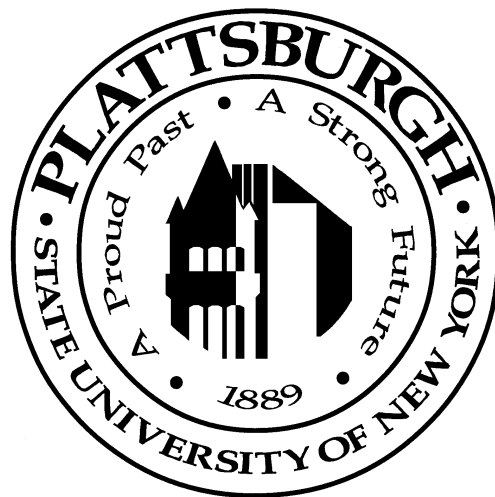


**STATE UNIVERSITY OF NEW YORK
COLLEGE AT PLATTSBURGH**

NUTRITION PROGRAM



HANDBOOK FOR NUTRITION STUDENTS

2013-2014

Revised 9-4-2013

TABLE OF CONTENTS

I. WELCOME	4
II. The SUNY Plattsburgh Nutrition Program / DPD Program	6
Mission, Philosophy, Goals, Objectives & Outcome Measures	8
ACEND Standards	8
Nutrition Program Requirements	10
Nutrition Program Admission Requirements and Progression	11
Attendance , Grading	11
Advising	12
Exit Interview & Senior Survey	12
Cost	13
Academic Assistance, Student Support, Special Needs	13
List of Student Resources, Help & Assistance	13
Academic Advising Office	
Student Learning Center & Tutoring Services	
Student Support Services	
Student Health Center & Counseling Services	
Career & Development Center	
Feinberg Library & Computer Lab , Nutrition Major Computer Lab	
Center for Volunteerism	
Study Abroad Office	
Student Association	
Financial Assistance	
Scholarships, Awards, Honor Societies	15
How to be a Successful Student in the Nutrition Program	16
III. Nutrition Program Policies & Procedures	18
Retention in the Nutrition Major	18
Graduation Requirement	19
Policy on Verification Statement	19
Policy on Academic Grievance Procedure	20
Academic Advisement	21
Policy on Transfer Credits	21
Permission to Attend Another Institution.	22
Withdrawal from the College or the Nutrition Program	22
Travel, Safety & Liability	23
Dress Code for Field Trips/ Field Experience/ Practicum	24
Dress Code for Laboratory Experience	25
Professional Conduct & Academic Honesty Code	26
Requirements for Clinical Field Experience	26
Policy on Diversity, Non-Discrimination, Harassment	27
Confidentiality. Complaint Procedure	27
IV. The SUNY Plattsburgh Student Dietetic Club	28
V. How to become a Registered Dietitian (RD or RDN)	28
What is a Registered Dietitian	28
The Process	30
Step 1: Academic Requirements, Verification Statement	30
Step 2: Dietetic Internships	30
DICAS-Internship Application Information	
Computer Matching	

ISSP - Individualized Supervised Practice Pathways	
Graduate School, GRE	33
Characteristics of Successful Internship Applicants	33
Recommendation Letters	35
Foreign Students	36
Step 3: Registration Exam	36
Requirements to maintain RD Credentials	37
Specialist Certifications Options for RDs	37
VI. How to become a Dietetic Technician, Registered	38
VII. Other Career Options and Information	40
Overview	40
Certified Dietary Manager	
Certifications / Credential Options for “non-RDs” and DTRs	
Difference between RD, RDN and “Nutritionist”	42
Licensure / How to become a Certified Dietitian-Nutritionist in New York State	42
Graduate Degrees: Masters and PhD	43
VIII. The Academy of Nutrition and Dietetics	43
APPENDIX:	
Four Year Academic Plan for DPD Nutrition Program	44
Relevant Elective Courses for Nutrition Students	45
Improving Your Chances for Admission to a Dietetic Internship	46
Volunteer & Work-Related / Practicum Resources	47
Code of Ethics for the Profession of Dietetics	49
Job Outlook & Salary Information for RDs and DTRs.....	50
Credential or Certifications Options for RDs	51
Job Activities for Entry Level Dietitians, SOP, SOPP, Scope	52
DPD Student Letter	53
Student Release Form	54

Please Note: This handbook includes information, policies and procedures specific to the SUNY Plattsburgh Nutrition Program and is designed to supplement other SUNY Plattsburgh official policies and procedures. The Nutrition Program reserves the right to revise policies and requirements.

For general information and policies: please see the most recent SUNY Plattsburgh Campus Handbook and the Undergraduate & Graduate College Catalog, available at www.plattsburgh.edu. This includes non-discrimination policy, grievance policy, access to student support services such as testing and financial aid resources, withdrawal and refund of tuition and fees, general academic policies & standards, academic calendar, access to personal files including protection of privacy, admission requirements, tuition and fees, and other information applicable to SUNY Plattsburgh students.

Helpful links include:

- <http://www.plattsburgh.edu/academics/catalog/> for College Catalog. Includes general academic policies, standards and information, expenses & financial aid, admission requirements, etc.
- <http://www.plattsburgh.edu/policies/administrative/alphabeticalapprovedadminpolicies.php> for Alphabetical Listing of Administrative Policies
- <http://www.plattsburgh.edu/studentlife/current.php> for Information and Tools for Enrolled Students, including Financial Aid, Tuition, Academic Calendar links

I: WELCOME FROM THE NUTRITION PROGRAM DIRECTOR

This handbook is designed to help students in the Nutrition Program at State University of New York College at Plattsburgh (SUNY Plattsburgh) find answers to the most commonly asked questions about the program. It covers many important topics and answers questions such as:

- What do Dietitians actually do?
- What is a Didactic Program in Dietetics (DPD Program)?
- What is the SUNY Plattsburgh Nutrition Program's curriculum and requirements?
- How do I become a Registered Dietitian?
- How do I become a Registered Dietetic Technician?
- What is a Dietetic Internship; what do I need to do to get into a Dietetic Internship?
- What are other options after graduating with a nutrition degree?

This handbook is an important resource to help you complete your Bachelor of Science Degree in Nutrition. In addition, you should meet with your advisor at least once each semester to plan your course of study and to assure that you are making adequate progress towards your degree. Other helpful resources include the SUNY Plattsburgh Campus Handbook and the Undergraduate & Graduate College Catalog, available at www.plattsburgh.edu

Enjoy your educational experience at SUNY Plattsburgh. Feel free to contact the Nutrition Program Director, the Dean of Education, Health & Human Services, or other Nutrition faculty members with any concerns or questions. We are here to help you.

Department of Nursing and Nutrition:

Nutrition Program Director: Dr. Ena Joseph (518) 564-4223; josephe@plattsburgh.edu

Department of Nursing and Nutrition Office: # 209 Hawkins Hall

- **Secretary:** Theresa Wenig (518) 564-3124; wenigtm@plattsburgh.edu
Office hours: 8.00 am -12.00 pm and 1.00 – 4.00 pm
- **Chair:** JoAnn Gleeson-Kreig; (518) 564-4239, glesojm@plattsburgh.edu

Nutrition Program Full-time Faculty and Academic Advisors:

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- Jorunn Gran-Henriksen, MS, RD, CDN. Assistant Professor;
Hawkins Hall 223C, Phone: (518) 564-4247 granhej@plattsburgh.edu

Dean of Education, Health & Human Services: Dr. Michael Morgan (518) 564-3066;
morganmd@plattsburgh.edu

Accreditation Council for Education in Nutrition and Dietetics,

Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000,
Chicago, IL 60606-6995. Phone: 312-899-0040, ext. 5400; or 1-800-877-1600. Fax: 312-899-4817.
E-mail: ACEND@eatright.org; URL: <https://www.eatright.org/ACEND/>

August 15, 2013

Dear DPD Nutrition Student:

Welcome to the Nutrition Program at SUNY Plattsburgh College. Students admitted to this program have not completed the pre-requisite courses required for the DPD (Didactic Program in Dietetics). Our Nutrition DPD Program is accredited by the Accreditation Council on Education for Dietetics and Nutrition (ACEND), the accrediting agency for education programs preparing students to qualify as registered dietitians (RD or RDN). The curriculum you will learn here is based upon the eligibility requirements and accreditation standards (Foundation Knowledge Requirements and Accreditation Standards for Entry Level Dietitians) and results in a Baccalaureate degree / Bachelor of Science (BS). Upon successfully completing this DPD Nutrition Program with a minimum cumulative GPA of 3.0, you will receive a Verification Statement testifying that you have met all the academic requirements needed to apply for an accredited Dietetic Internship Program. At the end of the Internship, you will receive another Verification Statement assuring that that you have met all the Supervised Practice requirements. Then, you will be eligible to sit for the National examination for dietitians administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics. When you pass the exam, you will be a Registered Dietitian (RD) or Registered Dietitian and Nutritionist (RDN). We encourage graduates who become RDs or RDNs to maintain full membership in the Academy of Nutrition and Dietetics, which is the largest professional organization of Food and Nutrition professionals.

This Students Handbook contains all the important information about our Nutrition Program. It is important that you be familiar with all of it. Please sign the form below to confirm your knowledge of the DPD at SUNY Plattsburgh and to indicate your willingness and agreement to abide by the requirements and policies pertaining to the DPD Nutrition Program at SUNY Plattsburgh.

There are two copies of this letter in the Students Handbook. Please tear one out and return it, with appropriate signature, to the DPD Program Director within two weeks of the first day of classes.

Thank you for your cooperation and wish you all the “BEST”.

Enamuthu Joseph, PhD, RD, CDN.
DPD Director

My signature below indicates my intent to participate in the DPD Program. I am in the possession of information pertaining to the DPD Nutrition Program and aware of its contents. I agree to abide by the policies pertaining to the DPD set forth in this Handbook.

Student's Signature/ Date

Witness signature/Date

Retain this copy in your Handbook

II: THE NUTRITION PROGRAM AT SUNY PLATTSBURGH

ACCREDITATION:

- State University of New York (SUNY) College at Plattsburgh is fully accredited by the Middle States Association of Colleges and Secondary Schools.
- The Nutrition Program at SUNY Plattsburgh is a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) formerly known as Commission on Accreditation for Dietetics Education of the American Dietetic Association (CADE), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312)899-0040, ext. 5400 or 1-800-877-1600. <https://www.eatright.org/ACEND/>.
- The Nutrition Program at SUNY Plattsburgh is a four year academic program in dietetics and prepares students for careers in nutrition, food service management and related areas. Our Didactic Program in Dietetics (DPD) provides students with the *academic* requirements for entry level registered dietitian (RD) status. To take the RD registration exam, attainment of the college degree must be followed by an external *dietetic internship*, which is a supervised practicum experience approved by the Academy of Nutrition and Dietetics. Students may apply for admission to dietetic internships in their senior year. This is explained in section III of this handbook.
- SUNY Plattsburgh does *not* offer a dietetic internship, but meets the academic prerequisites for a dietetic internship or graduate school. In addition, our program qualifies students to take the registration exam for dietetic technicians (DTR).
- To be eligible to apply for dietetic internships or take the DTR or RD exam, students need a *Verification Statement*, which is issued by the DPD Nutrition Program Director after successful completion of our Nutrition Program. Verification Statement policies are explained in section VI, *and include a minimum GPA of 3.0 in addition to successfully meeting all Nutrition Program requirements.*

MISSION, GOALS AND PHILOSOPHY:

The Nutrition Program is part of the Department of Nursing and Nutrition, located within the Division of Education, Health and Human Service at SUNY Plattsburgh.

Nutrition Program Mission Statement:

To graduate students who are successfully prepared to enter a dietetic internship, graduate program, employment in clinical, community or food service settings.

Division of Education, Health, and Human Services' Mission Statement:

To prepare students for positions in their respective fields, to provide a learning environment that fosters growth and development, and to inculcate creative, critical, and humane thinking.

College Mission Statement:

SUNY Plattsburgh is a public, comprehensive college that prepares students for academic, professional and personal success.

College Vision:

SUNY Plattsburgh will be a model comprehensive college for a student-centered approach to higher education. The “Plattsburgh Experience” will be recognized as one that matches student talents and abilities with pathways to academic, professional and personal success.

What We Value

- Student-centered education
- Academic excellence
- Diverse people, experiences and ideas
- Critical inquiry
- Community and civic engagement
- Integrity, civility and collegiality
- Environmental sustainability
- Affordability and value
- Stewardship of resources
- Freedom to speak, think and write

NUTRITION PROGRAM Goals, Objectives, and Outcome Measures (2014-2018)

Program Goal 1: Upon completing the DPD Nutrition Program, graduates will have the requisite knowledge, skills and experience to successfully obtain and complete a dietetic internship and pass the national examination to become registered dietitians.

Target Outcome Measures:

1. Over a 5 year period, DPD Nutrition Program graduates will achieve a one year pass rate of at least 80% on the national examination for registered dietitians.
2. Over a five year period, 90% of students enrolled in the DPD Nutrition Program in their junior year will complete the program requirements within 150% of the expected time for completion. (“junior status” = registered for FNI 445 Advanced Nutrition).
3. Over a five year period, 45% of graduates will apply for a dietetic internship programs or pathways offering supervised practice within 12 months of graduation.
4. Over a five year period, 50% of those applying for a dietetic internship or supervised-practice will be accepted.
5. Over a five year period, 80% of graduates completing the DPD Nutrition Program will rate themselves as at least “adequately” prepared in dietetic related education (based on the senior survey).
6. Over a five year period, 80% of graduates completing a dietetic internship will rate themselves as at least “adequately” prepared for a dietetic internship.
7. Over a five year period, 90% of Internship Directors will rate SUNY Plattsburgh’s DPD Nutrition Program graduates as being “adequately” prepared for their internship programs.

Program Goal 2: The DPD Nutrition Program will provide all students who do not pursue a dietetic internship, with the necessary knowledge, skills and career information to obtain a nutrition-related job, advanced training or a graduate degree program.

Target Outcome Measures:

1. Within one year of graduation, 50% of DPD Nutrition Program graduates not pursuing a dietetic internship will be employed in a food and nutrition related field.
2. Within 18 months of graduation, 50% of DPD Nutrition Program graduates who apply to a graduate program will be accepted into graduate school.
3. 80% of graduates not pursuing a dietetic internship will rate themselves as at least “adequately” prepared for graduate school or employment.
4. 90% of employers will rate DPD Nutrition Program graduates as being at least “adequately” prepared for their jobs.

Program Outcome Data: Available upon request from the DPD Nutrition Program Director.

