



NUTRITION SCIENCE DEPARTMENT

STUDENT HANDBOOK

2016-2017



**THE SAGE COLLEGES
65 1st Street
Troy, New York 12180**

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INTRODUCTION

This handbook contains information about the Nutrition Science Department Didactic Program in Dietetics (DPD). Included is information regarding Program Mission, College Mission & Philosophy, the faculty, program requirements, applying to Dietetic Internship (DI), and other policies and procedures that faculty have established to guide students through the educational process.

Please refer to this handbook throughout your tenure in the Nutrition Program. By accepting admission into this program the student assumes responsibility for all professional behaviors, policies and procedures cited in this handbook, as well as those in the College catalog.

We are excited about the program that we offer in Nutrition and are pleased that you have chosen to become a Nutrition and/or Dietetics professional. We wish you every success in your chosen career.

Nutrition Science Department Faculty and Staff

Program Accreditation

NEW YORK STATE CERTIFICATION

The New York State Education Department (NYSED) certifies nutritionist/ dietitians (CDN) status to those who meet the qualifications. The Sage Nutrition Science major meets the educational components for New York State Certification. The NYSED web site, www.nysed.gov, provides the most up-to-date information and application procedures for this credential.



Accreditation Council for Education in Nutrition and Dietetics

The Didactic Program in Dietetics (DPD) at Russell Sage College is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND), a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the United States Department of Education. The address and phone number of ACEND are: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 1-800-877-1600 x 5400.

CALENDARS

MARK YOUR CALENDARS

2016 – 2017

Page 1 of 2

For all students to attend

All student welcome and DPD Program Update	September 15	(1:30 – 2:30)
	September 16	(2:30 – 3:30)
Nutrition Networking Night (3:00 – 5:30)	TBD	
CDPHP/Sage Nutrition Lecture	TBD	

MARK YOUR CALENDARS

2016 – 2017

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For Juniors and Seniors as well as Post-Baccalaureate Students

SGS DI Pre-Select (Early Admission) Information Meeting – (2:00-3:30) - Ackerman 300	September 16
DI Workshop - Sage DPD Students (2:30-4:00) - Ackerman 300	October 13
SGS Distance DI Information Session (2:30-4:00) - Online	November 17
SGS Onsite DI Information Session (2:30-4:00) - Shea 201	November 18
DICAS Application Workshop - Sage DPD Students (9:30-11:00) - Shea 201, Troy Library	December 14
*Nutrition Department Graduation - (9:30-11:30) Kellas	December 12
*Nutrition Department Graduation - (9:30-11:00) Kellas	May 1

**For graduating students completing bachelors and Post-bacc program.*

For ALL MS, Post-Bacc, and DI students

SGS Research Symposium	April 29
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For NTR Club students and DI students

All nutrition students are highly encouraged to attend

NYSDA Annual Meeting – Lake Placid, NY	May 10-12
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<p style="text-align: center;">The Sage Colleges Academic Year Calendar 2016 – 2017</p>
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SUMMER 2016

Session I Classes Begin

Memorial Day: College Closed

Session I Classes End

Holiday- College Closed

Session I Grades Due

May 16

May 30

June 27

July 4

July 5

Session II Classes Begin

Session II Classes End

Session II Grades Due

Session III Grades Due

July 5

August 11

August 15

August 15

FALL 2016

Fall Semester Classes Begin

Last day to Add/Drop a course

Labor Day: College Closed

Roster Reconciliation

December Graduation Applications Due

October Travel and Study Days

Columbus Day: College Closed

College Open. No Classes.

SCA Mid-term Grades Due

RSC Early Warnings Due

Advising Begins (Tentative)

Registration opens (Tentative)

Last Day to Withdraw from Class (RSC/SCA)

Last Day to Opt for Pass/Fail Option

Thanksgiving Break

Last Class Day (RSC/SCA)

August 29

September 2

September 5

September 9

October 3

October 8-11

October 10

October 11

October 18

October 18

October 24

November 7

November 18

November 18

November 23-27

December 9

Reading Day (RSC/SCA)	December 12
RSC WORLD Conference	December 12
Final Exams (RSC/SCA)	December 13-16
Last Class Day/Exam (SPCE/SGS)	December 16
Fall Grades Due	December 20

SPRING 2017

Martin Luther King Day: Offices Closed	January 16
Spring Semester Classes Begin	January 17
Last day to Add/Drop a course	January 24
Filing Deadline for May Graduation	February 15
SCA Mid-term Grades Due	March 7
RSC Early Warnings	March 7
Spring Break	March 4-12
Advising Begins (Tentative)	March 13
Registration Opens (Tentative)	March 27
Last Day to Withdraw from Class (RSC/SCA)	April 7
Last Day to Opt for Pass/Fail Option	April 7
Undergraduate Research Symposium (No Undergraduate Day Classes)	April 26
Last Class Day (RSC/SCA)	April 28
SGS Research Symposium	April 29
RSC WORLD Conference	May 1
Reading Day (RSC/SCA)	May 1
Final Exams (RSC/SCA)	May 2-5
Last Class Day/Exam (SPCE/SGS)	May 8
Graduating Student Grades Due	May 9 (Noon)
Baccalaureate Ceremonies	May 12
Commencement	May 13
All other grades due	May 15 (5:00 pm)

SUMMER 2017

Session I Classes Begin

Memorial Day: College Closed

Session I Classes End

Holiday: College Closed

Session I Grades Due

Session II Classes Begin

Session II Classes End

Session II Grades Due

Summer III Session Grades Due

Computer Maintenance Window

May 15

May 29

June 26

July 4

July 5

July 5

August 10

August 14

August 14

August 18-25

<p align="center">THE SAGE COLLEGES – NUTRITION SCIENCE DEPARTMENT ACADEMIC YEAR CALENDAR 2016-2017</p>
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SUMMER, 2016

Session I Classes Begin

Memorial Day – no classes, offices closed
 BS/MS Info Session (5:00–7:00)
 DI 2016-2017 Class Summer Orientation – (8:00–4:00)
 DI Gala (10:00-2:00)
 Session I Classes End
 July 4 - No classes, offices closed
 Session I Grades Due

Session II Classes Begin

BS/MS Info Session (12:00)
 Session II Classes End
 Session II Grades Due
 Session III Grades Due

May 16

May 30 (Monday)
 June 9
 June 15
 June 26
 June 27
 July 4
 July 5
July 5
 July 13
 August 11
 August 15
 August 15

FALL, 2016

DI interns orientation week
 Opening Faculty Meeting
Fall semester classes begin
 DI interns week at AMC (8:30–5:00)
 Last day to Add/Drop
 Labor Day – no classes, offices closed
 BS/MS Info Session (12:00)
 Nutrition Faculty Meeting (12:30–1:30)
 All Student Welcome and DPD Program Update (1:30–3:30)
 All Student Welcome and DPD Program Update (2:30–3:30)
 DI Pre-Select Information meeting - ACK 300 (2:00–3:30)
 Convocation - Bush Memorial Hall (12:30)
 Nutrition Faculty Meeting (12:30–1:30)
SGS Info Session (5:30–7:30 Albany)
 December Graduation Applications Due
 Nutrition Faculty Meeting (12:30–1:30)
 October Travel & Study Days
 Columbus Day – no classes, offices closed
 October 11 – No classes, offices open
 Nutrition Faculty Meeting (12:30–1:30)
 DI Application Workshop Sage Students– ACK 300 (2:30–4:00)
 DI Pre-Select Applications Due
 FNCE (Boston, MA)
 SCA Mid-Term Grades Due
 RSC Early Warnings Due

August 23-25
 August 24
August 29 (Monday)
 August 29 - September 2
 September 2
 September 5
 September 11
 September 14
 September 15 (Thursday)
 September 16 (Friday)
 September 16 (Friday)
 September 21
 September 28
October 1
 October 3
 October 5
 October 8-11
 October 10 (Monday)
 October 11 (Tuesday)
 October 12
 October 13 (Thursday)
 October 14 (Friday)
 October 15-18
 October 18
 October 18

Nutrition Faculty Meeting (12:30–1:30)
 Advising Begins (tentative)
 Nutrition Faculty Meeting (12:30–1:30)
 Nutrition Faculty Meeting (12:30–1:30)
 Registration Opens (tentative)
 Nutrition Faculty Meeting (12:30–1:30)
 IPE Conference (5:30-8:30)
 Nutrition Faculty Meeting (12:30–1:30)
 BS/MS Info Session (12:00)
 SGS-Distance DI Information Session – Online (2:00-3:30)
 SGS-Onsite DI Information Session-ACK 300 (2:00–3:30)
 Last Day to WD from undergraduate class
 Last Day to opt for Pass/Fail option
Thanksgiving Break
 Nutrition Dept. Meeting (12:30–1:30)
 Nutrition Dept. Meeting (12:30–1:30)
 Last Class Day (RSC/SCA)
 Sage Community Health Fair
 BS/MS Info Session (12:00)
 Reading Day (RSC/SCA)
 RSC WORLD Conference
 Nutrition Dept. Graduation Ceremony –Kellas (9:30–11:00)
 Final Exams (RSC/SCA)
 DICAS Application Workshop Sage DPD Students (9:30–11:00)
SGS Info Session (5:30–7:30 Albany)
 Last Class Day/Exam (SPCE/SGS)
 Fall Grades Due

October 19
 October 24
 October 26
 November 2
 November 9
 November 9
 November 10 (Thursday)
 November 16
 November 17
 November 17
 November 18 (Friday)
 November 18
 November 18
November 23-27
 November 30
 December 7
 December 9 (Friday)
 December TBA
 December 12
 December 12 (Monday)
 December 12
 December 12 (Monday)
 December 13-16 (Tues – Friday)
 December 14 (Wednesday)
December 15
 December 16 (Friday)
 December 20 (Tuesday)

SPRING, 2017

Nutrition Dept. Faculty Retreat (9:00–3:00)
 DI interns orientation week
 BS/MS Info Session (3:00)
 Martin Luther King Day – offices closed
Classes Begin
 DI interns week at AMC (8:30–5:00)
 Last Day to Add/Drop
 Nutrition Faculty Meeting (12:30–1:30)
 Nutrition Faculty Meeting (12:30–1:30)
 Nutrition Faculty Meeting (12:30–1:30)
DI Computer Matching Deadline
 Nutrition Faculty Meeting (12:30–1:30)
 Filing Deadline for May graduation
 BS/MS Info Session (12:00)
 Nutrition Faculty Meeting (12:30–1:30)
Spring Break
 SCA Mid-term Grades Due
 RSC Early Warnings
 Advising Begins (tentative)
 BS/MS Info Session (12:00)

January 6
 January 9-13
 January 11
 January 16
January 17 (Tuesday)
 January 16-20
 January 24
 January 25
 February 1
 February 8
February 15
 February 15
 February 15
 February 16
 March 1
March 4-12
 March 7
 March 7
 March 13
 March 13

Nutrition Faculty Meeting (12:30–1:30)	March 15
Nutrition Faculty Meeting (12:30–1:30)	March 22
DI/DPD Advisory Board Mtg.	March TBA
CDPHP-Sage Nutrition Lecture	March TBA
Registration 17-18 opens (tentative)	March 27 (Monday)
Nutrition Faculty Meeting (12:30–1:30)	March 29
Nutrition Networking Night	March TBD
DI Applicant Notification Day	April TBD
IPE conference (5:30-8:30)	April TBD
Nutrition Faculty Meeting (12:30–1:30)	April 5
DI Appointment / Acceptance Day	April TBD
Last Day to WD from undergraduate class	April 7
Last Day to opt for Pass/Fail Option	April 7
Nutrition Faculty Meeting (12:30–1:30)	April 12
Nutrition Faculty Meeting (12:30–1:30)	April 19
DI Interns Orientation	April 19-21
Undergraduate Research Symposium	April 26
Nutrition Faculty Meeting (12:30–1:30)	April 26
Last Class Day (RSC/SCA)	April 28
SGS Research Symposium	April 29 (Saturday)
RSC WORLD Conference	May 1 (Monday)
NTR Student Graduation Reception – Kellas (9:30–11:00)	May 1
Reading Day (RSC/SCA)	May 1 (Monday)
Final Exams (RSC/SCA)	May 2-5
Sage Community Health Fair	May TBD
Last Class Day/Exam (SPCE/SGS)	May 8 (Monday)
Graduating Student Grades Due	May 9 (noon) – Tuesday
NYSAND AME Annual Meeting – Lake Placid, NY	May 10-12
BS/MS Info Session (3:00)	May 12
Baccalaureate Ceremonies	May 12 (Friday)
Commencement	May 13 (Saturday)
All other grades due (5:00 pm)	May 15
Nutrition Dept. Faculty Retreat (9:00–3:00)	May TBD

SUMMER, 2017

Session I Begins	May 15
Closed Monday, Memorial Day	May 29
SGS Info Session (5:30–7:30 Albany)	June 9
DI Gala (10:00–2:00)	June 25
Session I ends	June 26
Holiday, College closed	July 4 (Monday)
Session I grades due	July 5
Session II Classes Begin	July 5
Session II Classes End	August 10
Session II Grades Due	August 14
Summer III Session Grades Due	August 14
Computer maintenance window	August 18-25

DEPARTMENT OF NUTRITION SCIENCE

- **Vision, Mission, Goals**
- **Program Definitions**
- **Post-Baccalaureate/DPD-Dietetics Graduate Student**
- **Entry Into a Dietetic Internship**
- **Nutrition Faculty and Staff Directory**
- **DPD Advisory Board Didactic Program in Dietetics**
- **Nutrition Club Officers**

Vision, Mission, and Goals

Vision

The vision of the Nutrition Science Department is to be recognized as a leading nutrition program in the Northeast.

Mission

Our mission is to advance the field of nutrition through scholarship, outreach, and preparation of entry-level registered dietitians within a small, private, liberal arts college.

Goals

The goals of the Nutrition Science Department derived from the departmental strategic planning document are:

Goal 1. Position the department for sustainability and growth

Goal 2. Prepare students to be leaders in nutrition

Goal 3. Create a dynamic environment where faculty collaborates with internal and external partners to conduct and publish research

Goal 4. Enhance the local and national reputation of the department

Program Notes

The Nutrition Science program, because of its small size, encourages the exchange of ideas and information among students and between students and faculty to enhance the learning process. The faculty members recognize that students develop personally and professionally as they experience the scientific, management and liberal studies approaches to problem identification and solution. The faculty encourages students with diverse talents and backgrounds to enter the Nutrition Science program.

PROGRAM DEFINITIONS

BS/UNDERGRADUATE STUDENT

BS/Undergraduates are students who have NOT completed a bachelor degree in any field of study. In addition to the traditional students who are entering college as freshmen for the first time, this would also include those students who have earned an associate degree or someone who has transferred from a different institution into the nutrition program without having earned a bachelor degree elsewhere.

The BS degree in Nutrition Science houses the Didactic Program in Dietetics (DPD) which fulfills the undergraduate requirements for the Academy of Nutrition and Dietetics accreditation. Thus, students graduating with a BS degree and who successfully complete all DPD coursework* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

POST-BACCALAUREATE/DPD-DIETETICS GRADUATE STUDENT

Post-Baccalaureate/DPD-Dietetics graduates are those students who have earned a bachelor degree in a field other than nutrition and dietetics and are currently taking the required undergraduate courses to allow them to become eligible for a dietetic internship, with the ultimate goal of becoming a registered dietitian (RD). These students enroll in the Post-Baccalaureate in Nutrition Science certificate program.

All rules that apply to the undergraduate BS students also apply to the Post-Baccalaureate/DPD students. Thus, Post-Baccalaureate students who successfully complete all DPD coursework* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

**Students need to receive a grade of "C" or above in HMN 201 and all NTR courses, as well as have a cumulative GPA of 2.8 or above in order to successfully complete the DPD and obtain a verification statement.*

MS GRADUATE STUDENT

MS graduates are students who already have a BS in nutrition or in another field and have joined the graduate program to complete the master's requirements and NOT the dietetics requirements. Please refer to the MS section of this handbook for a list of our MS coursework.

DIETETIC INTERNSHIP (DI) GRADUATE STUDENT

The Dietetic Internship at Sage is only for students who have successfully completed at least a baccalaureate degree and the minimum academic requirements established by The Academy of Nutrition and Dietetics (i.e., DPD coursework). Successful graduates of the program are eligible to apply for active membership in The Academy of Nutrition and Dietetics and to take the registration examination to earn "R.D." status.

ENTRY INTO A DIETETIC INTERNSHIP IS HIGHLY COMPETITIVE:

- Be sure to attend the department's orientation and as many of the DI workshops as possible.
- We encourage you to learn about as many DI programs as you can to understand what is available and to refine your area of interest. Some DI programs schedule open houses for students, so be sure to ask them if this is an option.
- Go to the AND website: www.eatrightacend.org for more information.

NUTRITION FACULTY AND STAFF DIRECTORY
2016 - 2017

NUTRITION SCIENCE DEPARTMENT 2016 – 2017 FACULTY ADJUNCT & STAFF

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FACULTY BIOGRAPHIES

We are proud of our energetic and progressive faculty. They bring their educational, clinical and research specialization to each of the programs, producing a quality curriculum. Some of the clinical specialties represented by our faculty include pediatrics, geriatrics, genetics, diabetes, management, community nutrition and public health. We enjoy a low student-to-faculty ratio, which gives you many opportunities for faculty-student collaboration in special projects and for teaching assistantships.

