

**FOOD AND NUTRITION AND DIETETICS (FND)/
DIDACTIC PROGRAM IN DIETETICS (DPD)
POLICY AND PROCEDURE MANUAL**

**Framingham State University, MA
2020 20201**

Table of Contents

FOOD AND NUTRITION FACULTY 2020-2021	3
MISSION STATEMENT.....	4
NUTRITION AND DIETETICS CONCENTRATION GOALS.....	5
TECHNOLOGY REQUIREMENTS FOR FOOD AND NUTRITION STUDENTS	6
FRAMINGHAM STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS OVERVIEW	7
NUTRITION AND DIETETICS CONCENTRATION (DIDACTIC PROGRAM IN DIETETICS) PROGRAM POLICIES	13
FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL.....	14
RETENTION AND REMEDIATION PROCEDURE	14
GRADUATION AND/OR PROGRAM COMPLETION REQUIREMENTS	15
DIDACTIC PROGRAM IN DIETETICS STUDENT GRIEVANCE PROCEDURE	15
REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL or FRAMINGHAM STATE UNIVERSITY	19
FSU Policy Against Discrimination, Discriminatory Harassment and Retaliation.....	19
FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL:	20
FRAMINGHAM STATE UNIVERSITY EDUCATIONAL PREPARATION TO BE A REGISTERED DIETITIAN.....	21
Becoming a Nutrition Dietetics Technician, Registered	22
FRAMINGHAM STATE UNIVERSITY: PLANNING FOR YOUR SUPERVISED PRACTICE.....	22
Required Courses and Suggested Undergraduate Course Sequence for Entering Freshmen Fall 2020.....	24
SUGGESTED ELECTIVES FOR MAJORS IN THE FOOD AND NUTRITION DEPARTMENT.....	26
FOOD AND NUTRITION PROGRAM COSTS.....	28
FSU SENIOR INTERNSHIP COURSES: INTRODUCTION AND APPLICATION.....	29
INTERNSHIP COURSE DESCRIPTIONS.....	30
FSU SENIOR INTERNSHIP APPLICATION.....	32
MAJOR COURSE TRANSFER CREDIT POLICY.....	36
FINANCIAL AID INFORMATION.....	38
INFORMATION ON SCHOLARSHIPS	39
BECOMING A LICENSED DIETITIAN/NUTRITIONIST (LDN) IN MASSACHUSETTS.....	40

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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 Nutrition and Dietetics concentration (Didactic Program in Nutrition and Dietetics) offers an academic curriculum to prepare students to be accepted into a dietetic internship to become a Registered Dietitian or into a graduate program, or to pursue a career in a food, nutrition or related field.

NUTRITION AND DIETETICS CONCENTRATION GOALS

1. The program will prepare graduates to become nutrition professionals.
 - a. 100% of students enrolled in the concentration will graduate within 6 years.
 - b. 50% of graduates will apply to either a Dietetic Internship (DI) program or pathways offering supervised practice within 12 months of graduation. Of those applying, 50% will be accepted into DIs or pathways offering supervised practice.
 - c. Students will respond 3 or higher on a 5-point scale on each course evaluation when asked if the course meets the specific Core Knowledge of the Academy of Nutrition and Dietetics identified for that course.
 - d. Graduates will respond 3 or higher on a 5-point scale when asked to assess their academic background in subject areas, some of which comprise the Core Knowledge, when surveyed 1-2 years after program completion.
 - e. Employers will respond 3 or higher on a 5-point scale on the Employer or Dietetic Internship Director Questionnaire when asked to rate graduates' preparation for an entry-level dietetic position.
2. The program will prepare graduates to become dedicated learners throughout life and career.
 - a. 80% (of respondents) of students who completed a dietetic internship 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.
 - b. 50% (of respondents) who do not complete a dietetic internship will be employed in the food and nutrition field and will identify at least one method of continuing professional education when surveyed five years after program completion.
3. The program will foster a variety of careers in food and nutrition. Graduate responses related to job titles on the Food and Nutrition concentrations' graduate surveys will indicate that graduates are employed in at least 3 areas of nutrition and dietetics when surveyed 1 – 2 years after program completion.
4. The program will enable graduates to develop technology proficiency.
 - a. Students will respond 3 or higher on a 5-point scale on course evaluations when asked if specific courses meet the Core Knowledge 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 5-point scale on the Employer Questionnaire when asked to rate graduates' computer skills.
5. The program will prepare students who have completed a dietetic internship to pass the Registration Examination administered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

The program graduates over a 5-year period will achieve at least an 85% first-time pass rate on the Registration Examination.

TECHNOLOGY REQUIREMENTS FOR FOOD AND NUTRITION STUDENTS

As entering freshman and transfer students majoring in Food and Nutrition, you are required to have a wireless laptop computer. Courses in Food and Nutrition will have projects and lectures based on computer programs, Blackboard and the Internet. Your instructor will inform you of class sessions that will require you to bring your computer to class. Programs required are Microsoft Word, Excel, PowerPoint, and Publisher, as well as a diet analysis program.

For a complete guide to technology services for students, see:

<https://www.framingham.edu/student-life/information-technology-services/it-guides/students/it-guide-for-students>

Note: Students may bring or purchase any laptop, but the University secures excellent pricing on a University recommended system each year. Through our purchase program, you can take advantage of special pricing on hardware that we have vetted for durability, reliability, and supportability.

For information on purchasing FSU-recommended laptops, or purchasing one through FSU, see:

<https://www.framingham.edu/student-life/information-technology-services/new-to-fsu/new-students>

FRAMINGHAM STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS OVERVIEW

The Didactic Program in Dietetics (DPD or Didactic Program) is a term used by the Academy of Nutrition and Dietetics (AND) to describe the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards as meeting academic requirements for admission to a supervised practice program. It may also be referred to as Didactic Program in Nutrition and Dietetics (DPND). Framingham State University has one of 212 Didactic Programs. Graduates of the Framingham State University Food and Nutrition major, Nutrition and Dietetics concentration, meet the Didactic Program requirements. Upon graduation, DPD students must complete a post-graduate Dietetic Internship (DI) that is accredited by ACEND. DIs must provide 1200 hours of supervised practice. This is usually completed in 8-24 months. (The longer programs usually include a Master's degree). See: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/how-to-apply-for-a-dietetic-internship>

Once the DI is completed, graduates are eligible to take the National Registration Examination for Dietitians. NOTE: This differs from the Coordinated Program in Dietetics (CPD). Students who complete the CPD meet Didactic Program requirements plus Supervised Practice Requirements and are eligible, upon graduation, to take the Registration Examination for Dietitians.

