



Department of Health Sciences

Dietetics Program  
Student Handbook

2013-2014

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### **A Request to Prospective and Declared Students Who Use This Handbook**

As you might imagine, staying abreast of the dynamic field of dietetics is difficult. Every effort was made to make this handbook current and complete; but the author realizes that sometimes an element that deserves attention is missed. If you find content that you question or believe warrants further consideration, feel free to e-mail, call, or write Dr. Janet Gloeckner at [gloeckjw@jmu.edu](mailto:gloeckjw@jmu.edu), 540-568-7084, 3124 Health and Human Services Building, MSC 430I, 801 Carrier Drive, Harrisonburg, VA 22807.

## WELCOME

The purpose of this handbook is to provide answers to your questions about the major 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 for graduation and your post-graduation goals. Please keep this handbook and refer to it during your matriculation through JMU. You are responsible for all University and Program regulations specified in the JMU catalog for the year you entered the university and those guidelines that are reviewed in this handbook. Finally, this serves as an invitation to consult with any of the faculty in the dietetics program for advising or if you have questions related to reaching your professional goals.

Janet Gloeckner, PhD, RD,  
Director, Didactic Program in Dietetics

## GLOSSARY

### **Academy of Nutrition and Dietetics (A.N.D.)**

With more than 70,000 members, the Academy is the largest professional organization of food and nutrition professionals. It was founded in 1917 (as the American Dietetic Association) and serves the public by promoting optimal health, nutrition, and well-being. Academy members represent a diverse mix of professionals who work in settings ranging from health care facilities and universities to businesses and government or community agencies to private practice. Most dietetics professionals choose to belong to the Academy because of the variety and quality of membership benefits, including skill-building, networking, legislative involvement, and public relations.

### **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

ACEND is the Academy's accrediting agency for education programs that prepare students for careers as registered dietitians or dietetic technicians. The council exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting ACEND standards are accredited. The Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition and Dietetics is a specialized accrediting body recognized by the United States Department of Education.

### **Commission on Dietetic Registration (CDR)**

CDR is the credentialing agency for the Academy. This commission is responsible for protecting the nutritional health and welfare of the public by establishing and enforcing minimum competency for entry-level practice, and standards and qualifications for dietetic registration. Registration is a voluntary credential. The components for dietetic registration include meeting examination eligibility requirements, earning a passing score on the registration examination, and participating in continuing professional education. Registration assists in insuring entry-level competency as well as continuing competency and development of dietetics professionals.

### **Didactic Program in Dietetics (DPD)**

The DPD provides required dietetics coursework leading to a Bachelor's or graduate degree. Graduates of DPD programs who are verified by the program director may apply for Dietetic Internships to establish eligibility to complete the CDR registration examination for dietitians.

### **Dietetic Internship (DI)**

To apply to a DI, individuals must complete at least a Bachelor's degree and DPD requirements. A DI must provide at least 1200 hours of supervised practice and usually is completed in 10 to 24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing a DI who are verified by the program director are eligible to complete the CDR registration examination for dietitians. A list of all accredited dietetic internships is found on the Academy's website at [eatright.org](http://eatright.org).

## MISSION STATEMENTS

### JAMES MADISON UNIVERSITY MISSION

We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

### COLLEGE OF HEALTH AND BEHAVIORAL STUDIES MISSION

We engage students, faculty and communities in learning, scholarship and service in health and behavioral studies to inspire responsible contributions to our world.

### DEPARTMENT OF HEALTH SCIENCES MISSION

The purpose of the Department of Health Sciences is to contribute to the liberal arts education of all students and prepare students for professional careers in the health sciences and/or for entry into professional programs.

### DIDACTIC PROGRAM IN DIETETICS MISSION

The purpose of our program is to provide a strong academic foundation based on a general education with a strong emphasis in nutrition, dietetic practice, food systems, management, and natural sciences to prepare the student with knowledge requirements necessary for entry-level dietetics practice after a dietetic internship.

## BECOMING A REGISTERED DIETITIAN

The Bachelor of Science in Dietetics is the first step toward registration as a dietitian. The Registered Dietitian (RD or RDN) credential is a national credential that requires completion of a Didactic Program in Dietetics (DPD), a Dietetic Internship (DI), and successful completion of a national registration examination. The DPD at JMU is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Accreditation Council for Education in Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
(312) 899-4876

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) reviews complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and of ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

## THE DIDACTIC PROGRAM IN DIETETICS AT JMU

All dietetics students at JMU are prepared with the assumption they will pursue dietetic registration. Following graduation from the university, the student must complete an ACEND-accredited dietetic internship (DI), a program with a minimum of 1200 hours supervised by a Registered Dietitian. After this experience, you will be ready to take the registration examination that, when successfully completed, will qualify you to use the RD (RDN) credential after your name.

