

APPALACHIAN STATE UNIVERSITY

COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT

UNDERGRADUATE HANDBOOK

NUTRITION AND FOODS: DIETETICS CONCENTRATION

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WELCOME AND INTRODUCTION

Welcome to the newly created Department of Nutrition and Health Care Management. On July 1, 2010, these two programs moved from other departments and colleges to the College of Health Sciences and merged as an academic department. Academic majors are offered in Nutrition and Foods with a focus either on Dietetics or on Foodsystems Management. A minor in Nutrition and Foods is available also. At Appalachian State University, students who intend to become registered dietitians take the Dietetics Concentration.

A Bachelor of Science degree in Nutrition and Foods is available; this degree includes a 400 hour internship (NUT 4900) planned by each student to reflect personal interests and to demonstrate competencies in this capstone experience. Alumni remain very supportive of the program by providing training opportunities for students and serving as guest speakers when requested. In fact, nearly every registered dietitian in the local district has a relationship or connection with the Nutrition and Foods program at ASU.

The first courses in Foods were offered in 1911-1912 when the University was in its ninth year as the Appalachian Training School. In that first year the program was Domestic Science. The following year the program was titled Home Economics. A four year course of study was offered in 1939-1940. The Bachelor of Science in Home Economics and Science was offered the following year in 1940-1941. In 1945-1946 four different plans of study/options were offered within the B.S. in Home Economics. One of these was Institution Management, a designation used at that time for programs preparing graduates to work in areas of dietetics. Approval by the American Dietetic Association (ADA) was effective in 1969-70. In 1983-84, a Foods and Nutrition major was offered with two concentrations: General (Dietetics) and FoodSystems Management. In 1998 ADA began moving from an approval process to accreditation of programs. This transition spanned 13 years until 2010. Accreditation of the Dietetics Concentration at ASU occurred in 2001. In 2010 the program, renamed Nutrition and Foods, moved to the new College of Health Sciences. Since the beginning of the dietetics program, the emphasis has been on general dietetics in order to meet the needs of the region served by this university.



L. S. Dougherty Building is home to the Department of Nutrition and Health Care Management.

The Food Systems Management concentration provides an option for those students wanting to focus on the management aspects of food production and service in such venues as schools, hospitals, and the hospitality industry.

The Dietetics program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics as a Didactic Program in Dietetics (DPD). Therefore,

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successful completion of the Bachelor's degree in Nutrition and Foods at ASU qualifies a student to compete for placement in ACEND-accredited dietetic internships. Following completion of a dietetic internship, students take a national registration examination to earn the registered dietitian (RD) credential. Additional information may be obtained from ACEND:

[Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](http://www.acend.org)

American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 312-899-0040 ext. 5400
Email: acend@eatright.org

In addition to the RD credential, several states (including North Carolina) require licensure. To learn more about licensure in North Carolina, visit the North Carolina Dietetic Association (NCDA) [website](#).

A new option for students not entering a dietetic internship but wishing to practice nutrition is to take the national exam to become a dietetic technician, registered (DTR). All students with a minimum of a Bachelor's degree who have completed a DPD are eligible to take the DTR exam.

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MISSION AND GOALS

MISSION STATEMENT OF THE DIDACTIC PROGRAM IN DIETETICS

The mission of the Didactic Program in Dietetics (DPD) is to:

1. Provide opportunities for students to master the knowledge and skills necessary for competent professional performance in the advanced study of Nutrition and Foods including ACEND- approved dietetic internship and ultimately the dietetic profession
2. Propagate student curiosity and inquiry about the theory and practice of dietetics that will lead to discovery and application of new ideas and knowledge
3. Encourage the development of attitudes, values and goals for professional integrity, service and life-long learning
4. Facilitate the development of decision making and leadership skills
5. Meet regional manpower needs by developing dietetic generalists who are able to perform in small settings where they are likely to perform in more than one area of practice

GOALS AND OUTCOME MEASURES OF THE DIDACTIC PROGRAM IN DIETETICS

The program goals and objectives for the Didactic Program in Dietetics at Appalachian State University are as follow:

Program Goal 1: Maintain a high quality DPD that provides opportunities for students to master the knowledge requirements, skills and values necessary for dietetics practice, post-graduate education or positions related to food, nutrition, and health care.

Outcome measures to assess achievement of this goal:

- Seniors will complete the Senior Survey to indicate the degree of satisfaction with DPD. At least 80% of seniors responding to the senior survey will indicate a rating of 4 or better on the first section of the survey and 2 or better on the second section of the survey.
- Graduates will complete the alumni survey and will indicate a high level of satisfaction with didactic preparation. 80% of those graduates who complete the alumni survey will indicate a rating of 2 or better.
- Students who enroll in Advanced Nutrition I (NUT 4200) in the spring of their junior year will be tracked through completion of the program. At least 75% of the dietetic students who enroll in NUT 4200 will complete the dietetics program in two years.

Program Goal 2: Graduates will be prepared for supervised practice programs / employment.

Outcome measures to assess achievement of this goal:

- Undergraduate internship supervisors will complete the Field Supervisor Evaluation Form to indicate the degree to which students are prepared for employment/supervised practice programs. 80% of the field supervisors with students who intern in their facility will indicate the students meet or exceed expectations with respect to nutrition knowledge and skills necessary for employment/entrance into supervised programs.
- Dietetic Internship Program Directors will indicate that graduates are prepared for employment/supervised practice programs. 80% of dietetic internship Program Directors returning surveys will indicate a rating of satisfactory or better that graduates are prepared for supervised practice programs.
- Graduates will apply to supervised practice programs. Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the Program.



Belk Library and Information Commons provides digital access to study and research materials. Study rooms may be reserved for group study.

- Graduates applying to supervised practice programs will be accepted. Over a five-year period, 80% of those applying to supervised practice programs the academic year they completed the Program will be accepted.
- Graduates verified, but who did not apply to or were not accepted to supervised practice programs, will obtain employment and/or enter a graduate program of study in a health-related area. Over a five-year period, > 50% of nutrition graduates who do not apply for a supervised practice program will obtain employment and/or enter a graduate program of study in a health-related area.
- Graduates will pass the dietetic registration exam. Graduates will achieve at least an 80% first-time pass rate on the RD exam over a 5-year period.

FOUNDATION KNOWLEDGE REQUIREMENTS (KR) AND LEARNING OUTCOMES

Students completing the program will have obtained competence for each of the following ACEND-specified knowledge requirements and learning outcomes. These are listed below and are available on the [ASU Nutrition and Health Care Management website](#). In the event of a conflict of information between this document and the website, the website will be considered correct.

1: SCIENTIFIC AND EVIDENCE BASE OF PRACTICE: integration of scientific information and research into practice

- KR 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
- KR 1.1.a Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.
- KR 1.1.b Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the Academy of Nutrition and Dietetics Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

2: PROFESSIONAL PRACTICE EXPECTATIONS: beliefs, values, attitudes and behaviors for the professional dietitian level of practice

- KR 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
- KR 2.1.a Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.



During the semester, Belk Library and Information Commons is open Monday through Friday for 20 hours each day and on weekends.

- KR 2.1.b Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.
- KR 2.2 The curriculum must provide principles and techniques of effective counseling methods.
- KR 2.2.a Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.
- KR 2.3. The curriculum must include opportunities to understand governance of dietetics practice, such as the Academy of Nutrition and Dietetics Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
- KR 2.3.a Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.
- KR 2.3.b Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

3: CLINICAL AND CUSTOMER SERVICES: development and delivery of information, products and services to individuals, groups and populations

- KR 3.1 The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.
- KR 3.1.a Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.
- KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.
- KR 3.2.a Learning Outcome: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups.
- KR 3.3 The curriculum must include education and behavior change theories and techniques.
- KR 3.3.a Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

4: PRACTICE MANAGEMENT AND USE OF RESOURCES: strategic application of principles of management and systems in the provision of services to individuals and organizations

- KR 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.
- KR 4.1.a Learning Outcome: Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.
- KR 4.1.b Learning Outcome: Students are able to determine costs of services or operations prepare a budget and interpret financial data.
- KR 4.1.c Learning Outcome: Students are able to apply the principles of human resource management to different situations.

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- KR 4.2 The curriculum must include content related to quality management of food and nutrition services.
- KR 4.2.a Learning Outcome: Students are able to apply safety principles related to food, personnel, and consumers.
- KR 4.2.b Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making
- KR 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
- KR 4.3.a Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.
- KR 4.4 The curriculum must include content related to health care systems.
- KR 4.4.a Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

5: SUPPORT KNOWLEDGE: knowledge underlying the requirements specified above.

- SK 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
- SK 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.
- SK 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.



Students relax on Sanford Mall.

POLICIES AND PROCEDURES

Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The policy on [Equal Employment Opportunity](#) is on the Human Resource Services website.