The Didactic Program meets ACEND's Core Knowledge, which specifies what's needed to enter practice as a Registered Dietitian (RD). Core Knowledge requirements are based on data that defines dietetics practice at the national level. Each college or university then develops a curriculum to meet the Core Knowledge for the RD. Didactic Program course requirements will, therefore, vary somewhat among institutions. If you have taken courses at another institution and want to complete the Didactic Program requirements at FSU, you must complete a minimum of eight FSU courses to qualify for a "Verification Statement" – mailed to students after program completion.

ACEND address and phone:

Academy of Nutrition and Dietetics
120 South Riverside Plaza
Suite 2190
Chicago, Illinois 60606-6995
Phone: 800-877-1600 or 312-899-0040

NOTE: If you have an undergraduate degree from another institution, you may complete the Didactic Program requirements at Framingham State University through the Master of Science in Food and Nutrition, Coordinated Program in Dietetics concentration. Visit <https://www.framingham.edu/academics/graduate-studies/graduate-degree-programs/master-of-science-coordinated-program/master-of-science-concentration-in-food-and-nutrition-specialization-in-coordinated-program-in-dietetics> for additional information. To schedule an appointment with the graduate advisor, Dr. Ann Johnson, call 508-626-4540.

NOTE: It's the DPD policy that post graduates who return to take the DPD courses in order to receive a verification statement and apply to DIs must take their courses in sequence.

NUTRITION AND DIETETICS CONCENTRATION (FND) APPLICATION

Submit this form to Dr. Susan Massad, Hemenway Annex 220.

If you are currently in the Nutrition and Wellness Concentration or the Coordinated Program in Dietetics Concentration, this application process does not apply to you.

You will apply to the Nutrition and Dietetics Concentration (FND) once you have completed or are enrolled in CHEM 300 Principles of Biochemistry. This is typically during sophomore year. If you plan to take Biochemistry in the summer, you can apply in the spring semester just prior to that summer.

Name: _____

Date: _____

E-mail: _____

Semester and year that CHEM 300 Principles of Biochemistry was completed or will be completed:

Are you also applying to the Coordinated Program in Dietetics? (Please circle)

Yes

No

List other colleges you've attended and from which transcripts will be sent. (If all of your courses have been taken at Framingham State, circle N/A and skip this question):

N/A

Additional Documents that must be submitted with this application:**1) Degree Works progress form:**

Submit your Degree Works progress document that lists all of your courses and grades. On "MyFramingham" go to Academics → My Courses → Degree Works Login → Save as a PDF → Print out the document. **WRITE YOUR NAME ON THIS DOCUMENT.**

2) Transcripts:

If you have taken required science or dietetics courses at other schools, you need to order transcripts from those schools. **Your application is not complete until all of these transcripts have been received.** Send your transcripts to Dr. Susan Massad, Department of Food and Nutrition, Hemenway Annex220, Framingham State University, 100 State St., Framingham, MA 01702 (**NOTE: this can take up to 4 weeks**).

Due Dates:

1. If you finish CHEM 300 Principles of Biochemistry in fall semester, **all transcripts and applications are due by January 10th of spring semester.** You will be notified of your acceptance decision by the first day of classes in spring semester.
2. If you are completing CHEM 300 Principles of Biochemistry in spring semester, **all transcripts and applications are due by February 28th of spring semester.** You will be notified of your acceptance decision by June 1st (after grades are submitted).
3. If you intend to complete Biochemistry in the summer, **all transcripts and applications are still due by February 28th.** *After completion and receipt of your grade for summer Biochemistry, send your summer Biochemistry transcript to Dr. Susan Massad, Department of Food and Nutrition, Hemenway Annex 220, Framingham State University, 100 State St., Framingham, MA 01702, to complete your application. Also send it to the Registrar to receive transfer credit. You will be notified of your status prior to the start of classes in September.*

Continued →

Worksheet for Grade Calculations for Application (You must submit this with your application):

Minimum requirements for acceptance into the FND concentration:

- Currently enrolled in or have successfully completed CHEM 300 Principles of Biochemistry. **NOTE: Your application will be on hold until CHEM 300 Principles of Biochemistry is completed.**
 - Minimum second semester sophomore standing is required. (Applications are also accepted from juniors, seniors, and graduate students).
- Minimum overall GPA of 2.70.
- Minimum science GPA of 2.50 comprised of the six science courses listed below. (Equivalent is defined as a course that has been substituted for the required course and appears on your transcript.) Please fill in your grade for these courses. You can compute your Science GPA using the chart provided below.

_____ BIOL 130 Principles of Biology or equivalent
 _____ BIOL 235 Principles of Human Physiology, or BIOL 333 Human Physiology, or equivalent
 _____ CHEM 107 Principles of Chemistry or equivalent
 _____ CHEM 108 Chemistry & Quantitative Analysis or equivalent
 _____ CHEM 207 Organic Chemistry or equivalent
 _____ CHEM 300 Principles of Biochemistry or equivalent

- No lower than a C- (1.70) in any Biology, Chemistry, or Food and Nutrition course. Fill in your grades here:

_____ BIOL 130 Principles of Biology or equivalent
 _____ BIOL 235 Principles of Human Physiology or equivalent
 _____ CHEM 107 Principles of Chemistry or equivalent
 _____ CHEM 108 Chemistry and Quantitative Analysis or equivalent
 _____ CHEM 207 Organic Chemistry or equivalent
 _____ CHEM 300 Principles of Biochemistry or equivalent
 _____ NUTR 110 Fundamentals of Nutrition Science or equivalent (Formerly NUTR 205 – Nutrition Science and Applications)
 _____ NUTR 262 Food, Culture, and Society

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

- Acceptance is based on a formula using your grades.