The program in dietetics gives the student a wide view of dietetics careers including, but not limited to, clinical dietetics, administrative dietetics, community dietetics, food service, education, and research. The program is primarily didactic; however, it strives to provide a learning environment conducive to personal and professional growth. Each student will have a field experience in a dietetics setting under the supervision of a Registered Dietitian. The courses offered are designed to prepare students with knowledge requirements necessary for entry-level dietetics practice after a dietetic internship.

## DPD GOALS AND MEASURABLE OBJECTIVES

**GOAL ONE:** The program will prepare students to enter a Dietetic Internship and function effectively in entry-level positions as a Registered Dietitian.

**Outcomes Measures:**

- a. Eight-five percent of students admitted to the program in the junior year will complete the program within 150% of the time planned for completion.
- b. Mean score for senior students on the dietetics assessment test will be above 70%.
- c. Over a five-year period, the percentage of students applying for supervised practice during their final year in the DPD will meet or exceed the national benchmark established by ACEND, currently set at 60%.
- d. Over a five-year period, the percentage of students who apply for supervised practice placement obtaining a placement will meet or exceed the national benchmark established by ACEND, currently set at 80%.
- e. Over a 5-year period, the first-time pass rate achieved by program alumni on the Registration Examination for Dietitians will meet or exceed the national benchmark established by ACEND, currently set at 80%.
- f. Alumni will rate their preparation for a dietetic internship as satisfactory or higher.
- g. Over a five-year period, at least 50% of students who graduate with a BS in Dietetics and do not apply for supervised practice will apply for graduate or professional education.

**GOAL TWO:** The program will promote professional values in students.

**Outcomes Measures:**

- a. Fifty percent of students will become members of the Academy of Nutrition and Dietetics within six months of enrolling in the program.
- b. Academy of Nutrition and Dietetics membership will be maintained for 5 years by 50% of program graduates.
- c. Students will be able to state specific uses of the Standards of Practice and Standards of Professional Performance established by the Academy of Nutrition and Dietetics.
- d. Students will be able to apply the Code of Ethics of the Academy of Nutrition and Dietetics to hypothetical scenarios.
- e. Students will engage in professional or community service during their academic career.

GOAL THREE: Program graduates will be capable of conducting applied research in dietetics.

Outcomes Measures:

- a. All students will design, conduct, analyze, and summarize a research project.
- b. Eighty percent of program graduates will rate their research competence satisfactory or higher on surveys.
- c. The mean rating assigned by internship directors regarding abilities of program graduates to conduct performance improvement or other research activities will be satisfactory or above.

## STUDENT LEARNING OUTCOMES

Student learning outcomes (SLO) are another measure of program effectiveness. These ACEND accreditation standards were implemented with the 2010-2011 class. The Foundation Knowledge Requirements (KR) and Learning Outcomes for Didactic Programs in Dietetics follow.

### **1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice**

KR 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

KR 1.1.a Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.

KR 1.1.b Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

### **2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice**

KR 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KR 2.1.a Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.



KR 2.1.b Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.

KR 2.2 The curriculum must provide principles and techniques of effective counseling methods.

KR 2.2.a Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.

KR 2.3. The curriculum must include opportunities to understand governance of dietetics practice, such as the Academy Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

KR 2.3.a Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.

KR 2.3.b Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

### **3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**

KR 3.1 The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KR 3.1.a Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.

KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KR 3.2.a Learning Outcome: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups.

KR 3.3 The curriculum must include education and behavior change theories and techniques.

KR 3.3.a Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

**4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations**

KR 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KR 4.1.a Learning Outcome: Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.

KR 4.1.b Learning Outcome: Students are able to determine costs of services or operations, prepare a budget and interpret financial data.

KR 4.1.c Learning Outcome: Students are able to apply the principles of human resource management to different situations.

KR 4.2 The curriculum must include content related to quality management of food and nutrition services.

KR 4.2.a Learning Outcome: Students are able to apply safety principles related to food, personnel, and consumers.

KR 4.2.b Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making

KR 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KR 4.3.a Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.

KR 4.4 The curriculum must include content related to health care systems.

KR 4.4.a Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

**5: Support Knowledge: knowledge underlying the requirements specified above.**

SK 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

SK 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

SK 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

## ADMISSION TO THE DIETETICS PROGRAM

### Admission to JMU

#### *First Year Student Admission*

JMU's admission process is competitive. The university receives more qualified applications than we can accommodate. For the 2012 admissions process, 58 percent of the applicants were admitted; however, 87 percent of the applicants were competitive. We do not have a prescribed formula for gaining admission. JMU works to select the strongest candidates from a high-quality pool. We consider the following factors in evaluating applicants: program of study; academic achievement; standardized test scores; secondary school report form and recommendation; extracurricular activities; and personal statement (optional). Each applicant is rated in the following areas, listed in order of importance:

#### 1. Program of Study

Competitive applicants should minimally have the following:

- four years of math (one full year beyond algebra II);
- three years of laboratory science (preferably including biology, chemistry and physics; general science or earth science usually does not count as a lab science);
- three to four years of the same foreign language or two years of two different foreign languages;
- four years of English; and
- four years of social science.

