



DISTANCE DIETETIC PROGRAM

Student Handbook

2019-2020

University of Northern Colorado

College of Natural & Health Sciences

Department of Nutrition & Dietetics

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UNIVERSITY OF
**NORTHERN
COLORADO**

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Welcome

Congratulations on your decision to pursue education in dietetics. By enrolling in the Distance Dietetic Program at the University of Northern Colorado (UNC), you are working on completion of the Didactic Program in Dietetics, currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The Distance Dietetic Program began in 2004 to meet the needs of persons interested in pursuing dietetic education throughout Colorado and beyond. Our goal is to enroll students each year with prerequisite courses being previously in preparation for the online Distance Dietetic Program courses.

The purpose of this handbook is to provide answers to your questions about the Didactic Program in Dietetics, the Distance Dietetic Program, 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 attaining your goals of employment or achieving a dietetic internship position. 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 for the guidelines reviewed in this handbook.

We invite you to consult with any of the dietetics faculty if you have questions related to reaching your professional goals.

Katie Kage, PhD, RDN
Program Director
Didactic Program in Dietetics

Lisa Caldwell, MS, RDN
Coordinator
Distance Dietetic Program

Program Mission, Goals, and Objectives

The Didactic Program in Dietetics is delivered by the Department of Nutrition and Dietetics within the College of Natural and Health Sciences.

Mission of the University

The [University of Northern Colorado](#) shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The University shall offer a comprehensive array of baccalaureate programs and master's and doctoral degrees primarily in the field of education. The University of Northern Colorado has statewide authority to offer graduate programs for the preparation of educational personnel. Further information regarding the University of Northern Colorado's vision, values, purposes and goals can be found at the [Office of the President](#) website.

Mission of the College of Natural and Health Sciences

The [College of Natural and Health Sciences](#) at the University of Northern Colorado serves the people of Colorado and the nation through the advancement and dissemination of fundamental knowledge, by providing high-quality undergraduate and graduate instruction, and by applying knowledge to solve problems in areas of natural and health sciences and related areas of education. To achieve this mission, the College supports:

1. Foundational undergraduate education, academic degrees and professional preparation in natural, health, human and mathematical sciences to prepare students to understand and use these disciplines in their lives and careers in the 21st Century.
2. Focused graduate programs in natural and health sciences and related areas of education, preparing teachers, college professors, researchers, and other professionals.
3. Basic and applied research in all areas of the natural and health sciences represented in the college, including externally supported activities and both undergraduate and graduate research experiences.
4. K-12 teacher preparation in disciplines represented in the college.
5. Outreach and service programs supporting K-12 teachers and students, health and service professionals, schools, health care organizations, business, and government agencies.

Mission of the Department of Nutrition and Dietetics

The mission of the [Department of Nutrition and Dietetics](#) is to provide strong curriculum and educational opportunities that prepare confident life-long learners in disciplines of food, nutrition and dietetics. The Department fosters diverse leaders through on-campus and online offerings and community engagement to broaden perspectives of program graduates, promote evidence-based practice and collaboration across disciplines and cultures.

Mission of the Dietetics Program

The [Distance Dietetic Program](#) is equivalent to the on-campus Dietetics major at the University of Northern Colorado and shares the same curriculum. Both are part of the [Didactic Program in Dietetics](#).

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 knowledge and skill competencies defined by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. Congruent with the Department of Nutrition and Dietetics' mission, instructional quality and service are emphasized throughout the curriculum.

Philosophy and Description of the Program

The [Distance Dietetic Program](#) permits students to complete a Bachelor of Science degree in Dietetics or to complete the Certificate of Didactic Education in Dietetics only if a bachelor's degree has already been earned. The BS degree in Dietetics includes the requirements for the Didactic Program in Dietetics in addition to required Liberal Arts Core Curriculum and elective credits. The major focus of the Didactic Program in Dietetics at UNC is 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 Distance Dietetic Program 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 or during the final year of program completion, a student may apply for a dietetic internship accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) associated with the Academy of Nutrition and Dietetics. After completion of the internship, the student is eligible to take the registration exam to become a Registered Dietitian Nutritionist.

The Didactic Program in Dietetics at the University of Northern Colorado is accredited by the [Accreditation Council for Education in Nutrition and Dietetics](#) (ACEND) of the [Academy of Nutrition and Dietetics](#).

Details regarding the [process for submission of written complaints to ACEND](#) related to program noncompliance with ACEND accreditation standards is available under the Public Notices section on the ACEND website.

Accreditation Council for Education in Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606

800-877-1600, x5400

Program Goals and Objectives

The Dietetics Program has two broad goals with expected objectives for each goal. These objectives are measured on a regular basis for the purpose of maintaining quality and making improvements as needed.

Goal 1. The program will prepare graduates for supervised practice programs, graduate education, and employment in foods and nutrition related positions as registered dietitian nutritionists and support students' timely program completion.

- Objective 1a. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Objective 1b. 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective 1c. 60% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- Objective 1d. At least 80% of survey responses from employers of graduates regarding their satisfaction with the graduate's preparedness to apply knowledge and skills will be 3 or greater on a scale of 1-5, with 5 being excellent.
- Objective 1e. At least 80% of survey responses from supervised practice program directors regarding satisfaction of the intern's preparedness for supervised practice will be 3 or greater on a scale of 1-5, with 5 being excellent.
- Objective 1f. At least 80% of program students complete program/degree requirements within 3 years (150% of program length).

Goal 2. The program will promote service and professionalism through volunteering, leadership and research.

- Objective 2a. At least 60% of graduates will be active members of professional associations, hold leadership positions, or conduct research.

Program Outcome Data is available upon request.

Knowledge Requirements and Learning Outcomes

It is expected that students will have obtained competence for each of the following ACEND-specified knowledge requirements and learning outcomes.

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

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

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

KRDN 1.3: Apply critical thinking skills.

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

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

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

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

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

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

KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.

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

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

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

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

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

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

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

KRDN 3.5: Describe basic concepts of nutritional genomics.

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

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

KRDN 4.2: Evaluate a budget and interpret financial data.

