



*College of Nursing and Health
Professions*

Food and Nutrition Program

***DIETETICS
STUDENT HANDBOOK***

***2022-2023
Revised July 2022***

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WELCOME

The Faculty and I are pleased to welcome new and returning students to the University of Southern Indiana Food and Nutrition Department – Dietetics Program. We congratulate you on your choice of career and are confident that you will find it fulfilling and rewarding. In addition to having multiple job opportunities with good salaries, you will also contribute significantly to the wellness and quality of life of the individuals for whom you care.

This Dietetics Student Handbook has been compiled in order to present information and policies relevant to your studies as a dietetics student. You are responsible for knowing and understanding the policies and procedures found in the student handbook. If you have any questions about the information contained in this handbook, be sure to ask for clarification. We would also welcome your suggestions for inclusion of additional information that would be helpful. Also, all students and faculty are expected to abide by the policies found in the 2022-2023 college handbook. The handbook is located on the CNHP website listed under *About the College* https://www.usi.edu/media/5639786/final_2022-23-cnhp-handbook.pdf.

The Food and Nutrition dietetics student handbook is available on the program website. The Faculty reserves the right to revise dietetics program policies and procedures at any time deemed advisable and will communicate changes on the webpage and via email if changes are made. Information about program outcomes can be obtained by contacting me using the information below. We look forward to working with you to acquire the knowledge and skills necessary to become a caring competent University of Southern Indiana professional dietetics graduate. We are glad that you are here!

Dr. Julie McCullough, Program Director
College of Nursing and Health Professions
8600 University Boulevard
Evansville, IN 47712
jmccullo@usi.edu
812-461-5213
July 2022

OUR MISSION

The Didactic Program in Dietetics (DPD) mission is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist (RDN), and as future dietetic leaders to apply their food and nutrition knowledge and skills wisely in both their personal and professional lives.

1. **provides** quality, innovative, and relevant education and service learning opportunities for a diverse group of students to assure that they are able to maximize their personal potential and meet the needs of the changing Dietetics field, and prepares them to enter supervised practice,
2. **promotes** a collaborative research environment,
3. **promotes** community support through service, continuing education, and consultation activities,
4. **supports** the professional career aspirations of students, faculty, and alumni; and
5. **exhibits** a caring and collegial spirit.

GOALS AND OBJECTIVES OF THE DIETETICS PROGRAM

Current Program Mission, Goals and Objectives

Mission: The Dietetics program mission is “to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist (RDN), and as future dietetic leaders to apply their food and nutrition knowledge and skills wisely in both their personal and professional lives”.

Program Goal 1:

Prepare competent graduates for supervised practice and success on the registration exam, entry-level employment and advanced education who will utilize their knowledge and skills in dietetics, food and nutrition.

Program Objectives for Goal 1:

Objective #1: *ACEND REQUIRED*

Supervised practice application rate:

At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective #2: *ACEND REQUIRED*

Supervised practice acceptance rate:

Of program graduates who apply to a supervised practice program, at least 60% are admitted within 12 months of graduation.

Objective #3:

Other: Non-supervised practice employment rate:

Within 12 months of completion from their dietetics program, 65% of program graduates not accepted to supervised practice programs or enrolled in advanced education will be employed in food and nutrition-related jobs.

Objective #4

Other: Non-supervised practice advanced education enrollment rate:

Within 12 months of completion of their dietetics program, 20% of program graduates not accepted to supervised practice programs or employed in food and nutrition-related jobs will be enrolled in an advanced education program.

Objective #5

One-year pass rate: *ACEND REQUIRED*

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 #6:

Employer satisfaction:

At least 80% of employers reporting will rate their DPD graduate employees' performance during their first year of employment as moderately, very and extremely satisfied.

Objective #7:

Alumni satisfaction:

At least 90% of employed DPD graduates reporting will rate themselves as being prepared or well prepared for their first employment position.

Objective #8:

Supervised practice program satisfaction: *ACEND REQUIRED*

At least 90% of supervised practice program directors responding to a survey will rate DPD graduates as being prepared or well-prepared for their supervised practice program.

Objective #9:

Graduate program satisfaction:

At least 90% of faculty advisors of DPD graduates admitted to graduate programs reporting will rate DPD graduates as being prepared or well prepared for the graduate program.

Program Goal 2:

Recruit and retain a highly motivated and diverse population of program graduates who will serve as leaders in the food and nutrition field.

Program Objectives for Goal 2:

Objective #1:

Overall program enrollment number:

Enrollment in the DPD program will increase by a yearly average of 10% from a baseline of 19 students in year 2017 until year 2024.

Objective #2:

Program retention rate:

At least 75% of admitted DPD program students will complete the program.

Objective #3:

Program completion rate: ACEND REQUIRED

At least 80% of program students complete program/degree requirements within 3.5 years (150% of planned program length).

Objective #4:

Academic advising satisfaction:

At least 90% of DPD graduates completing the advising survey will rate their advising experience as satisfactory or better.

Objective #5:

Community service and leadership:

At least 80% of DPD graduates will have undertaken a minimum of 4 of the following activities: volunteer or paid work experiences in food and nutrition, campus organization membership and/or leadership positions, and/or extra credit participation activities while at USI.

Objective #6:

Increasing program diversity:

At least 10% of enrollments will be from a diverse population (exclusive of Caucasian females under age 24).

Program Goals and Objectives (Optional):

Program Goal 3:

Prepare DPD graduates capable of doing and who will perform collaborative research related to Dietetics.

Program Objectives for Goal 3:

Objective #1:

Outside discipline research satisfaction:

At least 85% of faculty from other disciplines reporting will rate the DPD graduates as prepared or well prepared to participate in interdisciplinary research while at USI.

Objective #2:

Student research participation:

At least 20% of DPD students will be actively involved in one research project.

Objective #3:

Alumni research participation:

At least 20% of DPD graduates will indicate that they have participated in research-related activities within 12 months of graduation.

Program Goal 4:

Prepare DPD graduates who will engage in community service learning and exhibit professional leadership.

Objective #1:

Service-learning participation:

At least 90% of DPD students will have participated in at least one service-learning activity as part of their professional coursework at USI.

Objective #2:

Alumni service learning/leadership participation:

At least 80% of DPD graduates reporting will indicate that they have participated in at least one community service activity and/or leadership activity within 12 months of graduation.

PHILOSOPHY

The University of Southern Indiana Dietetics Program will prepare students to meet the challenges of the dietetics environment in the 21st Century, emphasizing individualization, teamwork, professionalism, adaptation to change, and leadership.

CONCEPTUAL FRAMEWORK

Major curricular concepts are integrated into all dietetics courses. These five concepts include:

Learning. Learning about oneself is emphasized. By understanding one's own personal values, attitudes, beliefs, and behaviors it facilitates understanding of the similarities, differences, and patterns of responses among individuals. Learning is emphasized in understanding basic theories, issues, and influences on dietetics practice.

Proficiency. Proficiency at the individual level is emphasized so the dietetic students can perform in supervised practice, employment, and/or advanced education. Professional proficiency in applying the standards of professional practice, evidence-based practice, and code of ethics is emphasized.

Critical thinking. Critical thinking is stressed in the personal reasoning and learning process. Critical thinking about the client and profession are emphasized so that the most effective and appropriate care for clients is provided and advocacy for positive change in the profession is possible.

Professionalism. Developing professional attitudes and behaviors are emphasized. Professionalism is emphasized so that the dietitian engages in both personal and professional life-long reflection and assessment, learning, growth, and positive change for themselves, their clients, and the profession.

Caring. The personal well-being of the dietitian is valued. Caring for the client and the profession are stressed so that interpersonal relationships are valued, and the dietitian feels a sense of personal investment to the profession.

NATIONAL GUIDELINES/STANDARDS

The University of Southern Indiana Dietetics program uses the Accreditation Council for Education in Nutrition and Dietetics ACEND *Accreditation Standards for Didactic Programs in Nutrition and Dietetics* (2022).

The Didactic Program in Dietetics at the University of Southern Indiana is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is recognized as the accrediting agency for bachelor level dietetic programs in the United States. Accreditation is an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program. For further information about the accreditation of the program, please contact the Accreditation Council for Education in Nutrition and Dietetics at the following address: Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, (312) 899-0040 ext 5400.

OUTCOME STATEMENTS FOR BACCALAUREATE DIETETICS PROGRAM

The University of Southern Indiana Dietetics graduate is a critical thinker who is competent to enter supervised practice, entry-level employment and/or advanced education. The graduate demonstrates enthusiasm and is directive in their efforts to serve their community and employer in a professional and ethical manner. The graduate possesses the knowledge and skills to lead team efforts and uses investigate techniques to improve processes and outcomes.

CODE OF ETHICS

The dietetic code of ethics sets forth the expectations of conduct for members of the dietetics profession. All USI dietetics faculty and dietetics students will adhere to the Academy of Nutrition and Dietetics and Accreditation Council for Education in Nutrition and Dietetics Code of Ethics AND & CDR. 2018. Code of Ethics for the Profession of Dietetics.

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032> .

PROGRAM STRUCTURE

At the University of Southern Indiana, a minimum of 120 credit hours are required for graduation. The didactic program in Dietetics is 120 credit hours. Students receive a baccalaureate of Art or Science in Food and Nutrition with a Dietetics option. A statement of verification of completion form is provided upon achievement of all Dietetics curriculum requirements. The core curriculum requirements represent 39 of these hours. Students complete 15-16 credit hours per semester for

eight semesters equivalent to 4 academic years. Upon completion of the accredited undergraduate didactic program in dietetics program students receive a verification statement and are eligible to participate in an accredited supervised practice program, specifically a Dietetic Internship program in the United States.

STATEMENT OF EQUAL OPPORTUNITY COMMITMENT

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, ethnicity, color, sex, religion, pregnancy or marital status, disability, size, socioeconomic status, age (40 or older), national origin, genetic information, sexual orientation, gender identity, or status as a disabled veteran or veteran of the Vietnam era, or any other category protected by law or identified by the University as a protected class. Questions or concerns are directed to the Title IX Coordinator and Affirmative Action Officer, USI Human Resources Department, 8600 University Boulevard, Evansville, IN 47712.

PROGRAM ADMISSION, PROGRESSION, AND CURRICULUM

Admission to the Program

All students

All applicants must first seek admission to the University by completing an application, having official transcripts of high school and other universities and colleges sent to the University of Southern Indiana, and completing all other University admission requirements.