Students who challenge themselves with the upper-level courses offered in their high school (i.e. Honors-level courses, Advanced Placement classes, International Baccalaureate, dual enrollment, etc.) increase their competitiveness.

Because strong students come from many different types of schools, we examine each applicant within the context of his or her high school.

Although schools provide different opportunities, you should pursue the most demanding college preparatory programs available.

## 2. Academic Achievement

To evaluate your achievement in high school, we evaluate your grades in core subject areas: mathematics, English, foreign language, social studies and lab sciences. A competitive candidate is an A/B student in core courses. We look at your performance throughout your entire high-school career.

## 3. Standardized Tests

Performance on the SAT I or ACT helps us discern your past academic achievements and your potential for future academic success. JMU's application review process will only consider the mathematics and critical reading sections of the SAT. For the ACT, we use your single highest composite score. SAT IIs are not required nor considered in the admissions process. JMU requires that your official test results be sent to us electronically direct from the testing agency and arrive by the application deadline.

## 4. Secondary School Report and Recommendation Letter (optional)

When you ask your guidance counselor to send us your official high school transcripts, also ask him/her to complete the [Secondary School Report Form \(download PDF !\[\]\(ec9132f1d27c8919987d92907322654d\_img.jpg\)](#)) . Many high schools have developed their own version of this form. Either is acceptable. You also have the option of sending us one letter of recommendation. If you choose to do this, *it must be sent with the original submission of your high school transcript in order to be considered or read*. This should be a formal letter from someone who can speak towards your academic and personal strengths (ex. teachers, counselors).

## 5. Extracurricular Activities

We are looking for quality rather than quantity. For instance, we like to see what you have done in clubs, organizations and athletics beyond just being a member. We also consider community service and part-time jobs. We look at the variety and depth of your involvement. You must be academically competitive before your extracurricular activities are reviewed.

## 6. Personal Statement (optional)

This is the space for you to tell us more about yourself or any topic of your choosing. What does the committee need to know about you that can't be found in your application? Be creative. Have fun. Your personal statement should be no more than 500 words.

## *Transfer Admission Requirements*

To transfer to JMU, a student must

- Have completed or be in the process of completing at least 24 credits at the college or university level, after graduating from high school or earning a GED, at

the time of application. Competitive transfer applicants must successfully complete college course work in the following areas: English, math, lab science and social science. The more college level course work a student completes, the less emphasis the admission committee places on the high school transcript.

- Be in good standing and eligible to continue or graduate from their previous institution(s). It is the student's responsibility to provide the JMU Office of Admissions with official transcripts of work completed from all colleges attended. Concealment of previous attendance at a college or university is cause for cancellation of admission and registration. (Students with holds on their academic records will not be considered for admission until holds are released.)
- The university recommends students have a "B" cumulative grade point average (3.0 on a 4.0 scale) to be competitive for admission.

### Admission to the Dietetics Major

Any student admitted to JMU can **declare** dietetics as his/her major and will be permitted to enroll in NUTR 280 and NUTR 295. However, to make progress in the major beyond the first few courses, students need to apply and be **admitted** to the major.

#### *Application and Admittance Process*

Students wishing to be admitted to the dietetics major at JMU must apply in the spring semester during which requirements will be met, usually in the sophomore year. Prerequisites to apply for the major include: completion of all prerequisite courses with a 3.0 cumulative grade point average (GPA) or above and completion of most of the JMU General Education requirements. Prerequisite courses that must be completed with a grade no lower than a "C" (2.0) prior to admission to the dietetics major include: CHEM 131, CHEM 131L, CHEM 132, CHEM 132L, BIO 270, GenEd Cluster 1, GPOSC 225, GPSYC 101 or GPSYC 160, MATH 220, NUTR 280, and NUTR 295. Equivalent coursework taken at other schools and AP or IB credit will be accepted.

A student with a grade point average below 3.0 in prerequisite courses will be referred to Career and Academic Planning for assistance in selecting a major other than dietetics and will not be allowed to register for any junior-level nutrition courses. Students with grades of C-, D+, D, D-, or F in the listed prerequisite courses will need to repeat those classes and receive a grade of C (2.0) or better before admission to the program. According to university regulations, a student may repeat a maximum of two courses on a repeat/forgive basis. The grade earned in retaking the class will be used in the calculation of their grade point average (GPA) for admission. However, the student should be aware that the original grade earned will still be printed on the transcript. Any other course may be retaken on a repeat/credit basis and all grades earned will be used in computing GPA for prerequisite courses.

Students who complete the application and meet the GPA requirement in the prerequisite courses will be invited to take a placement test and be interviewed by dietetic program representatives. Scores on the placement test and skills demonstrated during the interview will be considered in the application process. A score sheet outlining those criteria and their respective weights is shown below. Each member of the admission committee will rate the applicants independently during the interview process and complete a subjective evaluation

based on performance in prior classes (if applicable) and personal contact. A compilation of those ratings will be used by the program director to make final admission decisions.