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

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

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

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

Path to Dietetic Registration

As previously stated the [Bachelor of Science in Dietetics degree](#) at UNC is accredited as a Didactic Program in Dietetics by the [Accreditation Council for Education in Nutrition and Dietetics](#) of the [Academy of Nutrition and Dietetics](#). Completion of the Dietetics degree or program is the first step on the pathway to becoming a registered dietitian nutritionist (RDN) or dietetic technician, registered (DTR). The pathway consists of completing an ACEND-approved didactic program in dietetics, earning a bachelor's degree, obtaining a Verification Statement of program completion, completing a dietetic internship, and successfully completing the registration examination. The steps of this pathway must be completed in this order. Dietetic registration is recognized by many states as eligibility for 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 need to apply for admission to the Dietetics Program, meet the admission criteria and take additional coursework to meet the requirements of the Didactic Program in Dietetics at UNC. A minimum of three upper division core dietetic courses in the Dietetic Program in Dietetics at UNC are required along with maintaining a cumulative 3.0 GPA or above and grades of C or better (C- is not acceptable) in all degree required courses to obtain a Verification Statement of program completion. Upon completion you are eligible to apply for an ACEND-accredited dietetic internship. ***Academic credit is not awarded for prior experience or learning.***

Verification Statement

Purpose:

Verification statements are issued upon completion of requirements for the Didactic Program in Dietetics and again for completion of supervised-practice experience such as an accredited dietetic internship. Issuance of Verification Statement of Program Completion ensures that requirements have been met for Academy membership or [Commission on Dietetic Registration](#) (CDR) eligibility to take registration exams or apply for certifications. 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.**

Distribution:

The Didactic Program in Dietetics Coordinator will issue the Verification Statement once all program requirements have been completed and the Office of the Registrar has cleared you for graduation. Program requirements for earning a Verification Statement include:

- Completion of a bachelor's degree
- Completion of the dietetics program course requirements
- A minimum cumulative GPA of 3.0 at the time of graduation or program completion
- Earning grades of C or better in all dietetics program required courses or transfer equivalents

- There is not a specific maximum amount of time limit to complete the program requirements however, it is expected that the bachelor's degree and therefore, Didactic Program in Dietetics requirements will be completed within 5 terms from the time you enroll in coursework.

For students who have previously completed a baccalaureate degree, a Verification Statement will be issued upon completion of UNC didactic program requirements. If Dietetics curricula have been completed prior to the dietetics curriculum at UNC or from another university, the Didactic Program in Dietetics Coordinator will evaluate each request on an individual basis. Equivalency or credit for FND courses may be provided only if taken within the last 10 years. Courses taken before fall semester 2009 will not be accepted. Any exception to this policy is at the discretion of the academic program. Generally courses in clinical nutrition, food service management, and community nutrition are the minimum courses that would require updating. A *minimum* of three core dietetic courses at the 300 level or above taken through the Didactic Program in Dietetics at UNC in addition to meeting or exceeding the minimum criteria listed above are required to be issued a Verification Statement from UNC.

Each student will receive multiple copies of their Verification Statement, all of which must have an ORIGINAL signature of the Program Director (Coordinator). You may need these statements:

- to include in your permanent file
- to submit with the Academy of Nutrition and Dietetics' Membership application
- to submit with application(s) for Dietetic Internships
- to submit with application for state licensure/certification
- to submit with application for CDR practice certifications

When applying for dietetic internships, membership to the [Academy of Nutrition and Dietetics](#) or licensure/certification, the Verification Statement is submitted by the individual as part of the complete application packet.

If you are a senior applying for internships a **Declaration of Intent to Complete Degree and/or ACEND-approved minimum academic requirements** form must be completed by the Program Coordinator. This form is used in lieu of the Verification Statement until you graduate and/or complete the Didactic Program in Dietetics.

It should be noted that successful completion of the Didactic Program in Dietetics with the receipt of a Verification Statement does not guarantee acceptance into a dietetic internship. Currently, there are an inadequate number of internship positions to meet the needs of all qualified dietetics graduates. If an internship is not secured upon the first application, there are several options:

- Apply for second round dietetic internship positions
- Apply for an Individual Supervised Practice Program (ISPP)
- Apply for dietetic internships on the next matching date
- Take the DTR exam and obtain a job for additional dietetic work experience

Declaration of Intent to Complete

For students applying for an internship that has an application deadline prior to completion of all didactic work, it will be required that the didactic program director submit a Declaration of Intent to Complete Form on your behalf to DICAS prior to the application deadline date.

In order for the Didactic Program in Dietetics Coordinator to complete this form, the student must provide information to the coordinator using the [Instructions for Declaration of Intent to Complete Form](#).

Individualized Supervised Practice Pathways (ISPP)

If an internship is not secured upon the first application, graduates may apply again. An unsuccessful application to an internship makes a graduate eligible to apply to Individualized Supervised Practice Pathways (ISPP). An ISPP is an ACEND-accredited alternative to a dietetic internship providing the same eligibility to take the RDN Exam upon successful completion. A [list of programs offering ISPPs](#) can be found on the Academy of Nutrition and Dietetics website.

Dietetic Technician, Registered (DTR) Option

Graduates of Didactic Programs in Dietetics are eligible to take the Dietetic Technician, Registered Exam (DTRE). The route to becoming a DTR following completion of a Didactic Program in Dietetics is called 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 an [Accreditation Council for Education in Nutrition and Dietetics](#) Didactic Program in Dietetics.

This is an option if you do not plan to complete a dietetic internship and become a Registered Dietitian Nutritionist. There are 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 Nutritionist. If you plan to pursue a career in nutrition without becoming a RDN, DTR certification may give you a competitive edge for these positions.

Instructions for applying to take the DTR exam:

Once you have completed the program requirements, you may apply to take the DTR exam by submitting the following information to the Dietetics Program Director:

- Your first and last name (as listed on a government-issued ID and your middle name).
- An email address that you check often and will continue to check often after you graduate.
- An official transcript of your BS Degree
- Complete the [DTR Misuse Form](#) and sign in blue ink, then mail to the Didactic Program in Dietetics Coordinator.

- You will then receive an email from REPS that will ask you to log-in to their system and at that time, you will type in demographic information and submit the form to REPS.
- Do not delay in adding in this information as it will delay others in your graduating class from taking the DTR exam.
- The dietetics program director will then enter graduate specific information and upload your forms and re-submit them to REPS.
- You will then receive an email from REPS once it has been processed about the process in signing up to take the DTR exam in the location of your choice.

You can purchase study guides from the [Academy of Nutrition and Dietetics](#) or other websites as well as rent them for free from our program for 2 weeks. Please contact [Janice Riegel](#) for more information to rent a study guide. You must return it or you will be charged accordingly.

Admission and Application Process

University Admission

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. For further information regarding admission policies to the [University and Freshman Admission](#), [Transfer Student Admission](#), and [International Education Admission](#); please visit their respective websites or the current [UNC Catalog](#).

Whether you are degree-seeking or certificate-seeking, the first step is to [apply to UNC as a transfer student](#) selecting Dietetics-Seeking for your major. Once you have received your acceptance to the university, you will apply to the Distance Dietetic Program.

Program Admission

Upon admission to UNC, students complete the [Distance Dietetic Program Application Form](#) and email it to [Amy Baird](#). An advisor will be assigned who will review the information in Degree Works and contact the student to discuss their plan of study. The Dietetics program maintains a program admission policy separate and in addition to that of the University admission requirements.

