

Didactic Program in Dietetics (DPD) Student Handbook



**School of Health Sciences
Kent State University**

**Revised 5/2019
Based on the ACEND 2017 Accreditation Standards**

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Introduction

Welcome to Kent State University's Nutrition program! The Nutrition Program is housed in the College of Education, Health and Human Services as part of the School of Health Sciences. The program is housed in Nixon Hall on the Kent State University Main Campus. This program is the first step necessary to become a Registered Dietitian.

A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) is an individual who has completed the following requirements:

- Minimum of a bachelor's degree from a U.S. regionally accredited institution
- Academic requirements from an ACEND-accredited Didactic Program in Dietetics
- A Dietetic Internship program from an ACEND accredited program
- Successfully pass the Registration Examination for Dietitians administered by the Commission on Dietetic Registration
- Obtain licensure if required by the state
- Maintain Continuing professional education requirements

The state of Ohio as well as most other states also have a certification or license requirement in order to practice dietetics. Each state requirement is different and information can be found on the state dietetic association website. The following is the example link for the State Board of Dietetics: <http://www.dietetics.ohio.gov>

Dietetics is a very challenging, but rewarding profession that applies the science of food and nutrition to the health and well-being of individuals and the community. The Didactic program in Dietetics (DPD) at Kent State University (undergraduate program) is a science-based program that is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) (<http://www.eatrightacend.org/ACEND/>) of the Academy of Nutrition and Dietetics (<http://www.eatrightpro.org>), 120 South Riverside Plaza, Suite, 2000, Chicago, IL 60606 (phone: 312-899-0030 ext. 5400;

education@eatright.org. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy's accrediting agency for education programs preparing students for careers as Registered Dietitians (RD) and Dietetic Technicians, Registered (DTR). ACEND is recognized by the United States Department of Education as a Title V gatekeeper as is also a member of the Association of Specialized and Professional Accreditors (ASPA).

RD/RDNs are typically employed in hospitals and other health care facilities, government and public health agencies, the food industry, schools and universities, private practice, health and wellness institutions and businesses, sports nutrition, as well as other unique healthcare and industry opportunities. The U.S. Bureau of Labor Statistics reports (<http://www.bls.gov/ooh/Healthcare/Dietitians-and-nutritionists.htm>) the need for RD/RDNs will continue to grow at the same rate or greater rate than other healthcare professions due to the increased emphasis on prevention, the increase in the aging population, as well as the public interest in nutrition.

RD/RDN salaries begin at approximately \$52,000. Salaries increase with experience in the field (<http://www.eatrightpro.org/resources/about-us/what-is-an-rdn-and-dtr/what-is-a-registered-dietitian-nutritionist>).

Mission Statement

Mission: The Kent State University's Didactic Program in Dietetics Mission is to provide students with a broad general education with a strong foundation in nutrition/dietetics and the sciences. The emphasis will be on providing a program that integrates theory, research, and application of knowledge to the profession of dietetics resulting in successful students and graduates. The program will meet all University, College, and School requirements as well as incorporate the professional knowledge requirements of the Commission on Accreditation for Dietetics Education. Completion of the program will result in the awarding of the Bachelor of Science degree in Nutrition and the DPD verification statement.

DPD Program Goals and Outcome Measures

DPD Program Goals:

Goal 1: To prepare individuals to become registered dietitians through the combination of their undergraduate degree program followed by successful completion of a supervised practice experience and the registration examination.

Objective 1: 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 2: 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 3: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Goal 2: To prepare graduates not pursuing a career in dietetics for advanced graduate or professional study or employment matching their individual interests and professional goals.

Objective 1: At least 80% of program students complete program/degree requirements

within 6 years (150% of the program length)

Outcomes data is available to anyone who requests the information from the DP Director.

