2011-2012 Student Handbook

Community-Medical Dietetics

Coordinated Program

31st Edition

Nutrition & Dietetics Department, Community-Medical Dietetics Program
Viterbo University, 900 Viterbo Dr., La Crosse, WI 54601
PREFACE

As a student entering the Community-Medical Dietetics Program at Viterbo University, you undoubtedly have many questions regarding the program, its history, its underlying philosophy, and some of the policies and procedures that will govern your life as a student. Therefore, this handbook has been prepared by the faculty to better acquaint you with the program and to serve as a reference for future years.

Please take this handbook seriously: you are responsible for the information contained within. Communication between students and faculty is an important and vital component of the ongoing evaluation of Community-Medical Dietetics at Viterbo. If you have any suggestions on how this student handbook can be improved, we invite your comments.

At the end of this handbook is a form for your signature verifying you 1) have read this handbook, 2) understand its content, and 3) will comply with the content of this handbook. By the end of the first week of class this signed form must be handed in to the Program Director.

Nutrition & Dietetics Department Coordinated Program
Viterbo University
900 Viterbo Dr, La Crosse, WI 54601-4797
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**Subject: The Community-Medical Dietetic Patch and Pin**

Symbolism:
Triangle Figures—The family (community)
Caduceus—Medicine
Pot and utensils—Food preparation
Wheat—Staff of life

Colors: Blue - Health
Red - Life-giving
Brown - Of the earth
Gold - Professional ethics

Designed by Linda Wettstein
Class of 1977
Part 1: Introduction

Subject: History Leading to Coordinated Programs (CP)

Traditionally, the education of dietitians was a two-phase process. First, the student in dietetics was educated in a college with a degree in home economics majoring in foods and nutrition. This college education consisted of traditional classroom learning with little or no practical experience. Following the baccalaureate degree, the student participated in a dietetic internship at a hospital or food service institution. The purpose of this second phase of dietetic education was to give the student practical experience typically consisting of twelve months of on the job training. Upon completion of both the baccalaureate degree and the dietetic internship, the student was eligible to become a member of The American Dietetic Association and to take the registration exam.

Today, Community-Medical Dietetics at Viterbo is one of 53 programs accredited by The American Dietetic Association (ADA) to coordinate the didactic and clinical undergraduate education of students desiring to become a registered dietitian (RD). Upon completion of the program, the student not only receives the degree “Bachelor of Science in Community-Medical Dietetics,” but is also eligible 1) for membership in The American Dietetic Association and 2) to take the registration examination for certification of professional status to become an RD.

Subject: Philosophy of Community-Medical Dietetics

Health care is a dynamic, changing part of our society, and dietetics, as an integral component of the health care system, is a changing profession. One of the important changes that have taken place in the last few years is the growing importance of prevention and not just treatment of disease. There is an amazing growth of outpatient clinics, public health agencies, and health education programs aimed at prevention of disease and promotion of general “good health.”

There is, therefore, a growing need to provide comprehensive nutritional care for communities. Nutritional care that continues over time, after a patient has been released from the hospital; nutritional care that is close at hand; nutritional care of a general nature aimed at large population groups; and nutritional care provided by a dietitian who can bring personal support and science-based expertise to bear on nutritional problems.

The curriculum of community-medical dietetics combines knowledge and skills of both the hospital and community dietitian to meet societal demands for comprehensive nutritional care. A graduate of the program is a professional member of the health care team, and as a professional person has been trained to make decisions based upon a body of current scientific knowledge and acquired skills.
**Subject: Definition of the Community-Medical Dietitian**

The Community-Medical Dietitian, RD is a member of the health care team and promotes health through nutrition. The community-medical dietitian assesses nutritional needs, applies management skills in control and prevention of illness and utilizes communication and education skills to assist individuals and groups to assume responsibility for their own health care.

**Subject: Program Mission**

The Viterbo University *Coordinated Program* in Dietetics provides didactic and supervised practice experiences aligned with the Commission on Accreditation of Dietetic Education Standards of Education. We prepare students to be Registered Dietitians who serve as faithful and ethical leaders.

**Subject: Statement of Equal Opportunity**

As with the University at large the Nutrition and Dietetics Department admits qualified students to all rights, privileges, programs, and activities within the department. The department does not discriminate on the basis of race, creed, color, sex, national origin, religion, marital status, age, disability, or sexual orientation in the administration of any of its stated policies or procedures or those of the University.

**Subject: Accreditation**

The Community-Medical Dietetic Program at Viterbo University is currently granted continuing accreditation by the Commission on Accreditation for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 312-899-5400.

**Subject: Notice of Opportunity to File Complaints with the Commission on Accreditation for Dietetics Education**

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

A copy of the accreditation/approval standards and/or the Commission’s policy and procedure for submission of complaints can be found on the ADA website under Accreditation/Dietetics Education.

Adopted: July 1994
COE Division of Education

Accreditation/Approval
Subject: Program Goals and Outcomes

Goal 1. Program will provide quality education to a diverse student body in order to prepare competent entry-level dietitians.

Outcome measures

a. 80% of graduates will pass the RD exam as first-time examinees.
b. 80% of graduates will be employed at a professional level within 6 months of graduation.
c. Graduates will rate themselves as “prepared” in 80% of the entry level competencies (from CADE standards of education) which are related to their present jobs.
d. Employers will rate graduates as “acceptable” or “outstanding” in the areas of critical thinking and communication skills. At least 75% of employers will rank graduates as 3 or above as showing leadership potential.
e. 90% of students beginning the junior year of the CP will successfully complete the program.

Goal 2. Program will prepare graduates who will engage in nutrition specific health promotion activities in their first jobs.

Outcome measures:

a. At least 75% of graduates will be involved in providing nutrition-specific health promotion in their jobs or as volunteers.
b. At least 75% of graduates will show evidence of leadership.

Goal 3. The program will expose students to a diverse population

Outcome measures:

a. At least 75% of graduates will rank themselves competent in cultural interaction.

