



Department of Health Professions

Dietetics Program
Student Handbook

2018-2019

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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. Jennifer Walsh at walsh5jr@jmu.edu, 540-568-6362, 2024 Health and Behavioral Studies Building, MSC 4315, 235 Martin Luther King Jr. Way, 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.

Jennifer Walsh, 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 Nutrition & 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.

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 PROFESSIONS MISSION

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

DIDACTIC PROGRAM IN DIETETICS MISSION

We are a program dedicated to providing quality education preparing students for supervised practice leading to eligibility for the CDR credentialing examination to become a registered dietitian nutritionist, while inspiring students to become engaged nutrition professionals.

BECOMING A REGISTERED DIETITIAN

The Bachelor of Science in Dietetics is the first step toward registration as a dietitian. The Registered Dietitian Nutritionist (RD or RDN) credential is a national credential that requires completion of a Didactic Program in Nutrition and Dietetics (DPD), a Supervised Practice program, usually 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 or approved supervised practice program, usually a dietetic internship (DI), 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 1. The program will prepare students for supervised practice to become a Registered Dietitian Nutritionist in clinical, community, and foodservice areas.

Objectives:

- a. At least 80 percent of program students complete program/degree within three years (150% of program length).
- b. Sixty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- c. Fifty percent of program graduates are admitted to a supervised practice program within 12 months of graduation.
- d. The program's one-year pass rate (graduates who pass the registration examination within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Goal 2. The program will promote professional values in students.

Objectives:

- a. Fifty percent of students will become members of the Academy of Nutrition and Dietetics.
- b. Academy of Nutrition and Dietetics membership will be maintained for five 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 services during their academic career.

Goal 3. The program will produce graduates capable of graduate work and in interpreting and applying research to dietetics practice.

Objectives:

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

Goal 4. The program will prepare students to work collaboratively and interprofessionally.

Objectives:

- a. All students will work in teams to complete class assignments.
- b. All students will work on an interprofessional team to complete a class project.
- c. Graduates will rate their teaming abilities as satisfactory or higher on surveys.
- d. The mean rating of internship directors for abilities of program graduates to function effectively in teams will be satisfactory or above.

STUDENT LEARNING OUTCOMES

Student learning outcomes (SLO) are another measure of program effectiveness. These ACEND accreditation standards are implemented with the 2017-2018 class.

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

Upon Completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills

Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Upon Completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics, and describe interprofessional relationships in various practice settings

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

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

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of other with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competency/sensitivity.

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

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

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

Upon Completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

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

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

KR 3.4 Explain the processes involved in delivering quality food and nutrition services.

KR 3.5 Describe basic concepts of nutritional genomics.

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

Upon Completion of the program, graduates are able to:

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

KRDN 4.2 Evaluate a budget and interpret financial data.

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

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

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

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

ADMISSION TO THE DIETETICS PROGRAM

Admission to JMU

First Year Student Admission

JMU's admission process is competitive. We receive more qualified applications than we can accommodate. For the 2015 admissions process, approximately 60 percent of applicants were admitted with 88 percent of the applicants being competitive. There is not a prescribed formula for gaining admission. The admissions committee 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 an optional personal statement. Each applicant is rated in the following four areas, listed in order of importance:

Academic Program

Competitive applicants should minimally have the following:

- four years of math with at least one full year beyond algebra II (i.e. pre-calculus, trigonometry, discrete, statistics, analysis, etc.). Computer and consumer math do not count and will not be evaluated as a full year beyond algebra II.
- three years of laboratory science (preferably biology, chemistry and physics or an AP, IB or DE science; general science or earth science 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 studies.

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) increase their competitiveness. Although schools provide different opportunities, applicants should pursue the most demanding college preparatory programs available. Because strong students come from different types of schools, we evaluate applicants within the context of their high schools.

Academic Achievement

To evaluate achievement in high school, we evaluate grades in the 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 performance throughout the entire high school career.

Standardized Tests

Performance on the SAT I or ACT helps discern past academic achievements and potential for future academic success. SAT IIs are not required for or considered in the admissions process.

Extracurricular Activities

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

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.
- Successfully complete college course work in the following areas: English, math, lab science and social science in order to be competitive. 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 240, 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, POSC 225, PSYC 101 or PSYC 160, MATH 220, HTH 210, NUTR 240, 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 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 15th of each year. Applications may be obtained from the Department of Health Professions Dietetics Program, Health and Behavioral Studies Building (HBS) Room 2012 or on the program website.

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 2012 Health and Behavioral Studies Bldg.

Director, Didactic Program in Dietetics
Department of Health Professions, MSC 4315
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, 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 and major 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 Professions 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 process. (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. 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. Students will be required to provide the program director with information needed to complete the verification statement, including birthdate and mother's maiden name.

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.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students.

It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

COURSES REQUIRED FOR THE DPD AT JMU

Prerequisite Courses		
Course Number	Course Name	When Completed
BIO 270	Human Physiology	
CHEM 131, 131L, 132, 132L	General Chemistry & Labs	
COM 121, 122, or 123	Fundamental Human Communication	
WRIT 103	Critical Reading and Writing	
POSC 225	United States Government	
PSYC 101 or 160	General Psychology or Life Span Human Development	
HTH 210	Medical Terminology	
MATH 220	Elementary Statistics	
NUTR 240	Basic Food Preparation Skills	
NUTR 280	Nutrition for Wellness	
NUTR 295	Foundations of Nutrition Practice	
Program Requirements		
BIO 280	Allied Health Microbiology	
BIO 290	Human Anatomy	
CHEM 241, 241L	Concepts of Organic Chemistry & Lab	
HTH 354	U.S. Health Care System	
NUTR 340	Science of Food Preparation	
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 395	Introduction to Patient Care in Dietetics	
NUTR 446	Experimental Foods	
NUTR 460	Management in Dietetics	
NUTR 481	Nutrition & Metabolism I	
NUTR 482	Nutrition & Metabolism II	
NUTR 484	Clinical Nutrition II	
NUTR 485	Community Nutrition	
NUTR 486	Nutrition Counseling	
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 481	Nutrition and Metabolism I
NUTR 482	Nutrition and Metabolism II
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 each course syllabus 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 through the Learning Centers in Rooms 1100-1167 of the Student Success Centers. Programs are staffed by full-time faculty within the disciplines and provide additional instructional support for a variety of academic assignments and activities.