Current students at JMU who change their major to dietetics will follow the application procedure outlined. A change after the sophomore year may result in a delay of graduation beyond the traditional four years. Students transferring to JMU from other educational institutions with junior status or higher and the prerequisites completed will be allowed to apply to the major at orientation or during their first semester of enrollment. Other transfer students will complete the application process as outlined.

Students who are not admitted to the major may reapply in subsequent years if they meet the admission criteria. If all courses are not yet completed, provisional admission may be offered contingent upon successfully meeting course requirements prior to start of the fall semester.

The application deadline is February 15<sup>th</sup> of each year. Applications may be obtained from the Department of Health Sciences, Health and Human Services Building (HHS) Room 3129.

Application packets must include the following:

- A completed dietetics major application form including word-processed answers to two questions on professional goals and reasons for selecting dietetics.
- Official transcripts from all colleges and universities other than James Madison University.
- Unofficial JMU transcript.

All materials must be together in one envelope and submitted to the address below or hand delivered to room 3129 Health and Human Services Bldg.

Director, Didactic Program in Dietetics  
Department of Health Sciences, MSC 4301  
James Madison University  
Harrisonburg, VA 22807

### *Progression in the Dietetics Major*

Students admitted to the dietetics major can expect four semesters of full time classes and at least one summer class before graduation. To remain in the major, students must meet the following criteria.

1. The student will maintain a cumulative GPA of 3.0 or higher in the major.
2. The student will earn a grade of C (2.0) or higher in all remaining major nutrition and health classes.
3. The student will earn a grade of C- (1.7) or higher in all remaining major science classes.

Students are expected to progress with their cohort and complete major requirements within two years of admittance to the program. They will have a maximum of four years to complete major and graduation requirements once they are admitted. Students who are not making adequate progress in the major will be advised to consult with the program director to develop a plan for completing the dietetics major. If an adequate plan is not developed, the student will be referred to Career and Academic Planning for counseling.

### *Progression of Courses*

Classes in the Dietetics major must be completed in a prescribed order with all prerequisite courses completed as listed in the Undergraduate Catalog and the Dietetics Student Handbook. A student will be permitted to take courses only after all the requirements (all prerequisites with acceptable grades as listed above) have been met. Faculty members in the Dietetics Program will not issue overrides to allow a student to enroll in a course without completing the prerequisites. If a student has not successfully completed the prerequisite courses, he/she will not be permitted to enroll in nutrition classes until those prerequisites are completed, which will result in a delay in graduation beyond the traditional four years.

### *Probationary Status*

The following are situations where an admitted Dietetics student would be placed on program probation or removed from Dietetics program.

#### Major class grades:

1. A student who receives a grade of C-, D+, D, D-, or F in a major professional class (all NUTR and HTH classes) while his/her major GPA remains above 3.0 will be placed on probation in the Dietetics major and will be allowed to continue in the program and repeat the class the next time it is offered. Students will be allowed to repeat the class only once.
2. A student receives a grade of D+, D, D-, or F in a major science class (CHEM 241, CHEM 241L, CHEM 260, CHEM 260L, BIO 290, or BIO 280) while his/her major GPA remains above 3.0 will be placed on probation in the Dietetics major and will be allowed to continue in the program and repeat the class the next time it is offered. Students will be allowed to repeat the class only once.
3. If the course grade earned in the repeated class is below a C (NUTR classes) or C- (major science classes), the student will be dismissed from the Dietetics major and referred to Career and Academic Planning for counseling. Students will be allowed only one repeat of an individual course and no more than two repeated courses in the entire program.
4. If a student decides to repeat a course at another institution for transfer credit, the student must have pre-written permission from the JMU Registrar, Dietetics Program Director, and the JMU Instructor on Record for the transfer class. Please remember that grades from another institution do not transfer and any JMU course grades will remain on your transcript and be included in your overall GPA. After completion of the repeated course, you must send your official transfer transcripts to the JMU Registrar AND the Dietetics Program Director. Failure to comply with these stipulations will result in denial of other institution class credit.
5. A student who receives an unacceptable, but passing, grade (see numbers 1 and 2 above in this section) during his/her last semester and chooses not to repeat the course at its next offering will be allowed to graduate, but will not be verified as eligible for admission to a post-graduate dietetic internship program (the student will not receive a Verification Statement).

A student on probation will be notified in writing by the program director and will be strongly encouraged to meet with the director to determine the feasibility of, and an appropriate plan for,

repeating the class. The student must sign the probationary letter and return an original copy to the program director within 14 days of receipt of the letter.