Transfer from within the University

Applicants with a minimum of a 2.0 grade point average may initiate a change of academic program throughout the school year to the Bachelor of Science/Arts in Food and Nutrition by completing an admission packet and Change of Academic Program form available from the Food and Nutrition Department. A minimum GPA of 2.5 is encouraged for the Dietetics Program. Progression requirements have been created to assist students in success toward application to supervised practice dietetic internship programs.

Transfers from outside the University

Students who wish to transfer from another Dietetics or other program must:

1. Meet admission and transfer criteria as established by the University.
2. Submit a University application.

The University transfers in courses with grades of C or higher. Transcripts may need to be further evaluated for NUTR course equivalency by the Program Director. This process may require review of previous textbooks and syllabi.

Application Criteria

Pre-Dietetic students who are seeking formal admission to the Dietetics program will need to meet the following admission criteria:

Admission Criteria:

- Complete the following course work (or equivalent) with a minimum 2.9 overall grade point average: *BIOL 121, PSY 201, ENG 101, CMST 101 or 107, MATH 111, *CHEM 261, *NUTR 203 and *NUTR 376
- Course with a “*” require a “C” or better.
- Submit Dietetics Program application form available at <https://www.usi.edu/health/ssl/apply/nutrbsd.aspx> .

Dietetics Program Name: _____
Curriculum Audit ID Number _____
 Date _____

Prerequisite Courses								
UCC Category	USI Course Number & Name	Required Hours	Hours Comp	Course Taken	University Attended	Date Completed	Grade Received	Quality Points
A. 1 (6)	English I (ENG 101)	3.00						0.00
	Speech (CMST 101 or 107)	3.00						0.00
A. 2 (4)	Math (MATH 111 or higher)	4.00						0.00
B. 3 (3)	Principl & Appl in Nutr (NUTR 376)	3.00						0.00
C. 2 (3)	Introduction to Psychology (PSY 201)	3.00						0.00
C. 3 (4)	General Chemistry (CHEM 261)	4.00						0.00
	Anatomy & Physiology I (BIOL 121)	3.00						0.00
	Intro to Food, Nutr, & Dietetic (NUTR 203)	1.00						0.00
Prerequisite Course TOTALS			0.00					0.00

Overall Prerequisite Course GPA	#DIV/0!
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Signature of Program Director

Accepted: _____ Date: _____ Not Accepted: _____ Date: _____

Table 1: Dietetics Program Curriculum Audit

Obtaining a 3.0 or higher grade point average at degree completion is encouraged for application to supervised practice programs.

When eligibility requirements have been met, an application for admission must be completed and submitted to the departmental office. The director of the Dietetic Program in Dietetics will determine if all admission criteria are met. A letter of acceptance with a copy of the admission policy will be sent to the permanent address written on the admission application to successful students. Individuals who do not meet the admission criteria will be notified in writing to the permanent address written on the admission application.

Credit for Prior Learning

All students must complete all coursework. Credit for prior learning for work experience is not given.

Regency of Education

Upon review of student transcripts, the following equivalency guidelines are followed. The following courses have a 10-year time limit at term of entry:

Chem 241: Organic and Biochemistry
Biol 121: Anatomy and Physiology I, (C or better)
Biol 122: Anatomy and Physiology II, (C or better)
Nutr 285: Management Fundamentals in Food and Nutrition (C or better)
Nutr 376: Principles and Applications in Nutrition (C or better)
Nutr 381: Quantity Food Production and Planning (C or better)
Nutr 396: Nutrition Throughout the Lifecycle (C or better)

The following courses have a 7-year time limit at term of entry:

Nutr 412: Advanced Human Metabolism
Nutr 452: Nutrition and Health Assessment
Nutr 481: Nutrition Education, Counseling and Theory
Nutr 485: Medical Nutrition Therapy I
Nutr 486: Medical Nutrition Therapy II

The above courses must be taken within the specified time limits to receive a Verification Statement Form.

Program Progression Requirements to Graduation

Requirements for progression in the Dietetics program have been approved by the University Curriculum Committee and Faculty Senate and are as follows: the student must

1. Complete the University Core Curriculum requirements as outlined in the Schedule of

Classes; a minimum of 39 hours.

2. Complete required nutrition core courses: 26 credit hours
3. Complete 38 hours of Dietetics option courses
4. Complete a minimum of 120 credit hours
5. Complete a minimum of 30 hours taken from the University of Southern Indiana
6. Obtain an average of 2.0 grade point average or better on all work taken at the University of Southern Indiana *; and
7. **Achieve a grade of “C” or better in all core nutrition and dietetic specialty courses.
8. Achieve a “C” or better in Biology 121, Biology 122, Chemistry 261, and Chemistry 262.

*Cumulative grade point averages are evaluated by the Office of the Registrar at the end of fall, spring and summer terms. Students who do not meet the standards will be placed on probation. Failure to meet the cumulative GPA standards by the end of the probationary term will result in academic dismissal from the University.

** Two attempts to obtain a “C” or better will be allowed. If not obtained after the second attempt, students will be dismissed from the program.

Delay in Progression

Progression through the Dietetics program may be delayed if a student:

1. Withdraws from or fails a prerequisite course.
2. Fails to achieve a “C” or higher in (Biology 121, Biology 122, Chemistry 261, and Chemistry 262) science course/s or Core Nutrition and Dietetic course/s.
3. Postpones enrollment in any course in the curriculum.
4. Fails to pass any Key Summative Assessment with a minimum score of 83% or higher upon first attempt. Student will develop a remediation plan with the instructor to meet minimum standard of the Key Summative Assessment.

The student must meet with her/his advisor to revise changes in the curriculum schema resulting from delay in progression. Student must contact his or her advisor within 10 business days of written notification of final semester grades. In most instances the student’s graduation will be delayed.

Procedure for Key Summative Assessment Remediation Plan

First Attempt

Student provided with first attempt for key summative assessment

-If 83% or higher achieved, successfully met standard

-If less than 83%, not-successful

- Student must develop with instructor remediation plan with instructor (Key Summative Assessment Remediation Plan document) and submit to instructor

Second Attempt

- Student provided with second attempt to successfully meet the minimum standard of the key summative assessment
- If 83% or higher achieved,
- If not achieved,
 - Student provides a written appeal to instructor (Key Summative Assessment Appeal document)
 - Appeal approved

Third Attempt

- Student allowed third attempt, if fails to meet 83% standard, student dismissed from program.
- **If appeal for third attempt denied**
 - The program faculty will review if there is a future assignment that can be used to meet the competency
 - If no assignment is available, student will be dismissed from the program.
 - Student provides termination appeal to Program Chair
 - Appeal sent to Retention and Remediation Committee.
 - Appeal approved, student remains in program. Individual plan to successfully master Key Assignment requirement will be determined by Retention and Remediation Committee.
 - Appeal denied, student dismissed from program.

Assistance in achieving successful completion of key assignments involves a meeting between the instructor and the student.

Dismissal

Achieve a grade of “C” or better in all core nutrition and dietetic courses. Two attempts to obtain a “C” or better will be allowed. If not obtained after the second attempt, students will be dismissed from the program.

Additional policies regarding dismissal: (see *Academic Integrity* section)

1. Falsification of records and reports and cheating on an examination, quiz, or any other assignment will be a basis for dismissal from the program.
2. Plagiarism, as defined in the University Bulletin, is the intentional reproduction of another person’s ideas, words, or statements without acknowledgment. Students must

give credit when using the works of others and are expected to properly reference the use of: 1) direct quotes; 2) another person's ideas or opinions; or 3) any borrowed statistics, facts, or other materials. Failure to properly give credit to others' work is a form of academic dishonesty (See University Bulletin, Student Rights and Responsibilities).

3. Academic honesty is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the Dietetics program and University. Policies and procedures governing academic dishonesty can be found in the Student Rights and Responsibilities section of the University Bulletin.
4. Violation of client and/or agency confidential information may result in dismissal from the program.

See *Behavior – Professional and Ethical* policy

Student Suspensions or Removal Process (also see Procedure for Key Summative Assessment Remediation Plan)

The suspension or removal process consists of the following steps:

1. Admissions and Progressions Committee reviews each violation. If deemed a suspension or removal is necessary, the Program Director begins by notifying the student and Dean of the College of Nursing and Health Professions of the intention to suspend or remove the student from the major.
2. The student meets with the Program Director and Instructor, if the issue is at the course level, to respond to the charges.

Readmission after Dismissal

Students who are dismissed from the Dietetics Program for failing to obtain a C or better on second attempt may apply for readmission. Students may only be readmitted to the dietetics program one time. Students will complete a readmission application. The Admission and Progression committee will review and **approve** or **deny** readmission. The Admission and Progression committee is made up of three Food and Nutrition faculty members. The decision for approval or denial of readmission will be determined within 5 business days. The student will be notified in writing of the decision.

Readmission into the program is not guaranteed and dependent upon the student's progress and availability of space in courses.

Students requesting readmission to the Dietetics Program must comply with the following requirements:

1. Meet with their faculty advisor.
2. Contact the Chair of the Admission and Progression Committee, Dr. Serah Theuri swtheuri@usi.edu to request readmission.

3. Complete and submit the Application for Readmission to Dr. Serah Theuri.

Important Deadlines:

- Requests for readmission to a spring semester course must be submitted by the first day of spring classes in January.
- Requests to return to a fall semester course must be submitted by the first day of fall classes.

Factors that will be evaluated in the readmission decision process include:

- Maintenance of a cumulative GPA of 2.5 or higher.
- Course grades of “C” or higher on second attempt as required in the Progression Policies.
- Availability of space in the course/s.
- Along with information provided on the readmission application.

Expectations Following Readmission:

Upon successful readmission, a new plan of study will be developed, and the anticipated date of graduation may change. If readmitted, students may be required to validate course material previously taken through written and/or lab examination as determined by the course faculty. The need for course knowledge validation will be determined by faculty based upon previous grades and length of time away from dietetics courses. Readmitted students must comply with all terms specified by the Admissions and Progressions Committee. Failure to comply with the terms will jeopardize the student’s status in the dietetics program. Students may only be readmitted to the USI Dietetics Program one time.

