

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



Didactic Program in Dietetics (DPD) Student Handbook

Revised 10/16/2019

Phone: 256.372.5419 | <https://www.aamu.edu/academics/colleges/agricultural-life-natural-sciences/departments/family-consumer-science/nutrition-hospitality-management.html>

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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, 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 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:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8092>

The purpose of this handbook is to provide answers to your questions about the Dietetic 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 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 Dietetic 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>

- Academic and program calendar:
<http://calendar.aamu.edu/EventList.aspx?fromdate=5/21/2019&todate=5/27/2019&display=Week&view=DateTime>

- Graduation requirements:
<https://www.aamu.edu/academics/commencement/checklist-candidates.html>
Withdrawal information, refund of tuition and fees:
https://www.google.com/search?q=aamu+withdrawal&rlz=1C1GCEU_enUS819US819&oq=aamu+withdrawal&aqs=chrome..69i57j0j69i64.2959j0j4&sourceid=chrome&ie=UTF-8
https://www.aamu.edu/about/administrative-offices/comptrollers-office/_documents/refund-policy.pdf
- 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:
https://www.aamu.edu/about/administrative-offices/judicial-affairs/student-code-of-conduct/_documents/aamu-student-code-conduct.pdf
- Costs to students:
<https://www.aamu.edu/admissions-aid/tuition-fees/>

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 2000
Chicago, IL 60606-6995
Email: ACEND@eatright.org
Tel: (312) 899-0040 ext. 5400/Fax: (312) 899-4817

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 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 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 on 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 dietetic 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 1: Prepare graduates to be competent entry-level dietetic professionals.

Program Objectives for Goal 1

1. Over a five-year period, at least **80%** of the DPD graduates will pass the Registered Dietitian (RD) registration exam within one year of first attempt.
2. Over a five-year period, at least **50%** of graduates will apply to dietetic internships or other post-graduate programs within 12 months of graduation.
3. Over a five-year period, At least **80%** of students admitted to the program complete the DPD coursework within 6 years after acceptance which is **150%** of the program length (DPD Program length is four years).
4. Over a five-year period **80%** of the DPD graduates will report “satisfactory” ratings or higher regarding their perceived ability to perform successfully in a supervised practice, entry-level nutrition-related position, graduate program, or a pre-professional program with the DPD program at AAMU.

Goal 2: Graduates will be prepared to work in a variety of practice settings and diverse and multicultural environment and be able to effectively communicate, analyze, problem solve, think critically, perform high quality team-work, and continue life-long learning.

Program Objectives for Goal 2

1. Over a three-year period, at least **30%** of DPD graduates who apply to dietetic internship programs, but were not accepted will obtain employment in dietetics or a related field.
2. Over a three-year period, At least **75%** of DPD graduates who respond to the survey will rate themselves as “prepared” or “very prepared” for their supervised practice program, graduate program or work experience.
3. At least **50%** of DPD graduates who passed the Registered Dietitian (RD) registration exam will remain Registered Dietitians beyond five years.
4. Over a three-year period, **75%** of DI, CP or ISPP Director who respond to the survey rate the preparation of program graduates as good to excellent in teamwork, problem solving and effective communication skills.
5. Over a three-year period, **80%** of DI, CP or ISPP Director who respond to the survey rate the preparation of program graduates as excellent for working in a very diverse and multicultural environment who have an excellent understanding and appreciation in individual, community and society.

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 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:

- In 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 student members 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 \$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.

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 on the Alabama A&M University website www.aamu.edu.

Costs to students:

<https://www.aamu.edu/admissions-aid/tuition-fees/>

Fall 2014-Spring 2012 Student Expense Budget

Description of Direct and Indirect Costs	Resident	Non-Resident
Tuition and Fees	\$9880	\$17,968
Room and Board	6980	6980
Books	1400	1400
Personal	1448	1448
Transportation	1300	1500
Total	\$21,008	\$29,296

Student Insurance

a. *Insurance requirements, including those for professional liability.* Students at AAMU require 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 student is responsible for transportation to and from facilities for outside work experiences and is responsible for auto liability insurance coverage for designated trips.

PATHWAY TO CREDENTIALING AND PROFESSIONAL PRACTICE IN DIETETICS

1. Foundation Knowledge

- a) Academic degree: minimum of Baccalaureate Degree or equivalent
- b) Verification of the completion of the 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 page 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 <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>

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 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.

2. Discuss application materials with your Didactic Program Director, if available.
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 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 login 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 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 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 the 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. The President of the University may only 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:

<https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policy-and-procedures>

The procedure for complaints against a program may be found here
[\(https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend\)](https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend).

