

California State University, San Bernardino (CSUSB)

Nutrition and Food Sciences (NTFS) Program

Starting Fall 2020: the name of the program will be Nutritional Science and Dietetics (NTRD)

Department of Health Science and Human Ecology

Didactic Program in Dietetics (DPD)

Student Handbook

Fall 2019 edition

(updated 8/15//2019)

Welcome to the Nutrition and Food Sciences Program, a Bachelor of Science degree, which is also an accredited Didactic Program in Dietetics (DPD). The Program is under the Department of Health Science and Human Ecology in the College of Natural Sciences.

The Nutrition and Food Sciences (NTFS) Program developed this handbook, which contains important information and policies for students majoring in the Nutrition and Food Sciences Program at CSUSB. It covers most of the basic information about the CSUSB's program, the dietetics curriculum, relevant information to become graduates of NTFS program, career options, and necessary steps to become a Registered Dietitian/Nutritionist (RDN) after completion of the DPD courses. In addition to the material in this handbook, students will learn more about the program and career options in the NTFS major.

Please read this handbook, sign the last page (Appendix F), and give the signed copy to the instructor of the course that this handbook is being discussed. A copy of this signed copy will be kept in the Department of HSCI office. Students should keep a copy of this handbook as a reference while completing the NTFS program and refer to this as needed for guidelines and instructions. If a student has any questions about the policies and information enclosed, please do not hesitate to contact the NTFS Program Coordinator/DPD Director.

Please note that the CSUSB is converting to semester system starting Fall 2020 and the last quarter courses will be offered in Summer 2020, which will only have one session in June/July. Therefore, let's plan ahead to avoid delay in graduation. Please see the academic advisor ASAP so that an academic plan (myCAP) can be developed for the student and to determine if the student is a quarter or semester completer. Also, in the semester system, the name of the program will be changed to Nutritional Science and Dietetics (NTRD).

Contact Information for NTFS and HSCI Department:

Dorothy Chen-Maynard, PhD, RDN, FAND

DPD Director, Nutrition and Food Sciences Program Coordinator

Physical Sciences (PS) Building, Room 319

Phone: (909) 537-5340 FAX: (909) 537-7037

email: dchen@csusb.edu

Program Faculty:

Kassandra Harding, PhD

PS XX , Phone (909) 537- XXXX , FAX (909)537-7037 email:

Joe Hughes, PhD, RDN

PS 313, Phone: (909) 537-5418, FAX (909) 537-7037

email: jhughes@csusb.edu

Neal Malik, DrPH, RDN

PS XX , Phone (909) 537- XXXX , FAX (909)537-7037

email:

Department of Health Science and Human Ecology (PS 226)

Interim Chair: Dr. Claudia Davis, PhD, RN

Phone: (909) 537-5339 FAX: (909) 537-7037

email: cmdavis@csusb.edu

Website: <http://health.csusb.edu>

College of Natural Sciences (BI 107)

Dean: Sastry Pantula, PhD

Phone: 909 537 5300 email: Sastry.Pantula.csusb.edu

Version Fall 2019

Updated August 12, 2019

Didactic Program in Dietetics (DPD)

The Didactic Program in Dietetics (DPD) provides the classroom (didactic) component or foundation knowledge necessary to become a Registered Dietitian/Nutritionist (RDN). Started in Fall, 2014, **graduates must complete all upper division HSCI courses and support courses with a grade of B- or better and an overall GPA of 2.8 to receive the DPD Verification Statement (VS DPD)**. This is the minimum GPA necessary to be accepted into most of the Dietetic Internship (DI) or Individualized Supervised-Practice Pathway (ISPP) Programs.

Note from DPD Director: *Starting Fall, 2009, one may not repeat a course with a grade C or better unless a petition is filed and be approved to retake the course(s) by the Dean of the Undergraduate Studies. It is suggested that students do well in their classes and get B- or higher the first time the course is taken. The form to request for course repeat can be accessed at: <https://www.csusb.edu/undergraduate-studies/students/forms>*

Whether a student receive the Verification Statement for DPD or not, all graduates will receive a diploma for Bachelor of Science Degree (BS) in Nutrition and Food Sciences (NTFS) so long as the graduate successfully completes CSUSB's requirement for the degree (Please refer to the Bulletin of Courses on <http://bulletin.csusb.edu>). **NOTE:** The HSCI Department has a minimum grade of C in upper-division courses with HSCI prefix to graduate.

The NTFS Program is an accredited Didactic Program in Dietetics (DPD) by Accreditation Council for Education in Nutrition and Dietetics (ACEND) Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Phone: 800/877-1600 X 5400 Fax: 312/899-4817, Email: ACEND@eatright.org URL: www.eatrightpro.org/acend. ACEND is the only accrediting agency for dietetics education recognized by the United States Department of Education (USDE).

Individuals may contact the DPD Director, Dr. Chen-Maynard, for program accreditation status and program exam passage rate as well as other program data.

Process to become a Registered Dietitian/Nutritionist (RDN)

Students must successfully complete **all three** steps to become a Registered Dietitian/Nutritionist (RDN):

Step one: Complete a bachelor's degree and receive a Verification Statement from an accredited DPD (VS DPD). CSUSB is an accredited DPD and to receive a VS DPD, students must complete all upper division DPD courses (300/400/500 level) with a grade of B- or better

and have an overall GPA of 2.8 or higher. (VSDPD is required to start a dietetic internship or a supervised-practice program).

Step two: Be accepted and complete an accredited supervised-practice/dietetic internship program and receive a Verification Statement from a Dietetic Internship (DI) or Supervised-Practice (ISPP) Program. Interns are required to successfully complete 1,200 hours of competencies and didactic requirements of the supervised-practice program. CSUSB has an ISPP program and it accepts up to 25 interns per year. Some of DI programs are tied to a master degree where students may complete both graduate degree and supervised-practice experiences in a two-year period.

Step three: Successfully pass the Commission on Dietetic Registration's (CDR) dietetic registration exam. CDR requires candidates to have Verification Statements from both the DPD and supervised-practice programs.

State of California does not have professional licensure at this time. There is a Business and Professional Code for RDNs and DTRs, this can be found in the member only section of the CAND website: <https://www.dietitian.org/page/business-professions-code>

Note that a graduate of DPD without a Verification Statement will NOT be eligible to start a traditional supervised-practice program. However, some graduate coordinated programs (combined supervised practice program experience and a master's Degree) do not require Verification Statement from DPD. Graduates may retake those DPD courses with lower than B- and receive the VSDPD when all the requirements are completed. Please see the DPD Director for any questions, concerns, or issues regarding the VSDPD.

The VSDPD is good for five years after completion, some supervised-practice program may require the student to retake some courses for recency in education if the applicant has not been working in the dietetic related job since graduation.

What if graduates are not ready to start a supervised-practice program after graduation, what are their options?

With the VSDPD, one is eligible to take the Diet Technician Registered exam to become a Nutrition and Dietetic Technician Registered (NDTR) and work in a dietetic career to build the resume. To take the DTR exam for graduates with VSDPD, please send the following to DPD Director after graduation: a) VSDPD request form, and b) A **hard copy of the official transcript from CSUSB with the degree and date posted**. DPD Director will issue and send four VSDPD to the graduate and submit the paperwork to CDR to take the DTR exam. Instructions on how to pay and to sign up the exam will be sent to the candidate by the CDR. Candidates have one year from the submission date to take the exam, please study for the exam so one can pass it the first time. If a candidate wants a copy of the study guide and information about the review for the exam, please contact the DPD Director for a copy.

Options for students without VSDPD:

If a graduate does not earn a Verification Statement at the time of graduation, one may retake the courses through the CSUSB Open University without having to be accepted into the University. However, the tuition fee is to be paid per unit of the course(s) and one will be able to take the class if there is space. The OU students will not be able to add the class until a week before the start of classes. Go to CEGE website for information about Open University and down load the form: <https://cel.csusb.edu/open-university>. The signatures from the course instructor and department chair are needed before the student may pay and sign up for the course.