**UNIVERSITY OF SOUTHERN INDIANA
COLLEGE OF NURSING AND HEALTH PROFESSIONS
UNDERGRADUATE DIETETICS PROGRAM
Application for Readmission**

Date _____

Student Name _____ Student ID _____

Email Address _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____

Requesting Readmission for which semester _____

Please discuss factors contributing to/related to delay in progression:

Discuss your plans for performance improvement if readmitted:

Submit form to Dr. Serah Theuri, Undergraduate Admission and Progression Committee Chair
swtheuri@usi.edu.

Completion

Upon successful completion of the program and acquisition of a valid Verification Statement, USI dietetics students are eligible to participate in Supervised Practice Programs, specifically Dietetic Internships throughout the United States. Application to internships is a competitive process which generally occurs prior to graduation. After successful completion of an ACEND accredited internship the student may take and must pass the registration exam to be called a Registered Dietitian. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For students wishing to practice in Indiana, applying for licensure is required.

Upon successful completion of the program and acquisition of a valid Verification Statement, students can apply to take the Nutrition and Dietetic Technician Registered exam. Information to be provided to the DPD director will include an official USI transcript and eligibility application.

Verification Statement

New students, transfer students, students with a non-dietetics degree wishing to complete DPD, and graduate students wishing to complete DPD

Verification of dietetics program completion is a method to ensure academic requirements have been met. An appropriately completed Verification Statement allows the student to be eligible to participate in a Supervised Practice Program, specifically a Dietetic Internship, after graduation from the University. A determination of the coursework the student must complete to fulfill dietetic program curriculum requirements is done by the Program Director. To receive a Verification Form, students must have earned academic credit for coursework indicated on the DICAS DPD Coursework List.

Students must complete the current requirements of the program from which they receive the verification. This form is to be completed, signed, and supplied by the program director on record with ACEND® when the form is signed. The form must be signed on or following the date of program completion. Program completion date is the date of degree conferral found on the student's transcript. Verification Statements that are dated or issued prior to program completion are invalid. Statements that are pre-dated or pre-issued are invalid. Program completion date and signature date must include month, day and year. Statements must be hand-signed in an ink color other than black or signed with a digital signature that can be authenticated. As program director, you may wish to affix your institutional seal on this form.

<https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Students should keep at least one original on a permanent basis. Program directors keep one Verification Statement on file for each student issued a Verification Statement.

Graduates before 1988 or when Plan IV was in effect

Graduates who completed programs before 1988 or when Plan IV was in effect in an institution cannot be verified on the current Verification Form. If the program director receives inquiries from individuals who graduated under Plan IV, students are advised of the courses they will need to complete to meet current DPD requirements. A Verification Statement can be issued only after this coursework is successfully completed. Verification Statements must be completed according to the guidelines on page two of the form and have original signatures.

Foreign degree equivalency

Individuals who have earned college and/or university degrees outside the United States and its territories also must have their transcripts evaluated by a foreign transcript evaluation service to determine if their degree is equivalent to a degree granted by a regionally accredited college or university in the United States. In addition to providing evidence that the individual has attained at least the equivalent of a baccalaureate degree, the foreign transcript evaluation may provide information for the program director concerning courses that will fulfill program requirements. Validation of a foreign degree does not eliminate the need for verification of completion of Didactic Program requirements.

*Adapted from Frequently Asked Questions: About Verification Statements on eatright.org website:

<https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Estimates of Expenses

Cost estimates for tuition, books, uniforms, and other DPD costs can be found at:

<http://www.usi.edu/admission/tuition-fees>

Academic Calendar

The academic and University calendar can be found at:
https://www.usi.edu/webservices/calendar_03/index.asp
<https://www.usi.edu/registrar/academic-calendar>

Withdrawal Policy

Students wanting to withdraw from one or more classes must use the appropriate University form:

Difference between Add/Drop vs. Withdrawal

A withdrawal is when a student drops **ALL** courses for the semester/term. If students add and/or drop classes but will still be enrolled in coursework during the term, they will complete an Add/Drop form. If you are enrolled in any special length courses that have already ended at the time you wish to withdraw, you must complete an Add/Drop form.

If students have any questions about what process to follow, contact the Office of the Registrar for assistance.

Withdrawal of a course –Add/Drop

The option of withdrawing from a course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. For courses lasting less than the full semester, the option of withdrawing with a "W" is possible within the first 60% of the course. Refer to the course schedule and/or calendar for specific dates.

See University guidelines for the procedure that must be followed regarding withdrawal in the Schedule of Classes. Students who do not follow the required University procedure to officially withdraw from a course will receive an "F" grade.

Withdrawal from all classes - Withdrawal

A withdrawal is when a student drops **ALL** courses for the semester/term.

Refund for standard length courses (16 weeks)

Students who drop one or more courses during the first week of a semester will receive a 100 percent refund of fees; during the second week of a semester, a 75 percent refund; during the third week of a semester, a 50 percent refund; and during the fourth week of a semester, a 25 percent refund. No refund will be made for courses dropped thereafter. For other length classes and special term classes refunds, please see:

<http://www.usi.edu/registrar/schedule-changes/refund-schedules>

Academic Intervention and Assistance

The student must meet with her/his advisor to revise changes in the curriculum schema resulting from delay in progression. In most instances the student's graduation will be delayed.

The purpose of academic intervention and assistance is to assist the beginning and continuing student who is experiencing academic difficulties to master Dietetics content and achieve success in passing Dietetics courses.

Referrals to other services such as the University Counseling Center (Orr Center, Room 1051, 812-464-1867) and/or Disability Office (Science Center, Room 2206, 812-464-1961), Financial Aid office (Orr Center, first floor, 812-464-1767), Academic Skills/Supplemental Instruction (Education Center, Room 1111, 812/464-1743), Writers' Room (Education Center, Room 1102, 812-461-5359), Reference Librarian, the Program Director, and Dean of Students are made. Other referrals may be made based on student's individual needs.

In addition to the above listed services, dietetics students also have access to all services provided by the Offices of Admissions, Alumni, Bookstore, Campus Ministry, Public Safety, Career Services and Internships, Continuing Education, Recreation, Fitness and Wellness Center, Food Services, Health Services, and International and Multicultural student services. Dietetics students can also choose to live on the theme residential floor dedicated to nursing and health professions students.

For students currently enrolled in other Dietetics courses, it is the responsibility of the student to seek assistance from faculty when course assessment scores minimally meet or do not meet course requirements. Faculty members encourage students to use faculty office hours, drop-in or set appointments to discuss problems in the course.

Incomplete as Grade

An "incomplete" will be used only in cases of true hardship when extenuating circumstances have resulted in the student's being unable to complete course requirements by the end of the semester. An "incomplete" may be granted at the discretion of the faculty. In rare instances in which this occurs, the following policies are in effect:

1. All University policies regarding incompletes are applicable to Dietetics courses. Refer to the USI Bulletin.
2. An "incomplete" will not be used to allow for remedial work; student work must be passing.
3. Students will receive a date by which the incomplete must be removed.

The designation **IN** (incomplete) may be used in special circumstances. An incomplete grade (IN) may be given only at the end of a term to a student whose work is passing, but who has left

unfinished a small amount of work, for example, a final examination, a paper, or a term project which may be completed *without further class attendance*. The student must act to remove the IN grade within one calendar year. If action is not taken, the IN grade will revert to an **F**. In the event the instructor from whom a student receives an incomplete is not available, the disposition of a case involving an incomplete grade resides with the appropriate dean.

Grading Scale

The grading scale for the Dietetics Program is:

- A =90-100%
- B+ =87-89%
- B =83-86%
- C+ =80-82%
- C =75-79%
- D =69-74%
- F =68% and below

8 – semester sample Food and Nutrition Curriculum - Dietetics Specialty

First Year

Fall Semester (16 hours)

- * ENG 101 - Rhetoric and Composition I: Literacy and the Self Credits: 3
- * CMST 101 - Introduction to Public Speaking Credits: 3 ** or
- * CMST 107 - Introduction to Interpersonal Communication Credits: 3 **
- * BIOL 121 - Human Anatomy and Physiology I Credits: 4 **
- * MATH 111 - College Algebra Credits: 4 **
- * UNIV 101 - First Year Experience Credits: 1
- NUTR 203 - Introduction to Food, Nutrition, and Dietetics Credits: 1 **

Spring Semester (15 hours)

- * ENG 201 - Rhetoric and Composition II: Literacy and the World Credits: 3 **
- * BIOL 122 - Human Anatomy and Physiology II Credits: 4 **
- * SOC 121 - Principles of Sociology Credits: 3 **
- * PSY 201 - Introduction to Psychology Credits: 3 **
- HP 115 - Medical Terminology For The Health Professions Credits: 2 **

Second Year

Fall Semester (14 hours)

- * CHEM 261 - General Chemistry I Credits: 4 **
- HP 211 - The Healthcare Delivery System Credits: 3 **
- KIN 192 (PAW) Credits: 1*
- NUTR 376 - Principles and Applications in Nutrition Credits: 3 **
- * Ways of Knowing (CAE, HI, or WLC) Credits: 3**

Spring Semester (16 hours)

-
- * CHEM 262 - General Chemistry II Credits: 4 **
 - * World Language and Culture Credits: 3
 - BIOL 272 - Medical Microbiology Credits: 3 **
 - NUTR 285 - Management Fundamentals in Food and Nutrition Credits: 3 **
 - NUTR 205 - The Profession of Dietetics Credits: 1
 - Elective – Credit: 2

Third Year

Fall Semester (15 hours)

-
- NUTR 378 - Nutrition for Fitness and Sports Credits: 3 **
 - NUTR 381 - Quantity Food Production and Purchasing Credits: 4 **
 - NUTR 396 - Nutrition Throughout the Lifecycle Credits: 3 **
 - CHEM 241 - Organic/Biochemistry Principles Credits: 4 *
 - Elective – Credit: 1

Spring Semester (15 hours)

-
- HP 302 - Biostatistics Credits: 3 **
 - NUTR 384 - Principles and Applications in Food Science Credits: 3 **
 - NUTR 397 - Nutrition in Health Promotion and Disease Prevention Credits: 3 **
 - NUTR 452 - Nutrition and Health Assessment Credits: 3
 - IPH 401 - Interprofessional Perspectives on Global Health (EE-Global) Credits: 3

Fourth Year

Fall Semester (15 hours)

-
- Elective: Credits 2
 - NUTR 412 - Advanced Human Metabolism Credits: 4 **
 - NUTR 415 - Dietary Supplements and Herb Use in Nutrition Credits: 3 **
 - NUTR 485 - Medical Nutrition Therapy I Credits: 3 **
 - IPH 356 - Ethics and Healthcare in a Pluralistic Society Credits: 3

Spring Semester (14 hours)

-
- NUTR 465 - Community Nutrition Credits: 3 **
 - NUTR 481 - Nutritional Education, Counseling and Theory Credits: 3 **
 - NUTR 486 - Medical Nutrition Therapy II Credits: 3 **
 - Elective: 2
 - *NUTR 496 - Leadership and Professional Issues in Food and Nutrition Credits: 3 **
-

*Core 39 courses

** Required for DPD

Courses

A total of 120 credit hours are required for the completion of Food and Nutrition with a Dietetics option from the University of Southern Indiana; 49 of these hours must be Dietetics “NUTR” courses. A maximum of 60 credit hours may be transferred from a two-year community college.