Admission Requirements

The admission process to Kent State University Freshman and transfer students is described on the university website:

<http://www.kent.edu/admissions/undergraduate>. If a student already has a degree in another field and is interested in becoming a Registered Dietitian, please contact the DPD Director, Dr. Natalie Caine-Bish for a transcript evaluation (i.e., 330-672-2148; ncaine@kent.edu) and apply to the university as a post-undergraduate student.

Tuition & Fees

Tuition and fees for the university and coursework can be found at:

<http://www.kent.edu/admissions/undergraduate/tuition-scholarships-financial-aid>. It is recommended that students hold a student membership with the Academy of Nutrition and Dietetics by junior status (\$50/year), but it is recommended to become a member as soon as a student is financially able. Yearly there are also student fees for the nutrition program.

It may be expected for lab service-learning experiences that students have to travel off campus. Furthermore, it is highly recommended that students engage in volunteer experiences outside of class to increase the potential of obtaining an internship. Many of these experiences will be reachable by walking or the Portage County Bus system, which is free for Kent State students.

Application fees and mailing costs for graduate programs, internship applications will vary by program. For those applying to dietetic internship programs, (<https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>), the DICAS Application Fee is \$40.00 for the first application and \$20 for each additional application. The D & D Digital computer matching for internship is \$50.

Curriculum

The DP program at Kent State University meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Foundation Knowledge and Learning Outcomes. Students must successfully complete all courses on the DP curriculum sheet as one step in the eligibility to receive a verification statement. The Bachelor of Science in Nutrition provides students with a broad general education and a strong foundation in nutrition, dietetics and the sciences. The emphasis is integrating theory, research and application of knowledge to the profession of dietetics. The curriculum meets the Didactic Program in Dietetics requirements of the Academy of Nutrition and Dietetics, and graduates are eligible for admission to accredited internships. The faculty has expertise in nutritional sciences, exercise science, clinical and community practice and leadership studies. The curriculum (<http://catalog.kent.edu/colleges/eh/hs/nutrition-bs/#roadmaptext>) is developed to be sequential so that students move from basic knowledge to applied knowledge, skills, and experiences. It is imperative that students follow the Nutrition Roadmap.

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses and milestones designed as critical (!) must be completed in the semester listed to ensure a timely graduation.

