

NUTRITION STUDENT GUIDE

Simmons College
Undergraduate, DPD Certificate, and Graduate
Programs in Nutrition
Boston, MA



Preparing the Future Leaders of Healthcare

2014-2015

TABLE OF CONTENTS

	Page
2014-2015 Academic Calendar	4
Introduction:	4
<i>Our Mission</i>	4
Nutrition Degree/Certificate Options	6
Undergraduate/Accelerated BS-MS Degree Options	6
Post-Baccalaureate and Graduate	6
Didactic Program in Dietetics (DPD)	6
Nutrition Department Goals	7
Academic Advising	7
Simmons College Nutrition Faculty	7
Nutrition Faculty Information	8
Undergraduate Majors	9
Nutrition and Dietetics Undergraduate Major	9
Science Requirements	9
Nutrition Requirements	10
Suggested Sequence of Courses for Nutrition and Dietetics Major	10
Majors in Nutrition and Food	12
Wellness and Health Promotion	12
Nutrition and Food Service Management	13
Didactic Program in Dietetics (DPD) and the DPD Certificate Program	13
DPD Goals and Program Outcomes	14
Required DPD Courses	14
Suggested Sequence of Courses for DPD Program	17
Obtaining a Verification Statement	18
Minor in Nutrition	18
Guidelines for Independent Study and Fieldwork Courses	19
Independent Study: NUTR 350-01, 02 & 450-01, 02	19
Fieldwork: NUTR 380-01, 02 & NUTR 480-01, 02	19
Steps to Follow for Fieldwork	20
Suggestions and Guidelines for Fieldwork Write-Up	21
Term Paper	21
Accelerated BS-MS Degree Programs	22
BS in Nutrition/ MS in Nutrition and Health Promotion	22
BS in Exercise Science/MS in Nutrition and Health Promotion	23
BS in Public Health/MS in Nutrition and Health Promotion	23
BS in Biology/MS in Nutrition and Health Promotion	23
Graduate Programs in Nutrition	23
MS in Nutrition and Health Promotion	23
Suggested Sequence of Courses for MS Nutrition and Health Promotion Program – Full-time	24
Suggested Sequence of Courses for MS Nutrition and Health Promotion Program – Part-time	24
Certificate in Sports Nutrition (CSN)	25
Supervised Practice Component of Becoming a Registered Dietitian	25
Being Matched to a Dietetic Internship Program	25
Preparing to Succeed in Matching to a Dietetic Internship Program	25
Simmons College Dietetic Internship Program	26

Simmons College Policies, Procedures, and Guidelines	26
Simmons Tuition and Fees	26
Additional Student Expenses (Approximate)	26
Insurance	27
Financial Aid	27
Academic Exclusion, Suspension, and Dismissal	27
Transfer Credits	27
Department of Nutrition Policies	28
Academic Policies: Assessment of Prior Learning and Credit Toward Program Requirements	28
Academic Policies: DPD	28
Academic Policies: Certificate in Sports Nutrition (CSN)	29
Academic Policies: MS in Nutrition and Health Promotion	29
Academic Policies: Prerequisites	30
Academic Policies: MS and DPD Certificate	30
Academic Policies: Academic Performance	30
Student Learning Outcomes Assessment	31
Grades	31
Academic Policies: Leave of Absence (LOA)	32
Academic Policies: Completion of a Program	33
Academic Policies: Student Evaluation of Courses	35
Academic Policies: Grade Appeals	35
Academic Policies: Academic Standing	35
Academic Policies: Professional Behavior	36
Academic Policies: Make-up Examinations	36
Academic Policies: CPR Certification	37
Academic Policies: Academic References	37
Academic Policies: Guidelines for Student Performance in Courses with Fieldwork	39
Health Status Requirements	39
Dress Code	41
CORI/DSS Check	41
CORI Policy	41
Other Fieldwork Requirements	43
College Safety Procedures	43
Personal Safety	43
Chemical Safety	44
Storage	44
Transfer and Transportation	44
Disposal	45
Safety Equipment	45
Standards for Bloodborne Pathogens	45
Nutrition Liaison	46
Marion Mason Nutrition Seminars	46
Appendices	47
Appendix 1: Grading Criteria	48
Appendix 2: Application to Nutrition and Dietetics Major	51
Appendix 3: DPD Audit Form	54
Appendix 4: Student Course Evaluation Form	55
Appendix 5: HIPPA	58
Appendix 6: Code of Ethics	66
Student Signature Page	Last

The 2014-2015 Academic Calendar can be accessed at the following link:

<http://www.simmons.edu/overview/academics/calendars/2014-2015.php>

INTRODUCTION:

This Nutrition Student Guide is a comprehensive summary of our undergraduate and graduate options offered by the Simmons College Nutrition Department. In addition it summarizes Nutrition Department policies and our expectations of our students. This is not an inclusive resource and should be used in conjunction with the following resources as well as in conjunction with your faculty adviser:

- Undergraduate catalog
<http://www.simmons.edu/undergraduate/academics/departments/nutrition/>
- Graduate catalog
<http://www.simmons.edu/shs/academics/catalog/nutrition/>
- Simmons College student handbook
<http://www.simmons.edu/handbook/index.php>
- School of Nursing and Health Sciences student handbook
<http://www.simmons.edu/handbook/schools/snhs/policies-regulations.php>
- Dietetic Internship Program (DIP) Handbook-provided to Dietetic Interns at the beginning of their internship.

It is recommended that you ask for clarification whenever you have questions about your program or progress.

In 1899, Ellen Swallow Richards, the founder of the American Home Economics Association, participated in the establishment of the School of Housekeeping of the Women's Educational and Industrial Union. The School was subsequently transferred, in 1902, to Simmons where it became one of the four original units of the College. The School of Household Economics, as it was known then, was the forerunner of the current Department of Nutrition.

Simmons College is in an enviable position because its students and faculty have a wealth of resources available for learning experiences beyond the College. In addition, the local institutions have a pool of potential part-time employees in the form of nutrition undergraduates; dietetic internship and graduate faculties are able to select students from a population group coming from a known local institution; and employers of entry-level practitioners have opportunities to choose dietitians who are locally educated and often experienced at local work sites. The happy circumstance of Simmons' location has served the Nutrition Department well over its 100-year history.

OUR MISSION

The Simmons College Department of Nutrition has a two-fold reason for existing. The first is to educate students and foster an appreciation of lifelong learning in preparation for their success in advanced nutrition or dietetics education or employment. We aim to prepare students to be effective in a profession that works to affect the eating behaviors and subsequent health and quality of life of a multicultural and diverse population, a profession that adds to the scientific investigation about food and health, and one that

fosters an appreciation of food's relationship to other sciences. The second is to provide the College community with the intellectual basis and professional expertise for achieving and/or maintaining health through food habits.

The mission of the Department of Nutrition embraces the broad mission of the College. Simmons College, chartered in 1899, was founded upon the groundbreaking concept of helping young women prepare for the working world by combining a liberal arts education with career preparation. Unlike most women's colleges of the time, Simmons was created so women could be educated in order to earn an independent livelihood.

Simmons College is a diverse community that educates students for professional success and intellectual fulfillment. The mission of Simmons College was revised in 2013 and is "To provide transformative learning that links passion with lifelong purpose". (<http://www.simmons.edu/overview/about/today/>).

Simmons Core Values

- We are at our best when students are first.
- We prepare students for life's work.
- We cross boundaries to create opportunities.
- We make a collective investment in community.

The educational atmosphere of Simmons' small class setting allows students to receive the personal attention and encouragement necessary for a meaningful learning experience, and allows for the College's objectives to be realized. Additionally, the larger community of metropolitan Boston is as important to students as the classroom setting, and much learning takes place off campus. Many departments include field work and internships as part of their regular course of study. The office of a business or financial enterprise, a publishing house, a government department, a hospital, or a community agency - any one of these may play a major role in the Simmons educational experience.

The creation of the Colleges of the Fenway consortium in 1996 has favorably expanded the educational opportunities for students. This collaboration of six institutions, within walking distance of Simmons campus, enables students to attend classes at other colleges including Emmanuel College, Wheelock College, Massachusetts College of Pharmacy and Allied Health Studies, Massachusetts College of Art & Design and Wentworth Institute of Technology.

As a result, Simmons students enjoy the resources of a large university, with separate undergraduate and graduate programs, as well as a low student-faculty ratio without leaving their own backyard. This educational alliance also supports the College's goal of providing a flexible liberal arts and graduate education by allowing students to develop an individualized educational program suited to the students' individual interests and career goals.

The Department of Nutrition believes that nutrition is a science governed by the rigorous rules of scientific investigation. It is a biological science because its elements, nutrients, are chemicals and chemical compounds which participate in the regulation of homeostasis and, thus, the continuity of life. Nutrition is further a social science because

its elements are consumed primarily in the form of food on a regular basis. How and why food is chosen is determined by a set of human behaviors that are constantly refined by such diverse forces as biology, environment, economics, politics, culture and the effect of the media. Since the faculty further believes that the practice of Dietetics is predicated in large part on the science of nutrition, the Department of Nutrition's contribution to the education of dietetics practitioners is philosophically consistent with the mission of the College and in harmony with societal expectations of professional health care workers.

NUTRITION DEGREE/CERTIFICATE OPTIONS:

Several nutrition degrees/options (listed below) can be completed through the Nutrition Department.

Undergraduate:

- Nutrition and Dietetics (Didactic Program in Dietetics option)
- Nutrition and Food Service Management
- Nutrition and Wellness
- Minor in Nutrition

Accelerated BS-MS Degree Programs:

- BS in Nutrition/MS in Nutrition and Health Promotion
- BS in Exercise Science/MS in Nutrition and Health Promotion
- BS in Public Health/MS in Nutrition and Health Promotion
- BS in Biology/MS in Nutrition and Health Promotion

Post-Baccalaureate and Graduate:

- Didactic Program in Dietetics Certificate (DPD)
- MS in Nutrition and Health Promotion
- Certificate in Sports Nutrition
- Dietetic Internship Program

Didactic Program in Dietetics (DPD):

Fulfilling the courses required by the DPD is one step towards completing the requirements to becoming a Registered Dietitian. The Simmons College Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606, 312-899-0040 ext.5400 (see the Didactic Program in Dietetics program goals and outcomes below). In addition to a minimum of a bachelor's degree, the DPD completion (either as part of the BS in Nutrition and Dietetics or through a post-Baccalaureate DPD certificate program) must be followed by the successful completion of an accredited supervised practice program (e.g., a dietetic internship program (DIP)) to ensure eligibility to take the RD examination.

The mission of the Simmons College Didactic Program in Dietetics (DPD) is to educate students and foster an appreciation of lifelong learning in preparation for their success in the nutrition and dietetics profession. We aim to prepare students to

be effective in a profession that improves the eating behaviors and subsequent health and quality of life of a multicultural and diverse population, a profession that adds to the scientific investigation about food and health, and one that fosters an appreciation of nutrition and dietetics' relationship to other sciences.

NUTRITION DEPARTMENT GOALS:

The Department of Nutrition is dedicated to quality teaching and learning. Goals of the Department of Nutrition are:

1. The Simmons College Nutrition Department will prepare graduates to become competent entry level professionals.
2. The Nutrition Department will prepare graduates to succeed in one or more of the following: a graduate program, an accredited dietetic internship program, or employment.
3. The Nutrition Department will prepare graduates to serve a culturally diverse population.

ACADEMIC ADVISING:

Academic advising is the student's best source of information about academic programs, majors, procedures and sequence of taking courses at Simmons College. Academic advisers also provide guidance on gaining work experience in the nutrition profession and on applying to Dietetic Internship Programs. Each student in the nutrition department is assigned an adviser at the beginning of her/his academic program. Faculty members and students should review requirements and suggested course sequences and then meet to discuss course selection and workload. The student may meet with her/his adviser at any pre-arranged time. *Students should meet with their advisers at least once a semester prior to registration.* It is the student's responsibility to set meetings with her/his adviser.

It is important to keep your adviser informed if you change your schedule after you have met with your adviser. Otherwise students run the risk of a delay in their graduation date, especially if they have not taken the courses they have been advised to take in the right sequence.

SIMMONS COLLEGE NUTRITION FACULTY:

There are five full-time faculty members that comprise the Simmons College Nutrition Department. See table 1 on the following page for a summary of their credentials, research, and courses that they teach.

Table 1. Nutrition Department Faculty Information

Faculty Member	Course(s) Taught	Degree(s) & Areas of Interest
Lisa S Brown, PhD, RD (Dietetic Internship Coordinator)	NUTR 111 – Fundamentals of Nutrition Science (F, S, U) NUTR 112 – Introduction to Nutrition Science (F, S, U) NUTR 237 – The Practice of Community Nutrition (F, S) NUTR 381 – Advanced Practice in Community Nutrition (S)	Assistant Professor B.S. Clark University M.S. Simmons College Ph.D. Boston University School of Medicine Dietetic Internship - Simmons College Research interests: maternal and child, epidemiology and cardiovascular health
Sari Edelstein, PhD, RD	NUTR 201 – Advanced Food Science (F) NUTR 201 L - Advanced Food Science Lab (F) NUTR 248 – Food Production and Service Systems (F,S) NUTR 249 – Leadership in Nutrition Management (S) NUTR 350 – (Food Service) Independent Study (F, S, U) NUTR 380 – (Food Service) Independent Study (F, S, U) NUTR 462 –Consulting Practice (S)	Associate Professor of Nutrition B.S. Florida State University M.S. Florida International University Ph.D. University of Florida Dietetic Traineeship – Baptist Memorial Hospital, Jacksonville, FL Research interests: Development of novel food products to support a healthy lifestyle and facilitate the prevention of disease; theories of management and leadership; bioethics
Teresa T. Fung, ScD, RD	NUTR 311 – Nutrient Metabolism (F) NUTR 334 – Medical Nutrition Therapy (S) NUTR 453 – Advanced Topics in Preventive Nutrition (U)	Professor of Nutrition B.S., M.S. Cornell University Sc.D. Harvard School of Public Health Dietetic Internship – Yale New Haven Hospital Research interests: diabetes, CVD, and cancer
Nancie H. Herbold, EdD, RD, LDN (Dietetic Internship Director)	NUTR 349 – Directed Study (F, S) NUTR 350 – Independent Study (F, S) NUTR 370 – Internship (F, S) NUTR 380 – Field Experience (F, S) NUTR 381 – Advanced Practice in Community Nutrition (S) NUTR 489 – Nutrition Proposal Development (F) NUTR 490 – Nutrition Research Project (S) NUTR 451A/NUTR 451B – Dietetic Internship (F/S)	Professor of Nutrition Ruby Winslow Linn Professor and Chair Department of Nutrition B.S. University of Rhode Island M.S., EdD. Boston University Dietetic Internship – Peter Bent Brigham Hospital (Brigham & Women’s Hospital) Research interests: nutrition and sports; supplement use by adolescents and athletes
Elizabeth Metallinos-Katsaras, PhD, RD (DPD Director)	NUTR 110 – Sociocultural Implications of Nutrition (F) NUTR 237 – The Practice of Community Nutrition lecture and fieldwork (F, S) NUTR 390 – Seminar: Selected Topics in Nutrition (F) NUTR 460 – Nutritional Epidemiology (S)	Professor of Nutrition B.S., M.S., Ph.D. University of California/Davis Dietetic Internship – University of California/Davis Research interests: childhood overweight/obesity, predictors and consequences of food insecurity; iron deficiency anemia and growth and development in children, the Mediterranean Diet

UNDERGRADUATE MAJORS:

Nutrition and Dietetics Undergraduate major:

The nutrition and dietetics major includes all courses required for the Didactic Program in Dietetics (DPD). To declare this as their major, traditional undergraduate students must apply in the spring of their sophomore year. In order to apply, students must complete the application (see appendix 2) and then meet with their adviser. The academic requirements to be admitted into the Nutrition and Dietetics major are as follows:

- A minimum of a 3.0 cumulative overall GPA for the freshman year and first semester of the sophomore year (this includes any courses transferred in).
- At least a C in the science courses (including statistics)-this includes chemistry, biology. See list of DPD science requirements below, for a full list.
- -At least a B- in the nutrition courses (i.e., all the NUTR courses).