TUITION AND FEES

Repeatedly cited as a best value in public education, Appalachian understands that cost is a major concern for many families. So, ASU offers ways to help. Many students combine several sources to make college more affordable. Regardless of one's financial situation, a student may contact counselors in [Admissions](#) (828-262-2120) or [Financial Aid](#) (828-262-2190) for assistance. [Student employment](#) is another resource.

Estimated minimum expenses for a full-time undergraduate for the 2012-13 academic year are summarized below. Visit the [Office of Student Accounts](#) for more cost details including cost per credit hour if taking less than 12 hours and cost for graduate credit hours.

	In-state Costs per Semester	In-state Costs per Year	Out-of-state Costs per Semester	Out-of-state Costs per Year
Tuition and fees*	\$3,144.50	\$6,289.00	\$9,168.50	\$18,337.00
Room**	\$1,950.00	\$3,900.00	\$1,950.00	\$3,900.00
Standard meal option***	\$1,120.00	\$2,240.00	\$1,120.00	\$2,240.00
Total	\$6,214.50	\$12,429.00	\$12,238.50	\$24,477.00

*Includes hardback textbook rental

**Standard Room Cost

***Super (\$1,580), Training Table (\$1,335), High (\$1,295) and Low (\$895) meal options are available also. The Low option is not available to freshmen.



Students appreciate the performance of ASU's athletic teams.

3.6.1.1 WITHDRAWAL AND REFUND OF TUITION AND FEES

When withdrawing from ASU, a student is required to withdraw from every class in which enrolled. The reasons for withdrawing may vary, and students need to understand all aspects of the withdrawal process. The types of withdrawals, detailed checklist and procedure for withdrawing from the university are explained on the website of the [Division of Student Development](#).

To obtain specific information about refund of tuition and fees, go to the [Registrar's Office](#) website and type "withdrawal" in the upper left search engine. Select the semester/year for which you are withdrawing and you will find current refund policy information.

3.6.1.2 ACADEMIC CALENDAR

The DPD utilizes Appalachian State University's standard academic calendar which can be found by clicking on the following link: [2012-2013 Academic Calendar](#).

3.6.1.3 STUDENT PRIVACY AND 3.6.1.4 RECORDS

Information on access to student records and other privacy questions may be found at [Parent Access to Student Information](#) on the Registrar's website. Students may have access to their own academic files, located in the main office of the Department of Nutrition and Health Care Management, during normal working hours and in the presence of the Administrative Assistant, Department Chair, or student's academic advisor. The protection of privacy of student information is described within the [Policy Statement](#) on the Family Educational Rights and Privacy Act (FERPA).

Access to various personal records may be found at the following locations:

Admissions Records	University Registrar - John E. Thomas Academic Support Services Building
Academic Records	University Registrar - John E. Thomas Academic Support Services Building
Financial Records	Director, Office of Student Accounts - John E. Thomas Academic Support Services Building
Placement Records	Director, Career Development Center John E. Thomas Academic Support Services Building
Academic Progress Records	Maintained by the Dean of the College/School and the chairperson of the academic department in which the student has formally declared a major. If the student has not declared a major, these records are maintained by the Director, Office of General Studies, D. D. Dougherty Building
Disciplinary Records	Director, Office of Student Judicial Affairs - Plemmons Student Union
Financial Aid Records	Director, Office of Student Financial Aid - John E. Thomas Academic Support Services Building
Campus Housing Records	Director, Office of Residence Life - John E. Thomas Academic Support Services Building
Extra-Curricular Records	Director, Center for Student Involvement and Leadership - Plemmons Student Union
Records of Students as Athletes	Director, Office of Athletic Media Relations - Broome-Kirk Gymnasium

3.6.1.5 SUPPORT SERVICES

ASU provides various support services, including health, counseling, testing and financial aid. The location of these services is described with a link to the web site for each.

Mary S. Shook Student Health Service and Wellness Center are located on the second floor of the Miles Annas Student Services Building, above the University Post Office and the Counseling and Psychological Services Center. More information can be obtained by visiting the [Health Services](#) website.

Counseling and Psychological Services is located on the first floor of the Miles Annas Student Services Building. These services are available to all ASU students. To learn more about available counseling and psychological services, visit the [Counseling and Psychological Services](#) website.

Testing Services is located on the second floor of the John E. Thomas (JET) Building (Room 245). A unit within University College, the Office of Testing Services provides accessible and comprehensive testing services for the campus and community. Visit the [Testing Services](#) website for a detailed listing of services provided.

Financial Aid Office is located in the John E. Thomas (JET) Building (Room 265). Students are encouraged to visit the [Financial Aid](#) website to learn the options available and the process for applying for assistance.

3.6.2.1 GRIEVANCE PROCEDURES

Every effort should be made by the student and the Program Director to provide an experience that is conducive to the development of professional competencies. However, as in any professional environment, behavior or circumstances may develop causing grievance to one or both parties.

The student should realize that, for all concerns that cannot be resolved with the party causing the injury, a particular chain of command must be followed (as established by the University). For efficient resolution of the concern, the sequential order of the chain must be observed. The student may be requested to state the grievance in writing. [Student Grievance and Appeal Policies and Procedures](#) are administered by Academic Affairs.



ASU offers a variety of on-campus dining options, with health-conscious menu choices.

3.6.2.2 ASSESSMENT OF PRIOR LEARNING

The official articulation of transfer credit will be evaluated upon admission to Appalachian. The goal of the office of Transfer Articulation is to ensure that the admission process for transfer students is seamless and student-friendly. Many resources are available for [transfer students](#). One resource available is the [course equivalency database](#). If courses taken at another institution are not available in the database, an admissions counselor can give an informal articulation of credit.

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Prior to accepting courses required for the DPD from another institution, each course is reviewed by staff and faculty at ASU. This may include one or more of the following: transfer articulation office, Department Chair, DPD Director, and faculty of specific courses in question. Students may be asked to submit a course description, syllabus, or other documentation before a substitution is granted.

Prior work experience, in lieu of coursework, to meet knowledge requirements of the program is evaluated on an individual basis.

3.6.2.3 ASSESSMENT OF PROGRESS

An important component of the learning process, evaluation allows the student to maximize professional and academic growth by realizing areas of both weakness and strength. Evaluation of students in the DPD program involves more than grading. Evaluation is an ongoing survey of each student's performance in and outside of the classroom and includes both academic and professional behavior.

The authority to determine letter grades rests with the teacher of the course. Policies on the Appalachian State University grading system including incompletes are found in the Undergraduate Bulletin, [Academic Regulations](#).

3.6.2.4 RETENTION AND REMEDIATION

Students failing to meet the criteria for grades within DPD courses are encouraged to retake the class if appropriate. If obstacles are identified that could prevent success in the retake, a student may be advised to seek help in removing those obstacles before continuing.

3.6.2.5 DISCIPLINARY/TERMINATION

The DPD conforms to the University guidelines for disciplinary/termination procedures. These are provided and administered by the [Office of Student Conduct](#).

3.6.2.6 DPD COMPLETION

Students completing a B.S. degree in Nutrition and Foods (Dietetics) must complete at least 124 semester credits. Graduation requirements include satisfactory completion of all curriculum requirements with the maintenance of at least a 2.0 cumulative grade-point average in all dietetics courses with no grade below a C minus.

Upon enrollment in Advanced Nutrition I (NUT 4200) in the spring of their junior year, students will be advised in a plan of study that enables them to complete the dietetics program within 2 years.

Students with a baccalaureate degree may complete DPD requirements. Each student will be evaluated on a case by case basis by the DPD Director.

3.6.2.7 THE VERIFICATION STATEMENT

Graduates are provided with original copies of the *Verification Statement*. This document attests that the student has completed successfully the requirements for a B.S. Degree in Nutrition and Foods and has demonstrated all knowledge requirements specified by ACEND. An original copy of the Verification Statement is kept indefinitely in the student's file in the main office of the Department of Nutrition and Health Care Management.



DIDACTIC PROGRAM IN DIETETICS (DPD) CURRICULUM

DIETETICS CONCENTRATION PROGRAM STRUCTURE

Appalachian State University's Undergraduate Didactic Program in Dietetics meets the requirements to prepare students for entrance into a Dietetic Internship. The four year program consists of two phases:

1. Pre-dietetics (Phase 1): Two years of introductory professional requirements and general education courses which may be obtained at Appalachian State University or another accredited college or university, or equivalent institution for international students.
2. Dietetics (Phase 2): Two years of study in clinical dietetics, foodsystems management and community nutrition at Appalachian State University campus.

This program is designed to fulfill all knowledge requirements for entry-level dietitians as stated in the ACEND Eligibility Requirements and Accreditation Standards for DPD Programs. Refer to Appendix B for the 2012-2013 Nutrition and Foods (Dietetics concentration) checksheet, which summarizes the catalog requirements. The proposed Plan of Study contained in Appendix C is designed to guide an entering freshman through the entire program in four years.

