



**Framingham**  
State University

## **HANDBOOK of the COORDINATED PROGRAM IN DIETETICS**

### **POLICIES AND PROCEDURES AY 2020-2021**

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PREFACE

The first portion of this manual is designed to provide students in the Coordinated Program in Dietetics with the standards for dietetics professionals and the policies and procedures which are specific to the Coordinated Program at Framingham State University. Students are eligible to become members of the Academy of Nutrition and Dietetics upon completion of the program and apply to sit for the national Registration Examination for Dietitians.

The Coordinated Program in Dietetics at Framingham State University is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 312-899-0040, extension 5400; [Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND) . The Program received accreditation for 7 years on July 10, 2015. The next accreditation review will be in 2023 due to a 1 year extension as a result of the pandemic.

These pages provide the Program policies; specific performance objectives for a supervised practice experience are provided by individual course instructors. Students either receive a hard copy of the performance objectives for each practicum when they begin the course or are referred to the Blackboard course site. Facilities receive the policy pages and any performance objectives relevant to the experiences which they provide for the student.

Relevant information concerning admission to Framingham State University is available at [www.framingham.edu](http://www.framingham.edu). Please consult the University catalog for information on tuition, fees, residence hall, and boarding costs. Additional costs specific to Coordinated Program in Dietetics students are found at the <https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/food-and-nutrition/food-and-nutrition-major/coordinated-program-dietetics-concentration/cpd-costs> . The amounts are estimates and subject to change without notice. Application to the Coordinated Program is detailed at the food and nutrition website <https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/food-and-nutrition/food-and-nutrition-major/coordinated-program-dietetics-concentration/index>.



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### **Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### **Principles and Standards:**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

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

#### **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

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

#### **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

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

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

Nutrition and dietetics practitioners shall:

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

#### Glossary of Terms:

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

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

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

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

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

#### References:

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

## **Coordinated Program in Dietetics Mission Statement**

The Food and Nutrition program at Framingham State University will develop a course of study that enables graduates to actively participate in the changing food environment, in the nutrition education process, and in health care delivery systems according to the highest standards of client service and professional ethics.

- The Coordinated Program in Dietetics Concentration integrates an academic and supervised practice curriculum to prepare students to be entry-level dietitian nutritionists. The Program meets the academic and experiential requirements which qualify students to take the Registration Examination for Dietitians upon graduation and to be a Licensed Dietitian Nutritionist in Massachusetts.



## Coordinated Program in Dietetics Program Goals and Objectives

1. The Coordinated Program in Dietetics will prepare graduates to become nutrition professionals.
  - a. At least 80% percent of program students complete program/degree requirements within 3 years (150% of the program length).
  - b. Of graduates who seek employment, 75% are employed in nutrition and dietetics or related field within 12 months of graduation.
  - c. 80% of (respondents) employers will respond 3 or higher on a five-point scale on the Employer Survey when asked to rate graduates' preparation for an entry-level dietitian nutritionist position.
  - d. Graduates will respond 3 or higher on a five-point scale when asked to assess their academic background in subject areas, some of which comprise the ACEND required core knowledge or competencies, when surveyed 1 – 2 years after program completion.
2. The Coordinated Program in Dietetics will prepare Coordinated Program in Dietetics students to pass the Commission on Dietetic Registration (CDR) credentialing exam for dietitian nutritionists.
  - a. 100% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
  - b. The program one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
3. The Coordinated Program in Dietetics will prepare graduates to become dedicated learners throughout life and career.
  - a. 80% (of respondents) of the Coordinated Program in Dietetics will have completed the continuing professional educational requirements of the Commission on Dietetic Registration and remained Registered Dietitians when surveyed five years after program completion.
4. The Coordinated Program in Dietetics will foster a variety of careers in food and nutrition.
  - a. Graduate responses related to job titles on the Food and Nutrition concentrations' (CP) graduate surveys will indicate that graduates are employed in at least three areas of nutrition and dietetics when surveyed 1 – 2 years after program completion.
5. The Coordinated Program in Dietetics will enable students to develop technology proficiency.
  - a. Students will respond 3 or higher on a five-point scale on course evaluations when asked if specific courses meet KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.
  - b. Employers will respond 3 or higher on a five-point scale on the Employer Questionnaire when asked to rate graduates' computer skills.

\*Program's outcomes data are available upon request.

## **POLICIES OF THE COORDINATED PROGRAM IN DIETETICS (CPD)**

### Program Philosophy

The Coordinated Program in Dietetics is based on the philosophy that the student's learning is enhanced by practical application of theory. Classroom instruction is coordinated with supervised practice experiences which enable the student to apply what was recently learned in class. Simulated experiences are also used where appropriate.

Exposure to a variety of health care and foodservice institutions is helpful in rounding the student's background. Therefore, the student is usually rotated to different facilities for the clinical nutrition, foodservice management, community nutrition, and school nutrition experiences. The John C. Stalker Institute of Food and Nutrition, a partnership between Framingham State University and Massachusetts Department of Elementary and Secondary Education, provides an opportunity for students to participate in nutrition education in the school environment. This partnership is the reason for the identifying School Nutrition as the Program concentration.

Classroom discussion frequently focuses on the uniqueness and similarity of the institutions providing the experiences. The student is also encouraged to participate in setting his schedules and prioritizing activities, and is fully responsible for completing all objectives. The student is, therefore, given an opportunity to develop leadership skills of initiative, independence, assertiveness and communication.

### **Program Overview**

All programs are required to provide a minimum of 1200 hours of supervised practice. Students who wish to complete the Coordinated Program must take one course during the summer session following junior or senior year to meet graduation requirements. Options for summer session include: General Education domain courses not previously taken or microbiology. Intersession options for General Education courses are also available. In addition, a summer on-line course (0.5 course-credit) is required prior to the second year of the Coordinated Program. This course provides an overview of nutrition and health education curricula available for implementation when students complete the school nutrition practicum. A suggested course sequence for the 2 years of the Coordinated Program follows for both undergraduate and graduate students.

Beginning 2024, a master degree will be required to qualify to take the Registration Examination for Dietitians. Freshmen entering FSU starting September, 2018, must apply to the Coordinated Program in Dietetics 4+1, Bachelor/Master degree program. This program enables students to complete both their undergraduate and master degree in 5 years, so that they will be in compliance with the new regulations. The suggested undergraduate course sequence for the CPD 4+1 is found on page 7.