Continued →

Additional Information:

4. Twenty-four (24) students will be accepted into the FND concentration each year. This is in addition to the 24 students who are accepted into the Coordinated Program in Dietetics (CPD). Acceptance into the FND concentration is competitive. If the number of applicants exceeds the number of openings (24), not all students who meet the minimum requirements will be accepted.
5. If you are not accepted to the FND concentration, you will be required to pursue another major at FSU. This can include a BS in Food and Nutrition with a concentration in Nutrition and Wellness.
6. NOTE: If you are planning to apply to the Coordinated Program in Dietetics (CPD), complete both the CPD application and the FND application.

**NUTRITION AND DIETETICS CONCENTRATION (DIDACTIC PROGRAM IN DIETETICS)
PROGRAM POLICIES****A. FORMAL ASSESSMENT OF STUDENT LEARNING AND REGULAR REPORTS OF
PERFORMANCE AND PROGRESS**

Formal assessment of student learning and regular reports of performance and progress are provided by the University's warning system, individual faculty e-mails, and meeting with the students during a regularly scheduled advising and registration period during the semester. Final grades for courses are posted online at secure websites by the Registrar's Office. These procedures apply to all Food and Nutrition students. Students in this concentration must maintain an overall GPA of > 2.70 and a science GPA of > 2.50 comprised of these six courses:

1. BIOL 130 Principles of Biology or equivalent
2. BIOL 235 Principles of Human Physiology, BIOL 333 Human Physiology, or equivalent
3. CHEM 107 Principles of Chemistry or equivalent
4. CHEM 108 Chemistry and Quantitative Analysis or equivalent
5. CHEM 207 Organic Chemistry or equivalent
6. CHEM 300 Principles of Biochemistry or equivalent

Also, students must earn a C- or greater in all nutrition, chemistry, or biology courses. Failure to maintain the minimum overall and science GPA, and failure to earn a C- or greater in all nutrition, chemistry, or biology courses, will result in dismissal from the program. A student may retake the courses for which a grade of lower than C- was received, and reapply to the program the following semester.

FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL:

Academic regulations concerning academic suspension/dismissal are found on page 43 of the 2019- 2020 Framingham State University undergraduate catalogue, and can be accessed at

<https://www.framingham.edu/Assets/uploads/academics/catalogs/ documents/undergraduate-catalogs/2019-2020-undergraduate-catalog/undergraduate-catalog-2019-2020.pdf>

RETENTION AND REMEDIATION PROCEDURE

Per university policy, all faculty members from all departments submit midterm warnings to the Registrar's Office. The Registrar sends the warnings to the students. If a student receives a midterm warning, it goes into his/her "degree works" audit. The advisor checks this audit each semester, and talks to the student during the subsequent registration and advisement period about the options of receiving tutoring through the Center for Academic Support and Advising (CASA) to raise the grade, or dropping the course and retaking it during the summer or the following semester.

If a student does not meet the minimum overall or science GPA to remain in the Nutrition and Dietetics concentration (DPD), the student is given the option to switch to the Nutrition and Wellness concentration or to another major. Students must maintain a 2.70 overall GPA and a 2.5 science GPA. If a student falls below these standards, the advisor, who checks the GPAs each semester, will send the student to the DPD Director, who will meet with the student to advise and create a plan for the student's progress. Ultimately if these standards are not met, the student will be dismissed from the Nutrition and Dietetics concentration.

GRADUATION AND/OR PROGRAM COMPLETION REQUIREMENTS

Framingham State University does not have a time limit for when a student can graduate. For the Didactic Program in Dietetics students, all of the courses that a student has completed when he/she graduates must have been taken *within 10 years of the time that the first course that counts toward the degree was taken*. At least 8 of the courses must have been taken at FSU. Considering how often nutrition and dietetics standards change, it is optimal if students complete their “Didactic Program in Dietetics-required” courses within 2 years.

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 Dietitians.

Verification Statements are needed when graduates apply to an ACEND-accredited Supervised Practice Program. Verification Statements are issued by the Program Director. They will be mailed to each Nutrition and Dietetics student who has:

- completed a minimum B.S. degree
- completed all specified program courses according to the University catalog under which the student has matriculated
- has maintained a minimum overall GPA of 2.7, a minimum science GPA of 2.5 and has no grade under a C- in any nutrition or science courses.

Note:

At various times a graduate *may* be asked to supply the Verification Statement (e.g. as part of a job application). **The Program Director will mail** six paper copies or a copy via email with an authenticated digital signature to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc. The Foods and Nutrition Department will retain one (1) original indefinitely in the student/graduate file at the University, and will retain one (1) original for Program Director to submit to the Commission on Dietetic Registration as directed through the Random Audit Process for registration eligibility verification requirement for Pathway III students sitting for the Registered Dietetic Technician (DTR) Exam.

DIDACTIC 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:

1. Definitions
 - a. Grievant: Didactic Program in Dietetics (DPD) student who seeks resolution of a grievance
 - b. DPD Director: person acknowledged by the Academy of Nutrition and Dietetics as the Program Director.
 - c. Department Chairperson: Chairperson, Food and Nutrition.
 - d. Evidence: Written statements, course assignments, and oral testimony are included.

