



THE UNIVERSITY OF ARIZONA  
COLLEGE OF AGRICULTURE & LIFE SCIENCES

# Nutritional Sciences & Wellness

## **DIETETICS STUDENT & INTERN HANDBOOK 2023-2024** **Policies and Procedures**

**University of Arizona**  
**College of Agriculture and Life Sciences**  
**School of Nutritional Sciences and Wellness**

### **DIDACTIC PROGRAM IN DIETETICS (DPD)** **and** **INDIVIDUALIZED SUPERVISED PRACTICE PATHWAY (ISPP)**

*Updated November 2023*

**WELCOME to the Didactic Program in Dietetics (DPD) in the School of Nutritional Sciences and Wellness at the University of Arizona.** This handbook is designed to serve as a resource for you during your time as an undergraduate student in our program. If you have any questions, please do not hesitate to contact us.

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## Dietetics Program Faculty

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Alexandra Samarron Longorio MPH, RDN	Assistant Professor of Practice	NSC 301, 444
Amy Drescher, PhD, RDN	Assistant Professor of Practice	NSC 101, 260, 420
Ashlee Linares-Gaffer, MS, RDN	Assistant Professor of Practice, Director of Student Success, Retention and Equity	NSC 396A
Austin Webb, MS, RDN, CNSC	Assistant Professor of Practice	NSC 425, NSC 435, NSC 497B, NSC 410
Carmen Young, MFN, RDN, CSSD	Assistant Professor of Practice	NSC 396A
Donato Romagnolo, MSc, PhD	Professor	NSC 408
Jamie Lee Elliot, MS	Assistant Professor of Practice	NSC 358 R/L, 458
Jennifer Ravia, MS, MA	Associate Professor of Practice	NSC 260, 395A
Jennifer Teske, PhD	Associate Professor	NSC 308
Katelyn Barker, MS, RDN, CSO	Assistant Professor of Practice Assistant DPD Director	NSC 425, 420, 495A, 497B
Linda Friend, PhD, NDTR	Lecturer	NSC 308, 260, 395A
Lucia Mosqueira, MS, RDN, CNSC	Assistant Professor of Practice	NSC 301, 435
Kelly Jackson, EdD, MS, RDN,	Associate Professor of Practice, Dir. of Undergraduate Programs	NSC 225, 308
Maren Sfeir, MS	Lecturer	NSC 101
Maria Plant, DCN, MS, RDN, CNSC, FAND, DPD Director	Assistant Professor of Practice; DPD Director	NSC 325, 325L 425, 435, 495A
Mary Marian, DCN, RDN, CSO, FAND, FASPEN	Professor of Practice	NSC 325, 425, 435, 495A
Michael Clark, SNS, BS, MPA	Assistant Professor of Practice	NSC 351L, NSC 351R, NSC 358L, NSC 358R, NSC 260, NSC 458
Ornella Selmin, PhD	Research Associate Professor	NSC 408
Preston Harris, PhD, RDN	Instructor	NSC 101, 170C1
Priscilla Alvarez, PSM, RD	Assistant Professor of Practice/ Clinical	NSC 325, NSC 425, NSC 435, NSC 497B
Sarah Lavelle, MS	Lecturer	NSC 101
Tedley Pihl, MS, CFS	Assistant Professor of Practice	NSC 351R/L
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# **Didactic Program in Dietetics (DPD) Program Information**

**Dietetics Program Mission** (ACEND Required Element 7.3 b-c)

The School of Nutritional Sciences and Wellness (SNSW) at the University of Arizona takes a collaborative and interdisciplinary approach to discovering, integrating, extending and applying knowledge and skills related to nutritional sciences to prevent disease and to promote optimal nutritional status, health and well-being. The School of Nutritional Sciences and Wellness is housed in the College of Agriculture & Life and Environmental Sciences (CALES).

**CALES' Mission:**

To educate students and communities in ways that enable their future success in the regional and global economies. To develop new knowledge and new technologies to benefit society.

**The School of Nutritional Sciences and Wellness' Mission:**

To provide outstanding research, graduate and undergraduate programs, and outreach education that advances nutrition and exercise in optimizing health and wellness for all people. Graduates from our programs will be imbued with our values and will carry forward the unit's vision in their future endeavors.

**The DPD Program's Mission:** (ACEND Required Element 2.1a)

The mission of the program is to produce graduates with foundation knowledge and skills in dietetics to become competent graduates prepared for supervised practice and entry-level practice as registered dietitians nutritionist serving diverse populations world-wide.

**DPD Program Goals** *\*Program outcome data are available upon request.*

**Goal #1: Graduates will be prepared for entry into supervised practice, graduate programs, or the workforce in nutrition or a related field.** (ACEND Required Element 2.1b)

**DPD Objectives** (ACEND Required Element 2.1c)

**Program Completion** (ACEND Required Element 2.1c1a)

1. At least 80% of students complete program/degree requirements within 3 years (150% of the program length). (DPD)

**Graduate Application and Acceptance into Supervised Practice:** (ACEND Required Element 2.1c1c1-2)

2. At least 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Of program graduates who apply to a supervised practice program, at least 50% are admitted within 12 months of graduation.

**Graduate Performance on Registration Exam:** (ACEND Required Element 2.1c1d2)

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

**Goal #2: Graduates will successfully apply skill in evidence-based practice, problem-solving, and cultural humility and inclusivity during supervised practice, graduate school, or nutrition-related careers. (ACEND Required Element 2.1b)**

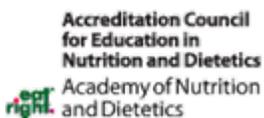
**Satisfaction with Graduate Performance:** (ACEND Required Element 2.1c1e)

5. 80% of DPD graduates within the last three years who return the alumni survey will rate the program as “excellent” or “good” in preparing them for supervised practice, graduate school or entry level practice in nutrition or a related field.
6. 80% of Supervised Practice Program Directors who return the Program Directors Survey will rate the DPD graduates as “excellent” or “outstanding” in preparation for supervised practice.
7. 80% of DPD graduating seniors will rate the overall quality of the program as “excellent” or “good” (DPD)

**Additional Objectives:**

8. 80% of Supervised Practice Program Directors who return the DI Director Survey will rate the graduate’s level of knowledge/or skill as “excellent” or “outstanding” in the areas of evidence-based practice, problem solving, and cultural humility. (DPD)
9. 80% of DPD Graduates within the last two years who return the alumni survey will rate how well the program prepared them in the areas of evidence-based practice, problem solving, and cultural humility and inclusivity as “excellent” or “good”. (DPD)

**Accreditation Status** (ACEND Required Element 7.3a)



University of Arizona Didactic Program in Dietetics is accredited by Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL

**Program Overview** (ACEND Standard 7.3b)

The Didactic Program in Dietetics (DPD) is an accredited program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The University of Arizona School of Nutritional Sciences and Wellness houses a Didactic Program in Dietetics (DPD) delivered at 3 unique campuses (UA Main, UA Yuma, and Arizona Online). Additionally, an Individualized Supervised Practice Pathway (ISPP) is available in two tracks: UA Main- Tucson and a Distance option.

The first step in becoming an RDN is to graduate from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. Students who are pursuing a bachelor’s degree in Nutritional Sciences-Dietetics complete a four-year program which requires a variety of coursework including chemistry, biology, physiology, nutrition science, clinical nutrition and food service (see below for sample 4-year plan). Additionally, students who complete the University of Arizona DPD

Program and demonstrate successful completion of ACEND required knowledge requirements will receive a verification statement. The DPD curriculum is embedded in our Bachelor of Science in Nutritional Sciences-Dietetics Emphasis degree program as well as our Undergraduate Certificate for Didactic Program in Dietetics. A DPD Verification Statement is required to start a supervised practice program (e.g. Dietetic Internship Program) and to sit for the exam for Nutrition and Dietetics Technician, Registered credential. Upon completion of an accredited supervised practice program, typically completed at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies, graduates are eligible to sit for the Registered Dietitian Nutritionist exam to obtain the RDN credential. Additionally, effective January 1, 2024, the Commission on Dietetic Registration, the organization that administers the exam, will require a minimum of a master's degree to be eligible to take the exam.

A Registered Dietitian Nutritionist (RDN) is health professional who is considered an expert in food and nutrition. Dietetics is the high-tech science of applying food and nutrition to health. For more information, visit the website for the Academy of Nutrition and Dietetics – <http://www.eatright.org/>.

**UA Yuma and Arizona Online:** Students pursuing the DPD at these campuses will receive equivalent educational opportunities as students pursuing the program at UA Main campus through innovative online course components, access to the same instructors, and high-quality academic advising. Applications for admissions and access to UA financial aid and scholarships are delivered through UA and are equivalent processes for all UA students regardless of campus. Tuition rates for UA Yuma and Arizona Online differ from UA Main. When differences in the DPD exist between campuses, it will be noted in this handbook in the specific section which pertains to those key differences. If no differences are noted in a section, it means there is no difference for DPD students between campuses.

**Prospective students should know that the Arizona Online option is not offered 100% online. Students will need to work with the Arizona Online Academic Advisors to determine where to complete lab science courses at a local institution.**

**Sample UA dietetics 4-year plan available here:** <http://nutrition.cals.arizona.edu/undergraduate-education>

### **Nutritional Sciences Advanced Standing**

The Bachelor of Science with a major in Nutritional Sciences-Dietetics Emphasis requires students to apply for advanced standing to finish upper division requirements in their degree. Once students have completed the necessary required courses and have a 2.00 requirement cumulative GPA, students are eligible to submit their application for advanced standing. Please check with your academic advisor to determine the best timing for your academic plan. The information below applies to both the dietetic emphasis and nutrition emphasis.

**Note: For the BS degree, this process replaces our previous Pre-Nutritional Sciences major process.**

Advanced Standing is a non-competitive process for students within the Nutritional Sciences major. Typically, if the student has met the GPA and course requirements and submits an application with additional documents, they will achieve Advanced Standing.

The School of Nutritional Sciences and Wellness may deny Advanced Standing to any student who does not exhibit the academic integrity, respectful discourse, and professional engagement expected of Nutritional Sciences students.