**CPD: Suggested Course Sequence for Students in the Master Degree Program**

**Note: If multiple deficiency courses were identified at the time of application, please review the Undergraduate Course Sequence. The following sequence presumes that science and basic food and nutrition courses have been completed.**

**Begin Coordinated Program in Dietetics**

<b>First Year</b>	<b>Fall</b>	<b>First Year</b>	<b>Spring</b>
	NUTR 381 Medical Nutrition Therapy I (SP <sup>1</sup> lab) NUTR 364 Experimental Study of Food (pre, L) or Graduate Elective NUTR 874 Human Nutrition Science (core course) Graduate Elective		NUTR 884 Foodservice Systems (SP <sup>1</sup> lab) NUTR 881 Medical Nutrition Therapy II (SP <sup>1</sup> lab) NUTR 881 L Medical Nutrition Therapy II Clinical Practice (non-credit) (SP1 lab) NUTR 478 Community Nutrition NUTR 911 Research Methods (core course or Graduate Elective)

**Summer: NUTR 911 Research Methods (core course), Graduate Elective or NUTR 980 Seminar in Food and Nutrition (core course); NUTR 827 Nutrition in the School Environment (0.5 course-credit)(On-Line)<sup>2</sup> (DGCE fee applies.)**

<b>Second Year<sup>3</sup></b>	<b>Fall</b>	<b>Senior Year<sup>3</sup></b>	<b>Spring</b>
	<b>NOTE: Course Schedule Does NOT Permit Additional Courses</b>		<b>NOTE: Course Schedule Does NOT Permit Additional Courses</b>
	NUTR 888 Seminar in Clinical Nutrition NUTR 889 Practicum in Clinical Dietetics (SP <sup>1</sup> lab)(credit:2 courses) NUTR 903 Advanced Nutrition and Metabolism (core course) <sup>4</sup>		NUTR 882 Management of Food and Nutrition Services NUTR 885 Practicum in Foodservice Systems (10 weeks SP <sup>1</sup> ) NUTR 886 Practicum in Community Nutrition (7 weeks SP <sup>1</sup> ) NUTR 887 School Nutrition Practicum (0.5 course-credit) (SP <sup>1</sup> ) <sup>2</sup>

**Summer with program completion in August: If not taken: NUTR 911 Research Methods (core course), Graduate Elective or NUTR 980 Seminar in Food and Nutrition (core course);**

**Note:** An oral comprehensive examination is required as the student’s culminating experience. Please review the comprehensive exam FAQs at <https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/food-and-nutrition/graduate/grad-comp-exam>

<sup>1</sup> Supervised Practice

<sup>2</sup> Required summer on-line course provides an overview of nutrition and health education curricula available for implementation in the school nutrition practicum. Division of Graduate and Continuing Education (DGCE) fee applies. The school nutrition supervised practice is completed during the same semester as Experience in Community Nutrition. Students who affiliate with a school nutrition program for Practicum in Foodservice Systems will be paired with a student who has an alternate foodservice placement to complete this experience.

<sup>3</sup> Fall and Spring semesters may be reversed.

<sup>4</sup>Students who elect to complete NUTR 903 while also completing the clinical experience will have a very full schedule and are strongly advised not to work.

**BS Food and Nutrition Coordinated Program in Dietetics Concentration 4+1  
MS Food and Nutrition Coordinated Program in Dietetics  
Suggested Course Sequence for Entering Freshmen**

<b>Freshman Year</b>	<b>Fall</b>	<b>Freshman Year</b>	<b>Spring</b>
	NUTR 110 Fundamentals of Nutrition Science CHEM 107 Principles of Chemistry (L) (Domain II: B. Natural Sciences) Common Core: A- ENGL 110 Expository Writing Common Core: B- Math 123 College Algebra		BIOL 130 Principles of Biology (L) (Domain II: B Natural Sciences) CHEM 108 Principles of Chemistry and Quantitative Analysis (pre, L) Domain I: A. Creative Arts Domain I: C. Language
<b>Sophomore Year</b>	<b>Fall</b>	<b>Sophomore Year</b>	<b>Spring</b>
	STAT 117 Introduction to Statistics (Gen.Ed. Domain II-A) or STAT 208 Biostatistics or ENVS 202 Data Analysis for Scientists CHEM 207 Organic Chemistry I (pre, L) Domain I: B. Humanities NUTR 262 Food, Culture, and Society (pre, L) or Elective		Elective or NUTR 262 Food, Culture and Society (pre, L) BIOL 235 Principles of Human Physiology (pre, L) or BIOL 241 Anatomy and Physiology I (pre, L) CHEM 300 Principles of Biochemistry (pre, L) or Elective Domain III: B. Perspectives on Contemporary World - PSYC 101 General Psychology OR SOCI 101 Intro to Sociology OR ANTH 161 Cultural Anthropology NUTR 002 Orientation to Dietetics (work experience, no credit) <b>Apply to Nutrition and Dietetics concentration if completing CHEM 300</b>

**Summer:** NUTR 002 Orientation to Dietetics (work experience, no credit)

<b>Junior Year</b>	<b>Fall</b>	<b>Junior Year</b>	<b>Spring</b>
	NUTR 364 Experimental Study of Food (pre, L) BIOL 307 Microbiology (pre, L) Domain III: C. Global Competency, Ethical Reasoning, Human Diversity NUTR 482 Management of Food and Nutrition Systems (pre) Elective or CHEM 300 Principles of Biochemistry (pre, L) <b>Apply to Nutrition and Dietetics concentration if completing CHEM 300</b>		NUTR 374 Human Nutrition Science (pre) Domain II: A. Analysis, Modeling, Problem-Solving if not taken Domain III: A. Perspectives on the Past Elective NUTR 002 Orientation to Dietetics (work experience, no credit) <b>Apply to Coordinated Program in Dietetics/MS Food and Nutrition</b>

**Begin Coordinated Program in Dietetics**

<b>4<sup>th</sup> Year</b>	<b>Fall</b>	<b>4<sup>th</sup> Year</b>	<b>Spring</b>
	NUTR 381 Medical Nutrition Therapy I (pre, SP <sup>1</sup> lab) NUTR 384 Foodservice Systems (pre, SP <sup>6</sup> lab) Elective NUTR 903 Advanced Nutrition and Metabolism (pre)		NUTR 478 Community Nutrition (pre) NUTR 481 Medical Nutrition Therapy II (pre) NUTR 481 L Medical Nutrition Therapy II Clinical Practice (SP <sup>6</sup> , lab) NUTR 911 Research Methods in Nutrition (pre) Graduate Elective