Also, as an enrolled graduate student at CSUSB, one may take some of the undergraduate courses in order to receive the VSDPD. If a student/graduate has any questions or concerns regarding the VSDPD, please do not hesitate to contact the DPD Director.

For graduates without VS DPD, there are other career options which include eligibility to take the exams for the following certifications:

- 1) Certified Dietary Manager (CDM) or Certified Food Protection Profession (CFPP) administered by Association of Nutrition & Foodservice Professionals (ANFP): information may be obtained at this website: <https://www.anfponline.org/become-a-cdm/cdm-cfpp-credential> A study guide and information regarding the test may be obtained from the DPD Director.
- 2) School Nutrition Specialist (SNS) Credential by School Nutrition Association (SNA), information on <https://schoolnutrition.org/certificate-and-credentialing/credentialing-program/> This certification allows one to work in school foodservice facilities.
- 3) One may also work in some facilities as a dietary aid without any additional examination requirement.
- 4) Some county public health programs may hire graduates with bachelor degree in nutrition/dietetic as a “Four-year Degreed Nutritionists.” However, some county public health programs require a VS DPD for this job opportunity while others do not. Please check with the public health program for the requirement. After working for a year in WIC, individuals with VS DPD are eligible to apply for a WIC Dietetic Internship as an employee. These internship programs prefer applicants who are bi-lingual (any language). For additional information, please contact the DPD Director.
- 5) Apply to graduate school in numerous academic areas related to nutritional science, dietetics, or any graduate program.

If individuals have any questions regarding career options, please do not hesitate to contact the DPD Director.

CSUSB's DPD and NTFS Program

PROGRAM MISSION

Mission:

The Nutrition and Food Sciences Program (DPD and ISPP) at CSUSB will provide quality education so that graduates can think critically, communicate effectively, embrace cultural diversity, and demonstrate knowledge and the practical skills necessary for admission to, and successful completion of a supervised-practice program that will enable the graduate to become a registered dietitian/nutrition or to pursue other post-baccalaureate programs; and to be competent for an entry-level career as a registered dietitian/nutritionist (RDN).

Goal 1: Graduates of the Didactic Program in Dietetics (DPD) will be well-prepared in their knowledge and be culturally competent for a supervised-practice program, graduate, or other post-baccalaureate programs and be successful in their program of study.

Objectives:

- 1.1 At least 80% of full-time program students will complete the program/degree requirements within 3 years (150% of two-year program length) after completion of pre-requisites to the DPD program courses. The time limit for part-time students will be 6 years (150% of four years) after completion of pre-requisite courses.

- 1.2 a. At least 40% of the graduates with the Verification Statement for DPD (VS DPD) will apply for admission to a supervised-practice program prior to or within 12 months of completion of the DPD.
- 1.2 b. At least 50% of the graduates with VS DPD, who apply, will be admitted to a supervised-practice program within in 12 months of completion of the DPD.
- 1.3. At least 80% of the directors of supervised-practice program, who complete the survey, will indicate that CSUSB DPD are well-prepared or prepared for the supervised practice experience.
- 1.4. At least 80% of the DPD graduates after completion of a supervised-practice program will pass the CDR credentialing exam for dietitian nutritionist within one year of first attempt.
- 1.5. At least 80% of the DPD graduates and alumni who complete the survey will indicate that the program prepares them for supervised-practice program or post-baccalaureate study.
- 1.6. At least 80% of the DPD graduates and their employers, who complete the survey, will indicate that the graduates are culturally competent and are able to work with a culturally diverse population.

Goal 2: Graduates of the Individualized Supervised-Practice Pathway (ISPP) Program will be competent for entry-level careers as a registered dietitian/nutritionist (RDN).

Objectives:

- 2.1 At least 80% of the graduates will complete the ISPP program requirement within 150% of the program length of 17.5 months for full time and 33 months for part-time interns.
- 2.2 At least 80% of ISPP graduates will take the CDR credentialing exam for registered dietitian nutritionists within 12 months of program completion.
- 2.3 At least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionists within one year of the first attempt.
- 2.4 Of the graduates of the ISPP Program who seek employment, at least 80% will be employed in nutrition and dietetics or related fields within twelve months of program completion.
- 2.5 At least 80% of the employers, who completed the survey, will indicate that CSUSB ISPP graduates are prepared for entry-level practice.
- 2.6 At least 80% of the graduates of ISPP program who complete the survey will indicate that the program prepared them for competencies required for their entry-level career.

Accreditation status

The Nutrition and Food Sciences Program (DPD) at CSUSB is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Phone: 800/877-1600 X 5400 Fax: 312/899-4817, Email: ACEND@eatright.org URL: www.eatrightpro.org/acend. ACEND is the only accrediting agency for dietetics education recognized by the United States Department of Education (USDE).

The NTFS program is accredited until 2020. In order to maintain the accreditation status, DPD must demonstrate that it meets its mission, goals, and measurable outcomes. Outcome measures include program retention and completion rates, placement in Dietetic Internships, graduate school placement, pass-rate on Registration Examination for Dietitians and responses on graduate and Internship Director surveys.

Program outcome data are available upon request. Please contact the DPD Director for information.

About the NTFS program at CSUSB

Students will learn the foundation (didactic) knowledge required to apply and be qualified for admission to an accredited dietetic internship/supervised-practice program and to be eventually eligible to take a national registration exam, administered by the Commission on Dietetic Registration (CDR) to become a registered dietitian/Nutritionist (RDN). Upon completion of the DPD courses, students will learn foundation knowledge in chemistry, biochemistry and metabolism, anatomy and physiology, microbiology, food science, food preparation and foodservice, production and management, nutrition, assessment, medical nutrition therapy, community nutrition and relevant information necessary to meet the competencies for admission into a dietetic internship program. Applying the science of nutrition into healthy food choices for individuals, families, and groups requires the integration of multi-disciplinary, research- and evidence-based knowledge.

The curriculum in the Nutrition and Food Sciences Program provides a broad and integrated academic program that is strongly grounded in science-based disciplines. The program emphasizes basic sciences, critical thinking, food and metabolism of the nutrients, and the application of theory to practice in dietetic profession as well as being able to communicate effectively.

DPD students begin with general education and basic courses in chemistry, biology, social sciences, and understanding of food and preparation techniques. Students, then, progress to organic and biochemistry, anatomy and physiology, microbiology, and courses that examine the nutritional and physical chemical properties of foods. In the junior and senior years, students take upper division courses in nutrition, metabolism, assessment, advanced nutrition topics, medical nutrition therapy, community nutrition, statistics, food science, and foodservice production and management. Throughout the program, students develop knowledge, skills, and abilities that foster personal and professional growth as lifelong learners, service, and working as team members in the dietetic and health profession.

The program courses are rigorous and require students to spend numerous hours outside the classroom to perform well in the classrooms. Therefore, students are encouraged to concentrate on the academic work; and depending on the courses, students are expected to perform 4 to 5 study hours per week for each hour (unit) spent in the classroom. CNS suggests that students “Study 25-35,” which means, if students are taking 3 courses, they should study 25 hours per week outside the classroom; and if they are taking 4 courses, they need to study 35 hours per week outside the classroom to perform well in the courses.

A complete comprehension of the foundation knowledge is critical for student’s performance in the advanced level courses; and students are expected to think CRITICALLY and apply the knowledge gained from each prerequisite course. Therefore, being able to regurgitate the material will not ASSIST the student to do well in the classes and become a dietitian.

Note: In the DPD courses, the students are learning the foundation/didactic knowledge that they will need to apply in the dietetic internship program. In the dietetic internship/

supervised program, interns will gain hands on experience under supervision of a Registered Dietitian/Nutritionist. However, while students are completing the DPD courses, they are encouraged to volunteer to learn the role and functions of dietitians in various healthcare settings. Students may earn HSCI 399 units for the community service experiences (refer to Appendix C for additional information). However, these units may not be used to fulfill the upper division HSCI electives.

