Didactic Program in Dietetics (DPD)
Student Handbook

Revised 5/5/2014
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Welcome! Congratulations on selecting a major in Dietetics at Alabama A&M University (AAMU). The Didactic Program in Dietetics falls under the Department of Family and Consumer Sciences (FCS) major which is within the College of Agricultural, Life and Natural Sciences (CALNS). By declaring your major in dietetics, you are enrolled in the Didactic Program in Dietetics (DPD). The DPD at Alabama A&M University is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

We are excited to help you prepare for this fascinating career field! As experts in nutrition and food related services, RD’s offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs, to corporate foodservice and food technology operations.

All students are encouraged to take an active role in the department’s student organization “Nutrition and Hospitality Management Club” and the North Alabama Dietetic Association professional organization to maximize your university experience. Additionally, we encourage you to interact with the Nutrition and Dietetics faculty and advisors/mentors throughout your academic career. For further information about the dietetics profession in general see: http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8092

The purpose of this handbook is to provide answers to your questions about the Dietetics Program and the profession. Additionally, it informs you of program requirements and your responsibilities as a student in the program. It should assist you in planning your course schedule and in preparing yourself for graduation and your post-graduation goals. Please keep this handbook and the Family and Consumer Sciences handbook and refer to them during your matriculation through AAMU. You are responsible for all University and Program regulations specified in the AAMU catalog for the year you enter the Dietetics Program and those guidelines that are reviewed in this handbook. See AAMU student handbook at www.aamu.edu for information on:

- Admission requirements: http://www.aamu.edu/Admissions/UndergraduateAdmissions/Pages/Admission-Requirements.aspx
- Graduation requirements: http://www.aamu.edu/Academics/alns/bes/GradRqts/Pages/default.aspx
- Protection of student privacy: http://www.aamu.edu/information/Pages/Privacy-Policy.aspx
Access to student services: http://www.aamu.edu/administrativeoffices/information-technology/ITServices/Students/Pages/default.aspx

Disciplinary and suspension policies:

Costs to students:
http://www.aamu.edu/Academics/alns/crp/Pages/Tuition-and-Fees.aspx

For additional program information, please contact:
Nahid Sistani, PhD, RDN, LD.
Nutrition Coordinator and Program Director, Alabama A&M University
(256) 372-4105 or nahid.sistani@aamu.edu

For additional program information about ACEND, please contact:
Accreditation Council for Education in Nutrition & Dietetics
Attn:  ACEND Nominations Committee
120 South Riverside Plaza, Suite 2000
Chicago, IL  60606-6995
Email:  ACEND@eatright.org
Tel:  (312) 899-0040 ext. 5400/Fax:  (312) 899-4817

The Alabama A&M University (AAMU) Didactic Program in Dietetics (DPD)

The Nutrition and Hospitality Management Program at AAMU is designed for students who possess a strong interest in the sociological, psychological, and economical aspects of food as it relates to nutritional status and world hunger. The program provides a broad education in the science of nutrition and preparation of food as related to an individual’s lifestyle, culture, and health.

The Didactic Program in Dietetics (DPD) at AAMU is offered in the undergraduate program in the Department of Family and Consumer Sciences and the Area of Nutrition and Hospitality Management as the General Dietetics option. Upon completion of the program, the student is qualified to apply for admission to an accredited dietetic internship. Upon successful completion of the dietetic internship, the student is eligible to write the registration examination to become a registered dietitian. The Alabama A&M University DPD was granted initial accreditation status in March 2004 by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 (Telephone 1-800-877-1600/(312) 899-0040 ). Questions regarding dietetics education may be emailed to education@eatright.org. Information also is available on the Academy of Nutrition and Dietetics (AND) website: http://www.eatright.org.
THE DPD MISSION

The mission of the DPD program at AAMU University is to prepare students to become registered dietitians by providing quality dietetics courses and didactic course learning experiences for students to complete the DPD, which prepares and enables students to enter into, and successfully complete, an accredited dietetic internship and/or obtain employment in the health-care industry.

DPD PROGRAM GOALS

Goal One: To prepare graduates competent for supervised practice or employment in the field.

Objective 1.1 Over a 5-year period, ≥50% of graduates will apply to dietetic internships.

Objective 1.2 Over a 5-year period, ≥50% of graduates who apply to post-graduate programs will be accepted.

Objective 1.3 Over a 5-year period, the pass rate for the DPD graduates taking the registration examination for the first time will be at least 80%.

Objective 1.4 Within two years after completion of the dietetics program, at least 50% of graduates not applying for internships will be employed in a nutrition-related career field.

Objective 1.5 At least 70% of dietetic graduates will rate themselves as satisfactory or higher in relation to their overall dietetics knowledge.

Objective 1.6 Over a 5-year period at least 75% of DP students will complete the program within 6 years, or 150% of the time planned for completion.

Objective 1.7 Over a 5-year period, ≥50% of graduates will apply to post-graduate programs within 12 months of graduation.

Objective 1.8 At least 90% of DI directors will state graduates are competent and well prepared and rate graduates at an average of 4.0 (5.0 scale) in content areas on the DI director survey.

Goal Two: To develop professional nutrition and dietetics leaders who support the nutritional needs of local and global communities.

Objective 2.1 Within 5 years of completing the program, 50% of employed graduates will serve in a leadership role in dietetics, academics, and community settings.

The outcome date measuring achieving of program objectives, except for certain years, is available for ACEND reviews and is available to students, prospective students, and the public upon request.

LEARNING ASSESSMENT

The Dietetics Program utilizes several formative assessments to determine student learning outcomes. These venues include but are not limited to: tests, written papers, case studies, projects, lab participation, etc. These criteria provide the faculty adequate opportunity to assess
student learning outcomes. Students who complete each course are given a grade, which measures their mastery of content. Grades are administered for each course and recorded on the student’s transcript which is available on Banner. Students discuss their progress and goals with their advisor at advising sessions required each semester.

GENERAL PROGRAM REQUIREMENTS

Students are referred to the University Bulletin for specific requirements for admission and graduation for all students. Additional departmental program and DPD requirements include:

1. Completion of all NHM and FCS courses with a minimum grade of C.

2. Students are also required to maintain an overall and DPD GPA of at least 2.75 and 3.0, respectively, to maintain their DPD student status.

3. Completion of required semester hours as listed by program areas. Students seeking verification of DPD completion must maintain a grade point average (GPA) of at least 3.0 in DPD completion courses (see advisor). In addition these students must achieve a grade of B or better in the following DPD courses: NHM 302L, NHM 407 and NHM 408L. Students are also strongly recommended to acquire work experience in patient care and food service. *(Applied to incoming DPD students, starting the fall 2013 semester.)*

4. University Disciplinary and Termination Policies: The Dietetics program abides by the university policies regarding disciplinary action and termination procedures. Information is found at:
   http://www.aamu.edu/Administration/StudentDevelopment/handbook/academics.pdf

ADVISEMENT

It is the responsibility of each student to meet with his/her advisor during the regular advisement period prior to registration each semester. Using the program of study guide, students should develop a tentative schedule prior to advisement. This allows the time spent with the advisor to be more effective and productive for the student.