#### Grade Point Average:

1. A student whose major grade point average falls below 3.0 will be placed on probation in the Dietetics major and allowed one semester to raise the GPA to the requisite 3.0 needed to continue. If this occurs at the end of fall semester, the student will be allowed to enroll for the spring semester; if it occurs at the end of spring semester, the student will be given the summer to achieve this.
2. A student who fails to achieve the requisite 3.0 by the end of the probationary term will be dismissed from the major, referred to Career and Academic Planning for assistance in selecting a major other than dietetics, and will be dropped from all dietetics courses for which the student had registered.
3. A student whose cumulative GPA falls below 3.0 during his/her final semester will be allowed to graduate, but will not be verified as eligible for admission to a post-graduate dietetic internship program (the student will not receive a Verification Statement).

A student on probation will be notified in writing by the program director and will be strongly encouraged to meet with the director to determine the feasibility of, and an appropriate plan for, raising his or her major GPA. The student must sign the probationary letter and return an original copy to the program director within 14 days of receipt of the letter.

#### *Appeal Process*

Any academic admission or disciplinary decision (i.e. probation, dismissal) may be appealed. This appeal will be viewed and voted on by the Dietetics Appeal Committee.

The appeal process for Dietetics is as follows:

- The student must make his/her appeal in the form of a formal letter to the Dietetics Appeals Committee through the Dietetics program director within two weeks of receipt of a decision letter (i.e. probation, dismissal, or denial). The student must include all materials that may substantiate the appeal.
- Once an appeal is received, a committee will be assembled. The committee will be formed on an as-needed basis and will be comprised of five members. Members will be Dietetics and/or Health Sciences faculty.
- The committee will hear the case within two weeks from the date of receiving the appeal and will notify the student of their decision in writing within one week of the meeting date.
- If the student disagrees with the committee's decision and wishes to take further action, the student must appeal, in writing, to the Academic Unit Head.
- If the student disagrees with the Academic Unit Head's decision and wishes to take further action, he/she would then pursue action through the University's grievance committee. (See the University Catalog for details).



*Ethical and Honesty Standards*

Students are expected to abide by all university policies and procedures including the JMU Honor Code. These are outlined in the Undergraduate Catalog and additional information is available in the JMU Student Handbook at <http://www.jmu.edu/judicial/handbook.shtml>. Infractions may result in removal of the student from the DPD program or the university. Students are also expected to abide by all policies and procedures outlined in the Didactic Program in Dietetics Student Handbook available at <http://www.healthsci.jmu.edu/dietetics/documents/handbook.pdf>.

Didactic Program in Dietetics  
Applicant Evaluation Form

Applicant Name		
Criteria	Score	Comments
Application completed correctly = 10 Business-like appearance Grammar & spelling Appropriate depth, passion, appeal		
GPA in prerequisite courses 4.0 = 25 3.7 – 3.999 = 20 3.5 – 3.699 = 15 3.3 – 3.499 = 10 3.0 – 3.299 = 5		
Placement Test Score 0-25 (number of questions answered correctly)		
Interview score 0-25 Professional dress Oral communication skills Task completion skill Appropriate listening skills Positive body language good eye contact firm handshake no distracting mannerisms poise		
Subjective evaluation 0-10		
Active in Professional Organizations (JMUDA, ADA...) 0-5		
Total Score		
Decision	Admit Deny	

## ASSESSMENT OF STUDENT LEARNING

Students will be assessed in each course in the DPD in the manner specified on the course syllabus. Feedback will be provided to the student in a timely manner for all assessment activities.

Program assessment will be completed by all students during their final semester in the program. JMU has a vigorous assessment process – students are assessed for general learning as entering students, at the mid-undergraduate point (45-70 hours completed), and as graduating seniors in their academic majors. Students admitted to the dietetics major will be assessed at the beginning and end of the program. Other components of assessment of student learning will be conducted annually as established by the program assessment plan developed through the JMU Center for Assessment and Research Studies.

Failure to complete either university or program assessment tests will result in a hold on the student's registration or their transcripts as set by university policy.

## VERIFICATION STATEMENTS

Verification Statements required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics will be issued to all students who complete DPD requirements, including awarding of the Bachelor's degree. Forms will be processed as soon as the Registrar has posted the degree to the student's record, normally within one month following graduation. Four signed copies of the Verification Statement will be sent to the home address listed in the student's official record. Social security numbers are not available for JMU students. That section of the form will be left blank and the student will be required to add his or her social security number to the form before it is provided to the Academy, a DI, or a state licensing board.

## GRIEVANCE PROCEDURES

JMU has policies addressing grade review, discrimination, harassment, and general grievance procedures for issues not addressed above listed in the Undergraduate Catalog. For class and grade issues, students are encouraged to address their grievances first with the professor, but may contact the DPD director or academic unit head if resolution of the grievance cannot be achieved or the student is uncomfortable approaching the faculty member.