2. Initiation and Notification Process:

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

 - a. Write a letter stating the student concerns to the DPD Director. The letter must be submitted within two weeks of the occurrence of an incident, discovery of the problem, or, if applicable, notification of removal from the Didactic Program in Dietetics.
 - b. Schedule a conference with the DPD Director.
 - c. After consultation with the Food and Nutrition Faculty and/or the Department Chairperson, the DPD Director writes a letter suggesting an appropriate remedy for the grievance.
 - d. After receipt of the letter from the DPD Director, the grievant has two academic days to respond in writing to either accept the remedy or to request the grievance be taken to the next step:
 1. Write a letter stating the student concerns to the Department Chairperson.
 2. Schedule a conference with the Department Chairperson.
 3. After consultation with the DPD Director and/or Food and Nutrition Faculty, the Department Chairperson suggests, in writing, an appropriate remedy for 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 DPD Director or the Department Chairperson.
4. **Appeal Process:** After receipt of the letter from the Department Chairperson, the grievant has two 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, Dean of Students will convene a hearing body.
5. **Pre-hearing Conference:** At the Pre-hearing Conference the Dean of Students will:
 - a. Provide copy of letter stating the student concern(s) to the grievant and faculty member.
 - b. Inform the grievant and faculty member:
 1. of the grievant right to a hearing before a Hearing Body;
 2. of their right to bring witness in their behalf;
 3. of their right to cross-examine witnesses;
 4. of their right to be assisted by an advisor. The advisor may be anyone except an Attorney at Law and may attend the hearing.
 5. of the appeal procedure.
 - c. Suggest in writing, an appropriate remedy to the grievance, after consultation with the Department Chairperson, DPD Director and/or Food and Nutrition Faculty.
 - d. After Pre-hearing Conference, grievant has two academic days to respond in writing:
 1. to accept the convener's remedy to the grievance.
 2. to request the grievance be referred to the Hearing Body.
6. **Composition of the Hearing Body**
 - a. **Chair** 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 DPD Director.
 - c. 1 DPD, 1 Food and Nutrition faculty member, 1 faculty from an associated department, 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 Chairperson can recess the hearing at any time.
- 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 must be present and must support 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 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 DPD students. Members of the committee will hold all statements, information, or comments given during the hearing in strictest confidence. Only those faculty members with an educational need to know will be informed of the proceedings and outcome. The educational need to know will be determined by the DPD Director in consultation with the Department Chairperson.

8. Retaliation: The FSU policy concerning retaliation applies to all parties involved in the Grievance Procedure. Details: https://www.framingham.edu/Assets/uploads/about-fsu/office-of-institutional-research/_documents/eoplan.pdf

REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL or FRAMINGHAM STATE UNIVERSITY

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 2000, Chicago, Illinois 60606-6995 or by calling 312-899-0040, Ext. 5400.

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

Other complaints, not specific to ACEND

Other complaints that are not specific for ACEND can be addressed with the Dean of Students - Office Location and Hours: McCarthy Center, Fifth Floor, Suite 504 Hours: 9:00 AM – 5:00 PM Phone: 508-626-4596

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/Assets/uploads/about-fsu/office-of-institutional-research/_documents/eoplan.pdf

FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL:

Academic regulations concerning academic suspension/dismissal are found on page 42 of the 2019-2020 Framingham State University Undergraduate catalog which can be accessed at:

<https://www.framingham.edu/Assets/uploads/academics/catalogs/ documents/undergraduate-catalogs/2019-2020-undergraduate-catalog/undergraduate-catalog-2019-2020.pdf>

FRAMINGHAM STATE UNIVERSITY EDUCATIONAL PREPARATION TO BE A REGISTERED DIETITIAN

Listed below are the minimum requirements set by the Academy of Nutrition and Dietetics to become a Registered Dietitian.

- I. A **Bachelor's degree** from a four-year accredited institution.
- II. Coursework that meets **Didactic Program in Dietetics** (DPD or Didactic Program). Didactic Programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics and must meet the Core Knowledge for the RD stated in the Accreditation Standards.

A Verification Statement confirming completion of the Didactic Program is required. After the student has submitted an official Framingham State University transcript, the DPD Director mails the verification statement to the student. Copies of the Verification Statement with original signatures are required for application to a supervised practice program, application for active membership in the Academy of Nutrition and Dietetics, and application for eligibility to write the Registration Examination for Dietitians.

- III. **Supervised Practice Program** that meets the Core Knowledge and Competencies for the RD for Dietitian Education Supervised Practice (minimum of 1200 hours) in one of two types of accredited programs:

Coordinated Program in Dietetics – integrates the supervised practice with the academic requirements at either the undergraduate or graduate level.

OR

Dietetic Internship – post-baccalaureate supervised practice usually administered by a hospital, medical center, university or college.

- IV. Successful completion of the **Registration Examination for Dietitians**. To apply for eligibility to take the Registration Examination, applicants must submit Verification Statements from the Supervised Practice Program. The Registration Examination for Dietitians is given as a computer based exam at testing centers year round. Applicants submit an eligibility application and Verification Statement to the Commission on Dietetic Registration.

Becoming a Nutrition Dietetics Technician, Registered

Educational and professional requirements, see:

<https://www.eatrightpro.org/about-us/what-is-an-rdn-and-dtr/what-is-a-nutrition-and-dietetics-technician-registered/becoming-a-nutrition-dietetics-technician-registered>

Nutrition dietetics technicians, registered (NDTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. NDTRs have met the following criteria to earn the NDTR credential:

- Completed a dietetic technician program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university.

OR

- Completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university.
- After completing the degree and dietetics coursework, pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to the [CDR website](#).
- Completed continuing professional educational requirements to maintain registration.

For additional information contact the Academy's Accreditation and Education Programs Team: 800-877-1600, ext. 5400 or education@eatright.org Frequently Asked Questions

<http://cdrnet.org/vault/2459/web/files/FAQDTPathwayIII.pdf>

Study Guide for the Registration Examination for Dietetic Technicians

<https://www.eatrightstore.org/product-type/study-guides/study-guide-for-the-registration-examination-for-dietetic-technicians-7th-edition>

FRAMINGHAM STATE UNIVERSITY: PLANNING FOR YOUR SUPERVISED PRACTICE

As a Food and Nutrition student, you should begin planning for your supervised practice early in your University program. Be aware that all supervised practice programs (Dietetic Internships) are **competitive** and require an application process that evaluates academic average (overall, science courses, and in professional courses), work and academic references, and quality of work experience in dietetics.

Students in the Nutrition and Dietetics concentration apply to **Dietetic Internships (DI)** the last semester of their coursework. To be competitive in the Dietetic Internship application

procedure, you should have at least a 3.0 or better overall GPA with a 3.0 GPA in science and professional courses. Current national acceptance rate for DIs is approximately 60%. While some supervised practice programs pay a stipend to interns, most do not. You should plan that the supervised practice year will be without pay and may require a substantial clinical fee or tuition payment.