Additionally, new Dietetics students should contact the DPD Director to set up an appointment for an initial counseling and information session. The director compiles an academic file on each DPD student to include current student transcripts and checklists. This student file will be used to advise students each semester and updated accordingly so that the student and the advisor will be aware of academic status.

Students will be assessed at the initial counseling session for their probability of success in the program and the dietetics profession. Students who have not attained the required academic benchmarks (Overall GPA of 2.75 or greater out of 4.0 and the grade of “C” on all science-based courses) will be advised by the DPD Director to improve their GPA and/or retake science-based courses; or continue in the Dietetics Program (with no expectation of receipt of a verification statement) and explore related career options that do not require dietetic registration; or else choose another field or concentration.
Student performance is continuously monitored. All DPD students must contact their advisors each semester for academic counseling before they can be cleared for registration. If academic difficulties are observed, DPD students will be provided with information regarding grade replacement and/or tutoring options.

Additional information regarding institutional policies and procedures relating to academic regulations may be found in the online AAMU Catalogue at www.aamu.edu.

**Prior Learning**
Credit will not be given for prior learning.

**PORTFOLIO INFORMATION**

**Organizing your Portfolio**
Students are required to keep an updated record of their dietetics program portfolio. You may choose to use an expandable folder or a set of file folders but make sure you maintain electronic files of all of your work. The portfolio will ultimately be converted to an electronic format. Make sure the system you begin with is one you can add to and update over the years. You want to include your best work in your portfolio.

**Portfolio Contents**
The following are contents that should be included in your portfolio:

- FCS 101, Introduction to the Profession - information added as instructed by the professor.
- FCS 420, Senior Seminar - information added as instructed by the professor.
- Other materials you may want to include in your portfolio are evidence of volunteer service, evidence of leadership, awards or certificates related to career development, records of honors or scholarships, and letters of appreciation.

**MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS**

**Membership in the Professional North Alabama Dietetic Association (ALDA) District**
All students are encouraged to take an active role in the student organization and professional organizations to maximize your university experience. Membership in the North Alabama Dietetic Association district professional association is an indication of your commitment and interest in the profession. They offer many opportunities for volunteerism and obtaining valuable experience. Attending association meetings is an excellent means of networking and finding out more about the practice of dietetics. Educational sessions are a part of each meeting and discounts on publications are available to members along with other benefits.

**Becoming a Student Member of the Academy of Nutrition and Dietetics**
Students interested in pursuing a career in dietetics are encouraged to become a student member of the Academy of Nutrition and Dietetics during their junior and/or senior years. Membership
applications are available from the Dietetics faculty and the NHM Bulletin Board. The membership year is June 1 - May 31 and dues are not prorated if you elect to become a member after June 1. Currently the dues for associate (student) membership are $50 per year. Becoming a member of the Academy of Nutrition and Dietetics automatically makes you a member of our local affiliate with the North District of the Alabama Dietetic Association.

**NUTRITION AND HOSPITALITY MANAGEMENT CLUB (NHM CLUB):**

The Nutrition and Hospitality Management Club is an organization of students at AAMU that promotes the field of Nutrition and Hospitality Management to the student body and university community. This organization is open to all registered AAMU students.

*Purpose:* Provide a framework for meaningful student involvement in hospitality and nutritional activities and dietetics to the student body and university community.

*Objectives:* Provide hospitality and nutrition information and promote sound nutrition practices among the community and peers. Provide opportunities for members to participate in volunteer activities and to become familiar with the Academy of Nutrition and Dietetics.

*Benefits of Club membership include:*

- Opportunity to volunteer for hospitality and nutrition related activities that demonstrate leadership.

- Opportunity to enhance your resume through volunteer experiences.

- Opportunity to develop skills and knowledge outside of the classroom through various activities.

- An excellent opportunity for practicing leadership skills.
ADMISSION REQUIREMENTS AND OTHER INFORMATION

For more specific program information including admission requirements, costs, the academic calendar, schedule of classes, graduation requirements, and other policies and procedures, refer to the Alabama A&M University 2013-2014 Undergraduate Bulletin or the Alabama A&M University website www.aamu.edu.

Costs to students:
http://www.aamu.edu/Academics/alns/crp/Pages/Tuition-and-Fees.aspx

Fall 2014-Spring 2015 Student Expense Budget

Costs to students:

The below list is to be considered an adequate budget for the conscientious student, but actual expenses vary greatly according to the habits of the individual student.

<table>
<thead>
<tr>
<th>COST OF LIVING ESTIMATES</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees ($3850.00 per semester/full time)</td>
<td>$9569.00</td>
<td>$17,968</td>
</tr>
<tr>
<td>Books/Lab</td>
<td>$1800.00</td>
<td>$1800.00</td>
</tr>
<tr>
<td>Room Rent (12 Months)</td>
<td>$3090.00</td>
<td>$3090.00</td>
</tr>
<tr>
<td>Food</td>
<td>$2260.00</td>
<td>$2260.00</td>
</tr>
<tr>
<td>Insurance (Medical and Dental)</td>
<td>$852.00</td>
<td>$852.00</td>
</tr>
<tr>
<td>Personal (Utilities, Clothing, and Toiletry)</td>
<td>$2000.00</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Transportation (Public Transportation Available)</td>
<td>$1000.00</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Travel (Vacation, etc.)</td>
<td>$2000.00</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Service/Learning Network</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$22,574.00</strong></td>
<td><strong>$30,973.00</strong></td>
</tr>
</tbody>
</table>

AAMU University has a flat rate tuition cost of $11,159.00 for 12 or more semester hours, and if the student is taking 11 or fewer semester hours, then the hourly tuition rate is $929.00. This information is made available to each student in the student catalog, the student handbook and on the website. Please view the online catalog pages 21-26 at http://www.aamu.edu/Academics/academicresources/Documents/Bulletin_2014-2015.pdf for details concerning the estimated cost per semester as well as the financial aid opportunities for students at AAMU.
Insurance requirements, including those for professional liability. Students at AAMU are required to become a member of the Alabama A&M University’s Service/Learning Network (cost is $3.00 for one year). Therefore students are covered for liability insurance under the CIMA Companies (2750 Killarney Drive, Suite 202, Woodbridge VA 22192-4124. Phone: 800.222.8920.

Liability for safety in travel to and/or from service learning opportunities. Each individual student is responsible for transportation to and from facilities for outside work experiences and is responsible for auto liability insurance coverage for designated trips.

Types of Aid: The following information and the links have been added to the DPD Handbook at [http://www.aamu.edu/Academics/alns/consumersciences/Documents/DPD-Student-Handbook.pdf](http://www.aamu.edu/Academics/alns/consumersciences/Documents/DPD-Student-Handbook.pdf)

GRANTS

Federal Pell Grant. A federal grant program, Pell Grants ranging from $550 to $5550 per academic year are available to eligible students. The amount of an individual student's grant depends upon the student's financial need, cost of attendance, and enrollment status. Awards are limited to the 1st undergraduate degree.