**Summer (DGCE fee applies): NUTR 9XX Graduate elective; NUTR 9XX Nutrition in the School Environment (0.5 course-credit)(On-Line)<sup>2</sup>**

<b>5<sup>th</sup> Year<sup>3</sup></b>	<b>Fall</b>	<b>5<sup>th</sup> Year<sup>8</sup></b>	<b>Spring</b>
	NUTR 9XX Seminar in Clinical Nutrition NUTR 9XX Practicum in Clinical Dietetics (SP <sup>6</sup> ) (credit: 2 courses)		NUTR 9XX Practicum in Foodservice Systems (10 weeks SP <sup>6</sup> ) NUTR 9XX Practicum in Community Nutrition (7 weeks SP <sup>6</sup> ) NUTR 9XX School Nutrition Practicum (0.5 course-credit) (SP <sup>6</sup> ) NUTR 980 Seminar in Food and Nutrition

<sup>6</sup> Supervised Practice.

<sup>7</sup> Required summer on-line course provides an overview of nutrition and health education curricula available for implementation in the school nutrition practicum. Division of Graduate and Continuing Education (DGCE) fee applies. The school nutrition supervised practice is completed during the same semester as Experience in Community Nutrition. Students who affiliate with a school nutrition program for Practicum in Foodservice Systems will be paired with a student who has an alternate foodservice placement to complete this experience.

<sup>8</sup> Fall and Spring semesters may be reversed.

## **Admission Eligibility**

To apply for the Coordinated Program the student must first be accepted for part-time or full-time study to either the BS or MS Food and Nutrition program at Framingham State University. Students entering the University in January and applying to the CP in the spring will be considered but not accepted until September. The student must have an overall quality point average of 2.7 (4.0 scale) and a science quality point average of 2.5 (4.0 scale) at the time of application. Prerequisite courses in chemistry, biology, and food and nutrition should have been completed or be in the final process of completion at the time of application. Human Physiology and Biochemistry courses must have been completed with a C- or better grade within 5 years prior to application. Students may inquire about challenge exams. A 200-hour work experience in the field is required and must have been completed within 5 years prior to application.

Graduate students are eligible to apply to the Coordinated Program and follow the same application process as undergraduates. All students must complete both the Coordinated Program academic requirements, the supervised practice component, and the master's degree to establish registration eligibility and receive a verification statement. Completion of these elements is required of graduates who wish to take the Registration Examination for Dietitian Nutritionist as of January 1, 2024.

## **Performance Standards**

1. A minimum C+ grade must be achieved in the following courses: NUTR 381 Medical Nutrition Therapy I, NUTR 384/884 Foodservice Systems and pass ServSafe Certification, NUTR 427/827 Nutrition in the School Environment, NUTR 478 Community Nutrition, NUTR 481/881 Medical Nutrition Therapy II/NUTR 481 L/881 L Medical Nutrition Therapy II Clinical Practice (non-credit), NUTR 482/882 Management of Food and Nutrition Services, and NUTR 488/888 Seminar in Clinical Nutrition.
2. A quality point average (QPA) of B- (2.70) in the above courses must be maintained for continuation in the program.
3. Senior supervised practice courses, NUTR 485/885 Practicum in Foodservice Systems and NUTR 489/889 Practicum in Clinical Dietetics, require a minimum course grade of B-, which includes all of the following: a minimum B- grade on the Student Performance Evaluation completed by the facility supervisor and an 8 out of 10 score in the category of staff relief responsibilities on the Student Performance Evaluation completed by the facility supervisor. To successfully pass NUTR 486/886 Practicum in Community Nutrition and NUTR 487/887 School Nutrition Practicum, the student must earn at least a B- in the final individual curriculum plan and at least a B- in the Student Performance Evaluation completed by the facility supervisor.
4. A FSU quality point average of 2.70 in all courses must be maintained for continuation in the program.
5. Transcripts will be checked at the end of each semester. Failure to meet these performance standards will result in the student being placed on probation. The terms of probation are decided upon by the CPD Faculty Committee. This committee may recommend an incomplete grade until requirements are met or that certain courses should be repeated. Courses which are required to be retaken are done so at the student expense according to Framingham State University published costs. During probation the student must arrange to meet at least twice per

month with the Director of the Coordinated Program to discuss academic progress. Students will have only one opportunity to repeat a Coordinated Program in Dietetics course (listed in number 1 and 3 above) in which the student has not met the performance standard or one opportunity to improve the QPA. If after satisfying probation requirements, performance standards are still not met, a second probation status is not possible and the student will be dismissed from the Program.

6. Students who are on probation such that it impacts their course sequence are not guaranteed the same facility placement nor that the practicum can be completed in a specific semester; placements will be made on a space available basis. Practicum courses which are required to be retaken are done so at the student expense according to Framingham State University published costs.

7. Any facility that requests a student not return during ANY supervised practice experience is automatically placed on probation. The terms of probation are decided upon by the CPD Faculty Committee. This committee will decide whether the student can be placed at an alternate site or whether the student will be dismissed from the program. During probation the student must arrange to meet at least two times per month with the Director of the Coordinated Program to discuss academic progress. If an alternate placement is provided, the student will have only one opportunity to complete the supervised practice objectives at the new site. Practicum courses which are required to be retaken are done so at the student expense according to Framingham State University published costs.

8. If probation terms are not satisfied by the student in the time allotted, the student will be dismissed from the program. Students who are dismissed from the Program may be eligible to complete their degree in the Nutrition and Dietetics concentration or Health and Wellness majors. An application to the Nutrition and Dietetics concentration is required. Students wishing to grieve a decision concerning retention in the program should follow the CPD Grievance Procedure.

9. Master degree candidates must also satisfy academic requirements of the graduate program. Of particular note are two statements: "Students who earn a C- or lower grade in undergraduate prerequisite courses are subject to dismissal from the program" and "A student shall be dismissed when the student accumulates two grades below "B-." All 800 and 900 level courses are graduate courses. Please refer to Academic Dismissal under Graduate Policies in the [Graduate Catalog](#).

### **Supervised Practice Experiences**

The practicum experiences begin with the course Orientation to Dietetics, a preapproved no-credit work experience in the field of food and nutrition. This is a prerequisite for admission to the Coordinated Program and must have been completed within 5 years of application.