| Critical | Course Subject and Title | Credit Hours | Min. Grade | Major GPA | Attribute | Notes |
|------------------------------------|---|--------------|------------|-----------|-----------|-------|
| Semester One [16 Credits] | | | | | | |
| ! | CHEM 10060 General Chemistry I | 4 | C | | KBS | |
| ! | NUTR 23112 Introduction to the Profession: Nutrition and Dietetics | 1 | | ■ | | |
| | MATH 11009 Modeling Algebra | 4 | | | KMC | |
| | NUTR 23511 Science of Human Nutrition | 3 | | ■ | KBS | |
| | UC 10097 Destination Kent State: First Year Experience ¹ | 1 | | | | |
| | ENG 11011 College Writing I | 3 | | | | |
| Semester Two [15 Credits] | | | | | | |
| ! | BSCI 20019 Biological Structure and Function | 4 | | | | |
| | CHEM 10061 General Chemistry II | 4 | C | | KBS | |
| | HM 23510 Quantity Food Production and Safety | 3 | | | | |
| | PSYC 11762 General Psychology | 3 | | | DD/KSS | |
| | Kent Core Basic Science Laboratory - recommend CHEM 10062 | 1 | | | | |
| Semester Three [16 Credits] | | | | | | |
| | CHEM 20481 Basic Organic Chemistry I | 4 | C | ■ | | |
| | HM 23012 Introductory Food Science | 3 | | ■ | | |
| | SOC 12050 Introduction to Sociology | 3 | | | DD/KSS | |
| | ENG 21011 College Writing II | 3 | | | | |
| | Kent Core Requirement: Humanities | 3 | | | | |
| Semester Four [16 Credits] | | | | | | |
| | CHEM 30284 Introductory Biological Chemistry ⁵ | 4 | | ■ | | |
| | NUTR 33512 Intermediate Nutrition Science | 3 | | ■ | | |
| | NUTR 33522 Introduction to Nutrition Assessment | 3 | | ■ | | |
| | Kent Core Requirement: Fine Arts & choice of fine arts/humanities | 6 | | | | |
| Semester Five [15 Credits] | | | | | | |
| ! | MIS 24163 Principles of Management² | 3 | | ■ | | |
| | BSCI 30130 Human Physiology | 3 | | ■ | | |
| | NUTR 35319 Nutrition, Health and Society ⁷ | 3 | | ■ | | |
| | BSCI 20021 Basic Microbiology | 3 | | ■ | | |
| | Kent Core (Additional) | 3 | | | | |
| Semester Six [15 Credits] | | | | | | |
| | NUTR 33532 Business and Management of Nutrition Services ⁵ | 3 | | ■ | | |
| | NUTR 43518 Lifecycle Nutrition ³ | 3 | | ■ | | |
| | NUTR 43013 Research and Statistical Methods in Nutrition and Dietetics ⁵ | 3 | C | ■ | W/C | |
| | NUTR 43016 World Food Customs | 3 | | ■ | | |
| | Elective | 3 | | | | |
| Semester Seven [13 Credits] | | | | | | |
| | HM 43030 Food Service Systems Management ⁸ | 3 | | ■ | | |
| | NUTR 43512 Macronutrient Nutritional Biochemistry ⁷ | 3 | | ■ | | |
| | NUTR 43523 Nutrition and Dietetics: Professional Practice ⁸ | 1 | | ■ | | |
| | NUTR 43511 Medical Nutrition Therapy I ⁷ | 3 | | ■ | | |
| | Elective | 3 | | | | |
| Semester Eight [14 Credits] | | | | | | |
| | NUTR 43513 Micronutrient Nutritional Biochemistry ⁵ | 3 | | ■ | | |
| | NUTR 43521 Integrative and Functional Nutrition ⁵ | 2 | | ■ | | |
| | NUTR 43514 Medical Nutrition Therapy II ⁵ | 3 | | ■ | | |
| | NUTR 43515 Community Nutrition | 3 | | ■ | ELR | |
| | Elective | 3 | | | | |

Graduation Requirements Summary

| Minimum Total Hours | Minimum Upper-Division Hours 30000 – 40000 level course | Minimum Kent Core Hours | Minimum | |
|---------------------|--|-------------------------|-----------|-------------|
| | | | Major GPA | Overall GPA |
| 120 | 39 | 36 | 2.250 | 2.000 |

GPA Requirements

The overall GPA requirement for graduation is 2.0 with a 2.25 GPA in major coursework. Major courses are defined in the Nutrition Roadmap. All Kent State University students must receive a C or better in the Writing Intensive Course (WIC) for graduation. Each semester, the professional advisors (Keya Jennings and Adam Smith) oversee if students are maintaining the minimum grade requirements through an academic alert system. If a student is not meeting the requirements, the student is placed on academic probation is at risk of dismissal if the student's grades don't improve. Advising notes are shared between academic advisors and professional advisors to maintain consistency in career planning and major progression. Please review the policy regarding academic probation.

<https://www.kent.edu/policyreg/administrative-policy-regarding-dismissal-undergraduate-students-academic-reasons>

It should be noted that because of the very competitive nature of internship program selection it is **HIGHLY RECOMMENDED** to achieve an overall **GPA of over 3.3**. Students who are not meeting the suggested GPA are advised each semester of other majors and career opportunities available to them if they either do not apply to a supervised practice program or do not get accepted.