Federal Supplemental Educational Opportunity Grants (FSEOG). Federal grants ranging from $100 to $4000 per academic year are awarded to students with exceptional financial need. A student with exceptional financial need is determined as one who qualifies for Pell Grant funds. Funds for this program are limited.

Alabama Student Assistance Program (ASAP). State-funded grants ranging from $100 to $600 per academic year are available to Alabama residents who demonstrate financial need. A student with exceptional financial need is determined as one who qualifies for Pell Grant funds. Funds for this program are limited. [http://www.aamu.edu/admissions/fincialaid/typesofaid/pages/default.aspx](http://www.aamu.edu/admissions/fincialaid/typesofaid/pages/default.aspx)

Student Employment. Work-study programs are self-help forms of aid and do require repayment or working for a paycheck as you attend class. Alabama A&M offers several types of work-study job opportunities that are flexible with most award amounts (typically up to $1,500 per academic year) earned by working 6-8 hours per week if you begin working in August. [http://www.aamu.edu/admissions/fincialaid/student%20employment/pages/default.aspx](http://www.aamu.edu/admissions/fincialaid/student%20employment/pages/default.aspx)

AAMU Alumni Association Scholarships Available. The Scholarship Programs of the Alabama A&M University Alumni Association, Inc. provides funding for intellectually talented students. The available scholarships are:

- Mississippi Alumni Chapter Scholarship
- John Stallworth Scholarship
- Washington DC Metro Alumni Chapter Scholarship
Houston Alumni Association Scholarship
National Alumni Association

http://www.aamu.edu/alumni/alumnischolarships/pages/default.aspx

Private Scholarships. Private scholarships are often sought after by a plethora of students but only a precious few receive them. Below you will find private scholarship information that can help you find the necessary funds that you need to attend the college or university of your choice:

- The Sallie Mae Fund Scholarships
- Stallworth Foundation Scholarship Application (Offered here at AAMU)
- The James Madison Memorial Fellowship Foundation Scholarship
- The Ayn Rand Scholarship
- The Thurgood Marshall Scholarship Fund
- The Jackie Robinson Foundation
- The "I Have a Dream" Foundation
- Ethnicity Scholarships
- America's Black Collegians
- Graduate Assistantship - National Database
- America's Junior Miss
- BMI Student Composer Awards
- Prudential Spirit of Community Awards
- The Scholastic Art & Writing Awards
- Siemens Westinghouse Science and Technology Competition
- Soroptimist Youth Citizenship Awards
- ThinkQuest Internet Challenge
- Toshiba/NSTA ExploraVision Awards
- VFW Youth Essay Contest
- Voice of Democracy
- Young Naturalist Awards
- American Association of University Women
- Eleanor Roosevelt Teacher Fellowships
- Natural Sciences and Engineering Research Council
- The Rhodes Scholarship Trust
- APA Minority Fellowship Program
- Black College Dollars
- Latino College Dollars
- Scholarships for Blind Students
- WEDC Foundation Scholarship

http://www.aamu.edu/admissions/fincialaid/typesofaid/pages/private-scholarships.aspx
FEDERAL LOANS

Federal Perkins Loan. A Federal Perkins Loan is a low interest (5 percent) loan for both undergraduate and graduate students with exceptional financial need. Alabama Agricultural and Mechanical University (A&M) is your lender. The loan is made with government funds with a share contributed by the school. You must repay this loan to A&M.

Depending on when you apply, your level of need, and the funding level of A&M, you can borrow up to $4,000 for each year of undergraduate study (the total amount you can borrow as an undergraduate is $20,000, if you have completed two years of undergraduate work; otherwise, the total you can borrow is $8,000). $6,000 for each year of graduate or professional study (the total amount you can borrow as a graduate/professional student is $40,000, including any Federal Perkins Loans you borrowed as an undergraduate).

Federal Direct Stafford Loans. Stafford Loans are a major form of self-help aid for students. Stafford Loans at Alabama A&M University are processed through the FFEL Program. FFEL Stafford Loans are either subsidized or unsubsidized. You can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

Federal Direct PLUS Loans. PLUS Loans enable parents who do not have an adverse credit history to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. PLUS loans are available at Alabama A&M University through the FFEL Program.

Federal Consolidation Loans. A Consolidation Loan is designed to help student and parent borrowers simplify loan repayment by allowing the borrower to combine several types of federal student loans with various repayment schedules into one loan. You can even consolidate just one loan into a Direct Consolidation Loan, in order to get benefits such as flexible repayment options. If you have more than one loan, a Consolidation Loan simplifies the repayment process because you make only one payment a month. Also, the interest rate on the Consolidation Loan might be lower than what you're currently paying on one or more of your loans. And if you are in default on a federal student loan, you might be eligible for a Consolidation Loan if certain conditions are met.

http://www.aamu.edu/admissions/fincialaid/typesofaid/pages/default.aspx

Student Insurance

a. Insurance requirements, including those for professional liability. Students at AAMU are required to become a member of the Alabama A&M University’s Service/Learning Network. Therefore students are covered for liability insurance under the CIMA Companies (2750 Killarney Drive, Suite 202, Woodbridge VA 22192-4124. Phone: 800.222.8920. Inc. Social service category.
b. Liability for safety in travel to or from
Each individual student is responsible for transportation to and from facilities for outside work experiences and are responsible for auto liability insurance coverage for designated trips.

PATHWAY TO CREDENTIALING AND PROFESSIONAL PRACTICE IN DIETETICS

1. Foundation Knowledge
   - Academic degree: minimum of Baccalaureate Degree or equivalent
   - Verification of the completion of US accredited Didactic Program in Dietetics

2. Performance Requirements
   Supervised practice experiences in a DI program accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

3. Successful completion of the national registration examination from the Commission on Dietetic Registration (CDR), allowing the designation, “Registered Dietitian” (RD).

4. Licensure
   Licensure is regulated at the state level, in those states having such legislation. The majority of states currently require licensure of dietitians.

5. Continuing Education
   Continued education is required for maintaining professional registration (RD Status), and for updating and expanding practitioner knowledge and skills.

COMPUTER MATCHING

Computer matching is one part of the process essential to obtaining a Dietetic Internship appointment. The information is available on the Academy of Nutrition and Dietetics/Accreditation Council for Education in Nutrition and Dietetics (ACEND) website: www.eatright.org/ACEND/. There is a fee for computer matching that must be submitted at the time the student submits mark/sense card D&D Digital Systems.

All complete computer matching information, including computer matching dates with deadlines, are on the Academy/ACEND website at www.eatright.org/ACEND/.

Application Phase

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

The basic steps in this process are:
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
2. Discuss application materials with your Didactic Program Director.

3. If required, apply to take Graduate Record Examination (GRE).

4. Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.

5. Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.

6. 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.

7. Provide telephone number(s) with applications where you can be reached on Appointment Day.

8. 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.

9. Applicants must register on the D&D Digital website, pay the $50.00 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 log-in information.

10. If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period.

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 by telephone or fax by 5:00 pm (of the program’s time zone) on Appointment 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.

**Important Application Responsibilities**

1. 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.

2. Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

**STUDENT GRIEVANCES AND CONCERNS**

Should it become necessary for a student to file a grievance against a faculty member or another student within the Department, the following channels shall be followed:

The process is as follows and should be completed in the following order:

1. Seek assistance from the Student Government Association Office (Procedures listed in handbook).
2. Student must make a complaint (oral or written) to the member of faculty/staff responsible for the service, decision or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution.
3. Students who feel that their complaint has not been satisfactorily resolved can request a review by the Department Chairpersons or Administrative Managers. Chairpersons and Managers will independently review the complaint and either support the original offer or provide an alternative resolution. The next managerial level should conduct the review where the Chairperson or Manager was involved in the initial attempts at resolution or has a conflict of interest in the review.
4. If a satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the Divisional Vice President who will hear the complaint and render a final decision based on all the evidence presented. Only the President of the University may overturn this decision. Students are encouraged to express their concerns regarding any aspect of all programs in Family and Consumer Sciences. This can be accomplished by using a variety of channels (i.e., advisors, suggestion box, course/ faculty evaluation, area coordinators, and department chairperson).
If you are still unsatisfied with this appeals process, and the complaint is related to ACEND accreditation standards, you may follow the steps for student complaint procedures provided by ACEND. Information is found on page 49 of the ACEND Policy and Procedure handbook located at: http://www.eatright.org/ACEND/content.aspx?id=7877

The procedure for complaints against a program may be found here: (http://www.eatright.org/ACEND/content.aspx?id=7975&terms=complaints)

A file for student complaints is maintained in the dietetic program director’s office.

**Insurance requirements, including those for professional liability**

Students at AAMU require becoming a member of the Alabama A&M University’s Service/Learning Network. Therefore students are covered for liability insurance under the CIMA Companies (2750 Killarney Drive, Suite 202, Woodbridge VA 22192-4124. Phone: 800.222.8920. Inc. social service category.

**Liability for safety in travel to or from assigned areas**

Each individual student is responsible for transportation to and from facilities for outside work experiences and are responsible for auto liability insurance coverage for designated trips.

**Injury or illness while in a facility for supervised practice**

- Drug testing and criminal background checks if required by the supervised practice facilities
- Educational purpose of supervised practice to prevent the use of students to replace employees
- Filing and handling complaints from students and preceptors (if present) that includes recourse to an administrator other than the program director and prevents retaliation
- On the DPD affiliation agreement there is a policy that states students will not be used to replace employees when they shadowing.
# DPD Curriculum

**Nutrition and Hospitality Management Concentration**

**Dietetics Option**

130 Credit Hours

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall Semester</th>
<th>Date</th>
<th>Grade</th>
<th>Sem. Hrs</th>
<th>Spring Semester</th>
<th>Date</th>
<th>Grade</th>
<th>Sem. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101</td>
<td>Survival Skills I</td>
<td>1</td>
<td></td>
<td>3</td>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
<td></td>
<td>3</td>
<td>CHE 111L</td>
<td>General Chemistry I/Lab</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MTH 112</td>
<td>Finite Mathematics OR</td>
<td>4</td>
<td></td>
<td>4</td>
<td>MTH 204</td>
<td>Pre-Calculus Algebra</td>
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1. Although concentrations are a minimum, some may require additional hours. Please check the Bulletin. The attached concentration within the baseline program is limited to only those concentrations listed on the back of the program checklist and in the “Minors, Concentrations, and Electives” section of the Bulletin for the Department unless otherwise specified here.
2. You may be taken by international students.
3. If you took BIO 101, you cannot take BIO 103. If you took BIO 103, you may not take BIO 101.
4. Elective from Area F IV not already taken. See “General Education Elective” section of Bulletin for eligible courses.

**NOTE:** In consultation with major advisor, a concentration may be selected in Child Development or other areas.

NIM-DPD-Revised-05/15/2014
DPD COURSE DESCRIPTIONS

NHM 102  *Principles of Nutrition* – 3 hrs. Two, 1-hour lectures and one, 2-hour lab per week. A study of nutrients and their application in the selection of food to meet the nutritional needs of family members. Prerequisites: None.

NHM 103  *Nutrition Today* – 2 hrs. A study of nutrients and their application to the selection of food to meet the nutritional needs of the individual. Emphasis is placed on nutrition, food, general health concerns, and wellness as related to the consumer. Prerequisites: None.

NHM 201L  *Science of Food Preparation* – 4 hrs. Three, 1-hour lectures and one, 2-hour lab per week. Scientific concepts of basic food cookery integrated into menu planning, preparation, and service of meals. Nutrition and economy of time and cost are emphasized. Prerequisites: NHM 102L.

NHM 301L  *Food Service Operations I* – 3 hrs. Two, 1-hour lectures and one, 3-hour lab per week. Basic principles of purchasing food and beverages, as well as non-food items, with particular attention to product identification and to the receiving, storing, and issuing sequence. Planning, selling, producing, and serving a weekly meal employing learned information is an integral part of this course. Prerequisites: NHM 201L.

NHM 302L  *Food Service Operations II* – 3 hrs. Two, 1-hour lectures and one, 3-hour lab per week. A continuation of NHM 301L with management of production and service for various types of food service operations included. Prerequisites: NHM 301L.

NHM 306L  *Maternal and Child Nutrition* – 3 hrs. Three, 1-hour lectures and one, 1-hour lab per week. Application of the basic principles of nutrition to the dietaries for the child and mother from conception through the adolescent period. Emphasis is placed on the relationship of diet to the growth and development of the infant and child. Prerequisites: NHM 102L.

NHM 405  *Advanced Human Nutrition* – 3 hrs. A study of the physiological and chemical factors involved in the absorption and metabolism of food nutrients. Prerequisites: CHE 302, 302L, BIO 221, 221L, BIO 222, 222L, NHM 102.

NHM 407  *Medical Nutrition Therapy I* – 3 hrs. A study of the modification of normal diets in the applications of nutrition and medical therapy. Prerequisites: NHM 405L.

NHM 408L  *Medical Nutrition Therapy II* – 3 hrs. Two, 1-hour lectures and one, 3-hour lab per week. Practical experience in nutrition and medical therapy dietetics and in the community, (i.e., hospitals, dialysis units, nursing homes, etc.) Prerequisites: NHM 407.

NHM 409L  *Experimental Foods* – 3 hrs. Two one-hour lectures and one, three-hour lab per week. A senior level course designed to acquaint the students with the experimental study of foods, relative to why food is handled and prepared in a certain manner, the significance of the
effects of variations in treatments on food quality, and use of this knowledge can be used to improve the quality of food products. Prerequisites: NHM 201L.

NHM 410 *Community Nutrition* – 3 hrs. Two one-hour lectures and one, three-hour lab per week. A study of the nutritional needs of a community and the exploration, identification, and analysis of nutritional needs of various target groups such as schools, elderly, income, etc. Prerequisites: NHM 102L.

**CORE KNOWLEDGE REQUIREMENTS FOR THE RD**

1. **Scientific and Evidence Base of Practice: Integration of scientific information and research into practice**
   - KRD 1.1 – the curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

2. **Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**
   - KRD 2.1 – the curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
   - KRD 2.2 – the curriculum must provide principles and techniques of effective counseling methods.
   - KRD 2.3 – the curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the profession of Dietetics; and the interdisciplinary relationships in various practice settings.