NUTRITION SCIENCE FACULTY

RAYANE ABUSABHA, PhD, RD, Professor, Graduate Program Director, received her bachelor's degree in Food Technology and Nutrition from the American University of Beirut, Lebanon, and her masters and doctoral degrees in Nutrition from The Pennsylvania State University, University Park, Pennsylvania. She completed her dietetics internship at Hershey Medical Center, Hershey, PA. Her postdoctoral work was in program evaluation and nutrition education and behavior.

As a Research Associate at The Pennsylvania State University, she was involved in a variety of research projects including studying the dietary patterns of older adults, evaluating distance learning media, and applying and evaluating facilitated nutrition education in WIC clinics. Before joining Russell Sage, Dr. AbuSabha was the Executive Director of the Health Research Science Board at the New York State Department of Health working in the area of breast cancer research. She also served as a Social Science Research Analyst at the Office of Analysis, Nutrition and Evaluation, Food and Nutrition Services, U.S. Department of Agriculture where she worked on evaluating the WIC and Medicaid Programs. Dr. AbuSabha taught nutrition at Penn State for over a decade and provided instruction using traditional and distance-learning formats. She is widely published in the

areas of nutrition education and community nutrition. She has authored articles in many journals including Journal of the Academy of Nutrition and Dietetics, Journal of Nutrition Education and Behavior, Health Education and Behavior, and Journal of Family and Consumer Sciences. She currently serves as the Past Chair of the Nutrition and Dietetics Educators and Preceptors (NDEP). Dr. AbuSabha has received a number of awards including the 2010 Dannon Mid-Career Leadership Award. She teaches Food Service Management NTR 313 and she teaches Directed MS Thesis Research NTR 690 and 691. abusar@sage.edu

EILEEN FITZPATRICK, DrPH, RD, Assistant Professor, Chair, Nutrition Science Department, received a Bachelor of Science Degree in Psychology from Tufts University, as well as a Bachelor of Science in Nutrition from Russell Sage College and completed a Dietetic Internship at Sage Graduate School. She received a Masters of Public Health and a Doctorate in Public Health, from the School of Public Health, University at Albany. Her previous work experience includes seven years of biochemical research at the Wadsworth Center for Labs and Research, New York State Department of Health (NYSDOH). In addition, she has worked with the Division of Nutrition, NYSDOH, on participant retention in the New York State WIC program; the Bureau of Communicable

Disease Control, NYSDOH evaluating foodborne illness; and the Obesity Prevention Program, NYSDOH, on interventions to improve breastfeeding rates in New York State. Dr. FitzPatrick is co-author of numerous scientific publications and has presented original research at professional meetings including the New York State WIC Association and the American Public Health Association.

Her current research includes evaluation of summer feeding programs. Dr. FitzPatrick is a full time faculty in the Nutrition Science Department. She teaches Nutritional Epidemiology, NTR 553, Advanced Food Science NTR 502/402, Community Nutrition NTR 325 and Food and Culture HMN 201. fitzpe@sage.edu

SONYA IRISH HAUSER, PhD, Post-Baccalaureate Program Director and Assistant Professor, received Bachelor's degrees in Psychology (Houghton College) and Nutrition Science (Russell Sage College), a Master of Science degree in Nutrition Communication (Tufts University), and a Doctoral degree in Food Policy and Applied Nutrition (Tufts University). Her academic work includes research in the areas of childhood obesity, family and community approaches to obesity prevention, and use of multimedia and web-based technology in health promotion. Other interests include environmental approaches to health behavior change and health and social marketing. She has developed and tested various modes of dissemination for nutrition and physical activity curricula and most recently conducted research the USDA Summer Food Service Program (SFSP). She has authored numerous scientific papers and speaks regularly at academic meetings and conferences. As well, she writes and contributes to articles for popular press and consults for various public health organizations, community groups, food

companies, and commodity boards on a regular and on-going basis. She teaches Principles of Nutrition SCI 120, Foundations of Nutrition NTR 201, Nutrition Communication NTR 555, Weight Management NTR 562, Nutrition Programs and Interventions NTR 561 and Nutrition Seminar NTR 602. hauses@sage.edu

COLLEEN MCCRIEF, MS, RD, Director, Didactic Program in Dietetics, received a Bachelor of Science Degree in Nutrition from Russell Sage College and completed a dietetic internship at the Michael E. DeBakey VA Medical Center in Houston, TX. She received a Masters of Science in Nutrition from Texas Woman's University in Houston, TX. Ms. McCrief began her career in Houston as a Clinical Dietitian at the VA Medical Center. Her clinical coverage focused on General Medicine and Liver Transplant. She also spent time as Acting Clinical Manager and Acting Dietetic Internship Director. She was accepted into the Veterans Health Administration Leadership Development Institute in 2012. Ms. McCrief has held leadership positions within the Houston Academy of Nutrition and Dietetics as Secretary and Nominating Committee. Currently, she is the Nutrition and Dietetic Educators and Preceptors (NDEP) Line Editor and provides a number of lectures in the community including the annual Sodexo Clinical Symposium. Professor McCrief is the DPD Director for the Department of Nutrition Science and teaches NTR 504/404 Medical Nutrition Therapy I, NTR 517/417 Medical Nutrition Therapy II, NTR 507/407 Nutrition Counseling, and NTR 525 Advanced Medical Nutrition Therapy. mccric@sage.edu

RYAN MITCHELL, PhD, Associate Professor, received his Bachelor's degree in Nutrition from Pennsylvania State University and his Doctoral degree in Biochemistry and Molecular Biology from the University

of California, Davis. After completing his degree, Dr. Mitchell's career has been focused on teaching and promoting undergraduate research. He has taught numerous science courses including Metabolism and Bioenergetics while a lecturer in the Biochemistry and Biophysics Department at UC Davis, taught various Chemistry courses in the Los Rios Community College District, and taught Nutrition at DeVry University. Through his work as Director of the undergraduate research program in the UC Davis College of Engineering and as Coordinator of the NSF-funded California Alliance for Minority Participation, he also spent a number of years promoting the diversity of undergraduate students participating in Math, Science and Engineering Research. Later, as the Higher Education Coordinator at the Center for Biophotonics at UC Davis, Dr. Mitchell mentored undergraduate students and facilitated their engagement in biophotonics research. Dr. Mitchell has authored numerous papers and spoken on a wide variety topics for organizations such as the Association for the Advancement of Medical Instrumentation, and the Southeastern Pennsylvania Health Information Management Association. Equal to his passion for educating a diverse student body is Dr. Mitchell's passion for promoting active lifestyles. With over 20 years of experience as a USA Cycling Federation elite amateur cyclist, and years of experience mountaineering in extreme environments, Dr. Mitchell enjoys field testing the best nutritional and physiological concepts. His research are in the relationship between metabolism and sports performance. Dr. Mitchell teaches Nutrition Science SCI 120, Food Culture and Nutrition HMN 201, Macronutrients NTR 501/401, and Micronutrients NTR 503/403. mitchr2@sage.edu

MICHELLE MORGAN, MS, RD, CDN, Director, Dietetic Internship MICHELLE MORGAN, MS, RDN, Director, Dietetic Internship received a Bachelor of Science degree in Nutrition Science from Russell Sage College and completed her Master of Science degree in Clinical Nutrition and Dietetics from New York University. While working towards her Master's Degree, Ms. Morgan concurrently completed a clinically focused Dietetic Internship at the James J. Peters Veterans Affairs Medical Center (Bronx VA). Prior to joining the Sage community, Ms. Morgan worked in the clinical setting at NewYork-Presbyterian Hospital/Weill Cornell Medical Center in New York City. Ms. Morgan has held various leadership positions for the Hudson Valley Dietetic Association and is currently serving as Immediate Past President. Professor Morgan teaches all courses required for the Dietetic Internship Certificate; NTR 530 NTR 531 and NTR 532. Morgam1@sage.edu

STAFF

Dorian Longton, RD, CDN Dietetic Internship Coordinator, Dorian received a Bachelor of Science in Nutrition from Russell Sage College as well as completed the Sage Dietetic Internship at Sage Graduate School. Dorian's background is in Public Health Nutrition. She worked as a contract RD with the New York State Department of Health in the Division of Nutrition, Bureau of Supplemental Food Programs, NYS WIC. During her time with WIC, Dorian was assigned to the Contract Management team where she oversaw nearly 40 permanent and temporary WIC sites within the state. She provided support and training to staff, managed federal/state grants, maintained monthly and quarterly reports, upheld state and federal policies, and provided technical assistance both remotely and in the field to ensure WIC agencies are providing participant centered nutrition services.

Dorian hopes her excitement for dietetics and education will inspire those around her to be lifelong learners. Dorian's interests are to earn her Masters of Science in the near future and to write a cookbook with her chef husband. leroyd@sage.edu

ADJUNCT INSTRUCTORS

Eileen Lindemann, MS, RD, CDN, Instructor, received a Bachelor of Arts in English from Skidmore College and a Master of Science in Applied Nutrition from Sage Graduate School. She has worked as a nutrition educator for "Just Say Yes to Fruits and Vegetables," a Supplemental Nutrition Assistance Program (formerly known as the Food Stamp Program), Nutrition Education project that provides cooking demonstrations and nutrition workshops to low-income individuals in food pantries, soup kitchens, and homeless shelters. Ms. Lindemann also contracts with the New York State Department of Health Child and Adult Care Food Program to develop nutrition and physical activity curricula for use with staff of day care centers and providers in family day care homes. Ms. Lindemann currently serves on the 4H/Family and Consumer Sciences Program Committee for Saratoga County Cornell Cooperative Extension. She teaches Community Nutrition NTR-325-01 and Nutrition Science SCI-120-02. lindee@sage.edu

Marci Farrell Murphy, MS, ATC, CSCS, adjunct professor, received a bachelor's degree in biology from The State University of New York at Albany and a Master of Science in Food Science and Human Nutrition with a concentration in Exercise Science from Colorado State University. In 1991 she received her athletic training

certification, is a member in good standing with the National Athletic Trainers' Association, and worked as an athletic trainer in the high school, clinical, and collegiate settings for over 20 years. While at Colorado State University, she created an athletic training program for the intercollegiate club sport athletes and instructed/supervised a staff of student athletic trainers. Ms. Murphy began her collegiate teaching in the Health Science Department at The Sage Colleges and taught various sports medicine courses, exercise physiology, sports nutrition, health and wellness, and anatomy and physiology labs. In addition to teaching her efforts were instrumental in achieving accreditation for the athletic training major through curriculum development and assessment. Ms. Murphy holds a certification in Strength and Conditioning from the National Strength and Conditioning Association. She has provided numerous lectures for sports teams, coaches, administrators, athletes, and athletic trainers on topics including sports nutrition, sports medicine, health and wellness. Ms. Murphy was a volunteer athletic trainer for the summer and winter Empire State Games and has taught CPR and First Aid classes for the American Red Cross. Prior to a return to the Albany area, Ms. Murphy served as the Physical Education Instructor for a K-8 private school in Texas. She teaches Nutrition Science-SCI 120 and Anatomy and Physiology I & II Labs-BIO 201L/202L. farrem@sage.edu

CHRISTINE SLOAT, MS, RD, CDN, Adjunct Professor, received her bachelor's degree in Dietetics from the University of Delaware and completed her dietetic internship and

a Master of Science degree in Applied Nutrition at the Sage Graduate Schools. She is currently the founder and owner of Nutritious Notions LLC, a nutrition consulting firm and private practice. Christine works with clients of all ages in her outpatient office, focusing mainly on weight management, diabetes and gastrointestinal health. She regularly consults for and contributes a nutrition blog to the Stewart's Shops website. Her research interests lie in the areas of childhood obesity and community nutrition. She teaches Weight Management NTR-562-35. sloatc@sage.edu

CHEF GAIL SOKOL, BA, MBA, CC, Adjunct Instructor, received a bachelor's degree in Chemistry and English from Union College, and received a Master of Business Administration from Russell Sage College. After several years, she returned to school to pursue her passion for culinary arts, earning an Associate in Occupational Studies from Schenectady County Community College and becoming a Certified Culinarian. She teaches courses in Nutrition, Baking, and Sanitation for Schenectady County Community College's Culinary Arts program, and is the director of SCCC's Children's Cooking and Baking Program. She has worked as a Pastry Chef in a number of local restaurants, and has served as an Assistant Chef for two national television cooking shows. Moreover, she organized and hosted Feed Your Brain with Chef Gail Sokol, a local children's television series. Chef Sokol has won or placed in nearly ten culinary competitions, demonstrating her skills in subjects from baking to garde manger. Chef Sokol is the author of About Professional Baking, a professional baking textbook, and is featured in its accompanying DVD series. She is a member of the American Culinary

Federation and a ServSafe Certified Proctor and Instructor through the National Restaurant Association. Chef Sokol teaches NTR 211 Introduction to Food science and NTR 211 Labs, NTR 314 Quantity Food Production. sokolg@sage.edu

ANGEL SURDIN, MS, MFA, RYT, Adjunct Professor, received a Bachelor of Arts degree in English from the University of Missouri-Columbia, a Master of Fine Arts degree in English-Creative Writing Nonfiction from the Ohio State University in Columbus, and a Master of Science degree in Applied Nutrition from the Sage Graduate Schools in Troy, New York. Additionally, she completed her 200-Hour Yoga Teaching Certification at Kripalu Center for Yoga and Health in Stockbridge, Massachusetts. Ms. Surdin began her teaching career in the field of English, teaching writing courses, as well as courses in professional development, and group dynamics. While pursuing her MS in Applied Nutrition, she completed a year-long internship with the New York State Public Health Association (NYPHA) wherein she contributed to public health projects related to tobacco cessation, e-cigarettes, and childhood obesity prevention. Ms. Surdin also worked on the first NYSPHA Day at the Capitol, a now annual event designed to call attention to public health legislation at the state level. In addition to teaching writing courses at Hudson Valley Community College, and Nutrition courses at Russell Sage College, Ms. Surdin also leads a public health grant-funded project aimed reducing rates of pediatric asthma attacks. Her personal research interests involve examining the ways food, politics, and culture intersect – or collide – and how those interactions affect both individual wellness and public health.

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NUTRITION CLUB OFFICERS

2016-2017

Co-President:

Nicole Meerwarth
(through Dec. 2016)

Amanda Griffiths
(Jan. – May 2017)

Co-Vice President:

Sarah Cartwright
(through Dec. 2016)

Karalii Rabii
(Jan. – May 2017)

Secretary

Liz Brownell

Treasurer:

Meghan Dillon

Faculty Advisor:

Professor Colleen McCrief

PROFESSIONAL BEHAVIOR AND EXPECTATIONS

- **Professional Behavior**
- **Classroom Etiquette**
- **Nutrition Students Professional Communication**
- **The Sage Colleges Netiquette Policy**
- **E-mail Policy for The Sage Colleges**
- **Procedure for Requesting Letters of Recommendation**

PROFESSIONAL BEHAVIOR

Becoming a professional involves learning and commitment beyond the mastery of the profession's "body of knowledge." It encompasses the integration of attitudes, values and behavior that reflect personal integrity, respect for self, respect for the right of differing viewpoints, and a sense of responsibility as a contributor to a community of people. Our programs have been designed with teaching/ learning experiences that will allow students to continually work toward achieving the following:

1. A positive view of self and increased self-awareness as demonstrated by:
 - Self-advocacy
 - Self-initiating behaviors
 - Dependability
 - Comfort defending one's own position
 - Tolerance of error
 - Seeking and obtaining feedback
 - Constructive response to criticism modifying behavior as appropriate
 - Direct verbal and nonverbal communication
 - Continual values clarification
2. Interpersonal competence as demonstrated by:
 - Listening to and hearing others
 - Skills and strategies to increase collaboration
 - Empowering others
 - Sensitivity to the agenda and values of others
3. Commitment to learning and contribution to learning of others:
 - Seeking and contributing new ideas
 - Enthusiasm in learning situations
 - Contributing to or originating discussion
 - Eliciting input, opinions, and participation of others

Classroom Etiquette

Take responsibility for your education

Instructors are here to create a learning environment – whether or not you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. Your tuition pays for a seat in the course, not a guaranteed good grade. What you do in that seat or how often you come to class and take that seat is entirely up to you. Students are advised to limit work hours and make their coursework their priority.

Accept that instructors' classroom policies, procedures and teaching styles vary.

Some instructors enforce attendance policies vigorously; others are more lenient. Assignments and classroom discussions/events are at the discretion of the instructor. Each instructor has the freedom and authority to set his or her course policies and guidelines.

Attend class

Students who attend class, listen to the instructor, ask questions, and take good notes are more likely to pass with a higher grade. If you must miss a class, contact your teacher ahead of time to let him or her know that you will not be there. DO NOT ask the instructor to repeat material you missed because you skipped a class.

Be on time

Do not take it upon yourself to decide when class begins or ends. The instructor will start class on time and dismiss the class when appropriate. Walking in late disturbs everyone. At The Sage Colleges (TSC) and many places of employment, tardiness communicates lack of interest and lack of dependability. If you will knowingly be late for class, please consider dropping the class (if the problem will be ongoing) or discuss this with your instructor ahead of time.

Come to class prepared – Turn your work in on time

Complete assigned readings before coming to class. Make sure to bring common classroom supplies such as a pencil, paper, textbooks, test materials, etc. along with completed homework. Students who attempt to complete their assigned homework in classroom at the last minute often earn lower grades and are more likely to miss deadlines. Instructors recognize those students who consistently cannot meet assignment deadlines. If an instructor is lenient on an “emergency” extension of an assignment due date, have the good sense to know that it is unreasonable to ask again. (This does not pertain to students who qualify for reasonable accommodations based on a documented disability.)

Ask appropriate questions

It's good to ask questions and make comments, but keep them related to the discussion at hand. Dominating class time with too many questions or comments prohibits other students from participating in discussions.

