

ALABAMA A&M UNIVERSITY
FAMILY AND CONSUMER SCIENCES MAJOR (FCS)
NUTRITION AND HOSPITALITY MANAGEMENT (NHM)



Didactic Program in Dietetics
(DPD)
Student Handbook

2022 -2023

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WELCOME

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 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, Registered Dietitians (RD) 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 Northern 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 [Information for Students \(eatrightpro.org\)](http://eatrightpro.org)

In this handbook, you will find information about the Didactic Program in Dietetics (DPD) Program at Alabama A&M University. It will also be a guide for students who are interested in or are already in the program. The goals of this handbook are as follows:

- Identify the significance of Alabama A&M University's DPD program and provide resources to aid DPD students in their educational pursuits to become a Nutrition and Dietetic Technician, Registered (NDTR) and a Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN).
- Identify the philosophy, mission, goals, objectives, policies, and procedures of the DPD program at Alabama A&M University.
- Understand the purpose of accreditation and the role of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Identify and explain the specific educational path one must follow to become a Nutrition and Dietetic Technician, Registered (NDTR) and Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN).

BENEFICIAL WEBSITES

- AAMU Academic and program calendar: <https://www.aamu.edu/calendar/>
- AAMU Career Center: <https://www.aamu.edu/campus-life/student-support/career-development/meet-our-team.html>
- AAMU Course Bulletin: [Undergraduate Bulletin - Alabama A&M University \(aamu.edu\)](https://www.aamu.edu/undergraduate-bulletin/)
- AAMU Office of Admissions: [Apply Today - Alabama A&M University \(aamu.edu\)](https://www.aamu.edu/admissions/)
- AAMU Office of Financial Aid: <https://www.aamu.edu/admissions-aid/financial-aid/>
- Free Application for Federal Student Aid (FAFSA): <https://studentaid.gov/h/apply-for-aid/fafsa>
- AAMU Office of Registrar: <https://www.aamu.edu/about/administrative-offices/registrar/>
- AAMU Student Organizations: <https://www.aamu.edu/campus-life/student-activities/student-organizations/>
- AAMU University Writing Center: <https://www.aamu.edu/academics/academic-support-retention/writing-center/>
- AAMU Academic Procedures and Policies Manual: [Manual 2021](#)
- AAMU Access to Student Services: [Campus Life - Alabama A&M University \(aamu.edu\)](https://www.aamu.edu/campus-life/)
- AAMU Graduation Requirements: [Manual 2021](#), pages 49-51
- AAMU Protection of Student Privacy: [Manual 2021](#), (Privacy 46, Confidentiality page 53)
- AAMU Disciplinary and Suspension Policies: [ALABAMA A & M UNIVERSITY STUDENT HANDBOOK | LIFE ON THE HILL](#) (pages 18-21)
- AAMU Costs to Students <https://www.aamu.edu/admissions-aid/tuition-fees/cost-of-attendance.html>
- AAMU Refund Policy: [Refund Policy for Tuition - Alabama A&M University \(aamu.edu\)](https://www.aamu.edu/admissions-aid/tuition-fees/refund-policy/)
- AAMU Withdrawal, a Refund of Tuition, and Fees [Refund Policy for Tuition - Alabama A&M University \(aamu.edu\)](https://www.aamu.edu/admissions-aid/tuition-fees/refund-policy/)
- AAMU Department of Family and Consumer Sciences (FCS): [Family and Consumer Sciences - Alabama A&M University](https://www.aamu.edu/fcs/)
- AAMU FCS Facebook: <https://www.facebook.com/AAMU-Department-of-Family-and-Consumer-Sciences-108522077547338>
- AAMU Area of Nutrition and Hospitality Management (NHM): <https://www.aamu.edu/academics/colleges/agricultural-life-natural-sciences/departments/family-consumer-science/nutrition-hospitality-management.html>
- Accreditation Council for Education in Nutrition and Dietetics (ACEND) homepage: [ACEND \(eatrightpro.org\)](https://eatrightpro.org/)
- Commission on Dietetic Registration (CDR): <http://www.cdrnet.org>
- The Academy of Nutrition and Dietetics (The Academy) homepage: <http://www.eatright.org/>
- The Academy LinkedIn: <https://www.linkedin.com/company/eatrightpro/>
- D&D Digital (Academy of Nutrition and Dietetics Internship Matching): <http://www.dndigital.com>

For additional program information, please contact:

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For additional program information about ACEND, please contact:

Accreditation Council for Education in Nutrition & Dietetics
Attn: ACEND Nominations Committee
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Email: ACEND@eatright.org
Tel: (312) 899-0040 ext. 5400/Fax: (312) 899-4817
<http://www.eatrightPRO.org/ACEND>

Disclaimer

The guidelines and policies presented in this handbook are intended for information only and do not constitute a contract, expressed or implied, between any student and faculty member in Alabama A&M University. Alabama A&M University reserves the right to withdraw courses at any time, change fees, curricula, and any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and the students already enrolled.