Degree Seeking:

Students who are degree seeking are eligible for financial aid. Until admission to the program is confirmed by the student's advisor, students will have the status of Dietetics-seeking. Once the student has been accepted to enroll in the online cohort, a [Major/Minor Change Form](#) from Dietetics-seeking to Dietetics will be completed and forwarded to the Registrar's office and the student becomes eligible to earn a Verification Statement upon successful completion of the program requirements (see Verification Statement above). Students declaring the major in Dietetics will adhere to the current catalog the summer they enroll. **Students who complete the course work without meeting all of the requirements for the Verification Statement may earn a BS in Dietetics without the Verification Statement, and will NOT be eligible to apply for dietetic internships to continue on the path to dietetic registration.**

Certificate Seeking:

Students seeking a Certificate of Didactic Education in Dietetics are **not** eligible for financial aid. Once the student has been accepted to UNC and enrolled in coursework, an [Undergraduate Certificate Declaration Form](#) must be completed to add the Didactic Dietetics Education Undergraduate Certificate. The student becomes eligible to earn a Verification Statement upon successful completion of the program requirements (see Verification Statement above). Students declaring a Certificate will adhere to the current catalog the summer they enroll.

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.

Applicants who have completed at least 12 semester hours at other institutions are considered transfer students. Transfer Admission is based upon the number of transferable credit hours of collegiate work the student has attempted and the cumulative GPA from all schools attended.

Students with a cumulative GPA below 2.4 will be considered on an individual basis for admission to the university. However, admission to the Distance Dietetic Program requires an undergraduate cumulative GPA of at least 3.0. This is calculated using cumulative GPAs from all institutions where required undergraduate coursework has been accepted for transfer into the Distance Dietetic Program.

A maximum of 90 semester or 135 quarter hours of academic credit may be accepted from regionally accredited institutions. Only courses with grades of C or better are transferrable to UNC.

For all students, 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 Liberal Arts Core (LAC) requirements at UNC, and the Dietetics Program faculty evaluate the transcripts for acceptance of courses to be credited toward the completion of Dietetics Program requirements. Science courses acceptable for transfer credit for the Dietetics Program **must have a lab** included, with the exception of Organic Chemistry for which a lab is not required. Courses over 10 years old are reviewed by the advisor on a course-by-course basis.

The Office of Admissions maintains Statewide Articulation Guides & Institutional Transfer Guides between two-year and four-year public colleges in the State of Colorado. The guides are available via the [Articulation/Transfer Guides](#) website.

University Policies

All University policies apply to the Dietetics Program; however, the following policies are specified by the [Accreditation Council for Education in Nutrition and Dietetics](#) to assure students are properly informed.

- A. 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.
- B. For information regarding withdrawal and refund of tuition and fees refer to the [Office of the Registrar](#) website.
- C. The university calendar may be accessed via the [Office of the Registrar](#) website.
- D. Student privacy rights are published in the current [UNC Catalog](#) under [Family Education Rights and Privacy Act](#) and information is available on the [Office of the Registrar](#) website
- E. Students may have access to their personal files through [URSA](#) via Degree Works and upon request of their advisor at the Program level.
- F. The process for [academic appeals](#) is described in the [UNC Catalog](#) under [Undergraduate Information and Policies, Student Policies and Procedures](#). If a student grievance cannot be resolved with the instructor first, then it may be taken to the program coordinator, the School Director, and/or the Dean of Students in this order. Additional helpful information regarding academic freedom and rights and responsibilities of students, the course repeat policy, access to health services, retention and remediation processes, and termination, is described in the [UNC Catalog](#) under [Undergraduate Information and Policies](#).
- G. The [UNC Student Code of Conduct](#) includes information regarding disciplinary and termination policies.
- H. Other services available to students are located in the [UNC Catalog](#) under [Student Resources](#) and can also be found at online at the [Division of Student Success](#) website, the [Student Health Center](#) website, and the [Counseling Center](#) website.

Program Policies

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 [Office of the Registrar](#) and information from advising sessions with student equips the advisor to help with a variety of academic issues, procedures, and opportunities.

All Dietetics majors are **required** to make full use of the advising system including, but not limited to, email communication with an advisor before registration each semester. A preregistration email will be sent out to begin the registration process.

New Distance Dietetic Program students are **required** to view an online orientation during their first semester enrolled in the Distance Dietetic Program. Information on viewing the orientation will be sent via email to your BearMail account.

Dress Code Expectations

As a student in the Distance Dietetic Program, you will have the opportunity to have observation hours during your clinical, community and foodservice courses. Along with observation hours, you will also be giving presentations and attending professional meetings. As you participate in these activities, you are representing yourself and UNC. The following are our guidelines for a professional dress code.

Professional Dress Code for Presentations:

The dress code has been established so that students will represent a demeanor that is consistent with professional standards for presentations at conferences and workshops. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste and appropriateness.

Women:

- Dress code is business casual. Clothing should be clean, pressed, modest professional dress, blouse, skirt or slacks. Undergarments should be worn.
- Tops/blouse/dress – Must have sleeves and fit modestly. Tops should not fit tightly, be made of a sheer material and should not reveal cleavage, midriff or back. No low cut or see through tops are allowed.
- Dress and skirt length – No shorter than 2 inches above the knee.

- Shoes – Comfortable shoes in good condition that are low heeled and closed toed.
- Hair – Needs to be combed daily and arranged neatly.

Men:

- Dress code is business casual. Clothing should be clean and pressed collared shirt, plain slacks, and dark shoes. Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.
- Shoes – Comfortable shoes in good condition. Tennis or sport shoes are not acceptable.
- Hair – Needs to be combed daily and arranged neatly.

Professional Dress Code for Shadowing Assignments:

The dress code has been established based on guidelines from local agencies so that students will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste and appropriateness. Students should adhere to the dress code in facilities and while attending trainings, community events or functions. Students should follow the dress code of the facility in which they are assigned, therefore please contact the supervisor or go to the facility website for additional information.

General guidelines include:

- Jewelry – Rings limited to wedding rings/bands one ring per hand; watch; plain, post-type (no dangling) earrings.
- Body Piercing – Ear piercing is allowed. Jewelry associated with facial or body piercing is not allowed.
- Tattoos – Any visible tattoos must be covered.
- Hair – Needs to be combed daily and arranged neatly. Hair must be completely covered by a hair net or surgical cap when in food production areas. Non-porous plastic or metal hair ornaments are permissible. Natural occurring hair colors are appropriate. Green, yellow, orange, blue hair is not permitted.
- Exposed undergarments such as boxers, thongs, bra straps and exposed midriff, back and cleavage are not permitted
- Miscellaneous – Gum chewing is not allowed, excessive make up and perfume should not be used.

Women:

- Dress code is business casual. Clothing should be clean, pressed, modest professional dress, blouse, skirt or slacks. Undergarments should be worn.
- Tops/blouse/dress – Must have sleeves and fit modestly. Tops should not fit tightly, be made of a sheer material and should not reveal cleavage, midriff or back. No low cut or see through tops are allowed.
- Dress and skirt length – No shorter than 2 inches above the knee.
- Shoes – Comfortable shoes in good condition that provide support and protection. Shoes are to be low heeled and closed toed.

Men:

- Dress code is business casual. Clothing should be clean and pressed collared shirt, plain slacks, and dark shoes. Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.
- Shoes – Comfortable shoes in good condition that provide support and protection. Shoes are to be clean and polished. Tennis or sport shoes are not acceptable.