To plan their schedules appropriately, students meet with their academic advisers and should note that the courses in the basic sciences are prerequisite to upper-level work in the department (courses numbered in the 200 and 300 series). See table 2 for a suggested course sequence. Students are expected to meet departmental criteria regarding academic performance, health status, and professional behavior.

In order to get matched to an internship, students will need a **minimum** of a 3.0 GPA; otherwise it is unlikely that they will be matched. Starting with those declaring their majors in the Fall, 2014 academic year (students who entered) into Simmons in the Fall of 2013) students must earn a C or better in all the required science courses and a B- or better in all required nutrition courses. If a student does not meet these grade requirements she must repeat the course. It is not necessary to repeat the course in any particular sequence although it is suggested that the student repeat the course prior to taking the next course in the series which requires it as a prerequisite. However, if a grade of F was earned (which constitutes a failure, and no credit is earned), it is necessary to repeat the course prior to taking the next course in the series. The following courses are required for the Nutrition and Dietetics major. These requirements also fulfill the Didactic Program in Dietetics requirements. See the undergraduate catalog for course descriptions.

Science Requirements:

BIOL 113 General Biology*

BIOL 221 Microbiology*

BIOL 231 & 232 Anatomy & Physiology I and II*

CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry*

CHEM 112 or 114 Introductory Chemistry: Organic* or Organic Chemistry I*

CHEM 223 Introduction to Biochemistry

MATH 118 Introductory Statistics

*with Laboratory

Nutrition Requirements:

NUTR 112 Introduction to Nutrition Science
or NUTR 111 Fundamentals of Nutrition Science*

NUTR 201 Advanced Food Science*

NUTR 231 The Practice of Clinical Dietetics

NUTR 237 The Practice of Community Nutrition

NUTR 248 Food Production and Service Systems

NUTR 249 Management of Food Service Systems

NUTR 311 Nutrient Metabolism*

NUTR 334 Medical Nutrition Therapy

NUTR 381 Advanced Practice in Community Nutrition

NUTR 390 Seminar: Selected Topics in Nutrition (also called “Senior Seminar” for short)

*with Laboratory

*In addition, there are **two** required social science courses; at least one of these should be in sociology or psychology.*

Independent learning: At least four semester hours of the all-College independent learning requirement must be fulfilled by enrolling in NUTR 390 (Seminar: Selected Topics in Nutrition). The remaining 4 semester hours will be met by NUTR 381.

	Fall Semester	Spring Semester
First Year	<input type="checkbox"/> FYS 101 Freshman seminar <input type="checkbox"/> FYS 102 Freshman Seminar <input type="checkbox"/> CHEM 111 – Introductory Chemistry: Inorganic* OR <input type="checkbox"/> CHEM 113 - Principles of Chemistry* <input type="checkbox"/> NUTR 112 - Introduction to Nutrition Science OR <input type="checkbox"/> NUTR 111 – Fundamentals of Nutrition Science* <input type="checkbox"/> Language Requirement	<input type="checkbox"/> FYE 103 Freshman Seminar <input type="checkbox"/> CHEM 112 - Introductory Chemistry: Organic* OR <input type="checkbox"/> CHEM 114 - Organic Chemistry* I <input type="checkbox"/> MCC 102 - Culture Matters <input type="checkbox"/> Language Requirement <input type="checkbox"/> Elective
Second Year	<input type="checkbox"/> BIOL 113 - General Biology* <input type="checkbox"/> NUTR 237 - The Practice of Community Nutrition Nutr. 237 could also be taken in the spring <input type="checkbox"/> MATH 118 - Introductory Statistics <input type="checkbox"/> One Elective - Language , mode (1,2,5,6) or other Elective	<input type="checkbox"/> BIOL 221 Microbiology* <input type="checkbox"/> Three Electives (either Mode (1,2,5, or 6) and/or other electives.
Third Year	<input type="checkbox"/> BIOL 231 - Anatomy & Physiology I* <input type="checkbox"/> NUTR 248 - Food Production and Service Systems <input type="checkbox"/> Three Electives-(Mode(s) or other electives)	<input type="checkbox"/> NUTR 249 - Leadership in Nutrition Management <input type="checkbox"/> BIOL 232 - Anatomy & Physiology II* <input type="checkbox"/> CHEM 223 - Introduction to Biochemistry <input type="checkbox"/> NUTR 231 - The Practice of Clinical Dietetics
Fourth Year	<input type="checkbox"/> NUTR 201 - Advanced Food Science* <input type="checkbox"/> NUTR 311 - Nutrient Metabolism* <input type="checkbox"/> NUTR 390 – Seminar: Selected Topics in Nutrition <input type="checkbox"/> Elective (Mode or other elective)	<input type="checkbox"/> NUTR 334 - Medical Nutrition Therapy <input type="checkbox"/> NUTR 381 - Advanced Practice in Community Nutrition <input type="checkbox"/> Two Electives (Mode(s) and/or other elective)

Table 2. Suggested Sequence of Courses for Nutrition & Dietetics Major

*with laboratory component

NOTE: All BS students (undergraduates) must earn a C or better in all the required DPD science and a B- in all required nutrition courses. DPD Certificate (i.e. those in our post-baccalaureate DPD program) students must earn a B- in all required DPD courses (Science and Nutrition). If a student does not earn the minimum grade they must repeat the course.

MAJORS IN NUTRITION AND FOOD

There are two tracks within Nutrition and Food: the Nutrition, Wellness and Health Promotion Track and the Nutrition and Food Service Management track. The core courses for this major are shown below. Note that the additional courses for each track are listed below their respective headings. Please note that this major **does not** fulfill the DPD requirements for becoming a Registered Dietitian.

Science Requirements:

BIOL 113 General Biology*

CHEM 111 Introductory Chemistry: Inorganic*

MATH 118 Introductory Statistics

*with Laboratory

Nutrition Requirements:

NUTR 112 Introduction to Nutrition Science

NUTR 237 The Practice of Community Nutrition

NUTR 248 Food Production and Service Systems

Nutrition, Wellness and Health Promotion

In addition to the core courses listed above for the Nutrition and Food major, the following courses are required for the Nutrition, Health Promotion and Wellness track. A total of 31 credits of required and elective courses are required for this major.

Additional Science Requirements:

BIOL 231 Anatomy and Physiology I*

BIOL 232 Anatomy and Physiology II*

MATH 118 Introduction to Statistics

BIOL 332 Exercise Physiology

*with Laboratory

Additional Nutrition Requirements:

NUTR 101 or 201 Food Science/ Advanced Food

NUTR 215 Sports Nutrition

NUTR 350 Independent Study

NUTR 381 Advances Practice in Community Nutrition

Or NUTR 380 Independent Fieldwork

Required Communication/ Management Core Courses:

COMM 121 Visual Communication

COMM 122 Writing and Editing Across the Media

COMM 124 Media, Message and Society

MGMT 137 Introduction to Entrepreneurship

At least one of the following:

COMM 163 Radio Operations and Performance

COMM 186 Intro to PR and Marketing Communication
COMM 210 Introduction to Graphic Design
COMM 244 Web Design
COMM 281 Writing for Pub Relations & Integrated Marketing Com
COMM 262 Media Convergence

Nutrition and Food Service Management track:

A possible track within the nutrition program is food service management. It should be noted that this track **does not** meet the DPD requirements. The following courses are required in addition to the core courses for the major:

Science Requirements:

BIOL 221 Microbiology*
CHEM 112 Introductory Chemistry: Organic*
*with Laboratory

Nutrition Requirements:

NUTR 201 Advanced Food Science*
NUTR 249 Management of Food Service Systems
NUTR 350 and 380 Field Experience
*with Laboratory

Pick One Option:

Option 1:

MGMT 110 Principles of Financial Accounting
MGMT 260 Principles of Finance
MGMT 250 Principles of Marketing or MGMT 221 Project Management

Option 2:

MGMT 238 Managing Your Venture's Financial Bottom Line
MGMT 250 Principles of Marketing
MGMT 221 Project Management

DIDACTIC PROGRAM IN DIETETICS (DPD) AND THE DPD CERTIFICATE PROGRAM:

The Didactic Program in Dietetics fulfills one of the requirements for becoming a Registered Dietitian. The courses required for this program (shown below) can be completed within the context of the Simmons College curriculum either as a part of a Bachelor's degree or in addition to an already completed Bachelor's degree through the Didactic Program in Dietetics (DPD) Certificate. *The curriculum required for the BS in Nutrition was outlined previously.* Dr. Elizabeth Metallinos-Katsaras is the DPD Director. The Simmons College Nutrition Department's Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, tel: (312) 899-5400.

For those students who have already completed a Bachelor's degree and who would like to complete solely the Didactic Program requirements to become a Registered Dietitian,

the Simmons College Certificate in the Didactic Program in Dietetics (DPD) is a post-baccalaureate program which allows students to do just the DPD. Even students who have already obtained a Bachelor's degree in a different discipline can complete the DPD certificate program to apply for an ACEND accredited supervised practice program (i.e., dietetic internship).

DPD Goals and Program Outcomes:

The Didactic Program in Dietetics' goals and corresponding program outcomes (updated June, 2014) are shown below:

Goal # 1-The Simmons College DPD will prepare graduates to become competent entry level dietetics professionals.

Corresponding program outcomes:

- At least 70% of those students enrolled in the BS/DPD and DPD Certificate will complete it within 150% of the time planned for completion (i.e. 6 years).
- Over a five-year period, the pass rate for both BS/DPD and DPD Certificate graduates taking the registration examination for the first time will be at least 80%.
- At least 75 % of graduates will assign a 4 (i.e., "agree") or a 5 (i.e., "strongly agree") to being prepared on 75% of the items (that pertain to content they learned at Simmons) on the graduate survey.
- At least 75% of Directors of Supervised Practice will rate Simmons College DPD graduates as acceptable or higher on 75% of items listed on the survey.

Goal # 2- The DPD will prepare graduates to succeed in one or more of the following: a graduate program, an accredited dietetic internship program, or employment.

Corresponding program outcomes:

- Over a five-year period, 50% of BS/DPD, and 70% of DPD graduates will apply to supervised practice programs within 12 months of completing the program.
- Over a five-year period, 60% of BS/DPD and 80% of DPD Certificate students who apply to supervised practice programs will be accepted within 12 months of completing the program.
- Within 12 months of completing the program, at least 70% those (BS/DPD and DPD Certificate) graduates who did not apply or were not accepted to a DIP, and who are seeking employment or graduate education, will secure one or more of the following: appointment to a graduate program, or employment.

Goal # 3- The DPD will prepare graduates to serve a culturally diverse population.

Corresponding program outcomes:

- 75% of graduates will report satisfaction with their ability to serve culturally diverse groups.

Program outcome results for the Simmons College DPD are available upon request.

Required DPD Courses:

Irrespective of whether the DPD is done within the context of completing a Bachelor's Degree in Nutrition or Dietetics or the DPD Certificate program, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) didactic course requirements for the Simmons College DPD are shown below. It should be noted that these are undergraduate courses.

BIOL 113 General Biology*

BIOL 221 Microbiology*

BIOL 231 & 232 Anatomy & Physiology I and II*

CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry*

CHEM 112 or 114 Introductory Chemistry: Organic* or Organic Chemistry I*

CHEM 223 Introduction to Biochemistry

MATH 118 Introductory Statistics

*with Laboratory

Nutrition Courses:

NUTR 201 Advanced Food Science *

NUTR 112 Introduction to Nutrition Science OR

NUTR 111 Fundamentals of Nutrition Science*

NUTR 231 The Practice of Clinical Dietetics

NUTR 237 The Practice of Community Nutrition

NUTR 248 Food Production and Service Systems

NUTR 249 Leadership in Nutrition Management

NUTR 311 Nutrient Metabolism*

NUTR 381 Advanced Practice in Community Nutrition

NUTR 334 Medical Nutrition Therapy (6 credits)

NUTR 390 Seminar: Selected Topics in Nutrition

*with Laboratory

*In addition, there are **two** required social science courses; at least one of these should be in sociology or psychology.*

Important note: Students are expected to take all aforementioned **nutrition courses** at Simmons College. Pre-requisite courses can be taken elsewhere with prior approval of the DPD director to ensure equivalency.