Practice common courtesies

Remember that in college, as is every other area of life, politeness and respect count.

- Do not have private conversations with your neighbors during class.
- Turn off cell phones and beepers. The noise is distracting to other students.
- Do not send text messages during class. Despite what you think, instructors CAN see you typing beneath your desk.
- Respect all opinions. Others may have different ideas and opinions from yours, they may ask questions that you perceive to be "stupid," but they deserve the same level of respect from you as you wish from them.
- Unpack before class/pack after. The sound of zippers on backpacks along with the rustling of papers and/or jackets also disrupts the classroom and indicates lack of respect.

Respect your instructor

Openly challenging the instructor's knowledge or authority in the classroom is improper. If you have differences with your instructor's information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner.

If you are struggling with your coursework, seek assistance.

Your instructors are willing to assist you. However, there are many other ways to get help: Tutoring is available through the academic learning center, proofreading and paper critiquing is available at the writing center.

Acceptable Language and Tone

Profane language is unacceptable, at all times in the classroom.

Do not whine or complain. This action reflects on you poorly!

Conduct yourself as you want to be remembered. Know that faculty is often asked by students for letters of recommendations. Will your poor classroom behavior get in the way of getting the kind of letter you are hoping for??

Advice from Weber State University:

Don't ask these questions which are classic sources of annoyance for professors:

- "I missed class – Did we do anything important?"
- After chatting with your friend for five minutes, "Could you repeat that?"
- In the middle of a fascinating discussion on a new concept: "Will this be on the test?"
- At the end of the semester after missing numerous assignments: "Is there extra-credit in this class?"

NUTRITION STUDENTS PROFESSIONAL COMMUNICATION

Here are some tips to use when addressing college faculty:

Addressing the Deans:

Dean “last name.” For example, for the Dean of RSC, Dean Donna Heald, you would say: Dean Heald.

Addressing the Faculty:

Dr. “Last name,” Professor “Last name,” or Ms./Mr. “Last name.” When in doubt use Professor “last name.”

Only use first name when asked to do so by the faculty.

This is the proper way to address the faculty in the Nutrition Science Department:

- Dr. FitzPatrick – Assistant Professor, Department Chair
- Dr. AbuSabha – Graduate Program Director, Professor
- Dr. Irish Hauser – Post-Bacc Program Director
- Dr. Mitchell – Associate Professor
- Professor McCrief – Didactic Program Director
- Professor Morgan – Dietetic Internship Director
- Ms. Longton – Dietetic Internship Coordinator
- Professor Sokol – Adjunct
- Professor Surdin – Adjunct

E-Mail Etiquette

Never use Hey! Avoid “Hi” or any other casual greeting. Most appropriate way to address faculty: Dear Dr./Professor/Ms. “last name.” You may use Hello Dr./Professor/Ms. “last name.” Following are some examples:

- “Dear Dr. Irish Hauser” or “Hello Dr. FitzPatrick”
- “Good Afternoon Professor McCrief”
- “Good Morning Professor Morgan”
- When communicating with your dean: “Dear Dean Lawrence” (Avoid addressing with “Hello”. Use the formal communication when addressing the Deans.)

The Sage Colleges Netiquette Policy:

Online Access

- Do not allow anyone access to the Sage network or any online course through your account. Make sure you log out when using public computers. Allowing anyone (parents, friends, spouses, etc.) to access the course or see other students' work violates federal privacy laws. Do not share your password with anyone or allow anyone to use your account.
- Students taking online and hybrid courses are required to use their sage.edu email account when communicating with instructors and classmates.

Note: For further information reference [Sage's Information Technology Acceptable Use Policy](#).

Adhering to College and Federal Regulations

- Do not post anything illegal, harassing, sexually suggestive, or inflammatory on your personal profile, course discussion boards or any other institutional portals. This includes posting racy photos and using curse words, and religious, racial, sexual, or ethnic epithets. Further, do not post anything that would violate [Health Insurance Portability and Affordability Act \(HIPAA\) regulations](#), or the [Family Educational Rights and Privacy Act \(FERPA\) regulations](#). Your comments should relate to course content and not try to influence your classmates to your political, social, or religious beliefs or values. These are academic courses, not social networking sites. If instructors see something that they think might offend others, they might remove it or ask you to remove it. If you aren't sure about something, talk to your instructor before posting. Repeat offenses may result in further disciplinary action.

Spelling, Grammar, and Punctuation

- Follow the rules and conventions of standard English; use correct spelling, grammar and punctuation. Avoid use of text speak such as CUL8R, LOL or emoticons.
- Use normal capitalization. Typing in ALL CAPITAL LETTERS is the Internet equivalent of yelling at someone. Don't do it in e-mail or in the discussion boards. Also typing messages in all lower case makes your message difficult to read.

Cybersecurity

- Do not spam your classmates or instructor with e-mail advertisements or solicitations either through Moodle or their e-mail accounts. Students in this course have the same right to privacy as others. Also, please do not add classmates or **instructors to e-mail**

lists for jokes, horoscopes, religious materials, commercial information, or anything else that does not relate to class work.

Formal Address and Online Discussion

- Address your classmates and instructors by name in course communication (such as e-mails, discussions posts). For example: "Hi Ms. Smith, I have a question"... or "Tamika, I like your answer to that question." This shows that you recognize the person at the other end of the communication.
- Unless instructed otherwise, assume that your instructor prefers to be referred to in more formal terms, (i.e., Professor Smith, Dr. Jones, Mr. Davis, Ms. Grey).
- Be respectful of those in the academic community. Do not make demands or threats. Think about what you want from your instructor or your classmates before you send an angry e-mail or make an angry discussion post.
- Discuss personal matters, grades, and policy matters with instructors via e-mail, voice chat, over the phone, or in their offices, not in the course discussion boards. Refrain from posting complaints, rants, or problems about the course or your life in the discussion board.
- Remember to identify your class/section, e.g., ENG 101-30, and the topic of your message in the subject line of your email, so your instructor can relate your question to a specific person and class.

○ Discussion Board Guidelines

- Make posts that are on topic and within the scope of the course material
- Review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own

- When you disagree with someone, express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

Published: 06/12/14; Netiquette Policy - Rules and Requirements adapted from Surry College;
Discussion Board Guidelines adapted from University of Florida;

YouTube Netiquette Video Link: <http://www.youtube.com/watch?v=DwdqQjCfWSc>

E-mail Policy for The Sage Colleges

Sage considers the College's e-mail system (username@sage.edu) address the exclusive vehicle for official college e-mail communications. As such, (username@sage.edu) will be considered the official e-mail address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage e-mail account (on MySage, formerly CampusCruiser) and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned e-mail account for information. All students are responsible for managing their disk quota such that there is room for new mail to arrive. Any electronic business conducted with the College must be done via a sage.edu account.

In addition to this change in communication policy, The Sage Colleges is delighted to announce the online e-service called SageAdvisor. You can access the following information online, only through your MySage account:

- Account summary
- Grades
- Grade point average by term
- Transcript
- Academic evaluation (formerly Degree Audit)
- Class Schedule

SageAdvisor is a web based tool that will provide a wide spectrum of institutional services and information that will be provided within MySage and available to you when you need them. These services are categorized into three user groups: Students, Faculty/ Advisors, and Employees. Your personal information and services can be accessed in the areas that reflect your role(s) at The Sage Colleges.

To get started, login to your MySage account at <http://prod.campuscruiser.com/sage> and just click on the appropriate sub-tab group located on the sub-tab bar.

If you need help with your password, please call the helpdesk at (518) 244-4777. Passwords can also be reset in the libraries or computer labs (you will be asked to show photo ID). For assistance with technical or operational issues (such as options not working or pages are loading with errors) you may also call or e-mail the helpdesk (helpdesk@sage.edu). Questions regarding content or information within certain options should be directed via email: sageadvisor@sage.edu

PROCEDURE FOR REQUESTING LETTERS OF RECOMMENDATION FROM FACULTY

Provide faculty with at least 3 weeks notice for completing your letters of recommendation. At least three weeks before your letters are due:

1. Type a list of all the Dietetic Internships (DI)/college programs to which you are applying. Include the complete name, title, credentials and address of the Dietetic internship director.
2. Update your resume.
3. Request recommendations from faculty via email or in person.
4. Hand in to the faculty, at least three (3) weeks before your deadline:
 - a. A copy of the list of DI/college addresses (can be e-mailed),
 - b. A copy of your updated resume (e-mailed),
 - c. A worksheet that includes:
 - i. Courses taken with that faculty and the grades you received on the course and completed projects. E.g., NTR 211, Grade A- , Menu Project Grade 89/100.
 - ii. A list of your strengths and weaknesses
 - iii. Your career goals
 - iv. A list of work and volunteer experience (non-nutrition related experiences count)
 - v. Any other relevant information, especially qualities that distinguish you from others, obstacles you have overcome, etc.

It is highly recommended that you set up an appointment with a faculty member to review your DICAS application packet and answer any questions that you might have regarding the application at least two (2) weeks before the application is due.

Note that some faculty may ask you to write your own letter of recommendation to help highlight some of your best qualities.

ACADEMIC ADVISING

Health Advisement and Counseling

You are expected to notify your faculty advisors if serious personal or health problems develop which will require you to miss class for an extended period. Please refer to the Disability Status Link for more information regarding your rights:

http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Services_for_Students_with_Disabilities

Come Prepared for Academic Advising

To All Nutrition Majors:

Academic advising is important to all of us. As your advisors we are committed to partnerships to help you achieve academic success. To make our advising sessions an experience that empowers you with the confidence to succeed, we are recommending that you to come to all advising sessions (individual or group) well prepared.

When you meet with us, your preparation should include:

GATHERING INFORMATION:

- See the Nutrition Handbook regarding nutrition major requirements.
- Be aware of the suggested course plan (1-4 years) depending on your entry status
- Print your academic evaluation report from SageAdvisor. (If you do not know how to interpret these documents please do not hesitate to ask for help in student services- they are the experts.)
- Search for the courses you need on Sage Advisor.

MAKE A LIST:

- Write down notes and questions you have for your faculty advisor.
- List all courses you need or want. If you know a course is popular consider alternatives just in case you are waitlisted. If you need an elective, peruse the course schedule and choose 2 or 3 that may be of interest to you.
- Notice conflicts
- Then discuss these notes with your advisors

KEEP TRACK:

- Keep track of course credit being transferred in, either from high school or undergraduate (check with student services to know what will be accepted- please do not assume anything). What are they being accepted as (ex. electives, requirements)?
- If any of your courses are waived-know which ones they are (this doesn't happen too often).
- As you approach your SENIOR YEAR check that your credits add up!

When we meet with you, our job will be to:

- Confirm your course choices or advise an alternative plan.
- Help you navigate your course selections around the unavoidable instances where courses conflict or are wait-listed.
- Keep you up to date with departmental news, course/ requirement changes, Internship updates and other pertinent student information.
- Assess your progress and support your academic growth.

AFTER YOU ARE CLEARED BY YOUR FACULTY ADVISOR:

Go to SageAdvisor- Registration Menu and sign up on-line for courses. (Registration instructions are available on-line.)

We anticipate that you will achieve success in our program and we believe that good academic advising is part of that success.

DURING AN ACADEMIC ADVISING SESSION:***THE FACULTY ADVISOR IS RESPONSIBLE FOR:***

Scheduling office hours each week. Some of these will be open office hours, available to students without an appointment. Students are urged to make appointments in advance with the faculty member. This will allow scheduling of adequate time for advisement. Part-time faculties are required to inform students of times either before or after class. Or via telephone, that they are available for matters directly related to the course they are teaching.

Maintaining student files in good order, including a brief note verifying each student/faculty meeting.

Meeting with advisees when informed the student is experiencing academic difficulty or there is a change of status.

Making referrals as appropriate for career counseling, financial aid, learning assistance/tutoring, and/or physical/psychological support and services (see college catalog – Financial Aid, Academic Support Service and Student Life).

THE STUDENT IS RESPONSIBLE FOR:

Meeting regularly with the advisor to review the sequence and completion of general education, prerequisite and professional courses.

Periodically reviewing their files, and obtaining and assuring completeness of all required forms needed to continue in the major.

Notifying the advisor of anticipated changes in academic status, including leaves of absence, request to change major, adding or dropping courses and requests to take courses off campus. These requests should be made in writing, using appropriate forms if applicable (i.e. add/drop forms).

Notifying the advisor of any changes in name, address and home/work telephone numbers. These changes must also be made to the Registrar's Office, in writing.

Some Important Links:

Grievance procedure:

<http://catalog.sage.edu/content.php?catoid=23&navoid=1256>

Student grievances, disability statement and code of conduct:

http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Services_for_Students_with_Disabilities

BS PROGRAM AT RUSSELL SAGE COLLEGE (RSC)

- **Mission and Goals**
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- **Nutrition Minor**

BACHELOR OF SCIENCE DEGREE IN NUTRITION SCIENCE (BS)

The BS degree in Nutrition Science fulfills the undergraduate requirements for the Academy of Nutrition and Dietetics accreditation and for New York State Education Department certification. Studies include theoretical and practical coursework embedded in a broad background in the liberal arts and sciences. Community experiences are considered an important component of learning and are encouraged in junior and senior year.

Program Mission

The mission of the Russell Sage College Nutrition Science program is to provide women with an opportunity to study the foundation knowledge of nutrition, food science, and food service management within a small, private, liberal arts college.

Program Goals

The goal of the Nutrition Science program at Russell Sage College is to present educational opportunities which will prepare students with knowledge of nutrition, food science, and food service management. Students will be provided with learning opportunities to develop the basic knowledge and skills necessary to support quality nutrition services for individuals, groups, and communities.

BS in Nutrition Required Coursework

Degree Requirements			Credits
Nutrition Science Courses*			42
NTR 201	Foundations of Nutrition Science		4
NTR 209	ServSafe Essentials		1
NTR 211	Introduction to Food Science		4
NTR 313	Food Service Systems Management		3
NTR 314	Quantity Food Production		3
NTR 325	Community Nutrition		3
NTR 401	Nutrition Metabolism 1: Macronutrients		3
NTR 402	Advanced Food Science		4
NTR 403	Nutrition Metabolism 2: Micronutrients		3
NTR 404	Medical Nutrition Therapy		4
NTR 407	Nutrition Counseling Across the Lifespan		3
NTR 417	Nutrition and Human Disease		4
NTR 422	Current Issues in Nutrition		3
*Students must earn a cumulative GPA ≥ 2.8 and a grade of "C" or above in the courses in order to obtain a Verification Statement.			
Supporting Courses			39
BIO 201	Anatomy and Physiology 1		4
BIO 202	Anatomy and Physiology 2		4
BIO 208	Microbiology		4
HMN 201	Food, Culture and Nutrition		3
	HMN 201 requirement may be fulfilled with study abroad course		
CHM 103	Introduction to General Chemistry		4
CHM 104	Introduction to Organic & Biochemistry		4

CHM 220	Nutritional Biochemistry	3
PSY 101	Introduction to Psychology	3
SCI 310	Exercise Physiology	4
SOC 350	Research Methods for the Professions	3

Select one of the following statistics courses (QR)		
PSY 207	Statistical Methods and Computer Applications	3
MAT 220	Applied Statistics I	3

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General Education Requirements – not fulfilled by major or required supporting courses		
Core Requirements		11
WLD 101	Reading Women's Voices/Developing Our Own	4
WLD 201	Researching Women's Lives	4
WLD 401	Women Changing the World	3

Humanities/Arts		
	Other humanities	9
	Electives	19
Total credits required for degree		120

Students are expected to complete 24 hours of nutrition-related community service at approved sites. See Community Service Experience Guidelines in the student handbook.

SUGGESTED COURSE SEQUENCE

BS in Nutrition Science

2016-2017

Fall	Cr.	Spring	Cr.
First Semester		Second Semester	
PSY 101 Introduction to Psychology*	3	NTR 201 Foundations of Nutrition*	4
CHM 103 Intro to General Chemistry*†	4	CHM 104 Intro to General Chemistry*†	4
Elective	3	Elective	3
WLD 101*	4	WLD 201*	4
Founders or First Year Experience	1.5	Founders or First Year Experience	1.5
Total	15.5	Total	16.5
Third Semester		Fourth Semester	
BIO 201 Anatomy & Physiology I†	4	BIO 202 Anatomy & Physiology II†	4
MAT 220 Statistics*	3	NTR 211 Intro to Food Science†	4
HMN 201 Food, Culture and Nutrition*	3	NTR 209 ServSafe®	1
Humanities Elective	3	CHM 220 Nutritional Biochemistry*	3
Elective	3	Humanities Elective	3
Total	16	Total	15
Fifth Semester		Sixth Semester	
NTR 401 Macronutrients	3	NTR 403 Micronutrients	3
NTR 313 Food Serv. Systems Management	3	NTR 314 Quantity Food Production	3
NTR 325 Community Nutrition*	3	BIO 208 Microbiology*†	4
SCI 310 Exercise Physiology†	4	Elective	3
		SOC 350 Research Methods for the Professions*	3
Total	13	Total	16
Seventh Semester		Eighth Semester	
NTR 402 Advanced Food Science†	4	NTR 417 Medical Nutrition Therapy II	4
NTR 404 Medical Nutrition Therapy I	4	WLD 401	3
NTR 422 Current Issues in Nutrition	3	Humanities Elective	3
Elective	4	NTR 407 Nutrition Counseling*†	3
Total	15	Total	13

*Courses offered Fall and Spring

†Courses that require you to register for course and lab

SUGGESTED COURSE SEQUENCE
For Transfer Students
(BS Transfer[†] Students and Post-Baccalaureate Students)
Nutrition Science Department

Fall	Cr.	Spring	Cr.
First Semester		Second Semester	
CHM 104 Intro Organic & Biochemistry**†	4	CHM 220 Intro to Human Metabolism**	3
SCI 310 Exercise Physiology†	4	NTR 209 ServSafe®	1
NTR 201 Foundation of Nutrition Science**	4	NTR 211 Intro to Food Science†	4
NTR 313 Food Serv. Systems Management	3	SOC 350 Research Methods for the Professions**	3
		NTR 325 Community Nutrition**	3
		HMN 201 Food, Culture and Nutrition**	3
Total	15	Total	17
Third Semester		Fourth Semester	
NTR 401 Macronutrients*	3	NTR 403 Micronutrients*	3
NTR 402 Advanced Food Science*†	4	NTR 417 Nutrition and Human Disease*	4
NTR 404 Medical Nutrition Therapy*	4	NTR 407 Nutrition Counseling Across the Lifespan**†	3
NTR 422 Current Issues in Nutrition	3	NTR 314 Quantity Food Production	3
Total	14	Total	13

*Courses cross-listed as NTR 501/401, NTR 502/402, NTR 503/403, NTR 504/404, NTR 517/417. MS students register for the 500 level number whereas BS students for the 400 level number.