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

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 (NHM-GD) option. The NHM-GD 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) is an accredited program for students who are preparing to become Registered Dietitian Nutritionists (RDNs). A Registered Dietitian Nutritionist (RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RDN." The majority of RDNs work as

clinical dietitians in the treatment and prevention of diseases using medical nutrition therapy. Clinical dietitians work in hospitals, health maintenance organizations (HMOs), private practice, outpatient clinics, or other healthcare facilities. In addition, a large number of RDNs work in the community and public health settings, schools, foodservice administration positions, government agencies, pharmaceutical companies, and in academia and research. A growing number of RDNs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.

The Alabama A&M University DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600, extension 5400, <https://www.eatrightpro.org/acend>

In addition to RDN credentialing, many states have regulatory laws for licensing dietitians and nutrition practitioners. Frequently, these state requirements are met through the same education and training required to become an RDN.

THE DPD MISSION

The mission of the Didactic Program at Alabama A&M University is to produce graduates who have the academic preparation necessary for success in a supervised practice program leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionists who is an active professionals and engaged in lifelong learning.

DPD PROGRAM GOALS

The following goals are based on the “2022 Core Knowledge for the RDN.” These are the criteria that programs preparing graduates to become Registered Dietitian Nutritionists (RDN) and Nutrition and Dietetic Technician, Registered (NDTR) must meet to be accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

DPD PROGRAM GOALS

Goal #1 – Program graduates will successfully apply to accredited supervised practice programs, graduate school, or a career in food/nutrition.

Goal #2 – Program graduates will add to the cadre of historically under-represented individuals who are successful professionals in delivering food and nutrition services to the people of Alabama and beyond.

DPD PROGRAM GOALS

Goal 1: Program graduates will successfully apply to accredited supervised practice programs, graduate school, or a career in food/nutrition.

- *Objective 1.1:* At least 80% of students complete program requirements within 6 years (150% of planned program length)". (DPD Program length is four years). (150% of the program length)". (DPD Program length is four years). (RE 2.1.c.1.a) [ACEND required]
- *Objective 1.2:* At least 40% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (RE 2.1.c.1.b.1) [ACEND required]
- *Objective 1.3:* Of program graduates who apply to a supervised practice program, at least 60 percent are admitted within 12 months of graduation. (RE 2.1.c.1.b.2) [ACEND required]

Goal 2: Program graduates will add to the cadre of historically under-represented individuals who are successful professionals in delivering food and nutrition services to the people of Alabama and beyond.

- *Objective 2.1:* The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.c) [ACEND required]
- *Objective 2.2:* At least 80% of supervised practice program directors will rate satisfaction with the preparation of DPD graduates at 3.0 or above on a five-point scale. [ACEND required]
- *Objective 2.3:* At least 80% of program graduates will rate overall satisfaction with the program at 3.0 or higher on a five-point scale. (RE 2.1.c.1.d) [ACEND required]
- *Objective 2.4:* At least 80% of graduates who did not begin a supervised practice program within 12 months of graduation will obtain employment in dietetics or a related field or plans to apply to supervised practice in the future.

Becoming A Registered Dietitian

According to the ACEND web site, 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 total of 1000-hours.
- **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 RDNs. These certifications are awarded through CDR, the credentialing agency for Academy and Nutrition Dietetics and/or other medical and nutrition organizations recognized within the profession but are not required.

In addition to RDN 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 RDN. Licensure for dietitians in Alabama is required. Information for Alabama licensure of dietitians may be viewed here: [Alabama Board of Examiners For Dietetics & Nutritionists](#) Once registered, dietitians have a wide range of career options available to them.

Finally, students are highly encouraged to take the GRE exam during the last 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 limiting their internship opportunities.

See Appendix A for more information regarding registration.

Requirements to Become a Registered Dietitian Nutritionist (RDN)

- **Complete a minimum of a bachelor's*** degree at a U.S. regionally accredited university or college and coursework accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and complete the requirements for a Verification Statement.
- **Complete an ACEND-accredited supervised practice program**, which includes experience in clinical nutrition, food service management, and community nutrition.

- Pass a national board examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the Registration Examination for Dietitians, refer to www.cdrnet.org.