It should also be noted that fulfilling the aforementioned courses required for the Didactic Program in Dietetics is only one step in the credentialing process for dietetics practitioners. In addition to a minimum of a Bachelor's degree, the undergraduate DPD course completion must be followed by successful completion of an accredited supervised practice program (i.e., a dietetic internship program (DIP)) to ensure eligibility to take the Academy of Nutrition and Dietetics (AND) administered Registered Dietitian (RD) examination. The application to the DIP is a separate process and completion of the DPD in no way guarantees acceptance into a DIP (see "Being matched to a Dietetic Internship Program" below). The dietetic internship application process is competitive and not all applicants are accepted. Statistics on the acceptance rates to dietetic internships are shown on the following website:

<http://www.eatright.org/ACEND/content.aspx?id=186>

Nationally, in 2012 and 2013 about half of those applying were accepted into internships. Among Simmons College DPD students/graduates, 97% of 2012 and 93% of 2013

graduates were matched to a Dietetic Internship Program within 12 months of graduating.
. For more information on becoming a registered dietitian please see:
<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143>

Please see table 3 for the suggested course sequence for completion of the DPD Certificate. This course sequence assumes that none of the DPD course requirements have been completed prior to coming to Simmons College. The length of time to complete the program may vary, depending on whether some courses were already completed.

Table 3. Suggested Sequence of Courses for the DPD Certificate

	Fall Semester	Spring Semester
First Year	<input type="checkbox"/> BIOL 113 - General Biology* <input type="checkbox"/> NUTR 112 - Introduction to Nutrition Science OR <input type="checkbox"/> NUTR 111 – Fundamentals of Nutrition Science* <input type="checkbox"/> CHEM 111 – Introductory Chemistry: Inorganic* OR <input type="checkbox"/> CHEM 113 - Principles of Chemistry* <input type="checkbox"/> MATH 118 - Introductory Statistics	<input type="checkbox"/> BIOL 221 Microbiology* <input type="checkbox"/> NUTR 237 - The Practice of Community Nutrition <input type="checkbox"/> CHEM 112 - Introductory Chemistry: Organic* OR <input type="checkbox"/> CHEM 114 - Organic Chemistry I*
Second Year	<input type="checkbox"/> BIOL 231 - Anatomy & Physiology I* <input type="checkbox"/> NUTR 248 - Food Production and Service Systems	<input type="checkbox"/> NUTR 249 - Leadership in Nutrition Management <input type="checkbox"/> BIOL 232 - Anatomy & Physiology II* <input type="checkbox"/> CHEM 223 - Introduction to Biochemistry <input type="checkbox"/> NUTR 231 - The Practice of Clinical Dietetics
Third Year	<input type="checkbox"/> NUTR 201 - Advanced Food Science* <input type="checkbox"/> NUTR 311 - Nutrient Metabolism* <input type="checkbox"/> NUTR 390 – Seminar: Selected Topics in Nutrition	<input type="checkbox"/> NUTR 334 - Medical Nutrition Therapy <input type="checkbox"/> NUTR 381 - Advanced Practice in Community Nutrition <input type="checkbox"/>

*with laboratory component

NOTE: All students must earn a C- or better in all the required science courses and a B- or better in all DPD nutrition courses. If a student does not earn the minimum grade she must repeat the course.

Obtaining a Verification Statement Attesting to DPD Completion:

Students must successfully complete the courses required for the DPD; even if coursework equivalent to the aforementioned requirements has been completed elsewhere, a minimum of 5 courses must be completed at Simmons College to be eligible to obtain a Verification Statement from Simmons College. Students who successfully complete the DPD (meeting the minimum grade requirements for courses) at Simmons College (either as part of the DPD Certificate or as part of the BS degree in Nutrition) will receive a Verification Statement which documents such completion, once they have submitted the following to the DPD director:

- All official transcripts from all colleges attended for credit toward their degree and all colleges attended at which students took courses which fulfilled the Certificate in the DPD requirements (approval of all courses proposed to be taken for the DPD at a college other than Simmons College is required). ACEND requires that all official transcripts be included in your student file in the nutrition office even if the College already has them on file. Those in the Tufts/Simmons program also need to submit their final official transcripts from Tufts.
- Your final Simmons College official transcript with your graduation date (either noting your BS degree or your Didactic Program Certificate). This means that you should NOT request the final Simmons transcript until AFTER the grad date. **Those who graduate in August need to be aware that this means they will not be able to obtain their verification statements until about the third week of August.**
- A request for the verification statement (hard copy). This request should include the student's full name (including middle name), last four digits of their social security number, and the address to which the verification statements should be sent. A form will be provided by the DPD director.
- A Completed "Permission to Survey" form. This asks whether you will allow Simmons College to survey your DIP director after you've completed your internship. Normally, Dr. M-K gives this out in Nutrition 334 so unless you were absent that day or took the course in a prior year, you should have this on file.
- A transcript release form. This allows accreditors to have access to your transcripts as a part of their audit of student records.

There is a 1-2 week turn-around time between the time of receipt of **all** aforementioned documents and the sending out of the verification statement.

MINOR IN NUTRITION:

A minor in nutrition consists of the following courses:

NUTR 101 Food Science*

NUTR 111 Fundamentals of Nutrition Science*

or NUTR 112 Introduction to Nutrition Science

NUTR 150 International Nutrition Issues

or NUTR 110 Sociocultural Implications of Nutrition

NUTR 248 Food Production and Service Systems

One additional NUTR course at the 200-level or above.

*with Laboratory

GUIDELINES FOR INDEPENDENT STUDY AND FIELDWORK COURSES:

Independent Study: NUTR 350-01, 02; NUTR 450-01, 02:

This course requires the consent of the instructor as a prerequisite. Students enrolled in this course receive four (4) semester hours of credit upon completion of NUTR 350 and 3 semester hours for the completion of NUTR 450. The independent study option is designed to enable the student to participate in a sustained and substantial investigative experience on a specific topic. This topic may be selected from the variety that have been discussed or suggested in previous nutrition courses. The student choosing this option will be expected to:

1. Perform independently by selecting a topic of interest in the nutritional sciences.
2. Formulate a specific and provocative question bearing on the topic so that the topic chosen may be focused and the question answered in a definitive manner.
3. Perform independently in the library by seeking out appropriate reference material, i.e., experimental and review articles in the scientific literature.
4. Selectively choose the articles of relevance to answer the question rather than merely summarize the literature.
5. Evaluate and interpret information found in scientific literature.
6. Organize the information in a coherent, cohesive, concise and clear paper of 20-30 pages that is grammatically correct and devoid of spelling errors.
7. Cite references throughout the paper using The Journal of The Academy of Nutrition and Dietetics (JAND) as a model for correct reference citation. All statements that are not the student's own thought must be cited.
8. Accomplish these objectives within a realistic time frame.
9. Students must enroll in this course for a letter grade; students are not eligible for the Pass/Fail option for this course.

The student's responsibility starts prior to pre-registration at the end of the semester before the semester of independent study. At that time she is advised to choose a topic of interest and select a preceptor from the nutrition faculty whose interests and expertise coincide with the topic chosen.

If the faculty preceptor accepts the student's proposal, the student may pre-register for NUTR 350. Within the first week of the term the student must meet with the faculty preceptor to focus the topic of investigation, and to have the question approved. During the semester, the student must continue to meet periodically with the faculty preceptor in order to:

1. Discuss the progress of the topic under investigation.
2. Ensure clarity of thought and purpose.
3. Limit the breadth and depth of the topic appropriate for the length of the paper and capabilities of the student.
4. Stimulate questions and answers for deeper investigation.
5. Ensure completion of work within one semester.

Fieldwork: NUTR 380-01, 02; NUTR 480-01, 02:

The prerequisite is consent of the instructor. Students enrolled in NUTR 350 receive four (4) semester hours of credit upon completion of the course 350 and 3 semester hours for the completion of NUTR 480 and are expected to spend a minimum of **8 hours per week** at the field site itself in addition to library research, documentation of her learning experiences and consultation with her faculty adviser. The student should outline her objectives, methods of implementation and evaluation, and identify her resources in advance of the experience. These will, of course, be consonant with the needs and objectives of the field site so that the student can have a positive effect on the institution with which she is affiliated.

The student's responsibility starts prior to pre-registration at the end of the semester before the semester of fieldwork. At that time she is advised to choose a topic of interest and select a preceptor from the nutrition faculty whose interests and expertise coincide with the topic chosen.

Steps to Follow for Fieldwork:

1. Identify goals and objectives before pre-registrations. After identifying goals, objectives and interests, students should consult with their faculty adviser for suggestions of possible sites and areas of investigation.
2. Arrange fieldwork placement before pre-registration.
3. Request a faculty member to act as your mentor. Provide your goals and objectives to this faculty member for approval.
4. Student must enroll in NUTR 380/480 for a letter grade; students are not eligible for the Pass/Fail option in this course.
5. All written assignments are due on the last day of classes.
 - A. The general objective of the fieldwork placement is to enable the student to gain an understanding of an agency as it relates to the nutrition component. Therefore, the student will:
 1. Explore the nutrition component of an agency.
 2. Gain experience working with a variety of professionals.
 3. Be provided with opportunities to develop, plan and execute learning activities with and for professional and non-professional groups and individuals.
 - B. The responsibilities of the fieldwork supervisor will include:
 1. Aiding the student in the development and refinement of her personal objectives.
 2. Introducing the student to the setting and individuals within that setting.
 3. Being available for guidance and evaluation of the student's work and experience, preferably a fixed time each week.
 4. Alerting Simmons College faculty to any problems regarding the student's performance.

5. Providing formal evaluation of a student's performance to be given to the student on her last day of fieldwork and forwarded to Simmons College faculty.
- C. The responsibilities of the faculty member include:
 1. Being available to the student for appointments and to the fieldwork supervisor for conferences and evaluation.
 2. Working with the student to rectify any problems with performance while at the agency.
 3. Evaluating the student's progress and work.
- D. The responsibilities of the student include:
 1. Accepting guidance on performance from fieldwork supervisor and faculty.
 2. Discussing any problems related to fieldwork participation with the fieldwork supervisor and faculty.
 3. Planning for scheduled meetings with fieldwork supervisor and faculty member on a regular basis.
 4. Discussing with fieldwork supervisor accuracy of observation for term paper.
 5. Planning project and learning activities approved by fieldwork supervisor.
 6. Preparing a self-evaluation to be given to fieldwork supervisor on last day of fieldwork (forwarded by Simmons College).
 7. Completing all assignments in a thorough manner and on time.
 8. Professional conduct.

**This section adapted from Guidelines of Field Courses in Public Health Nutrition, compiled by the joint Field Education Committee of the Association of State and Territorial Public Health Nutrition Directors and the Course Directors of Graduate Programs in Public Health.*

Suggestions and Guidelines for Fieldwork Write-Up:

1. It may be helpful to keep a diary of activities and information learned to draw upon later in the semester when preparing for the final paper.
2. Agency goals, objectives, services rendered and population served should be defined. Also demographic data (age, sex, income, etc.) should be included. Define nutritionist's (if there is one) role in the agency. If there is not a nutritionist, how do you see her role if there were one?
3. The student should analyze her observations and activities. One activity in particular should be selected for an in-depth analysis.
4. The student should submit class outlines, educational booklets, etc. to the faculty.
5. Conclusions and discussions of fieldwork and suggestions for improvement should be submitted to faculty.
6. **Note: Make sure all information cited is referenced.** Style should follow that used by The Journal of the Academy of Nutrition and Dietetics.

Term Paper:

1. A topic should be selected and researched that will be useful in your fieldwork
For example:
 - “Behavior modification in weight control program if you are working with a weight group of overweight individuals.”
 - “Adolescent nutrition and pregnancy if you are involved with a WIC program.”
2. The paper should have an approximate length of 10 double-spaced typed pages on a computer.
3. References – see above; use only research from the previous ten years.

ACCELERATED BS-MS DEGREE PROGRAMS:

There are four accelerated degree options that allow a student to pursue a graduate degree in Nutrition and Health Promotion after completing their BS in Nutrition, Exercise Science, Public Health, or Biology. Please visit <http://www.simmons.edu/shs/academics/catalog/nutrition/> and view the Nutrition Catalog 2014–2015 for graduate requirements. Students may apply to the joint programs during their second semester of their junior year. Formal application should be made to the Admissions Office, School of Nursing and Health Sciences. The application requirements for all three programs are as follows:

- The student must be earning a BS degree, have completed the prerequisites for the MS degree, and be in their junior year of their BS.
- The student must have maintained satisfactory academic progress in their coursework and attained a final minimum GPA of 3.3 at the time of their application (GPA usually through their fall semester of their junior year).
- The student must show strong evidence of communication skills and motivation.
- The student must present two favorable letters of recommendation from Simmons College faculty members; at least one must be from a full time faculty member in the department of their major.

In order for an accepted student to continue with the program after her senior year (UG), she must meet the following academic standards her senior year:

Have maintained satisfactory academic progress in coursework through the Spring semester of her senior year and attained a final undergraduate minimum GPA of 3.0 upon graduation (including spring semester grades).

Have met the MS in Nutrition and Health Promotion requirement of attaining a minimum of a B in each of the graduate courses taken as part of the program during her senior year.

Specific criteria for each program are listed next.

BS in Nutrition/MS in Nutrition & Health Promotion:

This program allows students interested in nutrition to obtain a BS in nutrition and a MS in nutrition and health promotion in an accelerated five-year program. Working with her adviser, a student will take two SNHS courses, usually SNHS 410 Research Methods and SNHS 450 The Health Care System: Interdisciplinary Perspectives during the fall and spring of her senior year.

BS in Exercise Science/MS in Nutrition & Health Promotion:

This program allows students interested in exercise science and nutrition to obtain a BS in exercise science and a MS in nutrition and health promotion. Working with her adviser, a student will take two SNHS courses, usually SNHS 410 Research Methods and SNHS 450 The Health Care System: Interdisciplinary Perspectives during the fall and spring semester of her senior year. Please see the Department of Biology for the required courses to enter this program.

BS in Public Health/MS in Nutrition & Health Promotion:

The Public Health major is an interdisciplinary major in Biology and Sociology and offers two tracks (Biology and Sociology). An accelerated five-year BS Public Health (Biology track)/MS Nutrition program is jointly offered by the Biology Department, College of Arts and Sciences and the Nutrition Department, School of Nursing and Health Sciences.

Students complete this accelerated BS/MS program in five years and receive a Bachelor of Science degree with a major in Public Health and a Master of Science degree in Nutrition and Health Promotion. Graduates of this program will find opportunities and careers in a variety of fields promoting health, which include research, government programs, weight loss centers, and exercise facilities. Working with her adviser, a student will take two SNHS courses, usually SNHS 410 Research Methods and SNHS 450 The Health Care System: Interdisciplinary Perspectives during the fall and spring semester of her senior year.