**First Year.** Supervised practice experiences in the first year of CPD are generally limited to 3 - 4 hours/week in clinical nutrition and foodservice settings. Some facilities include outpatient clinics or health maintenance organizations. All students are also placed in a hospital setting. When possible, student requests for facility placement are honored. In addition, simulated laboratory experiences are held on campus.

**Second Year.** In the second year of CPD, students participate in experiences usually three days/week (minimum 24 hours). Staff relief concludes the clinical nutrition and the foodservice management rotations and is planned for five days/week. This allows for in-depth and continuous experience in clinical nutrition in a hospital and for foodservice management in a hospital, nursing home, University dining, school nutrition or business and industry account. Experiences in Community Nutrition enables students to develop skills in curriculum planning and community nutrition education in a health center or community program. Students who affiliate with a school nutrition program for Practicum in Foodservice Systems will be paired with a student who has an alternate foodservice placement to complete the School Nutrition Practicum.

With the exception of the staff relief experience, the supervised practice experiences are intended for training and educational purposes only. Contracts with the facilities indicate that students are not employees, there is no remuneration, and the students' duties are those stated in the CP Manual of objectives provided to the facility for each rotation.

Students submit their choices for facilities for each practice area and these provide the basis for student placement whenever possible. When multiple course sections are offered, students are assigned to the appropriate course section based on the facility. Students are generally not placed in facilities where they have been or are currently employed. The program attempts to rotate experiences to broaden the individual student's background or emphasize a student strength.

The CP does not have a policy or procedure for applying previous work experience toward completion of the supervised practice requirement. If a student has significant prior experience, a placement in a different type of facility, i.e., University dining versus hospital foodservice or clinical experience in a major medical center versus a community hospital, will be considered to augment prior experience.

**Changes in Facility Placements.** Student facility placements are subject to change without notice. When a change must occur, an alternate placement will be discussed with the student prior to finalizing the placement. Students who elect to change their status to part-time study or who take a temporary leave of absence from the program are not guaranteed the same clinical placement when they return. Placements will be made on a space available basis for these students. Students who are on probation which impacts their course sequence are not guaranteed the same facility placement nor that the practicum can be completed in a specific semester; placements will be made on a space available basis.

**Pediatric Conference.** The clinical nutrition service of Children's Hospital Boston presents a two-day Introduction to Pediatric Nutrition course on two Mondays during the Fall semester. Students are responsible for the registration fee (\$70.00) and transportation and parking costs (~\$30.00). Costs are approximate and are subject to change. Attendance is mandatory; this seminar is part of your supervised practice hours. An evaluation of the seminar content is required.

**Classroom Coordination.** Class seminars and group conferences are planned to coordinate practical application with classroom theory. Some CP competencies may be met through coursework taken by all Food & Nutrition students prior to acceptance into the Coordinated Program. Therefore, students who take a CPD course out of sequence may be required to attend and participate in class discussion of certain topics so that competencies can be met. This applies to students who took any of the following courses out of sequence: NUTR 481/881 Medical Nutrition Therapy II, NUTR 488/888 Seminar in Clinical Nutrition, and NUTR 482/882 Management of Food and Nutrition Services. In addition, class seminars and group conferences provide the opportunity for students to share their experiences from the many different types of facilities used for the supervised practice. Individual meetings for monitoring student progress in completing objectives and for providing feedback are also required between the student and the FSU instructors.



## **Evaluation OF Students**

Students are evaluated frequently throughout the program to provide opportunities for growth and development. In the short rotations during the first year, the evaluation is completed at the end of the rotation. In the intensive, final-year rotations there is a mid-point and a final evaluation. All evaluation forms are provided in the CPD manual for each course. The student is responsible for completing self-evaluations for all courses requiring a facility evaluation; self-evaluations are completed **prior** to meeting with the facility supervisor.

Completed evaluation forms, primarily the Professional Growth and the Performance Evaluation forms, are kept on file by the appropriate course instructor. Students may have access to these files by making an appointment with the course instructor. If requested, evaluation forms are returned to the student upon completion of the program.

When team-teaching, if there is a question concerning satisfactory completion of objectives, evaluation materials may be shared with the 'other' course instructor. With this exception, all evaluation materials are confidential. Faculty may refer to these evaluation forms when students request a letter of recommendation be written.

## **Evaluations BY Students**

Students are required to complete Affiliation Evaluation Forms after their final evaluation in all supervised practice experiences. These forms are shared with the facilities and guide them in planning the student's experience for the next year. Students are encouraged to respond in a positive manner by identifying current strengths and providing constructive suggestions for any changes that would improve the affiliation.

Students are required to complete Framingham State University administered course evaluations as well as evaluations of how courses met the Academy of Nutrition and Dietetics' Core Knowledge and Competencies for the RD. Students are also asked frequently during courses to comment on particular assignments and course activities. In the second year of the program, students are invited to an Open Forum program discussion with CPD faculty.

## **Communication**

**Program.** During the first year of the program the Director meets with the class to review program policies, program structure, and professional issues. These meetings also provide an opportunity for students to ask questions and provide comments concerning the program. A student "open forum" is held each semester in the second year of the program. This is an opportunity for students and faculty to meet and discuss program policies and supervised practice competencies and coordination with didactic classes.

**Facility.** Students are provided with a manual of learning objectives. It is the student's responsibility to complete these objectives and, therefore, students must communicate achievements, problems and concerns with the FSU course instructor. Although facilities are oriented to the CPD program, students usually need to initiate communication with the facility supervisor to accomplish all objectives. In this manner students build skills in taking initiative and in communication.

## **Vacation, Holiday, Snow Days, Absence**

**Vacation and Holidays.** The student vacation and holiday schedule is the same as that of the University. However, in the second year of the Program, adjustments are made in the University vacation schedule to ensure adequate supervised practice hours. For both the clinical nutrition and foodservice management experience students begin the semester approximately one week earlier than the University schedule indicates. In addition, a meeting to review course objectives is usually scheduled the week before the student rotation begins.

**Snow Days.** In the event of snow days, students may contact their facility to determine if they should go to the facility. In general, during the second year of the Program, students should go to the facility on a snow day just as they would if they were employed by the facility. Absence from supervised practice experiences must be rescheduled; students are required to notify their FSU course instructor.

Students placed in public schools for their foodservice rotation are more likely to encounter missed days when school is cancelled due to snow. Students are required to make up any lost time by working with their facility preceptor and their FSU course instructor. Extensive days lost may require students to extend their foodservice rotation into the March semester break.