Policies and Procedures of the DPD program

- **Withdrawal and refund of tuition and fees.** Kent State University has established deadlines and dates and procedures for withdrawal and refund of tuition and fees. See the KSU website at: <https://www.kent.edu/cpm/refund-policy> for details.
- **Scheduling a program calendar.** The DPD program follows the KSU academic calendar which is available on the KSU website: <https://www.kent.edu/academic-calendar>
- **Protection of privacy of information (confidentiality of student records).** Kent State University is in accordance with the State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974 assures the confidentiality of student educational records.

However, student educational records may be released without the student's consent to school officials who have legitimate educational interest to access the records and the university may disclose information from a student's educational record to either individuals or entities permitted under applicable federal and state law. Information on confidentiality of records is available in the KSU undergraduate catalog (<https://www.kent.edu/registrar/student-records-policy-ferpa>).

- **Access to personal files.** Students have the right to review their personal educational records for information and to determine accuracy. Information is available on the Kent State University website (<https://internal.kent.edu/onestop>).
- **Access to student support services, including health services counseling services, testing, and financial aid resources.** The Kent State University website has a continually updated resource list for students available at: <https://www.kent.edu/student-services> .
- **University Attendance Policy.**
 - Regular attendance in class is expected of all students at all levels at the university. While classes are conducted on the premise that regular attendance is expected, the university recognizes certain activities, events, and circumstances as legitimate reasons for absence from class. This policy provides for accommodations in accordance with federal and state laws prohibiting discrimination, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, and its implementing regulation, 34 C.F.R. Part 104; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §12131 et seq., and its implementing regulations, 28 C.F.R. Part 35; as well as university policy 5-16. This policy describes the procedures for requesting and responding to legitimate absences. General procedures and responsibilities for requesting and determining legitimate class absence:
Students shall:
 - (a) Follow the documentation procedures set forth.
 - (b) Notify their instructors as soon as possible of class absences.

The full attendance policy can be found at:
<https://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence> .

- **Student Accessibility Services.** The Nutrition Program follows all policies and procedures of the university regarding Student Accessibility Services. All policies can be found at: <http://www.kent.edu/sas/policies-and-procedures>
- **Student Grievances.** There are two different types of grievances that students enter: nonacademic and academic grievances which the policy can be found at: <https://www.kent.edu/policyreg/operational-policy-regarding-general-nonacademic-grievance-procedure-students> & <https://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints> . Students who have a grievance within the program area should begin by addressing the issue with the faculty of the course or for nonacademic issues with the DP director. If the issue cannot be resolved at this level, contact the student ombuds at <https://www.kent.edu/studentaffairs/student-ombuds>.

If the complaint cannot be resolved at the university level, the student may contact ACEND for complaints regarding ACEND Standards. Information can be found at: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>

- **Assessment prior learning.** Prior coursework must be submitted to the VACA Office for Student Services and the DP Director for review. A prospective student will be notified if course(s) will transfer and be provided with a plan of coursework required to complete the KSU DP program. The KSU DPD does not accept prior work or volunteer experience in lieu of coursework.
- **Hold Harmless.** The university, college, school and program area hold no responsibility for transportation, injuries, and or illnesses for on or off campus issues. The following form is filled out for all activities held outside the classroom setting (<https://www.kent.edu/generalcounsel/hold-harmless-data-form>).
- **Assessment of Student Learning.** The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of a student are not to be

made. The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of a student are not to be made.