Graduation and Program Completion Requirements (Bachelor's Degree)

Students must complete 180 quarter units (120 semester units) while completing all required courses as an undergraduate student with a minimum GPA of 2.0 and a grade of "C" or higher in all upper division courses to receive a Bachelor of Science Degree. However, to receive the VS DPD, students must earn a minimum overall GPA of 2.8 and "B-" or higher for upper division DPD courses. Without the VS DPD, students will not be eligible to apply for admission into a supervised-practice program, dietetic internship or Individualized Supervised-Practice Pathway Programs.

Departmental Honor:

Students with GPA >3.5 and complete 4 units of HSCI 595: Independent Study under the supervision of two faculty with an A grade are eligible to receive HSCI Departmental Honor. The graduates with Departmental Honor will receive a special cord to wear at the commencement and the honor will be posted on the diploma.

Portfolio for the DPD program:

A portfolio is a compilation of material that students completed with the reflection/ thoughts for each project or activity. The portfolio may be used to showcase completed work and accomplishments to potential employers or dietetic internship program. Some dietetic supervised-practice programs require applicants to submit or bring a portfolio to an interview. The faculty in NTFS Program will use student's portfolio to assess the program for summative assessment tool for accreditation and learning outcome.

Students will develop an electronic portfolio starting with HSCI 225 and 273 courses. Instructions for the portfolio will be provided in HSCI 273 and contents for portfolio will be given in HSCI 225. Mid evaluation of the portfolio will take place in HSCI 446 in Fall quarter and final evaluation in HSCI 445 in the Spring quarter. See timeline for portfolio projects and the courses that they will be completed is listed in Appendix D.

The Didactic Program in Dietetics (DPD) and the credentialing process for RDNs?

After graduation and upon completion of a dietetic internship/supervised practice program, the graduate of the DPD with Verification Statement is eligible to take the national registration examination administered by CDR in order to become credentialed as a Registered Dietitian/Nutritionist (RDN). Also graduates with VSDPD are eligible to take the registration exam to become Nutrition and Dietetics Technician Registered (NDTR). To become credentialed as a registered dietitian/nutritionist (R.D.N.), a dietetic intern must complete a 1,200-hours of supervised practice experience in an accredited program and successfully pass the national registration examination for dietitians also administered by the CDR.

Other career options for those graduates without the VS DPD are listed on page 3 of this handbook.

Verification Statement for DPD:

At this time, the NTFS Program has an open enrollment, where all students declaring NTFS as their major will complete all of the DPD required courses. However, started Fall, 2014, only those students who completed ***all HSCI courses and upper division support courses with a grade of B- or better and have an overall GPA of 2.8 will receive the Verification Statement (VSDPD)***. DPD director will issue original of the Verification Statement after the following items are received from the qualified graduates: 1) Completed request form for the Verification Statement (Appendix E), and 2) An official transcript from CSUSB with the graduation and degree completion date posted. Students may repeat courses to discount a grade by following the University policies and guidelines stated in the University Bulletin of Courses.

Since CDR and ACEND accredited DI or ISPP will only accept Verification Statements with the DPD Director's original signature, students will need to contact the DPD Director if additional VSDPD are needed. The Verification Statements are valid for five years after graduation since many DI programs require DPD knowledge no later than 5 years; however, some program may accept dietetic related job and experience and not require additional course work. Students may need to contact the CSUSB DPD director to find out what courses need to be completed for recency in education in order to receive a new VS from DPD.

For declaration of intent to complete degree and/or ACEND minimum academic requirements:

On the DICAS (on line application for dietetic internship programs), DPD Director has to complete for each applicant, the courses in progress or to be completed before receiving the VS DPD. Students applying on DICAS must submit the DPD Director's email address on DICAS and the DPD Director will complete the form and submit to DICAS. This request for this process should be completed at least two weeks prior to the deadline date for internship application. Most of the DI applications are due on February 15 for fall start date or end of September for January start date.

Students with a baccalaureate degree from a non-DPD seeking a VS DPD from CSUSB:

Students with a bachelor's degree from an accredited university in the US that is not an accredited DPD and wish to complete the program requirements for a verification statement at CSUSB, must contact the DPD director to develop an approved program of study.

International students wishing to obtain a verification statement from CSUSB for eligibility to apply for a DI program in the US must have the academic degree **validated as** equivalent to the bachelor's or master's degree conferred by a **U.S. regionally accredited college or university**. The approved nonprofit agencies that perform this specialized service are listed on the ACEND website: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485486>

To have the transcript evaluated for Verification Statement from CSUSB, potential students may send a copy of the transcript along with a non-refundable check for \$50 (payable to CSUSB Foundation) or make a donation to CSUSB Foundation at this website:

https://advancement.csusb.edu/make-giftonline?edit%5Bsubmitted%5D%5Bplease_direct_my_gift_to_the_following_area%5D=CNS

The donation will support the Farm to Table Experimental Citrus Grove on campus.

This course-by-course evaluation will determine how many classes are necessary to receive a VS DPD from CSUSB. Additional information may be requested as necessary to 2019-20 Student Handbook, Nutrition and Food Sciences Program CSUSB Page 8 of 30

evaluate the courses. Since each DPD has different course requirements for its VS DPD, the evaluation is only applicable for the CSUSB's DPD.

Academic Advising

The Department of Health Science and Human Ecology no longer requires mandatory quarterly advising. However, students should contact the DPD Director every year to make sure that they are on-course to complete the DPD courses and the pre-requisites by completing the myCAP schedule for each student. The NTFS Program provides individualized academic advisement to all of its students.

With the semester conversion, it is very important that students see the DPD Director to develop an academic plan for them (myCAP). Also at the advising session, the faculty advisor will determine if the student is a quarter or semester completer. If a student wishes to meet with the DPD Director, please make an appointment by contacting Dr. Chen-Maynard at dchen@csusb.edu

The DPD courses are integrated into the requirement for the BS in NTFS (Appendices A and B). Most courses in the NTFS Program are **only offered once a year** and the courses are sequenced to allow full-time students to complete the program courses in 2 years after completion of the Chemistry and Biology prerequisite courses. Therefore, it is pertinent that the students stay on track in order to graduate in a timely manner. Students should make an appointment with their faculty advisor at least a week or two before their registration date for the next quarter. The Progressive Advising Worksheet (PAWS) will be accessed when students come for the advising session with the faculty advisor and myCAP will be developed for each quarter until the student completes the program of study and graduates from CSUSB.

During the initial advising session, the faculty advisor will help students to evaluate lower division coursework to determine prerequisites needed for the NTFS major and develop a tentative program of study. The Department does not maintain a file on the students for advising and all academic plan and comments will be made online and accessible by students and advisors. Students may also see a professional advisor but it is advisable that all NTFS students meet with their faculty advisor annually to make sure that they are on track to graduation.

Always check the mycoyote website for any holds that may prevent a student from registering for the following quarter classes. One should put the courses needed into the shopping cart and register for them on the date and time that are assigned. Competition for classes is fierce so it is important for students to plan ahead and immediately register for courses on the date and time that they are assigned.

Faculty Advisors:

There are four tenure-track faculty members to serve as faculty advisors for NTFS majors. Students will be assigned to a faculty advisor based on the last name. However, if students wish to be advised by a particular faculty, they may choose a faculty advisor.

Expectations, Policies, and Conduct of NTFS Majors

There policies are posted on the program website health.csusb.edu. Information on Academic Regulations and Standards may be found in the Bulletin of Courses: website: <http://bulletin.csusb.edu/academic-regulations/>

Academic Integrity

All students are bound by **the Academic Honor Code**, which is based on the premise that each student has the responsibility to uphold the highest standards of academic integrity when doing anything related to the University. The student will refuse to tolerate violations of academic integrity from others, and will foster a high sense of integrity and social responsibility on the part of the University community. Please refer to the University Bulletin of Courses for policies on Plagiarism and Cheating. Faculty may also refer to sections of the policy in the course syllabi as appropriate for the course.

Academic and Program Calendar

Academic calendar for CSUSB is at: <https://www.csusb.edu/academic-programs/academic-calendars>. The calendar includes the important dates for students such as the start date for each term, final exams, holidays, payment due dates, dates to file graduation check, etc.