**Absence.** A minimum number of supervised practice hours is required by the Academy of Nutrition and Dietetics to meet the Accreditation Standards. Absence from classes or supervised practice experiences which comprise program supervised practice hours must be rescheduled. Faculty will identify specific classes which provide supervised practice hours. In general, all Medical Nutrition Therapy Counseling Labs, case study/problem based learning discussions, seminar presentations, classes with guest speakers, and all individual and group conferences provide supervised practice hours. All schedule changes must have prior approval from your FSU clinical instructor before requesting any changes from your facility supervisor.

Facility rotations should be considered similar to going to work. Facility supervisors are not expected to give students any concessions beyond what their employees would be granted. Therefore, students are expected to abide by their schedule, be punctual and take responsibility for their assigned facility work.

**Injury or Illness While at the Supervised Practice Site.** Students who are injured or become ill while at their supervised practice site should immediately notify their facility supervisor to determine appropriate medical care. Treatment, if required, is at the expense of the student. Students must have permission of their facility supervisor if it becomes necessary to leave a site prior to completion of scheduled hours. Students should maintain contact with their facility supervisor and FSU course instructor to apprise them of the anticipated length of the absence. Students will be asked to provide a plan for making up missed hours. This plan must be approved by both the facility supervisor and the FSU course instructor and may require additional communication with the CPD Director.

## **Illness**

Facility days which are missed during the Program must be rescheduled. Students must inform their facility supervisor as early as possible when they must be absent due to illness, injury, or emergency. The student's FSU course instructor must also be notified as soon as possible of any missed time due to illness or emergency. Students will be asked to provide a plan for making up hours missed. This plan must be approved by both the facility supervisor and the FSU course

instructor.

It is important to consider how any illness, particularly long-term or chronic conditions, may impact students' abilities to function at their best during their supervised practice experiences. Note that students are also bound by the [Academy Code of Ethics](#) for nutrition and dietetics practitioners. Ethical Principle 1 relates to Competence and professional development in practice and states that practitioners shall (f) recognize and exercise professional judgment within the limits of individual qualifications. . . , as well as, (a) practice using an evidence-based approach within areas of competence, . . . and recognize limitations."

All parties will appreciate having a plan in place when dealing with concerns related to illness; a plan can also lessen anxiety particularly for the student. Students are encouraged to discuss concerns related to illness with the CPD Director. At all times, it is the policy of the University and the CPD to respect student privacy.

### **Insurance/Liability**

All students are required to carry health insurance and malpractice/personal liability insurance. A full time student rate is available for health insurance through the University if individual coverage is needed. The University pays for the annual malpractice/personal liability insurance policy. The University is not responsible for students' safety while traveling to an assigned facility.

### **Physical Exam**

All students are required to have an annual physical exam. It is recommended that the physical exam be done in August. The [physical exam form](#) is available from the FSU Health Center. Alternatively, a physician note documenting that the physical exam was conducted and the student is cleared for the supervised practice rotations in a hospital or foodservice setting is acceptable.

In addition to the physical exam, the following are also required:

Immunizations for MMR (2 doses) **AND** titer

Immunization for Varicella **OR** titer

Immunization for Hepatitis B **AND** titer

Immunization for Tetanus/Diphtheria within 10 years or Tdap Booster

2-Step Tuberculin Skin Test with annual update, OR QuantiFERON®-TB Gold In-Tube test (QFT-GIT) OR T-SPOT®.TB test (T-Spot) OR chest X-ray

Annual flu shot

Note the Tuberculin Skin Tests and annual flu shot are available through the FSU Health Center for a nominal charge. An individual facility may also require other health tests. The additional tests are at the expense of the student if not covered by the facility.

### **Criminal Offender Record Information Check (CORI)/Fingerprinting/Drug Testing**

Many facilities affiliated with the CPD require Criminal Offender Record Information (CORI) checks for employees and for students who affiliate with them. Therefore, all students entering the Coordinated Program are required to have the CORI conducted by the Framingham State University Human Resource Office. Students must report to the Coordinated Program Director any changes in their CORI reports during the term of their participation in the program. Some sites, for example School Foodservice Programs, conduct their own CORI, so a student may have the CORI conducted multiple times.

**Fingerprinting.** Some students complete their foodservice supervised practice in a public school, however, ALL students are placed in a public school setting for the School Nutrition practicum. Massachusetts requires fingerprinting for all students affiliating at these schools. Fingerprinting is scheduled through <http://identogo.com/FP/Massachusetts.aspx>. Students will need the specific School District Provider ID in order to schedule their appointment for fingerprinting. The cost for fingerprinting is ~\$35.00, at student expense. Students placed at two different public schools may incur duplicate costs for fingerprinting.

**Drug Testing.** Note that some facilities also require drug testing for all students who affiliate with them. When possible, information about specific facilities that require drug testing is provided in the student facility fact sheet information. The cost of the drug test is at the expense of the student if not covered by the facility. Students completing rotations in a federal agency or federally-funded program who have a medical marijuana card and/or use the product will be problematic as use remains illegal at the federal level, regardless of state or local law. Some sites require mandatory drug testing so keep this in mind as it may affect your ability to successfully complete this program.

### **Graduation and Program Completion Requirements**

**Undergraduate.** Completion of a minimum of 32 course-credits to include general education and major (and minor, if any) requirements in accordance with the Course Residency Policy as well as earn an overall minimum grade point average (GPA) of 2.00 for the Baccalaureate Degree. Effective Fall 2007, completion of a Baccalaureate Degree at Framingham State University requires that all students achieve a minimum 2.00 grade point average in their major requirements, including major-related courses taken outside of the home department in fulfillment of major requirements as well as satisfy the University's course residency requirements. Effective Fall 2014, students must earn a C- (1.70) or better in ENGL 110 Expository Writing. Effective Fall 2018, completion of a minor requires that all students achieve a minimum 2.00 grade point average in their minor requirements as well as satisfy the University's course residency requirements. The CPD program is intended to be a two-year program once accepted and shall be completed within a 3-year maximum time period from the start date.

**Master Degree Candidates.** The program requires a minimum of 15 courses: four core courses, four and one-half concentration courses, two elective courses, four and one-half practicum courses, together with undergraduate prerequisite courses required for students without appropriate academic backgrounds. All requirements for the MS degree program must be completed within eight (8) years from the end of the semester in which the student is first matriculated in the master's program. An oral comprehensive examination is required as the student's culminating experience.

