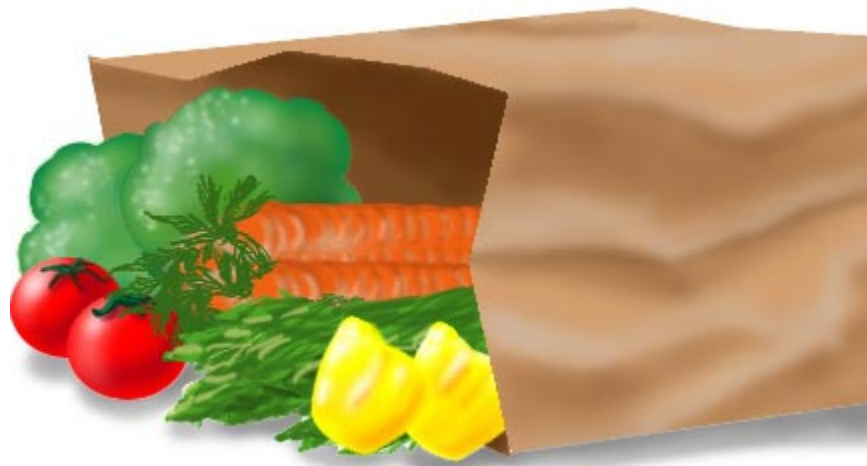


THE UNIVERSITY OF NORTHERN COLORADO

Didactic Program in Dietetics Student Handbook 2009-2010



Dietetic Program Student Handbook
Table of Contents

Welcome	1
Mission of the University.....	1
Mission of the Dietetic Program	1
Philosophy and Description of the Program	1
Program Goals and Outcomes	2-8
Dietetic Faculty	9-11
University Admissions.....	13
New Freshman Admission.....	13
Dietetic Program Admission.....	13
Transfer Admission.....	14
Academic Advising.....	14-15
Student Performance Portfolio.....	15-16
Graduation Application.....	17
Senior Exit Exam – DPD Assessment Exam.....	18
Alumni Survey	18
Program Costs and Expenses	18
University Policies Supporting Student Success.....	19
Scholarships	19-20
Dietetic Associations	21
American Dietetic Association	21
Colorado Dietetic Association	21
Northern Colorado Dietetic Association.....	21
Student Dietetic Association.....	22
Pathway to Dietetic Registration	23
Didactic Program in Dietetics.....	23-24
Verification Statement	25
Frequently Asked Questions.....	26-27
Request for a Letter of Recommendation form	28-31
Dietetic Internship Application.....	32
Computer Matching & Appointment Procedures	33
Sample Questions from Dietetic Internship Directors	34-35
University of Northern Colorado Dietetic Internship.....	36
Curriculum and Academic Calendar.....	37
Suggested 4-year Plan.....	37
UNC Calendar.....	38-39
Plan of Study.....	39
Plan of Study Worksheet	40
Career Opportunities.....	41
UNC Career Services.....	41
Employment for RDs	41-44

Welcome

Congratulations on selecting a major in Dietetics at the University of Northern Colorado. By declaring your major in dietetics you are enrolled in the Didactic Program in Dietetics (DPD). The DPD at the University of Northern Colorado is currently accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. As the field of dietetics and professional opportunities grow so does our number of majors. You are among over 200 health and service oriented students majoring in dietetics at UNC.

The purpose of this handbook is to provide answers to your questions about the major and the profession. Additionally, it informs you of program requirements and your responsibilities as a student in the program. It should assist you in planning your course schedule and in preparing yourself for graduation and your post-graduation goals. Please keep this handbook and refer to it during your matriculation through UNC. You are responsible for all University and Program regulations specified in the UNC catalog for the year you enter the Dietetic Program and those guidelines that are reviewed in this handbook.

Finally, this serves as an invitation to consult with any of the dietetic faculty for advising or if you have questions related to reaching your professional goals.

Jamie Erskine, PhD, RD, Coordinator
Didactic Program in Dietetics

Mission of the University

The mission of the University of Northern Colorado is to develop well-educated citizens and to improve the quality of life in the state and region through teaching, learning, and the advancement of knowledge and community service.

Mission of the Dietetic Program

The mission of the Didactic Program in Dietetics at the University of Northern Colorado is to prepare students to professionally address the changing needs of society and industry in food, nutrition, and dietetic fields. Through the provision of didactic and experiential education, the Program is designed for graduates to attain the knowledge and skill competencies defined by The Commission on Accreditation for Dietetic Education of the American Dietetic Association. Corresponding with the University mission, instructional quality and public service are emphasized.

Philosophy and Description of the Program

The major focus of the Bachelor of Science degree program in Dietetics is in the field of health. It is a useful and practical area of study for students interested in health maintenance and rehabilitation through the science of nutrition. Physiological, biological, and behavioral sciences

provide the foundation for a wide range of studies applicable to community, clinical, private practice, and management aspects of nutrition in health care.

Students in the Didactic Program in Dietetics develop human relationship skills and expertise in addressing nutritional needs for human growth and development throughout the life cycle. Upon completion of the prescribed course of study, students are qualified for entry-level careers in community, clinical, consultative dietetics, and food service management positions in business, health care, and industry. At the senior level, a student may apply for a dietetic internship accredited by the Commission on Accreditation of Dietetic Education of The American Dietetic Association. After completion of the internship the student is eligible to take the registration exam to become a Registered Dietitian.

The Didactic Program in Dietetics at the University of Northern Colorado is accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association.

Commission on Accreditation for Dietetic Education (CADE)
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606
(312) 899-5400

Program Goals and Outcomes

The following program goals and outcomes measures along with the 2008 CADE Foundation Knowledge Requirements and Learning Outcomes for Didactic Programs in Dietetics are requirements for program accreditation. It is the intent of this program to fulfill these goals and to graduate students who meet or exceed the learning outcomes. These measurable goals reflect the mission of the program and are used to evaluate program effectiveness.

Didactic Program in Dietetics Goals and Measurable Outcomes

Congruent with the mission and philosophy of the DPD the following goals have been developed to guide the continuing development of the Program and for program evaluation.

Goal 1: The program will facilitate the identification and attainment of professional goals of enrolled student in areas of dietetics.						
Outcome Measure	Data Needed	Data Available	Who is Assessed	Assessment Method	Who will conduct assessment	Timeline
1. 80% of graduates who pursue dietetic registration will pass the registration exam on their first attempt.	ACT biannual and 5-year reports	Yes	Graduates	Review of ACT reports	DPD Program Director (PD)	Bi-annually

2. 80% of seniors who apply for dietetic internships and/or graduate studies and/or dietetics-related employment will be successful.	Match results; Graduate Surveys	Yes	Seniors and Graduates	Match results; Tracking of DI applicants	PD	Bi-annually
3. All students will complete a student portfolio with 80% of students identifying dietetics-related professional goals and a professional development plan.	Student Portfolios; Professional Dev. Plan	Some	Seniors or students in last year of program	Data collection from student portfolios; Check completion of Prof. Dev. Plan	FND 410 instructor	Fall semester for on-campus students; Spring semester for distance students

Goal 2: The Program faculty and staff will retain students through completion of the Program.						
Outcome Measure	Data Needed	Data Available	Who is Assessed	Assessment Method	Who will conduct assessment	Timeline
1. 65% of majors identified at the beginning of their jr. year (60-75 credit hours) will complete the program within 6 years.	Enrollment and graduation data	Some	Juniors and Seniors	Tracking juniors thru graduation	PD	annually
2. 65% of transfer student who enroll in the Distance Dietetic Program will complete the program in 3 years.	Enrollment and program completion data	Yes	All enrolled students	Tacking enrolled students	Distance Dietetic Program Admin. Assist.	annually

Goal 3: The Program will foster critical thinking and application of knowledge and skills through practice.