How should I prepare for applying to a DI?

1. You are required to take NUTR 005 Preparation for Academy Internship – a non-credit bearing course that meets on 9 Mondays from 1:30-2:20, during Fall Semester senior year
2. Maintain a good academic average. Don't let any semester "slide." Utilize the services of CASA (College Academic Support Services – Peirce Hall Annex) for tutoring and other academic assistance. Don't wait to ask for help.
3. Plan to get a summer and/or weekend job in the dietetics field. Internships look for relevant work experience in their applicants.
4. Meet with your advisor frequently. If you're experiencing difficulty in a course, initiate and maintain communication with the professor of that course immediately. Seek tutoring at CASA.
5. Meet with the Didactic Program Director, Dr. Susan Massad, in your sophomore/junior year to go over current GPA, dietetic work experience, and University activities.
6. The online dietetic internship application is submitted by mid-February of your last semester. You should begin early to select programs to which you would like to apply. All programs with descriptive information are listed on this Academy of Nutrition and Dietetics website link: <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>
7. They are also listed in "The Applicant's Guide to Supervised Practice." An electronic copy is available in Blackboard.com in the NUTR 005 Preparation for Academy Internship course.
8. If possible, attend dietetic internship open houses, especially if they are in Massachusetts.
9. We recommended the Food and Nutrition Internship/Independent Study course (NUTR 490, 495, or 499) as an elective, since it will give you some work experience.

Required Courses and Suggested Undergraduate Course Sequence for Entering Freshmen Fall 2021

1. When you are either registered for Biochemistry or have previously completed Biochemistry, you will apply to the Dietetics Program.
2. You automatically meet the General Education requirement for Domain II: B Natural Sciences.
3. You should see your advisor to individualize your schedule of courses, especially if you are a transfer student.
4. The Food and Nutrition Department offers electives each semester. You are encouraged to check the options.
5. Completing a minor is recommended for all students. Required courses in a minor can substitute for free electives.

Suggested Course Sequence

Year One: Fall Semester	Year One: Spring Semester
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 & Lab) CHEM 108 Principles of Chemistry and Quantitative Analysis (pre, L) Domain I: A. Creative Arts Domain I: C. Language
Year Two: Fall Semester	Year Two: Spring Semester
BIOL 235 Principles of Human Physiology (pre, L) CHEM 207 Organic Chemistry I (pre, L) Domain I: B. Humanities STAT 117 Introduction to Statistics or STAT 208 Biostatistics or ENVS 202 Data Analysis for Scientists	NUTR 262 Food, Culture, and Society (pre, L) CHEM 300 Principles of Biochemistry (pre, L) PSYC 101 General Psychology OR SOCI 101 Intro to Sociology OR ANTH 161 Cultural Anthropology (Domain III: B. Perspectives on Contemporary World) Domain II: A. Analysis, Modeling, Problem-Solving
Year Three: Fall Semester	Year Three: Spring Semester
NUTR 364 Experimental Study of Food (pre,L) NUTR 482 Management of Food & Nutrition Services Domain III: A. Perspectives on the Past Elective	NUTR 384 Foodservice Systems (pre,L) NUTR 374 Human Nutrition Science (pre) Domain III: C. Global Competency, Ethical Reasoning, Human Diversity Elective
Year Four: Fall Semester	Year Four: Spring Semester
NUTR 005 Preparation for Academy Internship (seminar, no credit) BIOL 307 Microbiology (pre, L) NUTR 381 Medical Nutrition Therapy I (pre) Elective Elective (recommend NUTR 495 Internship in Food Nutrition)	NUTR 478 Community Nutrition (pre) NUTR 481 Medical Nutrition Therapy II (pre) Elective (recommend NUTR 271 Nutrition for Sports and Exercise) Elective

EXPLANATION OF COURSE SEQUENCE

pre = prerequisite course(s) required, review catalog

L = laboratory included as part of course.

General Education Domains - Students who transfer in courses accepted as meeting General Education Domains may elect to take other courses. Students must take at least 11 General Education courses to fulfill the General Education Domain requirement.

Course Descriptions, including prerequisite courses for NUTR courses, are found at <https://www.framingham.edu/academics/catalogs/index>

1. Please be aware of the following course sequencing:

Biology Course Sequence

Principles of Biology and Principles of Chemistry ➡ Principles of Human Physiology

Principles of Biology and Principles of Chemistry ➡ Microbiology

Chemistry Course Sequence

College Algebra (prior or concurrently) ➡ Principles of Chemistry ➡ Principles of Chemistry and Quantitative Analysis ➡ Organic Chemistry I ➡ Principles of Biochemistry

Nutrition Course Sequence

Fundamentals of Nutrition Science ➡ Food, Culture and Society ➡ Organic Chemistry ➡ Experimental Study of Food ➡ Foodservice Systems

Food, Culture and Society ➡ Physiology ➡ Medical Nutrition Therapy I ➡ Community Nutrition

Principle of Human Physiology and Principles of Biochemistry ➡ Human Nutrition Science ➡ Medical Nutrition Therapy II

2. You are encouraged to minor in another department. Recommended Minors include: Biology, Business, Food Science, Information technology, Journalism (work with the FSU *Gatepost*), Psychology, Sociology, Spanish, Communication arts, or Professional writing. Note: Most minors require 5-7 courses. A minimum of three of these courses to satisfy any minor must be taken at Framingham State University.
3. Students repeating a course in the Department of Chemistry and Food Science must repeat both lecture and lab. There is no lab exemption.
4. Experience has shown that if you need to work more than 10 hours a week, you should consider taking fewer than 4 courses per semester.