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

Nutrition and Hospitality Management Concentration
Dietetics Option
130 Credit Hours¹

Freshman Year											
Fall Semester			Date	Grade	Sem. Hrs	Spring Semester			Date	Grade	Sem. Hrs
ORI	101	Survival Skills I			1	³ ENG	102	Composition II			3
ENG	101	Composition I			3	⁴ CHE	111/L	General Chemistry I/Lab			4
MTH	110	Finite Mathematics OR				AMD	104	Art & Design			3
MTH	112	Pre-Calculus Algebra				NHM	102	Principles of Nutrition			3
ART	101	Art Appreciation OR			3	ORI	102	Survival Skills II			1
MUS	101	Music Appreciation			3	HIS	101	World History I			3
NHM	103	Nutrition Today			2						17
AGB	199	Computers in Agriculture I			3						
FCS	101	Intro to the Profession			1						
					16						

Sophomore Year											
Fall Semester			Date	Grade	Sem. Hrs	Spring Semester			Date	Grade	Sem. Hrs
ENG	203	World Literature I OR				ENG	204	World Literature II OR			
ENG	201	Survey of English Lit. I			3	ENG	202	Survey of English Lit. II			3
PSY	201	General Psychology				CHE	301L	Organic Chemistry/Lab			4
ECO	200	Economics OR			3	SOC	201	Intro to Sociology			3
ECO	231	Principles of Macroeconomics OR				ENG	205	General Speech			3
ECO	232	Principles of Microeconomics				FAS	312	Food Service Health Mgmt.			1
BIO	103	Principles of Biology/Lab			4						14
CHE	102	General Chemistry II/Lab			4						
					17						

Junior Year											
Fall Semester			Date	Grade	Sem. Hrs	Spring Semester			Date	Grade	Sem. Hrs
NHM	410	Community Nutrition			3	BIO	222	Human Anat. & Phys. II			3
NHM	306L	Maternal & Child Nutrition			3	BIO	222L	Human Anatomy & Phys. II Lab			1
MGT	315	Principles of Management			3	BIO	330	Microbiology			3
NHM	201L	Science of Food Preparation			4	BIO	330L	Microbiology Lab			1
BIO	221	Human Anatomy & Phys. I			3	HDF	312	Family Eco/Resource Mgmt.			3
BIO	221L	Human Anatomy & Phys. I Lab			1	NHM	301L	Food Service Operations I			3
					17	FAS	453L	Agricultural Biochemistry I			4
											18

Senior Year											
Fall Semester			Date	Grade	Sem. Hrs	Spring Semester			Date	Grade	Sem. Hrs
FCS	418L	Directed Field Experience			6	NHM	408L	Medical Nutri. Therapy II			3
NHM	302L	Food Service Operations II			3	NHM	409L	Experimental Foods			3
NRE	430	Biometry			3	NHM	401	Nutrition Capstone			3
NHM	405	Advanced Human Nutrition			3	FCS	420	Senior Seminar			1
NHM	407	Medical Nutrition Therapy I			3	HDF	314	Family & Society			3
					18						13

¹Although 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, and Electives" Section of the Bulletin for the Department unless otherwise specified here.

²Eng 103 may be taken by international students.

³Eng 104 may be taken by international students.

⁴If you took BIO 101, you cannot take BIO 103. If you took BIO 103, you cannot take BIO 101.

⁵Electives from Areas I-IV not already taken. See General Education Requirements section of Bulletin for eligible courses.

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

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. 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 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist 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; and describe interprofessional relationships in various practice settings.

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

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 in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. 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 to make decisions, identify nutrition-related problems and determine and evaluate nutrition 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 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

4. 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 and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

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

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

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

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 the 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/>). 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.

Appendix A

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 to 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 is 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 the 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 four 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 an 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 three 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 an 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 the 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 recommendation. 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 in 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 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 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 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 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:

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
Clinical		
• Clinical Nutrition	<ul style="list-style-type: none"> • Hospitals • Health centers • Home health Providers • Health maintenance organizations (HMOs) • Nursing homes • Residential care centers • Exercise and fitness centers 	<ul style="list-style-type: none"> • Volunteer in hospitals or nursing homes to gain experience working with patients/elderly • Need Registered Dietitian credential • Several years of experience and possibly graduate degree required for a specialty such as A pediatrics, gerontology, sports, critical care, etc.
Community and Public Health Nutrition		
<ul style="list-style-type: none"> • Education • Program Planning • Administration • Counseling 	<ul style="list-style-type: none"> • Public and home health agencies • Social service agencies 	<ul style="list-style-type: none"> • Gain extensive clinical experience first • Master's degree generally required

- Clinical Nutrition
- Hospitals
- Health centers
- Home health Providers
- Health maintenance organizations (HMOs)
- Nursing homes
- Residential care centers
- Exercise and fitness centers
- Volunteer in hospitals or nursing homes to gain experience working with patients/elderly
- Need Registered Dietitian credential
- Several years of experience and possibly graduate degree required for a specialty such as A pediatrics, gerontology, sports, critical care, etc.