**Courses offered both Fall and Spring semester

†Courses that require you to register for course and lab

Students are expected to complete 24 hours of Nutrition-related community service at approved sites. See Community Service Experience Guidelines in the Student Handbook.

The following courses will need to be transferred:

General Chemistry, Anatomy and Physiology 1 and 2, Microbiology, Introduction to Psychology and Statistics.

†Transfer students who are pursuing a BS degree must take additional courses to satisfy general education requirements

Community Service Experience Guidelines

Purpose:

- Give an opportunity to gain experience in the setting of a diverse community project.

Please follow the guidelines below

- All Nutrition Science BS and Post-Baccalaureate students are expected to complete a total of 24 hours of nutrition-related community service with a **low-income, disadvantaged** population by the completion of NTR 522/422 (Current Issues in Nutrition).
- The 24 hours should come from a minimum of 2 different sites.
- Failure to complete the 24 hours in entirety will result in a full letter grade reduction in NTR 522/422 (example: a “B” then = “C”)

Acceptable sites and activities are listed below:

- Cooperative Extension
 - Any food pantry, Regional Food Bank
 - Troy Community Gardens, the Veggie Mobile, and Capital Roots
 - Unity House, Joseph’s House
 - Next Steps, Inc.
 - Summer Food Service Program
 - Meals on Wheels/Senior Services (meal delivery)
 - United Way
 - WIC
 - Catholic Charities (participate in meal preparation and delivery)
 - Albany Damien Center (meal service)
 - Serving food, teaching nutrition, or serving any group of low-income individuals
 - Educating children in nutrition at a Head Start or Boys and Girls Clubs
 - South End Children’s Cafe
-
- If you want to complete community service at a site that is not listed above, send Professor McCrief an email (mccric@sage.edu) with the name of the site and a description of the activity. If it is acceptable, she will respond back to you with an email approval.
 - Once you complete your community service, be sure to provide the supervisor/mentor at the site the community service experience evaluation form and ask them to evaluate your performance and SIGN the form. Forms may be obtained from the Nutrition office or copied from the student handbook.
 - It is your responsibility to keep your completed evaluation forms. You will need to submit them in your senior course NTR 522/422 (Current Issues in Nutrition).

Department of Nutrition Science
Nutrition-Related Community Service Evaluation

Student name:	Facility name, address & phone number:
Date of evaluation:	Total number of hours worked:

Please rate the student from 1 (poor performance) to 10 (exemplary/excellent performance) on the following attributes:

Attribute	Points
1. Was the student on-time? If late, please take off 1 point for every 5 minutes	
2. Was the student dressed appropriately for the assignment?	
3. Did the student maintain a positive attitude?	
4. Did the student follow instructions?	
5. Rate the student's overall performance.	
TOTAL POINTS (50 points max)	

Please provide additional comments on the nature and quality of the work the student performed:

Evaluator's name and title:

Evaluator's signature: _____

Degree Requirements

- A minimum of 120 credit hours is required for the baccalaureate degree.
- Students must complete at least half the major at Sage. Furthermore, 30 of the last 45 credits must be completed in residence (i.e. at Sage or through the Hudson Mohawk Association).
- Students must satisfy general education as well as major requirements and must maintain satisfactory standards of scholarship to be eligible for graduation.
- A Bachelor of Arts degree must include a minimum of 90 credit hours in the liberal arts.
- A Bachelor of Science degree must include a minimum of 60 credit hours in the liberal arts.
- See the Liberal Arts Course designations (below).
- Finally, students must achieve a 2.2 grade point average in the major and a 2.0 overall cumulative grade point average.
- Some majors require a higher grade point average for graduation.
- The ultimate responsibility for fulfilling graduation requirements rests with the individual student.

Students should regularly review their academic programs with their advisors to make certain that requirements for degrees are being met.

General Education at Russell Sage College: (for students who entered prior to Fall 2016)

The World Program

WORLD stands for Women Owning Responsibility for Learning and Doing, and as the title of our general education program, translates Sage's founding motto – "to be, to know, to do" – into the educational challenges facing 21st century women. It further indicates our commitment to a global perspective and our respect for the diversity of our community, both narrowly and broadly defined.

Core Courses

These four courses, which immerse students in writing, research, and global issues of particular relevance to women, offer a common educational experience to all Russell Sage students and

provide a core around which co-curricular activities will be planned. Thus, students should expect to attend and benefit from many of the campus performances, lectures, and other activities that will be linked to their core course work.

- World (WLD) 101: Reading Women's Voices/Developing Our Own
- World (WLD) 201: Researching Women's Lives
- World (WLD) 401: Women Changing the World

Core Courses

WLD 101: Reading Women's Voices/Developing Our Own. In a global environment of wired connection, WORLD 101 and 201 challenge students to develop Voice including skill in multimodalities, lucid argument, quantitative analysis, research, and personal expression. This team-taught, interdisciplinary course sequence views women's lives through the lens of historical, cultural, global, and systemic forces that shape women's opportunities and constrain their realization. The materials of WLD 101 will include multiple genres reflecting the strategies that writers and researchers use to make claims and provide warrant for their arguments. A major objective of the course is for students to comprehend and analyze rhetorical styles of power and persuasion. Students will gain experience in the comparison of texts through informal discussion and formal reflection. In WLD 201, students will conduct a research-based project. This will result in a paper and formal presentation at the WORLD conference. This course replaces the former core requirement of ENG 101 and serves as Russell Sage's basic English composition course. Transfer students with credit for ENG 101 will have this requirement waived. Note: A grade of C or better must be earned in WLD 101 and 201 in order to receive course credit. The grade NC (no credit) is given to students who have not achieved a grade of C or better but who have completed all coursework.

WLD 201: Researching Women's Lives. In a global environment of wired connection, WORLD 101 and 201 challenge students to develop Voice including skill in multimodalities, lucid argument, quantitative and qualitative analysis, research, and personal expression. This team-taught, interdisciplinary course sequence views women's lives through the lens of historical, cultural, global, and systemic forces that shape women's opportunities and constrain their realization. The materials of WLD 101 will include multiple genres reflecting the strategies that writers and researchers use to make claims and provide warrant for their arguments. A major objective of the course is for students to comprehend and analyze rhetorical styles of power and persuasion. Students will gain experience in the comparison of texts through informal discussion and formal reflection. In WLD 201 students will conduct a research-based project. This will result in a paper and formal presentation at the WORLD conference. This course replaces the former core requirement of ENG 220 and serves as Russell Sage's basic research and writing course. Transfer students with credit for ENG 220 will have this requirement waived. Prerequisite(s): WLD 101 or ENG 101 Note: A grade of C or better must be earned in WLD 101 and 201 in order to receive course credit. The grade NC (no credit) is given to students who have not achieved a grade of C or better but who have completed all coursework.

WLD 401: Women Changing the World. This interdisciplinary course engages students in an examination of how women influence and change their world. Students draw upon their knowledge, skills and voice, as well as the voices of other women, to examine their personal values and explore their potential as agents of activism and change.

Requirements include a group service-learning project and an end-of-semester conference. (Formerly WLD 420) Prerequisite(s): Completion of 61 or more credits.

Cross-Cultural Studies

These courses advance Russell Sage students' understanding of diversity and cultural issues. Students choose from a wide array of cross-cultural courses from many disciplines, designed to deepen understanding of global issues and cultural perspectives the faculty view as vital in the 21st century.

Distribution

This component of the general education program seeks to ensure that all Russell Sage College students have a broad exposure to the various liberal arts and sciences disciplines. While students are, understandably, committed to their major fields of study, this aspect of general education will help maintain students' options for the future and will offer them intellectual and personal satisfaction as well. The specific form of the distribution requirements vary by major; in this, as in all other aspects of educational planning, it is vital the student work closely with her academic advisor.

General Education Requirements (Total Credits = 39)

Specific requirements can be seen below. For further information regarding general education, students should consult with their academic advisor. Each student is required to fulfill the general education program described below. Requirements are organized in three areas:

- “Core” or common courses to be taken by all students,
- Cross-Cultural Studies, a cross-cultural course chosen from a selection of courses that explore a non-western culture or compare two different cultures,
- Distribution requirements, which ensure a student's exposure to knowledge from a broad spectrum of disciplines as well as her preparation for lifelong learning.

Cross-Cultural Courses:

These courses may double-count with major or distribution requirements.

Students choose one cross-cultural course (XC) in any department from the following list. (May be taken at any point.)

- ARA-101 - Intro to Arabic
- CHN 101 - Introduction to Mandarin Chinese
- CHN 102 - Cont. Intro to Mandarin Chinese
- CRJ 229 - The Death Penalty
- DAN 210 - History of Ballet
- DAN 212 - History of 20th Century Dance
- ECO 313 - Economic Development
- ECO 318 - Economies in Transition
- ENG 213 - African-American Literature
- ENG 215 - U.S. Latino/Latina Literature
- ENG 221 - Native American Literature
- ENG 250 - Women's Literature
- FRE 201 - Intermediate French I
- FRE 202 - Intermediate French II
- GLO 101 - Introduction to Globalization
- HMN 201 - Food, Culture and Nutrition
- HSC 206 - Cultural Perspectives of Health, Disability and Wellness
- HST 101 - The Emerging World I
- HST 102 - The Emerging World II
- HST 103 - African History I
- HST 104 - African History II
- HST 107 - Latin American History I
- HST 108 - Latin American History II
- HST 218 - Russia and East Europe

- HST 221 - The Modern Middle East
- HST 233 - History of Modern China
- HST 239 - Modern Japan
- HST 245 - African/American History & Politics
- HST 305 - Women in Developing Countries
- HST 306 - Women's Sexuality & Global Change
- HST 317 - 20th Century Europe-Global Context
- HST 320 - Native American History & Culture
- HST 323 - Women, Children & War
- HST 325 - Caribbean History, Society & Culture
- HST 351 - Women in the African Experience
- ITA 101 - Introduction to Italian
- ITA 102 - Cont. Introduction to Italian
- MGT 340 - Leadership and Diversity
- NTR 225 - Puerto Rico: Culture, History, Nutrition
- PHI 101 - Introduction to Philosophy: Basic Questions
- PHI 107 - Religions of the World
- PHI 211 - Myth, Religion and Art
- PHI 241 - Philosophy of Multiculturalism
- POL 107 - Latin American History I
- POL 221 - The Modern Middle East
- POL 233 - Modern China
- POL 238 - Russia and East Europe
- POL 239 - Modern Japan
- POL 245 - African/American History & Politics
- POL 323 - Women, Children & War
- PSY 208 - Developmental Science: Infancy, Childhood, Adolescence, Adulthood
- RUS 101 - Intro to Russian

- RUS 102 - Cont. Intro to Russian
- SOC 206 - Sociology of the Family
- SOC 208 - Race and Ethnic Relations
- SOC 209 - Gender and Sexuality
- SOC 213 - Class, Power and Privilege
- SOC 229 - The Death Penalty
- SPA 150 - Intro to Spanish for the Health Professions
- SPA 201 - Intermediate Spanish I
- SPA 202 - Intermediate Spanish II
- SPA 211 - Advanced Intermediate Spanish I
- SPA 304 - Applied Spanish Culture
- SPA 305 - Spanish House and Culture
- SPA 335 - Latin American Society in Film
- WST 206 - Sociology of the Family
- WST 207 - Cultural Perspectives of Health, Disability & Wellness
- WST 209 - Gender and Sexuality
- WST 305 - Women in Developing Countries
- WST 306 - Women's Sexuality & Global Change
- WST 333 - Class, Power and Privilege
- WST 351 - Women in the African Experience

Note(s): In addition, certain topic courses (e.g. ENG 248 or HST 348) may be declared as cross-cultural for particular topics. Check with Registrar's office relative to specific topics.

Major-Based Distribution Requirement

Students must complete the following requirements (courses can be taken at any level 100-400)

Humanities/Arts 12 cr. (H/A)

To be taken from courses with the following discipline codes: ARA, ART, CHN, DAN, FRE, GLO, HST, ITA, MUS, PHI, RUS, SPA, THR.

In addition:

- Any COM courses except 202, 221, 235
- Any ENG courses except 101, 102, 220, 235
- HMN 201 - Food, Culture and Nutrition only
- VPA 111 - Introduction to Visual and Performing Arts only
- WST 213, 214, 215, 232, 244, 250, 305, 306, 343, 347, 351 only

Quantitative Reasoning 3 cr. (QR)

To be taken from the following:

- PSY 207 - Statistics with Computer Applications
- MAT 109 - Contemporary Mathematics
- MAT 111 - Math for Teaching and Learning I
- MAT 121 - Math For Teaching & Learning II
- or any MAT course numbered 200 or higher

Social Sciences 6 cr. (SS)

To be taken from the following:

- CRJ 105, 111, 212, 229, 310, 311, 319, 330, 392 only
- Any ECO courses
- HSC 206 only
- Any PACE courses
- Any POL courses
- Any PSY courses (except 206, 331, 359)
- Any SOC courses (except 202, 273, 331, 339)
- WST 104, 206, 207, 208, 209, 222, 223, 310, 316, 319, 321, 333, 335, 405 only
- WST 348 may be a social science distribution course depending upon topics

Natural Sciences 6 cr. (NS)

To be taken from the following:

- Any BIO courses except 340
- Any CHM courses except 340
- Any PHY courses
- Any SCI courses

Liberal Arts Courses

In addition to the required 39 credits of General Education, each degree program requires liberal arts courses as a foundation of learning. The liberal arts requirement “double counts” with general education or major requirements. A Bachelor of Arts degree must include a minimum of 90 credit hours of the liberal arts. A Bachelor of Science degree must include a minimum of 60 credits in the liberal arts.

Liberal Arts Courses are those with the following prefixes: ANT, ARA, ART, CHN, DAN, ECO, ENG, FRE, GLO, HST, HMN, ITA, MAT, MUS, PHI, PHY, POL, RUS, SCI, SPA, THR, VPA. In addition:

- Any BIO courses except 340
- Any CAT courses except 207, 341, 407, 441, 442
- Any CHM courses except 340
- Any COM courses except 202, 221
- Any CRJ courses except 352, 353, 356
- HSC 206 - Cultural Perspectives of Health, Disability and Wellness only
- MGT 332 - Conflict Management and Mediation only
- Any PSY courses except 206, 303, 331, 359
- Any SOC courses except 202, 273, 331, 339
- Any WST courses except 235, 312, 336
- WLD 101 - Reading Women's Voices/Developing Our Own
- WLD 201: Researching Women's Lives
- WLD 401 - Women Changing the World

General Education at Sage College of Albany

Sage College of Albany's core educational curriculum is a three-course sequence in Innovation Thinking, affectionately dubbed i.Think, designed to impart skills for success in the 21st century.

ITK 101 i.Think: *Learn*

Teams of students guided by faculty are challenged to create solutions for ambiguous problems that require different knowledge and skills. In the process, students take ownership of their education and life-long learning, and come to appreciate the collaborative, interdisciplinary skills needed to succeed in college, grad school, and the contemporary global workforce.

[This course is required for all SCA students except transfers with 45 or more credits upon admission.]

ITK 301 i.Think: *Engage*

Students take their skills in collaboration, innovation, and problem solving to the next level by creating and implementing an innovative product or service that benefits a neighboring **community**.

[Prerequisite: ITK 101]

ITK 401 i.Think: *Innovate*

Multidisciplinary teams of student are linked to clients in the **Capital Region** to develop a new approach, product or service that results in an innovative solution to a problem. Projects that address problems relating to vulnerable populations, homelessness, education, disabilities, and care for the aged are strongly encouraged.

[Prerequisite: ITK 301]

Literacies of Connections Requirements: 33 credits

I. Cornerstone

Complete all of the following:

HUM 112 Language & Community	3 credits
ITD 155 Sage Connections	3 credits
ITK 101 Innovative Thinking/Learn	3 credits
ITK 301 Innovative Thinking/Engage	3 credits
Mathematics: MAT 110 or higher	3 credits

II. Perspectives

Humanities

6 credits

ARH, COM, EGL, ENG, HUM, HMN, PHL, PHI, and foreign language courses at the 102 level or higher.

(Courses must be from two different disciplines)

Social Sciences 6 credits
CRJ, CRM, ECO, HIS, HST, POL, PSC, PSY, PSYC, SCL, SOC
(Courses must be from two different disciplines)

Natural Sciences 6 credits
BIO, CHM, PHY, SCI

III. Culminating Experiences

Complete all of the following:

Live Text portfolio

Experiential Learning, 3 credits (in major)

Capstone Seminar, 3 credits (in major)

Notes

ITD 155 Sage Connections is required for all first time freshmen or transfer students with 21 or fewer transfer credits upon admission.