Acceptable Behavior Applicable to the Academic Setting

The following are general acceptable behaviors related to etiquette that may be helpful to students in the classroom and when interviewing for career employment or internships.

- ❖ Dress appropriately in the laboratory as indicated by the course instructor. Please pay attention to the personal hygiene and care. Please trim the nails and NO artificial/acrylic nails are allowed in the food preparation courses.
- ❖ Communications by e-mail should use proper grammar and punctuation. Do not use text message language and always check for spelling and mistakes. Effective communication styles are critical to be successful in academic and professional settings.
- ❖ Turn off the cell phone in class, interviews, or other professional meetings.
- ❖ Please be sure that the cell or phone messages are professional and appropriate.
- ❖ Do not use personal email address if it does not identify the name of the individual, e.g. pinky, cutie, chick, etc. may identify the personality, but it does not tell the receiver who the person is and it is unprofessional.
- ❖ Check the social media sites for appropriateness of information about the person on the website. The future employer or internship director may Google the name and definitely should not give them information to find any embarrassing information about the individual.
- ❖ For any questions in class, please do not hesitate to ask; remember, no question is dumb and all class members may learn from the questions. However, please DO take turns and allow others to ask their questions as well.
- ❖ Please try come to class on time and do not leave class early, these activities can be disruptive and denotes lack of interest and respect on the student's part. In the case of an interview, being late could cause the entire interview schedule to change and will be reflected negatively in the evaluation. It may indicate that the person is not considerate of others and it is unprofessional (Remember, perception is just as important as reality).
- ❖ Please give the academic coursework a high priority in the daily activities. Remember, students are spending a lot time and resources to complete a bachelor degree so one should put in the time necessary to be successful.
- ❖ Always thank someone when they have provided assistance. In the case of an interviewer, always write them a formal, handwritten thank you note after an interview. Being able to follow through is important and others will remember the individual who

goes out of the way to be polite and respectful; and also denotes that one has learned the etiquette of a professional.

- ❖ Dress impeccably for interviews, best to be conservative and wear a suit; “dress for the job you want not, the position you have.” In general, the principle about jewelry and make up is “less is more.” If one has visible piecing in areas besides the ear lobes, please remove them in preparation for the interview; and also, don’t forget to cover the tattoos.
- ❖ In general, address everyone by their proper title and name. Companies, internships, etc. likes people who will represent them well, which includes knowing the proper way to address others. For example, refer to the individuals as Dr., Mr., or Mrs. by their last name instead of calling them by their first name, unless a permission is given by the person to refer to them by their first name.

Admission requirements

The admission requirements for students in NTFS program are the same as for acceptance into CSUSB. Information related to admission and application requirements for the CSUSB is available at <https://www.csusb.edu/admissions/apply-csusb>

Applicants must meet minimum requirements for admission to undergraduate programs as established by the California State University System. The student must apply on-line for admission between October 1 and November 30 for the following fall term enrollment.

Confidentiality of personal information (FERPA):

All student records, including recommendations, are kept by the university in accordance with the Family Educational Rights and Privacy Act of 1974, which allows students access to their records. Inquiries and concerns about this federal regulation should be directed to the Office of the Vice President for Student Services for further information.

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students’ privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student’s written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the office of the vice president for student services. Among the information included in the campus statement of policies and procedures is: (1) the student records maintained and the information they contain; (2) the campus official responsible for maintaining each record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) procedure for challenging the content of student records; and (7) the student’s right to file a complaint with the Department of Education.

The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920.

FERPA authorizes the campus to release “directory information” pertaining to students. “Directory information” may include the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution the student attended. The campus may release this “directory information” at any time unless the campus has received prior written objection from the student specifying the information the student requests not be released. Written objections must be sent to the office of the vice president for student services.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus’s academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records will be disclosed to the CSU Chancellor’s Office to conduct research, to analyze trends, or to provide other administrative services. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

Complaints/Grievance Procedures

Students may refer to the University Bulletin of Courses for Grade/Academic Grievance Procedures, the policy is also available on line:

<https://www.csusb.edu/advising/students/academic-grievance>.

For grade grievances: Students need to meet with the course instructor first regarding any concerns or issues about the grade on assignments or the course. If there is no resolution, the students may meet with the department chair for possible resolution. If at the end of the quarter and after the grades are assigned and if students have issues with the grades, they need to see the course instructor and check for accuracy of your grade and for possible resolution. The students may also consult with the department chair prior to completing grade appeal/grievance process. The process is explained on this website:

<https://www.csusb.edu/registrar/records/grade-grievance>

The University Ombuds Office may handle non-grade related issues and the Ombudsperson is located in the Pfau Library, 909 537-5635. If the students have concerns about the NTFS program, they may talk to the NTFS Program Coordinator/DPD Director first to see if the problem or issue can be resolved. Students may also meet with the Department Chair or the Dean of College of Natural Sciences to discuss about their concerns/issues.

They may also contact the Dean of College of Natural Sciences in BI 107, 909 537 5300.

Note: The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the accreditation standards. A written complaint may be submitted to (ACEND) only after the intern has exhausted all other options available to them on campus. The contact information for ACEND is:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
(312) 899-5400
www.eatrightpro.org/acend

All complaints will be retained for a period of seven years and include documentation regarding resolution of complaints. The records will be kept in the DPD Program Director's office. **The student is protected from retaliation as a result of filing a complaint related to the dietetic internship program.**

Course Repeat

Please refer to the University Bulletin of Courses for the policy on repeat of courses. <http://bulletin.csusb.edu>. If a student needs to repeat a course with a grade better than C, one will need to request for permission from Dean of Undergraduate Studies, the form may be accessed at this website: <https://www.csusb.edu/undergraduate-studies/students/course-repeat>. The information on the form may include "I need to repeat the course to get a grade of B- or better for the Verification Statement." It is advisable that a student gets an "A" anytime a course is repeated to raise the grade point average.

Students are encouraged to contact the instructor for assistance in course contents. Students should not wait until the end of the quarter to seek help from the instructor.

Financial Aid Information

For information about financial aid and scholarship programs, please go to the Office of Financial Aid and Scholarship website: <https://www.csusb.edu/financial-aid/>

Costs and refund of fees

See the University Bulletin of Courses each year for an estimate of costs and fee schedule. Also refer to University Bulletin of Courses for credit/refund of fees. <https://www.csusb.edu/student-financial-services/services/refund-and-drop-deadlines>

Some courses in the NTFS DPD courses have lab fees.

For 2018-19 tuition and fees: please refer to: <https://www.csusb.edu/student-financial-services/tuition-and-fees/academic-year-2018-2019>

Identifying Students and privacy of student information:

The course roster has student's photo to identify students by the instructor and course Blackboard sites are assigned to students enrolled in the course and can be accessed by the student using their username/Student ID number and password.

Insurance Requirement

Undergraduate students are not required to purchase the professional liability insurance. They pay a fee to the University Student Health and Counseling Center, where they are able to receive preventive care, immunization, mental health counseling, etc.

NON-DISCRIMINATORY POLICY STATEMENT

CSUSB is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice or preference.

Discrimination is not allowed in the university's scholarship and loan programs, education process/policies, and administered programs.

Program Length

DPD Students are expected to complete the DPD courses in two years, starting from the term HSCI 350 is taken until graduation. The students may take up to three years (150% of two year program length) to complete the program courses in some special circumstances, please see the DPD Director/NTFS program coordinator for assistance.

Scholarships and Financial Aid

Information and application regarding scholarships and financial aid is at:
<https://www.csusb.edu/financial-aid>

Student Performance Monitoring:

All NTFS students are advised every year by a faculty advisor in the Spring term before they enroll for the following Fall term. During the academic advising, student's degree audit program (PAWS) is reviewed as their program plan (myCAP) is developed or updated. The faculty advisor will review student's grade and if they are not performing well, the faculty will discuss with students the possible reasons for not performing well in their programs of study and provide academic resources and support for the student. In addition, student may be sent to on-campus resources such as Learning Center, to seek support. If the students continue to struggle with their program courses, they may be asked to go to the Career Center or the Undergraduate Student Advising Office to explore other career options. It is best to identify the students before they are placed on academic probation for not maintaining an overall Grade Point Average (GPA) of 2.0.