Outcome Measure	Data Needed	Data Available	Who is Assessed	Assessment Method	Who will conduct assessment	Timeline
1. At least 2 assignments with grades of C or better demonstrating critical thinking will be included in the Senior Student Portfolio for each senior	Student Portfolio assignments	Some	Seniors	Review of Student Portfolios	FND 410 Instructor	Fall semester for on-campus students; Spring semester for distance students
2. The mean rating of survey items related to application of knowledge will meet or exceed 3.0 (adequately prepared) on the Graduate Survey and Director/Employer Survey	Graduate and Director/Employer Surveys	Some	Graduates	Analysis of survey data	PD	annually

Goal 4: The Program will serve the community through volunteerism, education, provision of employable graduates, and distance education offerings.

Outcome Measure	Data Needed	Data Available	Who is Assessed	Assessment Method	Who will conduct assessment	Timeline
1. 60% of on-campus students will be active members of the Student Dietetic Assoc. and the same percentage of Distance Dietetic Program (DDP) students will be active in local dietetic or health care associations.	Student enrollment data, list of Student Dietetic Assoc. members, DDP advising files	Some	All students	Contact with students through advising	Faculty advisor for Student Dietetic Assoc. and PD for distance students	Annually
2. Surveys of graduates and/or internship directors/employers will indicate 80% of	Graduate Surveys; Employer/Director Surveys	No	Graduates	Review of Surveys	PD	Annually

graduates providing professional service in their communities.						
3. All student portfolios will include evidence of dietetic-related community service.	Student Portfolios	No	Seniors	Review of portfolios	FND 410 instructor	Fall semester for on-campus students; Spring semester for distance students

CADE updated the accreditation standards for dietetic education in 2008. The new Foundation Knowledge Requirements and Learning Outcomes for Didactic Programs in Dietetics follow.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FACULTY

Dietetic Faculty

Jamie M. Erskine, Ph.D., R.D.

Professor

Coordinator, Didactic Program in Dietetics

University of Northern Colorado

Dietetics Program, School of Human Sciences

Greeley, CO 80639

Phone: (970) 351-1706

Fax: (970) 351-1489

E-mail: jamie.erskine@unco.edu

Ph.D. Human Nutrition, Colorado State University

MS Foods and Nutrition, Oregon State University

BA Home Economics (Dietetics) San Diego State University

Jamie Erskine's academic career began with a focus on pediatric nutrition while completing a fellowship in infant and child nutrition. This was followed by practice and further study in medical nutrition therapy and clinical research. Teaching and research interests include energy balance, cystic fibrosis, pediatric nutrition, and the role of genetics in health care. Courses taught in the Dietetics Program include FND 210 Medical Terminology, FND 410 Professional Development Seminar, FND 430 Nutrition Assessment, FND 431 Medical Nutrition Intervention, and FND 451 Advanced Nutrition.

Alena M. Clark, Ph.D., R.D.

Assistant Professor

University of Northern Colorado

Dietetics Program, School of Human Sciences

Greeley, CO 80639

Phone: (970) 351-2879

Fax: (970) 351-1489

E-mail: alena.clark@unco.edu

Ph.D. Human Nutrition, Colorado State University

M.P.H. Public Health Nutrition, University of Minnesota

B.A. Food/Nutrition and Dietetics, Concordia College

Alena Clark has practiced as a registered dietitian in hospitals, clinics and public health organizations primarily working with children with special health needs, breastfeeding women and patients undergoing treatment for cancer. She also completed fellowships in maternal and infant nutrition while completing her graduate work. Teaching and research interests include maternal and child nutrition, breastfeeding support, nutrition for children with special health needs and using the Internet as a way to disseminate nutrition information. Courses taught in the Dietetics Program include FND 252 Lifecycle Nutrition, FND 357 Nutrition in Health and Illness and FND 420 Maternal and Child Nutrition.

Alana D. Cline, Ph.D., R.D.

Associate Professor/Director, Dietetic Internship
University of Northern Colorado
Dietetics Program, School of Human Sciences
Greeley, CO 80639
Phone: (970) 351-1783
Fax: (970) 351-1489
E-mail: alana.cline@unco.edu

Ph.D. Human Nutrition, Colorado State University
MED Adult Education, Incarnate Word College
BS Dietetics, University of Houston

Dr. Alana Cline teaches undergraduate courses in Nutrition and Dietetics and is graduate faculty for the Dietetic Internship Program. Teaching responsibility is in the area of introductory and community nutrition, nutrition for athletic performance, and nutrition counseling and education. Research interests are in the area of applied nutrition, with emphasis on cardiovascular disease, obesity, and women's health, to include iron deficiency, osteoporosis, and postmenopausal changes. Courses taught are FND 370 Nutrition Education and Applied Strategies, FND 452 Community Nutrition, and FND 455 Nutrition in Fitness and Athletic Performance.

Erica Gradwell, MS, RD

Student Services Coordinator, Distance Dietetic Program

University of Northern Colorado
2360 Gunter Hall
Greeley, CO 80639
Phone: (970) 351-1516
Fax: (970) 351-1489
E-mail: erica.gradwell@unco.edu

M.S. Nutrition/Education, Cornell University
B.S. Nutrition, Cornell University

As a Registered Dietitian with over 15 years experience, Ms. Gradwell has worked in a variety of foodservice management settings. She has also been a Lead Evidence Analyst for the American Dietetic Association for five years on several projects, and has been extensively involved with the dietetic association at the district, state and national levels. Courses taught in the Dietetics Program include FND 446 Foodservice Systems Management and FND 342 Food Science.

Judy Stauter, M.S., R.D.

Lecturer
University of Northern Colorado
Dietetics Program, School of Human Sciences
Greeley, CO 80639
Phone: (970) 351-2745
Fax: (970) 351-1489
Email: judy.stauter@unco.edu

MS Iowa State University
BS Iowa State University

Judy Stauter strongly believes in using healthy eating as a means of prevention for many diseases. As a registered dietitian with over 25 years experience, Judy has worked in a variety of disciplines including clinical dietetics, community and corporate wellness, consulting and education. Teaching experience ranges from teaching at a Family Practice Residency, college, university and numerous continuing education seminars. In the clinical setting she has a wealth of experience teaching in the areas of sports nutrition, cardiovascular nutrition, diabetes, pediatrics and perinatal nutrition. Courses taught in the Dietetics Program include FND 250 Principles of Nutrition, FND 210 Medical Terminology, FND 420 Maternal and Child Nutrition, FND 342 Food Science, and FND 446 Foodservice Management.

**UNIVERSITY AND
PROGRAM
REQUIREMENTS**

University Admissions

Admissions to the University is based upon academic criteria including secondary school academic record, rank in class, standardized test scores (ACT or SAT) and the academic record from all previous colleges the student may have attended.

Admissions to UNC is based on standards developed by the Colorado Commission on Higher Education as measured by a selectivity index created from high school performance and standardized test scores.

The University of Northern Colorado is an Affirmative Action/Equal Opportunity employer that is committed to a culturally diverse staff, faculty and student body. The University will not engage in unlawful discrimination in employment or educational services against any person because of race, religion, gender, age, national origin, disability or veteran status. It is the University's policy to prohibit discrimination in employment or educational services on the basis of sexual orientation or political affiliation.

New Freshman Admission

Freshman applicants are expected to be high school graduates who have successfully completed a minimum of 15 secondary school units.

Applicants for freshman admission are encouraged to earn secondary school credits in at least the following distribution:

- English - four units with emphasis upon courses in composition.
- Mathematics - three units. All freshmen must have earned credit for at least three years of higher mathematics of algebra or above.
- History/social science - two units.
- Natural science - two units including a laboratory science.

Students who have not received a high school diploma may be admitted to the University upon receipt of a high school equivalency certificate obtained by satisfactorily completing the General Education Development Test (GED) with an average score of 55 or above.

Freshman are required to have completed three years of college preparatory mathematics in a secondary school including Algebra I, Geometry, and Algebra II.

Please refer to the Admission, Undergraduate Section in the current University of Northern Colorado Catalog for more information.

Dietetics Program Admission

There are no additional admissions criteria to the University standards for enrolling in the Dietetics program.

Transfer Student Admission And Transfer Credit

To be eligible to transfer, students must be in good academic standing at the college or university most recently attended. Refer to the Admission, Undergraduate Section in the current University of Northern Colorado Catalog for more information.