BS in Biology/MS in Nutrition & Health Promotion:

Students complete this accelerated BS/MS program in five years and receive a Bachelor of Science degree with a major in Biology, a minor in Chemistry, and a Master of Science degree in Nutrition and Health Promotion. Working with her adviser, a student will take two SNHS courses, usually SNHS 410 Research Methods and SNHS 450 The Health Care System: Interdisciplinary Perspectives during the fall and spring semester of her senior year.

GRADUATE PROGRAMS IN NUTRITION:

MS in Nutrition and Health Promotion:

The Master of Science in Nutrition and Health Promotion is designed for those who wish to be leaders in nutrition and wellness. The program attracts students with backgrounds in

such disciplines as nutrition, biology, health sciences, health education, athletic training, exercise physiology, and physical education, as well as those with bachelor's degrees in other fields wishing to enter the nutrition field. This program builds upon the decades-long expertise of the Simmons undergraduate program in nutrition and the interdisciplinary resources available in the School of Nursing and Health Sciences. Students are also able to take relevant elective courses in the Simmons graduate programs in Communications Management, Education and Health Care Administration.

The suggested course sequence for both full-time and part-time tracks is shown below in tables 4 and 5. For further information, please go to

Fall	<input type="checkbox"/> NUTR 452 – Nutrition Practice: Program Planning, Implementation, & Evaluation <input type="checkbox"/> NUTR 455 – Nutrition, Fitness, & Wellness <input type="checkbox"/> NUTR 461 – Exercise Assessment & Prescription <input type="checkbox"/> NUTR 489 – Nutrition Proposal Development <input type="checkbox"/> SNHS 410 – Research Methods <input type="checkbox"/> SNHS 570 – Health Promotions: A Global Perspective
Spring	<input type="checkbox"/> SNHS 450 – The Health Care System: Interdisciplinary Perspectives <input type="checkbox"/> NUTR 460 – Nutritional Epidemiology <input type="checkbox"/> NUTR 490 – Nutrition Research Project <input type="checkbox"/> Elective
Summer	<input type="checkbox"/> NUTR 453 – Advanced Topics in Preventive Nutrition

<http://www.simmons.edu/snhs/programs/nutrition/ms/> .

Table 4. Suggested Sequence of Courses for MS Nutrition & Health Promotion Program – Full-time

	Fall Semester	Spring Semester	Summer Semester
First Year	<input type="checkbox"/> SNHS 570 – Health Promotion: A Global Perspective <input type="checkbox"/> NUTR 455 – Nutrition, Fitness, & Wellness	<input type="checkbox"/> SNHS 450 – The Health Care System: Interdisciplinary Perspectives <input type="checkbox"/> Elective	
Second Year	<input type="checkbox"/> NUTR 452 – Nutrition Practice: Program Planning, Implementation & Evaluation <input type="checkbox"/> SNHS 410 – Research Methods	<input type="checkbox"/> NUTR 460 – Nutritional Epidemiology	<input type="checkbox"/> NUTR 453 – Advanced Topics in Preventive Nutrition
Third Year	<input type="checkbox"/> NUTR 461 – Exercise Assessment & Prescription <input type="checkbox"/> NUTR 489 – Nutrition Proposal Development	<input type="checkbox"/> NUTR 490 – Nutrition Research Project	

Table 5. Suggested Sequence of Courses for MS Nutrition & Health Promotion Program—Part-time

Certificate in Sports Nutrition:

Combines nutrition and exercise knowledge to build competence in the area of fitness.

For further details, please go to

<http://www.simmons.edu/snhs/programs/nutrition/sports/index.php>

SUPERVISED PRACTICE COMPONENT OF BECOMING A REGISTERED DIETITIAN:

Being Matched to a Dietetic Internship Program:

Being matched to and successfully completing a Dietetic Internship Program (DIP) is one of the requirements for becoming a Registered Dietitian. In the past several years obtaining a DIP match has become more competitive. We, in the Department of Nutrition, are committed to supporting students through this process; however, we would like students to be aware of their responsibility in their success. One very important component of a student's qualifications to which internship selection committees pay particular attention is the applicant's GPA. Although there are other factors such as letters of recommendations, work experience and graduate degrees with which selection committees use to rank their applicants, the GPA is central because it is predictive of registration examination passage.

Between 2009 and 2013, only about 50% of those applying to a DIP *nationally* were matched to a dietetic internship. Among Simmons College DPD students who applied to DIPs in February of, 2010 and 2011, this percentage was considerably higher at about 81% and 82% respectively. That still left about 20% of applicants who were not matched. In 2009, we did a further assessment of our students who applied to DIPs and found the following evidence indicating that, indeed, a student's GPA is strongly predictive of matching to a Dietetic Internship Program:

- Among those with a GPA less than 3.0, none (0%) of our students matched to a DIP.
- Among those with a GPA 3.0 or greater, about 77% of our students matched to a DIP.
- Among those with a GPA of 3.5 or higher, about 90% of our students matched to a DIP.

In 2012, the Simmons College DPD student match rate was an impressive 97%, well above the national average, while in 2013 it was 93%, still substantially higher than the national average.

Preparing to Succeed in Matching to a Dietetic Internship Program:

In light of the competitive nature of being matched to a Dietetic Internship Program, the Nutrition Department has developed several resources to both inform and support students through the process. First, a module which introduces students to the dietetics profession and provides materials to assist students in applying to Dietetic Internship Programs has been developed. This module is introduced for the first time in Nutrition 237 (The Practice of Community Nutrition course). Second, students who are planning on applying to Dietetic Internships receive the “Dietetic Internship Application Guide”, which is updated every year. In addition, in late September/early October every year Dr. Metallinos-Katsaras holds a DIP Application Orientation session *which is mandatory for all those planning to apply to supervised practice programs in the Spring of that academic year*. The aforementioned guide and other support materials are distributed at this meeting. This is followed by another meeting in Dec/Jan to answer questions students may have throughout the process. Those who should plan on attending both of these meetings are students who are completing their BS in Nutrition and Dietetics or the DPD Certificate in the Spring of that academic year.

Simmons College Dietetic Internship Program:

The Department of Nutrition offers an accredited dietetic internship program to prepare baccalaureate nutrition graduates for entry-level dietetic practice and eligibility for the registration examination. The emphasis of the eight-month program is on community dietetics practice, health promotion, and wellness. Admission to the nutrition and dietetics program/certificate does not guarantee admission to a dietetic internship. Please go to <http://www.simmons.edu/snhs/programs/nutrition/dietetic/index.php> for further details.

SIMMONS COLLEGE POLICIES, PROCEDURES AND GUIDELINES:

Simmons Tuition & Fees:

Information about Simmons College undergraduate and graduate tuition, fees, and other costs can be found at <http://www.simmons.edu/financialaid/tuition/index.php>.

Additional Student Expenses (APPROXIMATE):

- Laboratory coat, for clinical practice and food science laboratories (\$35).
- Name pin, for clinical practice (\$5).
- CORI check-(\$15-45) for certain courses with a clinical placement or a fieldwork placement.
- Individual course materials (i.e. presentation posters, copying costs, computer discs, etc.) should be expected.
- Membership fees recommended for the program may include the Academy of Nutrition and Dietetics (\$50, OPTIONAL but strongly recommended).
- Transportation to clinical and fieldwork sites (\$30/semester).
- Transportation, meal costs, and registration fees should be expected to attend professional meetings and practical experiences.

- Most internships charge an application fee between \$50 and \$100. Additionally, it will cost to register with the Dietetic Internship Centralized Application System (DICAS - \$40 for the first application and \$20 for each application after) and \$50 to apply to the computer matching process used to determine intern placement (through D & D Digital). Note that these fees are subject to change.
- OPTIONAL: Student subscriptions to professional journals (e.g., Nutrition Reviews).

Insurance:

- Compulsory Professional Liability – Professional liability insurance for all students in the Nutrition department is required. Without insurance, students cannot participate in clinical courses or courses with a fieldwork placement. The cost of the policy is a set fee and is paid by the College.
- Health Insurance – State law in Massachusetts requires all undergraduate and graduate students to have health insurance. More information about health insurance can be found in the All-College Student Handbook (<http://www.simmons.edu/handbook/services/health-services.php>), on the Simmons College Health Center website (<http://www.simmons.edu/offices/health-center/>), or on the Student Financial Services website (<http://www.simmons.edu/financialaid/accounts/insurance.php>).
- Travel Liability – Travel either as part of the DPD program or commuting time to field experiences is not covered by Simmons College. Each student is responsible for his/her own travel liability when traveling between the College and an assignment off campus.

Financial Aid:

To apply for financial aid, please visit the Financial Aid Office in the Simmons Main College Building, Room W-207 or the Financial Aid Office website <http://www.simmons.edu/financialaid/>.

Academic Exclusion, Suspension & Dismissal:

- Simmons College policies pertaining to student academic progress, standing, termination, and re-admittance can be found in the Simmons College student handbook (<http://www.simmons.edu/handbook/>) and in the School of Nursing and Health Sciences Student Handbook (<http://www.simmons.edu/handbook/schools/snhs/policies-regulations.php>).

Transfer Credits:

- Simmons College policies pertaining to transfer credits for undergraduate students can be found in the CAS Undergraduate Programs section of the Simmons

College student handbook (<http://www.simmons.edu/handbook/>) and for graduate students in the School of Nursing and Health Sciences Student Handbook (<http://www.simmons.edu/handbook/schools/snhs/policies-regulations.php>) as well as the Simmons Course Catalog (<http://www.simmons.edu/overview/academics/catalogs/>).

DEPARTMENT OF NUTRITION POLICIES:

Academic Policies: Assessment of Prior Learning and Credit toward Program Requirements:

Prior to registering for courses, a student's transcripts are evaluated for possible course transfer and equivalency. For science and nutrition requirements for either the BS or the DPD Certificate Program, students must provide course descriptions and if needed syllabi for review. For the DPD program, there is a 10 year recency requirement for courses. If the student has been working in a field that uses the skills and knowledge taught in a specific course that was taken more than 10 years prior to beginning the program, the DPD director may waive this recency requirement for that specific course.

In the event that a current student requests to substitute a required (DPD or other program requirement) course from another college or university, the student must submit a course description to their adviser and then if needed a syllabus **prior to taking the course**. If it is not clear from the course description that the course is equivalent to the Simmons College course, the student must submit a syllabus. If this is a science pre-requisite and there continues to be questions of equivalency then the faculty in the biology, chemistry or math departments who teach these courses are asked to review the syllabus and will provide the nutrition department with a determination. If it is a nutrition course, the adviser must have the faculty who teaches that specific course at Simmons review the course for equivalency and the student must provide a strong justification for not taking the course at Simmons.

In addition, if the student is seeking credit hours to be transferred toward their degree, the student must also complete the credit transfer form and submit this to the registrar's office for approval. **This also must be completed prior to taking the course** (even if the course content has been deemed equivalent by the nutrition department faculty).

Academic Policies: Didactic Program in Dietetics (DPD):

All DPD students must complete all nutrition courses (unless approval has been given otherwise) at Simmons College and **must take NUTR 334 Medical Nutrition Therapy** at Simmons even if they have had a similar course at another academic institution. Courses taken at other institutions must be approved by the student's faculty adviser prior to taking those courses. If the student does not meet these academic requirements, no verification statement will be issued.

The following are general policies related to taking DPD courses elsewhere under specific circumstances, however, if a student is receiving or has applied for financial aid she/he must consult with their financial aid adviser regarding any implications of these special circumstances on their financial aid.

- If a student goes on a Leave of Absence (LOA), the student can take courses elsewhere if the Nutrition Department chair or DPD director approves this in advance. Please see details regarding application process for LOA, requirements and restrictions for a Leave of Absence in the SNHS Student Handbook <http://www.simmons.edu/handbook/academics/snhs/index.php>.
- With respect to withdrawal from the College please see policies in the Student Handbook, SNHS section, regarding process for withdrawal and readmission. If a student takes courses elsewhere during the period for which she/he has withdrawn from the college, content area for a specific DPD course will not be applied unless students obtain prior approval from either the Nutrition Department Chair or DPD director.
- If a DPD Certificate student has special circumstances which make it necessary for them to take a pre-requisite DPD course elsewhere, **she/he needs to obtain prior approval from the Chair of the Department or DPD director**. Students may be able to take pre-requisite DPD courses for the content area of a specific course elsewhere as long as they obtain this approval *in advance* and are not transferring in the credits. If credit transfer is needed, please see the policy for this in the SNHS Student Handbook (<http://www.simmons.edu/handbook/schools/snhs/policies-regulations.php>)

Academic Policies: Certificate in Sports Nutrition (CSN):

Non-matriculated students who have the prerequisite requirements may take 1 required course from the 4 required CSN courses (NUTR 455, 460, 461 and SNHS 415). This course is acceptable for transfer into the CSN once students are accepted into the CSN program. It is the responsibility of the student to complete a petition for transfer credit. No courses from another institution will be accepted for transfer into the CSN program.

Matriculated students in the Simmons MS program who apply to the CSN and are accepted can transfer credits from NUTR 455 and 461 completed while an MS student into the CSN program. It is the student's responsibility to complete a petition for transfer credit. No courses from another institution will be accepted for transfer into the CSN program.

Academic Policies: Master of Science in Nutrition and Health Promotion:

Non-matriculated students who have met the prerequisite requirements may take a total of two courses from either the nutrition department offerings or SNHS 410 Research Methods, SNHS 450. Once accepted in the MS program these two courses are acceptable for transfer into the MS program. It is the student's responsibility to complete a petition for transfer credit.

Matriculated students under special circumstances may transfer in 2 courses from another institution to the MS program if approved by their faculty adviser and/or department chair. It is the student's responsibility to complete the petition to transfer credit.

Academic Policies: Prerequisites for the MS in Nutrition and Health Promotion

Applicants who have a BS degree in nutrition and completed the prerequisites courses more than 10 years ago but are working in a field of nutrition and dietetics that pertain to those courses, will not need to repeat prerequisite courses with the exception of statistics. Webstat or an equivalent will be suggested or required as determined by the Department Chair.

Applicants who earned a BS degree in nutrition and completed a Didactic Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) are considered to have all the necessary prerequisite courses for the MS degree program. (Note: some schools may not require courses with the same titles as those at Simmons College but the same academic competencies must be included in their program as required by ACEND.)

Academic Policies: Master of Science in Nutrition and Health Promotion and DPD Certificate:

Students may work on the MS degree and DPD Certificate simultaneously. Students will not be enrolled in any nutrition graduate courses without the necessary science and nutrition prerequisites required for the MS degree program.