Completion of the B.S. in Nutrition (Dietetics) DPD **does not guarantee** admission into a dietetic supervised practice program. The most common supervised practice program is a dietetic internship. Some supervised practice programs are combined with undergraduate or graduate studies. Admission to supervised practice programs is very competitive. Therefore, students are encouraged to apply to a variety of programs to increase their chances of being accepted. Supervised practice programs vary by cost, length, location, specialty, and required application fees. Typically, a supervised practice program will run 6 to 12 months in length. Currently, acceptance into a supervised practice program is a competitive match process that occurs twice per year in the Spring (main) and in the Fall (limited). (Appendix A)

****Beginning in 2024, a minimum of a master's degree will be an eligibility requirement to take the CDR dietetic registration exam.***

Core Knowledge Requirements for the RDN

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition

and Dietetics [see Appendix C]; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics professionals.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

Domain 3. Clinical and Customer Services: Development and delivery of information, products, and services to individuals, groups, and populations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.

KRDN 3.6 Develop nutritionally sound meals, menus, and meal plans that promote health and disease management and meet client's/patient's needs.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payer, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Post-Baccalaureate Students:

Students who already have a bachelor's degree or a more advanced degree may choose to enroll in only the DPD courses required to earn a Verification Statement. Students who earn a

Verification Statement are eligible to apply to supervised practice programs (internship). However, this does not meet the requirements to earn a B.S. in Nutrition (Dietetics) degree. Post-baccalaureate students seeking an extra B.S. degree must satisfy all AAMU degree requirements.

Foreign University Degree Students:

If you are investigating a career in nutrition and have a degree in dietetics, but your education and credentials were completed outside the United States and its territories, there are several options to get your credentials validated. The Academy has provided the resources and information you need to pursue these options, including answers to frequently asked questions. Please review the International Students' information on the Academy of Nutrition and Dietetics website: [International Students \(eatrightpro.org\)](http://eatrightpro.org)

Students who earned a degree from a foreign university are required to have their transcripts evaluated by an independent foreign degree evaluation agency. A list of selected agencies is available on the Academy of Nutrition and Dietetics website. Submit the evaluation along with a copy of all your college/university transcripts to AAMU Admissions. The DPD Director will evaluate the documents to determine the courses that must be completed at AAMU in order to obtain a DPD Verification Statement of Completion. The following courses must be taken at **AAMU or another program accredited by ACEND:**

CHE 101L	General Chem I/Lab	4 Sem. Hours
NHM 102	Principles of Nutrition/Lab	3 Sem. Hours
BIO 103L	Principles of Biology/Lab	4 Sem. Hours
CHE 102L	General Chemistry II/Lab	4 Sem. Hours
CHE 251L	Organic Chemistry I/Lab	4 Sem. Hours
NHM 204	Nutrition for Exercise and Weight Management	2 Sem. Hours
NHM 410	Community Nutrition	3 Sem. Hours
NHM 306L	Life Cycle Nutrition	3 Sem. Hours
NHM 201L	Science of Food Prep	3 Sem. Hours
BIO 221L	Anatomy I/Lab	4 Sem. Hours
BIO 330L	Microbiology/Lab	4 Sem. Hours
NHM 301L	Food Service Ops I	3 Sem. Hours
CHE 407L	Biochemistry/Lab	4 Sem. Hours

NHM 415	Nutrition Assessment and Counseling	1 Sem. Hour
NHM 302L	Food Service Ops II	3 Sem. Hours
NRE 430	Biometry	3 Sem. Hours
NHM 405L	Advanced Human Nutrition	3 Sem. Hours
NNHM 407	Medical Nutrition Therapy	3 Sem. Hours
NHM 408	Medical Nutrition Therapy II	3 Sem. Hours
NHM 409L	Experimental Foods	3 Sem. Hours
NHM 401	Dietetics Capstone	3 Sem. Hours

Verification Statement Requirements for Post- Baccalaureate Students/Foreign University Degree Students

The Didactic Program in Nutrition and Dietetics (DPD) contains a set of courses offered as part of the Bachelor of Science in Nutrition (Dietetics) degree. These courses satisfy the academic requirements for applying for supervised practice programs (Dietetic Internship or Individualized Supervised Practice Pathways (ISPP)). The academic requirements are based on the “2022 Core Knowledge for the RDN (KRD)” (Appendix B). Requirements to receive a Verification Statement from the AAMU B.S. in Nutrition (Dietetics) DPD are:

Earn a grade of “B” or higher in:

NHM 102	Principles of Nutrition/Lab	3 Sem. Hours
NHM 410	Community Nutrition	3 Sem. Hours
NHM 306L	Life Cycle Nutrition	3 Sem. Hours
NHM 204	Nutrition for Exercise and Weight Management	2 Sem. Hours
NHM 201L	Science of Food Prep	3 Sem. Hours
NHM 301L	Food Service Ops I	3 Sem. Hours
NHM 302L	Food Service Ops II	3 Sem. Hours
NHM 405L	Advanced Human Nutrition	3 Sem. Hours
NHM 407	Medical Nutrition Therapy	3 Sem. Hours
NHM 408	Medical Nutrition Therapy II	3 Sem. Hours
NHM 415	Nutrition Assessment and Counseling	1 Sem. Hour
NHM 409L	Experimental Foods	3 Sem. Hours
NHM 401	Dietetics Capstone	3 Sem. Hours

- Achieve an overall GPA of at least 3.00
- B.S. in Nutrition (Dietetics) DPD students may repeat a DPD-required course

Declaration of Intent to Complete:

Students who are applying to a supervised practice program before they have completed their degree, can receive a Declaration of Intent to Complete. This document must include all the courses that are required for completion of the B.S. in NHM-GD (see Course Chart presented below) or program completion for the post-baccalaureate students and the semester in which they will be completed. Failure to complete the listed courses may result in forfeiting the Dietetic Internship placement if the student is matched prior to graduation.