These outcomes are reviewed each time the program mission changes. These outcomes are new since the last self-study:

a. At least 75% of employers will rank graduates as 3 or above on the survey as showing leadership potential.
b. At least 75% of graduates will show evidence of leadership.
c. At least 75% of graduates will rank themselves as competent in cultural interaction.
**Subject: Financial Responsibilities Beyond Viterbo University Expenses**

**Community-Medical Dietetic Program Expenses**

- General needs: lab coats, patch ($75.00)
- Blood pressure cuff and stethoscope (Optional) ($60.00)
- Transportation to and from clinical assignments: ($150.00/year)
- Educational aids such as flash drives, compact disks, calculator, paper, pens and other supplies for nutrition education, copying costs for nutrition education handouts, etc. ($350.00)
- Journal of the American Dietetic Association (optional: student member) ($50.00)
- Travel and any registration/lodging/meals expenses to and from planned field trips and WDA meetings (total cost associated with WDA meeting that is required during the junior or senior year is about $300.00, depending on conference location).
- Learning packets essential to senior level dietetic courses—costs approximately $20 – 25 per semester
- SDA Club dues (optional) (about $5.00/year)
- Professional Liability Insurance (optional) ($35.00) (see Section IIO in this handbook)
- Health Insurance: See Health Requirements Section III in this handbook.

At the end of the senior year, there are additional expenses of:

- ADA membership processing for the “active” category from the student membership--$108 (optional, but strongly recommended). Initial membership (not having been a student member) is $216.00
- RD exam fee: $200.00

**Subject: Liability Insurance/Auto Insurance**

Viterbo University does not require Community Medical Dietetics students to purchase professional liability insurance: the decision is up to you.

Viterbo University has liability insurance to cover acts of the students while engaged in required supervised practice activities: this means if a client is harmed due to the act (during supervised practice) of a student and that client sues, you are covered as long as you are engaged in educational activity.

If you would like additional coverage, professional liability insurance is available to students through Maginnis and Associates, 332 S. Michigan Avenue, Chicago, IL 60604 (1-800-621-3008).
If a student is a passenger in a Viterbo University owned vehicle (and that vehicle is being operated by a University employee or authorized individual), the student is covered (i.e., medical costs) by the University’s auto insurance policy. If a student is authorized to operate a University vehicle (required preapproval by the university Business Office), the liability coverage in the university’s auto insurance policy is effective for the student operator. Aside from the previous two situations, the University provides no insurance for students in transit to/from clinical sites.

Subject: Scholarship, Financial Aid, and Housing

Viterbo University offers several types of student scholarships, loans and grants to qualifying students. The office of Director of Financial Aid is located on the second floor of Murphy Center. The staff of this office is interested in seeing that all students with desire and ability are not prevented from obtaining a degree due to financial need.

The American Dietetic Association also awards scholarships to deserving students on a nationwide basis. Information regarding these awards can be obtained from the Director of the Coordinated Program. Deadline for application is February 15 of the academic year prior to awarding of the grant.

- Housing: on campus, double occupancy is between $1,515 – $2,655 per semester. Off campus rental is also available, rates are variable.
- The meal plan week begins with breakfast on Thursday and ends with dinner on Wednesday. Viterbo University Dining Service offers seven meal plan options:
  - 19 meals per week plus $100 in V-Hawk Value Bucks
  - 19 meals per week with no V-Hawk Value Bucks
  - 14 meals per week plus $100 in V-Hawk Value Bucks
  - 14 meals per week with no V-Hawk Value Bucks
  - 10 meals per week plus $100 in V-Hawk Value Bucks
  - 10 meals per week with no V-Hawk Value Bucks
  - Flex 80 with $100 in V-Hawk Value Bucks: This block plan allows the meal-plan holder the option to eat any 80 meals in the semester. The meal-plan holder may also bring up to four guests to any meal in the Marian Hall Dining Room. The guest option does not apply to transfer meals in Crossroads Snack Bar.

For more information visit the Viterbo Residence Life webpage.

Subject: Student and Professional Dietetic Organizations/Meetings

Student Dietetic Association (SDA). All dietetic majors are encouraged to belong to and be active in Viterbo University’s SDA. This includes attending SDA meetings and volunteering to assist in SDA functions such as health fairs. The SDA is valuable to you in that it extends the opportunity to meet other dietetic majors, serve the community, and earn funds to attend state or national meetings. Officers are elected annually.
American Dietetic Association (ADA). ADA is the national professional organization for dietitians. As such, the Association advocates for the profession and provides resources that help its members maintain the highest standard of practice. ADA is also the organization that provides much of the continuing education credit necessary for maintenance of the status of Registered Dietitian. Junior and senior level dietetic majors are required to join ADA as a student member. Membership applications and information are provided by the CU Program Director. Student membership fee is $50.

After graduation, you are eligible for ADA membership in the “active” category. At the end of the second semester of the senior year, the CU Program Director will meet with you to initiate this process and assist in the application process. The following materials are sent in the final application (dollar amount specified are as of 7/10):

a. If currently a student, member application for “active” membership fee $108.00.
b. If not a current student member, completed application for membership and annual dues ($216.00).
c. Verification statement endorsed by the program director

You are also eligible upon completion of Community-Medical Dietetics Program to take the national Registration examination for Dietitians which, if successfully completed, confers the title of Registered Dietitian. This affirms that you meet the standards of an entry-level dietitian, and is necessary for almost all professional employment as a dietitian

Subject: Viterbo University Graduation Requirements

In addition to those requirements outlined above, please become familiar with the graduation requirements listed in the university catalog. Upon successful completion of these, you are awarded the degree of Bachelor of Science in Community-Medical Dietetics.
## Part 2. Program Curriculum

### Subject: Foundation Knowledge for Didactic Curriculum Content

The following tables list the Commission on Accreditation for Dietetics Education 2008 Foundation Knowledge and Competencies that must be met by Community-Medical Dietetics Coordinated Program Graduates prior to graduation. Course descriptions are found in Appendix A.