Admission requirements to UNC as a transfer student are based upon the number of credit hours of collegiate work the students has attempted and the cumulative GPA from all schools attended. Students who have completed less than 12 semester hours (18 quarter hours) of college work must submit an official transcript and ACT/SAT test scores. The admission decision will then be based on freshman admission requirements.

Transfer applicants who have completed 12-29 semester hours (18-44 quarter hours) at other institutions are required to have maintained a cumulative grade point average of 2.50 or better and submit an official copy of their college transcripts. A student who has 30 semester credit hours (45-quarter hours) of transfer credit is required to have earned a cumulative grade point average of 2.00 or better to be admitted.

A maximum of 90 semester or 135 quarter hours of academic credit may be accepted from regionally accredited institutions.

Transcripts from other colleges and universities attended must be submitted to the UNC Admissions Office for evaluation of transferable credit. The Admissions Office evaluates the transcript for credits to be accepted toward General Education requirements at UNC and the Dietetics Program faculty evaluates the transcripts for acceptance of courses to be credited toward the completion of Dietetic Program requirements. Course credits acceptable for transfer credit at UNC must have a grade of C- or better. Science courses acceptable for transfer credit for the Dietetics Program must have a lab included.

The Office of Admissions maintains a Colorado Community College Transfer Guide. The Guide is available in hard copy and on the Office of Admissions transfer web page: <http://www.unco.edu/admissions/TransferInfoCenter.htm>. The Office of Admissions has also completed a Major-to-Major Transfer Guide and Minor-to-Minor Transfer Guide. Both Guides are located on the web page listed above.

Academic Advising

It is University policy that each student is entitled to academic advising. Advising expedites course selection and helps the student create a personal academic program suited to his or her needs and the University's graduation requirements.

Academic planning is best achieved when a student works with a qualified advisor. Students who declare majors are assigned advisors in their programs. However, a student may elect to see any Dietetics faculty member for advising. Each advisor has access to a complete summary of a student's academic records, which are updated each semester, and each student has access to their own records. Information provided by the Registrar's Office and information from advising sessions with student equips the advisor to help with a variety of academic issues, procedures, and opportunities.

All students are encouraged and Dietetic majors are required to make full use of the advising system including, but not limited to, a visit to an advisor before registration each semester. Appointments for advising are required for all students enrolled in the Dietetic Program.

New majors and transfer students are encouraged to attend an orientation meeting. New majors orientation meetings are usually held during the first half of the fall semester. Check the Dietetics Bulletin Board in Gunter 2280 for announcement of orientation.

Student Performance Portfolios for Dietetic Majors

A requirement of the Dietetic Program is to complete a Student Performance Portfolio. Contents of the portfolio are included in the outcome measures for program assessment. A portfolio is helpful to build and enhance your resume when applying for employment, it provides a cohesive record of your performance progress and areas of recognition, and it is a means of self-assessment your progress through UNC's Didactic Program in Dietetics. The Student Performance Portfolios may also be used by dietetic faculty as a means of assessing the quality and effectiveness of the Dietetic Program. Finally, your Portfolio will be completed in FND 410 Professional Development Seminar and is a required assignment for the course.

You should begin building your Portfolio as soon as you decide to pursue completion of the Didactic Program in Dietetics. This is an independent project and no one will be monitoring your progress until you take FND 410. It is your responsibility and a requirement of the Dietetics Program.

Organizing your Portfolio:

You may choose to use an expandable folder, or a set of file folders but make sure you maintain electronic files of all of your work. The portfolio will ultimately be converted to an electronic format. Make sure it is a system you can add to and update over the years. The key is that it is organized and kept some place where it won't be lost. Assignments required in the portfolio should be added as electronic files and grades or scores for each assignment must be included. Backup copies should be kept.

Portfolio Contents:

No two portfolios will be identical. There are materials that are required for inclusion and there are materials that are recommended and those you may add to represent your personal experiences. Additional materials will be added to your portfolio in FND 410. As you matriculate through the program you need to consider the following outcomes and collect data (record of activities or assignments) in support of each of the four outcome measures. A sample of the required format for addressing the student learning outcomes is provided.

- Recommended materials include:
 - Evidence of volunteer service
 - Evidence of leadership
 - Awards or certificates related to career development
 - Records of honors or scholarships
 - A resume (required)

Student Portfolio Outcome Measures to match with 2008 CADE ERAs

The learning outcomes that will be measured during the 2009-2010 academic year are indicated on the template below. For each of the above outcomes, activities or assignments should be identified, a description of how the outcome was achieved by the example given, and a self-reflective statement must be included.

Examples of assignment that might be used are:

1. Research paper, FND 342 project
2. Presentations, papers, FND 370 assignment, FND 370 exams, community service
3. FND 430 and FND 431 case studies, FND 370 assignment, FND 252 brochures, community service
4. FND 446 assignments, BAMG 350 assignments, ServSafe certification, FND 452 and FND 410 assignments

Student Portfolio Format for Student Learning Outcomes

Outcome Measure	Activity/Assignment Titles	Description or Brief Statement of how outcome was achieved	Self-Assessment or Reflection Statement
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 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.			

<p>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.</p>			
<p>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.</p>			

More than one assignment or activity should be listed for each outcome. Assignments should reflect your best work. The statement of how the outcome was achieved should relate the activity-assignments listed to the outcome measure. The self-assessment/reflection statement might include how well you feel you completed the specific outcome, areas of strength, areas needing more work, and how valuable your level of achievement of the outcome is to you and your future.

Graduation Application

As stated by the University of Northern Colorado Catalog, undergraduate students should apply for graduation upon completion of 90 semester hours of credit applicable to the degree program. Applications for graduation are accepted at the Registrar's Office. There is a non-refundable graduation fee assessed at the time of application for graduation.

After the application is filed, the student is required to inform the Registrar's Office of any change in graduation plans (i.e. the proposed semester of graduation or course substitutions, course repeats). Refer to the University of Northern Colorado Catalog for more information.

Because many FND prefixed courses are offered only fall semester or only spring semester, it is HIGHLY recommended students use Ursa to conduct a Degree Evaluation ***one full academic year prior*** to planned graduation. This allows the student to plan courses for registration to make

up any deficits. It is the student's responsibility to contact their academic advisor and the Registrar's Office to resolve any perceived inconsistencies in the Degree Evaluation.

DPD Senior Assessment Exam

Though the DPD Senior Assessment Exam is not a University requirement, it is a requirement of the Didactic Program in Dietetics as well as a valuable tool used by the School to evaluate the Dietetics Program. All dietetics students are required to take the Senior Assessment Exam at the end of their senior year, just prior to graduation. The exam is a compilation of test items covering information from all the FND required courses. Your score is kept confidential and does not affect your GPA or graduation status. **Verification Statements will not be issued unless the Senior Assessment Exam has been completed.**

Alumni Survey

A final requirement of the Program is to complete and return the Graduate Survey that is mailed to program graduates one year following their graduation. It is also extremely helpful for on-going program improvement and accreditation for students to permit employers to return the Employer/Internship Director Survey when appropriate.

Program Costs And Expenses

Please refer to The University of Northern Colorado Catalog under the section of Tuition and Fees, Payment, and Financial Aid for current costs and expenses.

Additional Dietetic Program Expenses

Costs for FND 431 – Medical Nutrition Intervention Lab
Students may need to purchase their own background check (\$20 - \$35) and update their immunization records.

Transportation expenses may be incurred for the following courses:

FND 431 – Medical Nutrition Intervention Lab

FND 410 – Professional Development Seminar

FND 446 – Foodservice Systems Management

FND 452 – Community Nutrition

Individual course materials, i.e. presentation posters, food science supplies, copying costs should be expected.

Membership Fees recommended for the program may include:

The American Dietetic Association

The Northern Colorado Dietetic Association

The Student Dietetic Association (strongly recommended)

Some transportation costs should be expected to attend professional meetings and for practical experience.

FND 342 Food Sciences offers an online option for the lab portion of the course. If the online version is selected, the student is responsible for the cost of food needed to complete lab experiments. Additional related costs include equipment, appliances, utensils, and a digital camera necessary for completing the labs.