Supervised Practice, Dietetic Internship, or Individualized Supervised Practice Pathways (ISPP):

The student must be admitted to and successfully complete an accredited Supervised Practice program. These programs are very competitive and usually require the following:

- High-Grade Point Average. Some have specific requirements for GPA in the DPD courses and/or science courses.
- Leadership activities
- Community service experience
- Work experience, especially in areas related to dietetics, such as a hospital, nursing home, WIC clinic, or food-service industry.
- Recommendation letters that reflect the student's strengths – talents, academic performance, and personal characteristics from at least three people who will give strong recommendations. Some programs require letters from at least one faculty member and one employer.

Note: Some internship programs have additional requirements. Please review the program criteria and submit all relevant documentation on time.

A complete list of nationwide accredited Dietetic Internships may be found at [ACEND \(eatrightpro.org\)](http://eatrightpro.org). Students may also be admitted to the Individualized Supervised Practice Pathway (ISPP). This is a new accredited pathway that is offered by a few institutions. Additional information may be found at the ACEND website. Dietetic Supervised practice programs range in cost from \$6,000.00 to \$13,000.00. There are also application fees.

Competitiveness of Dietetic Internship Programs:

Not all students applying to a Dietetic Internship position are matched. It is recommended that students apply to at least/a minimum of five to seven programs to maximize their opportunity for a match. Valuable information is also available through the ACEND website: [ACEND \(eatrightpro.org\)](http://eatrightpro.org)

Supply and Demand for Dietetic Internship Programs:

Students not successful in obtaining an internship position should strengthen their applications by working in the dietetics field, seeking additional work-related certifications and credentials, such as the Nutrition and Dietetic Technician, Registered (NDTR), and applying for additional dietetic internship programs. In other words, make your application stand out from other applicants. For additional suggestions to improve your chances at getting a dietetic internship position: [Strengthen Your Opportunities to become a Registered Dietitian Nutritionist \(eatrightpro.org\)](http://eatrightpro.org)

Application Process for Students

Dietetic Inclusive Centralized Application Services (DICAS) is a web-based application service used by students to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process as only one application needs to be completed.

[Apply to a DI through DICAS](#)

Use DICAS to search for programs of interest and submit your application. If the program you are interested in does not appear in the DICAS, check the program's website for directions on how to apply or contact the DI program director.

If you are applying to a Dietetic Internship, you must also register in D&D to rank the supervised practice program to which you are applying. Register for the DI match through [D&D Digital](#). This step allows you to create, edit and verify the priorities for your choices of internships. Some programs do not participate in the match. This is because they only accept applications from students who are employed by that sponsoring institution.

Dietetic Internship (DI) Application Phase:

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI) [ACEND \(eatrightpro.org\)](http://ACEND.eatrightpro.org)

The basic steps in this process are:

1. Obtain current application materials from selected DIs at least six months before 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 the required application information from the DI programs [ACEND \(eatrightpro.org\)](http://ACEND.eatrightpro.org)
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 the 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 of Nutrition and Dietetics 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 [Academy of Nutrition and Dietetics Internship Matching \(dnndigital.com\)](http://AcademyofNutritionandDieteticsInternshipMatching(dnndigital.com)), pay the \$55.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online [Program Directory \(eatrightpro.org\)](http://ProgramDirectory(eatrightpro.org))
10. Register at 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.
11. 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 to pursue an appointment with 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 programs with open positions are posted following Appointment Day. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

Further Information about the Application for Supervised Practice

<https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students>

The Dietetic Internship Centralized Application Services (DICAS) [DICAS Applicant Video \(vimeo.com\)](#), and the [D&D Digital Instructional Video for Applicants \(eatrightpro.org\)](#) computerized matching system will be reviewed in the NFS 4710 Dietetics as a Profession course.

Registration Examination

Successful completion of the dietetic internship program or ISPP qualifies the student to take the national Registration Examination for Dietitians to earn the credential Registered Dietitian Nutritionist (RDN).