ITK 101 iThink Learn is waived for transfer students with 45+ transfer credits upon admission.

Course Categories

- **Humanities:** All credit-bearing courses in art history, communications, English, humanities, philosophy, and foreign language-102 level or higher are classified as humanities courses (ARH, COM, EGL, HUM, and PHL). [L]
Science: Science courses include all biology, chemistry, physics, and science courses (BIO, CHM, PHY, and SCI). [L]
Social Science: Social Science courses include all criminal justice, economics, history, political science, and sociology courses except SCL 347. (CRM, ECO, HIS, PSC, PSY, PSYC and SCL). [L]. In addition, all criminal justice (CRM) courses are social science electives with the exception of, CRM 352, 353, 356, and 349.
Liberal Arts courses: Liberal Arts & Sciences courses include all humanities, mathematics, science, and social sciences. [L]. In addition, the following courses are classified as liberal arts:, ASL 101, ASL 102, EDU 206/PSY 206 and ITD.
Professional courses: with the exception of courses noted above, all courses with the following prefixes are classified as *professional* electives: ACC, ART, BUS, CSI, EDU, GMD, HRS, IND, LAW, PHG, PED, and CRM 349. In addition the following studio courses are classified as professional electives: AFA, DAN, MUS and THR.
- **General Elective** - General elective or open elective courses include all college level credit-bearing courses.
 - **Non-RD Options: Careers with a Degree in Nutrition**

Estimated Program Costs

Estimated tuition and other program costs for 2016-2017 are:

	RESIDENT	LIVING WITH PARENT	LIVING OFF CAMPUS
TUITION	27,405	27,405	27,405
COMP FEE	1,400	1,400	1,400
ROOM	6,430	0	0
BOARD	5,978	0	0
BOOKS	1,200	1,200	1,200
TRANSPORTATION	600	1,200	1,200
PERSONAL	1,225	1,600	2,000
HONORS POSTER	40	40	40
MAINTENANCE	0.00	4,725	7,000
TOTAL	42,060	36,765	39,460

For more information on expenses related to attending Russell Sage College and obtaining a Bachelor of Science degree refer to the RSC Students' Catalog found at:

<https://www.sage.edu/academics/tuition-fees/russell-sage-college-tuition-fees/>

Information on cost + Financial Aid for all students can be found at:

<https://www.sage.edu/academics/financial-aid>

For information on tuition liability for all students:

<https://www.sage.edu/academics/student-accounts/tuition-liability-policy/>

Nutrition Program Specific Costs

Additional expenses specific to the nutrition program include portfolio binder (\$10-\$60), photocopying or paper and printer cartridges for presentations, developing the portfolio and possibly a poster session, as well as decorating for the theme meal in Introduction to Food Science course will be the responsibility of the student. Travel (gas, tolls and/or parking) to complete required community assignments must also be budgeted. Projected cost for these incidentals is \$300.00. In addition, during the junior year students are expected to become members of the Academy of Nutrition and Dietetics. The cost of student membership is \$50.00 per year.

RSC-BS IN NUTRITION PROGRAM HONORS

In order for an RSC nutrition student to receive program honors, she will need to:

1. Meet the college's 3.5 GPA requirement, AND
2. Create a poster that will be based on the approved research topic, AND
3. Apply to present your research review poster at the RSC Undergraduate Research Symposium.

*There is a \$40 fee for printing the poster.

*Students who do not complete all requirements will not be awarded nutrition program honors.

RSC COLLEGE HONORS

Dean's List, Kellas Scholars, and Honor Societies

At the end of each term, students who attain a 3.4 GPA are placed on the Dean's List. Students who maintain this average for three successive terms are designated Kellas Scholars in honor of the first president of Russell Sage College, Miss Eliza Kellas, and the first dean, Miss Katherine Kellas. To be eligible for Dean's List or as a Kellas Scholar in any semester, a student must carry a minimum of 12 credits with A-F letter grades in that semester and have no grades of "Incomplete" (I).

Honor Societies: The 176th chapter of the Phi Kappa Phi National Honor Society was installed at Sage in 1975. Students in any major may be elected to the society in the spring term of the junior or senior year. To be eligible for election, juniors must rank in the upper 2 to 3 percent and seniors in the upper 10 percent of their class, with a cumulative average of 3.5 or better.

Junior students having an overall cumulative average of 3.4 for four consecutive semesters of full-time study are eligible for election to the Athenians, a campus honorary society dedicated

to upholding academic excellence at Russell Sage. Faculty members who have done outstanding scholarly work may also be elected to this society.

For outstanding work in the individual disciplines, students may also be elected to national honor societies represented by Omicron Delta Epsilon in economics, Phi Alpha Theta in history, Sigma Theta Tau in nursing, Psi Chi in psychology, Alpha Psi Omega in drama, Beta Beta Beta in biology and Sigma Tau Delta in English.

Honors

Sage awards Latin, project, and program honors to qualifying graduates.

Latin Honors: Students must have at least 45 credit hours at Sage above the 100-level and earn a GPA of at least 3.5 for all Sage credits. The baccalaureate degree is awarded *cum laude* to those with a Sage GPA between 3.5 and 3.69, *magna cum laude* to those who achieve a GPA of 3.7 to 3.89, and *summa cum laude* to those with a 3.9 or higher.

Project Honors: Departments may invite majors to undertake work in the senior year for a minimum of three and a maximum of six credits. Upon satisfactory completion of this work and of an oral examination, these students are awarded Project Honors. There is no GPA restriction on eligibility for project honors work.

Program Honors: Students who have attained a high degree of excellence in the work of their respective major subjects, and who have satisfied the requirements prescribed by the department concerned, are awarded program honors. Note: The GPA requirement for program honors is 3.5 based on all required courses for a major program, including support courses and transferred courses. Electives are excluded.

Students may be awarded both project honors and program honors if both requirements have been satisfied.

***The Academy of Nutrition
and Dietetics Foundation
offers awards and
research grants to
members and dietetic
students.***

***For more information regarding
qualifications and submission dates
visit:***

www.eatright.org

Are you interested in traveling abroad?



THE GUY TORRE NUTRITION TRAVEL AWARD

Russell Sage College students enrolled in the Nutrition Science program have an opportunity to extend their education by traveling and studying abroad. Former Nutrition Science Associate Professor Millie Estes established the ***Guy Torre Travel Award*** in memory of her brother. It was Professor Estes hope that this award will allow Nutrition students to learn about and participate in different lifestyles and cultures.

The award will be granted annually to two Nutrition students. The money will be used to offset travel expenses related to a Sage-sanctioned Study Abroad program. Students who win this award are required to give a PowerPoint presentation about their travel experience at the department's annual Nutrition Networking Night. For additional information and presentation guidelines contact Nutrition Chair, Dr. Eileen FitzPatrick.

Please complete the application form and submit it to Dr. Eileen FitzPatrick.

Nutrition Minor

A Nutrition minor is an attractive option for majors in Biology, Psychology, Business, Chemistry, Nursing or Health Sciences.

Requirements for Minor in Nutrition:		Credits
SCI 120	Nutrition Science	3
HMN 201	Food Culture and Nutrition	3
NTR 201	Foundations of Nutrition Science	4
NTR 209	ServSafe Essentials	1
NTR 211	Intro to Food Science	4

Select one of the following courses*

NTR 313	Food Service Systems Management	3
NTR 325	Community Nutrition	3
NTR 402	Advanced Food Science	4

* Note that other NTR courses may be substituted for one of the above courses with departmental approval.

Total credit hours required for the minor: 18-19

***DIETETICS (DPD) -
THE DIDACTIC PROGRAM IN DIETETICS
(DPD) AT RUSSELL SAGE COLLEGE (RSC)***

- The Basics - Definitions
- The RD Career
- Non-RD Career Options
- Spelling the Word Dietitian
- Didactic Program in Dietetics (DPD)
- Dietetics (DPD) Program Goals
- Dietetics (DPD) Coursework
- Policies and Procedures
- DPD Verification Statement Requirement
- Declaration of Intent
- ACEND Standards

The Basics

What is a Registered Dietitian?

A Registered Dietitian is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RD." The majority of RDs work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health-care facilities. In addition, a large number of RDs work in community and public health settings and academia and research. A growing number of RDs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.

The dietetics option of the program (Didactic Program in Dietetics) is designed for students who wish to become registered dietitians (RD). Successful completion of the Didactic Program in Dietetics (DPD) will result in the student being awarded a Verification Statement. Following completion of the (DPD), an ACEND accredited dietetic internship program is required before students are eligible to take the registration examination and obtain the RD credential. **Acceptance into an internship program cannot be guaranteed. Recently, there has been a significant shortage of available internship positions and competition for dietetic internships is extremely fierce.**

What is a Dietetic Technician, Registered?

A DTR is a food and nutrition practitioner who has completed at least a two-year associate's degree at a US regionally accredited university or college, required course work and at least 450 hours of supervised practice accredited by ACEND or at least a bachelor's degree at a US regionally accredited university or college and required coursework for a Didactic Program (DPD) or Coordinated Program in Dietetics (CP). **You must receive a verification statement from the DPD Program.** In addition, you must pass a national DTR examination administered by CDR and complete continuing professional educational requirements to maintain registration. The majority of DTRs work with RDs in a variety of employment settings including health care (assisting RDs in providing medical nutrition therapy), in hospitals, HMOs, clinics or other health-care facilities. In addition, a large number of DTRs work in community and public health settings such as school or day care centers, correctional facilities, weight management clinics and WIC programs as nutrition counselors.

ACEND: What Is It and Why Is It Important to Students?

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the **accrediting** agency for educational programs to become a Registered Dietitian (RD) or a Dietetic Technician, Registered (DTR).

Accreditation is necessary because dietetics is a unique profession of such complexity and benefit to the health of the population that it requires a defined educational process based on national standards. ACEND is responsible for setting the national standards for what dietetics

students are taught, and for evaluating, recognizing, and publishing a list of education programs that meet these standards.

CDR: What Is It and Why Is It Important to Students?

The Commission on Dietetic Registration (CDR) is the **credentialing** agency for the Academy of Nutrition and Dietetics. The purpose of the Commission is to serve the public by establishing and enforcing standards for certification and by issuing credentials to individuals who meet these standards. The CDR has sole and independent authority in all matters pertaining to certification including but, not limited to standard setting, establishment of fees, finances and administration.

CDR offers certification as dietetic technicians, registered (DTR), registered dietitians (RD), board certified specialists in pediatric nutrition (CSP), board certified specialists in renal nutrition (CSR), board certified specialists in gerontological nutrition (CSG) and board certified specialists in sports dietetics (CSSD).

This section has been adapted from the AND website: www.eatright.org

All about the Registered Dietitian (RD) Career

Educational and Professional Requirements

Registered Dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Completed a minimum of a bachelor's degree at a U.S. regionally accredited university or college and the **Didactic Program in Dietetics (DPD) course work** that is accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).
- Completed an ACEND-accredited supervised practice program (i.e., Dietetic Internship – DI). Typically, a practice program will run 6 to 12 months in length.
- Passed the national Registered Dietitian (RD) examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- After becoming an RD, completes continuing professional educational requirements to maintain registration.

Employment Opportunities

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

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

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

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

Salaries and Job Outlook

According to AND's 2009 Dietetics Compensation and Benefits survey, half of all RDs in the U.S. who have been working in the field for five years or less earn \$51,100 to \$62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs, in management and business, earn incomes of \$85,000 to \$88,000.

According to the U.S. Bureau of Labor Statistics, employment of dietitians is expected to grow 21% faster than all occupations through the year 2022 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. **Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.**

Financial Aid

The AND Foundation (ANDF) offers scholarships to encourage eligible students to enter the field of dietetics. Student members of AND enrolled in their junior year may apply for an ANDF scholarship. Scholarships are also available for student members in ACEND-accredited dietetic internships and graduate studies. Contact AND at 800-877-1600, ext. 5400 or education@eatright.org for ANDF scholarship information.

Need More Information?

Contact AND's Accreditation and Education Programs Team:

120 South Riverside Plaza, Suite 2000

Chicago, Illinois 60606-6995

Phone: 800-877-1600, ext. 5400

Fax: (312)899-4817

E-mail: education@eatright.org

This section has been adapted from the AND website: www.eatright.org

Non-RD Options: Careers with a Degree in Nutrition

A B.S., M.S. or Ph.D. in Nutrition qualifies individuals to work as nutritionists even if they have not earned their Registered Dietitian credential by completing a dietetic internship. Many careers exist for those with a nutrition degree. The coursework enables graduates to obtain jobs in various fields. Many careers are not specific to nutrition but may integrate some aspects of your education.

Career opportunities for individuals who have a degree in nutrition:

- WIC Nutritionist
- School Food Service Director
- Community Nutrition/Health Educator
- Nutrition Journalist
- Chef
- Peace Corps Worker
- Community Worker
- Pharmaceutical Sales Rep
- Consumer Advocate
- Public Health Official
- Co-op Extension Agent
- Quality Control Manager
- Food Buyer
- Food Distributor
- Food & Drug Inspector
- Sales Representative
- Food Technologist
- Teacher/Professor
- Family and Consumer Scientist
- Writer
- Information Specialist
- Marketing/Sales manager

Alternate Certifications:

School Nutrition Associate: <https://schoolnutrition.org/certificate/Earn-SNA-Certificate/>

Dietary Manager Certificate: <http://www.anfponline.org/become-a-cdm/cdm-cfpp-credential>

Food Service Management Professional: <https://managefirst.restaurant.org/fmp/>

CARREERS IN DIETETICS

Becoming a Dietetic Technician, Registered

Educational and professional requirements

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. DTRs have met the following criteria to earn the DTR credential:

- **Completed a dietetic technician program** by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA), that includes 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university.

or

- **Competed coursework in a CADE-accredited didactic program** or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university. A Verification Statement must be received.

- **After completing the degree and dietetics coursework, pass a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's Website at www.cdrnet.org.

- **Completed continuing professional educational requirements** to maintain registration.

College course work

The course work for dietetic technicians includes a variety of classes in food and nutrition sciences, foodservice systems management and a range of general science courses.

Employment opportunities

DTRs work independently or as a team member under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. Many work environments require that an individual be credentialed as a DTR.

DTRs work in:

- **Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities** conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy.

- **Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals**, managing employees, purchasing and food preparation and maintaining budgets within foodservice operations.

- **Women, Infants, Children (WIC) programs, public health agencies, Meals on Wheels and community health programs**, developing and teaching nutrition classes for the public.

- **Health clubs, weight management clinics and community wellness centers**, helping to educate clients about the connection between food, fitness and health.
- **Food companies, contract food management companies or food vending and distributing operations** developing menus, overseeing foodservice sanitation and food safety.

If you already have a degree:

If you already completed college course work or have a degree that is not in dietetics and are interested in becoming a DTR, you should have your college transcript evaluated by the director of a CADE-accredited dietetic technician program. The CADE program director will evaluate your previous academic preparation and identify the courses you need to complete before taking the registration exam for dietetic technicians.

Salaries and job outlook

According to ADA's *Compensation & Benefits Survey of the Dietetics Profession 2009*, half of all DTRs in the U.S. who have been working in the field full-time for four years or less earn between \$30,800 and \$43,100 per year. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of DTRs.

According to the U.S. Bureau of Labor Statistics, employment of dietitians and nutritionists is expected to grow about as fast as the average for all occupations through the year 2014 because of increasing emphasis on disease prevention, a growing and aging population, and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay; however, faster growth is anticipated in nursing homes, residential care facilities and physician clinics.

Financial aid

There are many resources to help students pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the chosen school or college you are interested in attending. Federal grants and low-interest loans may also be available. The ADA Foundation (ADAF) offers scholarships to encourage eligible students to enter the field of dietetics. Student members of ADA enrolled in the first year of study in a CADE-accredited dietetic technician program may apply for an ADAF scholarship for use in the second year of study. Contact ADA's Accreditation and Education Programs Team (800/877-1600, ext. 5400 or education@eatright.org) for ADAF scholarship information.

Need more information?

Go to **www.eatright.org** and click on "For Students" for more information. The site also lists the dietetics education programs accredited or approved by CADE at **www.eatrightacend.org/cade**. For other career guidance information, contact ADA's Accreditation and Education Programs Team.

American Dietetic Association

Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Spelling the Word Dietitian

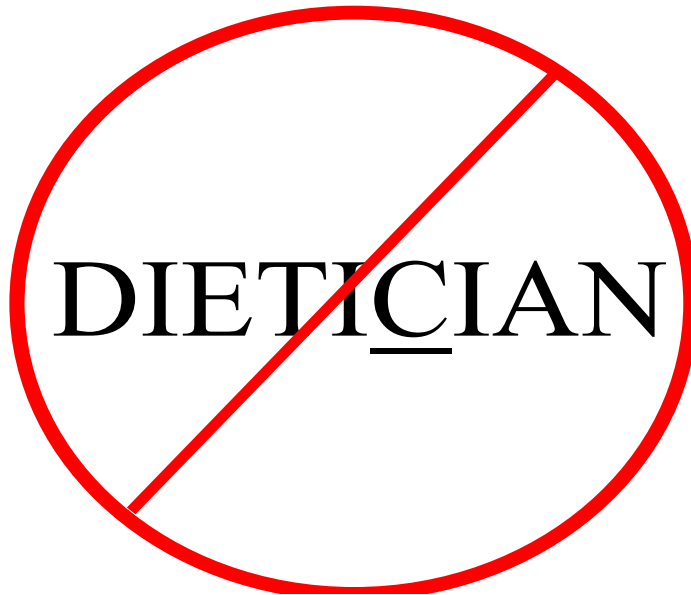
As you communicate with your faculty and nutrition professionals, please be sure to spell the word dietitian correctly.