[Communication Center](#) - The Communication Center helps students develop skills in public speaking, library research, small group communication, and advocacy through workshops, individual and small group tutoring, and online resources. The Center also offers consulting and course-embedded tutoring to help faculty integrate communication instruction in their courses.

[Digital Communication Consulting](#) - Digital Communication Consulting (DigiComm) helps students with online communication, focusing on websites, online portfolios, and digital storytelling. DigiComm also helps faculty implement digital assignments by offering consulting and course-embedded tutoring.

[English Language Learner Services](#) - English Language Learner Services (ELLS) offers tutoring and workshops to help multilingual students improve their proficiency using academic English. ELLS also assists faculty and staff with inclusive practices to support linguistic diversity.

[Peer-Assisted Study Sessions](#) - Peer Assisted Study Sessions (PASS, or Supplemental Instruction) provides student-facilitated academic support for difficult courses across campus, especially in science and math. Evening study sessions reinforce course content and help students develop study skills.

[Science & Math Learning Center](#) - The Science and Math Learning Center offers walk-in tutoring and online resources to help students understand course content, homework assignments and lab reports in first and second year physics, chemistry, math, and statistics courses.

[University Writing Center](#) - The University Writing Center offers tutoring, workshops, and online resources to support all types of writing, including class assignments, scholarly articles, fiction and personal narratives, and professional writing. The Center also offers consulting and course-embedded tutoring to help faculty integrate writing instruction in their courses.

Other resources for individual development are also available at JMU. Student organizations recognized by JMU are listed at <https://beinvolved.jmu.edu/Organizations>. 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

Non-slip shoes - \$100.00

Laboratory Fees - \$40.00

Associate membership in ADA - \$50.00 per year

SPECIAL CONSIDERATION FOR NUTR 490 FIELD EXPERIENCE IN DIETETICS

Nutrition 490 Field Experience in Dietetics is the only course in the curriculum that must be completed at distance. Students will be responsible to locate their own practice locations under the direction of the course instructor. Information about appropriate preceptors and sites will be shared during a meeting held in the Fall Semester prior to completion of the summer experience. Contracts with experiential sites will be processed by the course instructor.

Course requirements will be available to the student on a secure classroom management platform, currently Canvas. All worksheets and evaluation materials will be submitted to the course instructor using that platform. Canvas at JMU requires use of the student eID and password for access, preventing others from using the system.

Estimated expenses that may be incurred as part of this class are listed below. It is possible that a particular site may have additional requirements. Individual costs may vary from those listed.

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 supervised practice program, usually 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 Nutritionist (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.eatrightacend.org/ACEND/content.aspx?id=6442485424>.

The following credentials help make students more competitive during application:

Credential	Comments
Grades	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 <https://www.dnddigital.com/ada/index.php>. 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:

	Spring Match	Fall Match
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:
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Jeremy Akers, PhD, RD

Associate Professor
Phone: 540-569-8974
Email: akersjd@jmu.edu

PhD, Virginia Tech, Nutrition in Sports and Chronic Disease
MS, James Madison University, Nutrition 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.

A. Laura Dengo, PhD

Assistant Professor
Phone: 540-568-8971
Email: dengofal@jmu.edu

PhD, Virginia Tech, Human Nutrition, Foods and Exercise
MSc, Virginia Tech, Human Nutrition, Foods and Exercise
BS, Human Nutrition, University of Costa Rica

Laura Dengo's academic interests include: a) obesity and cardiovascular diseases; b) integrative health strategies for weight management and chronic disease prevention/treatment; and c) health behaviors and adherence to healthy lifestyle habits. Laura has worked and trained in several international settings, including working with the INCAP Comprehensive Center for the Prevention of Chronic Diseases as the project coordinator for a multi-site (Costa Rica and Mexico) community-based intervention to lower the risk of cardiovascular diseases. Prior to joining JMU, Laura also worked at EARTH University (Costa Rica) developing a feasibility study for a Global Master's in

Health and Sustainable Development in collaboration with the American University of Beirut (Lebanon). At JMU, Laura teaches global nutrition, sports nutrition, nutrition for wellness, and research methods.

Danielle Torisky, PhD, RD

Associate Professor

Phone: (540) 568-6579

E-mail: 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.

Jennifer Walsh, PhD, RD

Assistant Professor

Phone: (540) 568-6263

E-mail: walsh5jr@jmu.edu

PhD Food and Nutrition Science, University of Maine

MS Food and Nutrition Science, University of Maine

BS Food Science and Human Nutrition, University of Maine

Jennifer Walsh is a new faculty member teaching Nutrition for Wellness (NUTR 280) and Community Nutrition (NUTR 485). She has conducted nutrition education and eating behavior research for over ten years primarily among audiences with limited resources. She previously was the Nutrition Education Coordinator at the University of Florida for the Expanded Food and Nutrition Education Program (EFNEP) and Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and oversaw the state team and provided guidance to county faculty and staff. She is a registered dietitian and a member of the Academy of Nutrition and Dietetics and the Society for Nutrition Education and Behavior.

**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.

Signature of DPD Student

Date

Signature of DPD Director

Date Received from Student