ACEND STANDARDS FOR DIETITIAN EDUCATION PROGRAMS:

Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy of Nutrition and Dietetics’ agency for the accreditation of education programs preparing students for careers as registered dietitians or dietetic technicians, registered. SUNY Plattsburgh Nutrition Program incorporates ACEND 2012 standards. The “Core Knowledge Requirements (KRD) are listed below:

1. Scientific and Evidence Base of Practice: Integration of Scientific Information and Research into Practice.

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.

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

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

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 dietetics/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.

REQUIREMENTS FOR THE SUNY PLATTSBURGH MAJOR IN NUTRITION
Bachelor of Science - Curriculum 0298 Requirements: Total 120 credits

Departmental Requirements: (42 credits)

1. FNI 101 Intro to Careers in Nutrition & Dietetics (1 cr.)
2. FNI 211 Human Nutrition (3 cr.)
3. FNI 241 Nutrition in the Life Cycle (3 cr.)
4. FNI 261 Organization & Management in Nutrition (3 cr.)
5. FNI 301 Nutrition Education & Counseling (4 cr.)
6. FNI 362 Food Preparation (4 cr.)
7. FNI 441 Community Nutrition (3 cr.)
8. FNI 443 Food Science (4 cr.)
9. FNI 445 Advanced Nutrition (4 cr.)
10. FNI 446 Medical Nutrition Therapy I (3 cr.)
11. FNI 448 Seminar in Dietetics (AWR) (3 cr.)
12. FNI 450 Food Service Delivery Mgmt (4 cr.)
13. FNI 451 Medical Nutrition Therapy II (3 cr.)

Cognate Requirements: (48 credits)

1. BIO 101 General Biology I (4 cr.)
2. BIO 203 Microbiology (4 cr.)
3. BIO 326 Human Anatomy & Physiology I (4 cr.)
4. BIO 327 Human Anatomy & Physiology II (4 cr.)
5. CHE 111 Principles of Chemistry I (4 cr.)
6. CHE 112 Principles of Chemistry II (4 cr.)
7. CHE 240 Fund of Organic Chemistry (5 cr.)
8. CHE 371 General Biochemistry (4 cr.)
9. PSY 101 General Psychology (3 cr.)
10. PED 333 Science of Exercise (3 cr.)
11. SOC 101 Introduction to Sociology (3 cr.) *or* ANT 102 Comparative Cultures (3 cr.)
12. CMM 101 Introduction to Public Speaking (3 cr.)
13. MAT 161 Introductory Statistics (3 cr.)

Other Requirements: (16 credits)

- . LIB 105 Information & Technology Literacy (1 credit) 5 ITL
- . ENG 101 College Writing II (3 credits)
- . AWR Advanced Writing Requirement (included within FNI 448)
- Gen. Ed. Humanities or Art (5 HUM or 5 ART)
- Gen. Ed. Foreign Language or World Systems (5 WRS or 5 FL at 112 level)
- Gen. Ed. U.S. Civilization or Western Civilization (5 US /5 USC or 5 WC)
- Gen. Ed. Global (5 GLO). Studying abroad one full semester eliminates this requirement.

Additional Nutrition Program Degree Requirements:

- Minimum grade of “C” in all required nutrition (FNI) courses and cognate courses.
- Each required course may be repeated only once, for a maximum of three repeated courses.
- Minimum cumulative GPA maintained at 2.8 or higher. If GPA is less than 2.8, it must be raised to a minimum of 2.8 by the next semester to remain in the Nutrition Program.
- FNI 443, FNI 445, FNI 446, FNI 450 and FNI 451 must be taken at SUNY Plattsburgh

For students entering college fall 2013 or later, a 3 credit FNI course in Current Topics & Research Methods may also be required.

To qualify for a “Verification Statement”, students must graduate from the Nutrition Program with a cumulative GPA of 3.0 or higher. A Verification Statement is not required to graduate, but is required for credentialing (become a Registered Dietitian or Dietetic Technician, Registered).

NUTRITION PROGRAM ADMISSION REQUIREMENTS& PROGRESSION:

- Admission requirements to the Nutrition Program do not exist beyond the SUNY Plattsburgh admission requirements, as stated in the Undergraduate Catalog.
- Any student who is admitted into the Nutrition Program must meet the Nutrition Program degree requirements to progress, as outlined in the catalog.
- At the end of each semester, the records of those students whose grades do not meet standards specified in the Progression Policies are reviewed by the Academic Standards Committee of the Department of Nursing and Nutrition.
- Students who do not meet requirements for course grade and/or GPA are notified in writing, and will need to take corrective action to progress. They are encouraged to work with their academic advisor to meet program requirements.
- If a student fails to take corrective action and performance fails to meet progression criteria, the student is then dismissed from the Nutrition Program.
- Please refer to the Policy and Procedure section of this handbook for more information.

ATTENDANCE

- Attendance policies may be outlined in each course curricula. You are expected to attend all lectures and labs. All absences must be granted by an individual faculty member for his or her particular class. The faculty member is vested with the authority to make the ultimate decision on whether or not to accept a student's excuse for planning to miss class(es) or for having missed class(es).
- In emergency situations such as a death in a family, serious illness or other unforeseen occurrence, a student who does not have time to notify his or her faculty member may contact the Office of the Vice President for Student Affairs and Enrollment Management. That office will notify faculty of the situation affecting the individual student.
- Routine requests (i.e., long standing medical appointments) by students to be excused from classes can be granted exclusively by the faculty member, and the student need not receive a letter from the Office of the Vice President for Student Affairs and Enrollment Management.

GRADING:

Assessment of student performance is outlined in each course curricula, and a variety of assessment tools may be used. GPA is calculated according to the SUNY Plattsburgh College Catalog.

A (4.0)	B+ (3.3)	C+ (2.3)	D+ (1.3)
	B (3.0)	C (2.0)	D (1.0)
A- (3.7)	B- (2.7)	C- (1.7)	

A: "SUPERIOR";

B: ABOVE AVERAGE;

C: AVERAGE;

D: PASSING, BUT UNSATISFACTORY (unacceptable for ENG 101, FNI & cognate courses).

E: FAILING

ACADEMIC ADVISING

The DPD Nutrition Program Director initially meets with Freshmen and transfer students admitted to the Nutrition Program to help plan their academic schedule and registration of courses for the first semester.

Each student is assigned a nutrition faculty member as an academic advisor. The advisor can provide guidance as to appropriate courses to take to complete the nutrition major and meet graduation requirements. Students should meet with the advisor at least once a semester during the two weeks designated by the Academic Advising Office as advisement time. The advisor can also assist with career planning. You may consult with your advisor if you are struggling with academic or other issues.. It is the student's responsibility to arrange a meeting time with his or her faculty advisor at a mutually convenient time.

In addition, the College has resources available to students, such as

- Academic Advising Office <http://www.plattsburgh.edu/academics/advising/>
- Career and Development Center <http://www.plattsburgh.edu/studentlife/careers/>

NUTRITION PROGRAM SENIOR SURVEY & EXIT INTERVIEW

Senior survey: Towards the end of their last semester in the Nutrition Program, graduating students are asked to evaluate the SUNY Plattsburgh Nutrition Program. The senior survey is administered via “Survey Monkey”, and students’ responses are anonymous. The purpose of this survey is to use the results as part of the ongoing program evaluation and improvement.

Exit Survey: The DPD Director will arrange for an Exit Interview with each student prior to graduation. The purpose of this interview will be to:

- Collect their future contact information such as future address, email, phone number to facilitate future correspondence.
- Explore the student's plan for the future- (e.g. are they applying directly to internship; if they have not already applied for DI, when will they apply; if they do not want to apply for DI, what they intent to do (plan for graduate program or for employment: are they going to work in the dietetic field for a year, then apply, etc).
- Listen to any suggestion for program improvement if they want to share.
- Explain how our program uses the information from the RD exam to assess how we are doing at the institutional level it terms of teaching. The DPD Director also requests the students to release their name when taking RD exam, so we can monitor who has taken the exam and who has passed the exam.

NUTRITION PROGRAM COSTS:

Detailed information regarding the cost of obtaining a Bachelor of Science degree from SUNY Plattsburgh and Financial Aid can be found in the Undergraduate Catalog or at www.plattsburgh.edu.

Additional costs for students enrolled in the Nutrition Program may include (subject to change):

- Food Lab Fee: FNI 362 (\$ 50);
- Food Lab Fee FNI 443 (\$ 50).
- ServSafe Course (\$ 150)
- Academy of Nutrition and Dietetics Student membership (\$50 per year)
- Please note that applying for dietetic internships cost about \$500.

ACADEMIC ASSISTANCE & STUDENT SUPPORT

Several Resources are available to the student to help achieve academic and personal success. In general:

- Students who are in need of additional academic assistance should contact the faculty member responsible for the course. It is encouraged to do this early on. Requests for tutoring should be made to the campus Learning Center. No referral is necessary. See www.plattsburgh.edu/academics/learningcenter.
- Students may also consult with their academic advisor for direction toward available resources.
- The Academic Advising Office can be consulted for personal and academic issues. <http://www.plattsburgh.edu/academics/advising/>

For Special Needs / Disabling Conditions such as Physically Challenged or Learning Disabled:

It is the policy of the College that any student requiring accommodations of any kind to fully access a course must be registered for accommodations with the Student Support Services office, located in the Angell College Center. Reasonable accommodations will be made as recommended by Student Support Services, including, but not limited to, extended time testing and student note-taking assistance. It is the student responsibility to inform the course instructor if academic assistance is required. For information, <http://www.plattsburgh.edu/studentlife/support/> , <http://www.plattsburgh.edu/offices/support/sss/>

List of Student Resources, Help & Assistance

ACADEMIC ADVISING OFFICE. Offers many services and helps you achieve academic and personal success, stay on track with your degree requirements, and keep you well informed of academic policies that apply to you. Is a resource if you are “troubled with a question and don't know who else to ask!” <http://www.plattsburgh.edu/academics/advising/> Kehoe Building.

STUDENT LEARNING CENTER & TUTORING SERVICES. The Claude J. Clark Learning Center offers *free tutoring* in many subjects, no referral is needed. Students are helped through individual meetings, walk-in tutoring, small group sessions, open study, the Learn to Learn Workshop Series, and Academic Personal trainers. The Learning center offers a central place on campus for students to study and get together with others to work on group projects. It also offers assistance with *writing skills* and written assignments. In addition to utilizing the Center's services,

you may consider becoming a tutor yourself in a subject that you are good at.
www.plattsburgh.edu/academics/learningcenter . (564-6138) Room 103 in the Feinberg Library.

STUDENT SUPPORT SERVICES is a free academic support program funded by the U.S. Department of Education and designed to help students succeed in college. Students are eligible based on certain qualification criteria, such as if a student has a disabling condition, or if a student comes from a family that meets certain income criteria or education criteria (i.e. parents without college education). Location: Angel 110. 564-2810. <http://www.plattsburgh.edu/studentlife/support/>

STUDENT HEALTH CENTER & COUNSELING SERVICES (564-2187)

Counseling services are available through the Student Health Center. Staff members are trained to assist students who are experiencing serious emotional problems, general health concerns, and stress-related issues. Client information is treated confidentially. No referral is necessary. You may also choose to consult with your academic advisor. <http://www.plattsburgh.edu/studentlife/health/>

CAREER DEVELOPMENT CENTER AT SUNY PLATTSBURGH will help you with the process of securing employment or enrollment in graduate school after graduation. Faculty is available for consultation regarding future educational or employment plans. The Center serves as a great resource for “how to”; such as how to apply for graduate school, write good resume and cover letters, build interviewing skills, & search out employment opportunities in your field. Located in 805 Kehoe Administration Building. (564-2071) <http://www.plattsburgh.edu/studentlife/careers/>

FEINBERG LIBRARY & COMPUTER LAB is the main SUNY Plattsburgh Library, offering a wide selection of books, professional journals, on-line publications, and other resources appropriate for nutrition students. Feinberg Library also offers computer labs, including printers, open to all students. (www.plattsburgh.edu/library)

NUTRITION MAJOR COMPUTER LAB The Nutrition Program has several computers, two printers and a scanner available uniquely to FNI students. The computers are located adjacent to the food lab in Hawkins Hall 027 and offer internet access and software programs, including Nutritionist Pro, Nutrition Care Manual, SPSS Statistical Program.

STUDENT ACTIVITIES AND VOLUNTEERISM offers a wide range of **volunteer opportunities**, such as project H.E.L.P., alternative breaks program, student service corps, and community service scholarships. Located in Angell College Center 101. (564-4830)
<http://www.plattsburgh.edu/offices/centers/service/>

STUDY ABROAD OFFICE. Offers advice on study abroad, working/internships abroad, and national student exchange program. <http://www.plattsburgh.edu/academics/studyabroad/>
<http://www.plattsburgh.edu/academics/studyabroad/workvolunteerintern/> Location: Kehoe.

STUDENT ASSOCIATION - student run government - provides services, activities and programs to students. Oversees campus clubs and organizations and serves as a voice for students concerns and interests . <http://organizations.plattsburgh.edu/sa/> Location Angel College Center.

FINANCIAL ASSISTANCE Nutrition students are eligible for scholarships, loans, and grants available to all college students. These programs are described in the Undergraduate Catalog. For more information about tuition, financial aid and scholarships, withdrawal and refund of tuition and fees, you should consult with the Undergraduate Catalog or Financial Aid office, Room 406, Kehoe Administration Building (telephone 518-564-2072). Helpful websites include:
<http://www.plattsburgh.edu/offices/admin/financialaid/>
<http://www.plattsburgh.edu/studentlife/studentaccounts/>
<http://www.plattsburgh.edu/offices/admin/financialaid/refunds.php>

SCHOLARSHIPS, AWARDS, HONOR SOCIETIES

Several scholarships are available to students in the Nutrition Program. Application forms and information is available from **Ward 109 (Main Office)**. Amounts and criteria vary.

Deadline is typically mid-April of each year. Scholarships available to FNI students include:

For Nutrition Majors only:

- G. Linindoll Scholarship
- Leonard A. & Vesta Odell Voss

For Nutrition Majors or Students in CFS or SWK:

- Marie Banks Scholarship
- Grace Barber Caroll Scholarship
- E. Carpenter Fay Scholarship
- Olive M. Flynt Scholarship
- Fred & Lil Merrihew Scholarship
- Cecile Perkins Scholarship
- Gladys Perras Scholarship

In addition to SUNY Plattsburgh affiliated scholarships, other organizations, such as the Academy of Nutrition and Dietetics and the New York State Dietetic Association, may offer scholarships.

Honor Societies

SUNY Plattsburgh has several honor societies open to students in the Nutrition Major. Membership is based on certain criteria specific to each society. If you qualify for a certain honor society, you will be contacted by that honor society for further information. An example is **Phi Upsilon Omicron**, National Honor Society in Family and Consumer Sciences.