This is the **correct** spelling for

DIETITIAN

Think dietetics

This is the **wrong** spelling for



DIDACTIC PROGRAM IN DIETETICS (DPD) AT RUSSELL SAGE COLLEGE

Approval Status:

The Didactic Program in Dietetics (DPD) at Russell Sage College is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND), a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the United States Department of Education. The address and phone number of ACEND are: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL60606-6995, 1-800-877-1600 x 5400.

An undergraduate major in Nutrition Science coupled with an AND-accredited Dietetic Internship (DI) and success on the AND examination will lead to Registered Dietitian (R.D.) status.

The Nutrition Science major also meets the educational requirements of the New York State Department of Education for certification in New York State as a Certified Dietitian, Certified Nutritionist or Certified Dietitian/Nutritionist (CDN). Additional experience and examination requirements may be needed for this credential.

Completion of the DPD Requirements

The college's AND representative for the DPD, Professor Colleen McCrief, will verify completion of the DPD for all Sage's successful degree candidates who have earned a "C" or better in all nutrition science courses (NTR prefix courses, and HMN 201) and a cumulative GPA of 2.8

An Accredited Dietetic Internship at The Sage Colleges:

The Sage Colleges offers a post-baccalaureate accredited dietetic internship in the Sage Graduate School. Matriculated Russell Sage College and Sage College at Albany students are eligible to apply for early admission to the post-baccalaureate Dietetic Internship offered at Sage Graduate School. Students chosen for this special program reserve a position in the internship class nearly one year in advance of regular admissions. **They must maintain an cumulative GPA of 2.8 and a nutrition cumulative GPA of 2.8.** Students apply to this program at the beginning of the senior year. The DI can serve as the experience requirement for the CDN credential. Admission requirements and a description of the dietetic internship at Sage can be found in the Sage Graduate School catalog. (See Dietetic Internship section)

RSC Dietetics (DPD) Program Goals

The dietetics program at Sage, housed within the BS program at RSC, includes the following goals to evaluate its effectiveness.

Program Goal 1. The DPD will prepare competent graduates capable of succeeding in advanced education and/or entry Level employment.

Program Goal 2. Prepare students who will seek opportunities to actively participate in the community as a team member and leader in a variety of settings.

Dietetics (DPD) Coursework at Sage

DPD Requirements		Credits
Nutrition Science Courses*		
NTR 201	Foundations of Nutrition Science	4
NTR 209	ServSafe Essentials	1
NTR 211	Introduction to Food Science	4
NTR 313	Food Service Systems Management	3
NTR 314	Quantity Food Production	3
NTR 325	Community Nutrition	3
NTR 401	Nutrition Metabolism 1: Macronutrients	3
NTR 402	Advanced Food Science	4
NTR 403	Nutrition Metabolism 2: Micronutrients	3
NTR 404	Medical Nutrition Therapy	4
NTR 407	Nutrition Counseling Across the Lifespan	3
NTR 417	Nutrition and Human Disease	4
NTR 422	Current Issues in Nutrition	3
Supporting Courses		
BIO 201	Anatomy and Physiology 1 [†]	4
IO 202	Anatomy and Physiology 2 [†]	4
BIO 208	Microbiology [†]	4
HMN 201	Food, Culture and Nutrition (or study abroad)*	3
CHM 103	Introduction to General Chemistry [†]	4
CHM 104	Introduction to Organic & Biochemistry [†]	4
CHM 220	Nutritional Biochemistry [†]	3
PSY 101	Introduction to Psychology	3
SCI 310	Exercise Physiology [†]	4
SOC 350	Research Methods for the Professions	3
Select one of the following statistics courses		3
PSY 207	Statistics with Computer Applications	
MAT 220	Applied Statistics I	
TOTAL		81

****Students must earn a cumulative GPA > 2.8 and a grade of “C” or above in the following courses in order to obtain a Verification Statement.***

†When applying through DICAS these are considered your science courses.

NUTRITION SCIENCE COURSE PREREQUISITES

Course Number	Course Title	Pre- or Co-req	Pre-req ONLY	Required Courses (or credit level)
NTR 211	Introduction to Food Science	X		SCI 120: Introduction to Nutrition OR NTR 201 Foundations of Nutrition
		X		NTR 209/NCR 210: ServSafe Certification
NTR 313	Food Service Systems Management	X		SCI 120: Introduction to Nutrition OR NTR 201 Foundations of Nutrition
NTR 314	Quantity Food Production		X	NTR 209/NCR 210: ServSafe Certification
			X	NTR 211: Introduction to Food Science
NTR 325	Community Nutrition		X	SCI 120: Introduction to Nutrition OR NTR 201 Foundations of Nutrition
NTR 401	Nutrition Metabolism I: Macronutrients		X	NTR 201: Foundations of Nutrition
			X	CHM 104: Introduction to Organic and Biochemistry
			X	BIO 201 and BIO 202: Anatomy & Physiology I & II
NTR 402	Advanced Food Science		X	NTR 209/NCR 210: ServSafe Certification
			X	NTR 211: Introduction to Food Science
			X	CHM 104: Introduction to Organic and Biochemistry
NTR 403	Nutrition Metabolism II: Micronutrients		X	NTR 201: Foundations of Nutrition
			X	CHM 104: Introduction to Organic and Biochemistry
			X	BIO 201 and BIO 202: Anatomy & Physiology I & II
NTR 404	Medical Nutrition Therapy		X	NTR 201: Foundations of Nutrition
			X	BIO 201 and BIO 202: Anatomy & Physiology I & II
NTR 407	Nutrition Counseling		X	NTR 201: Foundations of Nutrition
			X	PSY 101: Introduction to Psychology
NTR 417	Human Nutrition and Disease		X	NTR 404: Medical Nutrition Therapy
NTR 422	Current Issues in Nutrition		X	Students must be considered a "senior" by RSC standings (≥ 87 credits)

Updated 8-1-13

DPD Courses for determining science vs. professional courses when applying for the Dietetic Internship on DICAS

SAGE Science Courses or Equivalents:

- CHM 103: Introduction to General Chemistry
- CHM 104: Introduction to Organic and Biochemistry
- CHM 220: Nutritional Biochemistry
- BIO 201: Anatomy and Physiology I
- BIO 202: Anatomy and Physiology II
- BIO 208: Microbiology
- SCI 310: Exercise Physiology

SAGE Professional Courses or Equivalents:

- NTR 201: Foundations of Nutrition
- PSY 101: Introduction to Psychology
- HMN 201: Food, Nutrition and Culture
- SOC 350: Research Methods
- NTR 209: ServSafe Certification (or NCR 210)
- NTR 211: Introduction to Food Science
- NTR 313: Food Service Systems Management
- NTR 314: Quantity Food Production
- NTR 325: Community Nutrition
- NTR 501/401: Nutrition Metabolism I
- NTR 502/402: Advanced Food Science
- NTR 503/403: Nutrition Metabolism II
- NTR 504/404: Medical Nutrition Therapy I
- NTR 507/407: Nutrition Counseling
- NTR 517/417: Medical Nutrition Therapy II
- NTR 522/422: Current Issues in Nutrition
- Mat 220: Applied Statistics

RSC Dietetics (DPD) Policies and Procedures

The Sage Colleges and the Department of Nutrition Science comply with the state and federal laws and regulations to ensure nondiscrimination and equal opportunity related to student recruitment and admission.^{DPD 3.5} A copy of the institutional policy requirements for equal opportunity and nondiscrimination is in the **RSC College Catalog** and can be accessed at: http://catalog.sage.edu/preview_program.php?catoid=23&poid=1895

Following are the Nutrition Department and College-based policies and procedures:

Withdrawal and Refund of Tuition and Fees^{DPD 3.6.1.1}

Add - Drop - Withdraw from Course

- Students may not enter a course after the add/drop period.
- All changes in course selections for Russell Sage College students must have the approval and signature of the academic advisor.
- Courses which the student drops prior to the end of the first five days of classes will not be recorded on the academic record.
- Students who withdraw from a course after the add/drop period will receive a grade of “W” on their academic record for that course. To withdraw from a course, students must have the approval of the academic advisor and the course instructor. All withdrawals from courses must be initiated by the student through the Registrar’s Office.
- The last day to withdraw from a course is the last day of the 10th week of classes. The withdrawal process must be completed by or on this date in the Registrar’s Office.
- Students who withdraw from a course must be aware that the withdrawal may affect their financial aid.

Tuition Adjustment Schedule for Classes that Meet Regularly Throughout a Semester

Withdrawal Date	Adjustment
Prior to the start of the second week of classes	100 %
Prior to the start of the third week of classes	75 %
Prior to the start of the fourth week of classes	50 %
Prior to the start of the fifth week of classes	35 %
Prior to the start of the sixth week of classes	25 %
After the start of the sixth week of classes	0 %

No adjustments will be made after the start of the sixth week of classes.

Withdrawing from the College

Both commuting and residential students who wish to withdraw from the College should initiate the process by contacting the Dean of Students. At this time, the official withdrawal form will be processed and students will participate in an exit interview. Students should follow this procedure whether they are withdrawing in order to transfer to another college or for other personal reasons, and whether the withdrawal is occurring during the semester or between semesters. Withdrawal from the College does not release students from financial obligations incurred during the period of their attendance.

Leave of Absence

Both commuting and residential students who need to suspend their studies for a specific period of time, up to one academic year, may request a leave of absence by contacting the Dean of Students. Leaves of absence are not granted automatically; the student should be prepared to state the reason(s) (e.g., medical, personal, financial) for requesting the leave and to assist in completing the appropriate paperwork. The decision to grant a leave of absence is made by the Dean of Students in consultation with other administrators.

Financial adjustments, if applicable, are made according to the published schedule. Students should also be aware that changing their status might affect their financial aid eligibility.

Inactive Student Status

Any matriculated student who has enrolled during one semester and who does not register for credit the subsequent semester, will be placed on the College's roster of inactive students unless the student is granted a leave of absence or officially withdraws from the College. A student who has become inactive may seek readmission by contacting the Office of Admission. Inactive student status does not release the student from educational financial obligations.

Health Insurance requirements

All full-time undergraduate students must maintain health insurance coverage for all semesters in which they are enrolled.

Protection of Privacy^{DPD 3.6.1.3p}

Privacy and Confidentiality

The Family Educational Rights and Privacy Act (Buckley Amendment) passed in 1974 regulates the procedures for handling student records. According to the U.S. Department of Health, Education and Welfare, the Act was designed to ensure that students and parents (in cases where the student is considered a dependent) would have specific educational records made accessible for reasons of inspection and correction and to restrict the release of most records so as not to violate their privacy and confidentiality when student consent is lacking.

According to the Act, the following records are not accessible:

- financial records of a student's parents;
- confidential letters of recommendation received prior to January 1, 1975;
- confidential letters of recommendation for which the student has signed a waiver of access; and
- records created and maintained by a professional for the sole purpose of treating the student (i.e., records kept by a college physician, psychiatrist, or counselor). The student may choose a qualified professional to review these records.

Access to Directory and Records Information

The College is permitted under the Family Educational Rights and Privacy Act (Buckley Amendment) to make directory information about students available to the public. Directory information includes: the student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, degrees and awards received, and the most recent previous educational agency attended.

If a student would prefer that any or all of this information not be made public, the student may inform the College of this within the first month of his or her first semester of each academic year. Forms are available from the Registrar's Office with which the student may inform the College what information they do not wish to be made public.

Access to Personal Files^{DPD 3.6.1.4}

The following student records are available for inspection at the specified locations:

Student Services	Transcript of grades* Grade lists* Academic warning, probation and suspension lists* Transfer credit records Degree information General student records
Student Life/Residence Life	Judicial records
Offices	Parking/traffic violations lists*
Dean's Office	Dean's List
Academic Support Center	HEOP records

All records must be reviewed in the presence of a College official. The student may be asked to show proper identification to the college official and sign a permit form. Students may request a copy of their records in most cases, but the College is entitled to charge for copies. Copies cannot be made of records when a "hold" status exists or when the names of other students or information related to other students are involved (i.e., restricted records such as a grade list).

Access to Support Services: Health and Counseling Services^{DPD 3.6.1.5}

Health Services

Health services at the Wellness Center are available regardless of personal health insurance. A small fee may be associated with some of the services. Full-time students must have a complete and current medical history and physical on file. Services available include sick visits, physicals, gynecological visits, and more.

Counseling Services

Confidential, professional counseling is available by appointment. Consultation and referrals to off-campus professionals and agencies are also provided. Counseling services are located in the Wellness Center in Kellas Hall.

Services for Students with Disabilities

Students seeking accommodations are required to present a recent (within the past three years) evaluation of their disability conducted by a licensed professional. It is imperative that upon admission, students requesting accommodations contact the Director of Disabilities Services in the Academic Support Center, with offices in Shea Hall in Troy (244-2208).

Access to Support Services: Financial Aid^{DPD 3.6.1.5}

To assist students and parents in meeting the costs of an education at Sage, the Office of Financial Aid Services offers a variety of scholarship, grant, loan and employment programs. Funds from these programs are sponsored by federal, state, and private sources. Detailed information on financial aid may be accessed at: <https://www.sage.edu/academics/financial-aid/>

Assessment of Prior Learning and Credit toward Program Requirements^{DPD3.6.2.2}

Students at least 25 years of age may be eligible to receive credit for a variety of prior college-level learning through such activities as community service, military or employer-sponsored training, work experiences, or self development. Students must complete one course from The Sage Colleges to participate in this option. Consult the Director of Academic Advising for further information.

Graduation and Program Completion Requirements.^{DPD 3.6.2.6} (Credit toward Program Requirements^{DPD 3.6.2.2})

Degree requirements at Russell Sage include:

- A minimum of 120 credit hours is required for the baccalaureate degree.
- Students must complete at least half the major at Sage. Furthermore, 30 of the last 45 credits must be completed in residence (i.e. at Sage or through the Hudson Mohawk Association).
- Students must satisfy general education as well as major requirements and must maintain satisfactory standards of scholarship to be eligible for graduation.
- A Bachelor of Science degree in Nutrition must include a minimum of 60 credit hours in the liberal arts.
- Finally, students must achieve a 2.2 grade point average in the major and a 2.0 overall cumulative grade point average.
- *The ultimate responsibility for fulfilling graduation requirements rests with the individual student.*

Students should regularly review their academic programs with their advisors to make certain that requirements for degrees are being met.

Academic Standards and Appeals

Eligibility to receive the baccalaureate degree, or to continue on to the graduate school level in a combined Bachelor's-Master's Degree five-year program or a 3+3 program, requires a cumulative grade point average (GPA) of 2.000 and a major average of 2.200.

Formal assessment of student learning: Early Warnings^{DPD 3.6.2.3}

Six weeks into the semester, faculty submit electronic warnings in the form of midterm grades on SageAdvisor. Academic Advisement office then notifies both the student and her advisor if she has been given an early warning. Warnings are appropriate under the following conditions:

- A student is doing work averaging C- or below.
- A student's work has shown a sudden decline.
- A student's behavior, attendance pattern, or approach to course work indicates the need for intervention.

Retention and remediation procedure^{DPD 3.6.2.4}

Faculty members indicate on the Early Warning form the steps a student should take to improve her chances for success in the course; these may include extra help from the instructor, attendance at Academic Support Center programs, reconsideration of the student's choice of major or, in some cases, withdrawal from the course in question. Students are directed to meet with their advisors and to consider carefully the implications of course withdrawal (financial aid, anticipated degree date).

Probation - Probation constitutes a serious warning of less-than-satisfactory progress, as defined above in the Satisfactory Academic Progress section. It is a signal to the student to reverse the present direction or face possible separation from the College. Because students on probation must concentrate their energies on their studies, they may not serve as officers of any College organization, and they may not carry more than four courses (usually 12 credits) in any term during which they are on probation.

Formal assessment of student learning: Academic Progress^{DPD 3.6.2.3}

For satisfactory progress toward the BS degree students must achieve a term average of at least 1.7 and cumulative grade point averages (GPA) as follows:

First-semester, first year students	1.700
Second-semester, first year students	1.800
Sophomores, Juniors & Seniors	2.000

Student records are scrutinized for satisfactory progress by the RSC Academic Standards Committee at the end of each fall and spring semester. Students with academic difficulties may receive a **Letter of Concern** or a **Letter of Academic Action**, as appropriate, from the faculty chairperson of the Committee.

Disciplinary/termination procedures^{DPD 3.6.2.5}

Students are subject to possible suspension or dismissal under any of the following conditions:

- Cumulative GPA below standards defined by Satisfactory Academic Progress.
- Three semesters on academic probation or term probation followed by another unsatisfactory GPA. The minimum penalty under such circumstances is a one-semester suspension, unless the

RSC Academic Standards Committee sees evidence of an encouraging rate of improvement in the student's work despite the technical deficiency.

- Other evidence of poor performance which, combined with any of the deficiencies described above, warrants action more severe than probation.

Verification Procedure^{DPD 3.6.2.7}

Nutrition Students who successfully complete all DPD course requirements, (See pages 74-75 of this Handbook), obtain C or above in all NTR courses, and HMN 201, and maintain a 2.8 cumulative GPA at Sage are eligible to receive a Verification Statement and apply for a dietetic internship.

The following table lists college and program policies and the catalog web page address on the College website where these policies are more fully discussed.