University Policies Supporting Student Success

If a student grievance cannot be resolved with the instructor first, then it may be taken to the program coordinator. The process for academic appeals is described in the UNC Catalog under Undergraduate Students, Policies and Procedures. Additional helpful information regarding academic freedom and rights and responsibilities of students, course repeat policy, protection and privacy of student records, access to health services, retention and remediation processes, discrimination, termination, withdrawal and refunds is described in the UNC Catalog under General Information, Policies and Procedures for All Students. Academic expectations, including the Student Code of Conduct, can be accessed at the following website address:

http://www.unco.edu/dos/handbook/academic_expectations.html

Dietetic Program Undergraduate Scholarships

Florence Fish Memorial Scholarship

This scholarship is available to full time, female students in the Dietetics Program. Awards will be made to undergraduates who have at least 30 semester hours at the University of Northern Colorado and a minimum GPA of 3.0. The amount of the scholarship will be determined by the number of qualified applicants. Value \$500-\$750.

Mildred Gueck Scholarship

This scholarship is available to full time, male students in the Dietetics Program. Awards will be made to undergraduates who have at least 30 semester hours at the University of Northern Colorado and a minimum GPA of 3.0. The number of qualified applicants will determine the amount of the scholarship. Value \$500-\$750.

Home Economics in Homemaking of Weld County Scholarship

The purpose of the scholarship is to promote the development of leadership for a student attending University of Northern Colorado for use toward the completion of a degree in Dietetics. The qualifications for the award are based on an academic record of 3.0 GPA or higher, leadership ability, professional organization affiliation, and financial need. Must be a junior or senior to apply. Value varies.

Rhoda M. Karr Scholarship

This scholarship provides support for graduates of the Roaring Forks RE-1 School District (Roaring Forks High School, Glenwood Springs High School, or Basalt High School) who are declared Dietetics majors at University of Northern Colorado. To be eligible, students must have a GPA of 3.0 or higher. For in-coming freshmen, GPA during the senior year of high school may be used to meet eligibility criteria. Value \$500 minimum.

Carol P. Davis Memorial Scholarship

This scholarship is available to junior and senior Dietetics majors who are currently employed by a University of Northern Colorado Residence Life Dining Services operation. Students must have at least 200 hours in Dining Services and a minimum GPA of 3.0. Value \$300 minimum.

Philomena Lomena Minority Scholarship

The intent of this scholarship is to provide support for minority students majoring in Dietetics at the University of Northern Colorado. The number of qualified applicants will determine the amount of the award. Value \$500 minimum.

Generally, criteria for scholarship awards include being a full-time declared dietetic major in good academic standing with a cumulative GPA of 3.0 or greater. Awards of the scholarships listed above are not dependent on financial need.

To be eligible for these scholarships interested students must fill out the UNC Universal Scholarship Application, which is available for all continuing students in the Office of Student Financial Resources. The UNC Universal Scholarship Application can also be filled out on line at www.unco.edu/ under the Financial Matters link, Scholarships. Completed applications need to be returned to the UNC Office of Student Financial Resources, Carter Hall 1005, Greeley, CO 80639. This form must be completed each academic year before March 1.

A complete listing of all scholarships available at UNC is also listed on this site. Applications are available from January 1 to February 28 each year. For more information regarding UNC scholarships, see your academic advisor.

Other Scholarships:

American Dietetic Association

- **Dietetic Internship Scholarship**
- **Baccalaureate or Coordinated Program Scholarship**

ADA Scholarship applications and information are available each October and November and are posted on the Dietetics Bulletin Board. For more information on The American Dietetic Association Scholarships contact:

The American Dietetic Association

120 South Riverside Plaza, Suite 200

Chicago, Illinois 60606

Telephone: (312) 899-0040 or (800) 877-1600

<http://www.eatright.org>

DIETETIC ASSOCIATIONS

**American Dietetic Association
Colorado Dietetic Association
Northern Colorado Dietetic Association
Student Dietetic Association**

American Dietetic Association

The ADA is the largest professional organization of food and nutrition professionals. It was founded in 1917, and is a powerful advocate on behalf of the dietetics profession, serving the public through the promotion of optimal nutrition, health, and well being. More than 70,000 members in the United States and abroad help shape food choices and improve the nutrition status of the public.

ADA members represent a diverse mix of professional interests, experiences, and involvement. They work in settings ranging from health care facilities and universities to businesses and government or community agencies to private practice.

The Didactic Program in Dietetics (DPD) at the University of Northern Colorado is accredited by The Commission on Accreditation for Dietetics Education (CADE) and adheres to the Accreditation Standards described by CADE of The American Dietetic Association listed below.

Standards of Education

Standard One: Program Planning and Outcomes Assessment

The Didactic Program in Dietetics (DPD) clearly states a mission, goals, expected program outcomes and assessment measures. The DPD implements a systematic, continuous evaluation process, including assessing expected versus actual program outcomes and achievement of goals; and uses the results to take action to maintain or improve program effectiveness.

Standard Two: Curriculum and Student Learning Outcomes

The Didactic Program in Dietetics (DPD) has a planned curriculum based on the program's environment, mission, goals and expected outcomes. The curriculum supports achievement of student learning and expected competence of the graduate.

Standard Three: Program Management

Management of the Didactic Program in Dietetics (DPD) and availability of program resources are evident in defined processes and procedures. Fair, equitable and considerate treatment of both prospective students and those enrolled in the DPD is incorporated into all aspects of the program.

Becoming a member of the ADA

Students interested in pursuing a career in dietetics are encouraged to become an associate member of the ADA during their junior and/or senior years. Membership applications are available from Dietetics faculty and the Dietetics Bulletin Board on the second floor of Gunter or online at www.eatright.org. The membership year is June 1 - May 31 and dues are not prorated if you elect to become a member after June 1. Currently the dues for associate (student) membership are \$50 per year.

Becoming a member of The ADA automatically makes you a member of an affiliate association. Most UNC students choose the **Colorado Dietetic Association** as their affiliate however any state association may be selected. The Colorado Dietetic Association has similar goals and mission as The ADA with a focus on serving Coloradoans and dietetic professionals in Colorado. One must be a member of the Colorado Dietetic Association to become a member of a regional

association in Colorado. Many UNC students elect to become members of the **Northern Colorado Dietetic Association**, which covers most of Larimer and Weld counties. Student membership dues for the Northern Colorado Dietetic Association are currently \$10 per year. Membership in professional associations is an indication of your commitment and interest in the profession. They offer many opportunities for volunteerism and obtaining valuable experience. Attending association meetings is an excellent means of networking and finding out more about the practice of dietetics. Educational sessions are a part of each meeting and discounts on publications are available to members along with other benefits.

Student Dietetic Association (SDA)

What is SDA?

SDA (Student Dietetic Association) is an organization of students at UNC that promotes the field of dietetics to the student body and community. This organization is open to all registered UNC students who are interested in the study of dietetics, including Dietetic majors and minors. A fee for the membership is required.

Purpose:

To provide a framework for meaningful student involvement in nutritional activities and dietetics to the student body and community.

Objectives:

- To provide nutrition information and promote sound nutrition practices among the community and peers.
- To provide opportunities for members to participate in volunteer activities and to become familiar with The American Dietetic Association (ADA).

Benefits of SDA membership include:

- Opportunity to volunteer for dietetics-related activities that demonstrates leadership. Volunteering could make the difference when applying to internship programs.
- Opportunity to develop skills and knowledge outside of the classroom through various activities including a tutor program, nutritional analysis, etc.
- An excellent opportunity for practicing leadership skills.

Elected Offices Include:

President, Vice-President, Treasurer, Secretary, Publicist, Historian, and Northern Colorado Dietetic Association (NCDA) Representative.

Notice of SDA meetings and information on becoming a member is posted on the Dietetics Bulletin Board outside of Gunter 2340.

**PATHWAY TO
DIETETIC
REGISTRATION
(RD and DTR)**

Didactic Program in Dietetics (DPD)

The University of Northern Colorado DPD is the first step on the pathway to becoming a registered dietitian (RD) or dietetic technician, registered (DTR). The pathway consists of completing a CADE-approved DPD academic program, earning a bachelor's degree, and obtaining a Verification Statement of program completion.