HOW TO BE A SUCCESSFUL STUDENT IN THE NUTRITION PROGRAM

How can I get good grades in this major? In most cases, the grade you earn in a course will be based primarily on written work such as exams and assignments. Grades may be assigned for participation or presentations, depending on the goals of the course. Many students seem to feel that the primary determinant of how well you do in a course is whether you are “smart”. It’s true that grades are affected by ability or “brains”. But many talented people do poorly despite their ability and a lot of students without natural ability do well because they “work hard at it”. The Nutrition Program at SUNY Plattsburgh has high standards. If you are here, you have the ability.

Use Resources on Campus & Seek Help Early: Students are requested to seek tutoring early in a course if they are having difficulty, rather than waiting until it is too late to substantially improve their grade. Besides **free tutoring**, the Learning Center can also help in improving your **writing skills** or with writing assignments.

Outstanding or A students**Average or C students****1. ABILITY (Talent)**

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

2. ATTENDANCE (Commitment)

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

3. ATTITUDE (Dedication)

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

4. COMMUNICATION SKILLS

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

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

6. PERFORMANCE

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

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

7. PREPARATION

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

8. RETENTION

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

9 TIME COMMITMENT (Effort)

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

How can I enhance my learning in this major?

The most important thing you can do is to study and master the material. Strive for a GPA of 3.0 or higher with minimum B grades in FNI and science courses. The courses in Nutrition Program curriculum are designed to teach you specific knowledge and skills, not to be easy. Doing well in food and nutrition courses generally requires a substantial amount of study time to master the material. A “rule of thumb” is that you should spend **about 3 hours outside of class for each credit hour inside the class.**

Often, students tell professors they studied “really hard” for a test on which they performed poorly. On further questioning, the professor finds “really hard” means 4 hours the night before the exam. This might have worked for you in high school, but may not work in college. This is not long enough for most students to master the material at an acceptable level in FNI courses.

It is important to remember that courses in FNI build on concepts and information from previous courses and pre-requisites, leading to maturity in understanding the subject matter. From this prospective, learning the course content is like building the base for the knowledge and skills you will need as a professional, rather than simple memorization of material to pass the exam.

Of course, every curriculum will have some memorization required to master the basic language of the curriculum. In dietetics, tools such as exchange list, lab values, dietary guidelines, calculations for nutritional assessment, medical terminology, and sources of nutrients are specific concepts you will need to commit to memory. But, since this is your major, you should enjoy learning these facts and figures to be able to use them correctly. **Studying is hard work.**

Get involved: Joining **campus organizations** enhances your learning and provides opportunities for socialization and building leadership skills. For example, the **Student Dietetic Club** organizes various activities to get you involved with the community as well as doing voluntary work. It may also give you an opportunity to attend professional meeting or conference in dietetics.

Joining **Professional Associations** is another great way to become involved: You are encouraged to join the **Academy of Nutrition and Dietetics (AND)**, as well as **the Institute of Food Technologists (IFT)** and **American Society for Nutrition**, as a student member. Membership provides you with a monthly journal and other publications. Articles in these journals are very useful for your junior and senior level courses. As a member of AND you will have access to their evidence based library web-site, which will help when writing papers, and you will receive significant discounts on AND-sponsored conferences. You will also have the opportunity to join AND Practice Groups, which specialize in various areas in dietetics. This is a good way to help you decide whether you have a special interest in one area of practice over another. AND membership offer information of specific interest to students, such as what dietetic internship programs look for in applicant, salaries within the dietetic professions, etc.

The AND membership will automatically make you a member of New York State Dietetic Association. You can also join Hudson Valley Dietetic Association for an additional fee. Contact the Nutrition Program Director for information.

III: NUTRITION PROGRAM POLICIES & PROCEDURES

RETENTION IN THE NUTRITION MAJOR

Students in the Nutrition Program are held to high academic standards. The Nutrition Program requirements are outlined in the College Catalog.

Requirements for students entering this college fall 2013 or later include:

- minimum cumulative GPA maintained at 2.8 or higher. *If GPA is less than 2.8, it must be raised to a minimum of 2.8 by the next semester to remain in the Nutrition Program.*
- minimum grade of “C” in all required nutrition (FNI) courses and cognate courses.
- each required course may be repeated only once, for a maximum of three repeated courses.
- FNI 443, FNI 445, FNI 446, FNI 450 and FNI 451 must be taken at SUNY Plattsburgh

Requirements for students entering this college’ Nutrition Program prior to fall 2013:

minimum cumulative GPA maintained at 2.5 or higher. *If GPA is less than 2.5, it must be raised to a minimum of 2.5 by the next semester to remain in the Nutrition Program.*

- minimum grade of “C” in all required nutrition (FNI) courses and cognate courses.
- each required course may be repeated only once.
- FNI 443, FNI 445, FNI 446, FNI 450 and FNI 451 must be taken at SUNY Plattsburgh

At the end of each semester, the Department of Nursing and Nutrition’s Academic Standards Committee reviews each student’s grades. If a student fails to comply with the requirements above, the student will be notified in writing. The student is encouraged to work with their academic advisor to make necessary changes.

The student will be dismissed from the Nutrition Program in the event of

- GPA remaining below minimum for two consecutive semesters, or
- the student is unable to obtain a grade of C or higher after repeating a required course, or
- the student is unable to obtain the grade of C or higher in a required course after repeating three required courses (applicable to students entering college fall 2013 or later).

If a student has academic difficulty in a course, it is recommended the student seek help from the instructor, student support services, and advisor early on, so that student success can be achieved.

Students who have been dismissed from the major are not eligible for re-admittance except in the case of extreme extenuating circumstances. Appeals must be addressed to the Chairperson of the Academic Standards Committee.

GRADUATION REQUIREMENT

Requirements for graduating with a Bachelor of Science Degree in Nutrition from SUNY Plattsburgh include those that are outlined in the College Catalog and include:

- complete all Nutrition Program Requirements.
- complete General Education Requirements for SUNY Plattsburgh.

- complete 120 semester hours of credit with the minimum of 40 semester hours of upper-division courses (300-400 level).
- minimum grade of “C” in all required nutrition (FNI) courses and cognate courses.
- minimum cumulative GPA of 2.8
 - students entering college fall 2009-spring 2013 require minimum GPA of 2.5.
- FNI 443, FNI 445, FNI 446, FNI 450 and FNI 451 must be taken at SUNY Plattsburgh

To qualify for the “Verification Statement”, students must graduate from the Nutrition Program with a cumulative GPA of 3.0 or higher. (This GPA requirement is only applicable to students entering college fall 2013 or later). A Verification Statement is not required to graduate, but is required for credentialing (to become registered dietitian or dietetic technician, registered).

POLICY ON VERIFICATION STATEMENT

A **Verification Statement** is the form used by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) to verify that all academic requirements are met. It is required as proof of students’ eligibility to apply for dietetic internships (and take the RD exam), to take the registration exam for dietetic technicians, and for membership of the Academy of Nutrition and Dietetics.

Program Verification of Completion of the Nutrition Program at SUNY Plattsburgh will be given upon request to all students who

- successfully complete all Nutrition Program requirements and earn a BS degree in nutrition at SUNY Plattsburgh *and*
- who satisfy the competencies laid out by ACEND *and*
- has a **cumulative GPA of minimum 3.0**. (applies to students entering college fall 2013 or later)

An official Verification Statement is only issued by the current DPD Nutrition Program Director, who is responsible for the submission of names to the Commission on Dietetic Registration (CDR).

The Curriculum Requirements that students are expected to complete are those which they received upon their admission to the SUNY Plattsburgh Nutrition Program. However, this course of study may be modified when changes to the curriculum are made by the nutrition faculty. Students should work with their advisor to assure the correct courses are completed. Students who transfer courses from other colleges and universities should read additional policies that specifically relate to transfer courses.

Upon notification from CDR, it will be the graduates’ responsibility to make arrangements to take the registration exam.

Students from other universities wishing to obtain a Verification Statement from SUNY Plattsburgh must take at least 12 credits hours of 300 levels or above of Nutrition courses at SUNY Plattsburgh. Final approval will be determined by the Nutrition Program Director. This coursework must be taken as a registered student. Audited course work is not acceptable. International Students must complete a degree from an American regionally accredited university or college or present documentation of the equivalence of their foreign degree(s). These students must take at least 12 credit hours at 300 levels at SUNY Plattsburgh

POLICY ON GRADE GRIEVANCE PROCEDURE

Policy on Grievance Procedure

If a student feels that an unsatisfactory solution has been offered to a problem, all administrative procedures should be exhausted.

- The instructor involved should be consulted first.
- Students who have concerns about the Nutrition Program, instruction, or grading should then seek the assistance of their academic advisor.
- If they do not feel their concerns have been fully and fairly considered, then they should approach the Nutrition Program Director for assistance.
- Finally, the Department Chair may be approached, then the Academic Dean.
- In the event all administrative procedures for resolving a grievance fail, the student should follow the prescribed grievance procedure, which is on file in the offices of the Vice President for Academic Affairs, Dean and Chair of our department. It is also available online in the SUNY Plattsburgh Campus Handbook or General College Catalog at www.plattsburgh.edu . Another resource is located at <http://www.plattsburgh.edu/offices/academic/provost/grade grievance.php>
- The Department of Nursing and Nutrition will comply with the university's grievance policy. When a grievance is taken to the formal level, the departmental Student Affairs Committee, consisting of faculty and student members will adjudicate the matter.
- For unresolved complaints related to ACEND accreditation standards, students are advised to submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. The Nutrition Program will maintain a chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years, and allow inspection of complaint records during on-site evaluation visits by ACEND. Contact information for ACEND is:
Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995
Phone: 312-899-0040 , ext. 5400. Fax: 312-899-4817
E-mail: ACEND@eatright.org URL: www.eatright.org/cade

THE ADVISING SYSTEM

Academic advising is a multifaceted activity. Students should meet with their assigned academic advisor at a minimum each semester during the advisement period, as determined by the academic calendar. Academic advising should assist individual students with realizing the maximum educational benefits available to them. It accomplishes this by:

1. Helping students to clarify their values, goals, and better understand themselves as persons.
2. Helping students to understand the nature and purpose of higher education.
3. Providing accurate information about educational options, requirements, policies, and procedures.
4. Planning an educational program consistent with a student's interests and abilities.
5. Assisting students in a continual monitoring and evaluation of their educational progress.
6. Integrating the many resources of the institution to meet the student's special educational needs and aspirations.

Student role and responsibility in the advising system:

The student is responsible for consulting with the academic advisor twice yearly for registration. In addition, should the student drop a course, withdraw from a course, or add a course, after the official advisement period, the advisor must be notified and the academic record must then be reviewed. Students are advised that they are responsible for keeping records of credits they have earned.

Students have an important responsibility in the advising system and should take the initiative of seeking advisement and developing close relationships with their advisors. In order to do this effectively, students should:

1. Learn the name and location of their academic advisor early in the semester.
2. Schedule early appointments during the course selection/registration period, and be prepared for advisement, bringing a current version of their CAPP report.
3. Students should have a draft of their courses they plan to take for the semester.
4. Attempt to clarify their interests, personal values and goals with their advisor.
5. Become familiar with general education requirements, graduation requirements, and program requirements.
6. Consult with their advisor concerning changes in their approved schedule (i.e., after being closed out of course).
7. Consult with their advisor when they are in academic difficulty.
8. Inform their advisor before changing majors, transferring to another college, or withdrawing from college.
9. Schedule an "exit" interview with the department chairperson before changing major, or transferring to another institution.
10. Accept responsibility for making their own decisions.

POLICY ON TRANSFER CREDITS

Students transferring from other universities or community colleges into the Nutrition Program at SUNY Plattsburgh must have their coursework evaluated for equivalency with SUNY Plattsburgh courses. Upon admission, students will receive a Transfer Credit Report showing how their coursework has been accepted by SUNY Plattsburgh. For information on transfer courses equivalencies: <http://banweb.cc.plattsburgh.edu/pls/banprd/transfer.colleges> .

Transfer credit for General Education is determined through the SUNY Plattsburgh Admission Office. If coursework have been evaluated by SUNY Plattsburgh, but deemed not transferable to meet General Education Requirements, a student may initiate a petition process through the Office of Admission to have the course(s) re-evaluated for possible credit.

Transfer credits for courses required by Nutrition Program are evaluated for transfer by the Admission Office with the help of Nutrition Program Director.

- Transferring from community college or another institution is not only practical, but may also be financially advantageous.

- Transfer students must have a minimum cumulative GPA of 2.0 of transferable credits. (Information about admission policies for SUNY Plattsburgh can be found at www.plattsburgh.edu or in the College Catalog).
- Transfer students need to get a “C” or better in required courses to be transferable to SUNY Plattsburgh Nutrition Program.
- If you transfer in BIO 326 & BIO 327 (Anatomy & Physiology I & II), these two courses must be have been completed at the same institution.
- Students are allowed to take courses from other institutions during the summer. Students need to discuss this with their advisor and fill out the appropriate paperwork ahead of time.
- Studying abroad OR National Student Exchange Program. For information, please contact the Study Abroad and Exchanges Office on campus, extension 2321, see <http://www.plattsburgh.edu/academics/studyabroad/> . Discuss this option with your advisor to ensure that course-credits transfer. If you study a full semester abroad, certain SUNY Plattsburgh general education requirements may be waived.

PERMISSION TO ATTEND ANOTHER INSTITUTION

Substitutions for prescribed courses in your program whether taken at this University or elsewhere, must be approved by your academic advisor and the Nutrition Program Director. You may earn credits by attending another accredited college during summer session, but you must receive **prior approval** for either repeating work or taking new course work.

To receive approval to take a course at another institution, students must submit a form entitled "Permission to Attend another Institution." Forms can be obtained from the secretary of the Department of Nursing and Nutrition. The completed form(s), accompanied by current catalogs of these institutions with the course descriptions clearly marked and a current copy of your transcript, should be submitted to your academic advisor for approval.

Upon completion of the course(s) you must request that a transcript be forwarded to the Registrar at Plattsburgh. You should check at the Registrar's Office upon return to campus to be sure that the transcript has been received and that credit has been transferred.

For information on transfer courses equivalencies, this website is helpful <http://banweb.cc.plattsburgh.edu/pls/banprd/transfer.colleges> .

WITHDRAWAL FROM SUNY PLATTSBURGH OR THE NUTRITION PROGRAM

Should you decide to withdraw from the College or to apply for a leave of absence, you should consult with your academic advisor and the Nutrition Program Director or Department Chairperson. The Vice President for Student Affairs is authorized to grant a matriculated student in good standing a leave of absence for the following reasons: illness, accident, pregnancy; financial difficulties, family problems, pursuit of approved course of study off campus by advisement of the College;

career exploration, and personal reasons. Students wishing to request a leave of absence must see a member of the Counseling Staff to determine eligibility.