ADMISSION TO THE DPD PROGRAM

Each freshman and transfer student initially is advised by the University College Academic Advising Center. Once a student has completed a minimum of 30 hours at ASU, has completed UCO 1200 and ENG 1000 and has a minimum 2.0 GPA, that student officially can declare a major. Faculty members in Nutrition and Foods welcome the opportunity to talk to students regarding program of study and class schedule.

Faculty members encourage students to declare a major as soon as basic requirements have been met. This declaration should occur at the end of the freshman year or early during the sophomore year. Each student who has declared a major in Nutrition and Food is assigned a department advisor. These assignments may be based on concentration and the advisee load of the faculty member. Students are encouraged to visit the [University Advising website](#) for further information about declaring a major.



*ASU Bookstore and
Belk Library as seen
from Sanford Mall.*

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PROGRAM CHECKSHEET

Graduation requirements for undergraduates are identified by program, using the official Program Checksheet. Students typically follow the checksheet in effect upon entering ASU. Each student should work with their advisor to determine the best checksheet to follow.

A sample checksheet can be found in Appendix A and all ASU checksheets, current and previous, can be found online at [University Undergraduate Major Checksheets](#).

SUGGESTED PLAN OF STUDY

A suggested four year plan of study is available in the department office and Appendix B. Because each student's situation will vary and course and graduation requirements may change periodically, students must consult with their advisor regularly to ensure that all requirements are being met.

NUTRITION AND FOODS MINOR

Students not majoring in Nutrition and Foods may earn a minor in the field.

To earn a minor, students must complete 18 semester hours of coursework. For questions, make an appointment to see a Nutrition and Foods faculty member. Please refer to the [official Checksheet for Minor in Nutrition and Foods](#) or to the ASU Catalog for the specific semesters that courses are offered and the respective prerequisites for these courses.

Students taking NUT 2201 Foods and Nutrition for Children (2 sh) for the minor are encouraged to take NUT 4552 Medical Terminology/Records (1 sh). Failure to do so may result in the student having to take 19 or 20 semester hours to complete the minor.

Courses		
NUT 2202	Nutrition and Health	3 sh
Plus five or six of the following: (14-15 semester hours)		
NUT 1202	Basic Food Science	3 sh
NUT 2201	Foods and Nutrition for Children	2 sh
NUT 2203	Organization and Management in Food Service (Spring only)	3 sh
NUT 2351	Global Nutrition: Emerging Health Challenges	3 sh
NUT 3202	Food Purchasing and Production Management(Fall only)	3 sh
NUT 3205	Nutrition and the Life Cycle (Fall only)	3 sh
NUT 4509	Quantity Food Production	3 sh
NUT 4540	Diet and Public Health (Fall only)	3 sh
NUT 4552	Medical Terminology/Records (Spring only)	1 sh
NUT 4555	Nutritional Aspects of Exercise and Sports (Spring only)	3 sh
NUT 4560	Community Nutrition (Spring only)	3 sh
	Total of:	17-18 sh

COURSE DESCRIPTIONS

Official course descriptions for all ASU courses can be found in the current [ASU Undergraduate Bulletin](#).

SENIOR NUTRITION INTERNSHIPS

The [Nutrition and Foods internship](#) provides a capstone experience. The [Department Undergraduate Internship Manual](#) provides detailed information.

APPALACHIAN STUDENT DIETETIC ASSOCIATION

The Appalachian Student Dietetic Association (ASDA) offers a wide variety of opportunities and experiences for any Appalachian student.

The purpose of ASDA is the advancement of nutrition education on campus and in the community while promoting leadership, professionalism, and the field of dietetics within the membership.

Membership is open to all current Appalachian State University students who are interested in nutrition or related fields. A student should maintain interest and participation in all association activities.

Meetings will be announced by emails to members and posted on the ASDA bulletin board on the first floor of LS Dougherty Hall.

Dues are \$10.00 per semester without a T-shirt and \$20.00 per semester with a T-shirt and are non-refundable. If a member does not pay dues, ASDA will not be placed on the member's student activity record.

ASDA officers 2012-2013:

President: Sarah Grenier

Contact: greniersj@appstate.edu

Vice-President: Chloe Paddison

Contact: paddisoncm@appstate.edu

Secretary: Lezil McCullen

Contact: mccullenla@appstate.edu

Treasurer: Hannah Padgett

Contact: padgetthb@appstate.edu

Club Promotions: Anna Clark

Contact: clarkal1@appstate.edu

EMMA Liaison: Kalie Peyton

Contact: peytonkr@appstate.edu



Student members of ASDA and advising faculty participate in leadership, fund-raising and professional activities.

The parent organization for ASDA is the [Academy of Nutrition and Dietetics](#), which offers a discounted student membership.

RESEARCH OPPORTUNITIES

Research opportunities are available to students. Interested faculty with active research programs serve as mentors. Small research grants are available to students through the [Office of Student Research](#).

Faculty in Nutrition and Foods are conducting research in antioxidants and athletic performance, omega-3 fatty acids and inflammation, food safety and customer satisfaction, and preadolescent after school programs. The following Nutrition and Foods faculty actively engage undergraduates in their research programs:

[Melissa Gutschall](#)

[Lisa McAnulty](#)

[Martin Root](#)

SCHOLARSHIPS

DEPARTMENTAL SCHOLARSHIPS

[Five scholarships](#) are offered by the department to undergraduates pursuing degrees in Nutrition and Foods.

Annie Dougherty Rufty Scholarship

Donors of the award desire that preference be given to those applicants who demonstrate need for financial assistance, though the completion of a financial aid form is not required. Other requirements are that recipients will:

- Have demonstrated satisfactory academic achievement with an overall GPA of 2.7 or greater, and a 3.0 GPA minimum in Nutrition and Foods
- Be a rising junior or senior
- Have demonstrated leadership and involvement with extracurricular activities related to Nutrition and Foods major

Award may be received more than one year. Students must reapply and be selected by the Awards and Scholarship Committee each year.



Student Research Day is held annually in April. Here, two Nutrition students display the results of their joint research with Nutrition faculty.

Virginia Brown, Lillie Perry, and Elizabeth Scoggins Scholarship

Recipients must:

- Demonstrate leadership and involvement with extracurricular activities related to the Nutrition and Foods major.
- Demonstrate satisfactory academic achievement (overall GPA 2.7 minimum; 3.0 GPA minimum in Nutrition and Foods)
- Be a rising junior or senior
- Be majoring in Nutrition and Foods

Vivian & John Welborn Scholarship

This scholarship is open to all students, but preference is given to North Carolina residents. The recipients must:

- Show professional promise
- Demonstrate financial need

Betty Conley Lyerly Scholarship

Recipients must be able to be productive citizens and be able to contribute back to the community upon graduation. In addition, recipients must:

- Be a Nutrition and Foods major with financial need
- Have demonstrated academic potential with minimum 3.0 GPA

Mary Hoffman Farthing Scholarship in Nutrition and Foods

This scholarship is intended for incoming freshman students and is renewable upon verification of satisfactory academic performance (2.5 overall GPA and resubmission of application and continuance of major in Nutrition and Foods. Letters of recommendation are not mandatory for resubmission). The recipient must:

- Be majoring in any Nutrition and Foods area of emphasis
- Have demonstrated satisfactory academic progress (must predict and maintain a 2.5 overall GPA)

COLLEGE OF HEALTH SCIENCES AND APPALACHIAN STATE UNIVERSITY SCHOLARSHIPS

Scholarships are offered by the College of Health Sciences and the University. The [Admissions](#) website enables a student to view all scholarships, as well as to search by criteria. Information on costs and the application process are described.

NORTH CAROLINA STATE SCHOLARSHIPS

The [North Carolina Dietetic Association Foundation](#) offers scholarships each year to students enrolled in ACEND-accredited and approved dietetics education programs.

NATIONAL SCHOLARSHIPS

The [Academy of Nutrition and Dietetics](#) offers scholarships in amounts that range from \$500 to \$3000. These are awarded to a junior or senior in a DPD program.

STEPS TO BECOMING A REGISTERED DIETITIAN (RD)

COMPLETE A BACHELOR’S DEGREE from a U.S. regionally-accredited university or college and completes the coursework of a ACEND-accredited DPD program to satisfy the eligibility requirements and accreditation standards.

RECEIVE A (FIRST) VERIFICATION STATEMENT OF PROGRAM COMPLETION from the Program Director of the accredited DPD Program upon completion of the two steps listed above. The *Verification Statement* grants eligibility to participate in the matching process for a dietetic internship. Completion of a DPD Program is *not* a guarantee of being matched to a dietetic internship (DI), also known as a ACEND-accredited supervised practice program.