Consideration for Advanced Standing only occurs upon receipt of all required materials - including but not limited to the application form, resume, statement of objectives (if required), relevant documentation, etc.

Students will receive notice of their Advanced Standing application via their University of Arizona student email account upon completion of the review process.

### **How do I earn Advanced Standing?**

#### **Advanced Standing Application Eligibility Requirements**

- University of Arizona cumulative GPA of 2.000 or higher
- Completion of all requisite coursework.
  - You must be currently enrolled in your final prerequisite requirements this term.
- Exhibiting appropriate behavior expected of nutritional sciences and wellness students, including but not limited to, strong academic integrity, respectful discourse, and professional engagement in all college, university and community environments.
- Visit the SNAC D2L portal to obtain the application or email your Nutrition advisor.

#### **Steps for Becoming a Registered Dietitian/Nutritionist: (ACEND Required Element required Element 7.3d)**

- Earn a Minimum of a bachelor's degree from an accredited university. Beginning in 2024, a minimum of a master's degree will be required in order to be eligible to take the exam.
- Complete the required dietetics coursework at a program which has been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- All students who plan to apply to an ACEND accredited supervised practice program/dietetic internship, Graduate Program in Nutrition and Dietetics or a Coordinate Program must have or be able to earn a verification statement which stipulates that the student has completed the program issuing the verification statement's required course work. Note that some ACEND accredited Graduate Programs in Nutrition and Dietetics may not require a verification statement upon admission.
- Apply and complete an ACEND accredited supervised practice program/dietetic internship after completing all pre-requisite dietetics coursework.
- Complete and pass a national registration examination given by the Commission on Dietetic Registration (CDR).
- Gain licensure in your state, if applicable.
- After earning the RDN credential, maintain knowledge through continuing education.
- **For more information on pathways to earn the RDN credential:**
  - <https://www.eatright.org/become-an-rdn>
  - <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>
  - <https://www.cdrnet.org/RDNeligibility>

- <https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students/strengthen-your-opportunities-to-become-a-registered-dietitian-nutritionist>

In most cases, the student will take dietetics coursework and apply those credits towards their degree in Nutritional Sciences. In some cases, a student earns a degree in a different field and returns to school to complete DPD courses only, without earning an additional degree in Nutritional Sciences.

#### **State Licensure** (ACEND Required Element 7.3d)

It is ACEND's considered opinion that the program is designed to and does meet all state dietetics licensure and certification laws as some states may interpret their statutes differently. More information about state licensure and certification is available at this link: [State Licensure](#).

#### **Computer-Matching for Dietetic Internships** (ACEND Required Element 7.3d)

Computer matching is an essential component of the process for obtaining a Dietetic Internship (DI). If applying to DI programs, you must apply for the match IN ADDITION to completing the DPD program. The match process takes place every spring and fall. All students who intend to complete a DPD program (usually in spring of your senior year) or DPD alumni are eligible to apply for the DI match process. The match process is **competitive** with DPD students and graduates who have successfully matched to an internship generally having a GPA >2.75, having a variety of volunteer or work-related experience in the nutrition field and have pursued opportunities in leadership, research or teaching/precepting to strengthen their skill set. You should begin pursuing such experience starting in your freshman year to help you develop your professional skills portfolio and make you a competitive candidate for the DI match process. Please note that ACEND accredited Graduate Programs in Nutrition and Dietetics and Coordinated Programs do not participate in match. These programs are also pathway options to becoming a RDN. **Be aware that if you have been convicted of a felony, this may preclude your ability to complete a dietetic internship as some organizations may not accept interns based on their background check. It is recommended that students applying for dietetic internship consult with the internship director to determine if this may be a problem if accepted to their internship.**

Information is available on the Academy of Nutrition and Dietetics/Accreditation Council for Education in Nutrition and Dietetics (ACEND) website regarding dietetic internships at: <https://www.eatrightpro.org/acend>. D&D Digital Systems manages the match process and there is a fee that must be submitted at the time the student submits their mark/sense card to participate in the match process.

All complete computer matching information, including computer matching dates with deadlines, are available on the Academy/ACEND website at [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend) or D&D Digital at [www.dnddigital.com/ada/index.php](http://www.dnddigital.com/ada/index.php).

Computer Matching responsibilities: <https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students/computer-matching-applicant-responsibilities>

#### **Application Phase**

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI).

### **The basic steps in this process are:**

Begin by researching ACEND accredited programs (Dietetic Internship, Coordinated Program, Graduate Program) through AND Program Directory at <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

1. Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs. The UA DPD Program offers a Dietetic Internship Preparation course, NSC 495A, which is designed to facilitate exploration of and application to dietetic internship programs. **FEM- Graduate Programs and CP programs do not participate in match and will have different application timeframes. Refer to each specific program for application requirements and deadlines.**
2. Discuss application materials with your Didactic Program Director. Email DPD Director to schedule an appointment.
3. If required, apply to take Graduate Record Examination (GRE).
4. Request references from advisor/faculty/employers and order official transcripts as needed for each DI application (~2-3 months prior to the match application deadline).
5. Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not Academy staff.
6. Provide telephone number(s) with applications where you can be reached on Appointment Day.
7. Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
8. Applicants must register on the D&D Digital website, pay the \$65.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.
9. For students not matching in the first round, the second offers another opportunity to apply at DIs that advertising openings during this round. Students must submit their DI application already in DICAS to the new programs in which they wish to be considered.
10. If you do not receive a match during either the first or second rounds, you must register with D&D Digital for the subsequent Fall and Spring computer-matching periods.
11. Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur. Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

### **Appointment Phase**

1. Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match within 24 hours of match day.
2. Applicants who submitted a Declaration of Intent to Complete Form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI (check with Dietetic Internship Directors when this information should be submitted and if other information is needed (e.g., background check, immunizations, etc.).

3. For applicants not matching in the first round, a phase II will take place a few days later. Any openings available will be advertised via D & D Digital with applications again submitted through DICAS. Email the DPD Director for additional information on openings available. Although students do not have to redo their DICAS application, you will have to resubmit your application(s) and pay an application fee to any programs you are applying in during this round.

### **Important Application Responsibilities**

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

### **Program Costs (ACEND Required Element 7.3e)**

Average tuition for the full-time student varies each academic year. Tuition rates are listed for both Arizona residents and out-of-state students at: <http://www.bursar.arizona.edu/students/fees/>. All tuition and fee schedules are subject to change from semester to semester. Some labs require additional fees per semester. In addition to tuition, course and laboratory fees, and textbook costs, the student in dietetics can expect to incur some additional expenses. Tuition costs differ between UA Main, UA Yuma and Arizona Online campuses and are reflected on the tuition calculator.

### **Additional costs to undergraduates include:**

Student ID	\$25
Parking	\$479-726 (UA Main Campus students only)
Program Fee	\$250 per semester (UA Main Campus students only)
AND student memberships	\$68 (optional- National and state membership \$58; district membership \$10)

### **Financial Aid (ACEND Required Element 8.2 t and 7.3i)**

All degree-seeking students are eligible to apply for federal aid by submitting the Free Application for Federal Student Aid (FAFSA) form. Contact the Financial Aid Office for more information:  
<http://financialaid.arizona.edu/>

For students enrolled in the DPD, college and school scholarships are available and awarded on a competitive basis using criteria such as scholastic achievement and financial need. A single application can be submitted for a pool of scholarships available in the College of Agriculture and Life Sciences using the Scholarship Universe Portal. Scholarship Universe is the University's scholarship matching portal and it is used to match students to opportunities they are eligible for.  
<https://scholarshipuniverse.arizona.edu/>

### **Program Admissions Requirement (ACEND Required Element 7.3f)**

Applying and being accepted into the University of Arizona allows students to pursue the Nutritional Sciences degree and the Dietetics program. There is no additional application process to the DPD.

Completion of an online application is required to apply to the University of Arizona and a single online application is used for admission to UA Main Campus programs, University of Arizona Online and UA Yuma. There are separate applications for freshman and transfer students, as well as for students seeking readmission and non-degree status. For access to the online application system visit the following websites: <https://admissions.arizona.edu/ONLINEAPPLICATION/> or [online.arizona.edu](https://online.arizona.edu). Specific admissions requirements are indicated.

**Technology Requirements:** (ACEND Required Element 7.3j)

Online students:

[https://online.arizona.edu/student-experience/technical-requirements?\\_gl=1\\*10ypk9t\\*\\_ga\\*MzUxNzY0NTQ0LjE3MDA2MzY5OTk.\\*\\_ga\\_7PV3540XS3\\*MTcwMDY3ODczNy4zLjEuMTcwMDY3ODgyNS40MS4wLjA](https://online.arizona.edu/student-experience/technical-requirements?_gl=1*10ypk9t*_ga*MzUxNzY0NTQ0LjE3MDA2MzY5OTk.*_ga_7PV3540XS3*MTcwMDY3ODczNy4zLjEuMTcwMDY3ODgyNS40MS4wLjA).

For D2L use: <https://help.d2l.arizona.edu/student/minimum-system-requirements>

Information Technology Resources for students: <https://it.arizona.edu/>

**Verification Statement** (ACEND Required Element 8.2n and 7.3h)

Students who graduate from The University of Arizona with a Bachelor of Science degree in Nutritional Sciences with a Dietetics Emphasis **and** demonstrated ACEND required Knowledge for Registered Dietitian Nutritionists will receive a DPD Verification Statement.

**Knowledge for Registered Dietitian Nutritionists (KRDNs)**

Students in the DPD program are required to meet and complete a series of Knowledge Requirement for Registered Dietitian Nutritionists (KRDN) to receive a verification statement upon graduation. KRDNs prepare students with the necessary knowledge to enter a dietetics supervised practice internship. KRDNs are measured in several DPD courses.

In each course that fulfills a KRDN requirement, an assignment, quiz or activity is aligned to that KRDN and a minimum passing score is identified to demonstrate competency. For example, KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions) is assessed in NSC 325 by completing the Nutrition Assessment Case Study assignment. Students must earn a grade of 70% or better on this assessment to demonstrate competency for KRDN 1.1.

**Verification Statement and Remediation Policy** (ACEND Required Element 8.2k,n)

To receive a Verification Statement upon graduation, students must successfully complete all DPD degree requirements and demonstrate achievement of each KRDN.