Experiential Learning

For experiential learning, students are required to locate their own sites for the following courses: FND 320-Nutrition Applications in Foodservice, FND 431-Medical Nutrition Intervention, FND 452-Community Nutrition, and FND 446-Foodservice Systems Management. Specific requirements for finding the sites, activities required and items assessed is available to each student from the instructor teaching the course. Faculty members will offer assistance to students on finding sites as appropriate. An affiliation agreement is not required as the experiential learning experiences are for 10 hours or less. If a site requires an affiliation agreement, the student will need to find another site to complete his/her experience.

Important items related to experiential learning include:

- During experiential learning activities, insurance and/or health requirements by a site are the responsibility of the student and may include health or professional liability insurance, drug testing, and/or criminal background checks.
- As part of the experiential learning requirement, students will travel to and from learning sites. Students will be asked to complete a [Release and Indemnification form](#) as a requirement for each course where experiential learning is a component.
- Worker's Compensation insurance is in place for enrolled students and covers injuries or illness while in a facility for experiential learning. When students are injured while at an experiential learning site, it must be reported to the instructor immediately. The student must then complete and submit an [Injury/Illness Report form](#) to the UNC Office of Human Resources within four days of the occurrence. If the injury is life or limb threatening, the student should seek immediate medical attention at the nearest emergency room.
- Sites which provide experiential learning opportunities for students are not to use students to replace employees.
- Students are not paid compensation for experiential learning activities.
- The program does not grant credit, experiential learning hours or direct assessment for students' prior learning.
- Complaints related to experiential learning from a student or practitioner should initially be directed to the instructor of the course for which the experiential learning is a part of. The program will maintain a record of complaints and the associated resolution for a period of seven years. If the concern is not resolved, details regarding the process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards is available under the Public Notices section on the [ACEND](#) website.

Student Performance Portfolios

A requirement of the Distance Dietetic Program is to complete a Student Performance Portfolio or an approved equivalent. 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 supervised practice programs and employment, it provides a cohesive record of your performance progress and areas of recognition, and it is a means of self-assessment of your progress through the [Didactic Program in Dietetics](#) at UNC. The Student Performance Portfolios may also be used by dietetic faculty as a means of assessing the quality and effectiveness of the Dietetics 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 Distance Dietetic 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 the system you begin with is one 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, there are materials that are recommended, and materials you may add to represent your personal experiences. Additional materials will be added to your portfolio in FND 410. You want to include your best work in your portfolio. Other materials you may want to include in your portfolio are evidence of volunteer service, evidence of leadership, awards or certificates related to career development, records of honors or scholarships.

Graduation Application

As stated by the University of Northern Colorado Catalog, degree-seeking students should [apply for graduation](#) through the Office of the Registrar. You may begin the process once you have registered for your last semester of coursework at UNC. There is a non-refundable graduation fee assessed at the time of application for graduation.

The Office of the Registrar will send an email to confirm your intent to graduate. In addition, you and your advisor will receive a detailed email within 5 to 10 business days showing any outstanding graduation requirements. All course adjustments must be submitted to the Office of the Registrar no

later than 10 weeks after the start of the term in which you plan to graduate. Refer to the [UNC Undergraduate Catalog](#) for more information.

Since FND prefixed courses are offered only once per calendar in either the fall, spring, or summer term, it is HIGHLY recommended students use Degree Works via Important Links under the Student Tab in [URSA](#) to generate an academic audit **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 [Office of the Registrar](#) to resolve any perceived inconsistencies in the Degree Evaluation.

Certificate Completion

Certificate-seeking students should apply one semester prior to expected completion of the Distance Dietetic Program. Students should not apply until all program requirements within DegreeWorks have been highlighted in green or blue as completed or in progress. Once approved for certificate completion, the official UNC transcript will reflect certification awarded and you will receive a certificate from UNC, similar to a diploma. You may visit the [Office of the Registrar](#) website for information on how to apply for certificate completion.

Assessment Exam

The Assessment Exam is a valuable tool used to evaluate the Distance Dietetic Program. The Assessment Exam may be administered at the end of the senior year, just prior to graduation. The exam is a compilation of test items covering information from all the FND required courses. Scores are kept confidential and do not affect GPA or graduation status. If administered, you will be notified by email when this exam is open and when you must complete it.

Senior Exit Survey

The Senior Exit Survey is completed online during your final semester before graduation. This is a requirement for completing the program and receiving your Verification Statement. **Your Verification Statement will be mailed to the address you provide in the Senior Exit Survey.** Instruction for completion of the survey will be emailed approximately four weeks before the end of your graduation term.

Alumni Survey

A final requirement of the Program is to complete the online Dietetics Program Alumni Survey via e-mail request to program graduates one year following graduation. It is also extremely helpful for on-going program improvement and accreditation for students to provide employer or internship director contact information. Providing authorization to contact your employer and/or your internship director on the Dietetics Program Alumni Survey indicates permission for us to send them a link to complete

the Dietetics Program Employer/Program Director Survey. All information is kept confidential and anonymous.

Assessment of Student Learning

Students are kept informed of their progress in each class by accessing the Grade Center on [Canvas](#). Grades are administered for each course and recorded on the student's transcript which is available on Degree Works accessible via URSA. Throughout the program students are encouraged to discuss their progress and goals with their advisor at advising sessions required each semester. Upon application to the program at the end of the sophomore year and in the senior year with the Assessment Exam students have the ability to self-assess their preparedness for continuing in the program and readiness for a dietetic internship.

Retention and Remediation

It is a goal of the program to retain all students until successful completion or graduation. In the event that a student falls short of the academic requirements to maintain a cumulative GPA of 3.0 or greater and/or earning grades of C or better in each dietetics program required course, they will be advised accordingly by their academic advisor. This advisement may take the form of repeating courses using the [Grade Replacement Policy](#) or continuing in the Distance Dietetic Program with the knowledge that a Verification Statement will not be awarded unless the minimal requirements are met by the time of graduation.

Program Costs and Expenses

Application Fees:

Fees include an application fee of \$45 to apply to UNC.

Tuition:

Tuition costs for the Distance Dietetic Program are per credit hour, determined by Extended Campus and approved by the UNC Board of Trustees. The cost per credit hour is the same if you are a Colorado resident or not. Tuition for the 2019-2020 academic year is \$415/credit hour. Tuition is subject to change each academic year, as approved by the UNC Board of Trustees. Tuition costs for courses taken at other institutions and transferred for program credit are the responsibility of the student.

Technology:

A computer with high speed Internet access (not dial up) is required. Your computer will need to have webcam capabilities or a separate webcam and microphone.

Textbooks:

Textbooks are required for all courses. Textbook lists are available in URSA under the student tab following registration. Access to educational software may be required for some courses.

