoes: \$80
- Student Membership in the Academy of Nutrition and Dietetics: \$58

## Financial Aid

Students in the Didactic Program in Dietetics are eligible to apply for financial assistance through the [Tennessee State University Office of Financial Aid](#). Funding options include grants, scholarships, loans, and work-aid. Students may also be eligible for scholarships and work-aid through the College of Agriculture and the Department of Human Sciences.

The Academy of Nutrition and Dietetics (AND) Foundation also offers scholarships to students pursuing careers in dietetics. Information can be found on their website under [Scholarships](#).

## Curriculum Requirements

General education, Department of Human Sciences, and DPD requirements for the Bachelor of Science (B.S.) degree are reviewed in the TSU course catalog, found at [http://www.tnstate.edu/academic\\_affairs/documents/Undergraduate\\_Catalog.pdf](http://www.tnstate.edu/academic_affairs/documents/Undergraduate_Catalog.pdf). A B.S. in Family and Consumer Sciences with a concentration in Food and Nutritional Sciences/Dietetics requires the completion of a minimum of 120 semester hours.

The following curriculum map includes all the courses required for in order to receive a B.S. degree and verification statement.

### DPD Curriculum Map

#### FRESHMAN YEAR

ENGL	1010	Freshman English	3		ENGL	1020	Freshman English	3	
MATH	1110	College Algebra	3		ECON	2010	Economics I	3	
UNIV	1000	Service to Leadership*	1		FACS	1010	FCS as a Profession	1	
		Humanities Elective**	3				Humanities Elective	3	
BIOL	2210	Human Anatomy I	4		BIOL	2220	Human Anatomy II	4	
BIOL	2211	Human Anatomy I lab	0		BIOL	2221	Human Anatomy II lab	0	
			14					14	

\*

### SOPHOMORE YEAR

CHEM	1110	General Chemistry I	3		CHEM	1120	Gen Chemistry II	3	
CHEM	1111	General Chem I Lab	1		CHEM	1121	Gen Chemistry II lab	1	
HIST	2010	American History I	3		HIST	2020	American History II	3	
NUFS	1110	Food Prep & Meal Mgt	4		NUFS	2110	Elementary Nutrition	3	
COMM	2200	Public Speaking	3		BIOL	2400	Prin of Microbiology	4	
ENGL	2010-2018	English Literature	3		BIOL	2401	Prin of Microbiology lab	0	
			17					14	

### JUNIOR YEAR

CHEM	2010	Organic Chemistry I	3		CHEM	3410	Biochemistry I	3	
CHEM	2011	Organic Chemistry I lab	1		CHEM	3411	Biochemistry I lab	1	
NUFS	3120	Nutrition in the Global Community	3		NUFS	3830	Assess, Behavior Change & Counseling	3	
NUFS	3130	Food Service Equip/Cost Control	3		NUFS	3110	Experimental Foods	3	
NUFS	3350	Life Span Nutrition	3		NUFS	4110	Advanced Nutrition	3	
PSYC	2010	General Psychology	3		FACS	3500	Prof Ethics & Conduct	2	
			16					15	

### SENIOR YEAR

FERM	3210	Family Resource Management	3		ECFS	4630	Family Relationships	3	
NUTR	4530	Medical Nutrition Therapy I	4		NUTR	4540	Medical Nutrition Therapy II	3	
NUFS	4120/4121	Quantity Food Procurement/Lab	4		FACS	4500	Senior Project	3	
MGMT	3010	Mgmt and Organizations	3		NUFS	4520	Food Service Systems Mgmt	3	
FACS Summer	4600	Field Experience in Nutrition	2				Elective	2	
			16					14	

#### **Dietetics classes attendance and tardiness.**

Attendance is required for all NUFS courses.

Attendance will be taken at the beginning of each class. Excused absences will only be granted for the following reasons:

- Death in the family as documented by a dated obituary
- Illness or hospitalization as documented by a physician's note related to that illness (vague notes such as "was seen" are not acceptable)
- Religious holiday as documented by a written statement to the professor before the

- holiday
- Professional/graduate school interviews with documentation of interview letter and travel arrangements
- Accident as documented by a copy of the police report

Only students with excused absences will be allowed to make up the original work or suitable alternative if an exam or in-class assignment is missed. Absence from class will result in a penalty (as determined by faculty member) unless there is an unavoidable extenuating circumstance (subject to the faculty member's discretion) that can be documented to the faculty member's satisfaction.

Tardiness is unacceptable in the workplace and is also not appropriate in the classroom. It shows disrespect for the professor, other students in the class, and the course content. Students who are tardy (as defined by the professor of each class) will be penalized according to the policy established for that class.

### **AND Membership**

AND membership fosters commitment to the dietetics profession. As an AND member, you are eligible for scholarships, have opportunities to network with other dietetic students and professionals, may access research in the Evidence Analysis Library, and learn about the profession. As an AND member, you automatically become a member of the Tennessee Dietetic Association (unless you select a different state affiliation on the membership application).

In addition, DPD professional courses require use of resources that are limited to AND members. All DPD majors must be members of the Academy of Nutrition and Dietetics by the Fall semester of their junior year or after 60 credits. Students must submit proof of membership (copy of AND membership card) to the Program Director by September 15th each year. Membership information can be found at <http://www.eatright.org>. Students can join as a student member for \$58.00. Membership runs from June 1st – May 31st.