CIP Code – 19.0101

Abbrev – FCS

ID 18

Total Hours: 124

2022 – 2023**PROGRAM CHECKLIST**

MinGPA cumulative 2.0 Degree BS.			
GENERAL EDUCATION		ATTACHED CONCENTRATION ³	
AREA I – WRITTEN COMPOSITION: MinGrade C.			21
ENG 101	[A1]	3	
ENG 102	[A1]	3	
		6	
AREA II – HUMANITIES & FINE ARTS:			
Fine Arts	See GenEd Listing ¹	3	
Literature	Sequence – See GenEd Listing ¹	6 [A2]	
Hum a/o FA	ENG 205 [A2, covers SPH 106, 107]	3	
		12	
AREA III – SCIENCE & MATH:			
Lec/Lab	See GenEd Listing ^{1,2}	4	
Lec/Lab	See GenEd Listing ^{1,2}	4	
Math	See GenEd Listing ¹	3	
		11	
AREA IV – HISTORY, SOCIAL, BEHAVIORAL SCI:			
History	See GenEd Listing ¹	3	
Economics	See GenEd Listing ¹	3	
Soc/Beh Sci	See GenEd Listing ¹	3	
Soc/Beh Sci	See GenEd Listing ¹	3	
		12	
AREA V – PRE-PROF, MAJOR, ELCS:			
Orientation	ORI 101 & 102	2	
HED/MSC/PED	NHM 103 [A5, covers HED 221]	2	
Comp Lit	NRE 199 [A5, covers CIS 146]	3	
BIO 103/L	Principles of Biology & Lab [A5]	4	
BIO 221/L	Hum Anat/Phys I & Lab [A5, covers BIO 201]	4	
BIO 222/L	Hum Anat/Phys II & Lab [A5, covers BIO 202]	4	
NHM 201L	Science of Food Preparation [A5, covers HEC 221] MinGrade B.	3	
		22	
		63	
Revised 11/8/2022			

¹See General Education Requirement section of this Bulletin for eligible courses.²The following are mutually exclusive – BIO 103 and BIO 101, BIO 104 and BIO 102, CHE 102 and CHE 251, PHY 213 and PHY 201, PHY 214 and PHY 202.³Although Concentrations are a minimum 21 hours, 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, Electives" Section of the Bulletin for this Department unless otherwise specified here.⁴Elective hours must first be used towards fulfilling concentration hours.N.B.: [A#] = Do not remove course or alter in any way. [A#] = Normally, should be replaced by another Area V GenEd-eligible course unless it is surplus. [CS] = capstone course and cannot be substituted.

DPD COURSE DESCRIPTIONS

NHM 102 *Principles of Nutrition* – 3 hrs. Three, one-hour lectures per week. An investigation of basic nutrition concepts emphasizing nutrients and their relationship to chronic diseases. Recommendations for adequate nutrient intake and their related food components are presented. The information provided will help individuals formulate good dietetic practices to maximize health benefits. 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* – 3 hrs. Two, 1-hour lectures and one, 3-hour lab per week. Scientific concepts of basic food cookery are integrated into menu planning, preparation, and service of meals. Nutrition and economy of time and cost are emphasized. Prerequisites: NHM 102.

NHM 204 *Nutrition for Exercise and Weight*- 2 hrs. A fundamental study of how an active individual can achieve optimal performance levels by fueling before, during, and after exercising. The effect of nutrients on human performance, metabolism, and body composition during exercise is emphasized: NHM 102.

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 the management of production and service for various types of food-service operations included. Prerequisites: NHM 301L.

NHM 306L *Life Cycle 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 401 *Dietetics Capstone* – 3 hrs. This course reviews the key concepts in food and nutrition services; nutrition care for individuals and groups; foodservice systems; and management of food and nutrition programs and services. Critical thinking skills and concepts of professionalism will

be taught through an integrative case-based approach. Foundation knowledge and skills to assist students in preparing for the Registered Dietitian credentialing exam will be reviewed, including mathematical concepts and equations, test-taking, and preparation strategies. Prerequisites: NHM 302L, NHM 407.

NHM 405L *Advanced Human Nutrition* – 3 hrs. A study of the physiological and chemical factors involved in the absorption and metabolism of food nutrients. Prerequisites: CHE 251, 251L, 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 405.

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, low- income, etc. Prerequisites: NHM 102.

NHM 415 *Nutrition Assessment and Counseling* – 1 hr. The application of communication and counseling skills to the dietetics practice. Discussion of the computerized dietary analysis system, growth charts, national health and nutrition surveys, biochemical parameters, physical signs of nutritional status, and anthropometric assessment techniques as related to nutritional assessment of the human body. This course also includes a self-paced interactive study of medical terminology and hands-on counseling and communication.

Graduation Requirements:

Alabama A&M University establishes deadline dates for graduation. Students must apply for graduation and complete the application for graduation during the first week of the semester prior to graduation. Please examine the University calendar, which is available on the University website: [-AAMU Calendar](#). However, if students fail to meet the requirements for the semester

applied, they must reapply for graduation. The forms for graduation are available on AAMU's Laserfiche system.