To become a Dietetic Technician, Registered (DTR):

- After you receive your degree and complete a CADE-approved DPD academic program, you will be able to take the DTR registration examination.

To become a Registered Dietitian (RD):

- After you receive your degree, you will then need supervised practical experience by completing a CADE-accredited Dietetic Internship.
- You will then be eligible to take the Examination for Dietetic Registration to become credentialed as a RD, Registered Dietitian. The RD is also recognized by many states as eligibility for dietetic licensure.

Pathway to Dietetic Registration for those who have already earned a bachelor's degree

If you already have a bachelor's degree, you will need to have your college transcripts evaluated by a dietetics faculty member at The University of Northern Colorado. You will be required to take additional coursework to meet the requirements of UNC's DPD. A minimum of three core dietetic courses in UNC's DPD are required to obtain a Verification Statement of program completion. Upon completion you are eligible to apply for a CADE-accredited dietetic internship.

Dietetic Technician, Registered (DTR)

Beginning June 2009 the Commission on Dietetic Registration (CDR) of The American Dietetic Association created a new pathway to becoming a Dietetic Technician, Registered or DTR. It is known as Pathway III and is described below.

Pathway III

- Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of a Commission on Accreditation of Dietetics Education (CADE) Didactic Program in Dietetics (DPD).

UNC students meet these criteria when they graduate with a degree in Dietetics. This is an option if you do not plan to complete a dietetic internship and become a Registered Dietitian. There are many positions for those with DTR certification in long-term care, food service, clinical dietetics, and WIC (Women, Infants, and Children) programs. Those with DTR certification often work under the direction of a Registered Dietitian. If you plan to pursue a career in nutrition without becoming a RD, DTR certification may give you a competitive edge for these positions.

Instructions for applying to take the DTR exam:

Once you have graduated, you may apply to take the DTR exam by submitting an **application form** and a **DTRE Mis-Use form** to the Dietetics Program Director. The forms are available at www.cdrnet.org/programdirector/info.html under the DPD Program Director Information for Dietetic Technician – Pathway III heading, Registration Eligibility Application for DPD Graduates link and the DTRE Mis-Use Form link. Both forms must be received by the Program Director as original paper copies with your signature in blue ink on each form. Faxed or e-mailed copies are not acceptable. There is a link on the application form to complete the Graduate Candidate Survey which is online. This survey must be completed before your application can be processed. Once the Program Director receives your original signed forms, your information will be sent to CDR for processing. You will receive notification from CDR of your eligibility to take the exam and instructions to assist with preparing for and taking the exam. For more information go to the web site address given above and download each of the files under the Graduating Student Information heading.

Verification Statement

Purpose

Verification of completion of dietetics programs is the method used by The American Dietetic Association (ADA) to ensure that stipulated qualifications for membership or requirements set by the Commission on Dietetic Registration (CDR) to determine eligibility for the Registration Examination for Dietitians and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

Verification Statements will not be issued unless the Senior Assessment Exam has been completed.

Distribution

The Program Director will issue the Verification Statements once all Program requirements have been completed and the Registrar has cleared you for graduation. For students who have previously completed a baccalaureate degree, a verification statement will be issued upon completion of UNC Program requirements. If Dietetics curricula have been completed prior to the DPD curriculum at UNC or from another university, the DPD coordinator will evaluate each request on an individual basis. Generally courses in medical nutrition therapy, food service management, and community nutrition are the minimum courses that would require updating. A minimum of three core dietetic courses 300 level or above taken through UNC's DPD are required to be issued a Verification Statement from UNC.

Each student will receive at least six Verification Statements, all which must have an ORIGINAL signature of the Program Director. You may need these statements:

- to include in your permanent file
- to submit with ADA Membership application
- to submit with application(s) for Dietetic Internships
- to submit with application for state licensure/certification

When applying for dietetic internship, ADA membership or licensure/certification, the Verification Statement is submitted by the individual as part of the complete application packet. Statements received from individuals or Program Directors outside of a packet of application materials will not be retained or processed.

If you are a senior applying for internships a Declaration of Intent to Complete Degree and/or CADE-approved minimum academic requirements form should be requested from the Program Director. This form is used in lieu of the Verification Statement until you graduate.

Frequently Asked Questions

Q. What jobs are available for dietetic majors who do not pursue a dietetic internship?

A. Your baccalaureate degree from UNC will benefit you whenever you apply for employment. In addition, there are several professional opportunities for graduates in food and nutrition areas that do not require dietetic registration. Many of these positions require working under the direction of a registered dietitian and they may be in areas of management, counseling, or nutrition screening. For example, WIC educator positions typically do not require dietetic registration. Many food service management, marketing, or culinary positions do not require dietetic registration however a degree in dietetics is extremely helpful. Pursuing research in foods and/or nutrition often requires an advanced degree however laboratory experience is attainable with a baccalaureate degree. Your degree in dietetics and business courses prepares you for marketing positions with pharmaceutical companies. Another option for those not pursuing a dietetic internship is to obtain Dietetic Technician Registration (DTR). Once you have completed the DPD, this can be done by contacting Lou Ann Dixon at Front Range Community College in Westminster, CO. There are only three additional courses that need to be completed in the DTR program to be eligible to sit for the DTR exam. The DTR status opens job opportunities as a food service manager, diet aide, or dietetic technician in several institutions. It is also a positive achievement toward application for dietetic internships in the future.

Q. If I already have a bachelor's degree in a field other than dietetics, can I apply for a dietetics internship?

A. If you already possess a bachelor's degree and it not a CADE-approved DPD you need only complete the UNC courses required for the Dietetics Program to be eligible to apply for a dietetic internship. You will need advisement from the Dietetics faculty for possible transfer credit. You may also be required to repeat courses if your degree is more than five years old.

Q. What memberships should I join early in my college career?

A. You will most likely want to join the Student Dietetic Association (SDA), which is an excellent way to meet other students in your major and learn more about the profession. Through SDA, there are several ways to develop your leadership skills and to obtain valuable experience. More information on who to contact about SDA is posted on the Dietetics Bulletin Board. Honorary societies on campus such as Eta Sigma Gamma, Golden Key, and Mortar Board will also enhance your college experience and leadership skills.

Q. Where is the Dietetics Bulletin Board?

A. The Dietetics Bulletin Board is an important means of communication among dietetic majors and faculty. It is located in the back hallway in Gunter 2280, which is on the second floor of Gunter Hall. Make it a habit to check it out on a monthly basis. Items such as volunteer or employment opportunities are posted, orientation meetings for new majors, group advising sessions, and Student Dietetic Association news are posted.

Q. How do I volunteer and make contacts in dietetics?

A. It is up to you to take advantage of opportunities and to know how to manage your time when taking on extra activities. As described above, the Student Dietetics Association is a good place to start. March is National Nutrition Month and public education projects during this month always require volunteer help. The local dietetic association seeks student volunteers for committee work and for special projects. For practical experience you may want to apply at North Colorado Medical Center, long term care facilities in your home town or around Greeley, Weld County School District, Food Service, the Weld County Food Bank, the Weld County Public Health Department, or health clubs. Any experience working with people, health care, or food service is valuable. Be creative!

Q. Do I need to keep my textbooks?

A. You are not required to keep your textbooks, however, if you are planning on pursuing a career in food, nutrition, or dietetics you may want to keep texts from your FND prefixed courses. They are often helpful references in the future.

Q. How do international students apply for dietetic internships?

A. If you have a degree or have taken courses from outside the U.S. you will need to have your transcripts evaluated by a foreign transcripts evaluation service to determine if your degree/courses are equivalent to those from UNC. The Dietetic Program Director must review your transcripts for courses that may be transferred for credit towards meeting the DPD requirements. If a student has completed the equivalent of a dietetics degree from a foreign university, UNC DPD courses will still be required in order to receive a verification statement from our program.

Q. How do I apply for a dietetic internship?

A. If dietetic registration is your goal, you should begin preparing early to make yourself a good candidate for selection to an internship. In general, GPA, evidence of leadership, good communication skills, practical experience, and positive reference letters are required for obtaining an internship. Types of internships and the application process are discussed in FND 410 Professional Development, which should be taken during the fall semester of your senior year. Approximately 1/2 of students who apply will receive an internship and UNC graduates compete well. Currently, there are 4 dietetic internship programs in Colorado, however, we encourage students who are able, to apply for programs out-of-state in addition to the Colorado programs.