Course Descriptions (NUTR)

203 Introduction to Food, Nutrition, and Dietetics (1) This course provides students with a general overview of practice in food, nutrition, and dietetics. Students gain a beginning understanding of state and national credentialing requirements, certification standards, ethics, and life-long learning needs. Prereq: None. F, Spr

205 The Profession of Dietetics (1) This course provides students with a general overview of the history, philosophy, and practice of dietetics and how dietitians collaborate with other disciplines. Students gain a beginning understanding of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards, the Academy of Nutrition and Dietetics (AND) scope of practice, the code of ethics, and advocacy methods. Students will recognize state and national credentialing requirements and life-long learning needs. Current issues in dietetics and healthcare will be discussed, such as evidence-based practice, the nutrition care process, and informatics. Prereq: NUTR 203. Students must be admitted to the dietetics program to enroll in this course. Sp

285 Management Fundamentals in Food and Nutrition (3) This course focuses on defining and applying management theories and functions in food and nutrition settings. Human, material and facility management will be discussed. Students gain an understanding of the tools available for managing effective and efficient food and nutrition organizations. Prereq: None. Sp

376 Principles and Applications in Nutrition (3) Principles and Applications in Nutrition emphasize the relationships among the nutrients and how homeostatic relationships are maintained in the healthy person. Students will learn more about themselves and their health in an effort to use this knowledge to improve their health. This knowledge of nutrition will allow the student to personalize information to fit their lifestyle. Special attention to nutrition for the developing

human and lectures focusing on nutrition counseling will address the needs of the dental hygiene student and other health professionals seeking concepts in applied nutrition. Prereq: MATH 108 and CHEM 107 recommended. F, Sp, Su

378 Nutrition for Fitness and Sports (3) Nutrition for Fitness and Sport is an overview of the relationship of basic nutrition and energy systems to physical activity and body composition. This course examines popular myths and misconceptions associated with nutrition and performance. It also incorporates the application of introductory biochemistry. Prereq: MATH 108 recommended. F, Sp

381 Quantity Food Production and Purchasing (4) This course provides application of the principles of nutrition and food production in meal service from both a family social unit and the broad spectrum of food service. This course will focus on different stages of food service from menu planning and recipe conversion through the end result of serving the food. Special consideration will be given to meeting nutritional needs, food safety, cultural diversification, and consumer satisfaction. Purchasing and inventory techniques will be examined. In conjunction with the University of Southern Indiana food service and other food service establishments, this course will include a practicum in management. Includes a laboratory. Prereq: NUTR 285 and BIOL 122 or BIOL 133 or BIOL 141. F

384 Principles and Applications in Food Science (3) This course will focus on the studies of foods in relation to their composition of physical and chemical properties. This course will include the experimental approach to the study of foods. Throughout this course, sensory evaluation techniques will be utilized. Recipe development and modification will be explored. Includes a laboratory. Prereq: NUTR 376, NUTR 381, and CHEM 103 or CHEM 141 or CHEM 261. Sp

396 Nutrition Throughout the Lifecycle (3) This course focuses on understanding the normal nutritional requirements and needs of special populations throughout the life cycle. Growth and development theories will be discussed and nutrition concerns be examined for pregnant women, breastfeeding mothers, and the growing infant, child, and adolescent. Students will investigate nutrition-related conditions during the life cycle and offer appropriate suggestions for management of these concerns. Recommendations for preventing disease and promoting healthy aging will be discussed. Prereq: NUTR 376. F, Sp

397 Nutrition in Health Promotion and Disease Prevention (3) This course focuses on understanding the role of nutrition in health promotion and disease prevention. Students will have a better understanding of health and food consumption behaviors of the United States population by evaluating population-based studies. Students will locate, interpret, and analyze National nutrition surveys and epidemiological studies to determine their use in health promotion. An enhanced understanding of the role of genetics on disease development will be provided. Current food consumption and lifestyle practices of people from diverse cultures and religions will be examined. Prereq: NUTR 376 and NUTR 396. Sp

412 Advanced Human Metabolism (4) This course focuses on understanding the relationship between food and nutrients, the science of the chemistry of the living organism, and health. The course stresses the importance of nutrient interactions and regulation of metabolism. The methods used to assess both nutrient requirements and deficiencies will be studied. Prereq: NUTR 376, BIOL 122, and CHEM 241 or CHEM 354. F

415 Dietary Supplements and Herb Use in Nutrition (3) This course focuses on understanding the role of supplements from a nutrition standpoint in maintaining and promoting health. Common supplements used such as vitamins, minerals, herbs and other substances will be discussed. Emphasis is placed on understanding the history of their use, their proposed mechanisms of action, and safety concerns using the process of a critical review of the literature. Students will analyze the role of these supplements when making nutritional recommendations to individuals and groups. Prereq: NUTR 376. F

452 Nutrition and Health Assessment (3) This course will focus on the comprehensive principles and methods of scientific nutrition assessment. Students will examine the methods and tools of the assessment process. Students will demonstrate assessment skills and proficiency in choosing appropriate tools and methods in order to utilize the nutrition care process. Prereq: HP 115 and NUTR 396. Sp

453 Practical Applications of Nutrition and Health Screening, Assessment and Disease Management (1) This course will focus on the study of practical applications of nutrition and health screening, assessment, and disease management. Students will apply nutrition and health assessment knowledge and skills. Students will perform nutrition focused physical assessment and subjective global assessment using validated techniques. Prereq: CHEM 261, BIOL 122 and NUTR 452 and/or NUTR 452 concurrently. Fa - ELECTIVE

465 Community Nutrition (3) This course focuses on understanding the role of nutrition in public health. It will allow for an understanding of the tools used to design and implement community nutrition programs that promote and protect the public's health. Emphasis is placed on community nutrition assessment, program planning, monitoring, and evaluation. Methods to impact the health of the community including nutrition policy making, advocacy, and the legislative process will be discussed. Prereq: NUTR 376 and NUTR 396. Sp

481 Nutritional Counseling and Theory (3) This course focuses on the acquisition of nutrition counseling knowledge and the development of interpersonal skills that would enhance the translation of nutrition knowledge into healthy food choices. Employing a problem-solving model, the course covers counseling strategies and techniques, interviewing methods, psychological theories, life span and cross-cultural considerations for counseling, emotional factors of nutrition, eating disorders, ethics, and professional aspects of practice. Students will be challenged to apply and think critically about different counseling techniques and situations. Appropriate educational materials and documentation methods will be evaluated and developed as needed. Prereq: Recommend PSY 201, NUTR 396, NUTR 397 or consent of instructor. Sp

485 Medical Nutrition Therapy I (3) This course focuses on understanding the diseases that are modifiable by medical nutrition therapy (MNT). The nutrition care process and MNT of hyperlipidemia, diabetes, hypertension, malnutrition including under- and over- nutrition and renal will be covered. The pathophysiology, dietary treatments, and the evidence supporting MNT will be discussed. Prereq: NUTR 376, BIOL 122, and NUTR 452. F

486 Medical Nutrition Therapy II (3) This course focuses on understanding the diseases that are modifiable by Medical Nutrition Therapy (MNT). The Nutrition Care Process and MNT of renal, liver, respiratory, gastrointestinal cancer and other metabolic diseases across the lifespan will be covered. The role of genetics in nutrition will be covered. The pathophysiology, dietary treatments, and the evidence supporting MNT will be discussed. Prereq: NUTR 485 and BIOL 122. Sp

496 Leadership and Professional Issues in Food and Nutrition (3) This course will explore current political, regulatory, ethical, training, quality improvement, management and other important related issues facing food and nutrition professionals. Students will use their educational foundation to investigate, identify, and suggest alternative methods of resolving these problems. The course will examine the leadership roles of food and nutrition professionals. Students will apply this knowledge by investigating current controversial issues in food and nutrition and will develop solutions to these problems. Prereq: NUTR 285 and junior or senior standing. Sp

GENERAL INFORMATION

Academic Integrity, Rights and Appeals

Academic integrity is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course and/or removal from the program. The Food and Nutrition Program follows the policies set at the University level. Please see the College of Nursing and Health Professions Handbook for more information about the policy at https://www.usi.edu/media/5639786/final_2022-23-cnhp-handbook.pdf.

Academic Leave of Absence

A student may apply to the director of the Food and Nutrition Program for a leave of absence only after they have been successfully engaged in coursework in the Food and Nutrition program.

Steps in the process:

- Students are required to submit a letter detailing the length of leave requested, reason for the request, and anticipated date of return to classes. The letter should be submitted to the Food and Nutrition Program Director.

- After the letter is reviewed by the Department Chair and faculty, the student will be informed of the status of their request in writing within 15 days.
- If a leave of absence is granted, faculty will work with the student to determine any remedial work that must be completed prior to the student being allowed to resume classes in the Food and Nutrition program.
- An authorized leave permits the student to return to the Food and Nutrition Program at the designated time without the necessity of formal program reapplication and admissions processing.
- If the length of time required is such that the student will not be able to successfully complete the required courses, withdrawal may be necessary.
- Students requiring an extension of leave should contact the program director within no less than 2 weeks of the original leave expiry date.
- If a leave of absence extension is granted, the student must report to the office of director of the Food and Nutrition Program by the new date specified.
- If the student does not return by the date of expiration of the leave of absence, the student will be considered to have withdrawn from the Food and Nutrition Program.
- Although successful return with program completion is the goal, students who are unable to return at the end of their leave will need to complete formal readmission.