Maximum Allowable Time for Completing Graduation/Program Requirements:

Undergraduate students must complete the program within six years of enrollment. Students who do not complete degree/program requirements in the maximum allowable time, may continue in the dietetics program. However, they must comply with the current degree and Verification Statement requirements.

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 with opportunity to assess student learning outcomes. Students completing 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 AAMU's Banner system. Students will also 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 requirements for all students. Additional departmental program and DPD requirements include:

1. Completion of all FCS and non-nutritional courses with a minimum grade of C.
2. Maintaining an overall and DPD GPA of at least 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 DPD students must achieve a grade of B or better in all DPD program courses.
4. University Disciplinary and Termination Policies: The Dietetics program abides by the university policies regarding disciplinary action and termination procedures. Information is found at: [Alabama A&M University Student Handbook | Life on the Hill \(aamu.edu\)](#), 2019, Pages 18 – 20.

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 preparation allows the time spent with the advisor to be more effective and productive for the student and the advisor.

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 will be 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 at least 3.0 out of 4.0 and the grade of “C” on all science-based courses) will be advised by the DPD Director to improve 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.

Membership in Professional Associations

All students are encouraged to take an active role in professional organizations, including relevant student organizations, to maximize your university experience. Membership in the North Alabama Dietetic Association (NALDA) district professional association is an indication of your commitment and interest in the profession. They offer several 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.

Becoming a Student Member of the Academy of Nutrition and Dietetics Students interested in pursuing a career in dietetics are encouraged to become student members of the Academy of Nutrition and Dietetics (<https://www.eatright.org>) 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 \$60 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

(<https://www.eatrightalabama.org>).

Nutrition and Hospitality Management Club (NHM CLUB)

The Nutrition and Hospitality Management Club is a student organization at AAMU that promotes the field of Nutrition and Hospitality Management among 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 engage in hospitality and nutrition-related activities.
- Opportunity to develop skills and knowledge through various activities outside of the classroom.
- Opportunity to enhance your resume through volunteer experiences.
- Opportunity to develop and demonstrate leadership skills.

Admission Requirements and Other Information

For more specific program information, including admission requirements, costs, academic calendar, schedule of classes, graduation requirements, and other policies and procedures, refer to the Alabama A&M University Undergraduate Bulletin or on the Alabama A&M University website [Undergraduate Bulletin - Alabama A&M University \(aamu.edu\)](#)

Costs of Attendance: Fall 2022

[Undergraduate Tuition & Fees - Alabama A&M University \(aamu.edu\)](#)

Undergraduate				
12-18 Hours	Resident		Non-Resident	
	Commuting	Boarding	Commuting	Boarding
Tuition and Fees	\$5,873.00	\$,9808.00	\$11,039.00	\$14,974.00

A flat rate fee will be charged to undergraduate students with 12-18 credit hours.

*Mandatory Fees	
*Information Technology Fee	\$125.00
*Student Rec and Athletic Fee	\$69.00
*Student Activity Fee	\$102.00
*Wellness Center Fee	\$138.00
*Health Center Fee	\$73.00
*Shuttle Fee	\$60.00
*Event Center Fee	\$140.00
Parking Fee	\$45.00
Health Insurance Fee (Domestic Students)	\$76.00
Health insurance Fee (International Students)	\$951.00

Fees are subject to change without notice.

Liability for Safety in Travel to or From Outside Work Experiences

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

Student Grievances and Concerns

Students are encouraged to express their concerns regarding any aspect of all programs in Family and Consumer Sciences. These concerns can be accomplished by using a variety of channels (i.e., advisors, suggestion box, course/ faculty evaluation, area coordinators, and department chairperson).

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 the handbook <https://www.aamu.edu/campus-life/student-activities/student-government/>)

2. Student must make a complaint (oral or written) to the member of the 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 satisfactory resolved can request a review by the Department Chairpersons. Chairpersons will independently review the complaint, including discussion with the student/faculty/staff member involved, and either support the original offer or provide an alternative resolution.
4. If a satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the Provost, who will hear the complaint and render a final decision based on all the evidence presented. The President of the University may only overturn this decision.

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 <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>. Complaints to ACEND can be made by emailing ACEND@eatright.org or by calling 1-800-877-1600 ex.5400. All complaints other than those related to accreditation should follow the Alabama A&M University Student Grievance Procedures.