**Verification Statement.** Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitian Nutritionist have been met.

Verification Statements are used when graduates apply to take the national Registration Examination for Dietitians or for state licensure. Verification Statements are only provided for CPD students who have

- completed a minimum B.S. degree and master's degree
- completed all specified program courses according to the University catalog under which the student has matriculated
  - major required courses must have been completed within 10 years of graduation
  - at least 8 courses must have been taken at FSU
- met CPD maintenance policies
- attended the following mandatory classes with the CPD Director: Resume writing, "graduation class", Professional Portfolio Development (2 classes)
- attended the Career Services class
- attended the Pediatric Nutrition 2-day workshop at Children's Hospital, Boston (This requirement is waived for graduate students who have completed NUTR 920 Pediatric Nutrition.)
- passed the ServSafe exam given in NUTR 384/884 Foodservice Systems prior to FS Practicum.

### **Becoming a Licensed Dietitian/Nutritionist (LDN) in Massachusetts**

Once graduates of either the Nutrition and Dietetics (FND) or the Coordinated Program in Dietetics 4+1 (FNP4) concentration pass the Academy of Nutrition and Dietetics Registration Examination for Dietitians and become Registered Dietitians (RD), they can become a licensed dietitian/nutritionist (LDN) in Massachusetts. If a student completes the DPD or CPD and does not take the RD exam, then she/he may still apply to take the LDN exam after the "Supervised Experience Requirements" are completed. For a guide to all Massachusetts LDN requirements, go to the [Board of Registration of Dietitians and Nutritionists](#) site.

**Other:** The CPD follows the Framingham State University policies for accommodations for special needs students, academic honesty and the U.S. Copyright Law concerning plagiarism. These policies are published in the University catalog and repeated below:

### **Accommodations for Special Needs Students**

Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Academic Support serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments. For further information about academic support, please visit the [Center for Academic Success and Achievement \(CASA\)](https://www.framingham.edu/academics/center-for-academic-success-and-achievement/) <https://www.framingham.edu/academics/center-for-academic-success-and-achievement/> or contact Dr. LaDonna Bridges, Director of Academic Success, in CASA at 508-626-4906 or [lbridges@framingham.edu](mailto:lbridges@framingham.edu).

### **Academic Honesty**

Students who plagiarize risk formal action that may result in a loss of credit for the assignment in question or failure in the course. Plagiarism is claiming another's ideas, copying text, or citing incorrectly. Copying power point presentations or study guides used as sample assignments are also examples of plagiarism. Refer to FSU guidelines and policy in the undergraduate or graduate Catalog at <https://www.framingham.edu/academics/catalogs/index>.

### **U.S. Copyright Law**

Course websites may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of a specific course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor who knows which materials are copyrighted and which are not.

### **Family Educational Rights & Privacy Act (FERPA)**

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. Details concerning FSU compliance with FERPA are found at <https://www.framingham.edu/academics/registrar/ferpa/index>.

The CPD Director submits student information to the Commission for Dietetic Registration (CDR) for eligibility for the national Registered Dietitian examination.

### **Changes to the Policy and Procedure Manual**

The Coordinated Program in Dietetics faculty reserves the right to amend the Policy and Procedure Manual for just cause. Students will be given prompt notification if changes are made.

## PROFESSIONAL DRESS GUIDELINES

The following guidelines for professional dress have been established for students in the Food and Nutrition major while at any facility. Students are expected to abide by the guidelines established for employees at the facility where they are placed. Facility supervisors make the final determination concerning appropriate dress.

Please remember that at all times you represent Framingham State University and dress as the professional you are. Appearance should be neat, well-groomed, and professional.

### A. Lab Coat (If Required)

1. **Clean, pressed, white coat over attire which presents a professional and mature image.**
2. Length of lab coat is based on student preference.

### B. Dress

1. Most facilities suggest corporate casual attire. Acceptable clothing may include but may not be limited to: Khakis, chinos, dresses, skirts, sweaters, blouses, polo shirts, closed shoes, Dockers, sneakers (clean/slip-resistant).
2. Clothing which is **NOT** acceptable may include but is not limited to:
  - Pants: jeans, jeggings, shorts, overalls, yoga pants, sweat pants
  - Skirts: short skirts, dresses with spaghetti straps
  - Tops: short tops, sweatshirts, tie dye shirts, tee shirts with elaborate decorations, halters, bare midriff, or strapless
  - Shoes: open toed shoes in clinical AND foodservice rotations
3. Clothing that is frayed or torn is not acceptable.
4. Clothing that is wrinkled or dirty is not acceptable.
5. Clothing that reveals cleavage is neither professional nor acceptable.

### B. Additional Considerations

1. Name pin/ID badge with title is required at all times.
2. No fragrances, particularly where smells may be offensive to sick patients.
3. Appropriate makeup for daytime wear.
4. Please consult with the facility concerning specific policies around tattoos and piercings. In general, face jewelry is not permitted in clinical or foodservice areas.
5. No hats, baseball or others, or sunglasses worn on the head.

### C. Foodservice Management Settings

1. Hair should be clean, neatly arranged and restrained if long. Hair coverings are required in food preparation areas.
2. Nails must be clean and trimmed. No nail polish should be worn when working in food preparation areas. False finger nails are not permitted.
3. Watches, wedding rings, and stud type earrings only are permitted when working in food preparation areas.
4. Closed toe shoes and socks/stockings are specifically required in food preparation areas, but may also be required throughout the institution. Note that students who enter the kitchen during their clinical nutrition rotation must also abide by these rules. Some facilities may also require slip resistant shoes to be worn in the food preparation areas. These are at student expense.

## **GUIDELINES FOR DETERMINING POLICIES OF COOPERATING FACILITIES**

Students are required to e-mail or call their facilities at least one week in advance of their first day. Be sure that you receive confirmation for your rotation. The following should be determined:

1. When to arrive and to whom to report.
2. Where to park (Use [www.maps.google.com](http://www.maps.google.com) or similar to obtain directions).
3. Additional health tests required or person to meet for orientation and/or health clearance.
4. How the facility will reach you if necessary to change your schedule.