Experiential Activities:

Some FND prefixed courses require experiential activities outside of the online course. These include the following:

- FND 370 – Nutrition Education and Application Strategies requires a nutrition education project in the community.
- FND 310 – Introduction to Foods requires that you complete food science experiments at home or a facility convenient to you. Lab supply and ingredient lists on the next page.
- FND 320 – Nutrition Applications in Foodservice requires completing ServSafe certification and finding a proctor for the exam that will require a fee. Make arrangements with a foodservice facility convenient to you to complete practice hours.
- FND 446 – Foodservice Systems Management requires that you make arrangements with a foodservice facility convenient to you to complete practice hours.
- FND 430 – Nutrition Assessment and Intervention requires that you identify a subject to work with for a nutrition assessment.
- FND 431 – Medical Nutrition Intervention requires that you complete 10 hours of experience to include a case study and viewing medical records.
- FND 410 – Professional Development Seminar requires a service learning project and attendance at two professional meetings.
- During experiential learning activities, insurance and/or health requirements by a site are the responsibility of the student and may include health or professional liability insurance, drug testing, criminal background checks, etc. Average costs are: liability insurance (\$30-50), drug testing (\$35-50), criminal background checks (\$50-100).

For experiential learning, students are required to locate their own sites for the following courses: FND 320-Nutrition Applications in Foodservice, FND 431-Medical Nutrition Intervention, FND 452-Community Nutrition, and FND 446-Foodservice Systems Management. Specific requirements for finding the sites, activities required and items assessed is available to each student from the instructor teaching the course. Faculty members will offer assistance to students on finding sites as appropriate. An affiliation agreement is not required as the experiential learning experiences are for 10 hours or less. *If a site requires an affiliation agreement, the student will need to find another site to complete his/her experience.*

Transportation Expenses:

Transportation costs should be expected to attend professional meetings and for practical experience in the following courses:

- FND 320 – Nutrition Applications in Foodservice
- FND 431 – Medical Nutrition Intervention Lab
- FND 410 – Professional Development Seminar
- FND 446 – Foodservice Systems Management
- FND 452 – Community Nutrition

Individual Course Materials:

Costs for items such as presentation posters (\$5-40), textbooks and educational software (\$400-600 per semester), and photocopying (\$0-50 per semester) should be expected.

Membership Fees:

Memberships recommended for the program include:

- The [Academy of Nutrition and Dietetics](#) (\$50 student rate per year)
- A local Dietetic Association (student rate varies per location)
- UNC [Student Nutrition and Dietetics Association](#) (\$10 per semester)

Costs for FND 310 – Introduction to Foods Lab:

Students will be required to conduct lab assignments at home by using a home-based laboratory and digital photography. Equipment, supplies and food ingredients needed for assignments are found in most home kitchens and are readily available in the marketplace. Students will be responsible for obtaining correct equipment, supplies, and ingredients. To receive credit for assignments, students will need access to a digital camera to take pictures of lab results for posting on Canvas. Photography tips will be provided in the class syllabus.

Students will complete assignments individually and sometimes in a group. When participating in a group, students will be able to divide lab exercises and work together to enhance learning experiences. The lists below include equipment and supplies needed for all lab assignments.

Lab equipment:

- | | |
|---|--|
| - Digital camera - cell phone is fine | precise results. If a digital scale is not |
| - Stove top and oven | available, the scale must be able to weigh |
| - Microwave | ingredients to the tenth gram and provide |
| - Broiler and broiler pan | accurate results. “Good Cooks” brand has a |
| - Refrigerator | nice one and cheaper models should be |
| - Blender | available at big box stores. |
| - Electric hand mixer | - Instant read food thermometer |
| - Four clear custard cups | - Candy thermometer |
| - Small saucepan, no larger than 1 quart | - Rolling pin |
| - 2-Quart saucepan | - Minute or digital timer, stove-top is fine |
| - 3-Quart stainless steel saucepan | - Muffin tins |
| - 10” or 12” skillet | - 8 x 8 aluminum cake pan |
| - Double boiler, or stainless steel bowl | - Aluminum loaf pan |
| on top of boiling water | - Small microwave-safe covered dish |
| - Mixing bowls | - Baking sheet |
| - Pyrex 1-cup liquid measuring cup | - Cooling rack |
| - 250 mL graduated cylinder | - Wire whip |
| - Set of measuring cups | - Large wooden spoon |
| - Set of measuring spoons | - Mixing spoons |
| - Spatula, or other straight edge tool | - Meat hammer |
| for leveling ingredients | - Rotary egg beater |
| - Flour sifter | - Basic household utensils, serving pieces |
| - Digital food scale that weighs in grams and | |
| ounces. A digital scale will provide more | |

- Clean empty can, size No. 1. Most condensed soups come in this size. The can holds approximately 9.5 fluid ounces.
- Waxed paper
- Masking tape
- Marking pen
- Aluminum foil
- Ruler
- 10 or 12 ounce Styrofoam cups, 1 dozen
- Paper towels
- Cheesecloth
- 8" diameter clear glass or plastic plate

Food Ingredients for Lab Assignments:

Basic food ingredients will be needed for most lab assignments, e.g. flour, sugar, baking powder/soda, herbs, spices, rice, bread. The class syllabus will outline requirements so students can purchase food ingredients for weekly assignments. After week one, students will be responsible for developing their own food ingredient lists once assignments are given. Most assignments will come from the lab manual for Brown's "Understanding Food Principles and Preparation."

Research Project:

The class will require a research project. Students will be responsible for providing all equipment, supplies, and food ingredients needed to complete their research project.

Curriculum

Distance Dietetic Program Curriculum Guide

BAMG 350 Management of Organizations – 3 credits – An introduction to management of organizations covering organizational behavior, individual behavior and management topics such as motivation, leadership, organization design, organizational theory, diversity, international management and ethics. Juniors or above.

BAMK 260 Introduction to Marketing – 3 credits – This course provides introduction to basic concepts of marketing and how these marketing concepts are applied by both business and non-business organizations. Non-business majors only.

OR

BAMK 360 Marketing – 3 credits – This theory course provides understanding of the basic concepts/terminologies in marketing, as well as an understanding of how these concepts are applied in international and domestic business settings. Juniors or above.

BIO 110 Principles of Biology – 4 credits – Biological principles from cells to communities, especially structure and function. Study of genetics, metabolism, development and homeostasis. Not recommended for non-science majors. Course fee required. Includes lab. (LAC, gtP)

BIO 245 Introduction to Human Anatomy and Physiology – 4 credits – Stress regulatory mechanisms that maintain normal body function and broad general biological principles as they apply to structure and function. Course fee required. Includes lab.

BIO 251 Allied Health Microbiology – 4 credits – Prerequisites: BIO 110 or (BIO 100 & BIO 105). Basic microbiology course with applications for allied health professions such as nursing. Emphasis is on microorganisms involved in human health and disease, and microbiology in public health. Course fee required. Includes lab.

OR

BIO 351 Microbiology – 4 credits – Prerequisites: BIO 110; CHEM 231 or (CHEM 281 & CHEM 281L) or (CHEM 331 & CHEM 331L). Examine microorganisms and their interactions with living and non-living components of the biosphere. Study the structural and metabolic diversity within Eubacteria and Archaea, some fungi and viruses. Course fee required. Includes lab.