Advising

Students will be assigned an academic advisor who is a full-time faculty member to assist with academic planning, course selection and registration. Student may use MyUSI to identify their assigned faculty advisor. It is the students' responsibility to contact their advisor. It is recommended that students contact their advisor by phone or e-mail to schedule an appointment for advising instead of relying on "drop in" advising. Faculty office hours are posted, but occasionally schedule variances may mean that they are not in during the posted time. Students may benefit from contacting their advisor prior to pre-registration each semester to discuss their plans. This may be done by appointment scheduled with the program administrative assistant by phone, email or at the desk. Students can also seek further assistance from the College of Nursing and Health Professions Advising Center located on the second floor of the Health Professions Center.

Approximately three weeks prior to registration occurring in November and April each faculty will email their advisees a reminder about pre-registration advising. Formal advising sessions occur in late October and mid-March, just before registration for classes.

Advisory Committee

Annually in January a request for volunteer participation by a student in the Food and Nutrition Advisory Committee will be made via email to all Dietetics students. Students will forward a letter by February 1st to the administrative assistant explaining why they would like to be on this

committee. One student is chosen by faculty at the 1st faculty meeting in March. The student is chosen based on expressed interest and the quality of the letter. Students must have completed at least 63 earned credit hours to apply. The term is for one year, August-July of that year.

Academy of Nutrition and Dietetics (AND) Student Membership

Student membership is not required in the Academy of Nutrition and Dietetics but is strongly encouraged. To learn about how to become a student member of AND and benefits of membership, go to:

<http://www.eatrightpro.org/resources/membership>.

Assignments

Written assignments are essential to meeting course objectives and must be submitted to faculty by the announced date. If problems are noted with written assignments, the student will be counseled. Failure to submit written assignments on time may result in the student being given a "0" for the assignment.

Attendance and Absence Policies

Prompt attendance and preparation for classroom and scheduled learning experiences is required. Attendance records will be maintained by the faculty. Faculty reserve the right to dismiss a student from the classroom or other scheduled learning experiences for tardiness, dress code violations where applicable, being unprepared, being physically or mentally compromised, or for any evidence of unprofessional conduct.

Attendance Statement for Syllabus

You will be allowed 1 absence without penalty. For each absence after the first absence, ____ points will be deducted from your final grade. In case of inclement weather where the University remains open, attendance will be taken.

Attendance will be recorded and is expected for the full time the class meets. It is the student's responsibility to ensure she/he has signed in each class session. Attendance at each session ensures the maximum opportunity to learn. Signing in for another fellow student who is not present will be considered an act of cheating for both students involved.

The University requires that the professor take attendance to identify if anyone is not attending regularly **and** has a grade of D or F at midterm. A letter is sent to the student from the University offering assistance to these students.

University of Southern Indiana Administrative Withdrawal for Non-Attendance: Students who are absent one-half or more of the class meetings of a full semester length class without excuse by

week three may be notified by letter to their mailing address of the possibility of their being administratively withdrawn from their class. The students so notified will be given until the end of the sixth week to meet with their instructors to resolve the situation. The instructor of the class may complete the process of an administrative withdrawal of the student (at mid-term) if the situation is not resolved.

If you cannot take a quiz/exam or submit an assignment on the scheduled date, you must talk to the instructor in advance. Assignments are due at the beginning of class on the specified date unless otherwise specified on the Course Calendar.

Web-based Attendance Policies

Students are expected to be self-disciplined during a web-based class and follow the course calendar. Class material will be presented by audio lectures found in Blackboard. Assignments for reading textbook, discussions, exercises, and projects will be the basis of the class and will be found in Blackboard. Using web tutorials and internet programs will be part of the learning experiences.

Awards

Each year one student is chosen for the Food and Nutrition Academic Achievement award. Guidelines for the award are maintained in the office of the Program Director.

Behavior – Professional and Ethical

Professional behavior is an expected from all. This includes respect for faculty while presenting content and respect for students while presenting content or voicing an opinion. Students are expected to be prepared to participate in class discussion and to be on time in attending class sessions. Students who demonstrate unprofessional behavior will be asked to leave the classroom. All students are expected to abide by the university code of student behavior which can be reviewed here: <https://www.usi.edu/media/5636410/student-rights-and-responsibilities-ay-21.pdf>.

Students are expected to conduct themselves in an ethical, respectful, and professional manner with their peers/classmates, patients, and professors while participating in classroom, lab, and online courses training, and in any additional circumstances in which the student is representing the university.

- The program reserves the right to suspend or remove any student whose personal integrity or professional behavior demonstrates unfitness to continue preparation for the dietetic profession.
- In the event a student scores less than a 75% on any assignment, the student must contact the course instructor to determine a plan to mastery content.

The program promotes the highest standards of conduct and professionalism in its students, staff, and faculty. We acknowledge our responsibility as members of the profession to conduct ourselves in a manner that is consistent with those attributes deemed essential. All USI dietetics

faculty and dietetics students will adhere to the Academy of Nutrition and Dietetics and Accreditation Council for Education in Nutrition and Dietetics Code of Ethics AND & CDR. 2018. Code of Ethics for the Profession of Dietetics. The Code of Ethics serves as the broad guide in defining the expectations of conduct for members of the dietetics profession and guides the behavior of all faculty and students when representing the dietetics program. Students are expected to conduct themselves in an ethical, respectful, and professional manner with their peers/classmates, patients, and professors while participating in classroom, lab, and online courses training, and in any additional circumstances in which the student is representing the university.

The program also utilizes the University policies and guidelines as listed in the Student Rights and Responsibilities found in the Bulletin and the Dietetics Program Handbook to identify appropriate behavior on the part of students and faculty.

Professional behavior is expected in the classroom, learning activities, and in any additional circumstances where a student or faculty or staff member represents the university. Professionals have responsibility for monitoring themselves. Thus, the maintenance of professionalism is a shared responsibility of students, staff, and faculty. Each individual must accept responsibility for his/her own behavior but must also acknowledge responsibility for supporting and encouraging others to behave professionally.

Academic professionalism includes respect for the faculty and rights of other students, prompt attendance for all classes and labs, and avoidance of any behavior which disrupts or interferes with academic proceedings. Professionalism also requires adherence to ethical principles such as not cheating on tests, plagiarizing, or degrading the character of others. Each individual receives the same educational opportunities but must reach the goal in their own way. When problems are encountered, they are most effectively solved on an individual basis. It is important for students to realize that the program is not a competition. Each individual should be dedicated to their own development and not overly concerned about the progress or problems of others. This, however, does not preclude the giving of help to others who may request it. If the behavior of another student is considered unprofessional, unethical, or annoying, the offended student should bring the matter to the attention of the course instructor or program director. Appropriate action can then be taken to clarify and resolve the situation without lowering professional standards.

Examples of Ethical and Professional Policy Violations

Examples of policy violations could include, but are not limited to:

- Making disrespectful, uncivil, and/or unprofessional comments (verbally and/or in writing, including on social media)
- Falsification of any documents or statements
- Intoxication or abuse of prescription or nonprescription drugs
- Theft of any kind
- Use of profane/vulgar, offensive language and/or gestures (verbally and/or in writing, including on social media)

- Argumentative behavior
- Insubordination
- Malicious gossip
- Failing or refusal to work/communicate with classmates
- Displaying rude or discourteous behavior
- Violating HIPAA
- Excessive absenteeism and/or tardiness
- Inattention or carelessness (including sleeping during class)
- Gambling
- Late assignments
- Lack of preparation for class activities
- failure to secure and maintain personal access to required course materials, texts, tools on a timely basis
- Unsafe practices
- Unauthorized use of Program equipment and/or resources,
- Other misconduct as deemed by program administration and found in the USI student handbook and rights and responsibility documents

Academic Performance Deficiency:

Deficiencies include:

Receipt of a university midterm deficiency letter,
 Receipt of a course grade below C (2.0 on a 4.0 scale),
 Grade of less than 75% on any assignment

Performance Improvement:

Students not meeting professional and/or behavior expectations or whose academic performance is not satisfactory will be formally notified of their deficiencies and an improvement plan developed that addresses these deficiencies. Deficiency reports will be issued to the student by the program director &/or faculty when any behavior is observed that places the student at risk for failure, suspension, or removal process.

In the event a student scores less than a 75% on any assignment, the student must contact the course instructor to determine a plan to mastery content.

The improvement plan should include measurable student outcomes, a timeline, and reflect expected outcomes of the course. Referrals for improvement activities may include, but limited to:

1. Student study group
2. Academic Skills (464-1743)
3. Counseling Center (464-1867)
4. Other referrals may be made based on student's individual needs.

The performance improvement plan policy is utilized by program faculty to document and warn students in violation of program, college, university, and/or clinical affiliate policies and provide students with a plan of action to correct behaviors and prevent subsequent violations.

Course faculty will prepare the course improvement plan and review it with the student. Students will have the opportunity to discuss the violation and plan and make written comments. Regardless of the nature of the violation, the student must sign and date the plan to indicate they have received it. Copies of the completed plan will be added to the student's file. The student will also receive a copy. Any email communication with the student should also be recorded in the student's file. Faculty are responsible for sharing the course improvement plan with the Program Chair prior to discussing with the student.

See Procedures for a sample warning and performance improvement plan template.

Pattern of Violations:

No greater than three course improvement plans should be present in a student's file in one year before student progression in the program is formally reviewed by the Admissions and Progression committee for possible probation, suspension, or dismissal.

Outcomes:

A performance improvement plan can impact the student's status in the Dietetics Program and/or course points or grade(s). The performance improvement plan may involve disciplinary action including program probation, suspension (termination of student status for a period of time) or dismissal (permanent termination of student status). The level of action taken is dependent on the nature of the offense, number, and circumstances under which it occurred. Unsafe practice is a severe violation, and the student may be suspended or removed from the program. The program reserves the right to suspend or remove any student whose personal integrity or professional behavior demonstrates unfitness to continue preparation for the dietetic profession.

Bulletin Board Information Area

Bulletin boards located outside of HP 3029 provide information of interest to dietetic students and approved by the Program Director for Food and Nutrition. If a faculty member or Food and Nutrition student wishes to place informational items on the Food and Nutrition bulletin board, all items must be approved by the Food and Nutrition program first. All items must be removed after their ending date if noted.