## COURSES REQUIRED FOR THE DPD AT JMU

<b>Prerequisite Courses</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>When Completed</b>
BIO 270	Human Physiology	
CHEM 131, 131L, 132, 132L	General Chemistry & Labs	
GCOM 121,122, or 123	Fundamental Human Communication	
GWRIT 103	Critical Reading and Writing	
GPOSC 225	United States Government	
GPSYC 101 or 160	General Psychology or Life Span Human Development	
MATH 220	Elementary Statistics	
NUTR 280	Nutrition for Wellness	
NUTR 295	Foundations of Nutrition Practice	
<b>Program Requirements</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>When Completed</b>
BIO 280	Allied Health Microbiology	
BIO 290	Human Anatomy	
CHEM 241, 241L	Concepts of Organic Chemistry & Lab	
CHEM 260, 260L	Concepts of Biochemistry & Lab	
HTH 300	Medical Terminology	
HTH 354	U.S. Health Care System	
NUTR 340	Contemporary Foods	
NUTR 360	Management in Dietetics	
NUTR 362	Food Service Systems	
*NUTR 363	Quantity Food Production	
NUTR 380	Global Nutrition	
NUTR 384	Clinical Nutrition I	
NUTR 385	Nutrition Throughout the Lifecycle	
NUTR 386	Community Nutrition	
NUTR 395	Introduction to Patient Care in Dietetics	
*NUTR 446	Experimental Foods	
*NUTR 482	Nutrition & Metabolism	
*NUTR 484	Clinical Nutrition II	
*NUTR 490	Field Experience	
NUTR 495	Senior Seminar in Dietetics	

## CREDITS TRANSFERRED FROM OTHER SCHOOLS

Credit will be awarded for those courses equivalent to courses offered at JMU in which the student has earned a grade of "C" or better.

After the student has been approved for admission, the Office of the Registrar will evaluate the transcript(s) of each transfer student to show the credits accepted by the university.

Transfer credit will not be accepted to meet dietetics major requirements for the following courses:

NUTR 363	Quantity Food Production
NUTR 446	Experimental Foods
NUTR 482	Nutrition and Metabolism
NUTR 484	Clinical Nutrition II
NUTR 490	Field Experience

With the exception of some degrees in General Studies, General Education requirements will be waived for those students who have completed either the Associate in Arts, Associate in Sciences, or the Associate in Arts and Sciences degree at a Virginia community college. Students who complete one of these associate degrees and are offered admission will receive junior-level status. For more details, consult the [JMU Virginia Community College Transfer Guide](#). Receiving junior-level status at JMU does not assure full admission to the dietetics program.

Courses in foods and/or nutrition for which an appropriate equivalent is not identified at JMU will be evaluated by the DPD Director for credit toward program requirements on a case-by-case basis. Students must provide course syllabi to be used in making these determinations. In some instances, a combination of courses taken at another institution can be used to meet the requirements of a specific DPD requirement at JMU.

Experiential credit will not be awarded for DPD courses. Credit by examination is available for 100- and 200-level courses for those individuals who feel qualified in the course material based on prior experience. Students interested in the credit by examination option should consult with the DPD Director for permission to receive credit in this manner and to determine when the examination is to be scheduled.

## RESOURCES FOR SUCCESS AT JMU

Learning resources are available to all JMU students. Programs are staffed by full-time faculty within the discipline and provide additional instructional support for a variety of academic assignments and activities.

### **Communication Resource Center**

Wilson Hall, 4<sup>th</sup> floor

Resources and assistance with oral communication projects is available including practice rooms.

### **Disability Services**

Wilson Hall, room 107

The office provides services for students with disabilities who need accommodation and/or services.

### **English Language Learner Services**

Cleveland Hall, room 203

Consultation and specialized services are available for English language learners.

### **Science and Math Learning Center**

Roop Hall, room 200

The center provides learning and tutoring support for students in first and second year math and science courses (100 and 200 level courses). A statistics computer lab is also available.

### **Peer Assisted Study Sessions**

Roop Hall, room 205

Structured, out-of-class study sessions are available to students enrolled in certain courses that have been historically challenging.

### **University Writing Center**

Wilson Hall, 4<sup>th</sup> floor

Writing consultation and support is available for students during any stage of the writing process.

Other resources for individual development are also available at JMU. Student organizations recognized by JMU are listed at <http://info.jmu.edu/oms/orgsite.php>. Of special interest is the James Madison University Dietetic Association (JMUDA). All dietetics majors are encouraged to join the student dietetic association on campus. Membership is limited to students majoring in dietetics and the association is run by students. Many opportunities for service in the community and volunteer experiences are available through JMUDA.

## TUITION AND OTHER COSTS OF THE DPD

The Dietetics major is designed to be completed in eight regular semesters and one summer 3-credit course. Tuition and fee charges for the academic sessions are available on the University Business Office website <http://www.jmu.edu/ubo/>. The tuition and fees listed contribute to general maintenance and operation, instruction, and other university service costs, including recreational and health-service facility costs. The fees also support student activities such as the Student Government Association, University Program Board, and student publications. The university reserves the right to adjust tuition and fee charges because of rising costs or other conditions upon approval of the JMU Board of Visitors.