APPLY FOR A DIETETIC INTERNSHIP by the February or September deadlines, be accepted and successfully complete a ACEND-accredited supervised practice program (dietetic internship). Applying to dietetic internships (DI) is a *highly competitive* process – GPA, dietetics-related work experiences, and the quality of application materials are important. Completing a DPD Program and receiving a *Verification Statement* are not a guarantee of being accepted into a dietetic internship.

Students graduating in May or August generally apply to Dietetic Internships in the February prior to graduation, while December graduates generally apply in the September prior to graduation.

Applicants are matched to one DI through the national D&D Digital matching system. Students not matched may re-apply at a later date.

COMPLETE THE DIETETIC INTERNSHIP

Dietetic internships provide training in the clinical, community, and food service areas of dietetics, and as of 2009, all Dietetic Internships have an area of specialization which provides extra training.

Dietetic Internships require a minimum of about 7-1/2 months, but can be 21 months or longer if part of a Master’s degree program.

Currently, more than 200 accredited Dietetic Internships are available in the United States. These are located primarily in major cities. Many are affiliated with colleges and universities. Internship class size generally ranges from 6 - 12 interns.



RECEIVE A (SECOND) VERIFICATION STATEMENT OF PROGRAM COMPLETION from the Program Director of the accredited Dietetic Internship. This form is granted upon successful completion of the Dietetic Internship.

PASS THE NATIONAL REGISTERED DIETITIAN EXAM administered by the Commission on Dietetic Registration (CDR). Passing the R.D. exam on the first attempt is the goal. Students' performance on the national R.D. exam is an important criterion for maintaining ACEND accreditation status for both DPD and DI programs.

APPLYING TO DIETETIC INTERNSHIP PROGRAMS

Students planning to become Registered Dietitians must complete an Academy accredited Dietetic Internship after graduation from ASU and prior to taking the National Registration Exam.

Increasing the chances of being a successful applicant to a Dietetic Internship begins in the first year of college by working to obtain and maintain the best possible GPA, acquiring extensive volunteer experience, being active in student organizations and working closely with dietetics faculty. Professional behavior is a must.

The process for applying involves three steps.

- Review all programs and identify choices for application.
- Complete the application.
- Participate in the computer-matching process.

REVIEW ALL PROGRAMS AND IDENTIFY CHOICES FOR APPLICATION

The first step is to review all programs offered and determine those programs to which applications will be sent. The [Directory of Dietetics Programs-Accredited and Approved](#) is updated and published each year by the Academy of Nutrition and Dietetics. A current copy is posted online and is password accessible using App State login and password. The directory provides information on D.I. programs. Visit the websites of

Tips for Successful Application

Read very carefully the requirements of each program.

Identify the programs that use the on-line DICAS application and those that use a paper application.

Identify everything that must be done and the timeline for accomplishing all tasks.

Allow yourself and others ample time to do a professional job in preparing the application. These materials are usually your only opportunity to sell yourself and are completed at an extremely busy time of year. Plan ahead so that the application may be completed in a timely fashion.

Follow all directions carefully. If a program does not specify complete directions (for example, whether the letter of application is to be typed or handwritten), you are expected to make a decision. You may call the program director for clarification but expect to type all materials.

Give careful thought to the letter of application. Discuss interests in dietetics, goals, knowledge and experience gained from courses, work experience, community and campus involvement, etc. The letter should enhance and not just duplicate information in the application.

Update the resume to reflect academic accomplishments and work experience. Tips on preparing the resume can be found on the [Career Development Center](#) website.

Answer all questions and include all information requested in appropriate detail.

Applications should be submitted online or mailed at least two weeks before the deadline. If mailed, first class postage is a must and registered mail is recommended. As a safeguard, make a copy of each completed packet before mailing. This enables quick assembly of a packet lost in the mail or if reapplication to a program is necessary for any reason.

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programs to obtain program statistics, specific requirements and application procedure. The number of programs to which a student may apply is unlimited.

COMPLETE THE APPLICATION

The second step is to complete the application for each Dietetic Internship (D.I.). Many internships participate in the online application known as [DICAS](#). The benefit of this process is that one application can be uploaded. The applicant indicates the programs that are to receive the DICAS application information. DICAS then submits the application to those programs. If a D.I. does not participate in the online process, students complete paper application materials which are mailed directly to each internship.

PARTICIPATE IN THE COMPUTER MATCHING PROCESS

The third step is to participate in the computer matching process. By mid-November, Dietetics Program Directors receive computer matching information from [D&D Digital](#), the company that handles the computer matching process for the Academy of Nutrition and Dietetics. A student must complete the online application for computer matching. (D&D Digital, Suite 301, 304 Main Street, Ames, Iowa 50010-6148, phone: 515-292-0490).

Each Dietetic Internship reviews its own applications and, like students, submits a priority listing of applicants to D & D Digital, along with the number of position slots they have to be filled. Computer matching does not change the applicant's or program's selection process, so a student will not be matched to a program whose name does not appear on that student's priority listing.

As part of the application process, students will need to rank in order of preference all programs to which applications are submitted. Before matching begins, the priority lists for both the applicants and the Dietetic Internship programs are "cleaned." If a program does not rank an applicant, that program will be removed from the applicant's list. If an applicant does not rank a program, the applicant is removed from the program's list. Then, the matching process takes place using the applicant's prioritized list and the programs' prioritized list until all possible matches are complete. The process is explained in detail in the "Instructions to Applicants" booklet provided by D & D Digital to directors of dietetics programs. Applicants can receive only one match.

All costs are borne by the applicant. When submitting the rank order list to the D & D Digital, each applicant must pay a non-refundable fee. If a student decides to withdraw from the matching process, the applicant must notify D & D Digital in writing or by fax prior to the drop deadline. The fee will not be refunded.

All information submitted to D & D Digital is kept confidential. Each applicant is given the final result of the matching. Each program is provided with the names of applicants obtained in the match. Neither programs nor applicants are told the ranking by the other.

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D & D Digital sends notification of placement or lack of placement to each applicant and provides each program director with a list of applicants matched to its program. Students will receive notification of appointment status from [D&D Digital](#) via internet site. To insure individual privacy and security, a personal login and password will be given to each applicant. Notification will be either that a student was or was not matched with one Dietetic Internship. If matched, a student must finalize acceptance to that program, via telephone or fax to the program by a specified time. If not matched with a program and if prior permission was given, the student's name can be given to all internship directors who have not filled their classes.

D & D Digital makes available a listing of programs with openings. Students not matched are encouraged to contact these programs.

Although not perfect, the matching/selection process is the fairest system. Nevertheless, well-qualified, capable students may not receive a match with a dietetic internship on the initial application. Students who are not recipients of an appointment are encouraged to reapply for the next appointment date. In many cases, re-application indicates sincere desire to become a Registered Dietitian and is viewed as a strength rather than a weakness. Students who are not recipients may also elect to take the Dietetic Technician, Registered (DTR) examination. Obtaining the DTR credential allows one to work as a dietetics professional, thus gaining experience toward future application for an internship.

DIETETIC INTERNSHIP APPLICATION TASK LIST

The following are the basic steps that need to be followed when applying for a Dietetic Internship. Students are responsible for applying to internships. Failure to do so in a timely manner will prevent the student from being matched. If planning on entering an internship, the student needs to begin these steps at least 12 months before the application due dates.

- I have obtained current application materials, from at least FOUR Dietetic Internship programs, ten months prior to my desired appointment date (April for Fall entry and November for Spring).
- I have obtained information regarding the Graduate Record Examination (GRE) and have applied to take the examination. ASU Computer Based Testing offers year round testing. Scores are reported immediately and sent to designated programs within two weeks of test.
- I have requested my *Declaration of Intent to Complete* or *Verification Statement* from Dr. Melissa Gutschall. The *Declaration of Intent to Complete* is generated for students who are seniors and who are scheduled to graduate prior to the start date of the internship. The *Verification Statement* is completed only for individuals who have graduated. Both are standardized forms that are to be completed by the DPD Director and submitted with Dietetic Internship application materials.
- I have requested references from advisor/faculty and official transcripts from ASU Registrar to be sent to DICAS or to me (to be submitted with application materials).
- I have completed my application online through DICAS, or have submitted each completed paper application to the appropriate program Director by the program's required date. It is recommended

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that all applications be sent by receipt mail for proof of mailing and delivery. Include a self-addressed stamped postcard if you want to be notified of receipt of application by the program.

- I have supplied telephone numbers where I can be reached on the Appointment Date (April and November).
- I have obtained the D & D Digital information from my DPD Director.
- I have completed the online D&D application and prioritized my list of D.I.s. This has a deadline of mid-February for fall entrance and late September for spring. (Check D & D Digital materials for exact dates). D.I. priorities should be selected carefully. Applicants who receive a computer match are responsible for accepting or rejecting match by telephone/fax on the appointment date (April or November).