SUGGESTED ELECTIVES FOR MAJORS IN THE FOOD AND NUTRITION DEPARTMENT

Some courses may be required for different concentrations and course availability will vary by semester. Minors are strongly recommended. If you want to complete a minor, you need to consult the corresponding academic department for required courses in the FSU catalog

<https://www.framingham.edu/academics/catalogs/>

ANTH 161 - Cultural Anthropology (Dom. III-B)

COMM 107 – Effective Speaking (Dom I-A)

COMM 115 – Introduction to Speech Communications

COMM 213 – Advanced Public Speaking (Prerequisite: COMM 107 or 115)

COMM 215– Science Communication (part of the new Science Communications minor)

ECON 102 – Principles of Microeconomics (Dom III-B)

ECON 220 – Health Economics (Prerequisite: ECON 102)

ECON 323 – The Economics of Sports (Prerequisite: ECON 102)

ENGL 225 – Introduction to Journalism (Prerequisite: ENGL 110)

ENGL 286 – Professional Writing (Prerequisite: ENGL 110)

ENGL 311 – Writing About Science (Prerequisite: ENGL 110 + either COMM 215 or other ENGL course)☒

ENGL 371 – Business Writing

ENTR 300 – Entrepreneurship, Start Your Own Business (Prerequisite: ENGL 110, Gen Ed math, sophomore standing)

ENVS 202 – Data Analysis for Scientists (MATH 123 is a Prerequisite: or eligibility to take MATH 200 Calculus)

MATH 117 – Intro to Statistics

MATH 208 – Biostatistics

FDSC 161 – Introduction to Food Science & Technology (Dom II-B)

FDSC 405 – Food Analysis (Prerequisite: CHEM 300 or 301)

FINA 100 – Principles of Financial Literacy (Dom. II-A; Nutrition and Food Studies requirement)

GEOG 208 – Medical Geography

GEOG 211 – Cultural Geography

GEOG 225 – Population, Food, and Global Development

GEOG 235 – Environmental Law & Policy

HLTHL 105 – Personal and Community Health (Wellness required)

HLTH 206 – Wellness Behavior (Prerequisite: HEAL 105 + Intro PSYC or SOCI course or permission of instructor)

Fall 2020

HLTH 326 – Drug, Alcohol, & Addictive Behavior (Prerequisite: BIOL 101 or 130) (Health and Wellness required)

HLTH 496 – Internship in Fitness (Fitness Concentration requirement. application)

MGMT 280 – Organizational Behavior (Prerequisite: Sophomore standing)

MGMT 301 Sports Management (Prerequisite: MGMT 280 or MRKT 181)

MRKT 181 – Marketing Principles

MRKT 301 – Brand Management (Prerequisite: MRKT 181)

NUTR 271 – Nutrition for Sports & Exercise (NUTR 110; CHEM 103 or CHEM 107; BIOL 142, BIOL 235 or BIOL 272)

NUTR 333 – Chronic Disease Nutrition (Prerequisite: NUTR 110) Wellness required)

NUTR 390 – Special Topics in Nutrition (varies by semester, e.g., Nutrition Across the Lifespan; Supplements)

NUTR 479 – Computer Applications in Nutrition (Prerequisite: NUTR 381)

NUTR 490 – Independent Study in Food & Nutrition (Permission of Department Chair, application)

NUTR 495 – Internship in Food & Nutrition (Wellness requirement; Dietetics elective, application)

NUTR 499 – Internship in Food & Nutrition: US Army Natick Research, Development, and Engineering Center

PHIL 102 – Introduction to Ethics: Why Be Moral (Dom. III-C)

PHIL 103 – Introduction to Logic (Dom. II-A)

PHIL 118 – Introduction to Philosophy of Science (Dom. I-B)

PHIL 222 – Bioethics (Dom. III-C)

PSYC 201 – Child Development (Prerequisite: PSYC 101)

PSYC 212 – Adolescent Development (Prerequisite: PSYC 101)

PSYC 224 – Social Psychology (Prerequisite: PSYC 101)

PSYC 231 – Adult Development (Prerequisite: PSYC 101)

PSYC 245 – Health Psychology (Prerequisite: PSYC 101)

PSYC 271 – Principles of Behavior Modification (Prerequisite: PSYC 101)

PSYC 286 – Psychology of Women (Prerequisite: PSYC 101)

PSYC 305 – Human Relations (Prerequisite: PSYC 101)

SOCI 101 – Introduction to Sociology (Dom. III-B)

SOCI 212 – Sociology of the Family (Dom. III-B)

SOCI 218 – Women in Society (Dom. III-B)

SOCI 220 – Sports in Society (Dom. III-C)

SOCI 245 – Race and Ethnic Relations (Dom. III-B)

SOCI 300 – Animals and Society

SOCI 325 – Health and Illness (Prerequisite: 100-level Sociology course or ANTH 161)

SOCI 366 – Death and Dying (Prerequisite: sophomore standing or permission of instructor)

FOOD AND NUTRITION PROGRAM COSTS

Please consult the University catalog for information on tuition, fees, residence hall, and boarding costs. Website: <https://www.framingham.edu/admissions-and-aid/student-accounts/tuition-fees/index>

In addition to these University costs, Food and Nutrition students should expect to incur the following general expenses.

. The amounts are estimates and subject to change without notice.

Lab coat required for NUTR 262 Food, Culture & Society and NUTR 364 Foodservice Systems labs	\$ 35
ServSafe Exam (required for NUTR 384 Foodservice Systems)	\$ 85
Books, Supplies, Copying	\$1200
Wireless laptop computer https://www.framingham.edu/student-life/information-technology-services/new-to-fsu/new-students	\$1508
Physical exam including required lab tests May be required for NUTR 002 Orientation to Dietetics or an internship course; required for Coordinated Program in Dietetics students	\$ 600
Health insurance (full-time student annual plan – if you are not already covered on a health insurance plan) https://www.framingham.edu/admissions-and-aid/student-accounts/requirements/index	\$ 3444
Travel to internship facility (student responsibility) (required for Nutrition and Wellness students; optional for Nutrition and Dietetics students)	\$ 300 ¹
Academy of Nutrition and Dietetics student membership (optional; highly recommended) http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141	\$ 58

¹Estimated based on 30 miles travel from the University for 1 day/week for 15 weeks using standard mileage rates.