CHEM 111 Principles of Chemistry I – 4 credits – Co-requisite: CHEM 111L. Either high school chemistry or a grade of C or better in CHEM 103 is recommended prior to taking CHEM 111. Atomic theory, mole concept, stoichiometry, states of matter, formulas, nomenclature, periodicity, bonding and solutions. (LAC, gtP)

CHEM 111L Principles of Chemistry I Laboratory – 1 credit – Co-requisite: CHEM 111. Laboratory to accompany CHEM 111. (LAC, gtP)

CHEM 231 Principles of Organic Chemistry – 3 credits – Prerequisite: A grade of C or better in CHEM 111 and CHEM 111L. Will not substitute for CHEM 331/CHEM 331L. An introduction to organic chemistry. Structure, nomenclature, reactions and uses of organic compounds and their relationship to foods and nutrition.

CHEM 381 Principles of Biochemistry – 3 credits – Prerequisite: A grade of C or better in CHEM 231 or (CHEM 332 and CHEM 332L). Co-requisite: CHEM 381L. A survey of the structure, function, and metabolism of biomolecules.

CHEM 381L Principles of Biochemistry Lab – 1 credit – Co-requisite: CHEM 381. Laboratory to accompany CHEM 381. Course fee required.

* FND 210 Medical Terminology – 2 credits – For students of any major. Terminology used in medical sciences. Development of medical vocabulary.

FND 245 Introduction to Nutrition – 3 credits – Prerequisite: CHEM 111 and CHEM 111L. Students who have taken high school chemistry may take CHEM 111 and CHEM 111L concurrently. For Dietetics students and those desiring a focus on the science of nutrition. Functions, metabolism, and sources of nutrients will be studied applying recommendations and an evidence-based approach.

*FND 250 Principles of Nutrition – 3 credits – For students of any major. Investigation of the principles of nutrition as applied to humans. (LAC, gtP)

* FND 252 Nutrition in the Life Cycle – 3 credits – Prerequisite: FND 245 or FND 250. Nutrition applied to the various stages of life, from conception to the later years. Socioeconomic, psychological, physiological factors affecting food intake.

* FND 310 Introduction to Foods – 2 credits – Prerequisite: FND 245 or FND 250. Co-requisite: FND 310L. Laboratory required. Study of the chemical and physical properties of food and the effects of processing, preparation, preservation and storage.

* FND 310L Introduction to Foods Laboratory – 2 credits – Prerequisite: FND 245 or FND 250. Co-requisite: FND 310. Laboratory to accompany FND 310. Application of food science principles (chemical and physical properties) to food preparation, objective and subjective evaluation, and recipe modification. Course fee required.

* FND 320 Nutrition Applications in Foodservice – 2 credits – Prerequisite: FND 310 and FND 310L. Co-requisite: FND 320L. Laboratory required. Study of health, cultural, economic, culinary arts and contemporary nutritional concepts in quantity foodservice applications.

* FND 320L Nutrition Applications in Foodservice Laboratory – 1 credit – Prerequisite: FND 310 and FND 310L. Co-requisite: FND 320. Laboratory to accompany FND 320. Course fee required.

* FND 370 Nutrition Education and Application Strategies – 3 credits – Prerequisites: FND 252. Nutrition education and application strategies to enhance dietary change.

* FND 410 Professional Development Seminar – 2 credits – Dietetics majors and Didactic Dietetics Education Certificate Program students only. Development of the dietetic profession. Examination of topics in nutrition and dietetics not covered in previous coursework. S/U graded.

* FND 430 Nutrition Assessment and Intervention – 2 credits – Prerequisite: FND 210, FND 252, and either BIO 245 or BIO 350. Co-requisite: FND 430L. Laboratory required. Nutrition assessment and intervention during acute and chronic disease. Theory and practical application presented.

* FND 430L Nutrition Assessment and Intervention Laboratory – 1 credit – Prerequisite: FND 210, FND 252, and either BIO 245 or BIO 350. Co-requisite: FND 430. Laboratory to accompany FND 430. Practical application of the Nutrition Care Process, including nutrition assessment methods, intervention methods, documentation and case studies. Course fee required.

* FND 431 Medical Nutrition Intervention – 2 credits – Prerequisite: FND 430 and FND 430L. Co-requisite: FND 431L. Laboratory required. The study of nutrition for prevention and treatment of disease and health conditions with integration of pathophysiology is covered.

* FND 431L Medical Nutrition Intervention Laboratory – 1 credit – Prerequisite: FND 430 and FND 430L. Co-requisite: FND 431. Laboratory to accompany FND 431. Practical application of the Nutrition Care Process in acute and chronic disease. Theory and practical application are presented.

* FND 446 Foodservice Systems Management – 3 credits – Prerequisite: FND 252, FND 320, and FND 320L. Co-requisite: FND 446L. Laboratory required. Systems approach applied to commercial and noncommercial foodservice facilities; including procurement, production, distribution, service and maintenance. Management of foodservice operations.

* FND 446L Foodservice Systems Management Laboratory – 1 credit – Prerequisite: FND 252, FND 320, and FND 320L. Co-requisite: FND 446. Laboratory to accompany FND 446. Course fee required.

* FND 451 Advanced Nutrition – 3 credits – Prerequisites: FND 245 or FND 250, (CHEM 281 & CHEM 281L) or (CHEM 381 & CHEM 381L), and (BIO 245 or BIO 350). Metabolic, physiological and biochemical functions of nutrients and sub cellular components and their role in maintaining the integrity of the organism.

* FND 452 Community Nutrition – 3 credits – Prerequisite: FND 252. Systemic analysis of community food and nutrition problems and programs. Role of public and private sectors in community health promotion.

PSY 120 Principles of Psychology – 3 credits – Surveys psychology as a science and applied discipline, including research methods, statistics, learning, motivation, sensation, perception, intelligence, personality and physiological, developmental, social and abnormal psychology. (LAC, gtP)

SCI 291 Scientific Writing – 3 credits – Prerequisite: ENG 122. Techniques of problem identification, literature survey, data interpretation and synthesis and technical reports. (LAC, gtP)

STAT 150 Introduction to Statistical Analysis – 3 credits – Prerequisite: MATH 023 with a grade of C or better (C- is not acceptable), or a full year of high school modern second year algebra with a grade of C or better (C- is not acceptable), or consent of instructor. Study techniques used in organizing data, including frequency distributions, histograms, measures of central tendency, measures of dispersion, probability distributions, point estimation, interval estimation and testing hypotheses. (LAC, gtP)

Notes:

- Courses with an * are offered online through University of Northern Colorado as part of the Distance Dietetic Program or as an [Extended Campus Independent Study Course](#).
- FND 210 and FND 250 are offered as Independent Study Courses through Extended Campus.
- You must receive a grade of a B or higher in order to have FND 250 be substituted for the required FND 245 course.
- Distance Dietetic Program students must take FND 252, FND 370, and FND 452 as part of the distance program cohort, not as Independent Study courses.
- Limited offerings of SCI 291, BAMK 360 and BAMG 350 may be available online at UNC per their department scheduling. See LAC/Elective Space Available Course Approval Process below.
- As a distance student, you are not eligible to take food and nutrition courses on-campus at UNC that are part of the online sequence of courses.