Those who are admitted into both the MS and the DPD Certificate Program may use graduate courses in their MS program to fulfill the requirements of two of the aforementioned DPD courses, Advanced Practice in Community Nutrition, and Seminar: Selected Topics in Nutrition. However, to obtain the exemption from these courses the following graduate courses must be completed prior to completion of the DPD Certificate.

- Advanced Practice in Community Nutrition (NUTR 381) is covered by the following graduate courses:
 - NUTR 452 Program Planning, Implementation and Evaluation
 - NUTR 455 Nutrition Fitness and Wellness
 - NUTR 460 Nutritional Epidemiology
 - SNHS 450 Introduction to Health Care Systems
 - SNHS 570, Health Promotion: Global Perspective
- Seminar: Selected Topics in Nutrition (NUTR 390) is covered by the following graduate courses.
 - SNHS 410 Research Methods
 - NUTR 489 Proposal Development

Academic Policies: Academic Performance:

Student Learning Outcomes Assessment:

Student learning is assessed in a variety of ways in the courses that students take at Simmons College. Most of our undergraduate courses must meet the competencies required by the Accreditation Council for Education in Nutrition and Dietetics because they are courses that are part of the Didactic Program in Dietetics. In addition to the course grades students are asked to complete a variety of learning activities (i.e. assignments, case studies and projects) and their performance on these are evaluated by the faculty and represent in part, the degree to which students are learning the material; exam performance is another way faculty assess student learning. Feedback on student performance is given throughout the course so there are opportunities for improvement. Below are two examples of the Knowledge Requirements (KRD) for the DPD and the learning outcomes used to assess student learning (in italics); these are based on the 2012 ACEND Standards.

Nutrition 237

- KRD 3.3: The curriculum must include education and behavior change theories and techniques.

Learning outcome: 90% of students will develop 2 educational sessions for which they earn a minimum of 80%, and document these in the form of lesson plans for young children from diverse communities.

KRD 4.2: Nutrition 248

- The curriculum must include content relate to quality management of food and nutrition services.

Learning outcome: 80% of students will attain HACCP and ServSafe certification.

Grades:

Do you ever wonder why you got the mark you did? Or what things a professor considers in writing you a reference for a job or postgraduate studies? Appendix 1 gives you an idea of what goes into such an evaluation.

All courses offered by the Nutrition Department follow a standard grading policy with respect to assignment of letter grades. The following are the cut-offs for each letter grade.

Final Course Grades are based on the following scale:

A \geq 94	B 84-86	C 74-76	D 64-66
A- 90-93	B- 80-83	C- 70-73	D- 60-63
B+ 87-89	C+ 77-79	D+ 67-69	F \leq 59

Undergraduate Grade Requirements

The Simmons College undergraduate requirement for graduation is a minimum grade point average (GPA) of 2.00, to be calculated from all courses taken at Simmons using the letter grade system. See the 2014-2015 undergraduate course catalog for further details on this (<http://www.simmons.edu/shs/academics/catalog/nutrition/>). Specific academic requirements of each nutrition major/track vary; some are higher than the all college requirement. Thus, each major/track's grade requirements are discussed separately below.

BS Nutrition and Dietetics For those students declaring their Nutrition and Dietetics major starting in the 2014-15 academic year, all students in this program must earn a C or better in all the science/statistics courses and a B- or better in all the required DPD nutrition courses. If a student does not meet these grade requirements they will either not be admitted to this major, or if they are already in the major, they will have to repeat the course. **It is not** necessary to repeat the course in any particular sequence although it is suggested that the student repeat the course prior to taking the next course in the series which requires it as a prerequisite. The all College policy requires a student to repeat a course if a grade of F is earned since no credit is received for a failed course. If the student gets lower than a C in the last semester, no verification statement will be given.

BS in Nutrition and Food Service Emphasis. The all College policy requires a student to repeat a course if a grade of F is earned since no credit is received for a failed course. The Simmons College GPA requirements of 2.0 for graduation will still apply.

BS in Nutrition, Wellness and Health Promotion. The all College policy requires a student to repeat a course if a grade of F is earned since no credit is received for a failed course. The Simmons College GPA requirements of 2.0 for graduation will still apply.

Graduate Grade Requirements

Graduate nutrition students (including MS, CSN and DPD Certificate students) must earn a grade of B- or better in all required DPD nutrition courses (listed previously) and a B or better in all master's level courses (400 and above). The Simmons College graduate requirement for graduation is a minimum grade point average (GPA) of 3.00, to be calculated using the letter grade system.

Dietetic Internship Program (DIP) Students should consult the DIP specific handbook for academic performance guidelines and other internship specific policies.

Didactic Program in Dietetics Certificate (DPD) All students are required to complete a DPD audit of their progress in the DPD and meet with their adviser prior to Feb. 1st of their second semester in the DPD Certificate program; see a copy of the DPD audit form in Appendix 3 of this guide. **All students in this program must earn a C or better in all the science prerequisites and a minimum of a B- in the required DPD Nutrition courses;** if these grade requirements are not met the course(s) must be repeated. **It is not** necessary to repeat the course in any particular sequence although it is suggested that the student repeat the course prior to taking the next course in the series which requires it as a prerequisite.

Academic Policies: Leave of Absence (LOA):

Undergraduate Programs - If a student goes on leave of absence (LOA), the student may take courses elsewhere if the Nutrition Department Chair or DPD Director approves this in advance. A leave of absence is generally granted for no longer than one year. However, a student may petition for an extension with good cause. With respect to withdrawal from the college, please see policies in the all-College Student Handbook regarding the process for withdrawal and readmission. If the student takes courses elsewhere during the period for which she/he has withdrawn from the college, content area for a specific DPD course will not be applied unless the student gets prior approval from either the Nutrition Department Chair or DPD Director. Students in any of the undergraduate programs should refer to the all College undergraduate student handbook for the leave of absence policy.

<http://www.simmons.edu/handbook/academics/undergraduate/registration.php>.

Graduate Programs - Students in any of the graduate nutrition programs (MS, CSN, DIP, and DPD) may petition for a leave of absence. If a student goes on leave of absence (LOA), the student may take courses elsewhere if the Nutrition Department Chair or DPD Director approves this in advance. A leave of absence is generally granted for no longer than one year. However, a student may petition for an extension with good cause. With respect to withdrawal from the college, please see policies in the SNHS Student Handbook regarding the process for withdrawal and readmission. If the student takes courses elsewhere during the period for which she/he has withdrawn from the college, content area for a specific DPD course will not be applied *unless students get prior approval from either the Nutrition Department Chair or DPD Director*. See the SNHS Student handbook for additional information at:

<http://www.simmons.edu/handbook/academics/snhs/policies-regulations.php> .

Academic Policies: Completion of a Program:

Graduate Programs

Students must complete the CSN in 3 years unless a LOA is granted. Students in the MS program must complete the program in 5 years unless a LOA is granted. DIP students must complete the program in 1 year unless a LOA is granted.

Academic Policies: Repeating courses

Students who do not meet the grade requirements for their major/program in a course, can only repeat the course once.

Academic Policies: Exclusion

1. A Nutrition student who has failing grades (i.e. not meeting the grade requirements of the major or program-see Table 7 for a summary of the minimum grade requirements by program) in any two science or Nutrition courses shall be dismissed from the Nutrition Programs. This includes if a student withdrew after the eighth week of the term and had a failing grade at the time he/she begins his/her leave of absence.

2. A student may be excluded from the program if s/he is on probation during more than two semesters over the course of obtaining the degree.

3. A graduate student will be excluded from the program if she fails to obtain a grade of B (84) or better in a repeated course.
4. A student may be excluded from the program for demonstrating behavior that is illegal, unethical, or unprofessional as determined by the Nutrition Department faculty.
5. A student will be excluded from the program if s/he verbally or physically threatens members of the College administration, faculty, staff, students, or clients in the practice setting.

Table 7- Summary of Grade requirements by Program

BS Nutrition and Dietetics				
<i>Student Guide Years</i>	2011-2012	2012-2013	2013-2014	<i>Starting Fall, 2014 for those wanting to major in Nutrition and Dietetics.</i>
<i>Science Prerequisites</i>	C-	C-	C-	C
<i>Required DPD Nutrition Courses</i>	C-	C-	C+ For Students beginning in Fall 2013	B-
<i>Overall GPA</i>	College req	College requirement	College requirement	At least a 3.0 overall GPA by the end of the first semester, Sophomore year.

BS Nutrition and Food Service Emphasis			
	2011-2012	2012-2013	2013-2014
Overall GPA	2.0	2.0	2.0

All Graduate Nutrition Students (MS,CSN,DPD)				
	2011-2012	2012-2013	2013-2014	2014-15 onward
DPD students: Science Prerequisites (DPD Only)	C-	C-	C-	C
DPD students-Required DPD Nutrition Courses	B-	B-	B-	B-
Master's Level Courses (400 and above)	B	B	B	B
Overall GPA	3.0	3.0	3.0	3.0

Academic Policies: Student Evaluation of Courses:

The faculty and administration is eager to receive *constructive* feedback regarding courses. This feedback is used to improve course content, teaching, and even required readings. The course evaluation form is to be completed by students enrolled in each nutrition course (see Appendix 4); with few exceptions this is now administered on-line. The faculty does not review the course evaluation until AFTER the students' final grades are submitted to the Registrar.

Academic Policies: Grade appeals

The Department of Nutrition follows the grade appeals process outlined in the Simmons College student Handbook (see Grade Grievance Policy section); please see the handbook for a detailed description of the process. A brief summary is given below. A student with a complaint regarding a grade and wishing to appeal the grade given for a nutrition course, should first discuss the issue with the course instructor. After this discussion if it is not resolved the student should discuss the grade appeal with the instructor's department chair or program director. The department chair/program director may consult with the instructor, but the final decision regarding a grade rests with the instructor. If the instructor is the department chair/program director, the student may discuss this complaint with the Dean. Grade changes are most commonly given if a clerical error was made in the calculation of the grade. See the Simmons College Student Handbook for other possible reasons for a grade change.

Academic Policies: Academic Standing Appeals

The faculty of the department/program in which the student is enrolled monitors each student's academic progress. A student has the right to appeal the faculty's decision regarding academic standing by petitioning the Nutrition Academic Review Board (ARB). The Chair of the ARB (who is the chair of the department) should be consulted concerning the appropriate procedures for appeal. Please refer to the policy and procedures for grievance in the College Student Handbook. A student may appeal the ARB decision if there was a procedural error that if not corrected would significantly impact the outcome; if new information not available during the time of the hearing may affect the outcome, is not introduced; or if the sanctions determined were outside of established parameters. The appeal must be in writing and submitted to the Chair of the Nutrition Department (Herbold@simmons.edu) within 5 business days, who will determine whether the appeal will be considered.

Academic Policies: Accreditation Standards' Complaints

If a student has a complaint related to the institution's adherence to the accreditation standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students should know that ACEND has established a process for reviewing complaints against accredited programs. According to ACEND "Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant." Detailed steps as to how a complaint is handled can be found at the following ACEND site: <http://www.eatright.org/ACEND/content.aspx?id=7975>

Academic Policies: Professional Behavior:

The classroom is similar to any and all professional settings. As in all professional environments, the following behaviors demonstrate commitment to professional standards of conduct:

- Attending each class and lab
- Arriving on time and being well-prepared for class and lab
- Staying in the classroom for the entire class period
- Turning off all pagers and cell phones
- For those with a computer in class, refraining from non-class related computer activity.
- Refraining from side conversations with classmates
- Being attentive to and respectful of the faculty presenting the class
- Being attentive to and respectful of classmates discussing questions, cases or issues raised during class
- Notifying the professor well in advance in the unusual circumstance that you will be late, unable to attend class, or unable to meet class requirements
- Adhering to the Simmons College Honor code at all times in clinical and classroom situations
- Being respectful of all department staff
- Faculty has the right to ask a student to withdraw from a course if the student's behavior is inconsistent with to any of the guidelines stated in the Student Guide.
- Students are also expected to arrive on time at clinical placements and fieldwork sites. If a student is not behaving in what the faculty or preceptor considers to be a professional manner, she/he may be asked to withdraw from the course and/or be referred to the Counseling Center.

Academic Policies: Make-up Examinations:

Missed examinations will be rescheduled only upon receipt of a valid, acceptable excuse for something that was beyond the control of the individual (i.e. car accident, family illness/death). Illness must be accompanied with a MD/Health Service note. Jury duty will be excused with proper documentation. Valid and acceptable excuses should be submitted in writing ASAP and no later than within 48 hours of the scheduled exam. Advanced requests to take an examination at an alternate date/time should also be made ASAP and no later than 48 hours before the date of the scheduled exam, whichever is

earlier, and will be honored at the Instructor's discretion. Failure to comply with this policy will result in the assigned grade of F on this exam.

Academic Policies: CPR Certification:

Graduate nutrition students in the master's or CSN programs need to become CPR certified. For certification, the student will need to take an American Heart Association Heartsaver CPR course. To find one locally, please check <http://www.heart.org/HEARTORG/>. Select Heartsaver CPR as the course. To sort the list by mileage, click on "Mi". Course prices are set by the location, but should be between \$20-\$80 for the Adult, Child, and Infant CPR course. Certification is valid for two years.

For those wishing to practice their CPR skills, the American Heart Association has a Family & Friends CPR Anytime kit for less than \$30. However, this kit does not provide certification. The Nutrition department does have one kit which can be checked out. Leah Smith in the Nutrition Department will help you sign them out.

Before coming in to pick up a kit, please e-mail Leah Smith at Leah.Smith@simmons.edu and let her know when to expect you. She is available to help between 9am-1pm and 2pm-4pm Monday through Friday. Proof of CPR certification must be presented by the end of NUTR 461 Exercise Assessment and Prescription.

Academic Policies: Academic References:

No matter what career path you take after graduation, chances are that you will be asked to provide references. In many cases, at least one of these will be an academic reference. Who should you ask to write your academic reference? The best person to ask is a professor you feel knows you well. It is unlikely that a professor who has had you in only one class will be able to comment effectively on your overall abilities. You should also consider what information is being sought in the reference. Graduate schools, internships, and many others have a form that the person providing the reference is asked to fill out. They are usually asked to express their opinion on more than just the grades you earned in their class. Here are some items that are commonly included: (You will notice that a lot of the things noted here were also identified as factors affecting grades.)

Also note that it is essential that you ask the professor whether she would be willing to provide a reference *prior to* submitting her name to the DI, potential employer or grad school.