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<th>Foundation Knowledge for Didactic Curriculum Content</th>
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<td><strong>Learning Outcome</strong></td>
<td><strong>Course</strong></td>
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<td>KR 1.1.a  Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions</td>
<td>Nutr 370 – Developmental Nutrition Nutr 472- Community Nutrition Nutr 476 - Leadership in Community/Medical Nutrition</td>
</tr>
<tr>
<td>KR 1.1.b  Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols; for example, the ADA Evidence Analysis Library, Cochrane Data base of Systematic Reviews and the US. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.</td>
<td>Nutr 370 – Developmental Nutrition Nutr 472-Community Nutrition Nutr 476-Leadership in Community/Medical Nutrition</td>
</tr>
<tr>
<td>KR 2.1.a  Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.</td>
<td>Nutr 370– Dev. Nutrition Nutr 400-Leadership FS Mgt Nutr 472-Community Nutr</td>
</tr>
<tr>
<td>KR 2.1.b  Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.</td>
<td>Nutr 352-FS Mgt Nutr 400 Leadership FS Mgt</td>
</tr>
<tr>
<td>KR 2.2.a  Students are able to demonstrate counseling techniques to facilitate behavior change.</td>
<td>Psych 270-Interviewing and Helping Relationship Psych 424-Motivational Interviewing</td>
</tr>
<tr>
<td>KR 2.3.a  Students are able to locate, understand and apply established guidelines to a professional practice scenario.</td>
<td>Nutr 372-Nutrition Health Promotion Nutr 470-Med Nutritional Therapy Nutr 476-Leadership in Community/Medical Nutrition</td>
</tr>
<tr>
<td>KR 2.3.b  Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.</td>
<td>Nutr 400 Leadership Food Service Management Nutr 472-Community Nutrition Nutr 476-Leadership in</td>
</tr>
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</table>
| KR 3.1.a | Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion. | Community/Medical Nutrition  
Nutr 372-Nutr Health Promotion  
Nutr 470-Med Nutrition Therapy  
Nutr 476-Leadership in Community/Medical Nutrition |
| KR 3.2.a | Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups | Community/Medical Nutrition  
Nutr 370–Developmental Nutrition  
Nutr 372-Nutr Health Promotion  
Nutr 472-Community Nutrition  
Nutr 476-Leadership in Community/Medical Nutrition |
| KR 3.3.a | Students are able to develop an educational session or program/educational strategy for a target population. | Community/Medical Nutrition  
Nutr 370–Developmental Nutrition  
Nutr 372-Nutr Health Promotion  
Nutr 472-Community Nutrition  
Nutr 476-Leadership in Community/Medical Nutrition |
| KR 4.1.a | Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services. | Community/Medical Nutrition  
Nutr 352-Food Service Management  
Nutr 400 Leadership Food Service Management  
Nutr 472-Community Nutrition |
| KR 4.1.b | Students are able to determine costs of services or operations, prepare a budget and interpret financial data. | Community/Medical Nutrition  
Nutr 352-Food Service Management  
Nutr 400 Leadership Food Service Management |
| KR 4.1.c | Students are able to apply the principles of human resource management to different situations | Community/Medical Nutrition  
Nutr 352-Food Service Management  
Nutr 400 Leadership Food Service Management |
| KR 4.2.a | Students are able to apply safety principles related to food, personnel and consumers. | Community/Medical Nutrition  
Nutr 351-Principles Quantity Food Production |
| KR 4.2.b | Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making. | Community/Medical Nutrition  
Nutr 400 Leadership Food Service Management  
Nutr 368 Health Assessment  
Nutr 372-Nutr Nutrition Health Promotion |
| KR 4.3.a | Students are able to explain the impact of a public policy position on dietetics practice. | Community/Medical Nutrition  
Nutr 400 Leadership Food Service Management  
Nutr 472-Community Nutrition |
| KR 4.4.a | Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services. | Community/Medical Nutrition  
Nutr 470-Med Nutrition Therapy  
Nutr 472-Community Nutrition |
**Subject: Support Knowledge Courses**

This section lists the Foundation Knowledge and Skills for the didactic component of entry-level dietetic education programs. These objectives are accomplished both during the first years of your undergraduate degree as well as in the classroom, or didactic courses you will take during your junior/senior year.

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<th>Support Knowledge: knowledge underlying the requirements specified above</th>
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<td><strong>Support Knowledge</strong></td>
<td><strong>Course</strong></td>
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<tr>
<td>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.</td>
<td>Nutr 273-Food Science  Nutr 351-Principles of Quantity Food Production</td>
</tr>
<tr>
<td>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.</td>
<td>Psych 171-General Psych  Psych 273-Interviewing &amp; Helping Relationship  Soc 320-Racial &amp; Ethnic Groups or 330-Cultural Anthropology</td>
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</tbody>
</table>
Subject: Competencies for Supervised Practice

Supervised practice or clinical courses are designed to fulfill the competencies for the supervised practice component of entry-level dietitian programs.

For the most part, the supervised practice experiences are set up as individual courses, each of which is coordinated with a didactic course. For example, the course *Nutrition 371: Supervised Practice in Developmental Nutrition* contains supervised practice that is coordinated with the didactic course *Nutrition 370: Developmental Nutrition*. You receive a traditional “letter grade” in the didactic courses and generally (there are exceptions) will receive a credit/no credit grade in supervised practice.

The courses described in this table are collectively referred to as “Professional Phase” courses because, while taking these courses, students do their supervised practice in professional settings (e.g., outpatient clinics, health departments, hospitals, nursing homes). Students *are not functioning as professionals*; however, they are under the supervision of a professional (Registered Dietitian) and are gaining experience and building competence relative to tasks that a professional performs. Both sets of requirements are necessary to write the Registration Exam for Dietitians; passing that exam gives you the professional credential: Registered Dietitian.

Course descriptions are found in Appendix A.