Car Policies

Please refer to the USI Public Safety website (<https://www.usi.edu/public-safety>) for vehicle regulations.

Child Protection Policy

The University of Southern Indiana ("University") is committed to taking appropriate measures to ensure the safety and well-being of children [under Indiana law, a child is anyone who is not yet 18 years of age] participating in University-related activities and to report instances of suspected or known child abuse or neglect as required by law. The Food and Nutrition Program follows the policies set at the University level. To read the policy please go to <https://www.usi.edu/riskmanagement/child-protection-policy/> .

Class Courtesy

Cell phones and children can be disruptive during class. Cell phones should not be on. Exceptions are allowed in emergencies only. Please notify the course faculty if you have such an emergency and need to turn cell phones on or need to bring children to class.

Clinical Simulation Center

Being prepared is critical to providing appropriate care for Clinical Simulation Center patients. Clinical Simulation Center patients can interact with you. It is expected that you will have conversations with our patients and/or family members that are present. One day our Clinical Simulation Center patients may feel like talking, another day they will not be responsive. Remember at all times to treat each patient the same way you would a patient in a "real" clinical setting. "Orientation guidelines" document will be provided for review prior to entering the center. Students will be required to swipe their USI Eagles access card every time before entering the center. Appropriate dress for students using the Clinical Simulation Center is khaki pants and polo, preferably the blue USI Food and Nutrition polo, and closed toe shoes. Long hair should be pulled back from the face and no dangle earrings or bracelets should be worn.

College Offices

The offices of the Dean and Assistant Dean of Nursing of the College of Nursing and Health Professions (CNHP) and the Advising Center are located on the second floor of the USI Health Professions Center. The Assistant Dean of Health Professions, Food and Nutrition Program Director, and Food and Nutrition program faculty and staff are located on the 3rd floor. In locating a specific office, inquire at the Receptionist's Desk or consult the directory board located posted outside of Room 2068.

Compensation for Students

Students do not receive any payment compensation as part of the program. For students working within a faculty's funded research or grant, compensation of student research assistants is defined by the University Human Resources.

Computer Access

To participate in required course work, you will need access to a computer, the Internet, and an e-mail account. While many students enjoy the convenience of doing their course work on their home computer, computer access is available on campus for students who do not own a computer. On the USI campus, Internet and email access is available in all computer clusters, the University Library, and the College of Nursing and Health Professions' Day Learning Resource Center. Your local university and public libraries may provide Internet access as well.

If you want to bring your own computer to campus, you can bring a PC or a Mac, either will work on our campus network.

For guidance regarding computer use, internet access, and software availability, visit <https://www.usi.edu/it/> where you will find a comprehensive information listing.

Computer Matching for Dietetic Internships

Students applying to internships will be provided with a copy of the Applicant Responsibilities for the Application and Computer Matching information. It is recommended students view <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/computer-matching-applicant-responsibilities> .

Students must submit complete application packets to each dietetic internship either via mail/email or on Dietetic Internship Centralized Application System (DICAS) <https://portal.dicas.org/> if used by the internship they are applying to. They must also register online at www.dnddigital.com, pay the computer match fee by credit card and enter their contact information and Dietetic Internship preferences at D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period) at <https://www.eatrightpro.org/-/media/eatrightpro-files/acend/program-directors/dietetic-internship-match-for-directors/november-2022-computer-matching-calendar.pdf?la=en&hash=13066856DE8D04370C268482D1B6F539C0E70A62>

During the Computer Matching Phase

Students who are in the match should view their personal matching information on Notification Day and confirm appointments with the DI Director by Appointment Day (Refer to Dates for the Computer Matching Process for each appointment period). Students only have 24 hours from Notification Day until Appointment Day to confirm acceptance or rejection of the match with the DI Program Director. Applicants are encouraged to also notify the Program Director of their personal matching results so that the Program Director may provide consultation and advice in this process.

As a participant in the computer matching process, it is expected that applicants who receive a match will adhere to the results of the match and accept that match. It is unacceptable to decline a match in order to pursue appointment to another supervised practice program.

Appointment Phase

DPD Directors will receive the list of matched/unmatched applicants with the DPDs the applicants are attending/attended on the day following Appointment Day. Students and DPD Directors will have access to the list of programs with open positions **only** on the D&D Digital Web site the day following Appointment Day. This allows DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions before responding to calls regarding open positions. DPD Directors must provide the DPD Verification Statement to certify completion of the ACEND-approved minimum academic requirements including at least a bachelor's degree for each graduate who received a Declaration of Intent to Complete form and completed the DPD requirements before graduates begin the DI.

*Adapted from the Accreditation Council for Education in Nutrition and Dietetics website <https://www.eatrightpro.org/acend/> .

Criminal Background Checks/Other requirements

Criminal background checks are required at the student's expense for students choosing to complete NUTR 420. See also Zachary's Law.

Degree Fees

The following information is provided to assist you in planning for costs associated with the dietetics program. The Dietetic Program costs are approximate and are in addition to University tuition and fees. Costs are subject to change.

See: <http://www.usi.edu/admission/tuition-fees> . Uniforms, equipment, lab fees, and exam fees are estimated.

Disability Resources

USI Disability Resources (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the university. For more information, please visit <https://www.usi.edu/university-division/disabilities/> .

Display of Student Assignments

Student assignments may be displayed as examples of student work for course files and accreditation purposes. Student work for any other purpose will require permission from the student(s) prior to faculty use. Grades will not be displayed.

Drug Screening and Criminal Record Checks for Other Facilities

It is the student's responsibility to obtain and pay for drug screening results and criminal record checks if it is required for participation in activities for another facility. Submission of documentation and review by the Food and Nutrition Department office is required prior to consideration of starting the activity. Fees may be associated with documentation of these results. Students are to speak with the Food and Nutrition administrative assistant before seeking this type of testing.

Educational Rights and Privacy Act

The University of Southern Indiana College of Nursing and Health Professions adheres to standards set forth in the Family Educational Rights and Privacy Act of 1974. A copy of the Act is available from the College Office. Any personal data/information about students or graduates of the University of Southern Indiana College of Nursing and Health Professions will be protected under the tenets of this Act. Students may request review of their academic file. Students usually provide permission for the College to provide information to employers and other educational institutions when they are admitted to the Food and Nutrition Department by signing the "Consent Form" form.

Electronic Sharing of Coursework

At no time should a student capture and/or share assignments, coursework, or method of evaluation used in a course via electronic media or devices unless explicitly allowed by the instructor (For example sites may include, but are not limited to, Course Hero, Quizlet, etc...). Transmission of these materials on any recording or communication device, such as cellular telephone, Internet appliance, digital camera, or audio recorder would be considered as cheating.

E-Mail Access

The USI Computer Center assigns an email account to every newly enrolled student which is maintained throughout your time as a student. If you have any questions about your USI email account, contact the Computer Center Help Desk at 812-465-1080.

Other email accounts can be obtained either through your own personal on-line service or from free Internet e-mail services (hotmail.com, yahoo.com, or gmail.com). If you choose to use another e-mail account for your course work, you will need to set-up your MyUSI e-mail so that all e-mail will be forwarded to your other account. There are times when only your @eagles.usi.edu address can be used to gain access to some University services such as MyUSI, Blackboard, and library databases from off campus locations. You must have an established an e-mail account before your first-class meeting.

Employer/Graduate School/Internship Surveys

Students are asked to sign a “Consent to Survey Form” or other agency appropriate form giving permission to survey future employers/graduate school/dietetic internship offices.

Equipment Use

All equipment in the Education and Counseling room and the Assessment room (rooms 3020 and 3023) as well as either kitchen must be signed out at the Food and Nutrition administrative assistant’s desk using the Food and Nutrition Equipment and Materials Checklist.

Essential Functions

Essential functions are those physical, mental, and psychosocial characteristics that are necessary to meet the clinical/practice/fieldwork expectations for the College of Nursing and Health Professions programs. Becoming a healthcare professional requires the completion of an education program that is both intellectually and physically challenging. The purpose of this statement is to articulate the essential function requirements of the CNHP programs in a way that allows students to compare their own capabilities against these demands.

There are times when reasonable accommodations can be made in order to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

Motor Skills

- Ability to independently manipulate and guide weights up to 50 pounds
- Ability to move about freely and maneuver in small spaces
- Tolerate regular changes of physical position, both stationary and mobile, for extended (8-12-hour shift) periods of time
- Possess skills to independently handle and operate a range of items, devices or equipment
- Maintain a stable physical position
- Agility to respond in an emergency situation

Communication Skills

- Process, comprehend and communicate information effectively, clearly, in a timely manner, in the English language, and with individuals from various social, emotional, cultural, and intellectual backgrounds.

Cognitive/Critical Thinking Skills

- Collect, measure, calculate, analyze, interpret, and apply information
- Exercise good judgment in a variety of settings
- Ability to set priorities and manage time effectively

Interpersonal and Behavioral Skills

- Establish and maintain professional working relationships
- Apply conflict management and problem-solving strategies
- Demonstrate professional, ethical, and legal behavior
- Demonstrate appropriate maturity, stability, and empathy to establish effective and harmonious relationships in diverse settings
- Demonstrate flexibility and ability to adapt to change
- Maintain self-control in potentially stressful environments
- Comply with professional standards regardless of circumstance

Sensory Skills

- Uses all available senses to collect data regarding patient (customer/client) status and provide patient (customer/client) care

Exit Interviews

An exit interview will be conducted for each graduating student approximately one month prior to graduation. Students will be notified by mail about dates and times available. The administrative assistant will schedule these interviews.

Faculty Meetings

All faculty meetings are open to students unless posted as a closed meeting.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The Food and Nutrition Program follows the FERPA guidelines set by the University. Please see the College of Nursing and Health Professions Handbook at https://www.usi.edu/media/5639786/final_2022-23-cnhp-handbook.pdf for more information about the policy.

Financial Aid

The Financial Aid office is located in the Orr Center.

Food and Nutrition Student Organization

Students are encouraged to actively participate in college and university organizations. A Food and Nutrition Student Organization (FNSO) has been established in the USI College of Nursing and Health Professions. Food and Nutrition students and nutrition minors are encouraged to participate in this organization.