- Students must meet the minimum passing score determined for each assessment method to demonstrate competency for the KRDN.
- If a student does not meet the minimum score required for a KRDN in the course on the first attempt the student will be offered an opportunity for remediation by the instructor before the end of the semester.

- Students are responsible for reaching out to their instructor within 1 week of the grade being posted to discuss a remediation plan if necessary.
- Remediation will require additional work but will not change the original grade in the course.
- Remediation may include any of the following:
  - The student may be offered a different assignment that demonstrates the required knowledge.
  - The student may re-submit the assignment or section of the assignment to demonstrate the required knowledge.
  - Other remediation efforts may be considered based on instructor discretion.
- If a student does not achieve the minimum score after a first attempt for remediation, the course instructor will notify the DPD Director and a second remediation plan will be agreed upon by the DPD Director, student, and instructor of record for the course.
- If a student does not complete their opportunity for remediation or does not respond to attempts by the instructor to provide remediation, the course instructor will notify the DPD Director for further action.
- A verification statement will not be awarded unless the student demonstrates achievement of all required KRDNs before graduation.

Any student wishing to obtain a verification statement from the University of Arizona will be required to complete the following Core courses regardless of whether equivalents have been taken elsewhere in order to be eligible to obtain a verification statement: NSC 325, 325L, 425, 435, 444, 458 and either 308 or 408 (this will be determined by your NSC academic advisor). Please be advised that students who are pursuing the B.S. in Nutritional Sciences: Dietetics degree will be required to complete all courses on the degree checklist.

Transcripts will also be reviewed for recency of course work completion. Course work completed prior to the time limits as outlined below will need to be repeated:

- Stats, English, Gen-Eds, NSC elective(s), and Science Elective: No time-limit
- Math (112), Sciences: 8 years
- Chemistry courses: 8 years
  - *If the student has completed the first course of the chemistry sequence one semester prior to the 8 year recency policy, we will allow for the course to count toward DPD requirements.*
- All NSC Courses: 6 Years  
(NOTE: all above parameters apply to course completed within NSW DPD program as well as transfer courses)

### **Identity Verification** (ACEND Required Element 8.2o)

Verification of student identity is done upon application/admission to the University of Arizona as well as through the use of Examity, an online authentication and exam proctoring service. Examity is paid for through the University of Arizona, therefore does not establish additional costs to students. All online tests will utilize Examity or other similar authentication system for online proctoring and student verification. More information on Examity: <http://odltools.arizona.edu/tools/Online-Proctoring>

### **Academic Calendar** (ACEND Required Element 8.2q and 7.3f)

All important dates and deadlines are available in the online Academic Calendar:

<http://catalog.arizona.edu/acadcal.html> Students are encouraged to meet with their Academic Advisors regularly throughout their undergraduate career.

Generally, fall semester starts in mid/late-August and end in early/mid-December. Spring semester begins in mid-January and end in mid-May. The first summer session is generally the month of June and the second summer session is the month of July. There is also pre-session, which is the three weeks between May graduation and the beginning of first summer session in June. Winter session is the time between December graduation and the beginning of spring semester in January. Holiday closures will follow the official UA Holiday Schedule: <https://catalog.arizona.edu/calendar/2019-2020-academic-calendar>

## Code of Ethics

All members of the Academy of Nutrition and Dietetics, as well as students and interns of AND professional programs should be familiar with the AND Code of Ethics. A full description of the AND Code of Ethics is available [here](#)

University of Arizona students must abide by the Student Code of Conduct as outlined here: <http://deanofstudents.arizona.edu/studentcodeofconduct>

## Withdrawal and Refund of Tuition and Fees (ACEND Required Element 8.2p)

A withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. Information on leaving the University is available at the following website: <http://catalog.arizona.edu/policy/leaving-university>

## Opportunities for Professional Leadership and Experiential Learning

A number of opportunities are available for leadership and experiential learning throughout an undergraduate's time at UA. These opportunities are usually announced in classes or on the NSC undergraduate listserv. Students are encouraged to take advantage of these opportunities as often as possible for knowledge as well as skill development. A number of NSC courses also provide a variety of experiential learning activities.

- **UA Main Campus (Tucson)** - Students are placed in various locations within the community in order to apply concepts from class as well as to gain experience in the field. Students are not expected to replace employees but to provide support as directed by the course instructor and the onsite supervisor. The UA has a number of affiliations with medical centers, schools, long-term care centers, etc. which afford the student a variety of skill development opportunity. Many sites require students to have the appropriate immunizations – check with the course instructor for requirements.
- **UA Yuma** - A number of experiential learning sites have been identified in Yuma and additional sites will be engaged with the program as opportunities are available. Students are also required to identify sites to complete required assignments and activities across the DPD curriculum.

- **Arizona Online** - Students pursuing the DPD program in the University of Arizona Online campus will be required to identify experiential learning sites to meet assignment and activity requirements in a number of courses. Fair warning will be given at the beginning of the semester so that a site which meets the necessary specifications can be identified by the student. In some cases, when the site requires, the UA DPD will establish contracts known as Affiliation Agreements with experiential learning sites prior to the student beginning their experiential learning activities.

### **Risk Management (ACEND Required Element 8.2a)**

University of Arizona students enrolled in university training programs are insured for liability by the State of Arizona Risk Management Program, as authorized by Arizona Revised Statutes §41- 621. Coverage is applicable for general and professional liability. The referenced statute that authorizes this coverage does not specify dollar limits of coverage, and coverage does not expire. Questions regarding coverage may be directed to Steve Holland, UA Chief Risk Officer at (520) 621-1790 or [sholland@email.arizona.edu](mailto:sholland@email.arizona.edu)

### **Membership in Professional Associations**

#### **Local District Affiliate of the Academy of Nutrition & Dietetics**

All students are encouraged to take an active role in professional organizations to maximize your university and/or internship experience. Student membership in your local district affiliate of the Academy of Nutrition and Dietetics is an indication of your commitment and interest in the profession. Attending the district association meetings offers many opportunities for volunteerism and networking with local RDNs. Meetings also provide educational sessions with a variety of guest speakers.

#### **Academy of Nutrition & Dietetics**

Students interested in pursuing a career in dietetics are encouraged to become a student member of the Academy of Nutrition & Dietetics (AND). Membership applications are available from the DPD Director, the Academic Advisors and on the AND website ([www.eatrightpro.org](http://www.eatrightpro.org)). The membership year is from June 1 thru to May 31; dues are not prorated if you become a member after June 1. Currently the dues for an annual student membership are \$58. There are many benefits associated with being an AND member including ability to apply for scholarships, ability to stay informed on hot nutrition topics and latest evidence-based guidelines, access to the AND evidence analysis library and discounts on AND programs and products. Membership in AND automatically makes you a member in the state AND affiliate. Membership in local affiliate - Southern Arizona Dietetics Association is highly encouraged and often enriches student experience through volunteer opportunities, numerous presentations and networking events. Membership to Dietetics Practice Groups and Member Interest Groups are also encouraged. For more information on Academy membership benefits, affiliate membership and DPGs, explore <https://www.eatrightpro.org/member-types-and-benefits>.

#### **Nutritional Sciences Clubs**

The UA Nutritional Sciences Clubs are [ASUA](#) recognized non-profit organizations run by nutrition students. The clubs include: Nutritional Sciences Club, Food Science Club, Veggie Cats, Sports

Nutrition Club, Wildcats Nutrition Online, and the Mediterranean Diet and Health Club. The clubs offer opportunities for nutrition students to:

- Gain community experience
- Develop professional and leadership skills
- Network with professionals in the field
- Establish meaningful connections with peers

### **Academic Integrity/Honesty (ACEND Required Element 8.1a)**

This course operates under the academic codes as described in the Student Code of Academic Integrity: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>. No threatening or harassing behavior will be tolerated. See the University's policies against threatening behavior by students: <http://policy.web.arizona.edu/sites/default/files/Nondiscrimination.pdf>.

### **Access to Personal Files (ACEND Required Element 8.2 s)**

Students and former students have the right to inspect and review their education records within 45 days from making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C. - Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The institution is not required to permit students to inspect and review the following:

- Information about other students.
- Financial records of parents.
- Confidential letters of recommendation if they waived their right of access.

Additional information can be accessed at the following website:

<http://www.registrar.arizona.edu/ferpa/default.htm>

### **Protection of Privacy (ACEND Required Element 8.2 r)**

In general, the University will not release "personally identifiable information" from a student's education record without the student's prior written consent; however, FERPA allows disclosure without student consent under the following circumstances:

- School employees who have a "legitimate educational interest" in the records in order to perform their duties
- Other schools where a student seeks to enroll or is enrolled
- Accrediting organizations
- Organizations doing certain studies for or on behalf of the University

- Appropriate parties to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid
- Parents of a "dependent student," as defined in the Internal Revenue Code, when the parent has provided a notarized affidavit, along with a copy of the relevant page of the parent's most recent income tax return indicating the student's dependent status. Affidavits must be updated annually, otherwise, prior written permission from the student is required
- Certain government officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U. S. Attorney General for law enforcement purposes or state or federally supported education programs
- Individuals who have obtained a judicial order or subpoena
- School officials who have a need to know concerning disciplinary action taken against a student
- Appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the student and/or others
- An alleged victim of a crime of violence or non-forcible sexual offense has a right to learn the results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime.
- Information regarding any violation of university policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance may be released to the parents or legal guardian of a student under the age of 21
- Those requesting "directory information" on a student provided the student has not requested his or her information be withheld
- Approved vendors /3rd party operators contracted with the university to provide services.

FERPA allows for disclosure in the above circumstances, but disclosure is not required. Additional information can be accessed at the following website:

<http://www.registrar.arizona.edu/ferpa/default.htm>

### **Access to Student Support Services (ACEND Required Element 8.2 k,t)**

**Campus Health:** Students enrolled at the University of Arizona have access to Campus Health Services, which provides a variety of support services including: counseling and psychological services, health services, pharmacy, and preventive services. Additional information can be accessed at <http://www.health.arizona.edu/main.htm>.