AVAILABILITY OF DIETETIC INTERNSHIP POSITIONS

The [Accreditation of Council for Education in Nutrition and Dietetics \(ACEND\)](#) has prepared a document related to the current demand for dietetic internships and availability of positions. Please refer to Appendix C and also ACEND for additional information.



CAREER OPPORTUNITIES FOR REGISTERED DIETITIANS

Registered dietitians (RDs) work in a variety of employment settings including health care, business and industry, public health, education, research, and private practice. Many of these professional environments, particularly those in medical and health care settings, require that an individual who will be giving nutrition information be credentialed as an RD. In addition to the RD credential, many states also require licensure.

*ASU offers career counseling
to its students.*

In medical settings, RDs educate patients about nutrition and administer medical nutrition therapy as part of the health care team. These professionals also may manage the food service operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff. RDs work with patients of all ages and with all forms of disease including diabetes, cancer, and heart disease. RDs work with physicians, nurses, respiratory therapists, physical therapists, and social workers, as part of the health care team, to improve the nutritional status of hospitalized patients.

Increasingly, people are recognizing the important connection between nutrition, fitness and health. Corporations also realize significant reductions in health insurance costs and employee sick days by promoting behaviors that help prevent illness and disease. Consequently, wellness centers and

corporations are employing RDs to help educate clients or employees about the important connection between food, fitness and health.

RDs work in communications, consumer affairs, public relations, marketing or product development for many industries including the major food manufacturers. These corporate RDs are viewed as vital contributors to the success of the product in the marketplace.

The importance of nutrition to sports performance has been recognized for centuries. However, modern scientific methods are allowing scientists to separate myth from fact in relation to performance.

Registered dietitians bring a holistic approach to the athlete, since RDs are concerned not only with the performance of the athlete but also with the total well-being and health of the athlete. Consequently, many professional and amateur athletes work with RDs to help maximize both performance and health.

RDs are active in working to improve the nutritional status and health of communities. Through health education seminars and programs, RDs teach and advise the public on ways to improve quality of life through healthy eating habits. RDs are often actively involved in reducing the incidence of hunger in communities, states, and on a national and international level.

RDs direct or conduct experiments for food companies, pharmaceutical companies, universities and hospitals to help improve the health and lifestyle of all Americans. Whether determining the importance of calcium to bone health or investigating the impact of genetically altered foods on health and society, RDs frequently are part of the research teams working on such important projects.

RDs often work as entrepreneurs in private practice and provide services to food service or restaurant managers, food vendors and distributors, athletes, nursing home residents, or company employees.

QUALITIES OF A PROFESSIONAL

Webster defines professional as "of relating to, or characteristic of a profession or calling" and professionalism as "the conduct, aims or qualities that characterize or mark a profession or professional person."

Dietetics students and Registered Dietitians are expected to perform in a professional manner while interacting with patients, physicians, nurses, faculty, and other students. Success as a dietitian will depend largely upon the ability to communicate and carry oneself in a way that is becoming of a professional. Therefore, begin immediately to form behaviors and habits that are the hallmarks of a professional such as excellence, promptness, reliability, dependability, courteousness, commitment and self-motivation. Professional growth and behavior will be monitored and evaluated throughout this program and will impact readiness for an internship program. Below are the standards of conduct that a dietetic student is expected to follow.

Excellence: Professionals constantly strive for higher levels of performance and achievement. Therefore, these professionals gracefully accept and value criticism from others knowing that

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constructive criticism stimulates growth and produces excellence. Professionals keep an open mind and respond non-defensively, are self-motivated, directed, and positive in conversations with others, avoiding unproductive negative communication. Finally, professionals see mediocrity as unprofessional and therefore strive to do the very best in everything.

Promptness: Professionals value each individual's time and resources knowing that everyone works under very tight schedules. Professionals are prompt for meetings/classes and exhibit good time management skills and the ability to prioritize their schedule. To best serve everyone, professionals do not over commit themselves.

Reliability and Dependability: Professionals continuously strive to remain informed so that accurate information can be provided. Professionals perform responsibilities with completeness and thoroughness and in a professional manner. In doing so, professionals are reliable and dependable.

Courteousness: Professionals recognize each individual's self-worth and are courteous and polite to each person regardless of position or profession. Professionals respond to invitations to meetings or other professional and social functions in a timely manner. If late for a meeting, professionals call the person in charge of the meeting to apologize and to inform that person of the expected arrival time. If late and unable to call, the professional will apologize to the person in charge of the meeting at the most appropriate time after arriving at the meeting. If unable to attend, the professional will call with regrets.

Commitment: Professionals are committed to the profession and to the people served. Professionals are committed to maintaining continuously the highest standards of conduct and ethics both professionally and personally.

ASU GRADUATE PROGRAM

A combined [Graduate Program/Dietetic Internship](#), housed in the Department of Nutrition and Health Care Management in the College of Health Sciences, the ASU graduate program requires both admission to the ASU Graduate School and admission to the Dietetic Internship through the DICAS computer matching process. The program website provides detailed information.

For more information about the Graduate Program, contact Dr. Marty Root, Graduate Program Director; phone: 828-262-2064; email: rootmm@appstate.edu

For information about the Dietetic Internship, contact Kyle Thompson, MS, RD; Director, Dietetic Internships; phone: 828-262-2631; email: thompsonkl@appstate.edu



Graduation Day!

AMERICAN DIETETIC ASSOCIATION CODE OF ETHICS

The Code of Ethics governs practice and is found in Appendix D. Each student is responsible for becoming knowledgeable of the Code and modifying behavior accordingly.

STUDENT ACCEPTANCE

Student: _____

Banner ID: _____

I have read and comprehend the information presented in the Appalachian State University DPD Handbook. I agree to abide by all policies set forth in this Handbook throughout the completion of my undergraduate studies in dietetics.

DPD Student Signature

Date

Witness Signature

Date



APPENDIX A: 2012-13 CHECKSHEET FOR NUTRITION AND FOODS (DIETETICS CONCENTRATION)

The current ASU checksheet for the Nutrition and Foods: Dietetics program (BS_840B) follows this page.

Bachelor of Science in Nutrition and Foods (BS)

Dietetics

2012-2013

(Revised: 6/1/2012)

College of Health Sciences (CHS)

Department of Nutrition and Health Care Management

Major Code 840
Concentration Code 840B
CIP Code 51.3101
Non-Teaching

Department Chair: Dr. Sarah Jordan
Program Director: Dr. Melissa Gutschall
(828) 262-8619
jordansr@appstate.edu
NHM.appstate.edu

GENERAL EDUCATION..... 44

**NOTE: Up to 13 sh of the following courses may be counted in General Education:*

NUT 2202	_____ (2)	CHE1101/1110	_____ (4)
PSY 1200	_____ (3)	CHE 1102/1120	_____ (4)

MAJOR REQUIREMENTS 90

*GPA Requirements: A minimum grade of "C-" (1.7) is required in each NUT course; however, an overall 2.0 is required to graduate.
18 sh must be completed at Appalachian*

NUTRITION AND FOODS COURSES (54 sh)

NUT 1202	_____ (3)	Basic Food Science
* NUT 2202	_____ (3)	Nutrition and Health (Gen Ed: Wellness Literacy, 2 s.h.)
NUT 2203	_____ (3)	Organization and Management in Food Service
NUT 3100	_____ (3)	Nutrition Assessment (Prerequisites: NUT 2202, HP 3200)
NUT 3150	_____ (2)	Profession of Dietetics (Prerequisite: NUT 2202)
NUT 3202	_____ (3)	Food Purchasing and Product Mgmt. (Prerequisites: ACC 1050, NUT 1202, NUT 2203)
NUT 3205	_____ (3)	Nutrition and the Life Cycle (Prerequisites: NUT 2202, BIO 1801)
NUT 4000	_____ (3)	Nutrition Counseling (Corequisite: NUT 4240)
NUT 4200	_____ (3)	Advanced Nutrition I (WID) (Prerequisites: NUT 3205, CHE 2101, CHE 2102, and ENG 2001 or equiv.)
NUT 4206	_____ (3)	Advanced Nutrition II (Prerequisite: NUT 4200)
NUT 4240	_____ (3)	Medical Nutrition Therapy I (Prerequisites: ES 2030, HP 3200, NUT 4200, NUT 4552)
NUT 4250	_____ (3)	Medical Nutrition Therapy II (Prerequisites: NUT 4206, NUT 4240)
NUT 4504	_____ (3)	Foodsystems/Dietetics Administration (Prerequisite: NUT 3202)
NUT 4509	_____ (3)	Quantity Food Production (Prerequisite: NUT 3202 or Consent of Instructor)
NUT 4552	_____ (1)	Medical Terminology/Records
NUT 4560	_____ (3)	Community Nutrition (Prerequisite: NUT 2202)
NUT 4600	_____ (1)	Professional Development (Prerequisite: Senior Standing)
NUT 4900	_____ (8)	Internship (CAP) (Prerequisites: Nutrition and Foods courses listed above)