LAC/Elective Space Available Online Course Approval for Distance Programs (Out-of-State Students only) through Extended Campus

Extended Campus online degree completion programs offer the required program courses but do not guarantee LAC or elective course availability. Out-of-state students, who wish to take online UNC courses not offered through Extended Campus, must register for the online section of the course to hold a place in the course and then immediately contact their Program Coordinator. The Program Coordinator will work with the Extended Campus Coordinator.

When Extended Campus receives such a request from the Program Coordinator and student, the Extended Campus Coordinator will seek space available approval of the Dean and the instructor of the online course that is not offered through the Extended Campus course offerings.

Once approval is given the Extended Campus Coordinator will set up a section to be merged with the original section. The Extended Campus section will be set with the Extended Campus degree program tuition rate. By setting up two sections and merging them, the student will not pay different tuition rates for courses and the classes will be merged in Canvas. We are not able to go over the capacity for the class or override prerequisite errors; only the instructor is able to override either of these.

Students must contact their Program Advisor and approval must be given before the course [Add Deadline](#). If approval is not given or if the student contacts the Program Advisor after the Add deadline for the course, the student is responsible for either dropping the course **before** the [Drop deadline](#) or paying the different tuition rate or Out-of-state tuition rate. Add/Drop deadlines can be found on the Office of the Registrar website under the [Calendars](#) link. The Extended Campus degree program tuition rate for space available seats in class is not a guarantee.

Distance Dietetic Program Course Sequence

The Distance Dietetic Program Curriculum includes 30 courses. Descriptions of these courses and their prerequisites can be found in the [Distance Dietetic Program Curriculum Guide](#). Listed below are the online courses (15 courses, 31 credits) and the sequence in which they are offered. Spring and fall semesters follow a 15-week semester format. Summer session courses are offered in an 8-week format.

Summer Term (1st):

- FND 252 Nutrition in the Life Cycle (3 credits – 8 weeks)
- FND 310 Introduction to Foods (2 credits – 8 weeks)
- FND 310L Introduction to Foods Lab (2 credits – 8 weeks)

Fall Semester (1st):

- FND 370 Nutrition Education and Application Strategies (3 credits – 15 weeks)
- FND 430 Nutrition Assessment and Intervention (2 credits – 15 weeks)
- FND 430L Nutrition Assessment and Intervention Lab (1 credits – 15 weeks)

Spring Semester:

- FND 431 Medical Nutrition Intervention (2 credits – 15 weeks)
- FND 431L Medical Nutrition Intervention Lab (1 credits – 15 weeks)
- FND 451 Advanced Nutrition (3 credits – 15 weeks)

Summer Session (2nd):

- FND 320 Nutrition Applications in Foodservice (2 credits – 8 weeks)
- FND 320L Nutrition Applications in Foodservice Lab (1 credits – 8 weeks)
- FND 452 Community Nutrition (3 credits – 8 weeks)

Fall Semester (2nd):

- FND 410 Professional Development Seminar (2 credits – 15 weeks)
- FND 446 Food Service Systems Management (3 credits – 15 weeks)
- FND 446L Food Service Systems Management Lab (1 credit – 15 weeks)

Scholarships

Dietetic Program Undergraduate Scholarships

The following scholarships are available on an annual basis for students with a declared major in Dietetics, this includes Dietetics-Seeking and Dietetics status. Some scholarships are only available to juniors and seniors for which students would need to be accepted into the program.

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 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 or Nutrition. The qualifications for the award are based on an academic record of 3.0 GPA or higher, leadership ability, professional organization affiliation, be from Weld County, and financial need. Must be a junior or senior at the time of the award. 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 incoming 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.

Vinnie Scalia Memorial Scholarship

This scholarship is available to undergraduate and graduate students with a GPA of 3.0 or greater who are majoring in nursing, human rehabilitation, dietetics, audiology, gerontology or recreation.

Please visit the [Office of Financial Aid](#) for a complete listing of all undergraduate scholarships available. Access to the Universal Scholarship Application is available via [URSA](#) under the Financial tab.

Other Scholarships

The Academy of Nutrition and Dietetics

- Dietetic Internship Scholarship
- Baccalaureate or Coordinated Program Scholarship
- DPG Scholarships for student members

[The Academy of Nutrition and Dietetics](#) scholarship applications and information are available each October and November. You may contact the Academy of Nutrition and Dietetics for information about the scholarships offered.

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Telephone: 800- 877-1600
<http://www.eatright.org>

Dietetic Associations

The Academy of Nutrition and Dietetics

The [Academy of Nutrition and Dietetics](#) is the largest professional organization of food and nutrition professionals. Founded in 1917, the Academy 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.

Members of the Academy of Nutrition and Dietetics 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.

Becoming a member of the Academy of Nutrition and Dietetics:

Students interested in pursuing a career in dietetics are encouraged to become a student member of the Academy of Nutrition and Dietetics during their junior and/or senior years. Membership applications are available online at the [Academy of Nutrition and Dietetics](#) website. 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 Academy of Nutrition and Dietetics automatically makes you a member of an affiliate association. Most UNC students choose the [Colorado Academy of Nutrition and Dietetics](#) as their affiliate; however, any state association may be selected. Students in the Distance Dietetic Program should choose their state of residence as their affiliate. The Colorado Dietetic Association has similar goals and mission as the Academy of Nutrition and Dietetics 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 \$15 per year. Distance students should choose a local regional affiliate. 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 Nutrition and Dietetics Association (SNDA)

What is SNDA?

The [Student Nutrition and Dietetics Association](#) (SNDA) 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 and nutrition, including Dietetic majors, Nutrition majors and Nutrition minors. A fee for the membership is required.

Purpose:

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

Objectives:

- Provide nutrition information and promote sound nutrition practices among the community and peers.
- Provide opportunities for members to participate in volunteer activities and to become familiar with the [Academy of Nutrition and Dietetics](#).

Benefits of SNDA 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 SNDA meetings and information on becoming a member is available on the [Student Nutrition and Dietetics](#) website.

You may want to explore membership in other professional organizations such as a local chapter of the American Diabetes Association or a dietetic practice group of the Academy of Nutrition and Dietetics.

Dietetic Internship Application Information

The application process for dietetic internships is introduced during orientation held each fall semester. Further information is provided during advising sessions with your academic advisor as you progress through the program. In-depth information is covered in FND 410 Professional Development Seminar where application materials are completed as a student assignment. Applications are submitted via an online centralized system. However, not all programs are utilizing this system and these programs require paper application packets. For most programs the application deadlines are in either September or February each year, a few programs accept applications at both times of the year.

A good place to begin looking for information about dietetic internships is the *Information for Students* section [ACEND](#) website. You will find a general description of supervised practice programs (dietetic internships) and a list of all programs accredited by ACEND.

For information on the application process, consult the [Dietetic Internship Match](#) section on the ACEND website. Information is available on the centralized application system ([DICAS](#)), the applicant's responsibilities, tips to prepare for DI application, a calendar of deadlines, and an overview of what to expect. DICAS requires that a supplemental form of your UNC course list be uploaded during the application process.