**The Office of Scholarships and Financial Aid:** Administers aid through a variety of programs. To be eligible for financial aid, students must be registered as degree seeking and making satisfactory progress toward degree completion. To access financial aid information see the following website: <http://financialaid.arizona.edu/>.

**The Disability Resource Center (DRC):** Leads the University in a progressive and proactive approach to campus accessibility. Our goal is to ensure that disabled students, employees and visitors, have a similar, if not identical, experience to that of their non-disabled counterparts. In addition to facilitating individual accommodations, DRC works proactively to impact the systemic design of our campus environments to be seamlessly accessible, reducing or eliminating the need for any individual accommodations or modifications. <https://drc.arizona.edu/>

**The Office of Multicultural Engagement:** This website serves as the portal to UA’s inclusive excellence efforts and resources. Here, you will find information to help you participate in these efforts — from student clubs to faculty support. We invite you to make a difference in diversity by practicing inclusiveness. <https://diversity.arizona.edu/academic-programs-support-centers>

**Academic Support:** Includes learning support such as Thrive Center (provides peer mentoring and other resources to support students inside and outside of the classroom, THINK TANK (provides academic coaching, tutoring, and workshops to empower students and help them master skills) and Writing Skills Improvement Program (offers workshops and tutoring for writers to improve their writing skills and achieve academic success). <https://catalog.arizona.edu/academic-advising-support>

**For more resources:** <http://advising.arizona.edu/content/resources-tools>

**Dress Code**

Students should review the DPD course syllabi for any dress code requirements. Questions should be discussed with the course Instructor.

**Attendance Policy**

Students should check the course syllabus for class attendance policy as these vary from course to course.

**Exit Interview**

Upon filing degree candidacy paperwork with Graduation Services, students are required to complete a program evaluation. The evaluation is then provided to the DPD Director for review and analysis.

**Non-Discrimination Policy (ACEND Required Element 8.1d)**

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

<p>Title IX Officer Mary Beth Tucker Director, Office of Institutional Equity University Services Building, Room 217 Phone (520) 621-9449 <a href="mailto:mtucker@email.arizona.edu">mtucker@email.arizona.edu</a></p>	<p>ADA/504 Compliance Officer Sue Kroeger Director, Disability Resource Center Campus Health Center, Room 104 Phone (520) 621-7674; TTY (520) 621-3268 <a href="mailto:suek@email.arizona.edu">suek@email.arizona.edu</a></p>
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Anyone who believes that they have experienced sexual harassment or discrimination should call the Office of Institutional Equity (OIE). You will be transferred to an individual with expertise in these areas for advice on handling the situation and information on filing a complaint.

The University's nondiscrimination policies, including sexual harassment, are available on the OIE website (<http://equity.arizona.edu/>)

Office of Institutional Equity  
The University of Arizona  
University Services Building, Room 217  
P.O. Box 210158  
Tucson Arizona 85721-0158  
Phone (520) 621-9449

### **Insurance Requirements (ACEND Required Element 8.2 a)**

Although highly recommended, domestic University of Arizona students are not required to have personal health insurance. International students are required to have personal health insurance. Professional liability insurance is not required.

### **Liability for Safety in Travel to or from DPD Experiential Learning Sites (ACEND Required Element 8.2 b)**

Transportation to and from all supervised practice facilities is the responsibility of the student/intern. Interns using a personal vehicle for transportation must provide proof of auto insurance to the program director prior to the start of the first rotation. Additionally, University of Arizona students enrolled in university training programs are insured for liability by the State of Arizona Risk Management Program, as authorized by Arizona Revised Statutes §41-621. Coverage is applicable for general and professional liability. The referenced statute that authorizes this coverage does not specify dollar limits of coverage, and coverage does not expire.

### **Injury or Illness while in a Facility for DPD Experiential Learning (ACEND Required Element 8.2 c)**

Students and interns who are injured or become ill while in a supervised practice facility should seek appropriate care (emergency room, Campus Health Service, primary care physician, etc.). Students and interns are medically and financially responsible for any health emergencies and/or healthcare needs.

### **Immunizations**

Proof of negative TB test and other vaccinations may be required for some DPD courses and experiential learning opportunities – check the course syllabus.

### **Drug Testing and Criminal Background Checks (ACEND Required Element 8.2 d)**

Drug testing and criminal background checks are not completed for DPD students.

### **Educational Purpose of Experiential and Supervised Practice Experiences (ACEND Required Element 8.2 e)**

Rotation schedules and outlines of learning activities for each rotation will be provided by the program director to preceptors. Students and interns are not to be used as replacement for staff or complete staff work responsibilities unless the task(s) specifically relates to completion of program competencies. Experiential learning/rotation sites provide hands-on learning opportunities. Students and interns work with business owners and their employees to gain valuable experience that strengthens their knowledge base and skill set and these experiences are not meant as opportunities to replace employees in these respective work places.

### **Student Complaints** (ACEND Required Element 8.2 g,h)

If students or interns have a complaint related to the DPD Program, they should follow the problem solving process described below. If the issue remains unresolved at the level of the SNSW School Head, students have the right to file a written complaint related to the ACEND accreditation standards directly to ACEND. The written complaint must be submitted to ACEND directly only after all other options with the DPD and University of Arizona have been exhausted. Students may access ACEND by email or via the Internet at [acend@eatright.org](mailto:acend@eatright.org). Additionally, the University of Arizona offers the following services to aid in conflict resolution:

- [Student Assistance](#) offered by Dean of Students also offers conflict coaching, during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 621-7057 to schedule an appointment.
- [The Ombuds Program](#) is an informal, neutral, confidential and independent resource for any academic or workplace concern.

### **School Communication Regarding Complaints**

**Academic Advisors:** for matters pertaining to academic programs, curriculum and specific standards and expectations, you should seek the advice of your Academic Advisor.

#### **Problem-solving through communication:**

All faculty members in the School of Nutritional Sciences and Wellness are available to guide and assist you in the completion of the DPD program. If problems arise, the following is recommended to achieve resolution:

**Level 1:** Discuss the issue directly and privately to the individual(s) involved (student, faculty, etc.) If the problem cannot be resolved at this level, discuss your concerns with your Academic Advisor. Advisors will recommend that all students with DPD program complaints (regarding faculty, coursework, ethics, etc.) submit an email documenting key details of the complaint including:

- Name
- Topic area for complaint (Faculty/Staff, course, DPD Guidelines/Policies. Other)
- Description of Complaint
- Desired Outcome (Address issue with faculty/staff member, discuss as potential DPD program change for future, suggest making policy change as soon as possible, other)

**Level 2:** If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the DPD Director. The DPD Director will make an appointment with the student to review the complaint and discuss next steps to achieve desired outcomes.

**Level 3:** If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the School Head, Dr. Scott Going.

**Level 4:** If resolution is not reached at this level, the school head will advise you of further appropriate action. Additionally, the UA complaint process can be found at:  
<https://deanofstudents.arizona.edu/faqs>

**Assessment of Prior Learning** (ACEND Required Element 8.2i)

To complete and meet all of the DPD requirements for a verification statement, a student must:

1. Earn (or have previously earned) at the minimum a bachelor's degree.
2. Complete all UA DPD courses or accepted equivalent courses from accredited universities (See DPD Course List). The required DPD courses for the verification statement equal a total of 88 units of academic credit. Only courses with a grade of C or better will be accepted for transfer.
3. Have a cumulative grade point average of 2.75 or better, including UA and any transfer courses, or at the discretion of the DPD director.

**International coursework:** The following required DPD courses will not be accepted from an institution outside of the United States because they include content that is specific to dietetics practice guidelines for practice in the United States: Nutrition and the Lifecycle (NSC 301), Foundations in Medical Nutrition Therapy (NSC 325), Medical Nutrition Therapy I (NSC 425), Medical Nutrition Therapy II (NSC 435), Community Nutrition (NSC 444), Food Service Organization & Management (NSC 458).

International transcripts must be evaluated by an [ACEND approved foreign degree evaluation](https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies) agency prior to being evaluated by the School of Nutritional Sciences and Wellness:

<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>

**Non-degree seeking students:** Our Undergraduate Certificate for Didactic Program in Dietetics will allow you to earn a DPD Verification Statement as a non-degree seeking student. You must have a previous bachelor's degree or equivalent in order to pursue our certificate program. The Didactic Program in Dietetics (DPD) Verification Statement verifies completion of a minimum of 88 units of educational requirements and is required for application to accredited [Dietetic Internship \(DI\) programs](#). A minimum of 24 units of coursework must be completed at the University of Arizona in order to receive a verification statement.

Students holding a Bachelor's degree or equivalent can request a transcript review by the program director or a designated appointee (such as an academic advisor). DPD course deficiencies that are identified must be completed before a Verification Statement will be awarded. At the discretion of the director, DPD course requirements may be substituted or waived based on the collective experiences of the individual student, such as in work history or prior coursework. All non-degree seeking students **will be required to complete** the following courses in order to obtain a verification statement: NSC 325/325L, 425, 435, 444, 458 and either 308 or 408.

**Transfer Credit Process:** As you begin the application process, it is important that coursework completed at other institutions is evaluated as soon as possible. Below is the list of courses that are needed as a foundation before you begin upper-division coursework.

<b>Course Subjects:</b>	<b>University of Arizona Requirement</b>
General Chemistry I	CHEM 151
General Chemistry II	CHEM 152
General Biology I	MCB 181R/L
Microbiology	MIC 205A/L
Organic Chemistry I	CHEM 241A
Anatomy & Physiology I	PSIO 201
Anatomy & Physiology II	PSIO 202
Biochemistry	BIOC 384 or BIOC 385
College Algebra, or any Pre-calculus/Calculus	MATH 112, etc.

**If you believe you have completed equivalent courses at another institution, you'll need to provide syllabi to determine their transferability. Any courses on the above list taken greater than what is outlined in the recency policy will need to be retaken.**

1. Collect syllabi from the institution(s) where you took the course(s)
2. Submit the Course Equivalency form for each course you'd like to be evaluated.
3. Our Transfer Articulation Office will evaluate each course.

Having these courses evaluated ahead of time will expedite your transfer process, and quicken your ability to enroll in courses.