3. **Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**
   - KRD 3.1 – the curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.
   - KRD 3.2 – the curriculum must include the role of environment, food, nutrition, and lifestyle choices in health promotion and disease prevention.
   - KRD 3.3 – the curriculum must include education and behavior change theories and techniques.

4. **Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.**
• KRD 4.1 – the curriculum must include management and business theories and principles required to deliver programs and services.
• KRD 4.2 – the curriculum must include content related to quality management of food and nutrition services.
• KRD 4.3 – the curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetic practice.
• KRD 4.4 – the curriculum must include content related to health care systems.
• KRD 4.5 – the curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

5. Support Knowledge: knowledge underlying the requirements specified above.
• KRD 5.1 – the food and food systems of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation, and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
• KRD 5.2 – the physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.
• KRD 5.3 – the behavioral and social foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology, or anthropology.
**BECOMING A REGISTERED DIETITIAN**

According to the ACEND web site, in order to become a registered dietitian one must do the following:

- **Complete a minimum of a bachelor’s degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

- **Complete an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length or a 1200-hour.

- **Pass a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s website.

- **Complete continuing professional educational requirements** to maintain registration.

Additional certifications in specialized areas of practice, such as pediatrics, weight management, renal nutrition, nutrition support, and diabetes education are available for RD’s. These certifications are awarded through CDR, the credentialing agency for AND, and/or other medical and nutrition organizations recognized within the profession, but are not required.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Often these state requirements are met through the same education and training required to become an RD. Licensure for dietitians in Alabama is required. Information for Alabama licensure of dietitians may be viewed here ([http://boed.alabama.gov/](http://boed.alabama.gov/)). Once registered, dietitians have a wide range of career options available to them.

Finally, students are highly encouraged to take the GRE exam, late fall semester of their senior year. More and more internship programs are requiring a GRE score even though their internship does not have a master’s degree component. If a student has not taken the GRE, they may be limited in their application process.

See Appendix A for more information regarding registration.
PATH TO DIETETIC REGISTRATION

As previously stated the B.S. Dietetics degree at A&M is accredited as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of the BS Dietetics degree or DPD program is the first step on the pathway to becoming a registered dietitian (RD) or dietetic technician, registered (DTR). The pathway consists of completing an ACEND-accredited DPD academic program, earning a bachelor’s degree, obtaining a Verification Statement of program completion, completing a dietetic internship, and successfully completing the registration examination. The steps of this pathway must be completed in this order. Dietetic registration is recognized by many states as eligibility for licensure.

Pathway to Dietetic Registration for those who have already earned a bachelor’s degree:

If you already have a bachelor’s degree, you will need to have your college transcripts evaluated by a dietetics faculty member at Alabama A&M University. You will need to apply for admission to the Dietetics Program, meet the admission criteria and take additional coursework to meet the requirements of AAMU’s DPD. A minimum of three upper division core dietetic courses in AAMU’s DPD are required to obtain a Verification Statement of program completion. Upon completion you are eligible to apply for an ACEND-accredited dietetic internship.

Academic credit is not rewarded for prior experience.

Verification Statement

Purpose: Verification of completion of dietetics program is the method used by the Academy of Nutrition and Dietetics to ensure that stipulated qualifications for membership or requirements set by the Commission on Dietetic Registration (CDR) to determine eligibility for the Registration Examination for Dietitians and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

Distribution: The program director (Coordinator) will issue the verification Statements once all program requirements have been completed and the Registrar has cleared you for graduation. Program requirements for earning a Verification Statement include:

- Completion of a bachelor’s degree
- Completion of the DPD course requirements
- Earning grades of a C or better in all DPD and FCS required courses or transfer equivalents
- There is not a specific maximum amount of time limit to complete the program requirements however, it is expected that the bachelor’s degree and therefore, DPD requirements will be completed within 4 years.
For students who have previously completed a baccalaureate degree, a verification statement will be issued upon completion of NHM Program requirements. If Dietetics curricula have been completed prior to the DPD curriculum at NHM or from another university, the DPD coordinator will evaluate each request on an individual basis. There is not a education policy. Generally, courses in clinical nutrition, food service management, community nutrition and management are the minimum courses that would require updating. A minimum of three core dietetic courses at the 300 level or above taken through NHM’s DPD in addition to meeting or exceeding the minimum criteria listed above are required to be issued a Verification Statement from AAMU.

Each student will receive 3 copies of their Verification Statements, all of which must have an ORIGINAL signature of the Program Director (Coordinator). You may need these statements:

- To include in your permanent file
- To submit with The Academy of Nutrition and Dietetics’ Membership application
- To submit with application(s) for Dietetic Internships
- To submit with application for state licensure/certification

When applying for dietetic internships, membership to the Academy of Nutrition and Dietetics or licensure/certification, the Verification Statement is submitted by the individual as part of the complete application packet.

If you are a senior applying for internships a Declaration of Intent to Complete Degree and/or ACEND-approved minimum academic requirements form should be requested from the Program Director. This form is used in lieu of the Verification Statement until you graduate and/or complete the DPD program.

*It should be noted that successful completion of the DPD with the receipt of a Verification Statement does not guarantee acceptance into a dietetic internship. Currently, there are an inadequate number of internship positions to meet the needs of all qualified DPD graduates. If an internship is not secured upon the first application, graduates may apply again.*

**Dietetic Technician, Registered Option**

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. DTRs have met the following criteria to earn the DTR credential:

- completed a minimum of an Associate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- completed a **minimum of 450 supervised practice hours through a Dietetic Technician Program** as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietetic Technicians; and
- remitted the annual registration maintenance fee; and
• complied with the Professional Development Portfolio (PDP) recertification

OR

• completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;

• met current academic requirements (Didactic Program in Dietetics) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;

• completed a minimum of 450 supervised practice under the auspices of a Dietetic Technician Program as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;

• successfully completed the Registration Examination for Dietetic Technicians;

• remitted the annual registration maintenance fee; and

• complied with the Professional Development Portfolio (PDP) recertification requirements.

NHM students meet the criteria of the last pathway when they graduate with a degree in Dietetics. This is an option if you do not plan to complete a dietetic internship and become a Registered Dietitian. There are many positions for those with DTR certification in long-term care, food service, clinical dietetics, and WIC (Women, Infants, and Children) programs. Those with DTR certification often work under the direction of a Registered Dietitian. If you plan to pursue a career in nutrition without becoming a RD, DTR certification may give you a competitive edge for these positions.