<table>
<thead>
<tr>
<th>Competencies/Learning Outcomes</th>
<th>Course</th>
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</table>
| SP 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes. | Nutr 471-SP Medican Nutrition Therapy  
Nutr 368-Health Assessment                                                                   |
| SP 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Dept. of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice. | Nutr 476-Leadership in Comm/Med Dietetics                                                   |
| SP 1.3 Justify programs, products, services and care using appropriate evidence or data       | Nutr 476-Leadership in Comm/Med Dietetics                                                   |
| SP 1.4 Evaluate emerging research for application in dietetics practice.                     | Nutr 476-Leadership in Comm/Med Dietetics                                                   |
| SP 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis. | Nutr 473-SP Research Community Nutrition                                                   |
| SP 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the profession of Dietetics. | Nutr 371-SP Developmental Nutrition  
Nutr 373-SP Health Promotion  
Nutr 471-SP Medical Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures). | Nutr 373-SP Health Promotion  
Nutr 473-SP Research in Community Nutrition |
| SP 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience. | Nutr 371-SP Developmental Nutrition  
Nutr 373-SP Health Promotion |
| SP 2.4 Use effective education and counseling skills to facilitate behavior change | Nutr 373-SP Health Promotion  
Nutr 471-SP Med Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.5 Demonstrate active participation, teamwork and contributions in group settings. | Nutr 371-SP Developmental Nutrition  
Nutr 373-SP Health Promotion  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility. | Nutr 471-SP Medical Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. | Nutr 373-SP Health Promotion  
Nutr 471-SP Med Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics  
Nutr 368-Health Assessment |
<p>| SP 2.8 Demonstrate initiative by proactively developing solutions to problems. | Nutr 401-SP Food Service Management II |</p>
<table>
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<tr>
<th>SP 2.9</th>
<th>Apply leadership principles effectively to achieve desired outcomes.</th>
</tr>
</thead>
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| Nutr 471-SP Medical Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.10 | Serve in professional and community organizations.                  |
| Nutr 401-SP Food Service Management II  
Nutr 473-SP Research in Community Nutrition  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.11 | Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals. |
| Nutr 401-SP FS Mgt II  
Nutr 473-SP Research in Community Nutrition  
Nutr 471-SP Medical Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.12 | Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures. |
| Nutr 401-SP Food Service Management II  
Nutr 471-SP Medical Nutrition Therapy  
Nutr 473-SP Research in Community Nutrition  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.13 | Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration. |
| Nutr 476-Leadership in Comm/Med Dietetics |
| SP 2.14 | Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background. |
| Nutr 356-SP Food Service Management I  
Nutr 401-SP Food Service Management II |
| SP 3.1 | Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status in a variety of settings. | Nutr 471-SP Medical Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 3.2 | Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing. | Nutr 371-SP Developmental Nutrition  
Nutr 373-SP Health Promotion  
Nutr 473-SP Research in Community Nutrition |
| SP 3.3 | Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods. | Nutr 355-SP Quantity Food Production  
Nutr 356-SP Food Service Management I  
Nutr 473-SP Research in Community Nutrition |
| SP 3.4 | Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions. | Nutr 371-SP Developmental Nutrition  
Nutr 373-SP Health Promotion |
| SP 3.5 | Deliver respectful, science-based answers to consumer questions concerning emerging trends. | Nutr 371-SP Developmental Nutrition  
Nutr 373-SP Health Promotion  
Nutr 473-SP Research in Community Nutrition  
Nutr 471-SP Medical Nutrition Therapy  
Nutr 476-Leadership in Comm/Med Dietetics |
| SP 3.6 | Coordinate procurement, production, distribution and service of goods and services. | Nutr 355-SP Quantity Food Production  
Nutr 356-SP Food Service Management I  
Nutr 401-SP Food Service Management II |
| SP 3.7 | Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals | Nutr 355-SP Quantity Food Production  
Nutr 356-SP Food Service Management I  
Nutr 401-SP Food Service Management II |
<table>
<thead>
<tr>
<th>SP 4.1 Use organizational processes and tools to manage human resources.</th>
<th>Management II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutr 355-SP Quantity Food Production Nutr 356-SP Food Service Management I Nutr 401-SP Food Service Management II</td>
<td></td>
</tr>
<tr>
<td>SP 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food</td>
<td>Management I Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes.</td>
<td>Management I Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.4 Participate in public policy activities, including both legislative and regulatory initiatives.</td>
<td>Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.5 Conduct clinical and customer service quality management activities.</td>
<td>Nutr 356-SP Food Service Management I Nutr 401-SP Food Service Management II Nutr 471-SP Medical Nutrition Therapy</td>
</tr>
<tr>
<td>SP 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data.</td>
<td>Nutr 401-SP Food Service Management II Nutr 473-SP Research in Community Nutrition Nutr 476-Leadership in Comm/Med Dietetics</td>
</tr>
<tr>
<td>SP 4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention.</td>
<td>Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits</td>
<td>Nutr 473-SP Research in Community Nutrition Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcome.</td>
<td>Nutr 356-SP Food Service Management I Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.10  Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies.</td>
<td>Nutr 401-SP Food Service Management II</td>
</tr>
<tr>
<td>SP 4.11  Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.</td>
<td>Nutr 471-SP Medical Nutrition Therapy Nutr 476-Leadership in Comm/Med Dietetics</td>
</tr>
<tr>
<td>SP 4.12  Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.</td>
<td>Nutr 471-SP Medical Nutrition Therapy</td>
</tr>
</tbody>
</table>
**Subject: Schedule of Supervised Practice Courses**

Course descriptions are found in Appendix A.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Credits</th>
<th>Supervised Practice Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER JUNIOR YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Assessment</td>
<td>NUTR 368</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>Supervised Practice in Developmental Nutrition</td>
<td>NUTR 371</td>
<td>4</td>
<td>135</td>
</tr>
<tr>
<td>Supervised Practice in Quantity Food Production</td>
<td>NUTR 355</td>
<td>1</td>
<td>45</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER JUNIOR YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Practice in Health Promotion</td>
<td>NUTR 373</td>
<td>4</td>
<td>135</td>
</tr>
<tr>
<td>Supervised Practice in Food Service Management I</td>
<td>NUTR 356</td>
<td>1</td>
<td>45</td>
</tr>
<tr>
<td><strong>SUMMER SCHOOL JUNIOR YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Nutrition Research</td>
<td>NUTR 473</td>
<td>4</td>
<td>132</td>
</tr>
<tr>
<td><strong>FALL SEMESTER SENIOR YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Practice in Medical Nutrition Therapy</td>
<td>NUTR 471</td>
<td>6</td>
<td>210</td>
</tr>
<tr>
<td>Supervised Practice in Food Service Management II</td>
<td>NUTR 401</td>
<td>2</td>
<td>45</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER SENIOR YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership in Community and Medical Dietetics</td>
<td>NUTR 476</td>
<td>14</td>
<td>480 {240 in MNT [240 in community}\</td>
</tr>
</tbody>
</table>