The FNSO elects officers (President, President-Elect, Secretary, Treasurer, and Historian) at the annual April meeting each academic year. A copy of the minutes and treasurer's report are on file in the FNSO faculty advisor's office and are available upon request.

All FNSO projects must be approved by the University of Southern Indiana FNSO advisor. Faculty advisors will be appointed by the Program Director. A copy of the University of Southern Indiana FNSO Students Bylaws is available for review in the faculty advisor's office and in Blackboard. Applications for membership in FNSO are available from the Faculty Advisor or Food and Nutrition administrative assistant.

Food Science Basement Lab Guidelines

The following are food science lab guidelines:

1. Please clean up after yourself. Dishes may be placed in the dishwashers. Extra dishes should be hand washed. Dishwashing detergent and dish soap can be located in the cabinet below the sink nearest the dishwashers. Avoid overloading them. Please start the dishwashers before leaving. Clean off counters and stoves. Stove cleaning solution is in the cabinet below the sink and only a small amount is needed. Please let the Food and Nutrition Administrative Assistant know if we are low on any products 465-1140.
2. Garbage disposals are located at non-handicapped sinks.
3. A first aid kit is available on the first shelf of the bookcase at the southeast side of the room. Please let administrative assistant know if you used all of something/getting low so it can be replaced. Injuries that involve contact with human secretions should be immediately reported to the instructor.
4. In case of emergency the telephone is located by the elevator at the north end of the building. Security number on campus is 7777.
5. The material safety data sheets (MSDS) are located in a 3-ring binder on top of the ice maker at the southeast side of the room. If there is a chemical issue, please read the manufacturer's for treatment.
6. Eye safety glasses are available in drawers labeled "safety glasses". Anytime chemicals, heat, or glassware are used, students will wear safety glasses. **NO EXCEPTIONS TO THIS RULE!**
7. Instructions for use of all equipment are available in a 3-ring binder at the front desk workstation. Please use equipment as directed. Report any spills to the instructor, no matter how serious.
8. A fire extinguisher is located on the wall in the room closest to the double doors. Turn off electrical equipment if there is a fire.
9. Dress properly during any laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair should be tied back, and dangling jewelry and baggy clothing be secured. Shoes must completely cover the foot. No sandals allowed on lab days. Cloth and disposal aprons are located at the southwest corner of the room.

10. Never handle broken glass with your bare hands. Use a brush and dustpan (located in the bin area at the northwest side of the room) to clean up broken glass. Place broken glass in the designated glass disposal container. Examine glassware before each use. Never use chipped, cracked, or dirty glassware. Heated glassware remains very hot for a long time. They should be set aside in a designated place to cool and picked up with caution. Use tongs or heat protective gloves if necessary. Both are available in the drawers labeled as tongs and oven mitts. Never look into a container that is being heated. Do not place hot apparatus directly on the laboratory desk. Always use an insulated pad. Allow plenty of time for hot apparatus to cool before touching it.
11. If you have leftover food items make sure they are properly stored and covered or disposed of. Proper labeling with the name and date used is expected.

Fund Raising and Other College Activities

Fundraising, Sales, and Solicitation

The first step to any fundraiser is to fill out the Fundraising, Sales, and Solicitation form on EagleSync. Once the fundraiser is approved, the student organization may proceed in the planning process. Approved forms will be sent via email to the student who submitted it. Student Development Programs asks that the form be filled out at least 2 weeks prior to the event being held. Below is the definition of fundraising, sales, and solicitation:

- **Sales** shall be defined as the sale or offer for sale of any property or service. Student Organizations must collect sales tax on items sold and remit to the state. USI Accounts Payable can advise on this process.
- **Solicitation** shall be defined as the act of making a request or plea for one's cause or philanthropy and includes the receipt of or request for any gift or contribution. *Must work with the University Foundation when soliciting private funds (i.e. businesses and individuals)
- **Fundraising** is defined as the organized activity/event of raising funds and/or property.
- **Sponsorship Fundraising** is when a student organization sponsors a company on campus as a way to raise funds for their organization by charging the company for that sponsorship or sharing in profits of sales.

*Mass emailing may NOT be used for selling, soliciting, or fundraising activities.

Gift Policy

No gifts are to be given to faculty.

Graduation Application

During the semester preceding graduation, the Formal Application for Graduation and Diploma Form must be completed. The forms for the Formal Application for Graduation are available in

MyUSI Self Service. Students are responsible for completing the form. A complete list of the steps to graduation can be found on the USI website.

Health Insurance and Health Care Responsibility

The student is responsible for all costs related to their health care while enrolled in the program. The Student Health Center is located in the basement of the Health Professions building.

Health Insurance Portability and Accountability Act HIPAA Requirements

The USI College of Nursing and Health Professions complies with HIPAA standards for patient confidentiality and personal health information. Students must complete the USI CNHP HIPAA education program on an annual basis. Documentation will be maintained in the student database. (Required in NUTR 205, 381, 465, and 496.) For more information on HIPAA, visit https://www.usi.edu/media/5639786/final_2022-23-cnhp-handbook.pdf.

Immunizations/Other requirements

All Food and Nutrition students involved in internship experiences are required to provide documentation of required immunizations, criminal background check, and drug screening. The CNHP uses CastleBranch as a secure online system for student submission of documentation and faculty monitoring of results. Requirements for immunizations, criminal background check, and drug screening can be found in the Nutr 420 handbook. <https://www.usi.edu/health/food-and-nutrition/practicum-in-food-nutrition-and-wellness/>. Failure to comply with the CNHP program expectations may jeopardize continuation in the program. For more information on immunizations, criminal background checks and drug screen requirements, please see the College of Nursing and Health Professions handbook at https://www.usi.edu/media/5639786/final_2022-23-cnhp-handbook.pdf.

Information Area

Information area for students is located outside of HP 3029 and includes various information relevant to Food and Nutrition students such as volunteer information as well as DICAS internship application information.

Journals

The most recent issues of some nutrition-related journals will be found in the Food and Nutrition Education and Counseling room (HP 3020). Any issue of a journal may be removed from the Resource Room for one week by documenting on the form “Food and Nutrition Equipment and Materials” checkout notebook located at the Food and Nutrition administrative assistant’s desk. Other journals are located in the USI Rice Library in hardcopy or in an online database.

Lockers

Each student may request and use one locker in the first-floor locker room during their time on campus. Students are responsible for obtaining locks and abiding by the rules of the locker room. See the administrative assistant in the first floor Dental Clinic to be issued a locker.

Name/Address Change

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported immediately to both the University Registrar's Office and the Food and Nutrition Department. A Change of Name form must be submitted to the Registrar's Office and can be found here: <https://www.usi.edu/media/1193984/namechange.pdf>

No Smoking Policies

Dietitians as role models and providers of care should avoid lifestyle factors associated with disease. Smoking is prohibited in all hospitals, health care organizations, and on the USI campus. Students who do smoke are encouraged to enroll in smoking cessation programs that are available.

Occupational Safety and Health Administration OSHA Requirements

The USI College of Nursing and Health Professions adheres to the OSHA standards for infection control and exposure. Students must complete the USI CNHP OSHA education program and other agency specific OSHA programs on an annual basis. (Required in NUTR 205, 381, 465, and 496)

Online Testing and Student Identity Verification

Where online testing is being used, Proctorio will be used (unless the University changes its system). Information used for identifying students in distance learning includes password required MyUSI and Blackboard login systems. Distance instructions and online testing uses the Proctorio software. Proctorio is a remote proctoring service that is used with some classes when students take quizzes and exams in Blackboard. Students are required to show a photo ID. Proctorio has capabilities to record a student's webcam, computer screen, or other actions during the exam session and share that information with the instructor.

Peer Physical Exam

Students are expected to participate in student education experiences including those as a Medical Education Model. Students are expected to treat fellow students professionally and with respect and sensitivity at all times and keep confidential any information revealed or discovered during the training. Modeling allows program participants to obtain the basic knowledge and skills required

to provide quality health care. Procedures performed by USI students on student medical models are supervised by an appropriately qualified health care professional. Students enrolled in these programs are encouraged to speak with their instructor if they have questions or concerns about participating as a medical education model.

Personal Injury/Exposure to Blood and Body Fluids

Students who are injured or exposed to blood and body fluids in a field setting are to report the incident **IMMEDIATELY** to their instructor. Go to the CNHP handbook link, found at <https://www.usi.edu/health/about-the-college/>, and follow its outlined procedure.

Pictures

Occasionally during the academic year pictures of individual Food and Nutrition students who are completing class related or student organization related activities may be photographed. A permission to photograph and display these pictures will be requested by each individual student prior to display. Permission to display pictures is also on the “Consent Form”.

Plagiarism

Plagiarism, as defined in the University Bulletin, is the intentional reproduction of another person’s ideas, words, or statements without acknowledgment. Students must give credit when using the works of others and are expected to properly reference the use of: 1) direct quotes; 2) another person’s ideas or opinions; or 3) any borrowed statistics, facts, or other materials. Failure to properly give credit to others’ work is a form of academic dishonesty (University Bulletin, Student Rights and Responsibilities).

Information and Assistance for Avoiding Plagiarism: Safe Assign Software in Blackboard

Any assignment at any time may be checked for plagiarism. Faculty can review these reports at any time. Assignment submission areas labeled as “DRAFT” will allow the student to see a plagiarism report. “DRAFT” submission areas are intended to help students with assessing ways to avoid plagiarism. “DRAFT” submission will only be allowed ONE time.

NOTE: SafeAssign accepts files in Microsoft Word/ TXT /PPT /PPTX /ODT /RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including ZIP.

After submitting in the DRAFT area, you can follow these steps to view the submission and Safe Assign plagiarism report.

1. Click on the Assignments toolbar and the Assignment
2. Your submission will appear.
3. Click on the arrow down button next to the word Safe Assign.

4. Click on View Originality Report.

SA Report: SafeAssign reports provide detailed information about the matches found between a submitted paper and existing sources. The SafeAssign report identifies all matching blocks of text. It is the responsibility of the student to investigate whether the matching text is properly referenced or not. Detailing every match prevents detection errors due to differences in citing standards.

SafeAssign reports are divided into two sections:

- **Top right:** This section lists data about the paper, such as the author, percent Matching, and when it was submitted. This section also includes options for printing the report version.
- **Manuscript Text:** This section shows the submitted paper. All matching blocks of text are identified in highlights. Clicking a matching block of text will display information about the original source and the probability that the block or sentence was copied from the source. ©

NOTE: Correct references/citations and items in quotes and cited will still show as plagiarism so these items may be ignored.