OTHER RELATED AREAS (36 sh)

ACC1050	_____ (3)	Survey of Accounting
BIO 1801	_____ (4)	Biological Concepts I (Corequisite: CHE 1101)
BIO 2200	_____ (4)	Human Microbiology (Prerequisites: CHE 1101, 1110 & CHE 1102, 1120)
*CHE 1101	_____ (3)	Introductory Chemistry I (Pre/Corequisite: CHE 1110) (Gen Ed: Sci.: Chemistry)
*CHE 1110	_____ (1)	Introductory Chemistry Laboratory I (Pre/Corequisite: CHE 1101)
*CHE 1102	_____ (3)	Introductory Chemistry II (Prerequisite: CHE 1101/1110. Pre/Corequisite: CHE 1120)
*CHE 1120	_____ (1)	Introductory Chemistry Laboratory II (Pre/Corequisite: CHE 1102)
CHE 2101	_____ (3)	Fundamentals of Organic Chemistry (Prereq: CHE 1102, 1120; Pre/Corequisite: CHE 2102)
CHE 2102	_____ (1)	Fund. of Organic Chemistry Lab. (Prereq: CHE 1102, 1120; Pre/Corequisite: CHE 2101)
ES 2030	_____ (4)	Concepts in Human Anatomy & Physiology (Prereq: BIO 1101 or BIO 1801 or CHE 1101/1110)
HP 3200	_____ (3)	Health Risk Appraisal
HP 4100	_____ (3)	Biostatistics
*PSY 1200	_____ (3)	Psychology: Hist., Soc., & Sci. Fdns. (Gen Ed themes: H&S: Individual & Society; Mind)

MINOR NOT REQUIRED

FREE ELECTIVE (to total a minimum of 122 sh).....3

(2 sh of free electives outside the major discipline are required)

General Education courses taken for the major..... - up to 13

TOTAL124

FIRST YEAR SEMINAR (required)

___ UCO 1200 or HON 1515 or WGC 1103 (3 s.h.)
or ___ UCO MET* (0 s.h.)

*open to students who transfer at least 30 s.h. AND are at least one year out of high school. Students using this option will have 41 s.h. of General Education.

QUANTITATIVE LITERACY (4 s.h. required)

___ MAT 1010 ___ MAT 1030 ___ C S 1445 ___ STT 2810***
___ MAT 1020 ___ MAT 1110 ___ ECO 2100*** ___ STT 3820***
___ MAT 1025 ___ STT 2820 ___ STT 1810***

(***These courses are 3 s.h. courses and do NOT fulfill the Quantitative Literacy requirement on their own. All other courses listed above are 4 s.h. courses and will fulfill the Quantitative Literacy requirement by themselves.)

WRITING ACROSS THE CURRICULUM (6 s.h. required)

___ ENG 1000 or LLC 1000 or WGC 1103
___ ENG 2001 or WGC 2001

WELLNESS LITERACY (2 s.h. required)- Choose from the following:

1 s.h. courses: ___ P E 1530-1545, P E 1700-1877
2 s.h. courses: ___ H P 1105 ___ HED 1000 ___ DAN 1400 ___ DAN 1410
___ DAN 1420 ___ DAN 2400 ___ DAN 2410 ___ DAN 2420
___ DAN 3280 ___ DAN 3480 ___ DAN 3580 ___ MSL 1101
3 s.h. courses (additional hour counts as elective): ___ DAN 4460 ___ NUT 2202
___ P E 1718 ___ P E 1768 ___ P E 1769 ___ P E 3008

MAJOR REQUIREMENTS

___ Junior Writing in the Discipline**
___ Senior Capstone Experience **

(**These hours count in the major requirements, not the 44 hours of General Education requirements.)

DESIGNATIONS in Perspectives (3 s.h. of each required): ___ Fine Arts (FA), ___ Historical Studies (HS), ___ Literary Studies (LS)

PERSPECTIVES: Choose one theme (underlined) from each of the following three Perspectives. Complete at least 6 semester hours in each of the themes and 9 semester hours in one of the themes (21 total s.h. required). Within the three Perspectives, you must have 3 s.h. in each of the three Designations: Fine Arts (FA), Historical Studies (HS) and Literary Studies (LS). *Italicized courses appear in multiple themes; however, courses may only be applied to one theme.*

AESTHETIC PERSPECTIVE (6-9 s.h. from one theme; with the exception of "Creative Expressions of Culture," students must take courses from at least two disciplines in their chosen theme)

- Analyzing Style and Form: ___ DAN 2010 (FA), ___ MUS 2011 (FA), ___ *PHL 2013*, ___ THR 2010 (FA)
- The Body: Expression, Presentation and Representation: ___ DAN 3430 (FA), ___ IDS 2210, ___ *THR 3640 (FA)*
- Creative Expressions of Culture: ___ IDS 2302, ___ *WGC 2300-2399*, ___ *WGC 3300-3399* (Check online course listing for specific courses offered each semester.)
- Cultivating Creative Expression: ___ ART 2022 (FA), ___ MUS 2022 (FA), ___ *THR 2022 (FA)*
- Expressions of Belief: ___ ANT 2300, ___ COM 3315, ___ *REL 2010 (LS)*, ___ *REL 2020 (LS)*
- How We Tell Stories: ___ *ENG 2170*, ___ IDS 3210, ___ *LLC 2025 (LS)*, ___ *PHL 1502*, ___ *REL 2020 (LS)*, ___ THR 2005 (FA), ___ *THR 2610 (FA)*
- Shaping the Human Environment: ___ *COM 3531*, ___ *FCS 1000*, ___ *IND 2012*
- Social Change Through the Arts: ___ ART 2019 (FA)/*SOC 1100*, or ___ *THR 2017 (FA)/SOC 1100* (Linked classes (must be taken together) – Check online course listing for details), ___ *MUS 2613 (FA)*
- Traditions and Innovations: ___ *ART 2130 (FA)*, ___ *ENG 2050 (LS)*, ___ *HIS 1110 (HS)*, ___ *MUS 2611* (HS)*, ___ *MUS 2612* (HS)*, ___ *MUS 3611* (HS)*, ___ *PHL 2013*
(*These courses are 2 semester hours.)

HISTORICAL AND SOCIAL PERSPECTIVE (6-9 s.h. from one theme; with the exception of "Understanding Culture Through Social Practice," students must take courses from at least two disciplines in their chosen theme)

- Ancient Worlds: ___ ANT 1420, ___ *ART 2030 (FA)*, ___ *HIS 2312 (HS)*, ___ *REL 2010 (LS)*
- Appalachia: ___ *A S 2410*, ___ *A S 2411*, ___ *A S/GLY 2301*, ___ *COM 3118*, ___ *HIS 3726 (HS)*, ___ *A S/MUS 2016*, ___ *SOC 3710*
- Capitalism and Its Critics: ___ *ECO 2030*, ___ *FIN 2860*, ___ *HIS 3524*, ___ *MGT 3040*, ___ *P S 3410*
- Cultural Diversity: ___ *ANT 1415*, ___ *ART 2011 (FA)*, ___ *GHY 1040*, ___ *HIS 1120 (HS)*, ___ *MUS 2023 (FA)*, ___ *REL 1110*, ___ *SOC 4560*, ___ *W S 2421*
- Individual and Society: ___ ANT 2420, ___ *FCS 2111*, ___ *PHL 2000*, ___ *PSY 1200*, ___ *RM 2100*, ___ *SOC 1000*, ___ *W S 2400*
- Mind: ___ *HIS 3923 (HS)*, ___ *IDS 3260*, ___ *LLC 2050*, ___ *PHL 1501*, ___ *PSY 1200*
- Religion, Myth and Society: ___ ANT 2430, ___ *ART 2030 (FA)*, ___ *IDS 3261*, ___ *REL 1110*, ___ *THR 3730*
- Revolutions and Social Change: ___ *COM 3532*, ___ *HIS 1501 (HS)*, ___ *IDS 2200 (HS)*, ___ *MUS 2015 (FA)*, ___ *PHL 3030*, ___ *REL 2120*, ___ *SOC 1100*
- This American Life: ___ *ECO 2030*, ___ *ENG 2350 (LS)*, ___ *HIS 1200 (HS)*, ___ *IDS 2000*, ___ *MUS 2014 (FA)*, ___ *P S 1100*, ___ *P S 3722*, ___ *S W 2020*
- Understanding Culture Through Social Practice: ___ *WGC 2100-2199*, ___ *WGC 3100-3199* (Check online course listing for information on specific courses offered each semester.)