In addition, the College of Natural Sciences Professional Advisors will run a query on EAB (a software subscribed by the university as a student success management system by allowing faculty, staff, and advisors to coordinate care network to support students) of students who are considered to be high risk in the NTFS program. This list will be sent to DPD Director, who will contact the students and explore ways to help them to succeed or encourage them to change their major so that they can graduate in a timely manner.

Students who are at risk for not receiving the Verification Statement are encouraged to changed their major; however, faculty and advisors are not allowed to force students to change their major. Therefore, if students wish to continue and graduate without the VS DPD, they may do so and possibly return after graduation to retake those courses that they did not earn a minimum of B- through the Open Univeristy program, where they pay \$260 per unit without state financial support. However, if a student wishes to change the major and career path, the faculty advisor will assist the student to explore career options and refer them to the Career Center for career exploration.

Student Services

There are many academic and support services available to students at CSUSB, for further information about these services log onto the University website: www.csusb.edu or refer to the University Bulletin of Courses under "Student Life" for additional information.

Tuition and Fees

For 2019-20 tuition and fees: please refer to: <https://www.csusb.edu/student-financial-services/tuition-and-fees/academic-year-2019-2020>

Estimated Quarterly Fees for Undergraduate Students California Resident (2019-20)

	0-6 Units	6.1+ Units
State University Fees	\$1,110.00	\$1,914.00
Mandatory Campus Fees	\$ 411.76.91	\$ 411.76
Total fees	\$1521.76	\$2,325.77
Parking Pass Fee (optional)	\$ 103	\$ 103
Cost of Textbooks/quarter	\$ 500.00	\$ 700.00

Estimated Quarterly Fees for Postbach/Graduate Students California Resident (2019-20)

	0-6 Units	6.1+ Units
State University Fees	\$1,388.00	\$2,392.00
Mandatory Campus Fees	\$ 411.76	\$ 411.76
Total fees	\$1799.76	\$2,803.77
Parking Pass Fee (optional)	\$ 103.00	\$ 103.00
Cost of Textbooks/quarter	\$ 500.00	\$ 700.00

Special fees are also posted in the University Bulletin of Courses. <http://bulletin.csusb.edu>

Non-resident (U.S. & International)

Non-resident tuition (in addition to fees listed for residents) applies to all non-residents of California including international (visa) students. Non-resident tuition is \$264 per unit; \$132 per 1/2 unit, plus the University fees.

Other costs specific to dietetics

There are laboratory fees in various classes in NTFS and supporting courses. In addition, membership to The Academy for Nutrition and Dietetics (AND) is strongly encouraged and the benefits outweigh the cost of the ADA membership fee of \$58 per year, which includes membership to California Academy of Nutrition and Dietetics (CAND). Membership benefits and information for students along with the application may be obtained at:

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>.

NTFS students are also encouraged to join Inland District Dietetic Association (IDDA) and CSUSB's Nutrition Student Association (NSA), each organization charges membership fee for students at \$10 + \$1 Paypal fee per year. Membership application for IDDA may be access at http://dietitian.org/d_inland/inland_membership.html. NSA membership application may be access from the NSA website at health.csusb.edu under Nutrition and Food Sciences Program.

Verification Statement Policy and Assessment of Prior Learning for DPD:

Refer to Appendix H of this handbook

WHAT SHOULD A GRADUATE DO TO APPLY FOR DIETETIC INTERNSHIP PROGRAM?

In HSCI 446: Senior Seminar course, students will learn about dietetic internship programs and work on the contents for the online DI application packet throughout the quarter. The internship application for Fall start date is due for Fall on February 15, the student should have plenty of time to put an excellent application packet together before the deadline. All dietetic internship programs use DICAS central online application service to review the

applications. Also, all programs require a secondary application and additional application fee. Applicants must also register with D&D Digital and pay a fee to rank the DI programs that they are applying to by the Feb 15 or end of September deadline. The internship application process can be costly, therefore, students should give careful consideration to the number of programs that they are eligible to apply.

There is also another application process date for programs that start in January, the deadline for application on DICAS and D&D Digital is end of September.

One of the recommendation letters should come from the DPD Director, it is important that this person knows the student well, so that a strong letter of recommendation can be written on student's behalf.

If applying to a distance internship program, students need to find their own rotation sites so please be aware of this requirement and start early to secure preceptors. Check with the program to find out if they want all the rotations prior to submission of the application, some programs may allow applicants to secure sites as one is completing the program. Note that it is hard to find preceptors for clinical sites and many sites have agreement with local supervised-practice/internship programs and they may not take interns from other programs.

If an applicant does not match into a DI program through DICAS, applicant may opt to apply for second round programs such as ISPP's (Individualized Supervised-Practice Pathway) Programs. The ISPP Programs are alternative programs accredited by ACEND and after completion, interns may take the registration exam to become a RDN.

How to get letters of reference from professors/professionals?

Letters of recommendation are often needed for internships, graduate programs, jobs, etc. Most professors are glad to write them when provided with ample notice. Students, who apply to internships, usually need three or more recommendation letters. A student should check with graduate schools and internship directors for the exact how many letters of reference are needed. Most often, the letters are intended to assist selection committees in assessing Applicant's performance and inter-personal skills.

General guidelines for approaching faculty for letters:

Personally contact the faculty members who knows the student to be able to write a strong letter of support. Remember, faculty have posted office hours. For those faculty, who HAVE AGREED to write a letter of recommendation for the student, ask them what information they need to write a strong letter. Generally, it is important to give the person adequate time to prepare a letter. Especially note any special directions, e.g. having the faculty member sign across the flap of the sealed envelope. If a special form is required for a particular school or internship, include a copy of the form as well as the original. Sign the confidentiality statement, if there is one. Note: if the applicant waive the right to see the letter, the program will give that letter a more credit because the letter writer may be more "honest" in the content provided. Indicate the deadline date that the letter is needed, one may give a date a few days before the due date and send a reminder a week before the provided date.

For the DPD Director, please complete and submit the request for letter of recommendation form and provide the list of items requested on the form.

What are the graduation procedures required by the University?

At the beginning of the senior year, complete a graduation requirement check from the Office of Records and Registration, Office of the Registrar's, University Hall, first floor. Deadline for June graduation is usually the first workday of November. If a student misses the deadline, there is a late fee in addition to the grad check fee. It is extremely important that students apply for graduation at the Registrar's Office during October of the senior year to prevent a late fee.

The grad check fee now includes graduation/commencement fee so students are paying for the fee whether they walk in commencement or not. See the University Bulletin of Courses for specific deadlines. One will not graduate unless a graduation check is completed for the term to graduate. For graduation information, contact the Commencement Office in Sycamore Room.

CSUSB Website: To view the University Bulletin of Courses, visit our website at: <http://bulletin.csusb.edu>. The Office of the Registrar is University Hall, first floor. For more information about the University or about admissions, go to The Office of Admissions website or CSUApply at <https://www2.calstate.edu/apply>.

For more information about the Department call or write:

Nutrition and Food Sciences Program, Department of Health Science and Human Ecology, 5500 University Parkway, San Bernardino, CA 92407, 909 537 5339, website: <http://health.csusb.edu>.

Registered Dietitians/Nutritionists as Professionals

Registered Dietitians/Nutritionists (RDNs) are experts in food and nutrition and they have met the following criteria to earn the RDN credential:

- They completed a minimum of a B.S. degree at a US regionally accredited university and course work approved or accredited by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetic (AND). An original VS DPD is required before starting the dietetic internship/supervised-practice program. Starting January 1, 2024, in order to be eligible to take the registration exam to become a RDN, one must have a master degree.
- They completed a ACEND accredited dietetic internship (DI)/supervised-practice (ISPP) program and have an original VS for DI/ISPP.
- They passed a national examination administered by the Commission on Dietetic Registration (CDR)
- They complete continuing professional education requirements to maintain registration.