Only seniors and graduates of the DPD may apply. There are two application deadlines each year - February 15 and September 15. Students graduating in Summer or Fall may apply for the September date while those graduating in spring may apply for the February deadline while you are still a senior. The ADA directory of dietetic internships and graduate school programs is available in a binder in the Nutrition Lab, Gunter 2250. There are also file cabinets of application packets in the same room. Once you have selected the program(s) you would like to apply to, you must contact the program director to receive a current application. Some applications can be downloaded from the Internet.

While completing the application(s) you will find letters of reference are required. If you are requesting a letter from UNC Dietetic Faculty, you will need to complete a 'Request for a Letter Recommendation' form and present it at the time you are asking a letter. A copy of this form is included in this Handbook.

Q. How do I request reference letters to apply for jobs or internships?

Faculty members are not required to write reference letters for each student; however, it is their goal to support your career development and pursuit of further education. It is suggested protocol to inquire of each potential reference if he/she will write a letter of recommendation rather than assuming so. Be prepared to give the person(s) writing your letter(s) a copy of the Request for a Letter of Recommendation form that follows. It is extremely helpful for the reference to have detailed information about you and your goals to write an effective letter.

UNIVERSITY of
NORTHERN COLORADO



DIETETICS PROGRAM

REQUEST FOR A LETTER OF RECOMMENDATION

Completion of this form will assist the faculty in knowing you better and in writing a precise evaluation that reflects your strengths and interests. Make additional comments and include attachments as you feel appropriate.

INSTRUCTIONS:

- 1) **This form must be filled out completely prior to scheduling an appointment with faculty to present the request.**
- 2) **Attach a copy of a recent degree evaluation from URSA.**
- 3) **Signed waiver forms must accompany this request form if applying for dietetic internships. One form is needed per application.**
- 4) **Include any program specific forms.**

Date of Request _____ Bear # _____
Name _____
Local Address _____
Local Telephone _____ E-Mail Address _____

How many letters of reference are you requesting? _____

When do you need the letters? _____

Letters are to be:

___ picked up personally

___ mailed to student

___ other: _____

Are the letters to be “*confidential*”? _____

Letters are to be addressed to: (name, title, address)

Attach any form, additional information to be completed, selection criteria, etc.

1. _____

2. _____

3. _____

4. _____

SUMMARY SHEETS
for *Letters of Recommendation*

Current GPA _____

Major(s) _____

Minor(s) _____

School where degree conferred and date _____

Expected date of graduation or program completion _____

When did you enter UNC? _____

Other colleges/universities that you have attended _____

In what semester did you take courses from:

Dr. Clark:

Course Semester Grade

Dr. Cline:

Course Semester Grade

Dr. Erskine:

Course Semester Grade

Judy Stauter

Course Semester Grade

Other UNC Dietetics Faculty

Course Semester Grade

Identify any projects, papers, activities, research, etc. associated with the classes listed above that you feel reflect/demonstrate your best efforts. Be sure to indicate title of project and/or topic.

Course	Project Title and Highlights	Project

WORK EXPERIENCE (paid):

Date	Position Title	Name of Company	Job Responsibilities	Hours/week

VOLUNTEER EXPERIENCE:

Organization	Responsibilities/Opportunities Provided	Date/Time

--	--	--

EXTRACURRICULAR ACTIVITIES:

Activity	Comments Regarding Participation	Dates

PROFESSIONAL MEETINGS/SEMINARS ATTENDED (relevant to Dietetics):

Meeting/Seminar	Topic	Date

LEADERSHIP ACTIVITIES (offices held, committee work, event organization):

Activity	Comments Regarding Participation	Date

ARE YOU A MEMBER OF:

ADA _____ CDA _____ NCDA _____ SDA _____
Other professional/campus organizations _____

WHAT DO YOU CONSIDER TO BE YOUR STRENGTHS:

WHAT QUALITIES DO YOU HAVE WHICH YOU THINK REQUIRE FURTHER DEVELOPMENT:

WHAT ARE YOUR FUTURE PLANS/GOALS: (where do you see yourself one, two, five years from now?)

-- ADD PAGES AS NECESSARY --

Dietetic Internship Computer Matching, and Appointment Procedures

Dates for Application, Matching, Notification, and Appointment are available on the D&D Digital web site (dnddigital.com).

Computer Matching Overview:

Most ADA Dietetic Internship Programs select applicants for appointments through a computer matching process, which occurs twice a year. In the spring, appointments are made in April, and in the fall, appointments are made in November. Dietetic internship programs may participate in either the April or November match or both.

Application Phase (applicant responsibilities):

Applicants are responsible for applying to the internship and preprofessional practice programs. The basic steps in this process are:

1. Obtain current application material from chosen dietetic internships (DI) at least 6 months prior to Appointment Date.
2. Discuss application materials with the Didactic Program Director.
3. If required, apply to take the Graduate Record Examination (GRE).
4. Obtain the Declaration of Intent form or Verification Statement from the Didactic Program Director. This standardized form is to be completed by applicant and Didactic Program Director and submitted with DI application materials.
5. Request references from advisor/faculty and transcript as needed.
6. Complete each application according to directions given by the Dietetic Internship Director and submit the materials to the Internship director. Questions about completing applications should be referred to the DI Program Director.
7. Provide telephone number(s) with application where you can be reached on Appointment Date.
8. It is recommended that all materials be sent certified mail with return receipt requested (request form from post office); no notification of receipt will be sent by D&D Digital.
9. Submit mark/sense cared with prioritized list of Internships and matching fee to D&D. Card must be sent by certified mail (return receipt requested); no notification of receipt will be sent by D&D. DI priorities should be selected carefully; no changes will be accepted. Applicant should check with D&D if certified mail receipt is not returned within three weeks.

Computer Matching Phase (applicant responsibilities):

Applicant is responsible for notifying D&D in writing of his/her decision to withdraw from the matching process if he/she makes other arrangements and will be unable to accept a match that may occur.

Applicant is responsible for telephoning D&D if letter with computer matching results is not received by specified date.

Appointment Phase (applicant responsibilities)

Applicants who receive a computer match are responsible for accepting or rejecting the match by telephone, fax, and/or in writing on the appointment date.

Applicants must request signed and completed Verification Statement from Didactic Program Director (if applicable).

Applicants who do not receive a computer match may not contact any program with vacancies until after the established appointment date.

The following questions were collected to assist students preparing to apply for dietetic internships. Some internship programs interview applicants and there is no better way to success than to be prepared. These questions may also help with writing letters of application that are required as a part of internship applications.

Sample Interview Questions from Internship Directors

“The information I have been looking for in the interview is:

1. How professional and clearly they can communicate
2. Their understanding and commitment to the profession and our internship
3. Clarification of the level of experience they have (i.e. did they observe things or actually perform them, which I found difficult to tell from some applications)
4. Their ability to accept constructive feedback and ability to grow from it
5. Their ability to utilize resources versus requiring hand-holding.”

Possible questions:

1. How did you become interested in the field of dietetics?
2. What is your current area of interest?
3. Why would you like to do your internship at the specific program you have selected?
(PROBE: Is there some unique quality or skill you will bring to us?)
4. How will you add value to our institution as an intern?
5. What are your expectations of the internship?
6. What is the future of the dietetic profession?
7. Briefly summarize your work experience and/or volunteer activities, and tell us how these experiences have helped you prepare for an internship?
8. Which professional organizations do you currently participate in and what benefits have you received from this involvement?
9. Tell us about a time when you had to deal with an extremely difficult or unhappy customer, patient or coworker. How did you deal with the situation & what was the outcome? Would you do anything differently next time?
10. Have you ever worked in an ethnically diverse setting? If so, please tell us what that experience was like for you.
11. Summarize yourself in 3 words, with one word describing a strength, a weakness, and the third is up to you.
12. How has your "weakness", _____, impaired your ability to achieve a goal? (if necessary, PROBE with: What goals have you made with regard to overcoming your weakness? & What steps have you taken to achieve these goals?)
13. What steps have you taken to improve upon your "weakness?"
14. What is the most difficult thing you've ever done or your greatest challenge in your life (not work related)? What/how did you overcome it & tell us what you learned from it?
15. We have all had an experience either professionally or personally where we did not live up to the expectations of another. Describe a situation in which this may have happened to you including your reaction and how you were affected by this experience.