Policy	2016-2017 RSC Catalog Web Page Address
✓ Withdrawal and refund of tuition and fees. ^{DPD 3.6.1.1}	https://www.sage.edu/academics/student-accounts/tuition-liability-policy/
✓ Academic standards and appeals.	http://catalog.sage.edu/content.php?catoid=5&navoid=271
✓ Scheduling and program calendar. ^{DPD 3.6.1.2}	https://www.sage.edu/academics/academic-calendars/
✓ Insurance requirements.	http://catalog.sage.edu/content.php?catoid=5&navoid=169#Health_Insurance
✓ Protection of privacy. ^{DPD 3.6.1.3}	http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Student_Right_to_Know__Privacy__Records_Policies
✓ Access to personal files. ^{DPD 3.6.1.4}	http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Student_Right_to_Know__Privacy__Records_Policies
✓ Access to support services: health, counseling, testing. ^{DPD 3.6.1.5}	https://www.sage.edu/student-life/wellness-center/health-services/
✓ Services for students with disabilities	http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Services_for_Students_with_Disabilities
✓ Access to support services: financial aid. ^{DPD 3.6.1.5}	http://catalog.sage.edu/content.php?catoid=23&navoid=1274

Additional College and program policies and the catalog web page address on the College website and Student Handbook page where these policies are discussed.

Policy	2016-2017 Student Handbook Page or RSC Catalog Webpage Address
✓ Assessment of prior learning and credit toward program requirements. DPD 3.6.2.2	http://catalog.sage.edu/content.php?catoid=23&navoid=1255
✓ Graduation and program completion requirements. DPD 3.6.2.6	http://catalog.sage.edu/content.php?catoid=23&navoid=1260
✓ Credit toward program requirements. DPD 3.6.2.2	http://catalog.sage.edu/preview_program.php?catoid=23&poid=1895
✓ Formal assessment of student learning: Early warnings. DPD 3.6.2.3	http://catalog.sage.edu/content.php?catoid=23&navoid=1252
✓ Formal assessment of student learning: Academic Progress. DPD 3.6.2.3	http://catalog.sage.edu/content.php?catoid=23&navoid=1256
✓ Retention and remediation procedure. DPD 3.6.2.4	http://catalog.sage.edu/content.php?catoid=23&navoid=1256
✓ Disciplinary/termination procedures. DPD 3.6.2.5	http://catalog.sage.edu/content.php?catoid=23&navoid=1252

Filing and Handling Complaints^{DPD 3.6.2.1}

Sage Nutrition Science Department Policy on Academic Grievances and Petitions

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed below:

- Meet with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
- Meet with the instructor's department chairperson if resolution is not reached between the student and instructor. Meet with the Dean of the College, only in the event that the student feels procedures were not followed.
- The Provost is the final decision-making authority.

Submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. If the student wishes he/she may further pursue the matter with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. For ACEND contact information, refer to the ACEND Grievance/Complaint Procedure.



Notice of Opportunity and Procedure for Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

The Commission of Accreditation for Dietetics Education (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or by calling 800-877-1600, ext. 5400.

Procedure for Complaints Against Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited 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. Anonymous complaints are not considered.

1. ACEND staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
5. The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.

8. In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

Updated May 2015

To All Nutrition BS and Post-Baccalaureate Students

DPD Verification Statement Requirements

In order to receive an Academy of Nutrition and Dietetics **Verification Statement** you will need to receive:

- A grade of “C” or better in all your NTR courses, and HMN 201

AND

- A cumulative GPA of 2.8

Students who do not meet both these requirements will **NOT** receive a Verification Statement and will not be able to continue on to a Dietetic Internship.

Verification Statements

What is the purpose of Verification Statements?

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

Who completes and can sign verification statements?

The Verification Statement form(s) are to be signed and completed by the appropriate program director. The signature must be that of the Program Director on record with ACEND at AND when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or pre-issued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. Program Directors may affix their institutional seal on this form.

Who determines the requirements for program completion?

Program Directors are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experiences students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences needed to complete program requirements may vary from program to program, students must complete the current requirements of the program from which they will receive the Verification Statement.

What is the Difference between a Verification Statement and a Declaration of Intent?

The Declaration of Intent to Complete form is completed by your Didactic Program Director when you are applying to dietetic internship (in February 2013, for e.g.) before completing your DPD coursework (to be completed in May 2013, for e.g.). It is a standardized form provided by the Didactic Program Director and is required as part of the DI application materials. By signing a Declaration of Intent your DPD Director is stating that you are expected to complete the DPD in a specified amount of time and the courses left to complete the DPD. ***An example copy of the Declaration of Intent is provided next.***



**Declaration of Intent to Complete
Degree and/or ACEND Minimum
Academic Requirements**

Based upon courses already completed, projected courses listed below, and completion of at least a baccalaureate degree, the following applicant will meet the minimum academic requirements for the Didactic Program in Dietetics accredited/approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Applicant's name: Jane C. Doe

College or University Didactic Program in Dietetics:	Russell Sage College
Degree granted or to be granted:	BS, DPD
Month/Year Degree completed or to be completed:	May, 2016
College or University conferring Degree, if different from above:	

Attach official transcript(s) for courses completed to date.

**LIST COURSE(S) AND DATES(S) OF PROJECTED COMPLETION
ACEND Minimum Academic Requirements**

NTR 417-nutrition and Human Disease, May 2016
NTR 448-Special Topics in Nutrition, May 2016
BIO 208- Microbiology, May 2016

Electives:

WLD 401- Women Changing the World

Didactic Program Director Name: Colleen McCrief, MS, RD,

Director's Signature: _____

Applicant's Signature: _____

Date: 1-10-16

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8/00 AEP SO

ACEND STANDARDS
Foundation Knowledge Requirements and
Learning Outcomes for Didactic Program in Dietetics
March 2012

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

Knowledge

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

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

Knowledge

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

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

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

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

Knowledge

KRD 3.1 The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

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

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

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

Knowledge

- KRD 4.1** The curriculum must include management and business theories and principles required to deliver programs and services.
- KRD 4.2** The curriculum must include content related to quality management of food and nutrition services.
- KRD 4.3** The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
- KRD 4.4** The curriculum must include content related to health care systems.
- KRD 4.5** The curriculum must include content related to coding and billing of nutrition services to obtain reimbursement for services from public or private insurers

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

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

DIETETIC INTERNSHIP (DI) PROGRAM
AT SAGE

DI EARLY ADMISSION PROGRAM AT SAGE (PRE-SELECT Program)

The Sage Colleges offers a post-baccalaureate accredited dietetic internship in the Sage Graduate School. *The Sage Colleges DPD students (undergraduate or post-baccalaureate)* matriculated students have the special **opportunity to apply** for early admission to Sage's Dietetic Internship (DI). Students chosen for this special program, reserve a position in the internship class, nearly one year in advance of regular admission. They must maintain an overall GPA of 3.3 and a selection of nutrition and support course GPA of 3.5. A description of the dietetic internship at Sage can be found at: <http://www.sage.edu/academics/health-sciences/certificates/dietetic-internship/>The application for early Pre-select admission follows.

The Sage Colleges (TSC)
Dietetic Internship (DI) PRESELECT Application Process
Application Directions

The Sage Colleges offers a post-baccalaureate accredited dietetic internship in the Sage Graduate School. Qualified DPD students (undergraduate or post-baccalaureate) matriculated students have the special opportunity to apply for early admission to Sage's Dietetic Internship (DI). Students chosen for this special program, reserve a position in the internship class, nearly one year in advance of regular admission. They must maintain an overall GPA of 3.3 and a 3.5 in all DPD and Supporting Courses. A description of the dietetic internship at Sage can be found at: <http://www.sage.edu/academics/health-sciences/certificates/dietetic-internship>

The Sage Colleges offers a DI Preselect Application Process for The Sage Colleges DPD students (undergraduate or post-baccalaureate) who wish to pursue RD status in a liberal arts environment.

Minimum Qualifications: The Sage Colleges Didactic Program in Dietetics (DPD) nutrition students (*does not apply to MS Students*), who meet **ALL** of the following criteria by October 14th of the application year, will be considered:

1. Attended an information session on the DI Preselect Application Process and/or a general information session on the Sage DI;
2. Completed all 100 and 200 level chemistry and biology requirements (see page 4)
3. Completed or enrolled in at least the following DPD and supporting courses listed on page 4
4. A minimum Overall GPA of 3.3;
5. A minimum GPA of 3.5 in the DPD and supporting courses noted in #3 above;
6. Demonstrated leadership at The Sage Colleges or at a prior college (e.g. participated in club activities), and/or in the community (**beyond the 24 hours of volunteer hours required to complete the DPD program**);
7. Obtained work experience, volunteer activities and/or observational experiences which indicates a familiarity with the dietetics field and a well-rounded background.
8. Have current Academy and HVDA memberships

Preselect Application Process – Fall of Senior Year/Last Year with DPD Courses:

1. Complete a current application form for The Sage Colleges DI Preselect Application Process from the Dietetic Internship Program web site or below.
2. Attend an Information Session on the DI Preselect Application Process and/or a general information session on the SGS DI, as noted on the Application form.
3. Submit application and all required accompanying documents, including Letter of Application, all applicable Official Transcripts, TSC Academic Evaluation and the AND Declaration of Intent Form (*obtained from and signed by the DPD Program Director at least one week before the application is due*) to the Dietetic Internship Director.

Mailing Address:

Michelle Morgan, MS, RD
Dietetic Internship Director
Nutrition Science Department
The Sage Colleges
65 First Street
Troy, NY 12180

4. Application deadline is October 14th of your senior year/last year with DPD courses for the DPD students.
5. Students will be notified of their acceptance in November.

Students admitted via the DI Preselect Application Process must:

1. Maintain a minimum Overall GPA of 3.3;
2. Maintain a minimum GPA of 3.5 in the Nutrition & Supporting Courses, from all institutions;
3. Complete all DPD requirements and receive a bachelor's degree and Verification Statement prior to beginning the DI; and
4. Following acceptance, please submit a confirmation email of intent to complete the Sage Dietetic Internship (date will be specified upon acceptance). Please send email to Professor Morgan at morgaml@sage.edu.

**THE SAGE DIETETIC INTERNSHIP
2017-2018 DI Preselect Application**

Name _____

Present Address _____
(Street) (Apt. #)

(City) (State) (Zip Code) (Phone)

Permanent Address _____
(Street) (Apt. #)

(City) (State) (Zip Code) (Phone)

Last 4 digits of SS Number _____ Email: _____

Foreign Applicants: Immigration Status _____ Expiration Date: _____

Expected Date Baccalaureate Degree will be conferred: _____

Expected Date AND Minimum Academic Requirements will be completed: _____

Dietetic Internship Preferences:

Rank order your preference: 1 = first choice, 2 = second choice, etc., 0 = will not accept placement in this location

Full Time Program _____ Part Time Program _____

Onsite Track _____ Distance Track _____

***Note: If you are applying to the distance track, you must secure all of your practicum rotations outside of the onsite track location sites. Contact DI Director or DI Coordinator with any questions prior to application submission.

Onsite Track Practicum Placement Preference: ___ Capital District ___ Downstate

Kingston/Poughkeepsie Area) ___ Plattsburgh Other- specify _____

I. Attended DI Preselect Application Info Session and/or a general DI Information Session on

_____ Provide Date(s)

II. Education:

List all colleges and universities attended, list most recent first.

<i>School</i>	<i>Address (City/State)</i>	<i>Dates</i>	<i>Degree</i>

Total Credit Hours Earned to Date for BS/BA Degree _____ BS/BA GPA _____
 Post-Baccalaureate Students Only – Provide DPD (NTR) GPA _____ DPD GPA _____
 Total Credit Hours Earned to **Date for MS Degree, if applicable** _____ Overall MS GPA _____
 DPD + Supporting Courses (include only the courses listed below) _____ GPA* _____

*Must include the grade received for any transferred courses.

III. DPD & Supporting Courses*:

List the semester and year when you completed or anticipate completion for each of the courses listed below. Also indicate the grade earned or whether in progress (IP). Only provide information for the following courses or substitute courses:

Course	Semester/ Year	Grade or IP	No. of Credits	Grade Points Earned
Anatomy & Physiology 1 (BIO 201)				
Anatomy & Physiology 2 (BIO 202)				
Intro to General Chemistry (CHM 103)				
Intro to Organic and Biochemistry (CHM 104)				
Microbiology (BIO 208)				
Nutritional Biochemistry (CHM 220)				
Foundations of Nutrition Science (NTR 201) OR Nutrition Science (SCI 120)				
Food, Culture and Nutrition (HMN 201)				
Intro to Psychology (PSY 101)				
Exercise Physiology (SCI 310)				
ServSafe® (NTR 209) [Pass/Fail]				
Intro to Foods (NTR 211)				
Food Service Systems Management (NTR 313)				
Quantity Food Production (NTR 314)				
Macronutrients (NTR 401/501)				
Micronutrients (NTR 403/503)				
Advanced Food Science (NTR 402)				
Medical Nutrition Therapy (NTR 404)				
Community Nutrition (NTR 325)				
Research Methods for the Professions (SOC 350)				
Nutrition Counseling Across the Lifespan (NTR 407)				
Nutrition and Human Disease (NTR 417)				
Current Issues in Nutrition (NTR 422)				
Statistics with Computer Applications (PSY 207) or Applied Statistics (MAT 220)				

Total Credits: _____

Total Grade Points: _____

GPA*: _____

(To calculate DPD + Support Courses GPA, divide the total grade points by the total credits)

IV. Work (paid & volunteer) and observational experience related to Dietetics:

List all experience related to the field of dietetics, beginning with most recent experience. Include paid, volunteer and related observational experiences; indicate if experiences were paid or volunteer. Do not include experiences required for a college course. You may insert additional rows.

Place of Employment	Name and Title of Supervisor	Dates & Hours/Week	Paid/Volunteer	Position, Title & Responsibilities
++				
+				

Other work experience:

List all other work experience, beginning with most recent experience. Indicate if experience was paid or volunteer. You may insert additional rows.

Place of Employment	Name and Title of Supervisor	Dates & Hours/Week	Paid/Volunteer	Position, Title & Responsibilities

V. Honors, extracurricular/volunteer activities:

List organizations, appointed or elected offices, scholarships, and honors received. You may insert additional lines. Include dates/years of involvement and level of participation.

VI. Letter of Application:

Provide a single spaced, typed letter addressed to the DI Director, no more than two pages in length attached to the application Form. It should include the following: reason for applying to the Sage Dietetic Internship, personal and professional achievements, short and long term goals, and strengths and weaknesses.

VII. Transcripts:

Include an official copy of a transcript from EACH college/university attended. Grades for junior year

must be included. Also include TSC Academic Program Evaluation. **All transcripts must be received by application deadline for application to be considered.**

VIII. A.N.D. and HVDA Membership

Include photocopy of A.N.D. and HVDA membership card and/or email verification.

IX. AND Declaration Intent Form or DPD Verification Form- obtained from DPD Director.

Attach to Application Form behind the Letter of Application.

All students who meet the established criteria may apply. The acceptance decision will be made by the Dietetic Internship Director and a nutrition faculty committee. Students will be selected based on the strength of their application and a majority vote of the faculty committee. Students must maintain eligibility for the program (for example a minimum overall grade point average of 3.3) throughout their college career or they will lose their position in the program. Students not selected or not continued in the DI Preselect Application Option may still apply for the Sage DI or other dietetic internship opportunities through the DICAS process during their senior year at Sage or upon completion of all DPD requirements.

I have reviewed the SAGE DI web site and read all materials regarding the DI Preselect Application Process. I understand that all qualified students may not be selected for this program because of the limited number of slots available. The selection decision made by the DI Director is final and I agree to abide by it. I further agree that if selected for this program, I will make every effort to maintain my eligibility. Should I decide to withdraw from this program at any time, I will notify my RSC/SGS faculty advisor and the DI Director in writing immediately.

I understand that my selection into the DI Program is contingent upon my maintaining a GPA of 3.3 overall and a 3.5 in DPD and Supporting courses, and completion of the bachelor degree and/or DPD requirements prior to the start date of the DI.

Student Signature	Print	Date
-------------------	-------	------

Submit application packet to: Professor Morgan, DI Director, Sage Graduate Schools, Room 306 Ackerman Hall, by October 14th. Applicants will be notified of acceptance status in November.

****All information on this application must be typed.***

GPA Conversion:

A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7

TIPS FOR USING THE ACEND ONLINE DIRECTORY OF DIETETIC INTERNSHIPS

The ACEND online Directory of Dietetic Internships is on the Academy Website at <http://www.eatright.org/students/education/di.aspx>

Use the edit function to narrow your search for programs with a particular feature. To use this function:

Always start your word search at the beginning of the directory list.

Use the edit function by pressing the Control key and the key for the letter F simultaneously.

In the box that appears, type the word or phrase you want to find. You do not need to match the word case.

Click on Find Next to find the next occurrence of the word or phrase.

Continue to Click Find Next to find additional occurrences.

Below are some examples of searches you can use to find specific programs in the Dietetic Internship list:

State or City: Search for the State or City by name. Use the 2-letter abbreviation for the state and check the box to select whole word only.

Enrollment date: These are generally shown as a month. Enter the full name of the month.

Length of the Program: The length of the program is generally shown as a range of two months. For example try finding programs that are 9 to 10 months or 10 to 11 months.

Computer Match Date: Enter April or November or exempt.

Stipend: Entering the word stipend will find programs with monetary as well as non-monetary stipends.