Another part of the application process is applying to [D&D Digital](#) to enroll in the computer match system. Application to D&D Digital must be completed at the same time as the internship applications are submitted. There are separate application fees for D&D Digital, the centralized application, and in some cases for specific programs.

Internship programs typically have a committee to select interns for admission. The internship program director submits results of the program's selection process to D&D Digital. Notification of your match/no match to a program will come from D&D Digital approximately 2 months after the application submission deadline.

Dietetic internships provide a minimum of 1200 hours of experience (about one year in length). Some programs offer stipends while others charge tuition. Internships have concentrations to provide more experience in specific areas of dietetics. They may be affiliated with universities, hospitals, health departments or other health/food service organizations.

Request for a Letter of Recommendation Form

A part of the dietetic internship application is letters of recommendations. When requesting a recommendation from a UNC Dietetics faculty member, the [Request for a Letter of Recommendation Form](#) must be used. The applicant should complete one form for each person they are asking to write a letter. A copy of the latest transcript from [URSA](#) should be attached to the form.

Tips for Internship Application

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/Master's 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/Master's program at _____?
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. As an RDN, how do you see yourself improving the community in which you practice?
34. How do you go about researching new information for school or work?
35. How do you handle stress in your life?
36. What do you enjoy doing in your spare time?
37. What is your favorite professional journal? Why?

UNC Dietetic Internship

UNC offers a [Dietetic Internship](#) through the Department of Nutrition and Dietetics, which provides distance-format guidance. This allows the student to complete the internship in communities of their choice. The UNC Dietetic Internship is accredited by the [Accreditation Council for Education in Nutrition and Dietetics](#) of the [Academy of Nutrition and Dietetics](#).

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

You decide where you will intern. The applicant selects the facility(ies) of his/her choice in which to complete practicum experiences. Once you are accepted into the UNC Dietetic Internship and have completed two online graduate courses providing four graduate credits during the first two weeks of June, followed by a mandatory three-day orientation on the UNC campus, you can begin your program no matter where you reside.

You participate in designing your program. Designed to prepare entry-level dietitians, the UNC Dietetic Internship allows you to choose a concentration area within your overall practice experience. The UNC internship has the choices of Nutrition Education and Counseling and Management in Dietetics for its two concentration areas; interns make their choice at the time of application to the program.

If you have questions about the [UNC Dietetic Internship](#) and/or application process, email [Amy Baird](#) or contact her by telephone at 970-351-1769.

UNC Master of Science in Dietetics with Dietetic Internship

UNC also offers a combined [Master of Science in Dietetics with Dietetic Internship](#), a three-year, online program designed to prepare students for successful completion of the Registered Dietitian Nutritionist Examination as well as for entry-level practice. The dietetic internship component of this program is accredited by the [Accreditation Council for Education in Nutrition and Dietetics](#) of the [Academy of Nutrition and Dietetics](#).

The curriculum of 55 credits supports the development of skills related to being a Registered Dietitian Nutritionist and provides hands-on learning opportunities in supervised practice settings. You will complete online graduate level coursework in the first two years of the program, followed by internship rotations in the communities of your choice in the third year. The internship component allows you to choose one of two concentration areas, Nutrition Education and Counseling or Management in Dietetics, within your overall practice experience.

Gaining your M.S. in Dietetics will prepare you for career opportunities that require a graduate degree. Through your coursework, you will develop critical thinking and leadership skills that will support your future work and development as a Registered Dietitian Nutritionist.

If you have questions about the [UNC Master of Science in Dietetics with Dietetic Internship](#), email [Janice Riegel](#) or contact her by telephone at 970-351-2755.

Career Opportunities

Employment for Registered Dietitian Nutritionists (RDN)

Registered dietitian nutritionists 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 have the RDN credential.

RDN'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 and advising the public to help 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 Nutritionist credential • Several years of 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 • 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

EMPLOYMENT AREAS	POTENTIAL EMPLOYERS	TIPS TO PREPARE
Industry		
<ul style="list-style-type: none"> • Research • Product Development • Sensory Evaluation • Quality Assurance • Marketing • Sales • Customer Service • Consumer Food Science • Corporate Wellness 	<ul style="list-style-type: none"> • Food manufacturers • Pharmaceutical companies • Health-related businesses • Weight loss programs • Restaurant and hotel chains • Public relations firms with food industry accounts 	<ul style="list-style-type: none"> • Background in business administration, marketing or advertising helpful • Develop written and verbal communication skills • Gain computer expertise • Gain experience in working with the business sector and/or athletes
Teaching		
<ul style="list-style-type: none"> • Teaching • Research 	<ul style="list-style-type: none"> • Colleges and universities • Community and technical schools • Nursing, medical and dental schools • Teaching hospitals • Medical centers • Government agencies • Food and pharmaceutical companies • Major universities 	<ul style="list-style-type: none"> • Master's degree required for instructor positions • Doctorate and research experience necessary for tenure track professorships • Earn graduate degree for advancement in research positions • Learn government application procedures

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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 nutritionist 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), following completion of the Didactic Program in Dietetics. Information about the [Dietetic Technician, Registered \(DTR\) Option](#) is located in the Path to Dietetic Registration section of this handbook. 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 possess a bachelor's degree that is not from an [ACEND](#)-approved Didactic Program in Dietetics, you can 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 be required to repeat courses if your degree is more than five years old or specific courses are more than 10 years old.

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

A. You will most likely want to join the [Student Nutrition and Dietetics Association](#) (SNDA), which is an excellent way to meet other students in your major and learn more about the profession. Through SNDA, there are several ways to develop your leadership skills and to obtain valuable experience. More information on who to contact about SNDA is posted in Canvas.

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 Nutrition and 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 hospitals and long term care facilities in your home town, school district food service programs, local food banks, or public health departments. Any experience working with people, health care, or food service is valuable. Be creative!

You are also encouraged to 'Like' the UNC Department of Nutrition and Dietetics [Facebook](#) page where information and opportunities for Dietetics students are shared.

Q. Do I need to keep my textbooks?

A. You are not required to keep your textbooks; however, if you plan to pursue 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 Didactic Program in Dietetics Coordinator must review your transcripts to determine if there are courses that may transfer for credit to meet program requirements. If a student has completed the equivalent of a dietetics degree from a foreign university, UNC Didactic Program in Dietetics 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 is offered the last term of the program. Approximately 50% of students who apply will receive an internship and UNC graduates compete well.

Only seniors and graduates of the Didactic Program in Dietetics may apply. There are two application deadlines each year - February and September. 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 Applicant Guide to Supervised Practice, updated annually in October, is a directory of dietetic internships and graduate school programs with helpful information about each program. This guide is available in the Canvas Distance Dietetic Program supplement.

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](#) to submit to each faculty member with a copy of your latest evaluation from Degree Works.

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

A. 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](#). It is extremely helpful for the reference to have detailed information about you and your goals to write an effective letter.