If you decide to transfer to another program in the College you should consult with your academic advisor and the Nutrition Program Director or Department Chairperson. Change of Major forms may be obtained from the Registrar's Office, your Advisor, or our Department Secretary.

TRAVEL, SAFETY & LIABILITY

The State University of New York College at Plattsburgh is committed to maintaining a healthy and safe environment. Members of the Nutrition Program community should therefore

- Comply with all environmental and safety laws and regulations.
- Limit occupational injuries and illnesses by emphasizing safety education and safe work places.

Students are responsible for obtaining their own medical insurance and will provide for their own medical needs.

Nutrition Laboratory Accidental Injury

Accidental injuries within the Food Preparation Laboratory should be reported immediately to the Laboratory instructor or faculty. Basic first aid will be instituted under guidance of laboratory personnel. Additional care, as necessary, will be recommended, such as seeking physician care or emergency room care.

Documentation of injury occurrence and care is to be completed on official college form "Report of Accident or Injury". For injuries incurred by students, the form is to be forwarded to college administration at the discretion of the Laboratory Instructor. For injuries incurred by faculty, the form is to be forwarded to SUNY Plattsburgh Environmental Health Officer by the Laboratory Manager. Accident forms, including a copy of each form forwarded to other offices, shall be retained in Nutrition Laboratory files for a period of seven years from date of injury.

Protocol for Food-Allergy Reactions or Injury

1. Notify laboratory instructor immediately.
2. Administer immediate care as appropriate: Administration of medicine (Epi-pen or other) if student has a prescription and is available.
3. As needed, call Campus Police (x2022) to request transportation of student to the Student Health Center or CVPH Medical Center Emergency Room or call 911 for an ambulance.

Clinical field work experience or field experience

The Nutrition Program suggests or provides opportunities for students to participate in clinical or field work experience. The Nutrition Program will complete necessary forms for each agency, such as the Affiliation Agreement between Agency and SUNY Plattsburgh Nutrition Program and Affiliate Agreement Transmittal Coversheet. These contracts will be renewed minimally each 5 years and kept on file by the Assistant Vice President for Administration, SUNY Plattsburgh, 101 Broad Street, Plattsburgh, NY 12901.

In case of emergency during clinical or field experience, the Agency will provide emergency care to student and faculty. With the exception of emergency care, the student will provide for their own medical needs. Students are responsible for their own medical insurance and costs, including emergency care.

Work and Professional Liability

The University, to the fullest extent authorized by State law and decisions there under, shall be responsible for any claims, costs, damages or injuries to persons or property of whatever kind arising out of the activities carried out under the Affiliation Agreement between Agency and SUNY Plattsburgh Nutrition Program. The University shall take out and maintain liability insurance, including professional liability insurance, as outlined in the Affiliation Agreement. The persons insured by such policy shall include the University's students with respect to liability arising out of their participation in the clinical training program carried out under such agreements.

Field Experience: Other Issues

In general, students are required to meet the policies of the agency where they are completing their field experience. This may in some case include proof of immunization, HIPPA training, drug testing and criminal background checks. Confidentiality is usually required. The field experience allows students learning opportunities outside the class room, but students should not replace staff to fulfill any staff work responsibilities, unless these activities relate to appropriate student learning.

Transportation

Students must provide their own transportation to and from their assigned clinical experiences or field work. All students are responsible for their own car insurance. The student is responsible for overnight lodging when such arrangements are necessary during the field experience.

DRESS CODE FOR STUDENTS VOLUNTEERING / FIELD TRIPS/PRACTICUM

If available, follow guidelines as outlined by the facility.

In general: Remember your audience and be respectful. Your sense of fashion and appropriateness may be different that your clients' / patients'. It is your responsibility to accommodate the agency and clients when representing SUNY Plattsburgh. Dressing "Business Casual" is usually adequate and appropriate. Clothing and footwear should be neat and clean.

Footwear should be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind. Athletic shoes, tennis shoes and casual sandals / flip-flops are typically not permitted. Socks / hosiery may be required.

Head Gear: In some areas, hair nets and / or appropriate caps are required. Hats /baseball caps may not be permitted.

Do not wear: Jeans, pants with holes, sweatpants, sweatshirts or workout attire; shorts; sheer clothing or clothing that is excessively revealing, distracting or provocative; tank tops; athletic

shoes, sneakers, or casual sandals. No clothes with offensive logos. No halter or tank tops; no shorts/skirts/dresses that are excessively short. (<2 inches above knee).

No perfume or aftershave/cologne. Strong odors may cause sick people to feel nauseous or unwell.

Regarding Jewelry: Jewelry is typically prohibited in all operational areas where the job requires using tools and equipment. This includes necklaces, bracelets, anklets, earrings, and other piercing jewelry. Medic Alert bracelets or necklaces, wedding bands and watches may be worn.

Make-up & piercings: Avoid excessive use.

Cell Phones & Chewing gum: do not use.

DRESS CODE FOR FOOD LABORATORY EXPERIENCE

Cloth Caps or Hair Net:

- Federal law requires that hair be contained when food is prepared in public: a food lab is a public place.
- Hair is to be appropriately contained / restrained. Banks are to be pulled back (a primary contamination in food). It is the student's responsibility to provide hair restraining tools.

Lab Coats and Hygiene:

- Lab coats should be approximately knee length and white. A lab coat used for a prior science class is not appropriate / sanitary for use in a food laboratory.
- Lab coats should be clean-pressed, neat, free from odor and in good repair at all time.
- Heavy Sweaters are not permitted to be worn in this laboratory.
- No nail polish is permitted.
- No open toe or high heel shoes are permitted. Canvas, cloth or heavy boots are not acceptable.
- No miniskirts or shorts
- Jewelry is limited to simple rings that do not catch food particles. No bracelets of any kind are permitted.
- Restrain from the use of facial cosmetics. These materials can enter food during preparation.
- Personal cleanliness and neatness at all times is essential.
- Men are to be clean-shaven, however if you already have a well groomed beard at the beginning of the course, this is acceptable.
- Wash hands with soap and water for at least 20 seconds before handling equipment or food or after using a handkerchief or the restroom, etc.
- Notify instructor of any exposed cuts or open sores. Use band aids. (Possible source of contamination. May need to use gloves).

PROFESSIONAL CONDUCT

Code of Ethics for the Profession of Dietetics:

Students and faculty are expected to follow the Code of Ethics for the Profession of Dietetics as outlined by the Academy of Nutrition and Dietetics. See Appendix for details.

Academic Honesty: Honor code:

It is expected that all students enrolled in the Nutrition Program support the letter and spirit of the SUNY Plattsburgh Student Code Conduct and the Honor Code Pledge. This is outlined in the SUNY Plattsburgh Catalog and the Campus Handbook.

Cheating, plagiarism, and lying are considered to be incidents of academic dishonesty. Such incidents will result in implementation of the College Regulation on Cheating and may result in a grade of zero for the assignment.

Plagiarism is defined as a form of dishonesty that involves the presentation of another person's ideas, thoughts, or writings as one's own as well as the borrowing of facts, statistics, charts, or other information that is not widely known without giving credit to that source.

To avoid plagiarism, one must present proper citations of another's statements, concepts, facts, and writings. When a direct quote is used, quotation marks must be placed around the material. If the quote is greater than 40 words, the quote should be indented 5 spaces from the left margin and double spaced. No quotation marks are used. The citation source must contain page numbers. Both summarization and paraphrasing are based upon the writer's ability to put another writer's material into one's own words. A summary consists of a condensation or abbreviated version of the original material while a paraphrase consists of a writing that approximates the length of the original source.

BOTH SUMMARIES AND PARAPHRASES MUST BE DOCUMENTED AND THE IN-TEXT CITATION MUST CONTAIN PAGE NUMBERS.

REQUIREMENTS FOR CLINICAL FIELD WORK

Students participating in clinical (experiences / field practicum or volunteering) at CVPH Medical Center will have to meet certain requirements:

Prior to starting, students have to provide documentation of the following to the Department of Nursing and Nutrition.

- Proof of a current physical exam certifying that the student can participate in clinicals (within the past year and must be valid through the semester)
- Up-to date immunization report PPD skin test (within the past year and must be valid through the semester)
- Rubella titer or two MMR vaccinations.
- Hepatitis B vaccine series or a signed Hepatitis B waiver
- Varicella titer unless history of the disease documented on immunization report
- Immunization for influenza
- A current tetanus shot is highly recommended

CVPH may require students to submit to a pre-rotation background check that will be completed by CVPH at the students' expense.

POLICY ON DIVERSITY, NON-DISCRIMINATION, HARASSMENT, CONFIDENTIALITY. COMPLAINT PROCEDURE

SUNY PLATTSBURGH NOTICE OF NON-DISCRIMINATION

SUNY Plattsburgh, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of individuals hereby establishes this college Policy of Equal Education and Employment Opportunity and Affirmative Action.

SUNY Plattsburgh complies with the spirit and intent of all applicable federal and state laws and regulations prohibiting discrimination, including the [Civil Rights Act of 1964](#), [Title IX](#) of the Education Amendments of 1972, the New York State [Human Rights Act](#), as well as the [SUNY Board of Trustees](#) policy.

It is the policy of this college to provide equal opportunity in education and employment for all qualified persons; to prohibit illegal discrimination based on age, race, religion, color, national origin, sex, sexuality, marital or veteran status, or handicapping condition; and to promote the full realization of equal education and employment opportunity through a positive and continuing program of affirmative action for the college as a whole and for each constituent unit. It is the intent of the college to comply with the spirit of Federal and State regulations relating to the affirmative action obligations toward all protected classes, not only because the regulations are law, but also because they prescribe morally just actions.

This policy governs all college educational and employment policies, practices and actions, including but not limited to, recruitment employment, enrollment, rate of pay or other compensation, advancement, upgrading, promotion, financial aid, demotion, renewal, non-renewal, termination, dismissal, transfer, layoff, leave, training, employee's benefits, grading and program access.

Approved by Executive Council 3-9-2012. Source: <http://www.plattsburgh.edu/policies/administrative/noticeofnondiscrimination.php>

Refer to the College Catalog, College website and links below.

- **Complaint Procedure for Review of Allegations of Unlawful Discrimination/Harassment at SUNY Plattsburgh.** <http://www.plattsburgh.edu/policies/affirmativeaction/policy.php>
- **SUNY Plattsburgh's Sexual Harassment Policy**
<http://www.plattsburgh.edu/policies/affirmativeaction/sexualharassment/>
- **SUNY Plattsburgh Confidentiality Policy**
<http://www.plattsburgh.edu/policies/administrative/confidentialitypolicy.php>
- **Alphabetical Listing of Administrative Policies**
<http://www.plattsburgh.edu/policies/administrative/alphabeticalapprovedadminpolicies.php>
- **SUNY Plattsburgh's Center for Diversity, Pluralism and Inclusion (CDPI).**
<http://www.plattsburgh.edu/studentlife/diversity/cdpi/>

IV. SUNY PLATTSBURGH STUDENT DIETETIC CLUB

The Student Dietetic Club is one of the many campus clubs at SUNY Plattsburgh. The club is free and open to all FNI students. Meetings are usually held weekly. Ask your advisor about how to join. Membership offers a way to participate in campus and community volunteer work and service, network with fellow students, attend educational conferences, and make new friends. Participation, especially if serving as an officer, will enhance your resume for dietetic internships, scholarships and future employment.

V: HOW TO BECOME A REGISTERED DIETITIAN (RD or RDN)

WHAT IS A REGISTERED DIETITIAN (RD)?

Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) is the primary professional credential nationally recognized in food and nutrition.

Registered Dietitians are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living. They have degrees in nutrition, dietetics, public health or a related field from well-respected, accredited colleges and universities, completed an internship, and passed a national examination. RDs use their nutrition expertise to help individuals make positive lifestyle changes. They are advocates for advancing the nutritional status of Americans and people around the world. Focus areas may include cancer, diabetes, pediatrics, heart disease, kidney disease, sports, nutrition support, eating disorders & disordered eating, behavioral & mental health, food systems, culinary & food markets / grocery stores, communities & public health, education and management.

RDs are unique in their qualification to provide Medical Nutrition Therapy (MNT). Medical Nutrition Therapy is evidence based and may improve quality of life and prevent/delay/manage diseases and disorders. It utilizes the nutrition care process of nutrition assessment, diagnoses, intervention, and monitoring & evaluation.

RD or RDN credential is required for most employment in the health care industry, particularly when medical nutrition therapy and nutrition counseling is a component of the employment. It is preferred for many other employment opportunities in food and nutrition. The RDN is equivalent to RD and was introduced by the Academy of Nutrition and Dietetics in 2013.

WHERE DO RDs WORK?

Anywhere there is food or health; there is a potential need for an RD. This includes businesses, government, media, health care industry, nursing homes, hospitals, public health clinics, schools, universities, fitness centers, research, and all aspects of the food industry. The Appendix section has information about job activities and scope of practice, as well as salary and employment

information. For more information see the Journal of the Academy of Nutrition and Dietetics Supplement 2, June 2013, and the Academy's website: www.eatright.org.

The Bureau of Labor Statistics also offers great insight to salaries, projected growth, etc. Access this information at www.bls.gov and type in "dietitians".

Currently, more than half of RD's are employed in the health care industry. Employment opportunities continue to increase in private and consultant practice, most of which are in health care, the food industry, and in "entrepreneurial" kinds of opportunities.

Examples of RD Employment Positions:

- **Hospitals or other health care facilities**—counseling patients about nutrition and administering medical nutrition therapy as part of the health care team in hospitals, nursing homes, clinics and in physician's office. Clinical dietitians may provide general patient care (nutrition screening, assessment, counseling and evaluation) or may specialize in nutrition support, diabetes, renal, oncology, pediatrics, cardiovascular disease, eating disorders, weight management, gerontology, or intensive care. They may also manage the foodservice operations in these settings, overseeing everything from food purchasing and preparation to managing staff..
- **Sports nutrition and (corporate) wellness programs**—advising clients about the connection between food, fitness and health.
- **Food and nutrition related business and industries**- working in communications, consumer affairs, public relations, sales, marketing or product development.
- **Entrepreneurial and Private practice**- working under contract with health care facilities, food companies, or in their own business. RDs may provide services to food service or restaurant managers, food vendors, distributors, athletes, nursing home residents, or company employees. Free-lance writing for publication and websites.
- **Community and public health settings**- educating, monitoring, and advising the public, helping to improve quality of life through healthy eating habits. Community dietitians may work in national or state programs (such as U.S. Department of Veteran's Affairs, WIC, Head Start, State Board of Health, Office for the Elderly / Meals on Wheels, and USDA Cooperative Extension), public health clinics, home health agencies and Health Maintenance Organizations (HMO's).
- **Universities and medical centers**- RD may be teaching the complex science of food and nutrition to physicians, nurses, dietetic students, and other health care providers / students.
- **Research areas**- in food and pharmaceutical companies, universities and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods and nutrition recommendations for the public.
- **Military Services**

- **Food Service**- In traditional or non-traditional settings. For example in schools, day care centers, correctional facilities, colleges, restaurants, and long term care facilities.
- **Educational positions & Communications** (for example Grocery Stores, Dairy Council, Meat Board Nutrition, Weight Watchers, American Cancer Society, etc.)
- **Food Systems** - Promoting sustainable and accessible safe food and water, for example food banks, food pantries, farms and farming groups, non-government organizations.