Students who are taking courses within our DPD program that they intend to transfer back to their home institution must meet our prerequisite and recency policies. Additionally, students who are transferring to UA to complete their DPD verification statement must have their transfer courses reviewed for equivalency. **Even if a course is evaluated as equivalent, the student must work with the DPD Director to assure they satisfy DPD program requirement for any KRDNs aligning with a transfer course.**

**Formal Assessment of Student Learning and Regular Reports of Performance (ACEND Required Element 8.1a, 8.2 j)**

Formal evaluation of student learning and performance occurs in all DPD courses using various assessment modalities including but not limited to quizzes, online discussions, papers, group projects and class presentations, community nutrition presentation, and exams. Students are informed of their progress on a regular basis as all Instructors utilize the University's D2L online system for course management. Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with DPD faculty and/or TAs on class assignments/exams, skill development, presentations and projects.

Students are encouraged to meet with the undergraduate advisor at least once per semester to track progress in the program. All students must maintain good academic standing by earning an overall GPA of at least 2.0. Earning less than a 2.0 results in the student being placed on academic probation, and if the GPA is not improved, college dismissal or disqualification as per University policy. DPD students with a GPA <3.0 will be contacted by their Academic Advisor each fall semester to alert them of their status and recommend they schedule an advising appointment to discuss their performance.

### **Program Retention and Remediation** (ACEND Required Element 8.2 k,l, 8.1b)

Students are encouraged to meet with the undergraduate advisor at least once per semester to track progress in the program from enrolling in courses for the next semester; all new students are required to attend an advising session during their first semester or they are restricted from enrolling for the next semester. All students must maintain good academic standing by earning an overall GPA of at least 2.0. Earning less than a 2.0 results in the student being placed on academic probation, and if the GPA is not improved, college dismissal or disqualification. DPD faculty may also notify the Academic Advisor of students who are performing poorly in their courses. Students having a GPA <3.0 will be contacted by their Academic Advisor and/or DPD Director to notify them of their standing during UA course registration each spring and fall semester. Students will be advised to make an appointment with their Advisor to review their academic performance and strategize on options for improving academic standing. Academic advisors and DPD Director will discuss the options available to students who do not meet the minimum requirements to obtain a verification statement.

Students on probation for the first time (<2.0 GPA) are required to enroll into CALS 195A – Cultivating Academic Learning Strategies. SNSW Advisors lead a section of this course each spring. This course is designed to provide students with the opportunity to cultivate the skills, values and attitudes necessary to become confident and successful students. It will also introduce students to university and college procedures and assist in identifying their educational goals. Skills taught in this class are time management, motivation, listening, note taking, exam preparation and use of campus resources and advising. Students will have the opportunity to further explore their major and career options.

### **Disciplinary/termination Procedures** (ACEND Require Element 8.2l)

See above policy.

### **Conditions for Being Awarded a Verification Statement** (ACEND Required Element 8.2m and 7.3 h)

Upon successful completion of the required preliminary courses, Dietetics majors may continue to pursue the degree and obtain a Verification Statement. The University of Arizona's DPD has established the following criteria to obtain a Verification Statement:

1. Completion of all UA DPD courses or equivalent courses from accredited universities (See DPD Course List). Only courses with a grade of C or better will be accepted for transfer.
2. An overall grade point average of 2.75 or better, including UA and any transfer courses, or at the discretion of the DPD director.
3. All non-degree seeking students **will be required to complete** the following courses in order to obtain a verification statement: NSC 325/325L, 425, 435, 444, 458 and either 308 or 408.

Students holding a Bachelor's degree or equivalent can request a transcript review by the program director. DPD course deficiencies identified and completion of the required course work and ACEND required KRDN must be completed before a Verification Statement will be awarded. At the discretion of the director, DPD course requirements may be substituted or waived based on the collective experiences of the individual student, such as in work history or prior coursework.

### **Conditions for Graduation from DPD (ACEND Required Element 8.2m and 7.3h)**

Students will be permitted to graduate upon successful completion of the DPD program requirements listed in the University of Arizona Academic Catalog for the year in which they entered the program, or a later year if the student elects to adopt updated catalog requirements during their academic program. The program typically takes about 4 years to complete but completion time varies for each student. Complete of the program upon achievement of Advancement Standing is typically about 2 years. The expected timeline for graduation does not vary based on the campus in which the DPD is completed (UA Main, UA Yuma, University of Arizona Online), and rather, is dependent on successful completion of courses and number of units achieved each semester. Upon completing all course requirements, students must have both a cumulative GPA of 2.0, as well as a 2.0 in their major coursework. Courses completed over 6-8 years may not apply to a student's current degree program due to recency policies. Refer to "Verification Statement and Remediation Policy" section above for details regarding recency requirement for specific courses.

### **How to Be Successful as a DPD student**

The UA Nutritional Sciences faculty members are readily available to assist you in successfully obtaining your RDN/NDTR credentials. However, we have found there are a variety of factors that also promote success in the DPD program as outlined below:

- **Understand why you are attending a university.** Identify specific goals and a useful goal setting process for yourself.
- **Assume responsibility for your own education**---it's your education, not your advisor's and not your friend's. Good luck!
- **Learn what resources your campus offers and where they are located.** UA has academic and personal support services that are free and confidential. Successful people use them.
- **Know how to find information on campus, including at the library.** The library isn't as formidable as it might seem, and it offers a wealth of resources. The librarians are there to help you.
- **Make use of your academic advisor.** Your advisor is there to guide and support you. You should take the opportunity to meet with your advisor at times other than registration.
- **Members of the campus community care about your survival.** Get to know at least one. It takes only one person to make a difference. It might be the leader of your orientation seminar, an instructor, an academic advisor, someone at the career or counseling center, a dean, or an advisor to a student organization. You will need to take the initiative to establish this relationship, but it will be well worth it.
- **If you are attending classes full time, try not to work more than 20 hours per week.** Most students begin a downhill slide academically when they work beyond 20 hours per week. If you need more money, talk to a financial aid officer. Students who work on campus tend to do better in classes and are more likely to stay enrolled than those working off campus.

- **Assess and improve your study habits.** Find out about your own learning style. This will help you learn how to take better, more efficient notes in class, and be more successful on tests. The THINK TANK, the office of Academic Success & Achievement, Career Services, and the SALT Center for Learning Disabilities can assist you. Information on UA services can be found at: <http://www.arizona.edu/academic-support>
- **Develop critical thinking skills.** Challenge, ask why, and look for unusual solutions to ordinary problems and ordinary solutions to unusual problems.
- **See your instructor outside of class.** It's okay to go for help. Students who interact with instructors outside of class tend to stay in college longer.
- **Improve your writing.** Employers want graduates who can write. Write every day; the more you write, the better you will write. The THINK TANK is there to provide assistance.
- **Show up for class.** When asked what they do differently if they could do it all over again, most seniors say, "Go to class and participate. Be there!"
- **Join a study group.** Studies have shown that students who study in groups get the highest grades and survive college better.
- **Develop your computer skills.** You should be comfortable with basic file manipulation, the use of a standard word processing program, and e-mail.
- **Try to have realistic expectations.** At first you may not make the grades you could be making or made in high school. If you were a star athlete in high school, you might not be in college. Develop realistic goals for yourself.
- **Get involved in campus activities.** Visit the Student Development Office. Work for the campus newspaper. Join a club or organization, or campus ministry. Play intramural sports. Most campus organizations welcome newcomers—you're their lifeblood. Students who join even one group are more likely to graduate.
- **Take your health seriously.** How much sleep you get, what you eat, whether you exercise, and what decisions you make about such things as drugs or alcohol, all contribute to your well-being. Be good to yourself and you'll be happier and more successful. Find healthy ways to deal with stress. Campus Health and the THINK Tank can help you.
- **Visit the Nutritional Sciences Student Nutrition Advising Center (SNAC) early in your first year.** See a career counselor before you get too far along in college, even if you have chosen your academic major. Discuss career opportunities with your Academic Advisor.

*Adapted for Your College Experience; Strategies for Success by John Gardner, A. Jerome Jewler, and Mary-Jane McCarthy. Concise Second Edition, Wadsworth Publishing Company.*

### **Additional resources**

For a full list of student resources including academic and personal wellness, food insecurity, career readiness, and mentorship visit CALS Student Support and Resource site at <https://cals.arizona.edu/content/student-support-resources>

### **Registration Eligibility Requirements for the Dietetic Technician Registered (DTR) or Nutrition and Dietetic Technician (NDTR) credential:** (ACEND Required Element 7.3d)

Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) are eligible to take the registration examination to be credentialed as a Nutrition and Dietetic

Technician, Registered (NDTR), also known as a Dietetic Technician, Registered (DTR), without meeting additional academic or supervised practice requirements. Pathways to establish eligibility to take the registration examination for dietetic technicians are:

### **Option 1**

1. Completion of an Associate degree granted by a university accredited by a USDE recognized accrediting agency or foreign equivalent.
2. Completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) [Accredited Dietetic Technician Program](#) (minimum of 450 supervised practice hours).

### **Option 2**

1. Completion of a bachelor's degree granted by a university accredited by a USDE recognized accrediting agency or foreign equivalent.
2. Completion of an ACEND accredited [Didactic Program in Dietetics \(DPD\)](#).

### **How to Apply for Eligibility**

1. Contact the program director of your DPD program to inform him/her that you would like to be submitted for registration eligibility for the examination for dietetic technicians.
2. When your program director has submitted you into CDR's Registration Eligibility Processing System (REPS), you will receive an email requesting that you complete your personal demographic information and a DTR survey. In order to avoid delays in the processing of your application, it is imperative that you complete these requirements as soon as possible.
3. After your application has been approved by CDR, your information will be sent to our testing vendor Pearson VUE. Within 48 hours of approval, Pearson VUE will send you an Authorization to Test email allowing you to schedule your exam. Candidates approved for registration eligibility are authorized to test for one year at a time, or until they attempt the examination.