Liability insurance (\$15.00) is required for students in NUTR 384 Foodservice Systems and fingerprinting (\$35.00) is required for all students who complete the 18-hour foodservice experience in a public school. The University covers both of these expenses.

FSU SENIOR INTERNSHIP COURSES: INTRODUCTION AND APPLICATION

- **NUTR 495 Internship in Food and Nutrition**
- **NUTR 499 Internship in US Army Natick Soldier Systems**
- **HTLH 495 Internship in Fitness**

You are required to follow these guidelines and complete the entire application. Your application must be submitted with your resume (approved by Career Services) and a copy of your Degreeworks

Academic Requirements

You must have a 2.5 QPA in courses in the major. If you do not have a 2.5 QPA, speak to your advisor.

When to apply

1. It is best to take your Internship in your senior year when you have the knowledge and skills to utilize in your internship.
 - If you are a Health and Wellness major with a concentration in Nutrition and Wellness (FNU), you may apply for your required internship when you have junior or senior class standing.
 - If you are a Nutrition and Dietetics or Coordinated Program concentration student you must have junior or senior standing.
2. You must submit your application by the end of fall advising period for spring semester internships and end of spring advising period for the fall semester internships.

Application Due Date	Semester of Internship
October 15	Spring
February 15	Fall
April 15	Summer

How to apply

1. Sign up for an appointment with your faculty advisor to verify that your QPA is acceptable. If you do not meet the academic requirements, the chair of the department and your advisor will discuss a substitution course or course(s).
2. Prepare a high quality, professional resume. Make an appointment at Career Services to review your application. Your resume must be reviewed and approved (initialed or signed off) by Career Services prior to submitting your application.
3. Printout a copy of your academic course progress from Degreeworks to attach to your application.

4. Review the list of internship placements found on the Department website. You are free to look for internship options on your own.
5. Your advisor will bring your completed application to a Departmental faculty meeting. Your advisor will inform you of the decision of the faculty and give your application to the faculty member who will supervise your internship.
6. Your FSU supervisor will contact you to set up an in-person meeting to discuss placements.
7. The university supervisor will notify you when you need to set up a formal interview with possible internship sites. Bring a copy of your resume and the internship objectives with you to the interview.
8. After the interview, discuss the results with your FSU supervisor. A decision will be made as to the final placement.
9. Submit drafts of your thank you letters or e-mails to the interviewer. Once your supervisor accepts the draft, send out the letters. A copy of each thank you letter is placed in your internship file.
10. Once your internship application is approved, send an electronic copy of your resume to your FSU faculty supervisor.

Special Notes about Internships

1. Some internship placements require a physical exam including Mantoux test, immunizations, titers, flu shot; drug testing; a CORI (Criminal Offender Record Information) check which documents a person's criminal history; and, liability insurance.
2. All placements are to be finalized before the end of the prior semester. The placement supervisor will determine the start date.
3. Your grade for the internship is determined by both the FSU supervisor AND the placement supervisor. The internship requirements are identified in the course syllabus and are influenced by how responsible and competent you were in setting up your internship.
4. During the semester, you are required to attend weekly meetings on campus.

INTERNSHIP COURSE DESCRIPTIONS

Fall 2020

NUTR 495 Internship in Food and Nutrition

A supervised work experience in community nutrition, foodservice management, or medical nutrition therapy. Students submit an application that identifies specific goals for the experience and a résumé. An ability to work independently is expected. A major project is required. A minimum of one eight-hour day per week is required. Prerequisites: Senior standing and permission of department chair. A QPA of 2.50 in all courses for the major. Applications are due by October 7 for spring semester and February 15 for fall semester.

NUTR 499 Internship in Food and Nutrition: U.S. Army Natick Soldier Systems

A supervised work experience in food or nutrition as it pertains to the military. The student joins a research team in one of two areas: U.S. Army Research Institute of Environmental Medicine (USARIEM), or U.S. Army Sustainability Directorate (SusD). One eight-hour day per week required. Prerequisites: NUTR 364 Experimental Study of Food, NUTR 381 Introduction to Nutrition Practice, and QPA of 2.50 in all courses for the major. Departmental permission required. Applications are due by October 15 for spring semester and February 15 for fall semester.

HLTH 495 Internship in Fitness and Health

A supervised work experience in fitness, wellness, or related health field. Students submit an application that identifies specific goals for the experience and a résumé. An ability to work independently is expected. A major project is required. A minimum of one eight-hour day each week, for a total of 120 hours, is required. Prerequisites: Senior standing and a minimum GPA of 2.50 in all courses for the major and concentration. Department permission required. Applications are due by October 15 for spring semester and February 15 for fall semester.

FSU SENIOR INTERNSHIP APPLICATION

To apply for these courses, you must [complete this application form](#) and submit it to your advisor with your approved resume and your academic course progress from Degreeworks printout.

Directions: Submit this completed application to your advisor along with a printed copy of your academic course progress from Degreeworks transcript and your approved resume

1. Student name	_____		Date _____
2. Current address	_____		
3. Email address	_____		Mobile Phone _____
4. You are responsible for transportation to and from your internship placement. Where will you be living during your internship? _____			
5. FSU Faculty Advisor	_____		
6. Major and Concentration	___ Food and Nutrition	___ Nutrition and Dietetics CPD	___
	___ Health and Wellness	___ Fitness	___ Nutrition & Food Studies
7. Semester Internship Request	___ Fall 20__	___ Spring 20__	___ Summer 20__
8. Expected Date of Graduation	___ Fall 20__	___ Spring 20__	___ Summer 20__
9. Current QPA	_____		
10. Which internship course are you requesting?	___ NUTR 495 Internship in Food and Nutrition		
	___ HLTH 495 Internship in Fitness and Health		
	___ NUTR 499 Food and Nutrition Internship: Natick Soldier Research, Development and Engineering Center (NSRDEC)		
11. Can you communicate in a language other than English?	___ No	___ Yes Which language? _____	
12. Are you a Certified Personal Trainer?	___ No	___ Yes (Attach a copy of your certificate)	

13. **Complete the chart below.** Write the grade you received for each of the following required courses in your major and concentration. Indicate the status courses by writing 'IP' to indicate 'in-progress'; "fall or spring" for all courses to be taken during proposed internship. Write "NA" for all courses not required in your concentration within the major.