**Total Hours** | **1287**
**Subject: Concentration in Community Nutrition**

Due to the obesity crisis and an emphasis on prevention, as well as availability of ample and quality community supervised practice sites, the department faculty concluded that an appropriate concentration for the Viterbo Coordinated Dietetics Program is Community Nutrition. The competencies for the Program’s concentration in community nutrition are shown below. Course descriptions are found in Appendix A.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Courses where this competency is addressed</th>
</tr>
</thead>
</table>
| CO 1. Provide nutrition education to diverse community groups for health promotion and disease prevention utilizing a variety of technology | NUTR 371  
NUTR 373  
NUTR 476 |
| CO2. Participate in a broad range of food and nutrition community programs including for-profit, not-for-profit, government, and school systems | NUTR 371  
NUTR 401  
NUTR 373  
NUTR 473  
NUTR 476 |
| CO3. Manage nutrition care for population groups across the lifespan       | NUTR 371  
NUTR 373  
NUTR 476 |
| CO4. Conduct community based food and nutrition program outcome assessment/evaluation | NUTR 471  
NUTR 401  
NUTR 473 |
| CO5. Participate in community –based research                             | NUTR 471  
NUTR 473 |
| CO6. Consult with organization regarding food access for target population | NUTR 473 |
| CO7. Participate in physical assessment screenings at health events        | NUTR 368  
NUTR 371 |
| CO8. Perform food and nutrition management functions in a school setting   | NUTR 401 |
Subject: Requirement to attend a Dietetic Association Meeting

During either your junior or senior year, each dietetics student is expected to attend the Wisconsin Dietetic Association (WDA) and/or The American Dietetic Association Food and Nutrition Conference and Exposition (FNCE) in the fall.

To facilitate faculty course planning, each junior class should make a decision as to which conference they plan to attend and notify the Department Chairperson in writing by September 1.

When the date of the conference draws near, the Department Chairperson will inform the students’ professors of the dates of and reason for their absence.

Students will be given assignments to complete at the conference that will be discussed in class after their return. In addition, each student will write a reflection paper on the conference and hand it in to their academic advisor.
Part 3. Progression and Retention

Subject: Academic Honesty

Viterbo Dietetics Students will be held responsible for abiding by the Viterbo University Academic Honesty Policy as outlined in the university student handbook. The student is expected to earn the course grade independently. Students who exhibit academic dishonesty may be given a failing grade for the course.

Subject: Viterbo University Academic Policies

Policies in regard to the following items are listed in the Viterbo University Catalog and/or Viterbo University Student Handbook. Students are encouraged to be familiar with these policies.

a. grievance procedures (See Academic & Non-academic Due Process)
b. vacation, holidays and absence policies
c. scheduling and program calendar
d. insurance requirements
e. tuition, fees, and estimated expenses
f. graduation or program completion requirements
g. access to personal file
h. protection of privacy of information
i. affirmative action compliance
j. course attendance
k. liability for safety in travel to and from assigned areas
l. access to student support services
m. disciplinary/termination procedures

Subject: Progression Requirements for Dietetics

You receive a letter grade for the following nutrition courses taught in the Coordinated Program phase: Nutrition 351, 352, 370, 372, 400, 470, 472. You must achieve a grade of B/C or better in each of these courses: this requirement must be met in order to progress through the Coordinated Program.

Most of the supervised practice experience courses are graded credit/no credit. In the credit/no credit system, a minimum competence level is required to pass. A student may move on to a new experience, but will not receive credit for the course until they have passed all assignments.

In a dietetics course with limited enrollment or a waiting list, qualified students who have not taken the course previously will have enrollment priority to students repeating a course.
**Subject: Nutrition Course Transfer Policy**

The Viterbo University Community-Medical Dietetics Program has carefully considered and planned a curriculum to meet the needs of an entry-level dietitian, while maintaining the mission of the school and university. The content for the curriculum was designed for the curricular outcomes required by CADE. In light of the connection of the curriculum to the desired outcomes and the quality of the graduate, once a student has started classes at Viterbo University, all classes with a NUTR prefix must be taken at Viterbo.

**Subject: Admission of Transfer Students into Dietetics**

Students transferring into the Viterbo University Dietetics Coordinated Program must meet all prerequisites for each of the college courses. When considering the transfer credit of a nutrition course or a support course, the Registrar, in collaboration with the Program Director for the Coordinated Program, shall evaluate the content. A student may receive transfer credit for a didactic course, but internships or other practice experiences will not transfer as Supervised Practice hours.

**Subject: Credit for Prior Learning**

Some students come to the Viterbo with previous work experience, or other life experiences that fulfill knowledge requirements or supervised practice competencies for the Coordinated Program. Students may request college credit for these experiences. College credit will be awarded only for didactic courses. For supervised practice courses, prior learning may exempt you from specific projects in the course, but will not decrease the number of hours of supervised practice required. In this situation the faculty member will work with the student and the preceptor to design projects that will build on the student’s prior learning.

Students who want to earn credit for prior learning must take INDV 300 Introduction to Prior Learning Assessment. In this course students learn how to create a portfolio that documents their prior learning experiences. This portfolio is reviewed by one dietetics department faculty member, who will determine whether college credit should be assigned, for which course(s) the student will receive credit, and the number of credits to be awarded.

**Subject: Mathematics Competency**

Freshman dietetics students will take a standardized math test at registration to establish competency. The results must show that student are competent to take MATH 130 Introduction to Statistics. In the event a student does not show this level of competence, remediation will be required prior to retaking this test. This will be available to the student in the Learning Center. This test must be successfully completed prior to beginning the Professional Phase.
**Subject: Attendance and Punctuality**

Attendance in lecture is expected.

Attendance is mandatory for:

A. supervised practice hours (hospitals and agencies)
B. supervised practice orientations (hospitals and agencies)
C. on-campus dietetics skills laboratories
D. exams

Arrive on time.

A student unable to attend any of the above must contact the instructor prior to the clinical experience, clinical orientation, nursing skills laboratory, and/or exams. Failure to do so will result in a failure for that experience. Prior notification does not necessarily assure an excused absence.

A student who is absent from clinical more than two (2) days may be required to withdraw from the clinical and related theory courses. (8/2009)

**Subject: Writing Requirements**

There are some general comments that can be made regarding the quality of work that is expected of all Community-Medical Dietetic students. All written papers, abstracts, and reports must be typed with correct spelling, punctuation, and English. Formal papers should be written using the style described in *Guidelines for Authors*, published each January in the *Journal of the American Dietetic Association*.