Tutorials and Quizzes on How to Prevent Plagiarism and Properly Cite References

University of Southern Indiana

<http://usi.libguides.com/plagiarism>

Simon Frazier University

<https://canvas.sfu.ca/courses/15986>

Fairfield University

<https://librarybestbets.fairfield.edu/integrityundergrad>

<https://fairfield.libwizard.com/academic-integrity>

Purdue University

<http://owl.english.purdue.edu/owl/resource/589/01/>

If you still have questions about plagiarism, please contact the instructor for this course, or the Writing lab on the USI campus.

<https://www.usi.edu/university-division/academicskills/tutoring/> .

Preparation for lab experiences

Students are expected to prepare for laboratory assignments. A student unprepared for a lab assignment may be dismissed from the lab. A student dismissed from the lab for being unprepared will be required to make up the experience. Lack of preparation for lab experiences may result in lab failure. Follow the syllabus instructions for proper dress in lab.

Professional Dress

Business casual clothing is strongly encouraged. Use of solid royal blue colored polo shirt, i.e., Food and Nutrition polo, is expected at Food and Nutrition program events, along with khaki pants and closed toe shoes. Minimal jewelry is recommended.

Program and College Committees

Students are invited to attend and participate in Program and College committee activities. Information about meetings will be communicated.

Professional Development

To encourage and support the goals of professional development including leadership, teaching, research, practice, service, political action, and life-long learning, the undergraduate dietetics program will encourage participation in professional development activities. The Southwestern Indiana Academy of Nutrition and Dietetics members meet locally. The Indiana Academy of Nutrition and Dietetics members meet once a year.

Documentation of activities is suggested. Students may describe their activities, the time spent in each activity, and how these activities met the goals of professional development and are encouraged to put in their e-portfolio and resume. Professional development may be evaluated during advising by review of the student's e-portfolio or resume and annually during coursework.

Recording

All courses may be audio or video recorded at any time by the instructor. Some of the sessions in this course may be recorded or live-streamed. Such recordings/streaming will only be made available to students registered for this class. Students may not share these sessions with others not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the U.S. Department of Education Family Education Rights and Privacy Act (FERPA).

Reference Writing

Requests for references must be made in writing via email to faculty at least two weeks prior to the reference due date. It is suggested that students submit all required reference materials along with a current resume to the faculty member.

Registration Sessions

Three weeks prior to registration in the spring and fall an email will be sent by each faculty to their advisees through Banner email for pre-registration advising. Students are expected to sign up

for an advising time with their advisor or the administrative assistant. The two weeks prior to registration is known as registration “advising time”.

Respiratory Triggers

We are becoming more aware of the many respiratory triggers in the non-clinical environment (i.e.: excessive perfume or aftershave) and the effect these triggers have on individuals with reactive airway problems. To avoid being an "environmental hazard", please consider using these respiratory triggers in moderation.

Social Media

The use of social media has grown exponentially in the last decade and continues to reshape how society communicates and shares information. Social media can have many positive uses in health care; it can be used to establish professional connections, share best practices in providing evidenced based care, and educate professionals and patients. However, communication about professional issues can cross the line and violate patients’ privacy and confidentiality, whether done intentionally or not. The Food and Nutrition Program follows the policies as set by the CNHP. To read the policy, please see the College of Nursing and Health Professions Handbook at https://www.usi.edu/media/5639786/final_2022-23-cnhp-handbook.pdf .

Social Security Numbers

Students are assigned a student identification number by the University. This ID number is used by the Food and Nutrition program to track student information. Social security numbers will not be used.

Student Handbooks

A copy of the Dietetics Student Handbook for each academic year is posted on the Dietetics webpage. Changes to the handbook will be announced via email and on the Dietetics webpage.

Student Complaints to ACEND

Students who have a complaint which has moved to the Program Director or Program level should initially file the complaint in writing and include the nature of the complaint, time, place and date of the situation along with a date of the letter. The program director will work to resolve that complaint with the appropriate individuals involved. The Director will seek to arrive at an understanding of both sides of the issue, clarify all misunderstandings, and uncover all facts. The decision of the complaint will be given to the student in writing. The decision will remain on file for 7 years. If unresolved, the student will meet with the Dean of the College of Nursing and Health Professions. If unresolved, students may consult a counselor in the Counseling Center or Affirmative Action Officer. If the matter has not been satisfactorily resolved at the College level,

the student may discuss the matter with the Provost. The Provost will attempt to resolve the matter within 10 days through discussion with concerned persons.

If unresolved, students should review the ACEND Complaints Against Accredited Programs website instructions at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

Any complaints against the program and the outcomes of these decisions will be maintained on the hard drive of the Program Director's computer in a folder labeled "Complaints" for a period of 7 years. Complaints will be available for review by ACEND at site visits.

Student Travel

Students participating in field trips and fieldwork experiences, FNSO events, and practicum experiences are responsible for their own transportation and automobile liability insurance to and from the location of the event.

Tardiness

Professional behavior requires that students be present at the start time of class and to be prepared for other scheduled learning.

Absences and tardiness jeopardize a student's ability to achieve the objectives of the course and are inconsistent with professional behavior. If problems are noted with class attendance or tardiness, the student will be counseled.

Title IX

USI is committed to creating and maintaining an educational and work environment free of all violence in which all members of the USI community are treated with respect and dignity. USI condemns all gender-based discrimination including sexual assault, rape, sexual harassment, and all other forms of non-consensual sexual activity.

This site is designed to be a resource for students, faculty, staff, and the community on issues relating to sexual harassment, including options for getting immediate help; the University's policies and processes related to sexual harassment; how to report sexual harassment; resources; and educational opportunities. <https://www.usi.edu/institutional-equity/>.

University Policies

All university policies, as published in the e-Bulletin, extend to all sites where students are engaged in the role of a dietetics student.

Weather-Related Class Cancellation/Delay Policy

Faculty are to follow the University policy for cancellation of classes due to inclement weather. The policy is as follows:

Class Cancellations

Students are to listen to the radio for cancellation of USI classes. When University classes are cancelled, so are dietetics classes. Students may call 464-8600 for cancellation information, or tune to one of the following radio stations for updates:

WIKY	104.1 FM
WBKR	92.5 FM
WJPS	107.1 FM
WKDQ	99.5 FM
WRAY	98.1 FM or 1250 AM
WSTO	96.1 FM
WYNG	94.9 FM

Writing Skill Requirements (APA)

The Food and Nutrition Department Program will abide by the 7th Edition of the APA Manual for written assignments.

Zachary Law Compliance Policy

To comply with the state and federal regulations, students will be required annually to have a criminal records check relating to sexual and violent offenses against children for course/s involving work with children.

In accordance with the state of Indiana's revisions of Zachary's law made in January of 2003, the College of Nursing and Health Professions Food and Nutrition Department will verify if the students are registered with his or her state registry for convicted sexual and violent offenders against children for any class where students will work with children. Due to varying state applications nationwide, it is possible that some out-of-state students will be required to provide certified documentation of a criminal background check conducted by the student's respective state as related to sexual offenses against children. Should the student's name appear in the Indiana Registry or his or her respective state's registry, the student may be denied progression in the course. If the listing is in error, it is the student's responsibility to correct the error prior to progression in the course.

DAY LEARNING RESOURCE CENTER (LRC) POLICIES AND PROCEDURES

General Information

Hours: As posted

Telephone: (812) 465-1153

Director and Simulation Learning Center Coordinator: Beth Thompson (464-1805)

Resources Available for Student Use

Learning carrels equipped with personal computers and printers.

1. Individual/small group A/V study rooms
2. Clinical skills room
3. Videotape players
4. Audiotape players
5. Media software (CAI, IVD, videotapes, audiotapes)
6. Resource books
7. Clinical equipment/models for psychomotor skills practice

Policies of the Day Learning Resource Center

1. The Day Learning Resource Center (LRC) is for the use of Nursing and Health Professions faculty and students. Children, friends, family members, and other USI students are not allowed in the LRC.
2. Students using the LRC are required to sign in and out on the computer at the main entrance.
3. All media software must be signed out from the LRC staff. Students may sign out only one piece of software at a time.
4. Resource books, media software, hardware, and clinical skills equipment **MAY NOT BE REMOVED** from the LRC.
5. Use of the LRC facilities, media software, and clinical equipment is usually on a first-come, first-served basis. During peak hours of operation, students may be asked to observe a 2-hour time limit on their use of equipment/software.
6. Eating and drinking are not permitted in the LRC.
7. The LRC has been designed to promote a learning environment for individual and small group study. Students are asked to maintain an atmosphere conducive to study. Headphones are available for use when viewing media in the learning carrels. The doors to the individual A/V study rooms and the Clinical Skills Room are to be kept closed when in use.
8. Report problems with equipment or media to the LRC.
9. All equipment, media software, models, and supplies are to be returned to their proper place after use. Bed linens should be straightened, and trash removed after use of the Clinical Skills Room.
10. The LRC is here to serve you; we need and want your suggestions. Please use the "Input for Excellence" box located in the LRC to share your ideas for improving the Center.

FACULTY AND STAFF

Administrative Staff

NAME	POSITION	OFFICE NUMBER	OFFICE TELEPHONE NUMBER	E-MAIL ADDRESS
Dr. Connie Swenty	Interim Dean, College of Nursing and Health Professions	HP 2074	812-461-5408	cfswenty@usi.edu
Dr. Julie McCullough	Assistant Dean of Health Professions	HP 3048	812-461-5213	jmccullo@usi.edu
Dr. Jennifer Evans	Interim Assistant Dean of Nursing	HP 2094	812-461-5226	jennifer.evans@usi.edu
Yvonne Beavin	Administrative Associate	HP 2068	812-465-1151	yjbeavin@usi.edu
Amy Doninger	Food and Nutrition Senior Administrative Assistant	HP 3044	812-465-1140	aldoninger@usi.edu
Heather Odom	Admissions and Recruitment Senior Administrative Assistant, Advising Center	HP 2062	812-465-1197	hrodom@usi.edu
Beth Thompson	Director of Instructional Resources & Simulation	HP 2053	812-464-1805	bthomps@usi.edu
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