Additional questions pertaining to the accreditation of DPD programs may be referred to the following:

ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND) CONTACT INFORMATION

Headquarters

The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 800-877-1600
Phone: 312-899-0040
Eatright.org – Academy of Nutrition and Dietetics

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

Appendix A

Registered Dietitian Nutritionist (RDN)

Pathways to Enter the Dietetic Profession as an RDN

Current pathways to enter the dietetic profession as a RDN vary based on undergraduate and post-baccalaureate status; a graphic displaying these pathways can be viewed at [- Commission on Dietetic Registration \(cdrnet.org\)](https://www.cdrnet.org)

Effective January 2024, the pathway to become a RDN is changing, and a graduate degree will be required to take the RDN exam. A graphic displaying the pathway to becoming a RDN after 2024 can be viewed at: [2024 GRADUATE DEGREE REQUIREMENT – REGISTRATION ELIGIBILITY - Commission on Dietetic Registration \(cdrnet.org\)](https://www.cdrnet.org)

Descriptions of the programs included in the pathway are as follows:

Didactic Programs in Dietetics (DPD) - ACEND accredited program for undergraduates and post-baccalaureate students that provides pre-dietitian coursework to meet core knowledge requirements for RDNs (KRDN). Upon completion of the program, graduates will receive a verification statement, which is required for entry into a Dietetic Internship (DI). Post-graduate supervised practice in a DI is required for RDN eligibility.

Dietetic Internships (DI) - ACEND accredited supervised practice only for RDN eligibility (must complete DPD and have a bachelor's degree before entry).

Coordinated Programs in Dietetics (CP) - ACEND accredited programs for undergraduates and post-baccalaureate students that provided coursework and supervised practice in a single program for RDN eligibility.

Future Education Model Graduate Programs - ACEND accredited program for graduates that integrates coursework and experiential learning for RDN eligibility.

Currently, Alabama A&M University offers the DPD program that provides core knowledge requirements for RDNs (KRDN). Upon completion of the DPD program, graduates receive a verification statement, which is required for entry into a DI. Post-graduate supervised practice in a DI is required for RDN eligibility. The following represents the Alabama A&M University DPD program pathway to becoming an RDN:

- Graduate From ACEND accredited DPD Program
- Apply, Match, and complete the ACEND-accredited Dietetic Internship
- Take and pass the National Exam for Registered Dietitian Nutritionist

RDN Career Opportunities

The importance of food in prevention and treatment of chronic disease has been recognized. Based on the United States Department of Labor job outlook statistics, employment projections for dietitians are projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations ([Dietitians and Nutritionists: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics](#)). Job opportunities continue to grow in a variety of areas, including health care, sports nutrition, and public policy. RDNs serve as an integral role in managing chronic disease and health improvement. The educational background and training RDNs receive prepares them to work among diverse populations with various needs. Some of the major areas of employment include:

Clinical Dietetics

- As part of a healthcare team, RDNs educate and counsel patients about nutrition, provide medical nutrition therapy through assessment of nutritional needs, nutritional diagnosis, and an individual nutrition care plan

Food Service Management

- As part of the management team, RDNs plan and oversee everything from food purchasing and preparation to managing of staff
- May work in schools, nursing home facilities, healthcare facilities, hotels, restaurants, colleges, day care centers, or the military

Business, Industry, Wellness and Sales

- Food firms need RDNs with nutrition expertise for communications, consumer affairs, public relations, marketing, and product development
- May work in sales and promotion, the food industry, corporate wellness programs, marketing, and even supermarkets

Community Nutrition

- As a member of the community health care team, RDNs work with the community to plan and coordinate community-wide health programs to improve their quality of life through healthy eating habits.
- May work in a variety of settings including WIC, community gardens, extension agencies and community-based clinics

Public Policy

- Public policy RDNs work to assist in developing dietary recommendations or guidelines that benefit the public's health and well-being

Sports Nutrition and Wellness Programs

- Applying sports nutrition science to fueling fitness, sport and athletic performance, sports RDNs provide nutritional information for those seeking to achieve optimal performance
- May work for colleges and university athletic departments, corporations, health care organizations, professional sports organizations, private practice, health and fitness centers, or the military

Private Practice/Entrepreneurial

- Working in their own business or under contract with health-focused companies, RDNs may provide advice on services in nutrition care, sports nutrition or food service management
- May contract with food vendors, restaurant managers, nursing home residents, company employers, extension agencies, supermarkets and/or private clients

Education/Research

- Working closely with investigators and colleagues, RDNs implement, evaluate, and provide educational experiences for dietetic, medical, nursing or other allied health students
- May work in a clinical research center in hospitals or academic centers

Preparing Early to Match a Supervised Practice Program

Purpose of ACEND Accredited Supervised Practice Programs (DI Programs)

The main objectives of an ACEND accredited supervised practice program are to:

- Prepare students to take the CDR credentialing exam to become a RDN.
- Involve students in a variety of practical experiences that integrate their academic skills with current practice.
- Increase exposure to the various nutrition and dietetic services and specialty areas to help students plan their careers.
- Provide students with opportunities to strengthen their skills in areas of interest and network with experts in the dietetic profession.