The first day at the facility the student should determine the following policies:

1. What to do in case of illness.
2. Where to park (parking sticker needed, etc.).
3. Where to hang coat (lockers available, etc.).
4. Availability of meals.
5. Availability of desk and/or work room.
6. Library and journal materials available.
7. Use of facility telephone and individual cell phone
  - Use of smart phones to research while at the facility must have prior approval. Even with approval, it is courteous to inform your preceptor why you are using your cell phone.
8. Use of the Internet.
9. Name to use in communication (surname or given name).
10. Additional dress code information:
  - Lab coat
  - Shoes and stockings: Note that some facilities do not permit open toe shoes throughout the facility and some foodservice facilities require slip resistant shoes. These are at student expense.
  - Sweaters
  - Capris
  - Nail polish and make-up
  - Jewelry
  - Hairnets, bouffants, beard nets, etc.
11. Policy concerning snow days. The University considers the practicum similar to employment; students are expected to go to their facility unless advised not to.
12. Student schedule. Students should reconfirm how they can be reached by the facility for any schedule changes.



## How to be a Professional Student Dietitian<sup>1</sup>

Students should expect that completing a supervised practice experience will be time-consuming and challenging. The following guidelines and reflection points are designed to set expectations and to help you successfully complete your supervised practice experiences.

### Personal Health

Take care of yourself. You should:

- Eat well
- Exercise
- Get enough rest
- Manage your stress
- Note that the [Academy Code of Ethics](#) Principle 1, Standard a includes "Practice using an evidence-based approach **within areas of competence**, continuously develop and enhance expertise, and **recognize limitations**."

### Time Management

- Always be on time during ALL rotations. Adhere to assigned work hours.
- Always be on time for ALL classes, campus meetings and professional meetings.
- Follow deadlines when handing in all assignments. Discuss with facility preceptors and faculty ahead of time if you are not able to make the deadline.
- Manage your personal life so that you can take full advantage of the experiences the program and your facility preceptors are providing. Speak to the CPD Director about part-time options.

### General Organization

- Good organization takes time on a daily basis.
- Use your CPD manual objectives; review these objectives often to facilitate planning completion of your assignments; insert tabs in the manual for easy access to objectives!
- Read e-mails daily and respond (if needed) promptly. File e-mails in folders for retrieval to check schedule details or recheck other information provided.
- Practice good organizational skills and pay attention to details.

### Acceptance of Placement

- All facilities regard you as a professional and a member of their staff. Remember you represent the best that Framingham State University has to offer, please conduct yourself accordingly.
- Approach each new situation with the same openness and eagerness that you had at the beginning of your supervised practice experience. Get adequate rest so that you can remain positive! The rotations actually progress very quickly.
- Don't complain about small tasks. There is always something to learn. Consider how small tasks fit into the big picture.
- Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.
- You are not expected to know all the answers. Remember, you are in a supervised practice experience to learn, so to enhance your knowledge, research your question first, then ask for further clarification.

<sup>1</sup>Adapted from Jill Johnston, West Virginia University Hospital Dietetic Internship and Commission on Dietetic Registration Dietetics Preceptor Training Program (<http://cdrnet.educationdirector.com>).



### **Appearance**

- Follow the facility dress code and the Framingham State University Professional Dress Guidelines found in the CPD manual. Present yourself with clean and neat attire at all times.

### **Interpersonal Skills**

- Practice good listening skills. Listen first; speak second.
- Avoid gossiping! Gossip can hurt fellow employees and fellow students. It has long term consequences which will eventually hurt you as well.
- Display positive body language and enthusiasm, such as, good eye contact, a firm hand shake, greeting people with a smile, and avoiding distracting non-verbal cues.
- Do not make excuses for your disorganization and forgetfulness.
- Always treat others with respect, even when you do not share the same values or opinions. Do not tell your facility preceptors that you hate 'clinical' or hate 'foodservice' or hate 'community.' Speak positively about what you are learning from each rotation even though you may not choose to practice in this area.

### **Be Proactive**

- Look ahead and plan meetings with upcoming facility preceptors to arrange schedules and review assignments.
- Manage your rotations by scheduling your assignments. Become familiar with your objectives by reading your CPD manual several times.
- Get started on all assignments early.
- Take advantage of opportunities offered inside and outside of the organization.

### **Problem Solving**

- Cope with problems with a positive attitude. Seek guidance from facility preceptors, faculty and/or the CPD director.
- Assume responsibility for your own learning.

### **Develop Rapport with Facility Preceptor**

- Keep in mind that your facility preceptors are not mind-readers. Clarify tasks given to you so you do not waste time. If expectations are not clear to you, ask the facility preceptor what the expectations are.
- Be flexible; respond positively to changes in schedules or assignments.
- Ask for things to do rather than always waiting to be told what to do.
- Volunteer to see patients or do other tasks especially when the dietitian or foodservice manager is busy. Flexibility is key!
- If you lack guidance, talk to the facility preceptor, or to the FSU course instructor or CPD director.
- Do not become defensive when a facility preceptor is giving you constructive criticism. Try to understand the 'why' behind the comments. These comments are to help you grow professionally; they are not criticisms of you as a person.
- Integrate new information and concepts with those you have learned previously. Preceptors do not have the time nor should they be expected to teach or re-teach theory that you should review in advance.
- Show interest and feel comfortable asking questions. Research questions first! But, be sure to ask if you cannot find the answer.
- Students should remember that providing patient/client care and/or high-quality food and nutrition services should be their preceptor's priority.

## **FSU Policy Against Discrimination, Discriminatory Harassment and Retaliation**

Framingham State University is committed to taking all possible steps to provide an inclusive and diverse learning, living and working environment that values cultural tolerance and looks with disfavor on intolerance and bigotry. Details and complaint procedures concerning discrimination, discriminatory harassment and retaliation are found at <https://www.framingham.edu/about-fsu/human-resources/eo/non-discrimination/index>.

### **COORDINATED PROGRAM IN DIETETICS STUDENT GRIEVANCE PROCEDURE**

Students and faculty members should use their best efforts to encourage the informal settlement of problems. If a problem cannot be resolved then students should proceed with the following grievance procedure.

#### 1. Definitions

- a. Grievant: Coordinated Program in Dietetics (CPD) student who seeks resolution of a grievance.
- b. Faculty Member or Faculty Preceptor: Faculty member or faculty preceptor against whom the grievance is directed.
- c. CPD Director: person acknowledged by the Academy of Nutrition and Dietetics as the Program Director.
- d. Department Chairperson: Chairperson, Department of Food and Nutrition.
- e. Evidence: Written statements, CPD evaluation forms, course assignments, oral testimony are included.