Community and Public Health Nutrition

-
- Education
 - Program Planning
 - Administration
 - Counseling
 - Public and home health agencies
 - Social service agencies
 - Gain extensive clinical experience first
 - Master's degree generally required

-
- | | | |
|----------------|---|---|
| • Consultation | • Community centers
• Federal, state and local government
• Daycare centers
• Health and recreation clubs
• Health maintenance organizations (HMOs) | • Background in public health a benefit
• Learn government application procedures
• Develop presentation and public speaking skills |
|----------------|---|---|
-

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
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Federal Government

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
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Consulting

- | | | |
|---|--|---|
| • Diet Counseling
• Education and Programming
• Sports nutrition
• Writing | • Private practice
• Physicians' offices
• Weight loss clinics
• Nursing homes
• Health clubs and spas
• Restaurants
• Catering services
• Food manufacturers
• Health-related magazines
• Newspapers | • Gain experience and expertise in a specialty
• Sense a need in the community and fill it
• Entrepreneurial spirit required
• May work in several areas
• Develop excellent written and verbal communication skills
• Work with athletes or have experience as an athlete
• Double major in counseling or exercise science
• Become certified with ACSM |
|---|--|---|
-

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
Industry		
<ul style="list-style-type: none"> • Research • Product Development • Sensory Evaluation • Quality Assurance • Marketing • Sales • Customer Service • Consumer Food Science • Corporate Wellness 	<ul style="list-style-type: none"> • Food Manufacturers • Pharmaceutical Companies • Health-related businesses • Weight loss programs • Restaurant and hotel chains • Public relations firms with food industry accounts 	<ul style="list-style-type: none"> • Background in business • Administration, marketing or advertising helpful • Develop written and verbal communication skills • Gain computer expertise • Gain experience in working with the business sector and/or athletes
Teaching		
<ul style="list-style-type: none"> • Teaching • Research 	<ul style="list-style-type: none"> • Colleges and Universities • Community and technical schools • Nursing, medical and dental schools • Teaching hospitals • Medical centers • Government agencies • Food and pharmaceutical companies • Major universities 	<ul style="list-style-type: none"> • Master's degree required for instructor positions • Doctorate and research experience necessary for tenure track professorships • Earn a graduate degree for advancement in research positions • Learn government application procedures

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, Room110D. 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

James O. Hill, Ph.D.

Program in Nutrition Sciences
1720 Second Avenue South, WEBB 540
Birmingham, AL 35294

Phone: 205-934-7922
E-mail: hillj@uab.edu

<http://www.uab.edu/msdi>

Accredited

Next Review: 06/30/2025
Full Time Degree
Annual Enrollment: 29
Enrollment: Fall, Graduate School

Program Length: 12 Months

Emphasis: Medical Nutrition Therapy

Estimated Total Tuition: Resident = \$15460 Non Resident = \$37815
Degree Granted: M.S.
Other Stipend: None

Samford University

Amy Cameron, M.S., RD, LD

Department of Nutrition and Dietetics
School of Public Health
800 Lakeshore Dr.
Birmingham, AL 35229

Phone: 205-726-4870
E-mail: acamero1@samford.edu

<http://www.samford.edu/publichealth/dietetic-internship>

Accredited

Next Review: 12/31/2025
Full Time Non- Degree
Annual Enrollment: 20
Enrollment: August, Fall

Program Length: 16 Months

Emphasis: Community and Public Health Nutrition Education

Estimated Total Tuition: Resident = \$15460 Non Resident = \$37815
Degree Granted: Graduate Degree Available
Other Stipend: None

HUNTSVILLE

Director, Dietetic Internship Program

Joycelyn Peterson, Ph.D., R.D

Phone:(256)726-7228

Email: jpeterson@oakwood.edu

Fax: (256)726-7233

<https://www2.oakwood.edu/academic-experience/school-of-nursing-health-professions/nutrition-and-dietetics/>

Accredited

Next Review: 03/30/2022

Full Time Non Degree

Annual Enrollment: 35

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

Appendix B

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

Updated October 16, 2019

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 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 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.

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 any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.
 - g. Provide objective evaluations of performance for employees, coworkers, and 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 or 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 enhances 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 skills of experts. **Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals¹ 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/academydefinitionoftermslist.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).

You may access the AND Code of Ethics online at:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326 DA5AED496>

Appendix D



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I hereby agree that I have read the DPD Student Handbook and fully understand the policies and procedures included. I will adhere to the policies and procedures of the AAMU Dietetic program.

Printed Name: _____

Signature: _____

Date Signed: _____