Instructions for applying to take the DTR exam:

Once you have graduated, you may apply to take the DTR exam by submitting a Registration Eligibility Application for DTR Form and a DTRE Mis-Use Form to the Dietetics Program Director. The forms are available at the Commission on Dietetic Registration website via the Dietetics Program Students & Graduates menu under the Graduating Student Information (DPD/DT-Pathway III only) link. Both forms must be received by the Program Director as original paper copies with your signature in blue ink on each form. Faxed or emailed copies are not acceptable. There is a link on the application form to complete the Graduate Candidate Survey which is online. This survey must be completed before your application can be processed. Once the Program Director receives your original signed forms, your information will be sent to CDR for processing. You will receive notification from CDR if your eligibility to take the exam and instructions to assist with preparing for and taking the exam.
DIETETIC INTERNSHIP APPLICATION INFORMATION

Information is provided during advising sessions with your academic advisor as you progress through the program.

A good place to begin looking for information about dietetic internships is the For Students tab on the Academy of Nutrition and Dietetics website. You will find a general description of supervised practice programs (dietetic internships) and a list of all programs accredited by ACEND.

For information on the application process, consult the Accreditation Council for Education in Nutrition and Dietetics website and click on Computer Matching. Information is available on the centralized application system (DICAS), the applicant’s responsibilities, tips to prepare for DI application, a calendar of deadlines, and an overview of what to expect.

Another part of the application process is applying to D&D Digital to enroll in the computer match system. Application to D&D Digital must be completed at the same time as the internship applications are submitted. There are separate application fees for D&D Digital, the centralized application, and in some cases for specific programs.

Internship programs typically have a committee to select interns for admission. The internship program director submits results of the program’s selection process to D&D Digital. Notification of your match/no match to a program will come from D&D Digital approximately 2 months after the application submission deadline. Dietetic internships provide a minimum of 1200 hours of experience (about one year in length). Some programs offer stipends while others charge tuition. Internships have concentrations to provide more experience in specific areas of dietetics. They may be affiliated with universities, hospitals, health departments or other health/food service organizations.

Request for a Letter of Recommendation Form

A part of the dietetic internship application is letters of recommendations. When requesting a recommendation from an AAMU Dietetics faculty member, the Request for a Letter of Recommendation Form must be used. The applicant should complete one form for each person they are asking to write a letter. A copy of the latest transcript from AAMU should be attached to the form.

Tips for Internship Application

The following questions were collected to assist students preparing to apply for dietetic internships. Some internship programs interview applicants and there is no better way to success than to be prepared. These questions may also help with writing letters of application that are required as a part of internship applications.
Qualities Internship Directors are looking for:

1. Professionalism and leadership skills
2. Understanding and commitment to the profession and internship
3. Clarification of the level of experience
4. Ability to accept constructive feedback
5. Ability to utilize resources versus requiring “hand-holding”

Possible Interview Questions

1. How did you become interested in the field of dietetics?
2. What is your current area of interest?
3. Why would you like to do your internship at the specific program you have selected?
   (PROBE: Is there some unique quality or skill you will bring to us?)
4. How will you add value to our institution as an intern?
5. What are your expectations of the internship?
6. What is the future of the dietetic profession?
7. Briefly summarize your work experience and/or volunteer activities, and tell us how these experiences have helped you prepare for an internship?
8. Which professional organizations do you currently participate in and what benefits have you received from this involvement?
9. Tell us about a time when you had to deal with an extremely difficult or unhappy customer, patient or coworker. How did you deal with the situation & what was the outcome? Would you do anything differently next time?
10. Have you ever worked in an ethnically diverse setting? If so, please tell us what that experience was like for you.
11. Summarize yourself in 3 words, with one word describing a strength, a weakness, and the third is up to you.
   12. How has your "weakness", __________________, impaired your ability to achieve a goal? (if necessary, PROBE with: What goals have you made with regard to overcoming your weakness? and what steps have you taken to achieve these goals?) What steps have you taken to improve upon your "weakness"?
13. What is the most difficult thing you've ever done or your greatest challenge in your life (not work related)? What/how did you overcome it and tell us what you learned from it?
14. We have all had an experience either professionally or personally where we did not live up to the expectations of another. Describe a situation in which this may have happened to you including your reaction and how you were affected by this experience.

15. The internship will require a large commitment of time, energy and financial resources over a 12-month period. Do you anticipate any problems achieving this level of commitment?

16. Please describe any patient or client contact you have had in a nutrition related setting. Please describe the setting and tell us, what was the most enjoyable aspect? What was the least enjoyable or most challenging aspect?

17. In the internship you will be required to remember information that you learned as an undergraduate. If you don't remember something please explain to us what you would do about it?

18. What course did you enjoy the most during your undergraduate program? Why?

19. If we were to ask your work supervisors to describe you, what would they say?

20. If we were to ask your co-workers or classmates to describe you, what would they say?

21. The DI/Master’s program requires that you handle multiple projects and assignments. Give an example which illustrates your ability to deal with such situations.

22. What project or work from your undergraduate program are you most proud of? Least proud of?

23. Why should we choose you for this program? Are you aware that you cannot work while in the Dietetic Internship Program? Have you made plans for this?

24. You receive a consult for diet education for a client. The client arrives and is not interested in making any dietary changes. How would you handle this situation?

25. You are not personally interested in a particular DI rotation. How will you motivate yourself to complete the requirements of the rotation?

26. What course did you enjoy the least during your undergraduate program? Why?

27. Why did you choose to apply to the DI/Master’s program at_________________?

28. How have your extracurricular activities influenced your development as a person?

29. What are your short term and long term career goals?

30. What influenced your choice of dietetics as a profession?

31. What do you see as the future for the profession of dietetics?

32. How do you go about researching new information for school or work?
33. How do you handle stress in your life?

34. What do you enjoy doing in your spare time?

35. What is your favorite professional journal? Why?

EMPLOYMENT FOR THE REGISTERED DIETITIAN

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as a RD.

RD's work in:

- Hospitals, HMOs, or other health care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice organizations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.

- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health.

- Food and nutrition-related businesses and industries, working in communications, consumer affairs, public relations, marketing, or product development.

- Private practice, working under contract with health care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, athletes, nursing home residents, or company employees.

- Community and public health settings, teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.

- Universities and medical centers, teaching physicians, nurses, dietetics students, and others in the sophisticated science of foods and nutrition.

- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.
What you can do with this degree:

<table>
<thead>
<tr>
<th>EMPLOYMENT AREAS</th>
<th>POTENTIAL EMPLOYERS</th>
<th>TIPS TO PREPARE</th>
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</thead>
<tbody>
<tr>
<td>Clinical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clinical Nutrition</td>
<td>• Hospitals</td>
<td>• Volunteer in hospitals or nursing homes to gain experience working with patients/elderly</td>
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<tr>
<td></td>
<td>• Health centers</td>
<td>• Need Registered Dietitian credential</td>
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<td></td>
<td>• Home health Providers</td>
<td>• Several years of experience and possibly graduate degree required for specialty such as pediatrics, gerontology, sports, critical care, etc.</td>
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<td></td>
<td>• Health maintenance organizations (HMOs)</td>
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<td></td>
<td>• Nursing homes</td>
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<td></td>
<td>• Residential care centers</td>
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<tr>
<td></td>
<td>• Exercise and fitness centers</td>
<td></td>
</tr>
<tr>
<td>Community and Public Health Nutrition</td>
<td>• Education</td>
<td>• Gain extensive clinical experience first</td>
</tr>
<tr>
<td></td>
<td>• Program Planning</td>
<td>• Master’s degree generally required</td>
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<tr>
<td></td>
<td>• Administration</td>
<td>• Background in public health a benefit</td>
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<td></td>
<td>• Counseling</td>
<td>• Learn government application procedures</td>
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<td></td>
<td>• Consultation</td>
<td>• Develop presentation and public speaking skills</td>
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<td></td>
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<td></td>
<td>• Public and home health agencies</td>
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<td>• Social service agencies</td>
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<td></td>
<td>• Community centers</td>
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<tr>
<td></td>
<td>• Federal, state and local government</td>
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<td></td>
<td>• Daycare centers</td>
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<td></td>
<td>• Health and recreation clubs</td>
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<td></td>
<td>• Health maintenance organizations (HMOs)</td>
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<tr>
<td>EMPLOYMENT AREAS</td>
<td>POTENTIAL EMPLOYERS</td>
<td>TIPS TO PREPARE</td>
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<tr>
<td>• Menu Planning</td>
<td>• Hospitals</td>
<td>• Obtain work experience in any large-scale food service operation such as campus</td>
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<tr>
<td>• Budgeting</td>
<td>• Schools</td>
<td>cafeterias</td>
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<tr>
<td>• Purchasing</td>
<td>• Colleges and universities</td>
<td>• Take business courses and develop computer skills</td>
</tr>
<tr>
<td>• Food Preparation</td>
<td>• Cafeterias</td>
<td>• Seek supervisory roles to gain experience</td>
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<tr>
<td>• Personnel Management</td>
<td>• Prisons</td>
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<td></td>
<td>• Camps</td>
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<td></td>
<td>• Restaurants</td>
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<td></td>
<td>• Hotels</td>
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<tr>
<td>Federal Government</td>
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<tr>
<td>• Clinical Dietetics</td>
<td>• Army</td>
<td>• Learn federal government application procedures</td>
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<tr>
<td>• Nutrition Education and Teaching</td>
<td>• Navy</td>
<td>• Earn Master’s degree for advancement in research or administration</td>
</tr>
<tr>
<td>• Administration</td>
<td>• Air Force</td>
<td>• Pursue internships in government agencies</td>
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<tr>
<td>• Research</td>
<td>• NASA (National Aeronautics and Space Administration)</td>
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<td></td>
<td>• US Public Service</td>
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<td>-Indian Health Service</td>
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<td></td>
<td>-Food and Drug administration</td>
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<td></td>
<td>-St. Elizabeth’s Hospital</td>
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<td></td>
<td>-National Center for Disease Control</td>
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<td></td>
<td>-Bureau of Health Care and Delivery</td>
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<td></td>
<td>-National Institutes of Health</td>
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<td></td>
<td>• US Department of Agriculture</td>
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<td></td>
<td>-WIC (Supplemental Food Program for Women, Infants and Children)</td>
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<td></td>
<td>• Veterans Administration Hospitals</td>
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<td>• Peace Crops and VISTA</td>
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<tr>
<td>EMPLOYMENT AREAS</td>
<td>POTENTIAL EMPLOYERS</td>
<td>TIPS TO PREPARE</td>
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<tr>
<td>Consulting</td>
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<tr>
<td>• Diet Counseling</td>
<td>• Private practice</td>
<td>• Gain experience and expertise in a specialty</td>
</tr>
<tr>
<td>• Education and Programming</td>
<td>• Physicians’ offices</td>
<td>• Sense a need in the community and fill it</td>
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<tr>
<td>• Sports nutrition</td>
<td>• Weight loss clinics</td>
<td>• Entrepreneurial spirit required</td>
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<tr>
<td>• Writing</td>
<td>• Nursing homes</td>
<td>• May work in several areas</td>
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<tr>
<td></td>
<td>• Health clubs and spas</td>
<td>• Develop excellent written and verbal communication skills</td>
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<tr>
<td></td>
<td>• Restaurants</td>
<td>• Work with athletes or have experience as an athlete</td>
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<tr>
<td></td>
<td>• Catering services</td>
<td>• Double major in counseling or exercise science</td>
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<tr>
<td></td>
<td>• Food manufacturers</td>
<td>• Become certified with ACSM</td>
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<td>• Health-related magazines</td>
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<tr>
<td></td>
<td>• Newspapers</td>
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<tr>
<td>Industry</td>
<td></td>
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<tr>
<td>• Research</td>
<td>• Food Manufacturers</td>
<td>• Background in business</td>
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<tr>
<td>• Product Development</td>
<td>• Pharmaceutical Companies</td>
<td>• Administration, marketing or advertising helpful</td>
</tr>
<tr>
<td>• Sensory Evaluation</td>
<td>• Health-related businesses</td>
<td>• Develop written and verbal communication skills</td>
</tr>
<tr>
<td>• Quality Assurance</td>
<td>• Weight loss programs</td>
<td>• Gain computer expertise</td>
</tr>
<tr>
<td>• Marketing</td>
<td>• Restaurant and hotel chains</td>
<td>• Gain experience in working with the business sector and or athletes</td>
</tr>
<tr>
<td>• Sales</td>
<td>• Public relations firms with food industry accounts</td>
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<tr>
<td>• Customer Service</td>
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<tr>
<td>• Consumer Food Science</td>
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<td></td>
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<tr>
<td>• Corporate Wellness</td>
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### FREQUENTLY ASKED QUESTIONS

**Q. What jobs are available for dietetic majors who do not pursue a dietetic internship?**

**A.** Your baccalaureate degree from AAMU will benefit you whenever you apply for employment. In addition, there are several professional opportunities for graduates in nutrition and hospitality areas that do not require dietetic registration. Many of these positions require working under the direction of a registered dietitian and they may be in areas of management, counseling, or nutrition screening. For example, WIC educator positions typically do not require dietetic registration. Many food service management, marketing, or culinary positions do not require dietetic registration; however, a degree in dietetics is extremely helpful. Pursuing research in foods and/or nutrition often requires an advanced degree; however, laboratory experience is attainable with a baccalaureate degree. Your degree in dietetics, management and chemistry courses prepares you for marketing positions with pharmaceutical companies. Another option for those not pursuing a dietetic internship is to obtain Dietetic Technician Registration (DTR).

**Q. If I already have a bachelor's degree in a field other than dietetics, can I apply for a dietetics internship?**

**A.** If you already possess a bachelor's degree and it not an ACEND-accredited DPD you need only complete the AAMU courses required for the Dietetics Program to be eligible to apply for a dietetic internship. You will need advisement from the Dietetics faculty for possible transfer credit. You may also be required to repeat courses if your degree is more than five years old.

**Q. Where is the NHM Bulletin Board?**

**A.** The Dietetics Bulletin Board is an important means of communication among dietetic majors and faculty. It is located in the NHM office, which is in the Carver Complex South, Room 110D. Make it a habit to check it out on a monthly basis. Items such as volunteer or employment opportunities, NHM Club meeting, group advising sessions, and NHM news are posted.
Q. How do I volunteer and make contacts in dietetics?
A. It is up to you to take advantage of opportunities and to know how to manage your time when taking on extra activities. As described above, the NHM Club is a good place to start. March is National Nutrition Month and public education projects during this month always require volunteer help. The local dietetic association seeks student volunteers for committee work and for special projects. Any experience working with people, health care, or food service is valuable. Be creative!