One of the most important competencies for you to acquire in Community-Medical Dietetics is the ability to represent thought on paper in a clear, concise, and professional style. Therefore, all written work will be judged not only on content but also on neatness, grammar, language mechanics, and tone. The Professional Writing Evaluation, found in Appendix C, will be used to assess formal writing assignments.

It is a departmental policy that any written materials you produce for public distribution at clinical sites (newsletters, brochures, etc.) clearly state your name and your position as a Viterbo University dietetic student.

**Subject: Criminal History Search**

Federal and State statutes require that criminal background checks be completed for all persons who provide care for others or who have access to people who receive care. Clinical agencies prohibit placement of students with criminal histories of specific crimes and offenses that have been identified by the state of Wisconsin as bars to employment or licensure (such as abuse, assault or neglect). Viterbo University School of Nursing requires that all students complete a disclosure statement and submit to a criminal history search (criminal background check) **prior to beginning the first clinical course**. Healthcare agencies may require additional criminal history searches prior to student placement in that agency. Students are required to comply and are responsible for the cost of the search.
The Dean of the School of Nursing will analyze reports on positive findings for a criminal record check on a case-by-case basis. Students will be informed of positive findings and will be consulted before a decision is made regarding eligibility to care for clients in contracted agency placements. Individuals whose background check identifies bars to the provision of care in contracted agencies or places restrictions on client contact will not be allowed to progress in the program.

A complete criminal background check is required before admission into the profession phase of the Coordinated Program. In addition, students are required to disclose any arrest or conviction during their tenure in the program. All disclosures will remain confidential and will be analyzed on an individual basis to determine if such an arrest or conviction is “substantially related” to care of clients in clinical agencies. Falsification or omission of relevant information may constitute dismissal from the program. (8/2009)

Subject: Minimum Cumulative GPA

To remain in the program, junior- and senior-level students must maintain a cumulative grade point average (GPA) of at least 2.75, and a minimum grade of BC in each of the following courses, NUTR 351, 352, 370, 372, 400, 472, 476. Students who do not meet these grade requirements will be placed on academic probation within the program for a maximum of two semesters. Also see Section II B in this handbook on evaluation/grading and Section II E on probation/termination.

Subject: Withdrawal from Nutrition Course(s)

A student shall be permitted to withdraw from a given nutrition course one time and may repeat the course the next time it is offered if there is room.

Subject: Withdrawal/Refund of Tuition & Fees

The University timetable of classes will outline the specific dates in effect each semester for withdrawal and the refund of tuition and fees. In general, students who withdraw the first week of classes receive a 100% refund; students who withdraw weeks 2 – 4 receive a 50% refund; students who withdraw weeks 5 – 8 receive a 25% refund; and students who withdraw after week 8 receive no refund.

Subject: Readmission to the Coordinated Program

For whatever reason, a student may need to interrupt her/his education during the coordinated phase of the program. If the absence becomes equal to an academic year (i.e., two semesters) the student must demonstrate her/his knowledge of previously learned dietetic information before being re-admitted to the program. It is up to the faculty to determine such eligibility requirements. For example, a student who leaves after Nutrition 372/373 for a year will need to
demonstrate a grasp of Nutrition 370/371 and 372/373 information before entry into Nutrition 470/471. Taking a comprehensive test would be one means of demonstrating this competency.

**Subject: Comprehensive Exam**
The purpose of the Comprehensive Exam is to give students practice in taking a standardized, computer-based exam that is built on the same specifications as the Registration Exam for dietitians.

**POLICY FOR THE CP:**
1. The comprehensive exam will be based on the specifications for the Registration Exam set forth by Commission on Dietetic Registration (CDR).
2. The comprehensive exam will be a commercially-prepared standardized exam prepared for a national audience.
3. The comprehensive exam will be administered in a situation similar to administration of the Registration Exam.
4. The comprehensive exam will be offered the week before final rotations begin.
5. Students must achieve a passing score of based on the weighted scale used by the exam creators.
6. Students are allowed a maximum of three attempts to take the exam. Students who do not pass on the second try will meet with their advisor and review areas of weakness on the exam. The student may make a third attempt to pass the exam one week after the meeting with his/her advisor. A student who does not pass on the third try will not be allowed to progress to the final rotations.
7. The score from the first take of the exam will be used in computing a portion of the grade for Nutr 472.

**Subject: Learning Contract**
A learning contract may be established if a student is not performing at a satisfactory level at any time during the Professional Phase. The learning contract will outline the expected performance to be achieved by a specified date.

**Subject: Change in Sequence of Course Work**
Any change in the sequence of general education and or nutrition courses required for the Community-Medical Dietetics degree may result in difficulties scheduling course work and a delay in the date of graduation.

**Subject: Degree audit/Registration**
Students are responsible for monitoring their Degree Audits (found on VitNet) to be sure they have completed all of the requirements for graduation.

Students are required to meet with their academic advisor for semester registration during the time frames scheduled by the advisor. (8/2009
**Subject: Probation/Termination Policy**

Students are placed on probation for any of the following situations:

- Grades in support courses (Biology 104, 114, 305 and Nutrition 273 and 340) are not at the required level
- Grades in Major courses (Nutrition 351, 352, 370, 372, 400, 470, 472, 476) are not at the required level
- Overall GPA falls below 2.75; D
- Students receive No Credit for Supervised Practice course (Nutrition 371, 373, 471, 473).

Students placed on probation have 2 semesters to correct deficiencies, or one opportunity to retake a course to attain the required grade. If after 2 semesters on probation the student has not corrected the deficiencies, he/she will receive written notification from the director of termination from the dietetics program. Students may be on probation a maximum of two semesters. Therefore, students who fail to meet required grades for two consecutive semesters will also receive written notification from the program director of termination from the dietetics program. See the university catalogue for grade and GPA requirements. Copies of all letters related to probation and termination are sent to the Assistant Academic Vice President and kept in the student’s file.

**Subject: Retention Policy**

Private conferences between faculty and student in the professional course are held each semester where progress is assessed; this individual attention is believed to facilitate retention. If remedial help in didactic areas is needed, the university Learning Center is available to arrange special tutoring. See also the Viterbo University catalog section on retention.