THE PROCESS: HOW TO BECOME A REGISTERED DIETITIAN (RD or RDN)?

Becoming an RD requires a total commitment of about five years. **ALL of the following requirements are necessary to become an RD:**

1. Academic requirements: Complete an accredited Didactic Program in Dietetics or Nutrition, (such as the Nutrition Program at SUNY Plattsburgh) and minimum **Baccalaureate degree** from a U.S. regionally accredited institution (such as a Bachelor of Science Degree in Nutrition from SUNY Plattsburgh). A **Verification Statement** is required.
2. Acceptance into and successful completion of a 9 – 12 month (1200 hours) accredited supervised practice program or **Dietetic Internship**; accredited by Accreditation Council for Education in Nutrition and Dietetics. Internships are typically unpaid or require tuition.
3. Pass the **National Registration Examination for Dietitians**

After you become an RD, you must comply with the Commission of Dietetic Registration requirements to maintain your RD credential, which include creating a professional development portfolio, paying an annual fee, and completing continuing education activities.

Step 1: ACADEMIC REQUIREMENT

The SUNY Plattsburgh Nutrition Program fulfills the **academic (didactic) requirement** of preparation, culminating in a Bachelor of Science degree. When you complete the Nutrition Program and meet the verification requirements, you will receive a **Verification Statement**, signed by the DPD Program Director at SUNY Plattsburgh, after receiving your B.S. Diploma. This Verification Statement is required for you to enter a dietetic internship approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Applications for **dietetic internships** are completed in the senior year.

Step 2: DIETETIC INTERNSHIPS

Prior to applying, select internships that fit *you*. Information about internships can be obtained from:

- Attending any meetings offered by the Nutrition Program Director
- The Academy of Nutrition and Dietetics (AND) website www.eatright.org . This website keeps changing how to access internships, try this link: <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473> If not, try

“Accredited Programs” tab or “for Students” tabs.

- Detailed listings of U.S. dietetic internships are available from your advisor, as well as in the computer lab in Hawkins 027. Please stop by and review the listings, which include acceptance rates, cost, ranking criteria, location, and contact information. This will help you screen programs and aid in the selection process.
- GRE (Graduate Record Exam) is required by some internships, especially those offering Masters degree with the internship. Plan on taking the GRE summer after junior year.
www.ets.org
- ***Not everyone gets accepted into a dietetic internship!*** To be a successful candidate and get accepted into an ACEND-approved internship, it is important to achieve a solid GPA. In addition, it is highly recommended to have volunteer experience and relevant work experience prior to your senior year. The Nutrition Program Director and Academic Advisor can help guide you in this process.
- Internships in combination with a Master’s degree offer the advantage of an advanced degree, which may be required of RDs in the future.

How to apply for Dietetic Internship:

- Most applications are now using a computerized on-line centralized application system called “**DICAS**” (Dietetic Internship Centralized Application System). It includes “standardized” components such as application forms, personal essay, resume, and three letters of recommendation. You can individualize your personal statements for different internships. You need to pay a fee to DICAS when you submit your application.
- For more information and samples, please see www.dicas.org . You will need to create a user profile (user name and password). You can later enter, save and edit information in your profile. You do not pay until you are ready to submit.
- Although most internships now use DICAS, many sites require additional information. The internship fees must be submitted to directly to the internship(s) you apply for. The unique application forms, fees, requirements and deadlines may be found on each internship program’s website. Note that some have earlier deadlines.
- **Matching:** In addition to submitting the application, you need to register for computer matching, which is administered by D & D Digital System for the Academy of Nutrition and Dietetics. Registering at <https://www.dnndigital.com> is required, and applicants are notified of their internship match through this website. You must pay a fee to D & D to register. Students are given a password to log into the D & D website for the results of the matching process. The DPD Program Director is also given the list of applicants matched to each program. This process is explained at <https://www.dnndigital.com> in the “Instructions to Applicants” and at <http://www.eatright.org/ACEND/content.aspx?id=186>
In summary:
 - You submit a priority ranking of the internships you have applied to
 - The internship sites reviews their own applicants and submits a priority list of acceptable applicants to D & D, along with available spots.

- The Computer Matching does not change the applicants' or programs' selection process, but both you and the program must have ranked each other for a match to occur.
- You will only receive one match
- You should notify D & D prior to the drop deadline if your plans change, so that you withdraw from the matching program.
- Applicants who receive a match are required to notify the Internship Program Director via a certified letter to confirm the acceptance or rejection of the computer match.
- Following the initial matching, D & D posts a listing of unmatched applicant who have agreed to release their names for programs. It will also post a list of internship programs that did not fill for applicants to see. Programs may contact unmatched applicants to fill positions after the appointment day has occurred. Unmatched applicants can also contact dietetic internships with openings to apply for that opening.

Applications are typically submitted in February of the senior year, although some programs have earlier deadlines. Students are notified of acceptance in April, with internships usually starting in August. Some internships also have a second period with applications due in September for internship programs starting in January. Note that three types of fees are required for the application process.

The national acceptance rate for dietetic internships is currently about 50%. The internship programs are very competitive. Please see below for advice on how to improve your chances for acceptance. Additional information may be available from www.eatright.org.

If a graduate is not initially accepted into a Dietetic Internship program, they may reapply at the next application time. There is no limit on the number of internships and times you can apply. However, some internship programs require that certain courses, such as medical nutrition therapy, be fairly current. They may have limits for how recent you need to have completed these courses.

If you apply but do not get accepted into a dietetic internship, the AND has recently introduced an alternative route called ISPP.

INDIVIDUALIZED SUPERVISED PRACTICE PATHWAYS (ISPPS)

In September 2011, the Academy of Nutrition and Dietetics announced the development of Individualized Supervised Practice Pathways or ISPP, which are intended to add supervised practice capacity through ACEND-accredited dietetics programs, while providing student protections missing from the unaccredited models of the past. The ISPP was developed to address the significant shortage of dietetic internship positions and to address the needs of the many qualified students who are unable to complete the path to registration.

According to the Academy, "ISPP is similar to a traditional internship in that the ISPP-offering agencies organize your supervised practice rotations, but with the flexibility to tailor your experience to address individual interests and goals".

You may apply to an ISPP if you are:

- A student who did not match to a dietetic internship, but who possesses a DPD verification statement along with a Bachelor's degree
- An individual holding a doctoral degree or
- An overseas dietitian

Eligibility requirements and options may vary by program. You can see which Dietetic Internships, Coordinated, or Didactic Programs currently offer ISPPs by visiting www.eatright.org under the tab [Accredited Dietetics Education Programs](#). Students interested in applying to an ISPP should research the eligibility requirements of the program where they intend to submit an application, including whether you are required to locate your own preceptors, and then contact the program director. **Individuals with work experience should also inquire whether the program grants credit for specific competency requirements through an assessment of prior learning.**

Be sure to check the [www.eatright](http://www.eatright.org) website, as this is a new option and more information about programs offering Individualized Supervised Practice Pathways may become available.

www.eatright.org/CADE/ISPP.

<http://www.eatright.org/ACEND/content.aspx?id=6442465002&terms=ispp>

WHAT ABOUT GRADUATE SCHOOL?

A major in nutrition / dietetics is very good preparation for graduate school. Nationally, about 50% of RDs have graduate degrees. At present, getting a graduate degree is not necessary for entry-level employment in dietetics, but will open additional opportunities for the RD. According to recent information from ACEND, RDs will require Masters Degree in any area by 2024. **Some graduate schools offer a dietetic internship as part of their Masters Degree program.** See www.eatright.org for internship information.

Most graduate programs require the GRE test (Graduate Record Examination) prior to applying. Take the GRE exam early enough, such as the summer after your junior year to study for and take this test. See www.ets.org for test details.

In some areas, having an advanced degree will almost be the standard since many RDs in that area will have earned one. Employment positions that normally require graduate degrees include federal and state government positions, educational institutions, clinical specialists and many industry and management jobs.

Some of the graduate work can substitute for undergraduate course work, but at the present time, graduate work cannot substitute for any of the supervised practice program (Dietetic Internship).

CHARACTERISTICS OF SUCCESSFUL DIETETIC INTERNSHIP APPLICANTS

Being a successful applicant to a dietetic internship starts long before you fill out application forms. Although programs may have varied criteria, applicants who received acceptance to internship tend to have the following characteristics:

- A cumulative GPA of 3.0 or higher (**the higher GPA, the better - strive for a 3.4**)
- A 3.0 GPA or higher in nutrition courses;
- A 3.0 GPA or higher in biological and physical sciences.
- **Make sure your GPA is above the minimum required for the internships you apply for**, consider the average GPA of the admitted students the previous year

- **Significant volunteer experience / community service and / or relevant work experience (150-200 hours)**
- **A well-written personal statement**

In addition to those characteristics, you will need:

- **Strong letters of recommendation** (usually from three persons)
- **Leadership** in organizations or in other ways experiences that make you **stand out**
- To be willing to relocate to a dietetic internship

Some internships require the GRE (Graduate Record Exam). **Make sure that your GRE score is above the minimum required by the internship. Make sure you take the GRE early enough and allow time for repeating the test. Summer after junior year is a good time to study for the GRE.**

The Appendix section gives more suggestions for improving your chances of being accepted into a dietetic internship program.

GRADES: How important are my grades in getting an internship?

The "total picture" of your record is important (over all GPA, GPA in Nutrition courses, work experience, recommendations, voluntary work, extracurricular activities etc.). However, the aspect of grade cannot be minimized. Dietetic Internships usually list the minimum GPA required to apply to the program. Since acceptance partially depends on the applicant pool, programs usually accept students with GPA's higher than the published minimum. Internship with a general emphasis usually requires an overall GPA of 3.0 to apply. In addition, internships prefer grades above a "C" in major courses. If a student has a GPA of 2.8 or a "D" in basic sciences or in FNI courses, one will have difficulty getting into an internship.

WORK & VOLUNTEER EXPERIENCE:

Work experience is very important, paid or volunteer. In today's employment environment, anything you can do to enhance your resume is important. Many Dietetic Internship programs look for students who have been employed during at least one summer in a dietetic related job (food service, health care, foods/nutrition research). In addition, Dietetic Internship programs will be interested in students with community service experiences.

How much experience should I get? Students should begin to gain volunteer experience in their freshman year. During the first two years at SUNY Plattsburgh, a goal of 20-30 hours of volunteer experience per semester is recommended.

How can I get experience? You can contact the Center for Service Learning and Volunteerism at SUNY Plattsburgh at 564-4830 or <http://www.plattsburgh.edu/offices/centers/service/> for more information and suggestions. In addition, membership in the Students Dietetics Club and Phi Upsilon Omicron (National Honor Society in Family and Consumer Sciences), or other campus associations or clubs can give you valuable experiences to put on your resume.

The SUNY Plattsburgh Nutrition Program offers a Field Practicum 2 credits to senior nutrition students. There are also unpaid nutrition-related "internship-type" experiences available to some student on campus. Your academic advisor will help guide you in this process.

The SUNY Plattsburgh Biology and Chemistry departments offer 1, 2 or 3 credit courses to fulfill the voluntary experiences for students who are planning to get into a medical field. If you sign up for one credit, you have to spend 3 hours per week to meet the requirement for that course. You will be exposed to working at the local hospital. To enroll, you need permission, contact Dr. Linda Luck 564-1169 or Dr. Donald Sligh 564-5160 directly and sign up for an independent study BIO or CHE 499 after talking to them.

After completing your freshman/sophomore year, you should focus more specifically on work / volunteer experiences related to food service, nutrition and dietetics. Summer employment is a good way to gain experience in the profession. If this is not an option, volunteer work with an RD during summer or the school year provides valuable experience. By volunteering an hour or two each week for several months, you can demonstrate your interest in dietetics and gain valuable knowledge about the profession. See Appendix for more details.

LETTERS OF RECOMMENDATION

Letters of recommendation are typically required when applying for jobs or Dietetic Internships.

Trait	What the professor may use to develop an assessment:
Dependability	<ul style="list-style-type: none"> • Was the student in the class? • “On Time”? • Did the student hand in assignments on time? • Were the assignments of good quality?
Creativity and Originality	<ul style="list-style-type: none"> • Did the student ask questions which demonstrated prior thought? • Was the student able to develop new approaches to old problems? (Anything from looking at an academic problem in a new way to designing an alternative menu, recipe, or educational technique might be considered)
Independence	<ul style="list-style-type: none"> • Did the student require an unusual amount of assistance to complete assigned work? • Did the student organize and carry out assigned tasks on his / her own or as part of group work? • Was the student able to make decision on his / her own?
Initiative	<ul style="list-style-type: none"> • How willing was the student to take on tough tasks, investigate new areas, try something new, or organize a team effort? • Did the student do “extra” work?
Communication Skills	<ul style="list-style-type: none"> • Was it easy to understand what the student was saying in both spoken and written work? • Many things affect understanding: organization, ability to clearly state the idea or question, proper grammar and spelling. • Were oral presentations of good quality?

Organization	<ul style="list-style-type: none"> • How well did the student organize time? Written work? • Did the student demonstrate the ability to manage others when necessary (for example, in food lab or other working groups)?
Ability to work with others	<ul style="list-style-type: none"> • Did the student do his / her share of group work? • Did the work for the group meet group expectations? • What roles did the student tend to assume in groups?
Response to criticism / Stress	<ul style="list-style-type: none"> • Did the student react defensively to criticism or use it as an opportunity to improve? • Did the student develop effective plans to deal with problems and then act on them?

Again, it is the pattern of behavior is important. For example, handing something in late once when there is a good reason is not a problem, but if you do this many times, it will be noticed. Furthermore, the way you handle the problem may have an impact. Using the above example, if you see the professor beforehand, explain the problem and provide a revised timetable for completion of the assignment, they may wind up admiring your ability to act effectively in a crisis rather than wondering if you are a procrastinator.

One final thought.....