The amounts listed do not include the cost of books or supplies. Textbooks for your classes are available from the JMU Bookstore or other sources. It is very difficult to estimate cost of textbooks and other course materials as the amount can vary greatly. An estimate is \$300 - \$400 per semester, depending on the number and selection of courses you are taking. Other expenses associated with the DPD might include:

- Lab coats (2) - \$60.00
- Associate membership in ADA - \$50.00 per year
- Automobile expenses during NUTR 490 Field Experience - \$300
- Criminal History Record Name Search for NUTR 490 - \$35.00
- Laboratory tests for controlled substances for NUTR 490 - \$70.00

## APPLYING FOR A DIETETIC INTERNSHIP

After students have received a Bachelor of Science degree in Dietetics and a Verification Statement from the Program Director, they must complete a dietetic internship (DI) that has been accredited by ACEND. Once the academic and DI components have been completed, CDR grants individuals permission to complete the CDR registration examination for dietitians. Those who complete the registration examination and pass are regarded as dietetics experts and are entitled to use the credential Registered Dietitian (RD or RDN).

Students are encouraged to begin thinking about DIs early in their academic program and attending informational sessions well before the year that their applications are due. They should begin examining goals, considering preferred type of internship program (e.g., general, clinical, foodservice, community) and location, and contemplating distance versus on-site program and full- versus part-time status. Students may benefit from spending time reviewing websites, and visiting and attending DI open houses.

The listing of accredited dietetic programs lists all the DIs and CPs currently approved or accredited by the ACEND. Each listing provides the name and address of the Program Director so that they can be contacted for more information. The Directors

can be accessed from the Academy page by visiting their website <http://www.eatright.org>. The direct link to dietetic internship programs is <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473>.

The following credentials help make students more competitive during application:

<b>Credential</b>	<b>Comments</b>
Grades	Approximately a 3.0 or better GPA
Work Experience	Paid and/or volunteer. A hospital dietetics department experience is considered the best but other dietary-related experiences such as college foodservice, camp foodservice, long term care foodservice, catering operations, and community nutrition programs are considered very good. Many other work experiences can be very valuable. Most DIs are looking for individuals whose work or volunteer experience contributes to personal growth, is people oriented, and/or involves responsibility and decision making.
Extra-Curricular Activities	College/University clubs (e.g., Student Dietetic Association), sports, community service projects, etc.
Letters of Recommendation	Required from several professors and possibly a work supervisor.

Tuition for DI programs varies widely, from \$1,500 to over \$20,000 with the most likely cost being about \$6,000. Other living expenses also need to be considered. Students should check with each program about expenses. Accredited internships associated with regionally accredited university graduate programs qualify for government-sponsored loan programs. Students should check the DI program website or contact the DI Director to see if financial aid is available at a specific DI. Some internships offer a stipend during the year but those will have more applicants from which to choose and may require an additional time commitment working for the institution after completion of the DI. Students applying to those programs should be very competitive, having a high GPA and good work experience.

Students may apply to as many DI programs as they like; most students apply to 4-6 programs. The Academy has contracted with Liaison International to provide and support a Dietetic Internship Centralized Application System (DICAS) which is used by most DI programs to accept applications.

The Academy has contracted with D&D Digital to facilitate matching applicants to DIs through a computerized process. At the time of application, the student also completes a rank-ordered listing of DI programs to which they have applied and submits the rankings to D&D Digital. Each DI screens its own applications and submits a priority

listing of acceptable applicants to D&D Digital, along with the number of positions to be filled.

D&D Digital provides personal notification of placement or lack of placement to each applicant via their web site at [www.dnndigital.com/ada/index.html](http://www.dnndigital.com/ada/index.html). It also provides each program director with a list of applicants matched to its program. Applicants who receive a match are required to notify the program by appointment day to accept or reject the appointment.

Dietetics faculty members will assist students in applying for DI programs. NUTR 295 Foundations of Nutrition Practice and NUTR 495 Senior Seminar address the DI application process and routes to dietetic registration. Standardized DI application documents will be completed in draft form during NUTR 495 Senior Seminar. Students are encouraged to communicate directly with internship directors to discuss application procedures specific to their program and with the DPD Director for assistance in completing application materials.

The *general* application deadlines for a DI experience are:

	<b>Spring Match</b>	<b>Fall Match</b>
DI application submitted	February 15	September 25
D&D Digital deadline	February 15	September 25
DI selections announced	First Sunday in April	First Sunday in November
DI start dates	July – September	January – February

A student has no guarantee of receiving a DI. When students submit an application to a dietetic internship, they need to realize that the selection process is no reflection on them personally. One is competing for an appointment but does not know against whom they are competing. Generally, DIs will not choose more than two or three students from the same undergraduate program. After the appointment day, students may check with the DPD Director or on the D&D Digital webpage to see if any DI slots still are available. A student may be able to reapply at that time.

Some students may have to reapply for a DI before receiving an appointment. If a student does not receive an appointment, the student should begin to re-evaluate her/his credentials. S/he should identify personal strengths and liabilities, which we all have, and begin to think about ways to better highlight strengths and to improve on areas that are liabilities.