**Subject: Access to Student Records**

The Viterbo student handbook contains the University’s policy on privacy of student records. This policy also applies to student records which are kept in the Nutrition & Dietetics Department. Each student file contains: the application materials sent when the student applied to the CP Program during their junior year, copies of grade reports, signed releases, the student agreement form in the student handbook, originals of supervised practice evaluation forms, copies of verification statements and other signed documents required by Commission on Dietetic Registration once the student completes the program. These files are locked in the Nutrition & Dietetics Department office and students have the same right to inspect and seek correction of these records as that outlined in the general University policy.
Part 4: Expectations for Supervised Practice

Subject: Evaluation of Student Performance

A student cannot progress from one supervised practice course to the next without a “pass”. Sample grading forms used to evaluate competence in supervised practice are included in Appendix C.

One of these meetings is to evaluate your professionalism. This assessment will take place at the end of supervised practice courses: Nutr 371, Nutr 373, Nutr 471, Nutr 473, and Nutr 476. The Evaluation of Professionalism rubric should be completed for each student by the student, and either the faculty member or the preceptor for supervised practice. One copy of each of these assessments should be stored in the student’s permanent file.

Examples of department evaluation forms are found in Appendix C.

What is professionalism?

During supervised practice experiences you are judged by clients and other members of the health care team not only by your knowledge and supervised practice skills, but also by the manner in which you present yourself as a future professional. This professional manner becomes another part of the evaluation of competence, and is reflected in attitude, appearance and accountability.

Professional attitude is a difficult concept to define, but some ways in which it can be measured are through confidence and poise exhibited during clinical assignments, reliability and promptness in carrying out clinical tasks, and respect not only for your instructor and other professionals but more importantly for the client or patient. Professional appearance is also vital. Simplicity in hairstyle, makeup, jewelry, and dress and general cleanliness and neatness are also important. Specific codes of dress and appearance will be required in certain clinical settings. You will be informed of these when the occasion arises. Professional accountability means that you are accountable to the client, patient, or other health professionals with whom you are working. In order to accomplish your objectives you will occasionally be expected to spend extra time and are responsible for adjusting your schedule accordingly.

As your knowledge and skills increase and as you move toward more complex competencies, you will be given more and more responsibility in the clinical setting. Your professionalism will thus assume more and more importance and you will become more and more competent in this area. No one is expected to be “polished” in the first supervised practice experience but you are expected to move consistently toward that goal throughout your coordinated phase courses.

At the close of each semester you and your instructor will privately evaluate your progress toward professionalism using the “Evaluation of Professionalism” form found in this handbook (see Table of Contents regarding evaluation forms). You will also be asked to complete an evaluation of your supervised practice experiences for the semester: your instructors and supervised practice preceptors/facilities value your input and use such feedback to improve the quality of supervised practice.
The clinical instructor in charge of the competency unit you are working on is the person responsible for the evaluation of your performance on that unit. In many cases, other health professionals (preceptors) outside Viterbo will help you with some of the learning experiences in that unit and feedback from them may be used by the instructor in evaluating your performance. During Nutrition 476, input from clinical preceptors is considered in the final evaluation of entry-level competence.

**Student evaluation plan**

The program assessment plan includes core skill areas of oral and written communication, critical thinking, management (problem solving), and leadership (collaboration) at the base. These core skills then become part of evaluation forms in both the basic skills, which are used in multiple settings, and course specific skills, which apply to only one area or course. Appendix C includes a copy of each of the basic skill evaluation forms. Evaluation scales of 1 to 5 are used in each form to rate performance. The definitions of the rating scale are as follows:

**Beginner (rating of 1 or 2):** The student has mastered knowledge in an area, but has no practical experience upon which to base decisions. The student can be described as hesitant, tentative, or uncertain how to proceed. The student has many questions that relate to the application of knowledge in a particular situation. He/she will know isolated facts, but lacks the experience necessary to relate those facts to a larger problem (task), or to determine the significance of those facts.

**Advanced beginner (rating of 3 or 4):** The student has enough experience in similar situations so that he/she can proceed with confidence in parts, but not in all aspects of an assignment. The student will ask questions that relate to the unique parts of an assignment or clinical situation. The student can relate facts to the larger problem (task), but may miss details that are important in a specific instance. The student has difficulty interpreting subjective, but not objective, information.

**Competent (rating of 5):** The student has gained experience so that he/she can proceed in confidence in most situations. The student can manage multiple aspects of a problem (task). Questions are related to only specific policies or procedures that the student has not yet encountered. The student can relate important facts and details in most instances, and can interpret both subjective and objective information to make rationale decisions.

**Subject: Scheduling of classes and activities**

Occasionally, part or all of a supervised practice class will be scheduled outside of those times listed in the semester timetable. Also, sometimes you will have to meet with a client/patient outside of the regularly scheduled class times. (While clinical preceptors try to schedule clients for appointments at times conducive to your clinical hours, this is not always possible.) This is necessary to accommodate the schedules of the supervised practice facilities and clients and provide a quality student clinical experience. You will be notified in advance when this occurs and be expected to adjust your schedule as needed or make special arrangements with the instructor.
In Nutrition 476 (final supervised practice course, last one-half of second semester, senior year) you are required to follow the supervised practice facility’s schedule during Easter vacation: this means you receive little (and possibly no) vacation time.

As you progress in the program, time devoted to professional courses becomes greater, e.g., in Nutrition 473 you will spend about 22 hours per week in direct clinical activity plus devote additional time to related reading and written assignments. Because of this large time commitment during your senior year, it is recommended that you minimize paid work or that you hold work to under 16 – 20 hours per week. The faculty respects the financial need that requires many students to work during the academic year. However, there will be no alteration in deadlines for assignments or easing of expected levels of performance for those students who work. You will always be given sufficient time to complete competencies and a sufficient notice of special projects and dates so that it will be possible to alter your work schedule if necessary.

For tips on how to be successful in a supervised practice setting, please see Appendix B. **Student Tips for Success During Supervised Practice**

**Subject: Dress Policy**

Students represent the image of dietetics to the public and reflect the standard of the Community-Medical Dietetic Program and Viterbo University. Therefore, professional dress in a clinical setting is as follows:

- Wear clean, pressed clothing and lab coats. Wash often and hang when not in use.
- No jeans under lab coats. Nice slacks are permissible with lab coats
- One small stud earring per earlobe may be worn.
- Facial and tongue jewelry will not be allowed.
- All other body piercings and tattoos will be covered
- Fingernails should be trimmed and well manicured. Nail polish and artificial nails are not allowed.
- Make-up should be conservative
- Rings, other than wedding and engagement rings should not be worn

Students shall adhere to specific dress policies in the respective agencies.