RDN's help people to learn about food, nutrition, and to make wise food and lifestyle choices that will keep them healthy or work with people with disease conditions to improve their quality of life. RDN's work with the public, healthcare professionals, people with special needs, chefs, media, and they may also be involved in research and education.

Registered Dietitians/Nutritionists are trained in all five general areas of dietetic profession:

1. Acute and long term care settings: in and out patient of hospitals and clinics, additional graduate degree or credentials may be required for advanced skills and knowledge.
2. Community and public health settings: public health programs including Women, Infants, and Children program.
3. Foodservice and management: schools, universities, restaurants, and public eating facilities where dietitians maintain production, menus, food safety, etc.
4. Education and research: this area requires additional graduate degrees where a dietitian may teach or perform research in a college, university, or medical facilities and settings
5. Consultant, private practice, or entrepreneurial dietitian: a dietitian may work for him/herself and may specialized in a specific area of nutrition or entrepreneurial setting.

Representative Job Titles Related to this Major: Nutrition Consultant, Sports Dietitian, Public Health Nutritionist/Dietitian, Clinical Dietitian, Nutritionist, Foodservice Director, Nutrition Educator, Sports Nutritionist, Clinical Managers, and others.

Representative Employers: Hospitals, Public Health Organizations and Clinics, Nursing/convalescent Homes, Long Term Care Facilities, Social Service Agencies, School Districts, Pharmaceutical Companies, Food Manufacturers & Processors, State & Federal Research Labs, Private Practice, Schools, Universities, Government Agencies, and Trade Associations.

Appendix A

Suggested Schedule for Students Majoring in Nutrition and Food Sciences/Didactic Program in Dietetics Department of Health Science and Human Ecology

The NTFS program at CSUSB is accredited by the ACEND as the Didactic Program in Dietetics (DPD) and Supervised-practice Program. The address for the ACEND is the Academy for Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-4876, website is www.eatrightpro.org/acend

Note: Many major courses are only taught once a year in a given quarter and **graduates must complete all upper division DPD courses with a grade of B- or better and an overall GPA of 2.8 to receive the Verification Statement for DPD (VS DPD)**. If one does not receive the verification statement, one may still graduate with BS in NTFS degree. The following schedule is for student's reference only and the quarter(s) that the class is offered is shown in (). *Students are encouraged to meet with the DPD Director or Faculty Advisor to make sure that they are going to graduate in a timely manner.*

Also note that CSUSB is converting to semester system starting Fall 2020. The courses listed below are for the quarter system, which are valid until Summer 2020.

FRESHMAN YEAR

Work on general education (GE) requirements and the following courses in the first year. Concentrate on completing the 100 level GE requirements: Math 110, English, COMM 120, and Critical Thinking.
SOC 100 or PSYC 100: The Study of Society/Intro to Psychology (4) (F,W,Sp,Su)
HSCI 120: Health and Society: An Ecological Approach (5) (F,W,Sp,Su)

SOPHOMORE YEAR

Continue to work on lower division GE requirements and those courses listed in the freshman year. In addition, complete Chemistry 205, 206, and 207 as well as BIOL 224 and 224 by the end of sophomore year since they are prerequisites to core nutrition courses.

Fall Quarter:	CHEM 205: Fundamental of Chemistry I: General Chem. (F, W, Sp, Su) May take HSCI 225: The Dietetic Profession (F and W) HSCI 244: Introduction to Culinary Arts (2) (F) HSCI 273: Software Applications in the Health Sciences (3) (F,W,Sp Su)
Winter Quarter:	CHEM 206: Fundamentals of Chemistry II: Organic Chem. (W) HSCI 245: Introduction to Food Science (may wait until Jr. yr.) (W) BIOL 223: Human Physiology & Anatomy I (W, Su)
Spring Quarter:	CHEM 207: Fundamentals of Chemistry III: Biochemistry (Sp) BIOL 224: Human Physiology & Anatomy II (Sp, Su)

JUNIOR YEAR

Continue to work on general education requirements with major courses. Complete the following courses (require completion of 90 lower division units) during the academic year:

NSCI 306: Expository Writing for the Natural Sciences (F,W,Sp,Su)
HSCI 315: Statistics for Health Professionals (4) (F,W,Sp, Su)
MGMT 302: Management and Organizational Behavior (F,W,Sp,Su) **OR** PSYC 302
HSCI 399: Comm. Service Project (see faculty advisor) - does not count as upper div. elective

Fall Quarter	HSCI 225: (if not taken previously) (1 unit, F W) HSCI 350: Principles of Nutrition (4 units, F) HSCI 244: Introduction to Culinary Arts (if not taken already) (2 units, F) HSCI 315: Statistics for Health Sciences (4 units, F,W,Sp,Su)
Winter Quarter	HSCI 245 (if not taken previously) (5 units, W) HSCI 365: Nutrition Through Life Cycle (4 units, W) HSCI 273: Software Applications in the Health Sciences (4 units, F,W,Sp Su)

JUNIOR YEAR cont'd

Spring Quarter HSCI 345: Advanced Food Science (5 units, Sp)
HSCI 384: Nutrition Assessment and Research (4 units, Sp)
MGMT 302: Management and Organizational Behavior (4 units, F, W, Sp, Su)

SENIOR YEAR

Fall Quarter HSCI 465: Foodservice Production (5 units, F)
HSCI 441: Nutritional Biochemistry (4 units, F)
HSCI 446: Senior Seminar (1 unit, F)
Capstone course

Winter Quarter HSCI 442: Advanced Nutrition (4 units, W)
HSCI 443: Medical Nutrition Therapy 1 (W)
HSCI 467: Foodservice Systems Management (W)
Capstone course

Spring Quarter HSCI 444: Medical Nutrition Therapy 2 (Sp)
HSCI 445: Community Nutrition (S)
HSCI Upper Division Elective
Capstone course

*Recommended Courses to fulfill 4 units of upper division HSCI requirements, if offered

HSCI 385: Cultural Foods
HSCI/KINE 382: Nutrition for Health, Fitness, and Sports
HSCI 344: International Nutrition
HSCI 367: Human Disease Mechanisms (F, W, Sp, Su)
HSCI 430: Food-Borne Illnesses and Their Prevention

Note: HSCI 399 units may NOT be used for Upper Division HSCI elective course.

Please note that students will need to take 2-3 major courses each quarter, GE or other major courses should be taken simultaneously to complete the degree requirement. It is anticipated that students will be able to complete the major courses in 2 years **after** completion of the Chemistry and Biology courses. Please keep in mind that most of the core courses in Nutrition and Food Sciences are **only offered once a year** and prerequisites are enforced in each class. Therefore, please stay on track and do well in the classes so that one will not have to wait another year to complete the program.

If one have completed all of your GE courses, students may want to declare a minor or complete a certificate program to enhance the program of studies.