- A (4.000) Denotes "excellent scholarship" for undergraduate students and "superior scholarship" for graduate students
- A- (3.700)
- B+ (3.300)
- B (3.000) Denotes "good performance" for undergraduate students and "average performance" for graduate students
- B- (2.700)
- C+ (2.300)
- C (2.000) Denotes "fair or average performance" for undergraduate students and "below average performance" for graduate students
- C- (1.700)
- D+ (1.300)
- D (1.000) Denotes "poor (unsatisfactory but passing) performance" for undergraduate students and "far below average performance" for graduate students
- F (0.000) Denotes failure
- AU The mark AU denotes that students have registered to audit a course. Students may audit without credit any course subject to space availability and departmental approval. An audited course is not counted as part of the course load, but students must go through registration procedures and pay the normal registration fees. For graduate students, an audited course may not be counted as fulfilling the minimum course load requirements. An instructor may impose whatever attendance requirements deemed necessary upon the students registered for audit. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements subjects the students to being withdrawn from the course by the instructor. This will be accomplished by the instructor's insertion of the mark W for the students on the final grades list.
- IN The administrative mark of IN (Incomplete) may be given to students who are unable to complete the work due to extenuating circumstances. To be eligible, undergraduate students must be currently passing and have completed at least 12 weeks of the semester. Graduate students must be currently earning a C or better grade and are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriate for summer sessions and flexibly scheduled courses. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the Incomplete mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work. Incomplete grades must be made up within one semester (not including summer sessions) for undergraduate students, one calendar year for graduate students and three

months for College of Podiatric Medicine students. Instructors are required to complete and submit an Incomplete Mark Form to the department chair at the time grades are assigned. This form includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Form is provided to the student. Incomplete grades will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incomplete grades will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one semester for undergraduate students and at the end of one year for graduate students.

- IP The grade IP (In Progress) may be given to students to indicate that research, individual investigation or similar efforts are in progress and that a final grade will be given when the work is completed. The IP grade can be utilized only in designated courses and is not used in computing grade point averages. For graduate students, an IP grade is used for thesis (6xx99) or dissertation (8xx99) courses during those semesters in which a student is in the process of completing a thesis or dissertation. For courses required for the degree, a final grade must be given before a degree can be granted. The IP grade when given for thesis registration remains a terminal grade if the student changes from a thesis option in the master's degree to another degree option.
- M The grade M (Missing) was used until 1980. It is similar to the NF and SF grades (see below) and counts as an F (zero quality points) in computing grade point averages.
- NF The grade NF (Never Attended-Fail) denotes that the student neither attended one class session nor formally withdrew from the course. The NF grade counts as an F (zero quality points) in computing grade point averages. In the case of undergraduate courses taken pass/fail, the NF grade will be changed to a Z (fail) grade.
- NR A mark NR (Not Reported) indicates the instructor did not submit a grade.
- S The grade S denotes satisfactory completion of a course in which a regular letter grade is inappropriate. Satisfactory work is interpreted as average or superior attainment. The credit hours are awarded but are not considered in computing grade point averages, but work earning an S grade may be applied toward meeting degree requirements. For graduate students, the S grade, along with the U grade (see below) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.
- SF The grade SF (Stopped Attending-Fail) denotes that the student stopped attending the course and did not formally withdraw. The SF grade counts as

an F (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which students participated. SF grades are not appropriate for students who stop attending after the course withdrawal deadline. After that time, grades should be based on student performance in the completion of course requirements. In the case of undergraduate courses taken pass/fail, the SF grade will be changed to a Z (fail) grade.

- U The grade U denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the grade will be counted as an F in computing grade point averages. For graduate students, the U grade, along with the S grade (see above) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.
- W The mark W denotes that the student has withdrawn from the university or from any individual course without evaluation. For students in the College of Podiatric Medicine, this mark is given to students who withdraw prior to midterm exams.* The W mark is not used in computing grade point averages.
- WF The mark WF is used by the College of Podiatric Medicine to denote that the student has withdrawn from the university or from any individual course/rotation with failing status after seven weeks of course instruction.* The WF mark is not used in computing grade point averages.
- WP The mark WP is used by the College of Podiatric Medicine to denote that the student has withdrawn from the university or from any individual course/rotation with passing status after seven weeks of course instruction.* The WP mark is not used in computing grade point averages.
- Y The grade Y denotes a passing grade in undergraduate pass/fail courses or in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are not considered in computing grade point averages.
- Z The grade Z denotes failing performance in undergraduate pass/fail courses or in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are not considered in computing grade point averages.