### **What are the characteristics of a successful dietetics student?**

#### **A successful dietetics student is a:**

- \_ Critical thinker
- \_ Self-starter
- \_ Team player

#### **...who has:**

- \_ Good time management skills
- \_ Organizational skills
- \_ Strong interpersonal skills
- \_ Effective stress management
- \_ Self-discipline
- \_ Adaptability
- \_ Leadership ability

- \_ Commitment to the profession
- \_ Integrity
- \_ Ability to prioritize
- \_ Volunteer and work experience
- \_ Good grades
- ...and is:**
- \_ Responsible and mature
- \_ Pro-active
- \_ Goal-oriented

### **Is it important to get work or volunteer experience in the dietetics field?**

In order to learn about the field of dietetics and to strengthen your application for a dietetic internship, it is strongly recommended that you work or volunteer in dietetics-related areas. Most internships require additional experience beyond coursework. You can do this during the summer or the school year. You are encouraged to contact local dietitians and request a volunteer experience. Opportunities for volunteer experiences are also sent via e-mail. You should keep a record of your hours and experiences for your internship application and resume.

### **Should I maintain a portfolio through my undergraduate program?**

The DPD Faculty highly recommends that you maintain a portfolio of your accomplishments through your junior and senior year. A portfolio is a reflection of your knowledge, skills and accomplishments in the professional phase of the program. It is very useful when you are applying for dietetic internships, graduate programs and jobs. You can create a paper version in a three ring notebook, an online version or a PDF document. Some basic information that should be included is:

- Resume
- Statement of career goals/interests
- Professional and student organization memberships, including leadership roles and examples of involvement (e.g., committee chair, Heart Walk participant, health fair organizer, newsletter articles written)
- Certifications (e.g. ServSafe®, personal training certification)
- Scholarships, awards
- Volunteer and work experience (can be dietetics or non-dietetics related)
- Log of hours worked
- Examples of activities, level of responsibility and any materials created
- Professional memberships (AND, Tennessee Dietetic Association, AND Practice groups)
- Leadership roles in professional organizations (e.g., Student Dietetics Association committee member, etc)
- Conferences attended (e.g., FNCE, TDA Annual Symposium, other)
- Research
- Senior Project research project
- Paid or volunteer research assistant

- Samples of applicable class work (e.g., brochures developed, special events, nutrition education programs, power point presentations, worksheets)

If you choose to do a three-ring notebook, you should use dividers, and everything should be typed and have a professional appearance. Do not make it look like a scrapbook; remember that the portfolio should serve as an example of your professionalism.

There are many software programs that are available if you choose to do an online version. Microsoft FrontPage and Adobe Dreamweaver are some examples. Another option is to develop your portfolio and then create a PDF version that you can take anywhere. You could use GoogleDoc to organize it.

### **Academic Misconduct**

Academic misconduct is any conduct that is intended by the student to obtain for himself/herself or for others an unfair or false evaluation in connection with any examination of other work for academic credit. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used or concurrently used in another class without informing the instructor, or tampering with the academic work of other students. Work on papers and assignments should be done independently and should not be the result of discussions with others, unless specified by, or agreed upon with, instructors. It is dishonest for students to sign in other students when roll is taken. The usual punishment for academic dishonesty is an "F" for the course or a lesser penalty if the alleged infraction is of a more minor nature.

### **Faculty Assistance**

The teaching faculty of the Food and Nutrition Department maintain an open door policy for students to consult with them for advisement. Making appointments during office hours is encouraged.

### **Student Complaints**

When student complaints arise the expectation is that the students follow the chain of command in resolving the issue. Students are expected to first discuss their issue with instructor/professor. If a resolution to the issue is not achieved, then they are expected to speak with the Director of the program. The program director then meets with both the student and the faculty member to discuss the issue and obtain a resolution to the issue. If an acceptable resolution is not achieved, then the director of the program, the faculty member, and the student meet with the department chair. If an acceptable resolution is not achieved with the department chair, then the Family and Consumer Sciences department follows the TSU procedures for handling the grievance/complaint.

If all avenues have been unsuccessful, the student may contact ACEND (Commission on Accreditation for Dietetics Education) directly at:

Commission on Accreditation/Approval for Dietetics Education  
of the Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995  
312-899-0040 (ext. 5400)

### **Student Health Insurance**

The University accepts no responsibility for any student requiring hospitalization. Therefore, students are strongly encouraged to enroll in the Student Injury and Sickness Insurance Plan. The enrollment information is located in the Student Health Center and Student Affairs (Room #308). In order to avoid any lapse in your coverage, students who are currently enrolled in the student health plan, should contact Pearce & Pearce by using your customized email address: [tnstate@studentinsurance.com](mailto:tnstate@studentinsurance.com) or by phone at 1-888-722-1668. You may also log into [www.studentinsurance.com](http://www.studentinsurance.com) and search for Tennessee State and enroll online.

### **Immunization Requirements**

The state of Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles.

In compliance with this law, and in an attempt to maintain a safe and healthy campus environment, Tennessee State University requires that all entering students, born after □1957, furnish documented proof of having immunity to measles or having been immunized with two doses of MMR vaccine on or after the first birthday unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reason(s).



**Signature Page and Statement of Student Accountability**  
**Didactic Program in Dietetics**  
**Tennessee State University**

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Didactic Program in Dietetics, the TSU Undergraduate Catalog, and the TSU Student Handbook. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the Didactic Program in Dietetics.

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Student Signature

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Date