Supervised Practice Programs is the ACEND-accredited supervised practice route required for Alabama A&M University DPD graduates to qualify for eligibility to take the CDR credentialing exam to become an RDN. The most recent statistics on the ACEND website report a 62%

national match rate in 2021([April and November 2021 Computer Match Results \(eatrightpro.org\)](https://eatrightpro.org)). The number of Alabama A&M University DPD applicants varies yearly based on the number of graduates. Ten students applied to DI programs in the Spring 2021 and 100% of the applicants were matched.

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 for 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 the 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? What would you do differently if you faced a similar challenge?
17. In the internship, you will be required to remember information that you learned as an undergraduate. If you don't remember something, explain 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 that 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 engage in outside 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?

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 Nutrition Dietetic Technician, Registration (NDTR)

Q. What is a Nutrition and Dietetics Technician Registered?

A. A nutrition and dietetics technician, registered (NDTRs), is trained in food and nutrition and is an integral part of the healthcare and food service management teams. NDTRs have met the following criteria to earn the NDTR credential:

Completed a dietetic technician program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes 450 hours of supervised practice experience in various community programs, healthcare and foodservice facilities, and has completed at least a two-year associate degree at a U.S. regionally accredited college or university.

OR

Completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at the U.S. regionally accredited college or university.

After completing the degree and dietetics coursework, pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to the [CDR website](#).

A fact sheet on becoming an NDTRs is available at [Nutrition and Dietetics Technician Registered Fact Sheet \(eatrightpro.org\)](http://NutritionandDieteticsTechnicianRegisteredFactSheet(eatrightpro.org))

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 is not from 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 credits. 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 meetings, group advising sessions, and NHM news, are posted on this bulletin board.

Q. How do I volunteer and make contacts in dietetics?

A. It is up to you to take advantage of opportunities to volunteer 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 textbooks 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 a 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 writing an effective letter if the reference has detailed information about you and your goals.

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 for 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 still a senior. The Applicants Guide to Supervised Practice Programs [Program Directory \(eatrightpro.org\)](http://eatrightpro.org) which is updated annually in October, is a directory of most dietetic internships with helpful information about each program. This guide is available in a binder at 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.

Appendix B

Alabama A&M University (AAMU)
Didactic Program in Dietetics (DPD)
Criteria for Receiving DPD Verification Statement

Nutrition and Dietetics Emphasis

Didactic Program in Dietetic students who are in good academic standing (overall GPA at least 3.0 and a “B” grade or better in all NHM classes) 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 all NHM courses*
- 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 reapply for receiving DPD.

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 102: _____ / _____ (Grade = _____)

NHM 201L: _____ / _____ (Grade = _____)

NHM 204: _____ / _____ (Grade = _____)

NHM 301: _____ / _____ (Grade = _____)

NHM 302L: _____ / _____ (Grade = _____)

NHM 306L: _____ / _____ (Grade = _____)

NHM 401L: _____ / _____ (Grade = _____)

NHM 405: _____ / _____ (Grade = _____)

NHM 407: _____ / _____ (Grade = _____)

NHM 408L: _____ / _____ (Grade = _____)

NHM 409L: _____ / _____ (Grade = _____)

NHM 410L: _____ / _____ (Grade = _____)

NHM 415: _____ / _____ (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
You may access the AND Code of Ethics online at:
<http://www.eatright.org/codeofethics/>

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.

The Code of Ethics Task Force started reviewing and revising the 2009 Code of Ethics in November 2016. In February 2018, the Academy Board of Directors and the Commission on Dietetic Registration Board approved the updated Code. The 2018 Code of Ethics for the Nutrition and Dietetics Profession is in effect as of June 1, 2018.

Preamble

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public, and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in-depth scientific knowledge of food, human nutrition, and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in, and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code, and bill to most accurately reflect the character and extent of delivered services.
- h. Respect the patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

- c. Demonstrate respect, constructive dialogue, civility, and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging, or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition, and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services consistently.

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members of the public: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups, and populations. Evidence-based practice values enhance and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever-changing and involves uncertainties and probabilities. The evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence, including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge, and the skills of experts.

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources.

Non-Maleficence is the intent to not inflict harm.

References:

1. Fornari A. Approaches to ethical decision-making. J Acad Nutr Diet. 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. J Acad Nutr Diet. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Appendix D



Family and Consumer Sciences
Nutrition and Hospitality Management
P. O. Box 639
Normal, Alabama 35762
Office: (256) 372-5419

Respected DPD Director:

I hereby agree that I have read the DPD Student Handbook and fully understand the policies and procedures included therein. I will adhere to the policies and procedures of the Alabama A&M University Dietetic program.

Printed Name: _____

Signature: _____

Date Signed: _____