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

CAN FOREIGN STUDENTS COMPLETE THIS DEGREE AND A DIETETIC

INTERNSHIP? Yes. Foreign students can graduate with a degree in nutrition / dietetics, and some remain in the U.S. to complete their training to become an RD. If you are interested in obtaining an RD credential, it is important to start planning early to be able to complete a dietetic internship within the time frame allowed by your visa. You should plan on completing the supervised practice as soon as possible after graduating from SUNY Plattsburgh. Contact International Students Services on campus at (518) 564-3287 regarding your visa status.

<http://www.plattsburgh.edu/admissions/international/> Many students in other institutions find that their RD credential is an advantage once they return to their native country to seek employment. Some students remain in the U.S. to work as a dietitian.

Step 3: RD REGISTRATION EXAM

Once you have successfully completed an ACEND-accredited dietetic internship, you are eligible to take the National Registration Examination for Dietitians. It is administered by the Commission on Dietetic Registration (CDR) via computer-based testing. See <http://cdrnet.org/> for lots of information. You have to pay a fee to take the test.

The number of questions vary, but the exam is always scored on a scale 1-50 and passing is 25. You will be given a minimum of 100 scored questions and 25 additional pre-test questions. You will know the results immediately after taking the exam. Max number of questions is 145.

The exam is divided into four domains:

- **Principles of Dietetics 12 %**
 - Food science, composition of foods, normal nutrition, human anatomy & physiology, research methods, management concepts, education & communication concepts
- **Nutrition Care for Individuals and Groups 50 %**
 - Screening, Nutrition Care Process
- **Management of Food and Nutrition Programs and Services 21 %**
 - Functions of Management, Human Resources, Financial Management, Marketing, Public Relations, Quality Improvement
- **Foodservice Systems 17 %**
 - Menu Development
 - Procurement/Production/Distribution/Service, Safety & Sanitation, Equipment and Facility Planning, Sustainability

Most students find a review course/study guide very helpful and to be familiar with the type of questions ahead of time. Questions aim to test comprehension and application of knowledge.

WHAT IS REQUIRED FOR RDS TO MAINTAIN THEIR CREDENTIAL?

Once you have become an RD, in order to maintain the RD credential, you must participate in continuing professional education through the process of creating a Professional Development Portfolio. The Portfolio includes”

- Learning Plan: in which individual RD’s set goals relating to their professional practice, and then determine a plan to achieve those goals. Submitted every five years and must be approved by Commission of Dietetic Registration (CDR).
- Documentation of continuing education activities: After developing the Learning Plan, RD’s have five years to complete their goals by participating at least 75 contact hours of continuing education. Continuing education credits may be obtained through attendance at lectures, workshops, journal clubs, seminars, and self-study or through training session (e.g. culinary, computer technology, physical assessment) or completion of a certificate program.
- Evaluation of individual progress.

In addition, RD’s must pay an annual fee to the Commission of Dietetic Registration, the credentialing agency of AND, to maintain their credential.

Specialist Certifications

A specific amount of documented work experience is typically required prior to taking a board-certified specialist exam, so it is wise to keep this in mind early on in your career for documentation purposes.

The Commission on Dietetic Registration (CDR) offers Board Certification as a Specialist in several areas, see <http://cdrnet.org/certifications/board-certified-specialist> for more information. Board Certification is granted in recognition of an applicant's documented practice experience and successful completion of an examination in the specialty areas of:

- Pediatric Nutrition (CSP)
- Renal Nutrition (CSR)
- Gerontological Nutrition (CSG)
- Oncology Nutrition (CSO)
- Sports Dietetics (CSSD)

In addition, CDR offers Certificate of Training programs, such as

- Certificate of Training in Adult Weight Management Program
- Certificate of Training in Childhood and Adolescent Weight Management
- Level 2 Certificate of Training in Adult Weight Management Program

Other certifications are available to RDs and include:

- Certified Nutrition Support Dietitian (CNSD) <http://www.nutritioncare.org/NBNSC/index.aspx>
- Certified Diabetes Educator (CDE), <http://www.ncbde.org/>
- Board Certified Lactation Consultant (BCLC). <http://www.iblce.org/>

See the Appendix for many more Certification Options for RDs.

VI. HOW TO BECOME A DIETETIC TECHNICIAN, REGISTERED (DTR)

WHAT ARE DIETETIC TECHNICIANS?

Dietetic Technicians generally work independently or in teams with (or under the supervision of) an RD to perform routine duties at the technical level. They are an integral part of the health care and food service management teams and assist in the provision of food service and nutritional programs. Under the supervision of dietitians, they may plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals. Areas of employment are similar to that of RDs, such as hospitals, nursing homes, long term care facilities, out-patient health care & wellness clinics, community nutrition (WIC programs, public health agencies, meals on wheels, community health programs), food companies, and in food service management.

The job market for dietetic technicians is assumed to be good and growing somewhat faster than that of RDs.

The average salary level for dietetic technicians is about 75% of the average salary for RDs. According to the Academy's *Compensation & Benefit Survey of the Dietetics Profession 2011*, half of all DTRs in the U.S. who have been working in the field full-time for four years or less earn between \$ 35,000 and 48,000 per year. Salary levels vary within regions and scope of responsibility. Please see the Appendix and www.eatright.org for more information.

The Academy of Nutrition and Dietetics recommends that dietetic technicians be registered, and many work environments require that an individual be credentialed as a Dietetic Technician, Registered (DTR). Some hospitals and long term care facilities will employ B.S. dietetic major graduates as dietetic technician without the DTR credential.

Roles of RD and DTR in Nutrition Care Process:

Nutrition Care Process	RD role	DTR role
Nutrition assessment	Perform	Assist with or initiate data collection as directed by the RD or per standard operating procedures, and begin documenting elements of the nutrition assessment for finalization by the RD
Nutrition diagnosis	Perform	Per RD-assigned ^a task, communicate and provide input to the RD, when applicable
Nutrition intervention	Determine/recommend or per established and approved disease-specific and condition-specific protocol orders from the referring practitioner, if applicable, initiate interventions; may assign ^a to appropriate support, administrative, and technical (DTR) staff	Implement/oversee standard operating procedures; assist with implementation of individualized patient/client interventions and education as assigned ^a by the RD
Nutrition monitoring and evaluation	Monitoring: determine/approve; may assign ^a elements of monitoring to appropriate support, administrative, and technical staff Evaluation: document outcome of interventions reflecting input from all sources to recognize contribution of DTR/nutrition care team members to patient/client experience and quality outcomes	Implement/oversee (duties performed by other nutrition, foodservice staff) standard operating procedures; complete, document, and report to the RD and others the results and observations of patient/client specific assigned monitoring activities

^aThe RD is ultimately responsible and accountable to the patient/client, employer/organization, and regulator for nutrition activities assigned to DTRs and other technical and support staff. *Source: Journal of the Academy of Nutrition and Dietetics 2013; 113:S46-S55*

THE PROCESS

ELIGIBILITY:

Once you have successfully completed a 4 year DPD program, such as the Nutrition Program at SUNY Plattsburgh, *you are eligible to take the national examination to be credentialed as a Dietetic Technician, Registered (DTR). No internship is required. However, you do need a Verification Statement. Please see our Policies & Procedures for Verification Requirements, which include GPA of 3.0 or higher.*

APPLICATION PROCESS: If you are interested in becoming a registered dietetic technician (DTR), *it is necessary to contact the Nutrition Program Director at SUNY Plattsburgh, who will complete necessary CDR-related paperwork needed to demonstrate eligibility before taking the national DTR examination. It is recommended to do so about two weeks prior to graduating. A Verification Statement is needed.*

Traditionally, to become a registered dietetic technician you would complete an Associate Degree (two year program of study), which includes classroom (didactic work), as well as an experience component. However, the Academy of Nutrition and Dietetics is recommending a four year program of study for Dietetic Technicians.

REGISTRATION EXAM: For detailed information about the process of taking the National Registration Examination for Dietetic Technicians, see Commission on Dietetic Registration's website <http://cdrnet.org/>. The test is computerized and you will know the results immediately following the test. You will be asked a minimum 110 question (80 scored and 30 pre-test) and maximum 130 questions (100 scored). You will have to pay a fee to take the test. There are five domains:

- **10% FOOD AND NUTRITION SCIENCES**
 - Principles of Food Preparation
 - Food Composition
 - Principles of Normal Nutrition
- **34% NUTRITION CARE FOR INDIVIDUALS AND GROUPS**
 - Screening and Assessment
 - Diagnosis
 - Planning and Intervention
 - Monitoring and Evaluation
- **7% PRINCIPLES OF EDUCATION AND TRAINING**
 - Assessment and Planning
 - Implementation and Evaluation
- **22% FOODSERVICE SYSTEMS**
 - Menu Development
 - Procurement and Supply Management
 - Food Production, Distribution, and Service
 - Sanitation, Safety, and Equipment
- **27% MANAGEMENT OF FOOD AND NUTRITION SERVICES**
 - Human Resources
 - Finance and Materials
 - Marketing Products and Services
 - Management Principles and Functions
 - Quality Processes and Research

CONSIDER Review courses /study guides and practice questions, which may help you succeed..

VII: OTHER CAREER OPTIONS AND INFORMATION

Although most jobs in the market require an RD, there are opportunities open to nutrition majors who do not complete the requirements to be an RD. According to the U.S. Bureau of Labor Statistics Occupational Outlook Handbook 2010-2011, employers may be substituting other workers, such as health educators, food service managers, and dietetic technicians, to do work related to nutrition. For dietetic technicians, the projected 2008-18 employment growth is forecasted to be faster than average (and faster than that of RDs). However, applicants without a bachelor's degree will face keen competition for jobs.

The strong nutrition, biological and social science foundation of the Nutrition Program at SUNY Plattsburgh prepares students for a variety of health related professional programs or employment. If you do not become an RD, you need to be more open to different kinds of positions and to different locations to secure employment. Examples of employment for nutrition majors who did not become RD's include:

- Dietetic technician
- Certified dietary manager
- Food service supervisor
- Sales and marketing
- Catering
- Pharmaceutical sales representative
- Food service system management
- Selected jobs in public health programs (WIC & Head Start)

- School and hospital food service
- Nutrition education and intervention positions (National Dairy Council, Coalition against Hunger, Cooperative Extension, Expanded Food and Nutrition Education Program (EFNEP), etc.)
- Nutritionist in nutrition, fitness and health positions (Sports nutritionist, personal trainer).
- Health educator (smoking cessation programs, weight control, stress management, wellness promotion activities, and fitness and exercise programs)
- Research (food and pharmaceutical companies, hospitals, government agencies, conducting experiments to determine aspects of food and find alternative food or nutrition recommendations, usually requires an advanced degree- FDA and USDA)
- Corporate health & fitness programs

CERTIFIED DIETARY MANAGER

After completing a four year nutrition degree at SUNY Plattsburgh, you are eligible to take the exam to become a Certified Dietary Manager. A dietary manager's scope of practice includes foodservice management and responsibility of daily operations. They are trained in therapeutic nutrition in addition to their food service management. It is a certification that will add strength to your resume, and information about the exams and profession can be found at www.cdmcareer.info or <http://www.anfponline.org/>.

According to the Association of Nutrition and Foodservice Professionals (ANFP), average salary in 2012 was \$ 47,200. The average annual salary in 2010 was calculated to be \$45,423. *Source:* <http://www.anfponline.org/> accessed June 2013.

OTHER CREDENTIAL OPTIONS / CERTIFICATION OPTIONS FOR NON-RDs

Credentialing agency	Credential
American Academy of Professional Coders	Certified Professional Coder (CPC)
American College of Sports Medicine (ACSM)	ACSM Certified Personal Trainer (CPT) ACSM Certified Health/Fitness Specialist (HFS)
American Council on Exercise (ACE)	ACE-certified Lifestyle and Weight Management Coach ACE-certified Personal Trainer ACE-certified Group Fitness Instructor ACE-certified Advanced Health & Fitness Specialist
American Culinary Federation	Personal Certified Chef (PCC)
American Institute of Health Care Professionals	Health Care Life Coach-Certified (HCLC-C)
Certifying Board of Dietary Managers	Certified Dietary Manager (CDM)
Association of Nutrition and Foodservice Professionals	Certified Food Protection Professional (CFPP)
Health Science Institute	Chronic Care Professionals (CCP)
Institute for Business Growth	Certified Business Coach (CBC)
International Food Service Executives Association	Certified Food Manager (CFM) Certified Food Executive (CFE)
International Lactation Consultant Association	International Board of Lactation Consultants (IBCLC)
National Environmental Health Association	Certified Professional-Food Safety (CP-FS)
National Strength and Conditioning Association (NSCA)	NSCA-Certified Personal Trainer (NSCA-CPT)
Project Management Institute	Certified Associate in Project Management (CAPM) Project Management Professional (PMP)
School Nutrition Association	School Nutrition Specialist (SNS)
Wellcoaches Corporation	Wellcoaches Certified Health Coach Wellcoaches Certified Wellness Coach

Source: [Journal of the Academy of Nutrition and Dietetics 2013; 113:S46-S55](http://www.jand.elsevier.com/locate/jand) (DOI:10.1016/j.jand.2012.12.006)

WHAT IS THE DIFFERENCE BETWEEN “NUTRITIONIST” AND RD / RDN?

In 2013, the Academy introduced the credential Registered Dietitian Nutritionist as an equivalent to RD. Unlike the credential RD or RDN, there is no **nationally** recognized credential associated with this title “nutritionist”. This means anyone can call himself or herself a nutritionist, with or without any educational preparation in food and nutrition. The term nutritionist could be appropriately used if the person were educated in nutrition. For example, an RD is also a nutritionist, as well as university professors and researchers in foods and nutrition. Sometimes the title is actually used as an employment title for RD’s in certain setting (e.g. Public health, clinical specialists, and in state and federal government). However, the term is often used by people without any training who may actually do harm by giving inappropriate advice. Therefore, when you hear the term “nutritionist”, you need to request more information about the person’s qualifications before you can feel secure with the advice you are getting.

WHAT IS A LICENSED DIETITIAN OR A CERTIFIED DIETITIAN?

Licensure is a state mandated statute, including an explicitly defined scope of practice. Performance in the profession is illegal without first obtaining a license from the state. States vary as to which professionals they require to be licensed. Licensure generally specifies the kinds of services the bearer of the license can give, thus protecting the public from receiving those services by a person who is not qualified or licensed. Only state licensed dietetic professionals can provide nutrition counseling. Non-licensed practitioners may be subject to prosecution for practicing without a license.

Certification is a state credential that limits the use of particular titles to persons meeting pre-determined requirements, while persons not certified could still practice the occupation or profession. This credential recognizes, or certifies, that the professional is qualified to practice in that specialized area. Consumers in these states who are seeking nutrition therapy assistance need to be more cautious and aware of the qualifications of the provider they choose.