Trait	What the professor may use to develop an assessment:
Dependability	Was the student in class? On time? Did the student hand in assignments on time? Were the assignments of good quality (demonstrate adequate work)? Did she carry out tasks to completion rather than stopping in the middle?
Creativity/originality	Did the student ask questions which demonstrated prior thought? Was the student able to develop new approaches to old problems? (Anything from looking at an academic problem in a new way to designing an attractive menu or table setting might be considered)
Independence	Did the student require an unusual amount of assistance to complete assigned work? Did the student organize and carry out assigned tasks on her own or as part of a group? Was the student able to make decisions on her own?
Initiative	How willing was the student to take on tough tasks, investigate new areas, try something new, or organize a team effort? Did the student do “extra”?
Communication skills	Was it easy to understand what the student was saying in both spoken and written work? Many things affect understanding: logical organization, ability to clearly state the idea or question, proper grammar and spelling... Were oral presentations by the student of the same quality?
Organization	How well did the student organize time? Written work? Did the student demonstrate the ability to manage others when necessary (for example, in food lab or other working groups)?
Ability to work with others	Did the student do her share of group work? Did the work for the group meet group expectations? What roles did the student tend to assume in groups?
Response to criticism	Did the student react defensively to criticism or use it as an opportunity for improvement? Did the student develop effective plans to deal with problems and then act on them?

Again, remember that it is the pattern of behavior that is important. For example, handing something in late once when there is a good reason is not a problem, but if you do this all the time it will be noticed. Furthermore, the way you handle the problem may have an impact. Using the above example, if you see the professor beforehand, explain the problem and provide a revised timetable for completion of the assignment, they may

wind up admiring your ability to act effectively in a crisis rather than wondering if you are a procrastinator.

One final thought...

There is more to achieving success in college than making an “A” on a report or exam. While academic performance is important, you have to learn to balance academics with personal growth. To be successful in our program, you need to develop your organizational and interpersonal skills and learn to take setbacks in stride. If you encounter a problem, try first to find a solution on your own, but remember that the faculty and staff are here to help you learn.

Academic References reprinted with permission from The Nutrition and Food Science Student Handbook of the School of Nutrition and Food Science, Acadia University, Wolfville, N.S., Canada.

Academic Policies: Guidelines for Student Performance in Courses with a Clinical or Community Fieldwork Component:

Courses Include:

NUTR 231

NUTR 237

NUTR 381

NUTR 350 (dependent upon placement)

NUTR 380 (dependent upon placement)

Health Status Requirement for courses with a Clinical Fieldwork component:

A recent physical (within the past year) will be required of students before they are allowed in the clinical areas. Students with known health problems may be admitted to courses with prior approval of the faculty and health officials of the College.

For the fieldwork component of certain courses, (e.g. Community Nutrition), students must have written proof of a negative TB test taken within the past 6 months of the class start date and proof of vaccination for measles, mumps, rubella (MMR) or a safe titer level. The following can assist students in providing appropriate documentation of immunizations required for certain courses (e.g. Introduction to Clinical Dietetics) prior to hospital lab rotation (**these are subject to change**).

MMR (Measles, Mumps, Rubella) 2 doses required.

- ☐ Dose 1 (Immunized on or after first birthday)_____
- ☐ Dose 2 (Given at least 1 month after Dose 1)_____

OR

Measles (If given instead of MMR) 2 doses required

- ☐ Dose 1 (Immunized on or after first birthday)_____
- ☐ Dose 2 (At least one month after dose 1)_____

If unable to document 2 Measles Immunization dates, must provide:

- ☐ Measles Serology Results_____

Mumps (If given instead of MMR) 2 doses required

- ☐ Dose 1 (Immunized on or after first birthday)_____
- ☐ Dose 2 (At least one month after dose 1)_____

If unable to document Mumps Immunization dates, must provide

☐ Mumps Serology Results_____

Rubella (If given instead of MMR) **1 dose required**

☐ Dose 1 (Immunized on or after first birthday)_____

If unable to document Rubella Immunization date, must provide

☐ Rubella Serology* Results_____

Diphtheria/Tetanus

☐ Booster within last ten years_____

Hepatitis B

☐ Primary Series #1_____ #2_____ #3_____

**If unable to document dates, titer required
(COMPLETED)**

☐ Hepatitis B Serology*Results_____

Meningococcal Vaccine: Polysaccharide Vaccine within the last 5 years, Conjugate Vaccine anytime in the past or a signed waiver. ***(Required Only for Students Living On-Campus)***

☐ Vaccine _____

☐ ***Or Signed Waiver***

These immunizations are also required for Ntr 231

PPD: documentation of a PPD within one year of rotation

- ☐ PPD Results _____
- ☐ Chest X-ray (if positive PPD) Results_____
- ☐ **Completed course of INH** yes ___ no _____

Note: If you have not had a PPD in the past 2 years, you need a 2-step PPD

Varicella

- ☐ History of Disease _____
- ☐ Serology Results_____
- ☐ Vaccine, 1st dose_____
- ☐ Vaccine, 2nd dose_____

*All nursing, physical therapy and nutrition students are required to submit rubella serology and hepatitis B serology results in addition to the Hepatitis B and Rubella (MMR) immunizations

Signature of Health Care Provider
Number

Telephone

Students accepted into the course with known health problems, or students who develop health problems during the semester, will be advised that they may be requested to withdraw from the course when, in the opinion of the faculty:

1. The student has difficulty coping with the demands of the course.
2. The student's health problem has a detrimental effect on his or her peers and/or clients.

Dress Code:

In some clinical placements students are required to wear laboratory coats and name pins. Students are expected to purchase their own laboratory coats (\$25-30). Preceptors will define appropriate dress.

CORI (Criminal Offender Record Information) / DSS Check (Dept of Social Services):

Students in courses with a clinical fieldwork component are required to undergo a CORI or a DSS/CORI check (NUTR 237 and others).

Criminal Offender Record Inquiry (CORI) Policy:

Where Criminal Offender Record Information (CORI) checks are part of a general background check for placement in clinical rotations and for independent preceptorships by the Nutrition Programs of Simmons College the following practices and procedures will generally be followed.

I. CORI checks will only be conducted as authorized by as part of the Massachusetts Criminal History Systems Board (CHSB). All students will be notified that a CORI check will be conducted. All students will be provided with a copy of the Simmons College Nutrition Programs CORI Policy.

II. An informed review of a criminal record requires adequate training. Accordingly, all Simmons College Nutrition Programs faculty and staff authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.

III. Prior to the beginning of clinical Nutrition coursework, each student will be required to request a CORI check by the CHSB. For undergraduate students, the CORI is run prior to the beginning of the sophomore year and again before senior independent preceptorships. For graduate students CORI is run when needed.

IV. If a criminal record is received from CHSB, the authorized Nutrition Programs faculty or staff will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

V. Unless otherwise provided by law, a criminal record will not automatically disqualify a Nutrition student. Rather, determinations of suitability based on CORI checks will be made by the Chair of Nutrition. A student with any criminal convictions, or past court appearances for any reason, or pending criminal cases (including misdemeanors) or past or pending disciplinary action is advised that the Simmons College Nutrition Program may not be able to secure a placement. Students have an obligation to notify the Chair of Nutrition if any new complaints occur after the initial CORI is obtained or if there is an incidence which changes CORI status while a student.

a) Some clinical agencies will require the actual data obtained from a CORI. In this case, the agency will require a CORI performed by the CHSB of students placed in their agency. Students will be informed before the CORI is done and will be asked to sign a

CORI release form. All student placements are at the discretion of the agency; therefore, agencies do not have to accept students with CORI issues. The Nutrition Department at Simmons cannot be responsible for alternate placements for students who are withdrawn from a placement or who cannot be placed in an agency because of background checks.

VI. From: Criminal History Systems Board Policy for Administrator's conducting CORI checks of Agency Submitters:

Student Appeals Process:

Before making a finding of unsuitability to review CORI based on a student's criminal history, the Administrator shall provide the individual with the opportunity to dispute the accuracy and relevance of the CORI. The Administrator will notify said student of the potential adverse decision and provide the individual with the following:

- (a) A copy of the CORI;
- (b) A copy of this policy;
- (c) The CHSB's Information Concerning the Process for Correcting a Criminal Record and the CHSB's Information Concerning the Process on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes;
- (d) The Administrator will identify the parts of the criminal record that appear to make him/her ineligible; and
- (e) An opportunity to dispute the accuracy and relevance of the CORI.

A student seeking to exercise the opportunity to dispute the accuracy of the CORI may submit a statement to the Administrator specifying the information he or she believes is inaccurate. The statement must include any documentation the individual has to support the claim. The administrator may contact the CHSB for assistance with disputes as to accuracy.

A student seeking to exercise the opportunity to dispute the relevance of the CORI must submit a statement to the Administrator describing why he or she believes the CORI does not affect his or her ability to effectively administer the CORI process in compliance with all applicable laws and regulations.

The administrator may request additional information from the individual and/or assistance from the CHSB in this process. Upon receipt of all information, the administrator will review the request and inform the individual of the final decision in writing. The administrator shall document all steps taken to comply with this process and must be able to provide this information to the CHSB upon request. Documentation must be maintained for a period of two years.

VII. If Simmons College Nutrition Programs is inclined to make an adverse decision based on the results of the CORI check; the student will be notified immediately. The student shall be provided with a copy of the criminal record, a copy of the Simmons Nutrition Program's CORI policy, advised of the part(s) of the record that make the student unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.

VIII. If Simmons College Nutrition Programs reasonably believes the record belongs to the student and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the proposed clinical practicum;
- (b) Nature of the proposed clinical practicum;
- (c) Time since the conviction;
- (d) Age of the student at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the student has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the student or requested by Simmons College Nutrition Programs.

IX. Simmons College Nutrition Programs will notify the student of the decision and the basis of the decision in a timely manner.

Students are also expected to arrive on time at clinical placements and fieldwork sites. If a student is not behaving in what the faculty considers to be a professional manner, she may be asked to withdraw from the course and/or be referred to the Counseling Center.

Other Fieldwork Requirements:

-Some fieldwork placements may require a Credit check

COLLEGE LABORATORY SAFETY PROCEDURES:

Due to the storage of chemicals used for laboratory procedures, the nutrition lab will not be able to host non-academic functions. Young children will not be allowed in the lab area. By receiving this Student Guide, you signed a form agreeing to abide by the following safety policies while in the laboratory at Simmons College as outlined below.

Personal Safety:

Eye Protection- When chemicals are to be handled, chemical splash goggles meeting the OSHA approved, ANSI Z87.1 standard (imprinted on the goggle) for impact and splash protection must be worn over the eyes at all times. Contact lenses should not be worn in laboratories. When food is being cooked over the stove, goggles or eyeglasses may be worn to prevent liquid splashes to the eye area.

Clothing- Clothing must be worn which completely covers the entire leg from the waist to the ankle. Clothing must be worn which completely covers the torso from the waist to the neck. Shoulders must be completely covered and sleeves must be worn which cover the arm from the shoulder to at least halfway to the elbow. The wearing of lab coats and aprons is encouraged; however, the wearing of a lab coat or apron cannot be substituted for the wearing of proper clothing. Loose clothing that might come into contact with hot liquids or chemicals or get caught in apparatus or machinery must be avoided.

Footwear- Shoes must be worn at all times in the laboratory. The foot must be completely covered making open-toed or backless shoes and sandals unacceptable. Uppers made of woven material should not be worn.

Hair- Hair coverings must be worn at all times.

Gloves- Gloves should be worn for all food and chemical handling and discarded after use.

Fume Hoods- Whenever an experiment is likely to produce vapors that might exceed the permissible exposure limit for any chemical involved; the experiment must be confined to an operating fume hood.

Material Safety Data Sheets (MSDS) - Laboratories must have MSDS for all chemicals used in that laboratory available at all times. Laboratory personnel should read and understand the MSDS for any chemical before using it for the first time.

Training- All personnel working in laboratories are required to know laboratory safety principles. Students will be trained in class by the Instructor prior to entering the lab.

Accidents- All accidents, injuries and hazardous situations occurring in the laboratory must be reported to the Nutrition Department.

Chemical Safety: Storage

- a. All laboratories must have a complete, accurate and up-to-date inventory of all the chemicals in the lab.
- b. Keep chemicals in dated containers appropriate for them, preferably the same container in which they were received.
- c. Chemical containers must be clearly and accurately labeled.
- d. Liquid chemicals must be stored below eye level.
- e. Incompatible chemicals must be stored separately from each other, following published guidelines.
- f. Chemicals must be arranged for storage according to reactivity.
- g. Flammables and corrosives should be stored in cabinets designed to hold them.
- h. All chemicals should be returned to storage when not in actual use.
- i. Chemicals must not be kept for long times in storage. Any chemical not in active use must be removed from storage and disposed of as waste.

Chemical Safety: Transfer & Transportation

All pipetting must be done with a bulb or pump, never by mouth.

Chemical Safety: Disposal

Chemical wastes must be stored in the immediate vicinity of the related work process. Chemical wastes may not be moved to a different room or work area for storage. Chemicals that are incompatible must be segregated. For more information, see <http://usfweb.usf.edu/proced/EH&S/HWM.htm>.

Safety Equipment:

Emergency Equipment- Know the location and use of all safety equipment (fire extinguisher and first aid kit) and the exits from the laboratory.

Spill Kit- Every laboratory must have a spill kit available. Its location must be clearly marked and available to all personnel. The kit must contain sufficient types and amounts of materials to enable personnel to clean up a spill of the largest size container of any chemical in the lab.

First Aid Kit- Every laboratory must have a first aid kit available. Its location must be clearly marked and available to all workers. The kit must be inspected periodically and its contents replenished as needed.

Refrigerators- Any refrigerator used to store flammable chemicals must be rated as suitable for storage of such materials.

Electrical Equipment- Any motor-driven electrical equipment cannot be used where flammables are present unless equipped with non-sparking induction motor. Hot plates, unless designed as explosion-proof, cannot be used in conjunction with flammables. Equipment with frayed cords or other damage must be taken out of service until repaired.

Standards for Bloodborne Pathogens:

This policy was designed for blood glucose testing by glucometer that might occur as a part of a nutrition lab. Its purpose is to inform participants of standards by the Occupational Safety and Health Administration (OSHA) for handling blood and body fluids.