LOCAL TO GLOBAL PERSPECTIVE (6-9 s.h. from one theme; with the exception of WGC 1104 in "Investigations Global," students must take courses from at least two disciplines in their chosen theme)

- Democracy and Personal Life: ___ *COM 2112*, ___ *ENG 2130 (LS)*, ___ *P S 1200*, ___ *SOC 1110*, ___ *SOC 1530*, ___ *W S 2600*
- Empire, Colonialism, and Globalization: ___ *ANT 1415*, ___ *ART 2130 (FA)*, ___ *ENG 2040 (LS)*, ___ *GLS 2000*, ___ *HIS 1400 (HS)*, ___ *HIS/MSL 3823 (HS)*
- Global Resources: ___ *ECO 2620*, ___ *GHY 1020*, ___ *IDS 3010*, ___ *NUT 2351*, ___ *TEC 2601*
- Identity, Culture and Media: ___ *ART 2011 (FA)*, ___ *COM 3531*, ___ *ENG 2170*, ___ *MUS 2018 (FA)*, ___ *MUS 2615* (FA)*, ___ *MUS 2616* (FA)*, ___ *PHL 1503*
(*These courses are offered in alternate years.)
- Investigations Global: ___ *WGC 1104 (6 s.h.)* (This course is available only to Watauga Global Community students.)
- Origins and Migrations: ___ *ENG 2030 (LS)*, ___ *FCS 2103*, ___ *GLS 2000*, ___ *HIS 1600 (HS)*
- Performance of Culture: ___ *COM 3535*, ___ *DAN 2020 (FA)*, ___ *DAN 2030 (FA)*, ___ *ARB/CHN/FRE/GER/JPN/POR/RSN/SNH) 1050*, ___ *(FRE/GER/SNH) 1060***, ___ *MUS 2018 (FA)*, ___ *THR 2020 (FA)*
(*FRE/GER/SNH 1060 are 6 semester hours. Only 3 semester hours count in General Education.)
- Regions in Global Context: ___ *ENG 2040 (LS)*, ___ *(ARB/CHN/FRE/GER/JPN/POR/RSN/SNH) 1050*, ___ *(FRE/GER/SNH) 1060***, ___ *GHY 1020*, ___ *HIS 1130 (HS)*,
(NOTE: ___ *HIS 1520 (HS)*, and ___ *HIS 1525 (HS)* give Honors credit for HIS 1130. Do not take HIS 1130 in addition to either of these.), ___ *R M 2140*
(*FRE/GER/SNH 1060 are 6 semester hours. Only 3 semester hours count in General Education.)
- Sustainability and Global Change: ___ *FCS 2110*, ___ *GHY 1010*, ___ *PHL 2015*, ___ *PHY 1830*, ___ *SD 2400*, ___ *TEC 2029*

The **SCIENCE INQUIRY PERSPECTIVE** requires 8 semester hours from one theme (underlined). Courses in themes marked with an * must be taken sequentially. Check the course descriptions for any pre and co-requisites. *Italicized courses appear in multiple themes; however, courses may only be applied to one theme.*

SCIENCE INQUIRY PERSPECTIVE (8 s.h. from one theme)

- Biology and Society: ___ *BIO 1101*, ___ *BIO 1102*
- The Blue Planet: ___ *GLY 1104*, ___ *GLY 1105*
- * Chemistry Connections to Our Changing World: ___ *CHE 1101/ CHE 1110*, ___ *CHE 1102/ CHE 1120*
- Global Environmental Change: ___ *BIO 1103*, ___ *GHY 1011*, ___ *GHY 1012*, ___ *GLY 1104*
- * How Things Work: ___ *PHY 1101*, ___ *PHY 1102*
- Life, Earth and Evolution: ___ *ANT 1430*, ___ *BIO 1102*, ___ *GLY 1102*
- * The Physics of Our Technological World: ___ *PHY 1103*, ___ *PHY 1104*
- * Physics of Self Expression: ___ *PHY 1101*, ___ *PHY 1810*, ___ *PHY 1812*, ___ *PHY 1814*
- * Physics with Calculus: ___ *PHY 1150*, ___ *PHY 1151*
- Restless Planet: Earth, Environment and Evolution: ___ *GLY 1101*, ___ *GLY 1102*, ___ *GLY 1103*
- * Voyages Through the Cosmos: ___ *AST 1001*, ___ *AST 1002*

APPENDIX B: SUGGESTED PLAN OF STUDY, NUTRITION AND FOODS (DIETETICS CONCENTRATION)

The current four-year department Plan of Study for the Nutrition and Foods: Dietetics program (BS_840B) follows this page.

**2012 – 2013 FOUR-YEAR RECOMMENDED SCHEDULE
840B: NUTRITION AND FOODS (DIETETICS) MAJORS**

Fall			Spring		
Freshman Eng 1000 (3) CHE 1101 (3) (SI) CHE 1110 (1) (SI) UCO 1200 (3) NUT 1202 (3) Elective (3) Total Hours 16	Expository Writing Intro Chem I Intro Chem 1 Lab First Year Seminar Basic Food Science _____	_____ _____ _____ _____ _____	PSY 1200 (3) (HS) Quan Literacy (4) CHE 1102 (3) (SI) CHE 1120 (1) (SI) NUT 2202 (3) Aesthetic Per(3) Total Hours 17	Gen Psychology _____ Intro Chem II Intro Chem II Lab Nutr & Health (Well) _____	_____ _____ _____ _____ _____
Designations in Gen Ed Perspectives: Capstone (CAP); Fine Arts (FA); Historical/Social (HS); Literary Studies (LS); Local to Global (LG); Science Inquiry (SI); Quantitative Literacy (QL); Wellness (WL); Writing in Discipline (WID)					
Sophomore CHE 2101 (3) CHE 2102 (1) ENG 2001 (3) HP 3200 (3) Hist/Soc Per (3) Total Hours 13	Fund. Organic Chem Fund. Organic Chem Lab* Intro Writ Curriculum Health Risk Appr** _____	_____ _____ _____ _____ _____	BIO 1801 (4) ACC 1050 (3) NUT 2203 (3) NUT 3100 (3) HP 4100 (3) Total Hours 16	Concepts of Biology Survey of Acct Org & Mgt (S) Nutritional Assess* (S) Biostatistics _____	_____ _____ _____ _____ _____
During Junior Fall Semester: Complete form <i>Planning for Internship</i>.					
Junior ES 2030 (4) NUT 3202 (3) NUT 3205 (3) NUT 3150 (2) Aesthetic Per (3) Total Hours 15	Concepts in Human Anatomy & Phys. FoodPur&ProdMgt*(F) Nutr & Life Cycle* (F) Profession / Dietetics *(F) _____	_____ _____ _____ _____ _____	NUT 4552 (1) NUT 4560 (3) BIO 2200 (4) NUT 4200 (3) Loc/Glo Per (3) Total Hours 14	Medical Terminology (S) Community Nutr* (S) Human Microbiology** Adv Nutr I* (S) (WID) _____	_____ _____ _____ _____ _____
When transcript shows 90 earned semester hours with grades posted, complete <i>Graduation Audit</i> form at CHS Dean's Office of Student Affairs, DD Dougherty.					
During Senior Fall Semester, complete department form <i>Approval of Internship</i>.					
Senior NUT 4240 (3) NUT 4206 (3) NUT 4509 (3) NUT 4600 (1) NUT 4000 (3) Total Hours 13	Med Nutr Ther I* (F) Adv Nutr II* (F) Qty Food Prod * Professional Development Nutrition Counseling _____	_____ _____ _____ _____ _____ _____	NUT 4250 (3) NUT 4504 (3) Loc/Glo Per (3) Loc/Glo or Aesthetic or Hist/Soc Per to total 9 hrs (3) Total Hours 12	Med Nutr Ther II* (S) Food Sys/Diet Adm*(S) _____ _____ _____	_____ _____ _____ _____
Senior Summer NUT 4900 (8) (CAP) Total Hours 8	Internship* _____	_____		Total Hours	124

* Indicates courses that have prerequisites. See other side for more information.

** It is recommended that HP 3200 be taken Sophomore year and that Bio 2200 be taken Junior year.

840B: COURSE SEQUENCES

Many of the courses in the 840B: Nutrition and Foods (Dietetics) Program have prerequisites that must be completed before a student is able to take these courses. Two nutrition courses must be taken concurrently and are noted at the end of the listing. The sequencing of the courses is designed to maximize the learning process of each individual student as well as all students in a given course. Students who are missing knowledge gained from a prerequisite or co-requisite course often affect class dynamics.

Below is a listing of nutrition courses that have prerequisites or corequisites. This information also can be found in the 2012-2013 Undergraduate Bulletin. The Bulletin is a *.pdf document which can be accessed through the link found on the web site for the Office of the Registrar: <http://www.registrar.appstate.edu> . If any discrepancy exists between this form and the Undergraduate Bulletin, the Bulletin will be considered accurate and correct.