Emphasis area: 207 of the 259 internships have defined emphasis areas. The table below shows the emphasis areas and the number of programs in each category. To find the programs for a particular emphasis area type in the name of the emphasis area as shown below:

Number of Emphasis Area		Number of Emphasis Area	
	Programs		Programs
2	Business/Entrepreneur	1	Natural Medicine
1	Child Nutrition	4	Nutrition Education
31	Community	33	Nutrition Therapy
1	Community/Urban Health	2	Nutrition Therapy/Community
1	Developmental Disabilities	1	Pediatrics, Maternal and Child Health
10	Food Service Systems	1	Psychiatric Disabilities in Long Term Care
110	General	2	Sub Acute Long Term Care
1	Information Technology	1	Research
3	Military Skills	1	Wellness
1	Medical Dietetics		

Computer Matching: Applicant Responsibilities

All complete computer matching information, including computer matching dates with deadlines, is on the Academy/ACEND website: www.eatrightacend.org, click “Computer Matching”

APPLICATION PHASE

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Almost all DI use the online DICAS. Questions about completing applications should be referred to the DI Director or your DPD Director, not Academy staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Send any additional materials before the postmark deadline and by receipted mail for proof of mailing date and delivery.
- Applicants must register on www.dnndigital.com, pay the \$50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.
- If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period.

COMPUTER MATCHING PHASE

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

DATES FOR COMPUTER MATCHING

Table found at: <https://www.dnndigital.com/and/index.php>

Dates for Computer Matching Process November 2016 through November 2017

The following deadline dates and appointment dates for computer matching Dietetic Internship appointments have been established in conjunction with D&D Digital.

<i>Computer Matching Period</i>	<i>Deadline for Submitting Computer Matching Information Online</i>	<i>Applicant Notification Day</i>	<i>Applicant Appointment Day</i>	<i>Posting Date of Programs with Open Positions</i>
<i>November 2016</i>	<i>September 25, 2016</i>	<i>November 6, 2016 beginning at 6:00 pm CST</i>	<i>November 7, 2016</i>	<i>November 10, 2016</i>
<i>April 2017</i>	<i>February 2017</i>	<i>April 2017</i>	<i>April 2017</i>	<i>April 2017</i>
<i>November 2017</i>	<i>September 2017</i>	<i>November 2016</i>	<i>November 2017</i>	<i>November 2017</i>

Please note: Students must notify the Dietetic Internship Program Director if they accept/reject the computer match by 6:00 pm on Appointment day of the program's time zone.

Contact Information: D&D Digital
The Sigler Companies
3100 S. Riverside
P.O. Box 887
Ames, Iowa 50010
Phone: 515-292-0490
Fax: 515-663-9427
E-Mail: dnd@sigler.com

DICAS Online
PO Box 9118
Watertown, MA 02471
Phone: 617/612-2855
Email: dicasinfo@dicas.org

NUTRITION

GRADUATE PROGRAMS

**POST-BACCALAUREATE CERTIFICATE
IN NUTRITION SCIENCE**

Nutrition Science Post-Baccalaureate Certificate

The Post-Baccalaureate Certificate in Nutrition Science, a 48-credit hour program that equips students with a comprehensive understanding of nutrition, is specially designed for students who hold a Bachelor's degree in a field other than nutrition. The program provides the core didactic program in dietetics (DPD) coursework required to prepare students to pursue the Registered Dietitian (RD) credential. The program is also appropriate for individuals who wish to pursue a terminal post-baccalaureate certificate in order to develop a credential in foundational nutrition science concepts and to enhance their effectiveness and opportunities in the workplace setting.

All rules that apply to the undergraduate BS students also apply to the Post-Baccalaureate/DPD students. Thus, Post-Baccalaureate students who successfully complete all DPD coursework* will be able to obtain a verification statement (**See Dietetics/DPD Program Section**) and be eligible to apply to a dietetic internship (See Dietetic Internship Section).

**Students need to receive a grade of C or above in HMN 201 and all NTR courses, as well as have a cumulative GPA of 2.8 or above in order to successfully complete the DPD and obtain a verification statement.*

Notes

* By the completion of NTR 522, students are required to complete a total of 24 hours of approved nutrition community volunteer experience.

* Students are required to become members of the Academy of Nutrition and Dietetics (AND) during their first year (Annual Dues about \$50).

SAGE GRADUATE SCHOOL
Program of Study for Post Baccalaureate Certificate
in Nutrition Science (Dietetics Track)

Name: _____ E-mail: _____
 Address: _____ Work Phone: _____
 _____ Home Phone: _____
 Acceptance: Regular _____ Provisional _____ Probational _____
 Provisions/Contingencies: _____
 Transfer Credits, Substitutions, or Waivers: _____

√	Course	Credits
Core Post Baccalaureate in Nutrition Science Courses:		
	NTR 201 – Foundations of Nutrition Science	4
	NCR 210 – ServSafe	0
	NTR 211 – Introduction to Food Science	4
	NTR 313 – Food Service Systems Management	3
	NTR 314 – Quantity Food Production	3
	NTR 325 – Community Nutrition	3
	NTR 501 – Nutritional Metabolism I: Macronutrients	3
	NTR 502 – Advanced Food Science	4
	NTR 503 – Nutritional Metabolism II: Micronutrients	3
	NTR 504 – Medical Nutrition Therapy	4
	NTR 507 – Nutrition Counseling Across the Lifespan	3
	NTR 517 – Nutrition and Human Disease	4
	NTR 522 – Current Issues in Nutrition	3
Post Baccalaureate Support Courses		
	HMN 201 – Food, Culture, & Nutrition*	3
	SCI 310 – Exercise Physiology	4
Total Post Baccalaureate Certificate Credit Hours		48
Prerequisites		
Additional Courses to Complete Didactic Program in Dietetics (DPD) Requirements*		
	BIO 201 – Anatomy & Physiology I	4
	BIO 202 – Anatomy & Physiology II	4
	BIO 208 – Microbiology	4
	CHM 103 – Introduction to General Chemistry	4
	CHM 104 – Introduction to Organic & Biochemistry	4
	CHM 220 – Nutritional Biochemistry	3
	PSY 101 – Introduction to Psychology	3
	SOC 350 – Research for the Professions	3
Select one of the following statistics courses:		
	PSY 207 – Statistics w/ Computer Applications	3
	MAT 220 – Applied Statistics I	3
	ECO 215 – Statistics for Decision Making	3
*By permission of program director, equivalent courses may apply		

**MASTER OF SCIENCE
IN APPLIED NUTRITION**

**THE COURSES WITHIN THE MASTER OF SCIENCE
IN APPLIED NUTRITION HAVE MOVED ONLINE**

Master of Science in Applied Nutrition

The demand for nutrition professionals is on the rise. With the emergence of the obesity epidemic and the new era of nutritional genetics, unprecedented and exciting career opportunities are becoming available for nutrition graduates. In addition, changes in health care, increases in reimbursements, and the need for evidence-based practice require nutrition professionals to obtain advanced clinical and research skills.

The MS in Applied Nutrition is based on a solid scientific foundation with a strong focus in nutritional epidemiology, food and nutrition program evaluation, and the most up to date issues in the nutrition field. This MS degree enhances promotion and job mobility for individuals in health, dietetics, and the food industry, as well as community and public health nutritionists.

The M.S. in Applied Nutrition is designed to be flexible and to accommodate the returning adult learner. Emphasis is placed on providing students with the following skills:

- Critical evaluation skills through analysis of research literature.
- Ability to integrate and apply what is learned to relevant and current situations.
- In-depth knowledge and understanding of the most recent developments in the field.
- Strong background in theory of health behavior and the translation of theory into practice, a valuable tool in public health, community as well as clinical nutrition settings.
- Skills in planning, conducting, and evaluating food and nutrition programs and interventions.
- Hands-on experience in designing and conducting research including identifying research hypotheses, developing surveys, collecting and analyzing data, as well as interpreting results and write-up. All students will be encouraged to publish their work.

Admission Requirements

Applicants to the program must meet the general admission requirements for Sage Graduate School and have an undergraduate GPA of 3.0 or above. An interview with the Director of Graduate Program in Nutrition is recommended.

Registered Dietitians with Graduate Credits

Official transcripts will be evaluated. A maximum of nine graduate credits or 25 percent of the degree, whichever is greater, may be transferred from another institution if such work was completed within five years of the first course counted toward the MS degree at Sage. Transferred credits must be a "B" or better.

Registered Dietitians Who Completed the Sage Graduate School Dietetic Internship

Selected credits earned through the Sage Graduate School Dietetic Internship will apply to the MS in Applied Nutrition. Students must complete the remaining 21 credits, part of which includes a master's project, in order to graduate with an M.S. in Applied Nutrition.

Applicants with Bachelor's Degree in a Field Other Than Nutrition

Official transcripts will be evaluated. Certain undergraduate nutrition prerequisites (normally NTR 201, NTR 501, 503, 502, 504, and 517) will be required in preparation for graduate study.

General Information

Students may attend the MS degree program on a full-time or part-time basis. The program is a minimum of three to four terms for full-time students. Working students and commuting students will find courses conveniently scheduled.

SAGE GRADUATE SCHOOL
Online Master of Science in Applied Nutrition
Program of Study for Students with a BS in Nutrition

Name: _____ E-mail: _____
 Address: _____ Cell Phone: _____
 _____ Other Phone: _____
 Acceptance: Regular: _____ Provisional: _____ Probational: _____
 Provisions/Contingencies: _____

Transfer Credits, Substitutions, or Waivers: _____ NOTE: All courses are fully online.

Completed	Course	Credits
Core Courses		
	NTR 561- Nutrition Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 555 – Nutrition Research: Interpretation and Communication	3
	NTR 553 - Epidemiology for the Health Sciences	3
	NTR 535 – Leadership Development or MBA 656- Leadership and Ethics	3
Support Courses		
	HAS 553 – Health Systems Policy	3
	<i>Select one additional course from the following:</i>	3
	NTR 549 – Nutrition and Disease Management in Pediatrics	
	HSA 555 - Healthcare Strategy	
	HSA 558 – Budgeting for Government, Non-Profit and Health Organizations	
	HSA 520 – Marketing in Healthcare	
	MBA 685 – Quality Management	
	MBA 656 – Leadership and Ethics	
Research Methods Courses		
	NTR 551 – Research Methods for the Health Sciences	3
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
Total Degree Credit Hours		30

Signatures:

Student: _____ Date: _____

Program Director: _____ Phone No: 244-2396 Date: 1/13/2015
Rayane AbuSabha, PhD, RD

Assigned Advisor: Rayane AbuSabha e-mail: abusar@sage.edu Date: 1/13/2015

Revised Date: 9/23/2014

SAGE GRADUATE SCHOOL
Master of Science in Applied Nutrition
Program of Study for Students with a Bachelor's Degree in a Field Other than Nutrition

Name: _____ E-mail: _____
 Address: _____ Cell Phone: _____
 _____ Other Phone: _____
 Acceptance: Regular: _____ Provisional: _____ Probational: _____
 Provisions/Contingencies: _____

Transfer Credits, Substitutions, or Waivers: _____

Completed	Course	Credits
Core Courses: (online courses)		
	NTR 561- Nutrition Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 555 – Nutrition Research: Interpretation and Communication	3
	NTR 553 - Epidemiology for the Health Sciences	3
	NTR 535 – Leadership Development or MBA 656 Leadership and Ethics	3
Support Courses (onsite courses)		
	NTR 507- Nutrition Counseling Across the Life Span	3
	NTR 501 – Nutrition Metabolism I	3
	NTR 503 – Nutrition Metabolism II	3
Research Methods Courses (online courses)		
	NTR 551 – Research Methods for the Health Sciences	3
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
Total Degree Credit Hours		33
Prerequisites:* (onsite)		
	NTR 201 – Foundations of Nutrition Science	4
	NTR 325 – Community Nutrition	3
	PSY 101 – Introduction to Psychology	3
	CHM 104 – Organic and Biochemistry	4
	CHM 103 - General Chemistry	4
	MAT 220 – Applied Statistics I	3
*By permission of program director, equivalent courses may apply		

Signatures:

Student: _____ Date: _____

Program Director: _____ Phone No: 244-2396 Date: _____

Rayane AbuSabha, PhD, RD

Assigned Advisor: Rayane AbuSabha e-mail: abusar@sage.edu Date: **118**

SAGE GRADUATE SCHOOL
Program of Study for
Master of Science in Applied Nutrition with Dietetic Internship

Name: _____ E-mail: _____
 Address: _____ Cell Phone: _____
 _____ Other Phone: _____
 Acceptance: Regular: _____ Provisional: _____ Probational: _____
 Provisions/Contingencies: _____

Transfer Credits, Substitutions, or Waivers: _____

Completed	Course	Credits
Core Courses:		
	NTR 561- Nutrition Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 553 - Epidemiology for the Health Sciences	3
	NTR 535 – Leadership Development or MBA 656 Leadership and Ethics	3
Research Methods Courses		
	NTR 551 – Research Methods for the Health Sciences	3
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
Dietetic Internship Courses		
X	NTR 525 - Advanced Medical Nutrition Therapy	3
X	NTR 530 – Practicum in Dietetic Internship I	6
X	NTR 531 – Practicum in Dietetic Internship II	6
X	NTR 532 - Practicum in Dietetic Internship III	6
X	NTR 555 – Nutrition Research: Interpretation and Communication	3
Total Degree Credit Hours		45

Signatures:

Student: _____ Date: _____

Program Director: _____ Phone No: 244-2396 Date: _____
 Rayane AbuSabha, PhD, RD

Assigned Advisor: Rayane AbuSabha e-mail: abusar@sage.edu Date: _____
 Revised Date: 5/12/2015

Sage Graduate School Grievances and Appeals

Students who wish to request reconsideration of academic decisions made with regard to their progress and performance in the academic program may appeal to the Academic Standards Subcommittee of the Sage Graduate School Curriculum Committee. Students who wish to appeal to the Academic Standards Subcommittee must write to the Dean of Sage Graduate School, explaining the nature and rationale for the request. The student's program director and the dean each make a recommendation to the Academic Standards Subcommittee, which then makes a determination regarding the student's request. The Dean of Sage Graduate School communicates the determination to the student.

The Sage Graduate School Grievance Appeals Panel reviews student grievances which have been acted upon by the Academic Standards Committee of the SGS Curriculum Committee. The Grievance Appeals Panel will consider student grievances concerning academic matters including:

- the degree process such as grading, evaluation, or status;
- allegedly unprofessional conduct toward students;
- allegedly unfair or discriminatory treatment of students;
- allegedly unfair disciplinary actions.

The request for an appeal must be made in writing to the Dean of Sage Graduate School, within 30 days of the student's receipt of the determination of the Academic Standards Subcommittee. The letter requesting an appeal must state the basis of the grievance and the facts that support it. It should include a summary of steps already taken (or why steps were omitted). The student/appellant must state why the resolution is unfair or unsatisfactory. The student must state what the desired remedy is. The Dean will transmit the appeal to the Sage Graduate School Curriculum Committee (SGSCC) Chairperson to determine whether or not the appeal will be accepted for review. If the appeal involves a student from the program in which the Chair of the SGSCC serves, the Chair will designate a member of the SGSCC who is not affiliated with the appellant's program to determine whether or not the appeal will be accepted for review. If an appeal is accepted for review, a Grievance Appeals Panel will be formed to hear the case within 20 business days of receipt of the student's request.

Conditions for Dismissal

The administrative officers at Sage reserve the right to require at any time the withdrawal of students for reasons of health or conduct or whose academic standing does not comply with the regulations; in such cases fees will not be refunded or remitted, in whole or in part, and neither Sage nor any of its officers shall be under any liability whatsoever for such exclusion.

PROFESSIONAL ORGANIZATIONS

COMMUNITY AND PROFESSIONAL SERVICE HIGHLY VALUED IN THE NUTRITION SCIENCE DEPARTMENT

All nutrition majors are encouraged to participate in the Student Nutrition Club and other extracurricular organizations on and off campus as evidence of community and professional service.

ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP

AND Membership enables students to access the AND web site for position papers, journal articles and much more. In addition, long standing membership sends the message that you are committed to the field and are serious about your studies. An application to join AND can be found on the AND website at www.eatright.org.

All JUNIORS, SENIORS, and Post-Baccalaureate students are required to be student members of the Academy of Nutrition and Dietetics.

Student membership benefits include: finding AND scholarships, search for jobs, networking, access research you can use in your classes such as the Evidence Analysis Library (EAL) and learn more about the profession. You will also be entitled to student discounts on some publications. As a student member of AND you will be a member of the New York State Dietetic Association (NYSDA).

ACADEMY OF NUTRITION AND DIETETICS

Invitation to Student Membership

2016—2017

Help yourself to a

HEALTHY CAREER

IN DIETETICS

AND is serving up the member-only resources
you need to maximize your earning potential

Become a

STUDENT MEMBER

of the ACADEMY OF NUTRITION AND DIETETICS today, and help yourself to
resources you can use to boost your grades and get a strong start to your career.

With an AND student membership, you can start NETWORKING and LEARNING real-
world insights now-which can pay off later.

To join AND go to

<http://www.eatrightacend.org/students/join/>

Hudson Valley Dietetic Association Membership Application



Hudson Valley Dietetic Association

How to join: The membership year of HVDA is June 1st, 2016 - May 31st, 2017, Option 1 - Complete the online application - \$25/yr (students \$10.) You may include optional contributions for HVDA Scholarship, AND Foundation and NYSDA Political Action Committee with your dues payment. Please identify allocations on the check. Option 2 - Print and mail in a membership application - \$35/yr (students \$10.)

For Membership Application:

hvdanutrition.org



Visit us on
Facebook

***Visit us on Facebook to see what's new and exciting in the
Nutrition Science Department.***

***In Facebook, search for The Sage Colleges Nutrition Department or go
to <https://www.facebook.com/TSCNutrition/>***