Bloodborne pathogens are micro-organisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, the Hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) which causes AIDS. As a nutrition student, you will be participating in caregiving activities and may be exposed to infectious diseases such as Hepatitis B, Acquired Immunodeficiency Syndrome (AIDS) and other infectious and/or communicable diseases. To reduce the risk of exposure, follow these guidelines:

All nutrition students are expected to follow **Universal Precautions** to prevent contact with blood. All blood is considered to be potentially infected. A nurse should be available for any blood handling and all research used from blood draws should have been cleared with the Institutional Review Board.

The Universal Precautions are as follows:

1. All nutrition students and the nurse will be expected to wash their hands with soap and water before and after exposure to blood, and after removal of contaminated gloves or other personal protective equipment.
2. Disposable latex gloves will be used by nutrition students while handling blood and blood testing supplies.
3. Needles and other contaminated "sharps" will be discarded as soon as feasible in closable, puncture-resistant, leak-proof containers that are appropriately labeled. Glucose strips will be discarded in "red bags," as they denote biological hazard risk.
4. Work surfaces will be disinfected after use.

NUTRITION LIAISON:

The Nutrition Liaison is a student organization consisting of all interested Nutrition students. The group elects officers and meets as often as members choose. The purpose of the group, as the name suggests, is to serve as a liaison between the students and the faculty of the Programs in Nutrition. One member of the faculty serves as the group's adviser.

Through this medium the faculty can collectively inform the students of upcoming events in the Programs in Nutrition and solicit their opinion about changes in Program activities, staffing and policy. The students provide the faculty with feedback and insight as to what they expect from the Department. A member of the Liaison is invited to attend monthly Program faculty meetings to serve as the conduit of communications between the two groups.

The Nutrition Liaison plans and executes a number of events during the academic year. Ongoing fund raising is accomplished primarily through food sales. (Some financial support is forthcoming each year through the Office of Student Activities.) Each fall the Liaison sponsors a Career Night for both majors and potential majors. Other events include guest speakers and faculty-student luncheons to allow informal faculty and student interaction. A major event of the year is National Nutrition Month, during which time Liaison members organize and staff events and exhibits to reach all members of the Simmons community. These activities frequently extend into Alumnae activities, as requested.

MARION MASON NUTRITION SEMINARS:

Each semester the Programs in Nutrition host seminars on various topics in the nutrition, food science or food service fields. These seminars are open to the general nutrition community in the greater Boston area. All undergraduate nutrition concentrators are encouraged to attend.

APPENDICES

APPENDIX 1: GRADING CRITERIA

Grading Criteria: Making the Most of Your Academic Opportunity:

This section is meant to give you some idea of what goes into such evaluations.

Remember that professors will only be able to comment fairly on abilities or strengths that you have shown to them during your time at Simmons. They cannot comment on how well you performed at a summer job unless you worked for them. They cannot say how poised you are as a speaker until they have seen you present a talk. They can't give you credit for knowing something on an exam if you didn't write it down. Professors' evaluations of you, therefore, will be mostly related to classroom work including exams and assignments; to your performance outside the classroom including labs, group work and community projects; and, to your personal interactions with them. Professors try to include learning objectives and activities that will allow you to demonstrate areas where you are strong and help you gain skills in new areas.

You should also remember that many of your qualities might be demonstrated as much by your day-to-day approach to your studies as in the marks you get. This is not a competitive event. Professors don't award only one "A" in a class. Work for yourself, not against others. The extent to which you take advantage of the opportunity to develop your skills depends on you and generally the more effort you put into the process the greater the reward.

In most cases, the grade you earn in a course will be based primarily on written work such as exams and assignments. Grades may also be assigned for participation or presentations, depending on the goals of the course. Many students seem to feel that the primary determinant of how well you do in a course is whether you are "smart." It's true that grades are affected by ability or "brains." But many talented people do poorly despite their ability and a lot of students without natural ability do well because they "work at it." Simmons College has tough entrance standards. If you are here, you have the ability. The following excerpt from *The Teaching Professor* outlines some key behaviors that will help you to make the most of your time at Simmons.

The following information is designed to explain what behaviors are likely to earn you an A versus a C. Treat the nine dimensions as guidelines for earning these grades rather than rigid conditions for, or guarantees of, success. In particular classes, for example, an A student may earn an A without satisfying the characteristics of an A student in all nine dimensions. It is very difficult for anyone, no matter how exceptional, to consistently exhibit every quality associated with that of an A student.

A or OUTSTANDING STUDENTS**C or AVERAGE STUDENT****1. Ability (talent)**

... have special aptitude, motivation, or a combination of both. This talent may include either or both creativity and organizational skills.	... vary greatly in aptitude. Some are quite talented but their success is limited by a lack of organizational skills or motivation. Others are motivated but lack special aptitude.
---	--

2. Attendance (commitment)

... never miss a class. Their commitment to the class resembles that of their professor. Attending class is their highest priority.	... periodically miss class and/or often late. They either place other priorities, such as a job, ahead of class or have illness/family problems that limit their success.
---	--

3. Attitude (dedication)

... show initiative. Their desire to excel makes them do more work than is required.	... seldom show initiative. They never do more than required and sometimes do less.
--	---

4. Communication Skills

... write well and speak confidently and clearly. Their communication work is well organized, covers all relevant points, and is easy to listen to/read.	... do not write or speak particularly well. Their thought processes lack organization and clarity. Their written work may require a second reading by the professor to comprehend its meaning.
--	---

5. Curiosity

... are visibly interested during class and display interest in the subject matter through their questions.	... participate in class without enthusiasm, with indifference, or even boredom. They show little, if any, interest in the subject matter.
---	--

6. Performance

... obtain the highest scores in the class. They exhibit test-taking skills such as an ability to budget their time and to deal with test anxiety. They often volunteer thoughtful comments and ask interesting questions.	... obtain mediocre or inconsistent scores. They often do not budget their time well on exams and may not deal well with test anxiety. They rarely say much during class discussion and their answers indicate a cursory understanding rather than mastery of material.
--	---

Note: Performance is a joint function of a student's native ability and motivation. Punctuality, attendance, attitude, curiosity, effort or time commitment, and preparation all indicate motivation.

7. Preparation

... are always prepared for class. They always respond when called on. Their attention to detail sometimes results in catching text or teacher errors.	... are not always prepared for class. They may not have fully completed the assignment, have completed it in a careless manner, or hand in their assignment late.
--	--

8. Retention

... learn concepts rather than memorize details so they are better able to connect past learning with present material.	... memorize details rather than learn concepts. Since they usually cram for tests, they perform relatively better on short quizzes than on more comprehensive tests such as final exams.
---	---

9. Time Commitment (effort)

... maintain a fixed study schedule. They regularly prepare for each class no matter what the assignment. They average 3-4 hours of study for every hour in class.	... study only under pressure. When no assignment is due, they do not review or study ahead. They average no more than 2 hours of study for every hour in class. They tend to cram for exams.
--	---

From: Solomon P, Nellen A. Communicating About the Behavioral Dimensions of Grades, The Teaching Professor. February 1996, 3-4. This article is reprinted by permission from Magna Publications and The Teaching Professor from the February/1996 issue. Subscription and submission information at dhavill@magnapubs.com

**Appendix 2: Nutrition Department: Application to
Nutrition and Dietetic Major-form-Required starting Fall, 2014**

To be completed by Feb. 1st of sophomore year **by the student: before declaration of major.**

Please meet with your Nutrition faculty advisor to submit this form along with official transcripts and the declaration of major form. Once the adviser has determined that the GPA requirements have been met, she will sign the declaration of major form and submit it to the chair of the Nutrition Department for her signature.

Overall GPA and All College Requirements:

Current overall Cumulative GPA: _____ (no lower than a 3.0 for the Nutrition and Dietetics major)

FYS 103: ____ Complete?

iComps: ____ Complete?

Modes Completed: ____1 ____2 ____3 ____4 ____5 ____6

Language: ____ Complete ____ In progress

____ Exempt, due to: _____ (Dix scholar, native speaker of other language)

Written documentation on file with Registrar ____

Grades for courses required for the Nutrition and Dietetics major: Please check off which of the following courses were taken and your grades (please provide an official transcript with this form). Please note that we do NOT expect you to have taken all the listed courses.

Science courses-no lower than a C in any of the Science/Stats courses

	Course taken? (Y/N)	If taken: note grade
BIOL 113 General Biology (with lab)		
BIOL 221 Microbiology (with lab)		
CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry (with lab)		
CHEM 112 or 114 Introductory Chemistry: Organic* or Organic Chemistry I (with lab)		
MATH 118 Introductory Statistics		
Bio 231: Anatomy and Physiology I (with lab)		
Bio 232: Anatomy and Physiology II (with lab)		

Nutrition courses- no lower than a B- in any Nutrition course

	Course taken? (Y/N)	If taken: note grade
NUTR 112 Introduction to Nutrition Science OR NUTR 111 Fundamentals of Nutrition Science		
NUTR 237 The Practice of Community Nutrition		
NUTR 201 Advanced Food Science		
NUTR 248 Food Production and Service Systems		
NUTR 249 Leadership in Nutrition Management		

Official transcripts accompanying this form? *(advisor please confirm)*

_____ *advisor's initials confirm that the official transcripts have been attached.*

Applying for Internship Programs:

Spoken with your faculty advisor about preparing to apply for internships: _____

Volunteer Work:

Paid work in dietetics:

I have reviewed this information with my advisor:

Advisor's Signature Student's Signature Date

GPA Legend: Chance of
DIP Match Based on
Prior Experience of
Simmons Students*

3.5-4.0-Strong chance of
internship placement

3.0-3.4-fair/good chance
of internship placement

2.5-2.9-minimal chance
of internship placement

*based on GPA-does not
take into account other
factors which also play a
role

APPENDIX 3: DPD AUDIT FORM

Nutrition Department DPD Certificate Audit

To be completed by February 1st of the second DPD semester

Name: _____

General Requirements:

Current GPA: _____

Grades:

Did you receive any grade lower than C in a prerequisite science class?

____ No ____ Yes, in _____

Did you receive any grade lower than a B- in a nutrition class?

____ No ____ Yes, in _____

Applying for Internship Programs:

Spoken with your faculty adviser about preparing to apply for internships: _____

Volunteer Work:

Paid work in dietetics:

Paid work in field related to dietetics:

I have reviewed this information with my adviser:

Adviser's Signature

Student's Signature

Date

GPA Legend: Chance of
DIP Match Based on
Prior Experience of
Simmons Students

3.5-4.0-Strong chance of
internship placement

3.0-3.4-fair/good chance
of internship placement

2.5-2.9-minimal chance
of internship placement

*based on GPA-does not
take into account other
factors which also play a
role

APPENDIX 4: STUDENT COURSE EVALUATION FORM

Course name and number: _____ Section _____
Semester _____ Year: 20____ Instructor: _____.

For Questions 1-15, please CIRCLE your responses.

1. I increased my knowledge and understanding of the subject matter in this course.

Strongly Disagree Disagree Neutral Agree Strongly agree

2. I improved my ability to evaluate new information and to analyze the central ideas of this subject area.

Strongly Disagree Disagree Neutral Agree Strongly agree

3. This course included content related to diversity (such as, age, race/ethnicity, gender, socioeconomic status) issues.

Strongly Disagree Disagree Neutral Agree Strongly agree N/A

4. Students had freedom to ask questions and express opinions.

Strongly Disagree Disagree Neutral Agree Strongly agree

5. The expectations for course assignments were clearly explained.

Strongly Disagree Disagree Neutral Agree Strongly agree

6. The course assignments contributed to my understanding of the subject.

Strongly Disagree Disagree Neutral Agree Strongly agree

7. Readings (i.e. textbook, articles etc) and other materials (e.g., videos, CDs, lectures, lecture outlines) contributed to my learning and understanding of the subject.

Strongly Disagree Disagree Neutral Agree Strongly agree

8. The course was well organized.

Strongly Disagree Disagree Neutral Agree Strongly agree

9. The instructor communicated content clearly.

Strongly Disagree Disagree Neutral Agree Strongly agree

10. The instructor involved students in learning by encouraging them to participate during the course (such as in-class, in labs, and/or on-line).

Strongly Disagree Disagree Neutral Agree Strongly agree

11. The instructor demonstrated respect to individuals in the course.

Strongly Disagree Disagree Neutral Agree Strongly agree

12. When the professor used technology it was done in ways that enhanced my learning.

Strongly Disagree Disagree Neutral Agree Strongly agree

13. When I sought help or advice concerning my work in the course, I received it.

Strongly Disagree Disagree Neutral Agree Strongly agree *N/A*

14. The instructor provided useful/helpful feedback on my work and performance in this course.

Strongly Disagree Disagree Neutral Agree Strongly agree

Overall teaching

15. Please rate the overall quality of teaching in this course.

Unsatisfactory Satisfactory Outstanding

Course Characteristics: Please check not applicable (N/A) if this is your **FIRST** course in the department.

16. Please indicate your impression of the difficulty of this course, given the number of credits, compared to other courses you have taken in the department. (Check one)

Much less difficult Less difficult Comparable More difficult Much more difficult N/A

17. Please indicate your impression of the course workload, compared to other courses you have taken in the department.

Much lighter workload	Lighter workload	Similar workload	Greater workload	Much greater workload	N/A
_____	_____	_____	_____	_____	_____

18. How many hours per week did you spend on this course outside of class?

1-3	4-6	7-10	more than 10
_____	_____	_____	_____

Comments

1. What aspects of this course (readings, exercises, class discussions, etc) contributed most to your growth and development (please be as explicit as possible)?

2. What changes would you recommend, to strengthen the course (again, please be as explicit as possible)?

Introduction to HIPAA for Health Care Professionals

Prepared for internal Simmons College student and faculty use by

Gerald P. Koocher, Ph.D., ABPP

Introduction

- This education module is intended to help students at the Simmons College School for Health Studies understand the fundamentals of HIPAA prior to beginning work at clinical sites.
- Many sites or agencies will expect you to complete an orientation to their specific approach to HIPAA policies.

What is HIPAA and why should I care?

- Health Insurance Portability and Accountability Act (HIPAA) is Federal law designed to improve the efficiency and effectiveness of the health care system.
- Part of HIPAA directly affects your clinical work and the operations of any facility where you will train.
- Understanding the fundamentals of HIPAA will prepare you to step into training sites with a clear understanding of how to comply with requirements for respecting the privacy of protected health information (PHI).

The Importance of Protecting Patient Health Information

Employees with access to patient data may only use or disclose it on a "need to know" basis

- Keep this information confidential.
- Access or use this information only as required to perform your job.
- Provide the minimum necessary information when responding to information requests.
- Do not discuss this information with others unless it is administratively or clinically necessary to do so.
- Do not use any electronic media to copy or transmit information unless you are specifically authorized to do so.