#### 2. Initiation and Notification Process

It is suggested that the student first discuss concerns on an informal basis with the CPD Director and attempt resolution at this conference level. If the concern is with the CPD Director, then the first and subsequent steps are handled by the Department Chairperson.

- a. Step 1:
  - i. Write a letter stating the student concerns to the CPD Director.
    - (1) The letter must be submitted within two (2) weeks of the occurrence of an incident, discovery of the problem, or notification of removal from the Coordinated Program in Dietetics.
  - ii. Schedule a conference with the CPD Director.
  - iii. After consultation with the Food and Nutrition Faculty and/or the Department Chairperson, the CPD Director suggests, in writing, an appropriate remedy to the grievance.

- b. Step 2:
  - i. After receipt of the letter (Step 1) from the CPD Director, the grievant has two (2) academic days to respond in writing to either accept the remedy or to request the grievance be taken to Step 2.
  - ii. Write a letter stating the student concerns to the Department Chairperson.
  - iii. Schedule a conference with the Department Chairperson.
  - iv. After consultation with the CPD Director and/or Food and Nutrition Faculty, the Department Chairperson suggests, in writing, an appropriate remedy to the grievance.

### 3. Withdrawal of Grievance

The grievant can withdraw the grievance at any time prior to the decision of the Department Chairperson or the Hearing Body with the consent of the CPD Director or the Department Chairperson.

### 4. Appeal Process

After receipt of the letter (Step 2) from the Department Chairperson, the grievant has two (2) academic days to respond in writing to either accept or to appeal the remedy to the grievance. A written letter of appeal is sent to the Dean of Students. If warranted, the Dean of Students will convene a hearing body.

### 5. Pre-hearing Conference

At the Pre-hearing Conference the Dean of Students will:

- a. provide a copy of the letter stating the student concern(s) to the grievant and faculty member or faculty preceptor.
- b. inform the grievant and faculty member or faculty preceptor
  - i. of the grievant right to a hearing before a Hearing Body;
  - ii. of their right to bring witness in their behalf;
  - iii. of their right to cross-examine witnesses;
  - iv. of their right to be assisted by an advisor. The advisor may be anyone except an Attorney at Law and may attend the hearing.
  - v. of the appeal procedure.
- c. suggest in writing, an appropriate remedy to the grievance, after consultation with the Department Chairperson, CPD Director and/or Food and Nutrition Faculty.

After the Pre-hearing Conference, the grievant has two (2) academic days to respond in writing

- i. to accept the convener's remedy to the grievance.
- ii. to request the grievance be referred to the Hearing Body.

6. Composition of the Hearing Body

- a. Chair
  - i. The Dean of Students will moderate the hearing and vote in the case of a tie.
- b. Members

All members of the Hearing Body are chosen by the Dean of Students after consultation with the Department Chairperson and CPD Director.

- i. 1 CPD, 1 Food and Nutrition faculty member, 1 faculty from an associated department;
- ii. 1 practitioner

7. Hearing

- a. The grievant must attend the hearing and verbally present the evidence.
- b. The grievant and/or advisor shall be entitled to call witnesses and ask questions of anyone who testifies at the hearing.
- c. The faculty member and/or advisor shall be entitled to appear, hear all testimony, present any relevant information in his/her behalf, call witnesses, and ask questions of anyone who testifies at the hearing.
- d. The hearing will be controlled to avoid needless consumption of time through repetition of information and to prevent the harassment or intimidation of participants. The hearing can be recessed at any time by the Chair.
- e. After all information has been presented, and the faculty member has made a final statement, the Hearing Body shall meet in private to discuss the case and make a decision. A majority vote is necessary to make the decision.
- f. If the grievant rights have been breached, it is the responsibility of the Chair of the Hearing Body to propose an appropriate remedy for the breach. A majority of the Hearing Body present and voting must vote their support of the Chair's proposal.
- g. The grievant and faculty member shall be notified in writing of the Hearing Body's decision, including a statement of the reasons for the decision and the findings of fact on which it is based. This notice will include the right to appeal the decision to the Dean of the College of Science, Technology, Engineering, and Mathematics within two (2) academic days.
- h. A record of the hearing shall be taken. All records pertaining to the hearing shall be confidential and kept by the Chair until the grievant graduates or voluntarily terminates his/her relationship with the University. These records shall be used only in the disposition of future cases involving CPD students.
- i. All statements, information, or comments given during the hearing will be held in strictest confidence by members of the committee. Only those faculty with an educational need to know will be informed of the proceedings and outcome. The educational need to know will be determined by the CPD Director in consultation with the Department Chairperson.

8. Retaliation

- a. The FSU policy concerning retaliation applies to all parties involved in the Grievance Procedure. Details are found at <https://www.framingham.edu/about-fsu/human-resources/eo/non-discrimination/index>.

## **COORDINATED PROGRAM IN DIETETICS**

### **PROCEDURE FOR COUNSELING A STUDENT FROM THE PROGRAM**

A student may be counseled from the program for a variety of reasons:

1. the program does not seem to meet the needs of the student;
2. the student appears to have difficulty meeting program objectives and may benefit from an alternative food and nutrition program;
3. the student was informed in writing that he/she is on probation;
4. the student was informed in writing that he/she has failed to meet the terms of a probationary period.

The following procedure will be used to counsel a student from the Coordinated Program in Dietetics (CPD).

1. The CPD Director meets with the student at least every other week, and weekly if needed.
2. At the meetings with the CPD Director, the student's progress to date is discussed. Identify positive development and provide constructive suggestions for improvement where appropriate. Identify 'helps' available to the student, e.g., tutoring, Center for Academic Success and Achievement (CASA).
3. State specifically and in writing what competencies the student needs to fulfill to stay in the program, and the consequences if these are not met.
4. Present other alternatives to the student (those not requiring an RD, i.e., Health and Wellness major, dietetic internship, graduate school) and discuss in detail.
5. Refer the student to Career Services if the student is unsure of what career path to follow.
6. Refer the student to the FSU Counseling Center to deal with any feelings of failure.
7. The student has the right to meet with the Department Chairperson to discuss concerns. If not satisfied at this step, the student has the right to meet with the Academic Dean and/or follow the established Grievance Procedure.

## **REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation 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.

Complaints should be submitted directly to ACEND only after all other options with the program and institution have been exhausted. A copy of the accreditation standards and/or 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 at 120 South Riverside Plaza, Suite 2109, Chicago, Illinois 60606-6995 or by calling 312-899-0040, Extension 5400.

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.