Dietetics faculty members are interested in and concerned about students and can be very helpful in providing support throughout the entire application process, but especially to students not accepted into a DI program. Also, the Dietetics Program Director can suggest alternatives and help the student think through the situation. Matters that can be discussed at this time include how to improve professional qualifications, applying to other DIs in the after-match, reapplying at a later date, looking into Coordinated Programs in Dietetics or Individualized Supervised Practice Pathways, and obtaining a job in a dietetics-related area to gain more experience and improve qualifications for admission to a DI.



## **Dietetics Faculty**

Mailing address for all faculty members is:  
Health Sciences Department, MSC 4301  
James Madison University  
801 Carrier Drive  
Harrisonburg, VA 22807

Departmental FAX number: 540-568-3336

### **Jeremy Akers, PhD, RD**

Assistant Professor  
Phone: 540-569-8974  
Email: [akersjd@jmu.edu](mailto:akersjd@jmu.edu)

PhD, Virginia Tech, Nutrition in Sports and Chronic Disease  
MS, James Madison University, Nutrition in Sports and Physical Activity  
BS, Radford University, Clinical Dietetics

Jeremy Akers' areas of interest are nutrition, physical activity, and behavioral therapies for long-term weight loss maintenance (WTLM), obesity and chronic disease in post collegiate athletes, and translation of WTLM interventions. Jeremy served as the Obesity Prevention Nutritionist for the Virginia Department of Health, Division of WIC and Community Nutrition Services for almost four years. His job involved developing community obesity prevention programs, managing health department grants, obesity data collection and developing the Virginia Healthy Weight State Plan. Jeremy has worked with various communities, organizations, and individuals to promote community coalition building, sports nutrition, and healthy lifestyles.

### **Janet W. Gloeckner, PhD, RD**

Professor  
Director, Didactic Program in Dietetics  
Phone: 540-568-7084  
E-mail: [gloeckjw@jmu.edu](mailto:gloeckjw@jmu.edu)

PhD Foods and Nutrition, University of Illinois  
MS Geriatric Nutrition, Colorado State University  
BS Medical Dietetics, Ohio State University

Janet Gloeckner is director of dietetics programs including the DPD and the graduate program. She has been a university faculty member for more than 25 years teaching about nutrient needs in both health and disease. Her degrees in Medical Dietetics and Geriatric Nutrition and previous work as a Clinical Dietitian in both acute care and long term care enhance her ability to work with the dietary needs of various clients. She has counseled individuals with diabetes mellitus, cancer, renal disease, and heart disease, as well as those requiring specialized nutrition support. Courses typically taught in the

Dietetics Program include NUTR 295 Foundations of Nutrition Practice, NUTR 340 Science of Food Preparation, NUTR 446 Experimental Foods, NUTR 484 Clinical Nutrition II, and NUTR 495 Senior Seminar.

**Melissa A. Rittenhouse, PhD, RD**

Assistant Professor

Phone: 540-568-8971

Email: [rittenma@jmu.edu](mailto:rittenma@jmu.edu)

PhD Exercise Physiology, Kent State University

MS Allied Health, Georgia State University

Concentration in sports nutrition

BS, Dietetics, University of Dayton

Minor in Psychology

Dr. Rittenhouse has experience as a health and wellness dietitian consultant in the outpatient setting. Her research interests are nutrition and athletic performance, weight control and body composition. Classes she normally teaches are NUTR 280 Nutrition for Wellness, NUTR 295 Foundations of Nutrition Practice, NUTR 395 Introduction to Patient Care in Dietetics, NUTR 545 Nutrition and Exercise, and NUTR 652 Nutrition Assessment.

**Danielle Torisky, PhD, RD**

Associate Professor

Phone: (540) 568-6579

E-mail: [toriskdm@jmu.edu](mailto:toriskdm@jmu.edu)

PhD Community / Public Health Nutrition, Virginia Tech

MS Community / Public Health Nutrition, Virginia Tech

BS Home Economics with a minor in Nutrition and Fine Arts, Seton Hill College

Danielle Torisky's current research and presentations focus on food in the Civil War period. Dr. Torisky worked as a public health nutritionist in the Virginia Department of Health prior to coming to JMU in 1991. She teaches at both undergraduate and graduate levels; courses currently include NUTR 280 Nutrition for Wellness, NUTR 362 Food Service Systems, NUTR 363 Quantity Food Production, NUTR 385 Lifecycle Nutrition, and NUTR 650 Nutrition Education & Counseling.

**James Madison University  
Didactic Program in Dietetics  
Student Handbook**

**Declaration of Agreement Page**

My signature below indicates that I have a copy of the Dietetics Program Student Handbook, have read it completely, and will abide by the policies in this manual through all phases of the program.

This form will be maintained in my student file in the program office. I understand that I will not be allowed to complete senior-level classes (those numbered 400 and above) unless this form is on file.

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Signature of DPD Student

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Date

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Signature of DPD Director

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Date Received from Student