16. The internship will require a large commitment of time, energy and financial resources over a 12 month period. Do you anticipate any problems achieving this level of commitment?
17. Please describe any patient or client contact you have had in a nutrition related setting. Please describe the setting and tell us, what was the most enjoyable aspect? What was the least enjoyable or most challenging aspect?
18. In the internship you will be required to remember information that you learned as an undergraduate. If you don't remember something please explain to us what you would do about it?
19. What course did you enjoy the most during your undergraduate program? Why?
20. If we were to ask your work supervisors to describe you, what would they say?
21. If we were to ask your co-workers or classmates to describe you, what would they say?
22. The DI/MPH program requires that you handle multiple projects and assignments. Give an example which illustrates your ability to deal with such situations.
23. What project or work from your undergraduate program are you most proud of? Least proud of?
24. Why should we choose you for this program? Are you aware that you cannot work while in the Dietetic Internship Program? Have you made plans for this?
25. You receive a consult for diet education for a client. The client arrives and is not interested in making any dietary changes. How would you handle this situation?
26. You are not personally interested in a particular DI rotation. How will you motivate yourself to complete the requirements of the rotation?
27. What course did you enjoy the least during your undergraduate program? Why?
28. Why did you choose to apply to the DI/MPH program at Benedictine University?
29. How have your extracurricular activities influenced your development as a person?
30. What are your short term and long term career goals?
31. What influenced your choice of dietetics as a profession?
32. What do you see as the future for the profession of dietetics?
33. How do you go about researching new information for school or work?
34. How do you handle stress in your life?
35. What do you enjoy doing in your spare time?
36. What is your favorite professional journal? Why?

The University of Northern Colorado Dietetic Internship

UNC offers a dietetic internship through the Dietetics Program, which provides distance-format guidance. This allows the student to complete their internships in their communities of choice. The Program has been accredited by the Commission on Accreditation for Dietetics Education of the American Dietetics Association (CADE).

The UNC Dietetic Internship is an innovative alternative to the usual structure of most supervised practice programs of study. This Program is one of only a handful across the country that offers these unique benefits.

You decide where you'll intern. The applicant selects the facility(ies) of his/her choice in which to complete practicum experiences. Once you are accepted into the Program and have completed a two-week didactic session, you can begin your program no matter where you reside.

You participate in designing your program. Designed to prepare entry-level generalist dietitians, the Program allows you to choose an emphasis area within your overall practice experience. Examples of emphasis areas include pediatric dietetics, supervision and management, or a community health focus.

Each intern class begins together in June at a three-day orientation on the UNC campus. Four graduate credits are awarded for 2 weeks of coursework online prior to orientation.

If you have questions about the internship and/or application process, contact:

Amy Baird

(970) 351-1769

Gunter 2280

Fax (970) 351-1489

E-mail: amy.baird@unco.edu

**CURRICULUM and
ACADEMIC
CALENDAR**

**UNC COLLEGE OF NATURAL AND HEALTH SCIENCES
SCHOOL OF HUMAN SCIENCES
Bachelor of Science in Dietetics – Didactic Program in Dietetics
Suggested Four-Year Schedule
Contact: Jamie Erskine, PhD, RD – jamie.erskine@unco.edu
Gunter Hall, Room 2280**

2009-2010 CATALOG

Year 1

_____ BIO 110 (LAC 6)	4 (F, Sp, Su)	_____ PSY 120 (LAC 5c)	3 (F, Sp, Su)
_____ FND 250 (LAC 6)	3 (F, Sp, Su)	_____ *STAT 150 (LAC 2)	3 (F, Sp, Su)
_____ ECON 205 (LAC 5a)	3 (F, Sp, Su)	_____ *CHEM 111 (LAC 6)	5 (F, Sp)
_____ ANT 110 (LAC 5c/7)	3 (F, Sp, Su)	_____ LAC and Electives	<u>4</u>
_____ or COMM 323 (LAC 7)	3 (F, Sp, Su)		15
_____ LAC and Electives	<u>2</u>		
	15		

Year 2

_____ *SCI 291 (LAC 1b)	3 (F, Sp)	_____ FND 210	2 (F, Sp)
_____ *CHEM 281 (LAC 6)	5 (F, Sp, Su)	_____ *FND 252	3 (F, Sp, Su)
_____ BIO 245	4 (F, Sp, Su)	_____ *BIO 351	4 (Sp)
_____ LAC and Electives	<u>3</u>	_____ LAC and Electives	<u>6</u>
	15		15

Year 3

_____ *FND 342	4 (F)	_____ *FND 370	3 (F, Sp)
_____ *FND 452	3 (F, Sp)	_____ BAMG 350	3 (F, Sp, Su)
_____ LAC and Electives	<u>8</u>	_____ BAMK 260	3 (Sp, Su)
	15	_____ LAC and Electives	<u>6</u>
			15

Year 4

_____ FND 410 (seniors only)	2 (F)	_____ *FND 431	3 (Sp)
_____ *FND 430	3 (F)	_____ *FND 446	4 (Sp)
_____ LAC and Electives	<u>9</u>	_____ *FND 451	3 (Sp)
	14	_____ LAC and Electives	<u>6</u>
			16

Four-Year Total: 120

Liberal Arts Core requires a minimum of 40 credit hours; at least 31 credit hours of these shall be taken in content areas 1 through 6. At least one course from Area 7 and from Area 8 is needed.

Completion of BIO 245 or BIO 350 with a grade of C or better is required to enroll in FND 430.
Completion of CHEM 281 and BIO 245 or BIO 350 with grades of C or better is required to enroll in FND 451.

Graduation Check should be completed after 75 semester credit hours have been completed.

*This course has prerequisites.

UNC 3-YEAR CALENDAR

Fall	2008	2009	2010
Residence Halls Open	Thur, Aug 21	Thur, Aug 20	Thur, Aug 19
Classes Begin	Mon, Aug 25	Mon, Aug 24	Mon, Aug 23
Labor Day Holiday (University Closed)	Mon, Sept 1	Mon, Sept 7	Mon, Sept 6
Thanksgiving Holiday (No Classes)	Wed - Fri Nov 26-28	Wed - Sun Nov 25-29	Wed - Sun Nov 24-28
Thanksgiving Holiday (University Closed)	Thur - Fri Nov 27-28	Thur - Sun Nov 26-29	Thur - Sun Nov 25-28
Final Exam Week	Mon - Fri Dec 8-12	Mon - Fri Dec 7-11	Mon - Fri Dec 6-10
Graduate Commencement	Fri, Dec 12 (7 p.m.)	Fri, Dec 11 (7 p.m.)	Fri, Dec 10 (7 p.m.)
Undergraduate Commencement	Sat, Dec 13	Sat, Dec 12	Sat, Dec 11
Fall/Spring Interim	2008-09	2009-10	2010-11
Interim Session Begins	Mon Dec 15	Mon, Dec 14	Mon, Dec 13
Interim Session Ends	Fri, Jan 9	Fri, Jan 8	Fri, Jan 7
Spring	2009	2010	2011
Residence Halls Open	Fri, Jan 9	Fri, Jan 8	Fri, Jan 7
Classes Begin	Mon, Jan 12	Mon, Jan 11	Mon, Jan 10
Martin Luther King Day (University Closed)	Mon, Jan 19	Mon, Jan 18	Mon, Jan 17
Spring Break (No Classes)	Mon - Fri Mar 16-20	Sat - Sun Mar 13-21	Sat - Sun Mar 12-20
Final Exam Week	Mon - Fri May 4-8	Mon - Fri May 3-7	Mon - Fri May 2-6
Graduate Commencement	Fri, May 8 (7 p.m.)	Fri, May 7 (7 p.m.)	Fri, May 6 (7 p.m.)
Undergraduate Commencement	Sat, May 9	Sat, May 8	Sat, May 7
Summer	2009	2010	2011
Residence Halls Open	Sun, May 17	Sun, May 16	Sun, May 15
12-wk Session Begins	Mon, May 18	Mon, May 17	Mon, May 16
Memorial Day Holiday (University Closed)	Mon, May 25	Mon, May 31	Mon, May 30
July 4th Holiday (University Closed)	Fri, July 3	Mon, July 5	Mon, July 4
12-wk Session Ends	Fri, Aug 7	Fri, Aug 6	Fri, Aug 5