<u>Course</u>	<u>Prerequisite(s)</u>	
NUT 3100 Nutritional Assessment	NUT 2202 H P 3200	Nutrition and Health Health Risk Appraisal
NUT 3150 Profession of Dietetics	NUT 2202	Nutrition and Health
NUT 3202 Food Purchasing & Prod Mgmt	ACC 1050 NUT 1202 NUT 2203	Survey of Accounting Basic Food Science Organization & Mgt.
Note: If a student takes BIO 1101, they must take BIO 1102 to complete their biology requirement and substitute for BIO 1801.		
NUT 3205 Nutrition & the Life Cycle	NUT 2202 BIO 1801	Nutrition and Health Concepts of Biology
NUT 4200 Advanced Nutrition I	NUT 3205 CHE 2101 CHE 2102	Nutrition & Life Cycle Fundamentals of Organic Chemistry Fundamentals of Organic Chemistry Lab
NUT 4206 Advanced Nutrition II	NUT 4200	Advanced Nutrition I
NUT 4240 Med Nutr Therapy I	ES 2030 NUT 4000 NUT 4200 HP 3200 NUT 4552	Concepts in Human Anatomy & Physiology Nutrition Counseling (see below) Advanced Nutrition I Health Risk Appraisal Medical Terminology
NUT 4250 Med Nutr Therapy II	NUT 4240 NUT 4206	Med Nutritional Therapy I Advanced Nutrition II
NUT 4504 Foodsystems/Dietetics Adm	NUT 3202	Food Purchasing and Production Mgt
NUT 4509 Quantity Food Prod	NUT 3202	Food Purchasing and Production Mgt
NUT 4560 Community Nutrition	NUT 2202	Nutrition and Health
NUT 4600 Professional Development	-----	Senior Standing
NUT 4900 Internship** *	See online ASU General Bulletin 2012-2013 Co-requisite(s)	
NUT 4000 Nutrition Counseling	NUT 4240	Med Nutr Therapy I

***Students may complete ½ of the undergraduate internship in the Spring of their Senior year (100 Food systems management hours and 100 community hours only) only with approval (If pre- and co-requisites are met).

Note to Advisors: Details of the General Ed Perspectives and Themes are here:

http://generaleducation.appstate.edu/index.php?module=pagesmith&uop=view_page&id=76

APPENDIX C: AVAILABILITY OF DIETETIC INTERNSHIP POSITIONS (CADE)

The current Commission on Accreditation for Dietetic Education (CADE) publication on Availability of Dietetic Internship Positions follows this page.

Availability of Dietetic Internship Positions

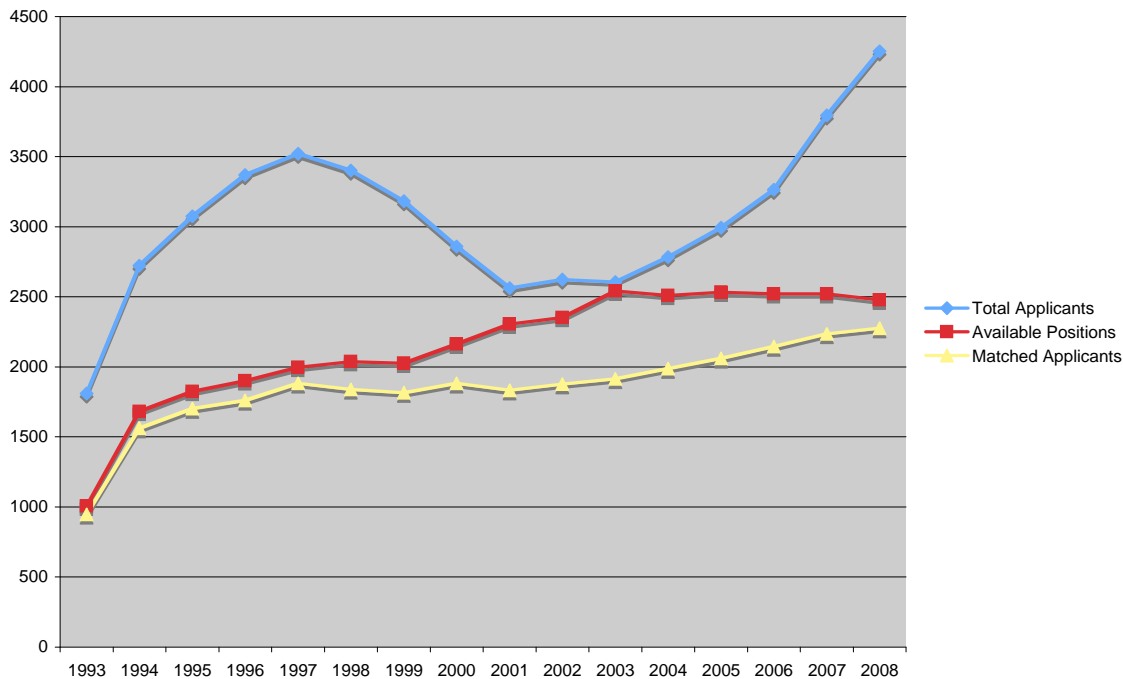
Student-Guidance Document

August 1, 2009



A review of the data on the demand for dietetic internships in relation to the number of available positions indicates that the supply is not keeping up with demand. The data are being provided, by the Commission on Accreditation for Dietetics Education (CADE), so that students who are currently enrolled in Didactic Programs in Dietetics (DPD) or those who are considering becoming a Registered Dietitian (RD) are aware of this situation in order to make informed career decisions. To summarize the chart showing the *Supply and Demand for Dietetic Internships since 1993*, demand for internships rose to a peak in 1997, followed by a downturn that bottomed out in 2001. Since then, the demand has been rising and now exceeds the 1997 high with no significant increase in the number of positions since 2003. *Data on the April 2009 First-Round Match* suggest no change in the trend in 2009. As a result, competition for internships is fierce.

Supply and Demand for Dietetic Internships since 1993



Data on the April 2009 First-Round Match

	Applicants		Positions	
Matched to Internships	2056	(50%)	Filled DI Positions	2056 (94%)
Not Matched to Internships	2064	(50%)	Unfilled DI Positions	139 (6%)
Total	4120	(100%)	Total	2195 (100%)

DPD students pre-selected for internship positions without computer matching: 128

Although CADE has no authority to mandate an increase in the number of Dietetic Internship programs, it is firmly committed to working with the education community and the dietetics profession to make more positions available as soon as possible and to develop a long-term solution that enables all qualified students to complete their education and sit for the RD exam. In the meantime, current and prospective dietetics students should visit the following link http://www.eatright.org/internship_suggestions for suggestions to improve their chances at getting a dietetic-internship position.

APPENDIX D: AMERICAN DIETETIC ASSOCIATION CODE OF ETHICS

The current ADA Code of Ethics follows this page.

American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accept-

ing and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. **The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
2. **The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**
The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
 6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

0002-8223/09/10908-0018\$36.00/0
doi: 10.1016/j.jada.2009.06.002

ADA values	Principles
Customer Focus: Meets the needs and exceeds expectations of internal and external customers	#5, #9
Integrity: Acts ethically with accountability for life-long learning and commitment to excellence	#1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18
Innovation: Embraces change with creativity and strategic thinking	
Social Responsibility: Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications	#3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19

Figure. Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. **The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
9. **The dietetics practitioner treats clients and patients with respect and consideration.**
 - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. **The dietetics practitioner protects confidential information**

and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. **The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).**

Responsibilities to the Profession

12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
13. **The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
14. **The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
15. **The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
 - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure,

the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. **The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
17. **The dietetics practitioner accurately presents professional qualifications and credentials.**
 - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. **The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics

practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established

for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of

the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. *Ethics Committee Review*

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but

not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. *Licensure Board Action or Final Judicial or Administrative Action*

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. *Hearings*

A. *General*

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. *Conduct of Hearings*

The chair of the Ethics Committee will conduct a hearing

with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. *Costs*

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-

ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. *Request by Complainant for Review of Respondent's Response*

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be

made available to the complainant.

- B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.
- C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.
- D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.
- E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.
- F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.
- G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. *Definitions of Disciplinary Action*

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory

participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-

quirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information

within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants
 - a. All appeals hearings will be held in Chicago, IL.
 - b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
 - c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
 - d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.
2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was

unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-

peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. *Record Keeping*

A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.

B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. *Confidentiality Procedures*

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

A. The need for confidentiality will be stressed in initial communications with all parties.

B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.

C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.

D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.

E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.

F. The Committee chair will stress the importance of confi-

dentiality at the time of the hearing.

G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.

H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.