(<http://catalog.kent.edu/academic-policies/grading-policies-procedures/>)

Disciplinary/termination procedures. Students are required to follow the KSU Student Code of Conduct found on the university website:

<http://www.kent.edu/studentconduct/code-student-conduct>.

Advising. Students who were admitted to the university in summer 2012 or later and are freshmen, sophomores and juniors are **required** to meet with an advisor each semester before they can register for classes. All other students are strongly encouraged to meet with an advisor each semester.

Appointments are conducted **in person** in 304 White Hall. If you live more than an hour away, work during our office hours, or are a regional campus student, you can do an **appointment by phone**. When you schedule the appointment, type in the comments that you'll be calling in for the appointment. After scheduling the appointment, you will call the office at 330-672-2862 at your appointment time. Please have internet access and a computer ready for your appointment.

New students who have never met with their advisor will have a one-hour advising appointment for their initial/first appointment with the advisor assigned based on major. After the initial one-hour advising appointment, most appointments thereafter will be 30 minutes in length. Appointments begin at 9 a.m. Monday through Friday with the last appointment of the day at 4 p.m.

Appointments for professional advisors are made online at: <http://www.kent.edu/ehhs/voss/how-meet-advisor>. The professional advisor for the nutrition majors is Keya Jennings (kjennin@kent.edu) or Adam Smith (asmit328@kent.edu)

It is strongly recommended that nutrition students also meet with a faculty advisor each semester to discuss professional goals and current coursework progression. Students can sign up for faculty advisor appointments on the office door of the faculty in Nixon Hall.

Graduation and/or DPD completion requirements. The DPD follows the same graduation requirements as the university and must complete coursework with an overall GPA of 2.0 and a 2.25 major GPA requirements.

Verification Statement. In order to receive a verification statement from KSU DPD program, students must be:

- Be a graduate of the KSU nutrition program.

- Complete the graduation requirements with a 2.0 or higher
- Complete major requirements with a 2.5 or higher.
- Fulfill all course requirements

At the completion of the DPD program, all students should contact the DPD director with post-graduation plans and a permanent mailing address. This is the responsibility of the student. After graduation and verification by the registrar, the students will be issued six copies of the verification statement. The verification statements should be kept in a safe place and are required for dietetic internships and registration for either as a dietitian or diet technician.

Scholarships. Scholarships are available within the major and the college and information for scholarships is available on the college website at: <http://www.kent.edu/ehhs/scholarships> and at the university website at: <http://www.kent.edu/financialaid/scholarships>.

Academy of Nutrition and Dietetics Membership. It is recommended that students become members of the Academy at least by junior year.

Registration information can be found at:

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>. It is also recommended to participate in the local Greater Akron Academy of Nutrition and Dietetics http://eatrightohio.org/aws/ODA/pt/sp/districts_akron.

Student Dietetic Association. It is recommended to join the student dietetic association as soon as becoming a nutrition major. Dr. Karen Gordon is the faculty advisor for the student association and can be reached at klowry@kent.edu. There is a nominal yearly membership fee.

Electronic Portfolio. Every nutrition major beginning Fall 2015 will be required to maintain an electronic portfolio. Students who began prior to Fall 2015 can maintain the three ring binder notebook portfolio with corresponding tabs for sections listed below. Students will begin the portfolio in the course Introduction to the profession: Nutrition and Dietetics and will be completed the senior year during the course Professional Practice. It will be required to maintain a record of hours and experiences in the field, updated resume, professional photo, statement of career goals, listing of professional organizations, certifications, samples of applicable coursework, and brief personal summary at a minimum on the portfolio.

Potential Costs During the Program

Students who decide to engage in volunteer and laboratory activities involving the pediatric population may be required to obtain a BSCII background check, which can be obtained on the 2nd floor of White Hall in the IRC. The background check is \$35 and typically takes 2 weeks to obtain results.

Students who decide to engage in volunteer and laboratory activities off campus will need access to transportation.