Q. Do I need to keep my textbooks?
A. You are not required to keep your textbooks; however, if you are planning on pursuing a career in food, nutrition, or dietetics you may want to keep texts from your NHM courses. They are often helpful references in the future.

Q. How do I request reference letters to apply for jobs or internships?
A. Faculty members are not required to write reference letters for each student; however, it is their goal to support your career development and pursuit of further education. It is suggested protocol to inquire of each potential reference if he/she will write a letter of recommendation rather than assuming so. Be prepared to give the person(s) writing your letter(s) a copy of the Request for a Letter of Recommendation Form. It is extremely helpful for the reference to have detailed information about you and your goals to write an effective letter.

Q. How do I apply for a dietetic internship?
A. If dietetic registration is your goal, you should begin preparing early to make yourself a good candidate for selection to an internship. In general, GPA, evidence of leadership, good communication skills, practical experience, and positive reference letters are required for obtaining an internship. Approximately ½ of students who apply will receive an internship. Currently, there are 3 dietetic internship programs in Alabama, however, we encourage students who are able, to apply for programs out-of-state in addition to Alabama. Only seniors and graduates of the DPD may apply. There are two application deadlines each year February and September. Students graduating in Summer or Fall may apply for the September date while those graduating in spring may apply for the February deadline while you are still a senior. The Applicants Guide to Supervised Practice Programs that is updated annually in October is a directory of almost all dietetic internships with helpful information about each program. This guide is available in a binder in the NHM Conference. This information is also available online at www.eatright.org. While completing the application(s) you will find letters of reference are required.
**DIETETIC INTERNSHIPS IN ALABAMA**

The following 3 dietetic internship programs are the only ones located in Alabama:

### BIRMINGHAM

| The University of Alabama at Birmingham | Susan B Miller  
Ms. Susan B Miller MS RD LD  
(205)934-3223  
Fax: (205)935-7050  
E-mail: miller1@uab.edu  
http://www.uab.edu/nutrition/education/dietetic-internship |
| Program in Nutrition Sciences  
1720 Second Avenue South, WEBB 441  
Birmingham, AL 35294-0001 |

**Accredited**

- Next Review: 01/01/2017
- Full Time Non Degree
- Annual Enrollment: 12
- Enrollment: August, Fall term
- Program Length: 11 Months
- Emphasis: Health Promotion/Disease Prevention
- Estimated Total Tuition: Resident = $15460 Non Resident = $37815
- Degree Granted: Some graduate credit
- Financial Stipend for Full Time Non Degree: $1500.00
- Other Stipend: None

### HUNTSVILLE

| Oakwood University  
Family and Consumer Sciences  
7000 Adventist Boulevard, NW  
Huntsville, AL 35896 | Director, Dietetic Internship Program  
Joycelyn Peterson, Dr.P.H., R.D  
jpetersen@oakwood.edu  
(256)726-7228  
Fax: (256)726-7233  
http://www.oakwood.edu/academics/departments/ |

**Accredited**

- Next Review: 01/01/2019
- Full Time Non Degree
- Annual Enrollment: 25
- Enrollment: July
- Program Length: 10 Months
- Emphasis: Medical Nutrition Therapy
- Estimated Total Tuition: Resident and Non Resident = $8100
Degree Granted: None
Other Stipend: All/Some meals, Parking
Computer Matching: April

Other Information: This program allows applicants to use sites and preceptors in their geographic area.

MONTGOMERY

<table>
<thead>
<tr>
<th>Alabama State Department of Education</th>
<th>June B Barrett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Nutrition Programs</td>
<td>Ms. June B Barrett MED RD</td>
</tr>
<tr>
<td>5163 Gordon Persons Building</td>
<td>(334)242-9715</td>
</tr>
<tr>
<td>P.O. Box 302101</td>
<td>Fax: (334)353-5674</td>
</tr>
<tr>
<td>Montgomery, AL 36130-2101</td>
<td>E-mail: <a href="mailto:jbarrett@alsde.edu">jbarrett@alsde.edu</a></td>
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<tr>
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<td><a href="http://www.alsde.edu">http://www.alsde.edu</a></td>
</tr>
</tbody>
</table>

Candidate for Accreditation
Next Review: 01/01/2018
Full Time Non Degree
Annual Enrollment: 2
Program Length: 10 Months
Emphasis: Food Systems Management in Child Nutrition Programs
Degree Granted: None
Financial Stipend for Full Time Non Degree: $16000.00
Other Stipend: All/Some meals, Parking
Computer Matching: April
Other Information: Stipend is based on funding availability
Appendix B
Alabama A&M University (AAMU)

Didactic Program in Dietetics (DPD)
Criteria for Receiving DPD Verification Statement

Updated May 16, 2014

Nutrition and Dietetics Emphasis
Didactic Program in Dietetic students who are in good academic standing (overall GPA >3.0 and a “B” grade or better in NHM 302L, NHM 407L, NHM 408L and NHM 401) will be issued a verification statement by the DPD Program Director.

Dear Student,

We appreciate your interest in the DPD program. Upon completing all didactic program course requirements students will earn a Bachelor of Science degree in FCS/NHM with the General Dietetics option.

Students who meet the following criteria will be issued a verification statement by the DPD Program Director:

1. Grade of C or above in all required courses
2. Grade of B or above in NHM 302L, NHM 407, NHM 408L.
3. Overall cumulative DPD GPA of at least 3.0 at the time of graduation.

The verification statement will allow you as the student to pursue entry into a dietetic internship program and take the registration examination to become a registered dietitian. Completion of DPD coursework and earning a Bachelor of Science degree in dietetics does not guarantee that you will be admitted into a dietetic internship program. Admission into a dietetic internship program is “Fiercely Competitive”. Students who do not meet these criteria have the option of retaking one or more of the required courses, then reapplying for receiving the DPD verification statement.

Student Information:
Student Name:________________ Email:_____________________________
Student A#: ________________

Major Information:
Year entered AAMU: __________ Anticipated Graduation Date: __________
Area of Nutrition and Hospitality Management Option: __________
Major Advisor: ________________

Course and Performance:
(Please list semester/year completed and grade)
NHM 302L: _______/_______ (Grade = ___)
NHM 407: _______/_______ (Grade = ___)
NHM408L: _______/_______ (Grade = ___)
Overall cumulative GPA:_________

Please attach copy of your transcripts, showing above courses and overall GPA.
Appendix C
Academy of Nutrition and Dietetics Code of Ethics


The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of The Academy of Nutrition and Dietetics only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

Preamble

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession. The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as "dietetics practitioners." By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Pediatric Nutrition"; "CSR" or "Certified Specialist in Renal Nutrition"; and "FADA" or "Fellow of The Academy of Nutrition and Dietetics") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
   b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

You may access the Code of Ethics online at:
http://www.eatright.org/codeofethics/