In New York State, dietitians and nutritionists who provide out-patient services must be certified. The certification is CDN (Certified Dietitian Nutritionist). Insurance reimbursement for medical nutrition therapy requires a provider to be an RD and CDN.

HOW TO BECOME CERTIFIED DIETITIAN –NUTRITIONIST (CDN) IN NEW YORK?

To meet the education and experience requirements for certification in dietetics-nutrition, you must satisfy certain criteria as outlined on the New York State Education Department website at www.op.nysed.gov and search for “dietitians”. You can become a CDN with or without being RD.

An RD is automatically qualified to apply to become a Licensed Dietitian, a Certified Dietitian, or a Certified Dietitian-Nutritionist (CDN). Usually the application requires documentation of education, training, RD exam results, and a fee. You must be at least 18 years of age. In summary, if you have passed the RD examination you do not need to take the certifying examination, but need to file the necessary paperwork, application, and fee.

If you are not an RD, you must qualify for and successfully pass the certification examination to become a CDN. Please check the most recent guidelines at the New York State Education Department website: www.op.nysed.gov (search for “dietitians”). In general, to be eligible to take the certification exam, you must meet both the education and experience requirements, which include:

- **Education requirement:** Successful completion of a 4 year DPD program, such as the nutrition program at SUNY Plattsburgh.

- **Experience requirement:** Completion of “planned work experience” of at least **800 hours** (one-half of a full-time equivalent year). This experience can be part of your education or be performed after you have completed the education requirement. “Planned work experience” means “continuous work experience in dietetics-nutrition, which reflects increased levels of professional growth and is under the supervision of a New York State Certified Dietitian-Nutritionist or someone who is registered by or a member of a national dietetic or nutrition association acceptable to the New York State Education Department” (such as an RD). “To qualify, the experience must include: Assessing nutrition needs and food patterns, planning for and directing the provision of food appropriate for physical and nutrition needs, and providing nutrition counseling”. Contact the State Board for Dietetics and Nutrition at dietbd@mail.nysed.gov or by calling 518-474-3817 ext 560 for questions.

The Certification Examination is offered by Certification Board for Nutrition Specialists, Web: www.nutritionist-certification-board.org or www.cbns.org . Please see www.op.nysed.gov for most up-to-date information. You may be able to substitute the certification examination with the RD exam. If you do not meet the admission requirements for either of these examinations, you should call the Office of the Professions' Dietetics-Nutrition Unit at 518-474-3817 ext. 270 for information on being admitted to the registered dietitian examination as a New York certification candidate.

Other Options: GRADUATE SCHOOL

Some students may want to pursue a Masters Degree or PhD in nutrition, food science or other fields without becoming an RD. Most graduate programs require the GRE test (Graduate Record Examination) prior to applying. Take the GRE exam early enough, such as the summer after your junior year to study for and take this test. See www.ets.org for test details. Many graduate programs offer assistance with tuition via research or teaching assistantships to well qualified candidates. Please see your academic advisor or Nutrition Program Director for more information. There is typically a SUNY Plattsburgh Graduate school Fair every September. The Career and Development Office may be of assistance as well. Web sites may list nutrition graduate schools such as The American Society for Nutrition at <http://www.nutrition.org/education-and-professional-development/graduate-program-directory/> and for food science at Institute of Food Technologists at <http://www.ift.org/community/students/graduate-directory.aspx> .

VIII. THE ACADEMY OF NUTRITION AND DIETETICS

The Academy of Nutrition and Dietetics (AND), formerly known as the American Dietetic Association (ADA), is the world’s largest organization of food and nutrition practitioners. It has over 70,000 members and is the professional organization for Registered Dietitians and Dietetic Technicians, Registered.

Students in the SUNY Plattsburgh Nutrition Program qualify to become a student or associate member of the AND during their undergraduate study period. It is strongly encouraged that junior and senior students become members of AND. Students can obtain information from their academic advisor or nutrition faculty, or from the AND website: www.eatright.org.

Benefits of being an AND member include access to information and discount on AND conferences. With membership you will receive publications, such as the monthly Journal of the Academy of Nutrition and Dietetics, and you will have access to specific services on the AND website. Membership in AND automatically qualifies the student as a member of New York State Dietetic Association. In addition, you may join the Hudson Valley Dietetic Association for an additional fee. This is the local chapter of AND, and there are meetings and conferences held for its members.

APPENDIX: DIDACTIC PROGRAM IN DIETETICS: SUNY Plattsburgh Nutrition Major
Total Credits for Graduation: 120. Academic Plan, Beginning College Fall 2013

FRESHMAN	Fall		16 credits	Gen.Ed.	Prerequisites
	ENG 101	English Composition	3	5 WE	English Competency Placement
	BIO 101	General Biology I (w/lab)	4	5 NST	
	SOC101 (or ANT102)	Intro Sociology (or Comparative Cultures)	3	5 SS	
	CHE 111	Fundamentals of Chemistry I (w/lab)	4	5 NST	
	LIB 105	Information & Technology Literacy	1	5 ITL	
	FNI 101	Intro to Careers in Nutr & Dietetics	1		
	Spring		16 credits		
	FNI 211	Human Nutrition	3		CHE 111 or CHE 101
	CHE 112	Fundament. of Chemistry II (w/lab)	4	5 NST	CHE 111
PSY 101	General Psychology	3	5 SS		
MAT 161	Introduction to Statistics	3	5 MAT	Math Competency Placement	
Gen Ed	General Education (Art or Humanities)	3	Required		

SOPHOMORE	Year 2: Fall		15 Credits		
	CMM 101	Intro to Public Speaking	3	5 OE	
	CHE 240	Intro to Organic Chemistry (w/lab)	5		CHE 112
	BIO 326	Anatomy & Physiology 1 (w/lab)	4		BIO 101, CHE 111
	FNI 241	Nutrition through the Life Cycle	3		FNI 211
	Year 2: Spring		17 Credits		
	FNI 261	Organization & Management	3		
	BIO 327	Anatomy & Physiology II (w/lab)	4		BIO 326
	CHE 371	Biochemistry (w/lab)	4		CHE 240 or equivalent
	Gen Ed	General Education (US/Western Civ.)	3	Required	
Gen Ed	Gen.Ed.(Foreign Language or World Systems)	3	Required		

JUNIOR	Year 3: Fall		15 Credits		
	FNI 362	Food Preparation (w/lab)	4		FNI 211
	FNI 445	Advanced Nutrition	4		FNI 211, BIO 327; CHE 371 or co-current
	BIO 203	Microbiology (w/lab)	4	5 NST	BIO 101
	FNI	Elective	3		Junior or senior standing
	Spring		14 Credits		
	FNI 450	Food Service Management (w/lab)	4		FNI 261, FNI 362, BIO 203
	FNI 448	Seminar in Dietetics (AWR)	3		Junior, FNI 211, ENG 101
	FNI 301	Nutrition Education & Counseling	4		Junior, FNI 211, FNI 241
	Gen Ed	Gen. Education (Global)	3	Required	

SENIOR	Year 4: Fall		15 Credits		
	FNI 441	Community Nutrition	3		FNI 211, FNI 241
	FNI 446	Medical Nutrition Therapy I	3		FNI211, BIO327; FNI445 & CHE371 or co-current
	PED 333	Science of Exercise	3		
	FNI 496	Elective	3		Senior Level, Permission
		Elective	3		
	Spring		12 Credits		
	FNI 443	Food Science (w/lab)	4		FNI 362, CHE 240 or equiv.
	FNI 451	Medical Nutrition Therapy II	3		FNI 446, FNI 445, CHE 371
	FNI 496	Field Practicum (=Elective)	2		Senior Level, Permission
	Elective	3			

- Minimum "C" is required in all required Nutrition and Cognate courses.
- A student may repeat no more than three of the required courses. A course can be repeated only once.
- Minimum GPA of 2.8 is required to remain in the Nutrition Program. Minimum GPA 3.0 is required for Verification Statement.
- FNI 443, FNI 445, FNI 446, FNI 451 must be taken at SUNY Plattsburgh. AWR = Advanced Writing Requirement course

Required General Education (Gen. Ed.) courses can be taken in any order: You need one course from each of the following categories:

- Art or Humanities (5 ART or 5HUM);
- US/ Western Civilization (5 US or 5WC or 5US);
- World Systems or Foreign Language (5WRS or 5 FL) ; 5FL (Foreign Language) has to be the second level.
- Global (5 GLO). A full semester abroad will satisfy 5GLO requirement, but will not provide you the credits. (revised 6/13/2013)

APPENDIX
RELEVANT ELECTIVE COURSES FOR NUTRITION STUDENTS
Some Electives of interest for FNI majors (check catalog as it changes)

FULFILLS GLOBAL / 5GLO GEN-ED REQUIREMENT:

- **ANT 368 Anthropology of Foods:** 3 credits, Counts as 5GLO. (offered every two years). Prerequisites: ANT102 or POI.
- **ANT 336. Civilization & Health.** 3 credits. Counts as 5GLO . Prerequisite: ANT101 or ANT102.)
- **HED 311: Health: Contemporary Society** (counts as 5 GLO): 3 credits – no prereq

FULFILLS CHEMISTRY MINOR:

- **CHE 325: Culinary Chemistry.** 3 credits (Offered every two years or so). Prerequisites: CHE112, and CHE240 or CHE241 or POI. Meets Chemistry minor requirement

OTHER:

- **FNI 446: Teaching Practicum.** Placement in the field for nutrition field experience. 2 CREDITS. Instructors Permission. Upper level nutrition student. May be taken fall, spring, summer. Sites vary.
- **PED 338: Supplemental and Ergogenic Aids ;** 2 credits, no prereqs.
- **BIO 498: Internship / Internship at CVPH.** Instructor's permission, contact your advisor for information. 1-3 credits. Volunteering experience for students wanting to enter medical field.
- **BIO 499 or CHE 499: Independent study ,** could be at CVPH Medical Center. Instructor's permission.
- **PED 271: Wellness & Fitness in Contemporary Society.** 3 credits. No prereqs.
- **PED 201 CPR/ AED/First Aid.** 1 credit.
- **PSY 311: Survey of Human Development :** 3 credits – prereq: psy 101
- **HED 310: Personal Health** This course also fulfills the state requirements for substance abuse, child abuse, and safe schools).
- **BIO 305: General Genetics:** 4 credits Pre-req: BIO 101. Lecture/laboratory
- **BIO 333: Biostatistics:** 3 credits. Prerequisites: a 100-level science course, sophomore standing
- **CLG 401 Counseling Techniques.** 3 credits Prerequisites: junior standing, preference granted to HDF majors
- **SOC 314: Mental Health / Illness.** 3 credits. Prerequisites: PSY101 or SOC101
- **FNI, BIO & CHE may have research and lab TA possibilities.**

APPENDIX

Improving Your Chances for Admission to a Supervised Practice Program (Dietetic Internship)

Preparing for a supervised practice program begins during your freshman year. The following timeline suggests activities you should complete to become competitive for completing your RD after graduation. Maintain good grades through-out!!

Freshman/Sophomore Year

- Become active in organizations or community activities
- Join the Student Dietetic Club on campus
- Join the Academy of Nutrition and Dietetics (AND) as a student member
- Obtain dietetic related work experience- at least 25 hrs per year

Junior Year

- Begin reviewing the AND website to select internships (www.eatright.org)
- Get to know your faculty advisor and other FNI faculty (you want them to write a good recommendation letter, and need three letters of recommendation for your internship application)
- Get volunteer or paid work experience in nutrition related field- at least 25-30 hrs per year, consider SUNY non-credit internship option & field practicum)
- Get involved in activities in the SUNY Plattsburgh Student Dietetic Club - run for office
- Attend Hudson Valley or New York State Dietetic Association Annual meeting
- Continue membership in AND

Senior Year

- Begin to finalize information about internships- obtain application materials from programs that interest to you (see your advisor to access more information and www.eatright.org. See www.dicas.org for the dietetic internship centralized application system).
- Get even more involved in Student Dietetic Club
- Continue membership in AND
- Get volunteer or paid work experience in dietetic related field-at least 25-30 hours per year, consider field practicum and/or other options
- Work with the Dietetic Program Director or your advisor to prepare your application forms, and to provide necessary contact information for the verification statement.
- * If you do not get accepted into a dietetic internship:
 - See the Dietetic Program Director for alternatives, including ISSP.
 - Apply again (not all program fill their match during the match period),
 - Continue to get relevant experience,
 - Apply for internship again for the fall application period. (deadline for applications is in September, acceptance information is issued in November, and Dietetic Internships usually begins in January).
 - You are eligible to take the Diet Technician Registration Exam to become a DTR without going through an internship.
 - You are eligible to take the Certified Dietary Manager exam without an internship.

APPENDIX

Suggestions for Dietetics-Related Volunteer & Work Experiences

General Volunteer Options: Center for Service Learning and Volunteerism at SUNY Plattsburgh at 564-4830 or <http://www.plattsburgh.edu/offices/centers/service/>

Field practicum at SUNY Plattsburgh:

Upper-level nutrition student may enroll in 2 credit field practicum during fall, spring, or summer semesters; pending instructors' permission and availability. Sites in the past include: Clinton County Department of Health (WIC, misc. grant-based health-promotion programs), Office for the Aging/Nutrition Program for the Elderly/ Meals on Wheels, CVPH Medical Center, Renal Center, Plattsburgh Public School District, Town of Plattsburgh Recreation Department, Cornell Cooperative Extension, Nursing Homes, Weight Management, Food bank, and JCEO Head Start.

Some sites require transportation. Some of these sites may also accept volunteers

Hospital Volunteer Experience: The SUNY Plattsburgh Biology and Chemistry departments offer 1- 3 credits to fulfill the voluntary experiences for students who are planning to get into a medical field. If you sign up for one credit, you have to spend 3 hours per week to meet the requirement for that course. You will be exposed to working at the local hospital. By signing up, you can earn 50 hours per semester. To enroll, you need to contact Dr. Linda Luck 564-1169 or Dr. Donald Slis 564-5160 directly and sign up for an independent study BIO or CHE 499 after talking to them.

Nutrition Volunteer Experience at SUNY Plattsburgh: A few selective, non-paid nutrition internships are offered by SUNY Plattsburgh dietitian Jeff Vallee, RD. These internships are competitive and available to SUNY Plattsburgh nutrition major students. They include a wide range of nutrition experiences on campus and may be individualized to fit some of your interest areas. For information about how to qualify and apply, contact your academic advisor.

SUNY Plattsburgh Student Dietetic Club is involved with volunteer activities on and off campus. Become an active member or participate in selected project.