Activities are available for students who do not opt to participate in pediatric experiences and/or off campus activities.

Recommendations of Becoming a Successful Dietetic Student.

- Nutrition majors are expected to follow the professional code of ethics set by the academy of nutrition and dietetics:
<http://www.eatrightpro.org/resources/career/code-of-ethics>
- To be successful in the field of dietetics, it is critical to maintain an overall GPA of 3.3 or better.
- It is expected by the time of graduation students have accrued a minimum of 250 hours of experience in the field which can include volunteer or paid experiences. Examples of experiences include: Student Dietetic Association student engagement projects, Campus Kitchen, Center for Nutrition Outreach experiences, National Nutrition Month as well as work experience within the field such as dietary aide.

Process of becoming a Registered Dietitian.

Completion of the Didactic Program in Dietetics at Kent State University does not qualify you to automatically apply for registration as a dietitian. **This is only the FIRST stop in the process of becoming a RD/RDN.** Once a student obtains a verification statement and holds a bachelor's degree, he/she may apply to an ACEND accredited dietetic internship program. Receiving an internship is a very competitive process and obtaining a degree in the KSU didactic program **DOES NOT** guarantee placement into an internship. Currently, the national match rate to internships is approximately 50%. The

third step of becoming an RD/RDN is the successful completion of the National Registration exam for Dietitians. Beginning in 2021, the Commission on Dietetic Registration will require a Masters degree to be eligible to take the exam. The Masters degree can be in any discipline.

Improving the opportunity to successfully matching to a dietetic internship program.

- Research programs early. Understand the process and meet with nutrition faculty with any questions concerning the process and the expectations of obtaining an internship. Chose programs that match professional goals as well as academic and professional abilities.
- Maintain a GPA above 3.3.
- Obtain experience in the field including, but not limited to: hospital, foodservice, nursing home, community nutrition programs, and hunger outreach initiatives. Vary your experiences and try to obtain both paid and unpaid.
- Participate in leadership activities at the university.
- Get to know the nutrition faculty and maintain professionalism throughout an academic career. Nutrition faculty will be writing recommendation letters for the internship application process.
- Apply to more than one program and apply to programs outside the state of Ohio.

Non-KSU Dietetic Intern Policy

- Faculty (Tenure Track and Non-Tenure Track) within the nutrition program are under no obligation to act as preceptors for Non-KSU dietetic interns. Kent State University nutrition faculty will not act as a preceptor for any non-KSU dietetic intern, unless the student is currently enrolled at Kent State University as a student. Any student who is currently a dietetic intern for another program and is currently enrolled in coursework at Kent State University may ask a faculty member to act as a preceptor, but the decision of precepting will be decided on a case by case basis. If a preceptor agreement is made, the university legal department must be provided the facility agreement to approve before the student may start as a dietetic intern in the nutrition program at Kent State University. Furthermore, the student must have

evidence of HIPPA training and submit a copy of FBI/BCI background checks to their KSU preceptor.

On the event a student does not match to an internship program.

The selection process for dietetic internship is very competitive and a strong application does not mean automatic acceptance into an internship program. If a student does not match, he/she should contact the DPD Director to obtain information about potential second match openings and/or ISPP programs. This is also a time for a student to reflect on credentials and identify strengths and weaknesses of the application file and how to improve the application for the next round.

On the event that a student is not interested in the dietetic internship program.

Some students decide for whatever reason not to apply for an internship after graduation. Graduates with a B.S. in nutrition can pursue careers in nutrition education (WIC), nutritional and pharmaceutical sales, product development, foodservices management, public policy, and other health related fields. Students can also apply to become a Registered Dietitian Technician Nutritionist. Application materials and information are available through the DPD Director or at: <https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>.

Some students decide to apply to graduate school and receive a Masters degree in either nutrition or a parallel field such as health education, public health, business, exercise science, health communication. Check with the graduate programs of interest to see application requirements such as take the GRE exam.