Course	Grade or Status: see details above
NUTR 110 Fundamentals of Nutrition Science	
NUTR 262 Food, Culture and Society	
NUTR 271 Nutrition for Sport and Exercise	
NUTR 333 Nutrition and Chronic Disease	
NUTR 364 Experimental Foods	
NUTR 374 Human Nutrition Science	
NUTR 381 Medical Nutrition Therapy I	
NUTR 384 Foodservice Systems	
NUTR 390 Special topics: "Topic"	
NUTR 390 Special topics: "Topic"	
NUTR 478 Community Nutrition	
NUTR 479 Computer Applications in Nutrition	
NUTR 482 Management of Food & Nutrition Services	
NUTR 483 Medical Nutrition Therapy II	
NUTR 490 Independent Study in Food and Nutrition	
NUTR 495 Internship in Food and Nutrition	
BIOL 142 Introduction to Human Biology	
BIOL 235 Principles of Human Physiology	
BIOL 307 Principles of Microbiology	
BIOL 241 Anatomy and Physiology I	
BIOL 242 Anatomy and Physiology II	
BIOL 303 Exercise Physiology	
CHEM 103 General Chemistry	
CHEM 107 Principles of Chemistry	
CHEM 108 Prin of Chemistry & Quantitative Analysis	
CHEM 201 Organic Chemistry	
CHEM 207 Organic Chemistry I	
CHEM 300 Principles of Biochemistry	
HLT 105 Personal and Community Health	
HLTH 206 Wellness Behavior (PR)	
HLTH 310 Exercise Testing and Prescription	

HLTH 326 Drug, Alcohol, and Addictive Behavior	
HLTH 410 Personal Training	
ENGL 286 Prof. Writing or COMM 215 Science Comm.	
FINA 100 Financial Literacy	
MRKT 181 Marketing Principles	

To the best of my knowledge, the information provided is accurate.

_____ (signature) _____ (date)

13. Using the chart below rate the population groups with which you would most like to work and the settings in which you would like to work. Indicate your first, second, and third choices for both population groups and settings by placing 1, 2, or 3 in each ranking column.

Populations	Ranking 1-3	Setting	Ranking 1-3
General population		Hospital or HMO outpatient service	
Adults		Hospital or inpatient services (completed MNT)	
Pregnant or lactating women		Elder nutrition program	
Adolescents		Extended care facility	
School age children		WIC	
Infants and young children		Child care agency	
Geriatric population		Cooperative Extension Services	
Rehabilitation program		Business or industry foodservice	
Social networking		School nutrition service	
Other, please specify		Food company	
		John Stalker Institute	
		Other, please specify	

14. In the chart below place an X in front of the skills you would like to develop or improve.

	Client / patient counseling		Speaking to groups
	Clinical nutrition (completed MNT)		Management skills
	Staff or professional training		Food service operation
	Event planning		Food research and development
	Educational program development		Social media
	Nutrition education		Writing
	Other, please specify		

15. List your major strengths:

- 1.
- 2.
- 3.

16. Please provide any additional information which might be helpful in placing you.

MAJOR COURSE TRANSFER CREDIT POLICY**FRAMINGHAM STATE UNIVERSITY DEPARTMENT OF FOOD AND NUTRITION FOOD AND NUTRITION**

See: <https://www.framingham.edu/admissions-and-aid/admissions/undergraduate-admissions/transfer-standards-credit-policy>

You should write a letter to the Committee and list the course(s) for which you are requesting transfer credit and the corresponding FSU courses(s). For each course under consideration, you should provide:

1. a transcript from the college/university where the course was taken.
2. the FSU course progress form printed from www.myframingham.edu.
3. a catalog with course descriptions from the college/university where the course was taken.
4. the textbook name and author (provide the text if possible).
5. the course syllabus/outline and topic outline.
6. complete Course Substitution Form with your advisor.

The above documentation should be submitted to the student's advisor who will submit it to the Course Transfer Credit Committee.

7. The Committee will determine course transfer credit on the basis of this criteria:

- similar course content
- the level at which the course is taught: the transfer course must have similar prerequisites to the FSU course
- if the FSU course has a clinical experience, the transfer course must have an equivalent clinical experience to receive credit
- any course accepted for credit which meets The Academy of Food and Nutrition's Foundation Knowledge for Didactic Curriculum Content must have been taken within 10 years of applying for transfer credit

7. Questionable Transfer Credit

At the discretion of the committee, you may be given the opportunity to test out of a course by passing an exam with an 80 or above. The FSU instructor would specify the exam.

The committee may ask to see class notes if necessary to determine course content

9. Reporting: A memo from the committee, with a copy to the advisor and Admissions Office or Registrar (if appropriate), will be sent to you.

10. You can discuss questions/concerns with the chairperson of the Course Transfer Credit Committee.

11. You can appeal a decision of the Course Transfer Credit Committee in writing to the Chair of the Food and Nutrition Department

FINANCIAL AID INFORMATION

The Financial Aid Office at Framingham State University assists matriculated students and their families in meeting the costs of an FSU education. Framingham State University participates in a wide variety of Federal, State, and private financial aid programs. The Office of Financial Aid is located in the Student Services Center on the 5th floor of the McCarthy Center.

For more specific details, see this link:

<https://www.framingham.edu/admissions-and-aid/financial-aid/>

INFORMATION ON SCHOLARSHIPS:

All scholarships are listed at the FSU website:

<https://www.framingham.edu/admissions-and-aid/financial-aid/types-of-aid/scholarships/index>

For more information on scholarships specific to this major:

<https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/food-and-nutrition/current-scholarships>

BECOMING A LICENSED DIETITIAN/NUTRITIONIST (LDN) IN MASSACHUSETTS

Once graduates of either the Nutrition and Dietetics (FND) or the Coordinated Program in Dietetics (FNP) 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. Also, 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: <http://www.healthcarepathway.com/become-a-dietitian/massachusetts-dietitian.html#education>