4/2018 dcm

STUDENT _____

SEE THE R FACULTY ADVISOR

Appendix B

Required Courses for Nutrition and Food Sciences Major			Unit	Grade	Qtr taken	Evaluation of Transfer Credit Note: CSUSB is converting to semester System in Fall 2020 and the courses are valid until Summer 2020.
For Verification Statement for DPD ones needs to have B- or better in the upper division DPD courses with an overall GPA >2.8						
Required Lower Division courses (qtr offered) (50 units)			Previous School(s):			
HSCI 120	Hlth & Society: An Ecological Approach (FWSS)	5				
HSCI 225	The Dietetic Profession (F W)	1				
HSCI 244	Introduction to Culinary Arts/Skills (Sum only)	2				
HSCI 245	Introduction to Food Science (W)	5				
HSCI 273	Software Applications in the HSCI (F W Sp Su)	3				
CHEM205	Fund. of Chem. I: General Chemistry (F W Sp)	5				
CHEM206	Fund. of Chem. II: Organic Chemistry (W)	5				
CHEM207	Fund. of Chem. III: Biochemistry (Sp)	5				
BIOL 100	Topics in Biology: not required, a prerequisite	5				
BIOL220	Principles of Microbiology (F Sp)	5				
BIOL 223	Human Physiology and Anatomy I (W, Su)	5				
BIOL 224	Human Physiology and Anatomy II (Sp, Su)	5				
PSYC100	Introduction to Psychology + (F W Sp Su) OR	4				
SOC 100	The Study of Society + (F W Sp Su)	4				
MATH110	College Algebra (F W Sp Su)	4				
Required Upper Division Courses (62 units)						
HSCI 315	Statistics for Health Sciences (F W Sp Su)	4				In the semester system, instead of MATH110, NTRD majors will take MATH1210 for GE and major req.
HSCI 345	Advanced Food Science (Sp)	5				
HSCI 350	Principles of Nutrition (F)	4				
HSCI 365	Nutrition Throughout the Life Cycle (W)	4				
HSCI 384	Nutrition Assessment and Research Methodology (Sp)	4				
HSCI 441	Nutritional Biochemistry and Metabolism (F)	4				
HSCI 442	Advanced Nutrition (W)	4				
HSCI 443	Medical Nutrition Therapy 1(W)	4				
HSCI 444	Medical Nutrition Therapy 2 (Sp)	4				
HSCI 445	Community Nutrition (Sp)	4				
HSCI 446	Senior Seminar (F)	1				
HSCI 465	Foodservice Production and Procurement (F)	5				
HSCI 467	Foodservice Systems Management (W)	5				
MGMT302	Management and Organizational Behavior (FWSpSu)	4				In the semester system, MGMT 302 is no longer required.
NSCI 306	Expository Writing for the NSCI + (FWSpSu)	4				
HSCI 399	Community Service Projects, max 6 units for credit (may not be used for upper division HSCI elective)					Portfolio Status: personal statement <input type="checkbox"/> resume <input type="checkbox"/> PowerPoint Presentation <input type="checkbox"/> abstract <input type="checkbox"/> research paper <input type="checkbox"/> Lay article <input type="checkbox"/> Resume <input type="checkbox"/> flier <input type="checkbox"/> Brochure <input type="checkbox"/> lay presentation <input type="checkbox"/> Web Page <input type="checkbox"/> diet analysis <input type="checkbox"/> grant <input type="checkbox"/> menu <input type="checkbox"/> meal planning <input type="checkbox"/> Growth chart <input type="checkbox"/> case study <input type="checkbox"/> brochure <input type="checkbox"/>
4 Units of Electives						
HSCI 344	International Nutrition	4				Other as advised by your advisor:: HSCI 385 (HSCI 3605 and 3605L) will be required for all NTRD majors graduating in the semester system.
HSCI 382	Nutrition for Health, Fitness, and Sports	4				
HSCI 385	Cultural Foods	4				
HSCI 367	Human Disease Mechanism	4				
HSCI 595	Independent Study (required for departmental honor)	4				
HONORS		Yes No	HSCI 595 with A grade		MUST BE COMPLETED BY WINTER	
Calculate GPA: multiply course units by grade point multiplier for each course, add the points for all courses and divide the total by the number of units completed				Example: B in a 4 unit course: 4 X 3.0 = 12 C+ in a 5 unit course 5 X 2.3 = 11.5 12 + 11.5 = 23.5 23.5 / 9 units = 2.61 = GPA		
Grade Point Multiplier: A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C- = 1.7				D+ = 1.3 D = 1.0 D- = 0.7 F = 0.0		

Appendix C

HSCI 399 Guidelines for Nutrition and Food Sciences Program

The students wanting to receive credit for HSCI 399 will need to volunteer 30 hours per quarter for 1 unit of HSCI 399; and they may take up to a total of 6 units of HSCI 399 for credit on the transcript. However, as the department policy, HSCI 399 units cannot be counted toward the upper division HSCI elective credits.

1. Find a site to volunteer where the student will need to have a dietitian (RDN) supervise the volunteer work. The site should give provide some experience in dietetic related work in the acute or long term care, community, out-patient or specialty clinic or care facility, foodservice in school, hospital or worksite. Talk to the dietitian in charge to find out what tasks will be performed as a volunteer and set the days and hours that can be workable for both parties. There may be some office tasks but a volunteer should not spend the whole 30-hours filing, answering phone, etc. that are strictly office related tasks. However, a volunteer may be asked to do a phone or patient related survey related to dietary or nutrition care/service, which would be appropriate as a project. (For those doing the nutrition counseling on campus, students will be supervised by one of the instructors. Student volunteers will need to show up at the times that they signed up and if students should miss their advising time, they should contact their partner so that one of the team can be there to cover the time. Students need to keep a log of tasks performed for each week).
2. Students should set up a date to volunteer where they can devote 4 hours or more each day, anything shorter than that there will not be enough time to do a task or a project.
3. Submit a proposal to the DPD director by the second week of the quarter which include the following information:
 - a. Name of the student and contact information including phone number and email address.
 - b. Name of the facility with contact information such as address, phone number.
 - c. Name of the person(s) who will serve as the supervisor(s) and their contact information.
 - d. What are the tasks to be performed there? Any specific job, task or project?
 - e. Number of hours that a volunteer plans to be at the site.
 - f. Any other relevant information should be included.
4. Complete the volunteer hours, keep a journal of the time spent there, and what tasks were performed each week, note: it does not have to be a long journal entry. Have the supervisor on site sign and date it before student leaves the facility at the end of the quarter.
5. Submit a report during the finals week to the DPD director at CSUSB. The report should include the following information:
 - a. Volunteer's name and contact information including phone number and email address.
 - b. Name of the facility and the name(s) of the supervisor(s) and their contact information.
 - c. The weekly journal (item #4); and the supervisor(s)' signature(s).
 - d. What was learned from the experience there? How has the experience enriched the volunteer's knowledge, skill, etc.
 - e. Final comments? Reflect on the experience and would you have done anything differently? If yes, what would you do? Would you be happy there as a job site? Why or why not?

Appendix D: Portfolio assignments

Assignments for portfolio	HSCI course	HSCI courses 2
Personal statement of prof goals	225 Dietetic Prof	446 senior seminar
Resume	225 Dietetic Prof	446 senior seminar
Interview dietitian	225 Dietetic Prof	
Diet analysis	365 Nutrition Through the Life Cycle	
Diet analysis of an athlete	382 Sports Nutrition (elective, or KINE 382)	
Abstracts of journal article	350 Principle of Nutrition	
Research paper and lay article	441/442 Nutritional Biochemistry	
Grant proposal	445 Community Nutrition	
Cycle Menu	465 foodservice prod	467 foodservice mgmt..
Recipe Analysis	465 foodservice prod	467 foodservice mgmt..
Web page	273 Computer Software	
Flier	273: Computer Software	
Power Point presentation	273: Computer Software	445: Community Nutrition
Presentation for lay public	445 Community Nutrition	
Cultural Presentation and handout	385 Cult Foods (elective)	445: Community Nutrition
Brochure	273: Computer Software	445: Community Nutrition
Meal Planning	224 Intro to Culinary Arts	465: F/s Production

portfolio will be developed in HSCI 273 and presented in HSCI 225
midpoint check in HSCI 446
final submission in HSCI 444

Appendix E
CSUSB Nutrition and Food Sciences
Contact Information for Verification Statement (VS) from
Didactic Program in Dietetic (DPD) at CSUSB



Please **print clearly to complete the form** and email to DPD Director, Dr. Chen-Maynard, at dchen@csusb.edu, so that original verification statements from DPD will be mailed to the graduates after they **complete your degree and the official transcript with the posted degree is received**. One must have minimum overall GPA of 2.8 and completed all 300 and 400 level DPD courses with a grade of B- or better to receive the Verification Statement for DPD. The information requested are required for submission to CDR.