Additional examples of actions to protect patient privacy:

- At nursing stations, keep computer monitors displaying patient information turned away from public view.
- Log off from patient records before leaving a data terminal.
- Do not leave records face up on your desk or work area, if you must leave for a few moments.
- Place fax machines used to receive confidential records in locations with appropriately limited access.
- Avoid elevator and hallway consultations involving patients.

Consequences of violations

- Inappropriate disclosure of confidential information is subject to discipline, up to and including discharge from employment. For licensed professionals, it is also subject to discipline by licensing and credentialing bodies.
- There are civil and criminal penalties for violations of patient privacy:
 - Fines up to \$25K for multiple violations of the same standard in a calendar year.

- Fines up to \$250K and/or imprisonment up to 10 years for deliberate misuses of individually identifiable health information.

HIPAA rules are not a barrier to good care

- The HIPAA Privacy Rule is not intended to prohibit providers from talking to each other and to their patients.
- Staff and students are free to engage in communications as required for quick, effective and high quality health care.
- The Privacy Rule also recognizes that overheard communications in these settings may be unavoidable and allows for these incidental disclosures.

HIPAA Overview

The Health Insurance Portability and Accountability Act (HIPAA) have many parts. Most relevant to students in the health professions are the "Administrative Simplification" provisions including national standards for electronic health care transactions, codes, identifiers, security, and the privacy of personal health information.

The Privacy Rule Applies to Protected Health Information (PHI)

Protected health information (PHI) is "identifiable" health information acquired in the course of serving patients. Any of the following data make health information "identifiable":

- | | |
|--|---|
| • Name | • Date of service(s) |
| • Address | • Email addresses |
| • Employer | • Social Security Number |
| • Telephone and fax numbers | • Certificate or license numbers |
| • Member or accounts numbers
(e.g. medical record number, health plan
identification number) | • Voice recordings |
| • Relatives' names | • Fingerprints |
| • Date of birth | • Photographs |
| • Date of death | • Any other linked number, code, characterist
identifiers, serial numbers) |

The Privacy Rule applies to written, electronic, and oral protected health information (PHI)

The Privacy Rule: Parents and Minors

- HIPAA generally defers to state law concerning the relative rights of parents and minors.
- In this module, the terms "individual" or "patient" mean:
 - Parents and legal guardians may generally exercise the HIPAA rights of their minor children;
 - Patients eighteen or older, or with emancipated or "mature minor" status, may exercise their own rights under HIPAA

- If you are in doubt about a patient's status or have questions about the legal definition of emancipation or "maturity" check with the agency's legal counsel.
- A minor patient may exercise HIPAA rights regarding matters involving diagnosis or treatment relating to certain conditions (e.g., sexually transmitted diseases, drug or alcohol dependency, and pregnancy)

Permitted Uses and Disclosures of PHI

An agency may use or disclose PHI for the following purposes:

- In order to treat a patient.
- Justifying payment for treating a patient.
- Certain administrative, financial, legal and quality improvement activities that are necessary to "run the business" (such activities are termed "health care operations").

If the disclosure complies with and is limited to what the law requires, agencies are permitted to disclose PHI to:

- Public health authorities and health oversight agencies
- Coroners, Medical Examiners, and Funeral Directors
- Organ procurement
- Respond to court orders and subpoenas

Permitted Uses and Disclosures of PHI

There are certain disclosures that agencies may make if the patient is given the opportunity to agree or object:

- A patient's location and condition (in general terms), if the patient is asked for by name or for disaster relief purposes.
- PHI relevant to care, to family/close friends who are designated by the patient.

Written permission or authorization from the patient is required to use or disclose PHI for purposes other than treatment, payment, health care operations, or as required by law or for public health reasons.

PHI and Research

Specific procedures may allow PHI to be used or disclosed for research purposes:

- Records can be de-identified
- Written authorization may be obtained from the patient for research use or disclosure
- The Institutional Review Board (IRB) may grant a waiver of written authorization
- Data needed to prepare work for research purposes only may be disclosed
- Special provisions may allow for research using a decedent's PHI

General Data Disclosures

An agency may use or disclose demographic information and the dates of treatment for the purpose of raising funds for its own benefit, without an authorization.

Example: "Between January and June we treated 47 patients under 18, 20% of whom had

family incomes under \$25,000 per year."

An agency must make reasonable efforts to limit protected health information to the minimum necessary to accomplish the intended purpose of uses, disclosures, or requests.

Incidental Disclosures

An incidental disclosure that occurs as a by-product of an otherwise permitted use or disclosure is permitted:

- If it cannot be reasonably prevented
- If it is limited in nature
- To the extent that reasonable safeguards exist

Permitted Uses and Disclosures to Carry Out Treatment, Payment and Health Care Operations

An entity may use or disclose PHI for its own "Treatment," "Payment," or "Health Care Operations"

- **"Treatment"** generally means the providing, coordinating, or managing health care and related services among health care providers or by a health care provider with a third party, consultation between health care providers regarding a patient, or the referral of a patient for health care from one health care provider to another.
- **"Payment"** encompasses the various activities of health care providers to obtain payment or be reimbursed for their services and of a health plan to obtain premiums, to fulfill coverage responsibilities and provide benefits under the plan.
- **"Health Care Operations"** are certain administrative, financial, legal, training and quality improvement activities of a covered entity that are necessary to run its business and to support the core functions of treatment and payment.

Disclosures of PHI for Treatment, Payment, and Health Care Operations of another entity

This is appropriate for:

- Treatment activities of a Health Care Provider
- Payment activities of the entity that receives the PHI
- Several specific uses included in the Health Care Operations of the entity that receives the PHI, if both the sending and the receiving entity either has or had a relationship with the individual who is the subject of the PHI and the PHI is related to this relationship.
 - The permitted disclosure may be for the purpose of health care fraud and abuse detection or compliance; or for
 - Conducting quality assessment and improvement activities, population - based activities relating to improving health or reducing health care costs, protocol developmental, case management and case coordination, contacting of Health Care Providers and patients with information about Treatment alternatives
 - Reviewing the competence or qualifications of health care professionals, evaluating practitioner, or health plan performance, conducting training programs for students, or practitioners, or accreditation, licensing, or credentialing activities

"Public Good" Uses and Disclosures

An agency may use or disclose PHI without the written authorization of the individual, in

the situations listed below:

- Uses and disclosures required by law
- Uses and disclosures for public health activities (i.e. public health, child abuse and neglect, FDA, communicable diseases, employment workplace medical surveillance)
- Disclosures about victims of abuse, neglect or domestic violence
- Uses and disclosures for health oversight activities
- Disclosures for judicial and administrative proceedings
- Disclosures for law enforcement purposes
- Uses and disclosures about decedents (i.e. to coroners and funeral directors)
- Uses and disclosures for cadaveric organ, eye or tissue donation purposes
- Uses and disclosures for research purposes
- Uses and disclosures to avert a serious threat to health or safety
- Uses and disclosures for specialized government functions (i.e. military and veterans activities, national security and intelligence activities, protective services for the President and others, medical suitability determinations, correctional institutions and other law enforcement custodial situations)
- Disclosures for workers' compensation

State Law and other Federal Laws that are more protective of individual's privacy should be followed.

Agencies are required to track most disclosures and to provide individuals with a listing of them upon their request.

Authorization Requirements

- HIPAA requires the agency to obtain a written authorization to disclose or release any PHI that is not for treatment, payment, or health care operations, or otherwise permitted by the rules.
- Examples of disclosures requiring written authorization under HIPAA:
 - Schools, camps, airlines, hotels, aid organizations, outside attorneys
- These authorizations must contain the following elements:
 - A description of the information to be used or disclosed
 - Who is authorized to make the use or disclosure
 - To who the disclosure may be made
 - A description of each purpose of the disclosure
 - An expiration date or an expiration event
 - Signature of the individual and date
 - Required statements:
 - The individual's right to revoke the authorization and directions how to revoke
 - The ability or inability to condition treatment, payment, on the authorization
 - The risk that re-disclosure by the recipient may occur

Additional written authorizations

Agencies must typically obtain written authorization to disclose or release patient information in situations beyond what HIPAA requires.

Examples of practices that typically require permission or consent to release information:

- Photographs and videos for treatment and training
- Transports
- Sharing patient information with outside providers at the patient's request or at the request of another provider

- Second opinions
- Making requests for patient information from other providers

Clinical research is uniquely affected by the regulations.

From a clinical investigator perspective, the new regulations will control access to existing health information (medical/database record reviews) and handling of identifiable information created as part of clinical research.

There are specific methods that allow PHI to be used or disclosed for research purposes:

- All data are de-identified (according to specific standards of the Privacy Rule)
- A limited data set is collected and released (according to the specific standards of the Privacy Rule)
- A patient gives a written authorization that their data may be used and/or disclosed
- The Institutional Review Board (IRB) may grant a waiver of written authorization
- Data are collected for preparatory work for research purposes only (according to the specific standards of the Privacy Rule)
- Special provisions are in place for research on a decedent's PHI

Incidental Disclosures

An incidental disclosure that occurs as a by-product of an otherwise permitted use or disclosure is permitted:

- If it cannot be reasonably prevented
- If it is limited in nature
- To the extent that reasonable safeguards exist

Examples: Keep patient information on white board/locator boards to a minimum.

- Reduce unnecessary incidental disclosures during check-in processes and in waiting rooms.
- Take care to limit the amount of information disclosed on an answering machine.
- Do not discuss patients in public areas.
- Consider location where posting patient schedule and storing patient charts.
- Keep voices low when discussing patient issues in joint treatment areas.
- Position workstations so screen does not face a public area/consider using screen filters.

Notice of a Person's Rights to Control Their PHI

An agency must distribute to each patient at the first treatment encounter and obtain written acknowledgment of receipt of a "Right to receive Notice of Privacy Practices"

- Describing how the agency may use and disclose PHI
- Describing the rights the individual has to control their health information
- Patients should receive a listing of disclosures required by Law, Public Health, Health Oversight, Child Abuse Reporting, FDA Reporting, Communicable Disease Exposure, Wound or Injury Reporting, Response to Legal Process, Law Enforcement, Coroner or medical examiner, Organ Procurement, Research protocols where the IRB has waived the individual's authorization requirement, or Workers compensation.

Notice of a Person's Rights to Control Their PHI

- People have a right to request confidential forms of communication.
 - Agencies must accommodate reasonable request to receive confidential communications.
- People have a right to request restrict uses and disclosures of PHI.
 - Permitting such restrictions not required.
 - Requests for restrictions should be made in writing to the institution's Privacy Officer.
- People have a right to inspect and obtain a copy of health information.
 - Individuals have the right to inspect and obtain a copy of health information in the medical or billing record.
- People have a right to request amendment to medical and billing records.
- People have a right to file a formal complaint about violations of privacy with the agency, or the Department of Health and Human Services.

The Notice of Privacy Practices

The Notice of Privacy Practices describes how the agency may use and disclose PHI and describes the rights the individual has to control their health information.

The agency must distribute the Notice to each patient at the first treatment encounter and obtain written acknowledgment of receipt.

Tracking Disclosures or the "Accounting of Disclosures Log"

An individual has a right to receive a listing of certain disclosures. The listing must include disclosures made to individuals or entities outside of agency for the following purposes:

- Required by Law
- Public Health Activities
- Health Oversight Activities
- Child, Elder, or Handicapped Abuse Reporting
- FDA Reporting
- Communicable Disease Exposure
- Wound or Injury Reporting
- Response to Legal Process
- Law Enforcement Activities
- Coroner or medical examiner
- Organ Procurement
- Research protocols where the IRB has waived the individual's authorization requirement
- Workers compensation

The listing must include a description of:

- To whom information was disclosed - when it was disclosed
- What was disclosed
- Why it was disclosed

Right to Request for Amendment

- Individuals have the right to request amendment to PHI included in their medical and billing records.
- The patient may approach the author of the entry, point out the error, and ask the author to correct

- it.
- Uncontested changes requested to the author of the entry can be corrected by the author.
- If the author does not agree with the request then the patient may contact the facility's Privacy Officer who may conduct a review of the relevant record, consult with the treating physician, evaluate the individual's request, and consultation with other hospital professionals, as appropriate.

Business Associates Overview

- A Business Associate is a person or entity to whom an agency discloses PHI so that the person or entity may carry out, assist with, or perform a function on behalf of the agency (e.g., billing)
- The agency is required to have "satisfactory assurance" that any business associate will "appropriately safeguard" PHI received or created by the business associate in the course of performing services for the agency.
- The agency must document the satisfactory assurances through a written contract.
- The business associate provision does not apply to providers who receive information for treatment purposes

Practical examples of appropriate behavior under HIPAA

The following practices are permissible under the Privacy Rule, if reasonable precautions are taken to minimize the chance of incidental disclosures to others who may be nearby:

- Orally coordinate services at hospital nursing stations.
- Discuss a patient's condition over the phone with a patient, a provider, or family member.
- Discuss lab results with a patient or other provider in a joint treatment area.
- Discuss a patient's condition or treatment regimen in the patient's semi private room.
- Discuss a patient's condition during training rounds in an academic or training institution.

Personal HIPAA Compliance Checklist

- When I reach my work site I will remember to ask my supervisor:
 - Whether I need to review the site's specific HIPAA policies
 - When and where patients must be given HIPAA notices
 - Other site-specific HIPAA implementation policies
- When reviewing records or discussing patients I will be mindful of the privacy rules.
- If I have any questions about the appropriateness of a request of information, I will check with my on-site supervisor or an institutional staff member

Logging Onto HIPAA Moodle Site

-The instructor for specific courses will provide this to you.

APPENDIX 5: CODE OF ETHICS

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

PREAMBLE

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

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of AND who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
 - (b) Except for sections dealing solely with the credential, to all members of AND who are not RDs or DTRs; and
 - (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of AND.
- All individuals to whom the Code applies are referred to as “dietetics practitioners,”

and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in AND and/or accepting and maintaining CDR credentials, all members of AND and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice.

The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.

The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

a. The dietetics practitioner must States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other

legally protected category.

b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.

c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.

a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.

b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.

c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

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I have read and comprehend the information presented in the Simmons College Nutrition Handbook. I agree to abide by the policies set forth in this handbook throughout the remainder of my studies in Nutrition and Dietetics.

Signed

Print name

Please hand in to your nutrition professor or adviser.

Date_____