1st 6-wk Session Begins	Mon, May 18	Mon, May 17	Mon, May 16
Memorial Day Holiday (University Closed)	Mon, May 25	Mon, May 31	Mon, May 30
1st 6-wk Session Ends	Fri, June 26	Fri, June 25	Fri, June 24
2nd 6-wk Session Begins	Mon, June 29	Mon, June 28	Mon, June 27
July 4th Holiday (University Closed)	Fri, July 3	Mon, July 5	Mon, July 4
2nd 6-wk Session Ends	Fri, Aug 7	Fri, Aug 6	Fri, Aug 5
8-wk Session Begins	Mon, June 8	Mon, June 7	Mon, June 6
July 4th Holiday (University Closed)	Fri, July 3	Mon, July 5	Mon, July 4
8-wk Session Ends	Fri, July 31	Fri, July 30	Fri, July 29
Last day of Summer Semester (Official date that will appear on Summer diplomas)	Fri, Aug 7	Fri, Aug 6	Fri, Aug 5
There is no Summer Undergraduate Commencement Ceremony	Tenative summer graduates are invited to walk in the Spring Commencement Ceremony the semester prior to their graduation term.		
There is no Summer Graduate Commencement Ceremony	Tenative summer graduates are invited to walk in either the Spring or Fall Commencement Ceremony.		

Tips for Planning Your Study

If you are a transfer student or declare your major after your freshman year your plan of study may be different than the suggested plan indicated on the previous page. When designing your course of study consider the following:

Courses Offered in Fall Semester Only

FND 342 – Food Science
 FND 410 – Professional Development Seminar*
 FND 430 – Nutrition Assessment**
 FND 452 – Community Nutrition

Courses Offered in Spring Semester Only

FND 210 – Medical Terminology
 FND 370 – Nutrition Education Application Strategies
 FND 431 – Medical Nutrition Intervention**

FND 446 – Food Service Systems
Management

FND 451 – Advanced Nutrition

* This course should be taken your last full semester prior to graduation.

** FND 430 & FND 431 is a fall and spring semester sequence which must be taken in order.

Elective Recommendations

FND 420 – Maternal and Child Nutrition

Pre-req: FND 250 – Principles of Nutrition or
FND 357 – Nutrition in Health and Illness

FND 455 – Nutrition for Fitness and Athletic Performance

CH 510 – International Health: Cross Cultural Comparisons

CH 236 – Health & Lifestyles Among the Elderly

CH 205 – Issues in Health

PSY 323 – Health Psychology

Pre-req: PSY 120 – Principles of Psychology

CH 330 – Health Promotion/Health Education Strategies

Pre-req: CH 209 – Foundations of Health Promotion/Education and
CH 293 – Sophomore Practicum in Community Health

KINE 404 – Exercise Nutrition & Body Composition

Pre-req: KINE 222 – Physiological Kinesiology I

For students completing a dietetic technician program before coming to UNC or for those opting to take courses at another university before transferring to UNC, it is possible to complete most of the FND prefixed courses in one year at UNC. You will then receive your degree and Verification Statement from UNC. Prior advisement with dietetics faculty at UNC is required.

Plan of Study Worksheet

Fall 200_

Spring 200_

Summer 200_

Fall 20_

Spring 20_

Summer 20_

Fall 200_

Spring 20_

Conduct Graduation
Evaluation on Ursa

Summer 20_

Fall 20_

Spring 20_

Apply for graduation

You must have at least
120 Credit hours to
graduate.

CAREER OPPORTUNITIES

UNC Career Services

The UNC Career Services Center staff can help you find your career direction by helping you: Identify, Explore, Prepare, and Connect. You can receive assistance in three ways at The Career Services Center:

Self-Help Services. Come into the Career Resources Library and Computer Lab to research careers, occupations, job listings, and to take computerized assessments. You can learn more about our services by checking our homepage:
<http://www.unco.edu/careers/career.htm>.

Workshops. Attend workshops which are offered one night a week, during the Fall and Spring semesters, to receive current information about career preparation, internships, resume writing, and job search skills.

Career Counseling Services. Get individualized assistance by scheduling an appointment with a career counselor in the UNC Career Services Center.

Employment for Registered Dietitians (RD)

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice.

Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as a RD.

RD's work in:

- Hospitals, HMOs, or other health care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice organizations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health.
- Food and nutrition-related businesses and industries, working in communications, consumer affairs, public relations, marketing, or product development.
- Private practice, working under contract with health care or food companies, or in their own business. R.D.s may provide services to foodservice or restaurant managers, food vendors, and distributors, athletes, nursing home residents, or company employees.

- Community and public health settings, teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.
- Universities and medical centers, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

What you can do with this degree:

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
Clinical		
<ul style="list-style-type: none"> • Clinical Nutrition 	<ul style="list-style-type: none"> • Hospitals • Health centers and clinics • Home health providers • Health maintenance organizations (HMOs) • Nursing homes • Residential care centers • Exercise and fitness centers 	<ul style="list-style-type: none"> • Volunteer in hospitals or nursing homes to gain experience working with patients/elderly. • Need Registered Dietitian credential • Several years experience and possibly graduate degree required for specialty such as pediatrics, gerontology, sports, critical care, etc.
Community and Public Health Nutrition		
<ul style="list-style-type: none"> • Education • Program Planning • Administration • Counseling • Consultation 	<ul style="list-style-type: none"> • Public and home health agencies • Social service agencies • Community centers • Federal, state and local government • Daycare centers • Health and recreation clubs • Health maintenance organizations (HMOs) 	<ul style="list-style-type: none"> • Gain extensive clinical experience first. • Master's degree generally required. • Background in public health a benefit. • Learn government application procedures. • Develop presentation and public speaking skills.
Food Service Management		
<ul style="list-style-type: none"> • Menu Planning • Budgeting • Purchasing • Food Preparation • Personnel Management 	<ul style="list-style-type: none"> • Hospitals • Schools • Colleges and universities • Cafeterias • Prisons • Camps • Restaurants • Hotels 	<ul style="list-style-type: none"> • Obtain work experience in any large-scale food service operation such as campus cafeterias. • Take business courses and develop computer skills. • Seek supervisory roles to gain experience.

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
Federal Government		
<ul style="list-style-type: none"> • Clinical Dietetics • Nutrition Education and Teaching • Administration • Research 	<ul style="list-style-type: none"> • Army • Navy • Air Force • NASA (National Aeronautics and Space Administration) • US Public Health Service <ul style="list-style-type: none"> - Indian Health Service - Food and Drug Administration - St. Elizabeth's Hospital - National Center for Disease Control - Bureau of Health Care and Delivery - National Institutes of Health • US Department of Agriculture <ul style="list-style-type: none"> - WIC (Supplemental Food Program for Women, Infants and Children) • Veterans Administration Hospitals • Peace Corps and VISTA 	<ul style="list-style-type: none"> • Learn federal government application procedures. • Earn Master's degree for advancement in research or administration. • Pursue internships in government agencies.
Consulting		
<ul style="list-style-type: none"> • Diet Counseling • Education and Programming • Sports Nutrition • Writing 	<ul style="list-style-type: none"> • Private practice • Physicians' offices • Weight loss clinics • Nursing homes • Health clubs and spas • Restaurants • Catering services • Food manufacturers • Health-related magazines • Newspapers 	<ul style="list-style-type: none"> • Gain experience and expertise in a specialty. • Sense a need in community and fill it. • Entrepreneurial spirit required! • May work in several areas. • Develop excellent written and verbal communication skills. • Work with athletes or have experience as an athlete. • Double major in counseling or exercise science. • Become certified with ACSM.