Name: _____ **Date:** _____

Local Address: _____
City zip code

Permanent Address (if applicable): _____
City zip code

Phone numbers: () _____ () _____
Home cell

Non-CSUSB Email address: _____ **Coyote ID number:** _____

Your Birthdate: _____ **Your Mother's Maiden Name:** _____

Anticipated or actual date of graduation: _____ (day/mo/yr format)

Are you a member of the AND? Yes ____ No ____ **AND number?** _____

What are your plans after graduation and comments (you may use the back side for additional space):

Please keep this portion for your records. I need an official transcript indicating that you completed the degree with the posted date; so please make arrangements to have that transcript sent to me as soon as you completed all of the DPD course and the degree requirements. Put in the comment when you make the request "to send the transcript to Dr. Chen-Maynard after the degree is posted." I will mail original Verification Statements to you when I get all the documents. You will need an **original** verification statement to start the dietetic internship/supervised practice program. Congratulations for completing the DPD successfully. Thank you for coming to CSUSB and we wish you the best in your professional career. It has been a pleasure having you as a Nutrition and Food Sciences major. We need to maintain communications with you for 5 years past graduation, so we will be sending you periodic surveys for program evaluation. Please watch for the request and complete the surveys to help us maintain a quality didactic dietetic education program. Please contact Dr. Chen-Maynard if your contact information changes and please do not hesitate to contact us if we can assist you in any way (for example, reference for a job, letter of recommendation, etc.)
DPD Contact information: email address: dchen@csusb.edu, phone number (909) 537-5340. Department of Health Science and Human Ecology, CSUSB, 5500 University Parkway, San Bernardino, CA 92407
1/2018

Appendix F
Agreement/Signature Form

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
Nutrition and Food Sciences Department, Didactic Program in Dietetics

I have access to a copy of this 2018-19 Student Handbook for the DPD/NTFS majors. I have read its content and I am familiar with the material in the handbook.

I also read the 2018 Code of Ethics for Nutrition and Dietetic Professionals and will abide by the document.

Name (print) _____

Signature: _____

Date: _____

Faculty witness signature: _____

Date: _____

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: 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 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.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

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.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

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."⁴

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. 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.²

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.¹

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).

Appendix H
Department of Health Science and Human Ecology (HSCI)
Nutrition and Food Sciences
Didactic Program in Dietetics (DPD)
Policy on
Requirements for Issuing a Verification Statement

A graduate with a bachelors degree, who has completed nutrition, dietetic, and food science courses from a non-ACEND accredited DPD, may request to receive a Verification Statement (VS) indicating that they met all the requirements for DPD at CSUSB. Courses taken at a different university must be reviewed by the CSUSB DPD Director to determine equivalency. The VS from the DPD allows graduates to apply and complete a supervised-practice program [dietetic internship (DI), individualized supervised-practice pathway (ISPP) program]. The DPD Director at CSUSB will review the transcripts, course descriptions and syllabi following the CSUSB DPD prior learning policy; and any courses considered to be deficient may be taken at CSUSB before a Verification Statement is issued. After satisfactory completion of all required DPD courses and receipt of an official transcript from the institution(s), the DPD Director at CSUSB may issue the Verification Statement for DPD. If all requirements are successfully completed, five originals of the VS for DPD will be sent to the graduate. Since the recipient of VS from CSUSB DPD is considered to be a “graduate” of CSUSB DPD program, the graduates are expected to successfully complete a supervised-practice program and the registration exam administered by the Commission on Dietetic Registration (CDR).

Requirements for Verification Statement from the DPD:

1. Complete all lower division DPD courses or their equivalents with a grade of C or better;
2. Complete all upper division DPD courses or their equivalents with a minimum grade of B-;
3. Have a minimum overall GPA of 2.8;
4. Complete a Bachelors degree (does not have to be in nutrition and dietetics);
5. Complete a Request Form for Verification Statement and submit to DPD Director.

Note: The DPD Director may require the student to retake courses if it is determined that they are not equivalent to that offered at CSUSB or if they were taken more than five years prior to the start of DPD program courses at CSUSB.

Lower-division courses (54 quarter units)

Math 110*	College Algebra (4)
COMM 120*	Oral Communication (4)
ENG 107*	Advanced First-year Composition (4)
PSYC 100* OR	Introduction to Psychology (4)
SOC 100*	The Study of Society
CHEM 205*	General Chemistry (5)
CHEM 206	Organic Chemistry (5)
CHEM 207	Biochemistry (5)
BIOL 220	Microbiology (5)
BIOL 223	Anatomy and Physiology 1 (5)
BIOL 224	Anatomy and Physiology 2 (5)
HSCI 120*	Health and Society: An Ecological Approach (5)

HSCI 225	Introduction to the Dietetic Profession (1)
HSCI 244	Introduction to Culinary Arts (2)
HSCI 273	Software Application in the Health Sciences (4)

Upper-division Requirements (63 quarter units)

HSCI 315	Statistics for Health Sciences (4)
HSCI 345	Advanced Food Science (5)
HSCI 350	Principles of Nutrition (4)
HSCI 365	Nutrition Throughout the Life Cycle (4)
HSCI 384	Nutrition Assessment and Research Methodology (4)
HSCI 441	Nutritional Biochemistry and Metabolism (4)
HSCI 442	Advanced Human Nutrition (4)
HSCI 443	Medical Nutrition Therapy I (4)
HSCI 444	Medical Nutrition Therapy II (4)
HSCI 445	Community Nutrition (4)
HSCI 446	Senior Seminar in Dietetic Education (1)
HSCI 465	Foodservice Production and Procurement (5)
HSCI 467	Foodservice Systems Management (4)
MGMT 302 or PSCY 302	Management and Organizational Behavior (4)
NSCI 306	Expository Writing (Natural Sciences) (4)

Four units of elective: Upper division HSCI courses 300, 400, or 500 level except HSCI 342 and 399

The DPD Director will review course syllabi and transcripts and certify each student applying for the VS has met the DPD curricular, B- or better for course grade requirement, and overall GPA requirement.

To be considered for VS from CSUSB, the student must submit the following to DPD Director:

1. A letter requesting an evaluation of transcripts;
2. A copy of official transcripts from all colleges and universities attended;
3. A description and syllabus for all DPD courses listed above.

Please notify the DPD Director before submitting the above information for consideration for the VS in the event that additional information may be required.

Dorothy Chen-Maynard, PhD, RD, FAND
 DPD Director,
 Coordinator, Nutrition and Food Sciences Program
 Department of Health Science
 California State University
 5500 University Parkway
 San Bernardino, CA 92407

Phone: 909 537 5340
 FAX: 909 537 7037
 Email: dchen@csusb.edu

Prior Learning Policy for CSUSB DPD:

In an effort to individualize didactic experiences for students who come with prior coursework and/or experiential learning, it is the policy of the CSUSB Didactic Program in Dietetics (DPD) to acknowledge appropriate substitutions where indicated.

The DPD Director will assess each case on an individual basis. Requests must be submitted with ample time to fully assess the adequacy of the proposed substitution. Substitutions are reserved for students in unique and/or unusual situations (e.g. returning students, students completing studies off-campus, students seeking a Verification Statement post-graduation) and are not intended as a typical replacement of the DPD Minimum Academic Requirements. In most instances these substitutions will not be on CSUSB transcripts; and for any courses not accepted by DPD, students must fulfill requirements for the major.

- Students seeking a course substitution will contact the DPD Director a minimum of two months in advance of the start of the required course. Students will be required to submit proof of prior coursework and/or proof of experiential learning as deemed appropriate by the DPD Director. In most cases, transcripts for domestic students and evaluated transcripts for international education programs. Description and syllabi for the courses to be substituted may be requested by DPD Director in order to complete the assessment.
- The DPD Director will review submitted information and assess it for evidence of fulfilled knowledge requirements and learning outcomes. If partial fulfillment is determined, The DPD Director may propose additional activities needed to completely fulfill the requirements and learning outcomes. The combination of activities and course work may be used to completely fulfill requirements.
- If the substitution for courses is approved, the DPD Director will indicate it on the program course list with a statement of approval. This list and statement will be kept in the student's DPD file as proof of completion and referred to as needed during the transcript evaluation process for issuing a Verification Statement. The student will also be notified of the decision after completion of the evaluation process.
- For students applying to supervised practice programs (ISPP), the DPD Director and ISPP academic instructor will approve the supervised-practice hours accepted based on the evidence and support material submitted with forms 2 and 3. The forms and approved documents will be kept in the student's DPD/ISPP file.