For more information on DTR exam eligibility process visit <https://www.cdrnet.org/NDTReligibility>

# **Individualized Supervised Practice Pathway (ISPP) Program Information**

**Dietetics Program Mission** (ACEND Required Element 7.3 b-c)

The School of Nutritional Sciences and Wellness (SNSW) at the University of Arizona takes a collaborative and interdisciplinary approach to discovering, integrating, extending and applying knowledge and skills related to nutritional sciences to prevent disease and to promote optimal nutritional status, health and well-being. The School of Nutritional Sciences and Wellness is housed in the College of Agriculture & Life and Environmental Sciences (CALES).

**CALES' Mission:**

To educate students and communities in ways that enable their future success in the regional and global economies. To develop new knowledge and new technologies to benefit society.

**The School of Nutritional Sciences and Wellness' Mission:**

To provide outstanding research, graduate and undergraduate programs, and outreach education that advances nutrition and exercise in optimizing health and wellness for all people. Graduates from our programs will be imbued with our values and will carry forward the unit's vision in their future endeavors.

**The DPD Program's Mission:** (ACEND Required Element 2.1a)

The mission of the program is to produce graduates with foundation knowledge and skills in dietetics to become competent graduates prepared for supervised practice and entry-level practice as registered dietitians nutritionist serving diverse populations world-wide.

**ISPP Program Goals:** \*Program outcome data are available upon request (ACEND Required Element 7.3c).

**Goal #1: Graduates will be prepared for entry into supervised practice, graduate programs, or the workforce in nutrition or a related field.**

ISPP Objectives:

1. At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (ACEND Standard 2, Required Element 2.1c)
2. 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%. (ACEND Standard 2, Required Element 2.1c)
3. At least 80% of ISPP Interns complete program requirements within 11 months for the full-time track or 21 months for the part-time track (150% of the program length). (ACEND Standard 2, Required Element 2.1c)
4. Of graduates who seek employment, at least 90% percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (ACEND Standard 2, Required Element 2.1c)
5. 80% of ISPP Interns will rate the overall quality of the program as "excellent" or "good".

**Goal #2: Graduates will successfully apply skills in evidence-based practice, problem-solving, and cultural humility and inclusivity during supervised practice, graduate programs, or when in the workforce.**

successfully ISPP Objectives:

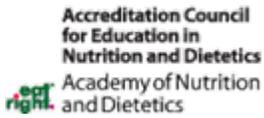
1. At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (ACEND Standard 2, Required Element 2.1c)
2. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (ACEND Standard 2, Required Element 2.1c)
3. At least 80% of ISPP Interns complete program requirements within 11 months for the full-time track or 21 months for the part-time track (150% of the program length). (ACEND Standard 2, Required Element 2.1c)
4. Of graduates who seek employment, at least 90% percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (ACEND Standard 2, Required Element 2.1c)
5. 80% of employers that respond to the employer survey will rate graduate's preparation for entry-level performance as average, above average, or excellent. (ACEND Standard 2, Required Element 2.1c)

**Program Overview (ACEND Standard 7.3b)**

The Individualized Supervised Practice Pathway (ISPP) is an alternative supervised practice program that the UArizona School of Nutritional Sciences and Wellness (SNSW) offers which allows graduates to sit for the Registered Dietitian Nutritionist (RDN) credentialing examination. A minimum of 1100 hours of supervised practice are required with rotations in clinical nutrition, community nutrition, food service, and others. The ISPP program at UArizona offers a full-time internship program with rotations in Tucson and the surrounding areas. A distance pathway is also offered with full time and part time scheduling available. In addition to completing all supervised practice requirements, ISPP interns are required to engage with professionals and give service to the ISPP program and community throughout the year:

- Attend Southern Arizona District Academy of Nutrition and Dietetics (SAZAND) meetings and events throughout the year (or local AND district affiliate if completing the distance pathway)
- Attend meetings and conferences hosted by relevant professional organizations throughout the year
- Participate in community service events, as scheduled by the ISPP coordinators
- Assist with the planning of Preceptor Appreciation Luncheon and gift
- Provide preceptor thank you cards at the end of each rotation (stationary and postage provided by ISPP)
- Participate in additional events as scheduled by ISPP Coordinators
- Additional opportunities to present in NSC courses, SNSW club meetings and other activities will be presented throughout the year.

## Accreditation Status (ACEND Required Element 7.3a)



University of Arizona Didactic Program in Dietetics is accredited by Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL

## State Licensure (ACEND Required Element 7.3d)

It is ACEND's considered opinion that the program is designed to and does meet all state dietetics licensure and certification laws as some states may interpret their statutes differently. More information about state licensure and certification is available at this link: [State Licensure](#).

## Program Admissions Requirements (ACEND Required Element 7.3f, 7.3k)

Graduates of UArizona School of Nutritional Sciences and Wellness programs are given preference for placement into the ISPP, with consideration given to non-UA graduates for the distance pathway. To be considered for the ISPP program applicants must meet the following minimum requirements:

1. Bachelor's degree from an accredited institution.
2. Didactic Program in Dietetics Verification Statement from a program accredited by the Accreditation Counseling for Education in Nutrition and Dietetics (ACEND).
3. Participation in the Dietetics Inclusive Centralized Application Services (DICAS) matching process without being matched to a program within the past 24 months.
4. Completed graduate degree.

## OR

1. Hold a doctoral degree in a nutrition or health sciences related field.
2. Meet specific science and nutrition related prerequisite coursework (contact ISPP program coordinator for more information).

**Applicants with Doctoral Degrees:** ACEND allows ISPP programs to accept doctoral degree holders who do not possess a verification statement at the time of application. The UA ISPP considers several factors when evaluating these applicants. Supervised practice experiences require food and nutrition knowledge in order to successfully demonstrate competencies for entry-level dietetics practice. Coordinators evaluate coursework and educational history, professional development activities, and work experience when considering applicants for the ISPP. Doctoral applicants will be asked to submit unofficial transcripts, resume/CV, and examples of previously completed work deliverables. Deficits in coursework for doctoral applicants will be determined at the discretion of the Program Coordinator. Conditional admission may be offered to applicants pending completion of recommended coursework. Supervised practice hours will not be valid prior to completion of required coursework.

**Tucson Track applications** are accepted once per year in April. An application timeline is posted here: <https://nutrition.cals.arizona.edu/graduate-overview#ispp>. The program coordinator determines Tucson Track applicants' rotation schedules after official admission into the program.

**Distance Track applications** are accepted three times per year depending on when the applicant wants to start. Applicants must submit their application at least 3 months before their intended start date to allow time for application review, establishment of contracts and intern on boarding procedures. Distance interns will be required to submit a comprehensive plan outlining proposed rotation sites and preceptors, with documentation of support from preceptors to demonstrate their commitment to facilitating the applicants' supervised practice. For more information on the distance intern application requirements and forms, please visit: <https://nutrition.cals.arizona.edu/graduate-overview#ispp> and review the *Documents for Prospective Applicants* tab. Distance applicants are encouraged to reach out the ISPP Coordinator to discuss their application in advance.

**Distance Application Deadlines:**

**January 15th** to start April, May, June, or July

**April 15th** to start August, September, October or November

**October 15th** to start January, February, or March

Interns who are offered acceptance into the program will have 48 hours to respond; after 48 hours, the offer may be withdrawn. Acceptance will not be deferred. All application dates and deadlines will be made available on the ISPP program website: <https://nutrition.cals.arizona.edu/graduate-overview#ispp>.

**Program Costs** (ACEND Required Element 7.3e)

**The costs for the ISPP are estimated below and may vary based on specific circumstances.**

Program Fee	\$10,000 (out-of-state tuition not charged)
Rotation Attire	\$150 (non-slip shoes, scrubs, professional wear, PPE-varies by site)
AND Student Memberships**	\$60
Professional Liability Insurance	\$40 (approximate)
Laptop Computer	\$500-1500
Transportation and Parking	\$8.00/day for parking at on-site UA rotations
Drug Testing and Background check	\$100 (approximate)
CPR and First Aid Training***	\$110

**ESTIMATED PROGRAM-RELATED EXPENSES (EXCLUDES PROGRAM FEE): ~\$1000**

**Additional Variable Expenses:**

Personal Health Insurance

Living Expenses

Site specific onboarding requirements (background checks, drug screens, etc.)

Suggested Supplies: Pocket calculator, pens and highlighters, notebook, binders to organize resources, folders for each rotation, daily planner, backpack, flash drive. Additional supplies may be needed.

\*\*Must be active member of the Academy of Nutrition and Dietetics at time of application and during the entirety of the ISPP Program. Membership in local district of the Academy is required if admitted to ISPP.

\*\*\* A CPR/AED/First Aid course is required for all interns who do not have existing certifications from other organizations at the time of acceptance to the ISPP. Existing certifications that are obtained prior to acceptance to the ISPP will be considered; discuss with the ISPP coordinator to determine whether a recertification is necessary.

### **Financial Aid (ACEND Required Element 7.3i)**

All degree-seeking students are eligible to apply for federal aid by submitting the Free Application for Federal Student Aid (FAFSA) form. Contact the Financial Aid Office for more information:

<http://financialaid.arizona.edu/>

The ISPP is a non-degree granting program, so there are currently no student scholarships, federal financial aid, or University supported grants available to cover the program fee. For recent graduates of the University of Arizona, private loan options may be available through the UA Office of Scholarships and Financial Aid. Students and interns, who are members of the Academy of Nutrition and Dietetics, may apply for scholarships offered through the AND Foundation:

<https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>

### **University of Arizona Employee Program Fee**

All administrative, faculty, professional and classified staff employees, except graduate assistants and associates, who are currently employed at 50 percent time or more, are eligible to participate in ISPP program fee reduction program. Individuals must remain University employees throughout the duration of the ISPP Program. Eligible employees, who hold a DPD verification statement or doctorate degree, who apply and are accepted for the ISPP Internship Program will pay 25% of the ISPP program fee, plus any additional fees for required materials and optional supplies. Supervisory approval is required before application to the ISPP program to verify ISPP internship hours and work expectations can both be met for the duration of the ISPP.

### **Technology Requirements (ACEND Required Element 7.3j)**

Laptop computer with internet access, Microsoft Word and PowerPoint capabilities.