Clinical Nutrition: Paid or voluntary work in a long- term care facility or hospital will give you exposure to clinical nutrition practice. These experiences will put you directly in contact with a registered dietitian and with patients. Gain experiences in which you can actively participate, rather than just observing or shadowing. Some facilities have patient privacy policies, which may limit your opportunities for direct patient care as a volunteer. Ask about the policy, since they may be different for each institution. Medical records documentation and direct patient care are limited to licensed professionals.

Experiences with a dietitian should include opportunities to perform some of the following:

- Patient/resident interview for food preference, intolerances and avoidances, and food allergy/sensitivities
- Nutrition Screening
- Data collection and opportunities to assist with nutrition assessment- both initial and follow-up for patients. Minimum Data Set (MDS) interviews and initial/quarterly assessment in long term care and assisted living facilities.
- Therapeutic menu planning, Nutrient intake analysis, Quality assurance monitors
- Opportunities to assist (not just observe) diet clerks and diet techs also useful

Food Service Management: Paid or volunteer work in a long-term care facility or in-patient institutional settings can give you exposure to food service management. Jobs in food service areas (food preparation, tray line assembly, meal delivery) are good options. You may work with an RD, a dietetic technician, or with a Certified Dietary Manager (CDM).

Examples of experiences with a food service manager:

- Conducting general inventory; Ordering from vendors and checking in deliveries
- Employee scheduling, New employee interviews
- Quantity food production-Assisting with therapeutic menu preparation / special diets
- Assisting with preparation of nourishments, delivery of nourishments to units and inventory associated with nourishments
- Tray line-tray check accuracy of meal tray preparation
- Catering
- Quality assurance monitors including food safety and sanitation, proper food temperatures and implementing HACCP protocols.
- Budget planning process- assist CDM with process
- Equipment maintenance – assist employee(s) responsible
- Employee Safety- accident prevention, fire safety

Community Nutrition: Community nutrition experiences will allow you to provide nutrition education and to conduct community service with a diverse group of target audiences. Experiences in community nutrition include the following:

- **Food Bank** and any feeding programs designed to address hunger issues
- **JCEO/ Headstart** or similar programs
- **After school programs/** (related to nutrition) with children and their care givers
- **Women, Infants and Children (WIC) clinics** - opportunities to work with dietitians may be limited, but you may be able to work with WIC nurses, certifiers and class instructors
- **Basic Food Programs** (former Food Stamp Program) - education program for recipients
- **Meals on Wheels / Home Delivered Meals Programs-** assist delivery person with deliveries
- **Senior nutrition programs** (feeding sites such as congregate meal programs),
- **National School Lunch Programs-** assist manager or dietitian with program activities
- **Summer Foodservice Program for Children-** assist program manger with activities
- **Commodity Supplemental Food Program (CAFP)-** assist with distribution program activities
- **County Cooperative Extension Service** (Expanded Food and Nutrition Education Program (EFNEP)) - accompany a Nutrition Aide and/or program manager on site visits with participants, assist with training of Nutrition Aides, assist with programs.
- **The Food and Drug (FDA) Regional Office-** or **United States Department of Agriculture (USDA) Regional Office Programs-** participates in nutrition education related activities

Other:

- Work with a nutrition researcher on a research project
- Volunteer with a nutrition representative for a pharmaceutical company

Websites:

www.internjobs.com www.jobweb.com (National Association of Colleges and Employers)
www.nsf.gov (Research Experience for Undergraduates Program at the National Science Foundation) .
www.InternshipPrograms.com , www.InternWeb.com

APPENDIX : CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. It applies to RDs, DTRs and to members of AND. (Source: JADA, Aug. 2009)

The dietetics practitioner:

1. *Conducts himself/herself with honesty, integrity, and fairness.*
2. *Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.*

Responsibilities to the public

3. *Consider the health, safety and welfare of the public at all times.*
4. *Complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in the Code.*
5. *Provides professional services with objectivity and with respect for the unique needs and values of individuals.*
6. *Does not engage in false or misleading practices or communications.*
7. *Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.*

Responsibilities to clients

8. *Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seek counsel, or makes referrals as appropriate.*
9. *Treats clients and patients with respect and consideration.*
10. *Protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.*
11. *In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.*

Responsibilities to the profession

12. *Practices dietetics based on evidence-based principles and current information.*
13. *Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.*
14. *Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and apply them in practice.*
15. *Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.*
16. *Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.*
17. *Accurately presents professional qualifications and credentials.*
18. *Does not invite, accept or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.*

Responsibilities to colleagues and other professionals *Demonstrates respect for values, rights, knowledge and skills of colleagues and other professionals.*

APPENDIX

Job Outlook and Salary Information for RD and DTR

According to the most recent Academy of Nutrition and Dietetics Compensation & Benefits Survey (2011), pay based on full time employment for minimum one year:

<u>DTR:</u>	<u>Hourly</u>	<u>Total/year</u>
10th percentile (10% earn less)	\$14.25	\$30,000
25th percentile (25% earn less)	\$16.48	\$35,000
50th percentile (50% earn less)	\$19.23	\$40,000
75th percentile (75% earn less)	\$22.95	\$48,000
90th percentile (90% earn less)	\$27.16	\$58,000

<u>RD:</u>	<u>Hourly</u>	<u>Total/year</u>
10th percentile (10% earn less)	\$19.71	\$42,000
25th percentile (25% earn less)	\$23.08	\$49,000
50th percentile (50% earn less)	\$27.88	\$59,300
75th percentile (75% earn less)	\$33.65	\$72,800
90th percentile (90% earn less)	\$42.00	\$92,200

Salaries vary by years in practice, education level, geographic region, and size of the community. Salaries also varied by practice area as follows:

<u>All RDs</u>	<u>\$ 27.88 / hr</u>
Business and Consultation	\$ 31.25 / hr
Food and Nutrition Management	\$ 34.13 / hr
Education and Research	\$ 30.77 / hr
Long-term Care	\$ 27.50 / hr
Ambulatory Care / out patient	\$ 27.40 / hr
In-patient	\$ 25.96 / hr
Community Nutrition	\$ 24.72 / hr

(Source: JADA 2012;112(1)29-40).

According to the Bureau of Labor Statistics, www.bls.gov; accessed 6-15-2013:

Employment of dietitians and nutritionists is expected to increase 20 percent from 2010 to 2020, faster than average for all occupations.

In recent years, there has been increased interest in the role of food in promoting health and wellness, particularly as a part of preventative healthcare in medical settings. The importance of diet in preventing and treating illnesses such as diabetes and heart disease is now well known. More dietitians and nutritionists will be needed to provide care for people with these conditions.

An aging population also will increase the need for dietitians and nutritionists in nursing homes.

APPENDIX
Credential or Certificate Options for RDs

Credentialing agency	Credential
American Academy of Professional Coders	Certified Professional Coder (CPC)
American Association of Diabetes Educators	Board Certified in Advanced Diabetes Management (BC-ADM)
American Association of Family and Consumer Sciences	Certified in Family and Consumer Sciences (CFCS)
American College of Healthcare Executives	Board Certified as a Fellow of the American College of Healthcare Executives (FACHE)
American College of Sports Medicine	ACSM Certified Personal Trainer (CPT) ACSM Certified Health/Fitness Specialist (HFS)
American Council on Exercise	ACE-certified Lifestyle and Weight Management Coach ACE-certified Personal Trainer ACE-certified Group Fitness Instructor ACE-certified Advanced Health & Fitness Specialist
American Institute of Health Care Professionals	Health Care Life Coach-Certified (HCLC-C)
Board of Certification, Inc. for the Athletic Trainer	Athletic Trainer
Certifying Board of Dietary Managers Association of Nutrition & Foodservice Professionals	Certified Dietary Manager (CDM)
Commission for Case Manager Certification	Certified Case Manager (CCM)
Healthcare Quality Certification Commission	Certified Professional in Healthcare Quality (CPHQ)
Health Science Institute	Chronic Care Professional (CCP) Registered Health Coach (RHC)
Institute for Business Growth	Certified Business Coach (CBC)
International Association of Culinary Professionals	Certified Culinary Professional (CCP)
International Association of Eating Disorders Professionals	Certified Eating Disorders Registered Dietitian (CEDRD)
National Academy of Certified Care Managers	Care Manager Certified (CMC)
National Board of Nutrition Support Certification, Inc, American Society of Parenteral and Enteral Nutrition (A.S.P.E.N.)	Certified Nutrition Support Clinician (CNSC)
National Certification Board for Diabetes Educators	Certified Diabetes Educator (CDE)
National Commission for Health Education Credentialing, Inc	Certified Health Education Specialist (CHES)
National Environmental Health Association	Certified Professional-Food Safety (CP-FS) Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS)
National Strength and Conditioning Association	NSCA-Certified Strength and Conditioning Specialist (CSCS) NSCA-Certified Personal Trainer (NSCA-CPT)
Project Management Institute	Certified Associate in Project Management (CAPM) Project Management Professional (PMP)
School Nutrition Association	School Nutrition Specialist (SNS)
The International Board of Lactation Consultant Examiners, Inc	International Board Certified Lactation Consultant (IBCLC)
Wellcoaches Corporation	Wellcoaches Certified Professionals (WCP) Wellcoaches Certified Health Coach Wellcoaches Certified Wellness Coach

Source: [Journal of the Academy of Nutrition and Dietetics 2013; 113:S17-S28](#)
(DOI:10.1016/j.jand.2012.12.008)

APPENDIX
STANDARDS OF PRACTICE IN NUTRITION CARE (SOP),
STANDARDS OF PROFESSIONAL PERFORMANCE (SOPP),
SCOPE OF PRACTICE
JOB ACTIVITIES FOR ENTRY- LEVEL DIETITIANS AND DIET TECHNICIANS

STANDARDS OF PRACTICE & PROFESSIONAL PERFORMANCE reflects the minimum competent level of dietetics practice and professional performance is reflected in the Academy of Nutrition and Dietetics' standards:

- The Standards of Practice (SOP) address activities related to direct patient and client care.
- The Standards of Professional Performance (SOPP) address behaviors related to the professional role of RDs or DTRs.

The Academy has published revised 2012 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitians and for Dietetic Technicians, Registered. This is available in *Journal of the Academy of Nutrition and Dietetics. June 2013 Supplement 2 Volume 113 No 6.*

SCOPE OF PRACTICE for the RD and for DTRs provide standards and tools to guide competence in performing nutrition and dietetics practice. It is composed of statutory and individual components. The scope of practice is determined by state statute, and the individual scope of practice is based on education, training, credentialing, and demonstrated and documented competence in practice. The Scope reflects the roles/services/activities of the RD or DTR in directing and coordinating safe, timely, person-centered nutrition care and services.

The Academy's Scope of Practice for the Registered Dietitian and for Dietetic Technicians was published in the *Journal of the Academy of Nutrition and Dietetics. June 2013 Supplement 2 (Volume 113, No 6).*

JOB ACTIVITIES – ENTRY LEVEL

The Academy of Nutrition and Dietetics conducts dietetic Practice Audits to update the kinds of activities dietitians perform in their employment setting. Dietitians continue to work in a variety of settings, concentrated in acute-care, long-term care, and community settings. Dietitians perform a variety of functions with the most common being clinical nutrition services, community nutrition, education/research, conducting consulting/business practice and food and nutrition management. Although the level of responsibility may vary, particularly as related to increased years of practice, general areas of activity in which dietitians are involved include the following:

- **Providing nutrition care to individuals**
- **Nutrition screening and assessment**
- **Managing food and material resources**
- **Teaching/counseling individuals/families/groups**
- **Developing quality management procedures**
- **Computer information systems**
- **Marketing services and products**
- **Menu planning**
- **Food production, distribution & services, safety & sanitation**
- **Human resources and financial management**

Entry Level Dietetics Practice Today – Results from the 2010 Commission on Dietetic Registration Entry-Level Dietetics Practice Audit. *J Am Diet Assoc. June 2011, Volume 111, No 6, 915-941.*

2002 Commission on Dietetic Registration Dietetic Practice Audit. *J. Am Diet Assoc. 2002: Volume 102, 270-290.*

Dear DPD Nutrition Student:

Welcome to the Nutrition Program at SUNY Plattsburgh College. Students admitted to this program have not completed the pre-requisite courses required for the DPD (Didactic Program in Dietetics). Our Nutrition DPD Program is accredited by the Accreditation Council on Education for Dietetics and Nutrition (ACEND), the accrediting agency for education programs preparing students to qualify as registered dietitians (RD or RDN). The curriculum you will learn here is based upon the eligibility requirements and accreditation standards (Foundation Knowledge Requirements and Accreditation Standards for Entry Level Dietitians) and results in a Baccalaureate degree / Bachelor of Science (BS). Upon successfully completing this DPD Nutrition Program with a minimum cumulative GPA of 3.0, you will receive a Verification Statement testifying that you have met all the academic requirements needed to apply for an accredited Dietetic Internship Program. At the end of the Internship, you will receive another Verification Statement assuring that that you have met all the Supervised Practice requirements. Then, you will be eligible to sit for the National examination for dietitians administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics. When you pass the exam, you will be a Registered Dietitian (RD) or Registered Dietitian and Nutritionist (RDN). We encourage graduates who become RDs or RDNs to maintain full membership in the Academy of Nutrition and Dietetics, which is the largest professional organization of Food and Nutrition professionals.

This Students Handbook contains all the important information about our Nutrition Program. It is important that you be familiar with all of it. Please sign the form below to confirm your knowledge of the DPD at SUNY Plattsburgh, and to indicate your willingness and agreement to abide by the requirements and policies pertaining to the DPD Nutrition Program at SUNY Plattsburgh.

There are two copies of this letter in the Students Handbook. Please tear one out and return it, with appropriate signature, to the DPD Program Director within two weeks of the first day of classes.

Thank you for your cooperation and wish you all the “BEST”.

Enamuthu Joseph, PhD, RD, CDN.
DPD Director

My signature below indicates my intent to participate in the DPD Program. I am in the possession of information pertaining to the DPD Nutrition Program and aware of its contents. I agree to abide by the policies pertaining to the DPD set forth in this Handbook.

Student's Signature / Date

Witness Signature / Date

Copy for DPD Program Director

APPENDIX

STUDENT RELEASE FORM

SUNY COLLEGE AT PLATTSBURGH
NUTRITION PROGRAM (DPD)

STUDENT RELEASE FORM

I _____ hereby authorize the Nutrition Program at SUNY Plattsburgh to contact my employer in the future and ask him or her to complete a web-based survey. The employer will be asked to base their responses on SUNY, Plattsburgh in general; the program is not interested in seeking match responses to a specific graduate. I understand that any information released will be held in strict confidence, and that will be viewed only by those involved in evaluation the Nutrition Program.

Name of the Student- Printed

Student Signature / Date