### **Academic Calendar and Program Schedule (ACEND Required Element 7.3g, 8.2q)**

All important dates and deadlines are available in the online Academic Calendar:

<https://catalog.arizona.edu/2023-2024-academic-calendar>. A master rotation schedule will be provided to all Tucson Track ISPP interns prior to the start of the internship. The ISPP calendar aligns closely with the traditional academic calendar. A winter recess is scheduled for approximately 2-4 weeks beginning in December. Interns with outstanding fall rotation requirements will be required to allocate additional time to complete the rotation over the recess if the preceptor permits. Distance Track interns will determine their internship schedule based on availability of their rotation sites.

### **Holidays and Time Off (ACEND Required Element 8.2q)**

The only holidays officially observed by the ISPP are Thanksgiving Day, Christmas Day, and New Year's Day; however, many rotation sites will observe additional holidays throughout the year during which the preceptor may choose to schedule the intern off. Requests for additional religious holidays will be granted. Requests for personal time off should be kept to a minimum and the intern should provide as much advanced notice to the program coordinator and rotation preceptor to ensure that the intern's schedule is adjusted accordingly. The intern is responsible for meeting all rotation hour requirements by the end of the scheduled rotation, regardless of days missed.

## **Attendance Policy**

Any un-planned absences must be reported to the program coordinator and preceptor as soon as possible. Any delayed rotations must be completed in a timely manner at the convenience of the preceptor. Events and activities will continuously be added to interns' schedules throughout the program and interns are expected to be flexible and attend. Attendance and participation at professional development events, as scheduled by program coordinators, is monitored as part of the Professional Development rotation.

## **Leaves of Absence (ACEND Required Element 8.2q)**

A leave of absence from the program, not to exceed 12 weeks, may be granted for medical or personal reasons that significantly interfere with an intern's ability to meet internship responsibilities. The intern must submit a *Leave of Absence Agreement* (provided by the program coordinator upon request) to the program director/coordinator requesting a leave of absence from the program. In the case that an intern is unable to contact the program director or coordinator, the intern must designate someone to contact the program director/coordinator on their behalf. Leave of absence requests will be evaluated based on necessity, time requested, and willingness of preceptors and sites to accommodate the change in schedule. A plan must be outlined to ensure that the program be completed before the maximum time allotted for ISPP program completion (2 years). A copy of the *Leave of Absence Agreement*, including documentation of an outlined plan for revised internship rotation dates, will be signed and returned to the intern upon approval of the leave of absence. If the intern is unable to return to the ISPP program as intended, no refunds of program fee will be provided.

## **Code of Ethics**

All members of the Academy of Nutrition and Dietetics, as well as students and interns of AND professional programs should be familiar with the AND Code of Ethics. A full copy of the AND Code of Ethics is available in icomp. University of Arizona students must abide by the Student Code of Conduct as outlined here: <https://deanofstudents.arizona.edu/student-rights-responsibilities/student-code-conduct>

## **Withdrawal and Refund of Tuition and Fees (ACEND Required Element 8.2p)**

Interns who decide not to continue with the supervised practice must provide the DPD/ISPP Director formal written notice of plans to withdraw from the program. In cases of emergency, the intern should contact the ISPP Coordinator as soon as possible, and provide a written statement within two days of the initial contact. If written notice is received within the first 2 weeks of initiation of supervised practice, the intern is entitled to an 80% refund of the program fee.

Refunds will not be given after 2 weeks of the interns' first rotation start date.

## **Risk Management (ACEND Required Element 8.2a)**

University of Arizona students enrolled in university training programs are insured for liability by the State of Arizona Risk Management Program, as authorized by Arizona Revised Statutes §41- 621. Coverage is applicable for general and professional liability. The referenced statute that authorizes this coverage does not specify dollar limits of coverage, and coverage does not expire. Questions regarding

coverage may be directed to Steve Holland, UA Chief Risk Officer at (520) 621-1790 or [sholland@email.arizona.edu](mailto:sholland@email.arizona.edu)

## **Membership in Professional Associations**

Students interested in pursuing a career in dietetics are encouraged to become a student member of the Academy of Nutrition & Dietetics (AND). Membership applications are available on the AND website ([www.eatrightpro.org](http://www.eatrightpro.org)). The membership year is from June 1 thru to May 31; dues are not prorated if you become a member after June 1. Currently the dues for an annual student membership are \$58. There are many benefits associated with being an AND member including ability to apply for scholarships, ability to stay informed on hot nutrition topics and latest evidence-based guidelines, access to the AND evidence analysis library and discounts on AND programs and products. Membership in AND automatically makes you a member in the state AND affiliate AZ AND. Interns admitted into the ISPP program will be required to maintain an AND membership for the duration of the program.

ISPP Interns will be required to maintain a membership in their local AND district for the duration of the program. Membership in your local district of the Academy of Nutrition and Dietetics is an indication of your commitment and interest in the profession. Attending the district association meetings offers many opportunities for volunteerism and networking with local RDNs. All meetings also provide educational sessions with a variety of guest speakers.

## **Academic Integrity/Honesty (ACEND Required Element 8.1a)**

The ISPP operates under the academic codes as described in the Student Code of Academic Integrity: <https://deanofstudents.arizona.edu/policies/code-academic-integrity>. No threatening or harassing behavior will be tolerated. See the University's policies against threatening behavior by students: <http://policy.web.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

## **Access to Personal Files (ACEND Required Element 8.2s)**

Students and former students have the right to inspect and review their education records within 45 days from making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C. - Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The institution is not required to permit students to inspect and review the following:

- Information about other students.
- Financial records of parents.
- Confidential letters of recommendation if they waived their right of access.

Additional information can be accessed at the following website:

<https://www.registrar.arizona.edu/privacy-ferpa/about-ferpa>

### **Protection of Privacy (ACEND Required Element 8.2r)**

In general, the University will not release "personally identifiable information" from a student's education record without the student's prior written consent; however, FERPA allows disclosure without student consent under the following circumstances:

- School employees who have a "legitimate educational interest" in the records in order to perform their duties
- Other schools where a student seeks to enroll or is enrolled
- Accrediting organizations
- Organizations doing certain studies for or on behalf of the University
- Appropriate parties to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid
- Parents of a "dependent student," as defined in the Internal Revenue Code, when the parent has provided a notarized affidavit, along with a copy of the relevant page of the parent's most recent income tax return indicating the student's dependent status. Affidavits must be updated annually, otherwise, prior written permission from the student is required
- Certain government officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U. S. Attorney General for law enforcement purposes or state or federally supported education programs
- Individuals who have obtained a judicial order or subpoena
- School officials who have a need to know concerning disciplinary action taken against a student
- Appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the student and/or others
- An alleged victim of a crime of violence or non-forcible sexual offense has a right to learn the results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime.
- Information regarding any violation of university policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance may be released to the parents or legal guardian of a student under the age of 21
- Those requesting "directory information" on a student provided the student has not requested his or her information be withheld
- Approved vendors /3rd party operators contracted with the university to provide services.

FERPA allows for disclosure in the above circumstances, but disclosure is not required.

Additional information can be accessed at the following website:

<https://www.registrar.arizona.edu/privacy-ferpa/about-ferpa>

## Access to Student Support Services (ACEND Required Element 8.2t)

ISPP interns are not considered students of UArizona, and do not have access to most UA student resources that are supported by tuition dollars. However, interns are provided with access to instructional support, the Academy's Evidence Analysis Library and the UA electronic library. Support materials are also available at several of the ISPP site rotations. Additionally, ISPP interns have access to the on-campus Student Nutrition Advising Center (SNAC) which has the following resources available: Computers, nutrition text books, food and anatomical models, educational aids and a collaborative workspace.

## Dress Code

Professional attire is required in all supervised practice rotations to conform to sanitary requirements, and follow the guidelines of rotation sites. It is the responsibility of the intern to contact the primary preceptor prior to starting a rotation to determine dress code requirements at the facility.

## Exit Interview

Upon completion of supervised practice rotations, interns complete a program evaluation. The program coordinator reviews and analyzes the data for program improvement.

## Non-discrimination Policy (ACEND Required Element 8.1d)

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Anyone who believes that he/she has experienced sexual harassment or discrimination should call the Office of Institutional Equity (OIE). He/she will be transferred to an individual with expertise in these areas for advice on handling the situation and information on filing a complaint.

Title IX Officer Mary Beth Tucker Director, Office of Institutional Equity University Services Building, Room 217 Phone (520) 621-9449 <a href="mailto:mtucker@email.arizona.edu">mtucker@email.arizona.edu</a>	ADA/504 Compliance Officer Sue Kroeger Director, Disability Resource Center Campus Health Center, Room 104 Phone (520) 621-7674; TTY (520) 621-3268 <a href="mailto:suek@email.arizona.edu">suek@email.arizona.edu</a>
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The University's nondiscrimination policies, including sexual harassment, are available on the OIE website (<http://equity.arizona.edu/>).

Office of Institutional Equity  
The University of Arizona  
University Services Building, Room 217  
P.O. Box 210158  
Tucson Arizona 85721-0158  
Phone (520) 621-9449

### **Insurance Requirements (ACEND Required Element 8.2a)**

Professional liability insurance and personal health insurance are required for all interns, and proof of insurance must be provided to the program director prior to the start of the first rotation. Auto insurance is also required, if applicable. Professional liability insurance must cover at least \$1 million per incident, \$3 million per occurrence.

### **Liability for Safety in Travel to or from ISPP Experiential Learning Sites and/or Supervised Practice (ACEND Required Element 8.2b)**

Transportation to and from all supervised practice facilities is the responsibility of the student/intern. Interns using a personal vehicle for transportation must provide proof of auto insurance to the program director prior to the start of the first rotation. Additionally, University of Arizona students enrolled in university training programs are insured for liability by the State of Arizona Risk Management Program, as authorized by Arizona Revised Statutes §41-621. Coverage is applicable for general and professional liability. The referenced statute that authorizes this coverage does not specify dollar limits of coverage, and coverage does not expire.

### **Injury or Illness while in a Facility for ISPP Experiential Learning/Supervised Practice (ACEND Required Element 8.2c)**

Students and interns who are injured or become ill while in a supervised practice facility should seek appropriate care (emergency room, Campus Health Service, primary care physician, etc.). Students and interns are medically and financially responsible for any health emergencies and/or healthcare needs.

### **Immunizations**

Immunization records and a TB test are required for interns before starting the program. The following vaccinations need to be current: Hep B series, MMR, Varicella, Tdap. Varicella vaccination or titer showing immunity is also required. Additionally, you may be required to obtain a flu shot during flu season. It is the responsibility of the intern to contact facility preceptors prior to starting a rotation to inquire about any additional immunization requirements.

### **Drug Testing and Criminal Background Checks (ACEND Required Element 8.2d)**

Interns need to complete a criminal background check prior to starting the program. The criminal background check can be obtained from any reputable background check company. Interns can consult with the ISPP Coordinator to verify if a company is reputable and meets the background check requirements for the program. Distance interns should consult with the ISPP Coordinator to discuss the appropriate background check for their locations, as this will depend on local government agencies. Some rotation sites have additional background check and/or drug testing protocols. It is the responsibility of the intern to communicate with the program coordinator at least 4 weeks in advance of a rotation to determine if there are any additional human resources requirements to complete prior to the start of the upcoming rotation.

## **Educational Purpose of Experiential and Supervised Practice Experiences (ACEND Required Element 8.2e)**

Rotation schedules and outlines of learning activities for each rotation will be provided by the program director to preceptors. Students and interns are not to be used as replacement for staff or complete staff work responsibilities unless the task(s) specifically relates to completion of program competencies. Experiential learning/rotation sites provide hands-on learning opportunities. Students and interns work with business owners and their employees to gain valuable experience that strengthens their knowledge base and skill set and these experiences are not meant as opportunities to replace employees in these respective work places.

## **Student Complaints (ACEND Required Element 8.2g, 8.2h)**

If students or interns have a complaint related to the DPD or ISPP Program, they should follow the problem solving process described below. If the issue remains unresolved at the level of the NSW School Head, students have the right to file a written complaint related to the ACEND accreditation standards directly to ACEND. The written complaint must be submitted to ACEND directly only after all other options with the DPD and University of Arizona have been exhausted. Students may access ACEND by email or via the Internet at [acend@eatright.org](mailto:acend@eatright.org). Additionally, the University of Arizona offers the following services to aid in conflict resolution:

- [Student Assistance](#) offered by Dean of Students also offers conflict coaching, during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 621-7057 to schedule an appointment.
- [The Ombuds Program](#) is an informal, neutral, confidential and independent resource for any academic or workplace concern.

## **School Communication Regarding Complaints**

ISPP program staff and preceptors are available to aid in the success of the intern in meeting their internship competencies. If conflicts arise during the program, the following is recommended to achieve resolution:

Level 1: Discuss the issue directly and privately to the individual(s) involved (peer, preceptor, etc.) If the problem cannot be resolved at this level, discuss your concerns with your ISPP Coordinator. The coordinator will document:

- Intern Name
- Topic area for complaint (Staff/Preceptor, rotation, ISPP Guidelines/Policies. Other)
- Description of Complaint
- Desired Outcome (Address issue with preceptor, discuss as potential DPD program change for future, suggest making policy change as soon as possible, other)

The DPD Director and School Head will be made aware of any formal complaints documented by the coordinators.

Level 2: If the problem cannot be resolved at level 1, the next appropriate step would be to discuss your concerns with the DPD Director. The DPD Director will schedule a meeting with the intern to discuss their concerns. Resolution will be documented and saved electronically for future reference.

Level 3: If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the SNSW School Head.

Level 4: If resolution is not reached at this level, the SNSW School Head will advise you of further appropriate action.

As described above, if resolution cannot be achieved after discussing your issue with the School Head and/or other University of Arizona resources available for resolving conflict, you may submit a written complaint to ACEND.

### **Assessment of Prior Learning** (ACEND Required Element 7.3l, 8.2i)

An intern's past academic or work experience may be used to fulfill ACEND competencies, for community and foodservice areas. All students requesting an assessment of prior learning will be required to submit a *Prior Assessed Learning Application* to the program director/coordinator demonstrating how ACEND competencies in specific areas have been met. Awarding credit for prior learning is at the sole discretion of the DPD Director and ISPP Coordinator. Credit awarded through the process is documented in the *Assessment of Credit for Prior Learning* approval document. Interns with pertinent experience should discuss prior learning with the program director/coordinator to develop a personalized plan and complete the *Prior Assessed Learning Application* and *Assessment of Credit for Prior Learning* documents.

### **Formal Assessment of Intern Learning and Regular Reports of Performance** (ACEND Required Element 8.1a, 8.2j)

Formal evaluation of interns occurs at pre-determined times throughout the supervised practice rotations using electronic evaluations available in iComp. Evaluations include both assessments of the intern's progress as well as assessments of the intern's knowledge and performance in rotations. Preceptors completing the evaluations do so within the iComp rotation management system and review with the intern prior to submitting to the program coordinator. Interns also complete an identical self-evaluation, which is reviewed with the preceptor. It is the intern's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation.

Interns can expect to receive formal evaluations in the following formats:

- Electronic evaluations from preceptors
- Comprehensive review of nutrition assessments and charted notes with written feedback provided by preceptors (daily during rotations where MNT is provided)
- Preceptor reviewed assignments and projects, such as case studies and presentations

Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with preceptors on skill development, clinical documentation, presentations and projects.

### **Supervised Experiential Learning Documentation** (Required Element 8.1c)

The program will utilize the iComp rotation management system to document supervised practice learning hours in professional work settings; hours are documented by the intern and verified by the preceptor in iComp. Simulations, case studies and role playing will be logged in the iComp system, but categorized under "Alternative Experiences". The ISPP offers two tracks (Tucson and Distance), both of which have the same requirements, and will be documented through iComp as noted above.

### **Program Retention and Remediation (ACEND Required Element 8.1b, 8.2k)**

If at any time the conduct of an intern is judged to unfavorably affect the morale of other interns in the program, resulting in an unsatisfactory level of performance, or health status of an intern is a detriment to the intern's successful completion of the program, a meeting will be called between the program director and appropriate parties to determine a prudent course of action. If an intern does not meet the competencies and objectives of the supervised practice experience, the intern will be required to complete experiences, not to exceed 3 weeks, until the desired level of expertise is achieved. Should this occur, the program director in consultation with the facility preceptors will provide in writing, specific steps and actions that are required of the intern. If the intern does not meet the competencies at that point, the intern will be dismissed from the program.

### **Disciplinary/Termination Procedures (ACEND Required Element 8.2l)**

If an ISPP intern has displayed behaviors, which do not meet programmatic expectations, the intern will be subject to disciplinary action.

Level 1: The internship director/coordinator(s) will directly and privately discuss the issue with the intern and provide steps that the intern can take to improve their performance. The intern will receive up to 2 verbal warnings depending on severity of the issue.

Level 2: If the problem is not resolved at level 1, the internship director/coordinator(s) will issue an official letter summarizing the event(s) in which the intern did not meet programmatic expectations, the competencies the intern is not meeting due to the issue and expectations for improvement moving forward.

Level 3: If sub-optimal professional behavior is observed after the verbal and written warning are given, the intern will be subject to additional disciplinary action including program/rotation extension or dismissal from the program with no refund of the program fee.

### **Conditions for Being Awarded a Verification Statement (ACEND Required Element 8.2m, 8.2n)**

Interns are required to successfully complete all supervised practice rotations, a minimum of 1100 hours of supervised practice and associated assessments such as projects, case studies, and presentations. Documentation that interns have met established competencies is maintained through the intern's progression through the program.

1. Each supervised practice component includes a set of competencies in which interns must demonstrate proficiency. Formal evaluations will be provided to interns as they progress through the program. Self-evaluations will also be required at the end of each rotation.
2. If an intern is unable to demonstrate proficiency in a specific set of competencies, the intern will receive additional time not to exceed one month. The maximum time allowed to complete all supervised practice rotations and meet competencies is 2 years.
3. Graded assessments and preceptor evaluations will be utilized to assess proficiency of required competencies.

Upon successful completion of all supervised practice rotations interns will be provided a Verification Statement, which verifies completion of requirements necessary to sit for the registration exam. The

Commission on Dietetic Registration (CDR) will be notified by the program director within 4 weeks of interns completing supervised practice requirements, at which time the graduate assumes responsibility for arranging to take the exam. Interns are encouraged to take the exam promptly after completing the internship. “Study Periods” lasting more than one month after becoming eligible to take the exam are not recommended.

### **How to Be Successful ISPP intern (ACEND Required Element 8.1d)**

The Nutritional Sciences and Wellness program coordinators, faculty members and preceptors are readily available to assist you in successfully obtaining your RDN/NDTR credentials. However, we have found there are a variety of factors that also promote success in the ISPP program as outlined below:

- **Understand why you are completing the ISPP.** Identity specific goals and a useful goal setting process for yourself.
- **Assume responsibility for your own education.** The ISPP is your opportunity to learn new things and apply existing knowledge in professional settings. Ask questions and advocate for your own learning.
- **Make use of your program coordinators.** The ISPP program coordinators are here to support you. Communicate often about how your rotations are going and if extra support is needed.
- **Minimize work commitments.** Completing the ISPP program requirements should take priority while in the program. Additionally, every effort should be made to meet the schedule expectations of rotation preceptors. It is possible to have a job while in the program but it should be one with flexible hours and scheduling options.
- **Develop critical thinking skills.** Challenge, ask why, and look for unusual solutions to ordinary problems and ordinary solutions to unusual problems.
- **Improve your writing.** Employers want graduates who can write. Write every day; the more you write, the better you will write.
- **Develop your computer skills.** You should be comfortable with basic file manipulation, the use of a standard word processing program, and e-mail.
- **Get involved in the Academy of Nutrition and Dietetics and other relevant professional organizations.** Networking and learning with local food and nutrition professionals offers invaluable opportunities.
- **Take your health seriously.** How much sleep you get, what you eat, whether you exercise, and what decisions you make about such things as drugs or alcohol, all contribute to your well-being. Be good to yourself and you’ll be happier and more successful. Find healthy ways to deal with stress.

*Adapted for Your Intern Experience; Strategies for Success by John Gardner, A. Jerome Jewler, and Mary-Jane McCarthy. Concise Second Edition, Wadsworth Publishing Company.*