**Subject: Miscellaneous Information**

A. Study Rooms – The Todd Wehr Memorial Library is available for study for all students.

B. Students are required to provide their own transportation to and from clinical facilities located away from the institution. Many of the clinical sites are within the city limits and can be reached either on foot or by bus.

C. Equipment—There may be times when students need to borrow certain equipment (e.g., calipers, food models, cake pans, or whatever). This may be done by contacting the department administrative assistant and completing the following information in the equipment sign out book:
- your name
- borrowed article
- date it is checked out
- date it is returned

Items must be returned to the department administrative assistant when due. She/he will then check off all items as returned. No equipment may be borrowed for longer than 48 hours. All equipment must be for supervised practice use only.

D. Smoking on campus is only permitted in designated outdoor areas. You are expected to comply with the smoking regulations at all supervised practice sites.

E. Policy for Students Making Photocopies
In order to make sure items needing to be copied at the copy center are approved and charged to the correct budget number, any student who needs to have copying done for either SDA, undergraduate program or the internship program, needs to go through the Nutrition office or a faculty member. Three working days of lead time is needed to assure copies will be ready when finished. No student should order photocopies without having a form from the Nutrition office with prior approval from their course instructor or organization advisor.

**Subject: Absenteeism, Illness & Injury While at a Facility for Supervised Practice Experience**

If you are going to be late for or miss a supervised practice due to illness or for another acceptable reason, you must notify your instructor by phone in advance: leave a message on the voice mail if the instructor does not answer. This same rule holds true for any meeting you have set up with a clinical preceptor: call the preceptor in advance. The clinical instructor reserves the right to request and receive documentation from a third party (e.g., physician or University Health Service nurse) to verify the reason you were absent. If students miss a presentation or other supervised practice activity and are not excused, the consequences may be 1) they fail the course, 2) they fail the assignment.

All missed clinical time must be made up before progressing to the next clinical unit: you cannot pass a clinical course until successfully completing all units. Generally, the supervised practice time missed must be made up within one week. **It is your responsibility** to contact the instructor to initiate the make-up and rearrange your personal schedule as needed to complete the supervised practice experience: the regular clinical class hours cannot be used for the make-up.

For some clinical units, you may be asked to keep a time card and have it signed by a clinical preceptor as verification that missed clinical time was completed satisfactorily. Based on the discretion of the faculty, if you are late and the quality of a presentation is impaired, you fail the assignment.

Supervised Practice sites do not carry insurance for dietetic students who are injured while on clinical rotations. You may be treated at the site at your own cost or with your own insurance.
Subject: Health Requirements, Illness or Injury in Supervised Practice

For your own health and the safety of those with whom you work, each student must submit results for:

1. Evidence of rubella immunity (rubella vaccination or positive rubella titer)
2. Evidence of DPT (or TD) immunization
3. Chest x-ray or TB (Mantoux) skin test within the past 6 months
4. Hepatitis B immunization

All incoming CP students are sent more detailed instruction on health record requirements. These are completed as part of the application process for the junior year. Results must be submitted to the Viterbo Health Center nurse and included with application packet into the CP program. All students must then complete the Hepatitis B series prior to second semester junior year and submit proof of completion to the Viterbo Health service to be allowed to register for spring semester. Failure to do so will prohibit the student from a clinical site.

Neither Viterbo University nor the supervised practice facilities in which students complete learning experiences provide health insurance for Viterbo student dietitians. Upon request, the business office will supply brochures to students regarding obtaining their own health insurance.

Subject: Vacations and Holidays

The following are vacations related to the 2010-11 school year. No clinicals will be scheduled during these times.

- Labor Day Holiday -- September 6
- Mid Semester Break -- October 22
- Thanksgiving Vacation-- November 24-28
- Christmas Vacation -- December 18-January 17, 2011
- Spring Vacation -- March 7-11, 2011
- Easter Vacation -- April 21-25, 2011
- Memorial Day Holiday-- May 14, 2011

These are the only vacation times which will be honored for dietetic students scheduled for supervised practice. Plan personal holidays around this schedule.

*During the senior year your Easter Break is limited to the supervised practice facility’s Easter Break for employees. This usually consists of Good Friday ONLY.

Subject: Awarding the Verification Statement

All students who complete the following will be awarded a verification statement. This statement officially verifies program completion and is necessary to become eligible to take the registration exam, to become an active member in the American Dietetic Association, and to be eligible for licensure/certification in states who have such laws.
Verification of program completion is awarded when the student has:

A. Completed all requirements for bachelor’s degree from Viterbo University
B. Grades in support courses, major courses and total GPA are at or above those indicated in Section II D of this handbook and Viterbo University catalog.
C. Completed all competencies at a passing level as measured by the evaluation method listed in Section II D of this handbook.
D. Performed all skills in an ethical, honest manner and in accordance with the ADA Code of Ethics for the Profession of Dietetics Viterbo University student policies.

**Subject: Professional Code of Ethics Policy**

Students are expected to perform in a manner consistent with the Code of Ethics for the Profession of Dietetics which follows. This is the code which has been established for the profession.

Faculty requires that students aspiring to become professional dietetic practitioners demonstrate behavior based upon values such as honesty, dependability, accuracy, etc. It is therefore the policy of the Nutrition & Dietetics Department that any act which constitutes a breach of ethical conduct as outlined in the ADA Code of Ethics will result in disciplinary action. Disciplining action will be commensurate with the seriousness of the act and may result in failure of the course or dismissal from the program.

The complete ADA Code of Ethics is found in Appendix D.

Some of the examples of acts that constitute a breach of ethical conduct include, but are not limited to:

- Falsifying records, Code of Ethics Principle #1, #16
- Breaking confidentiality, Code of Ethics Principle #10
- Plagiarizing assignments, Code of Ethics Principle #1, #16, #17

Additional examples include behaving in a way that is disruptive toward a positive learning environment or positive clinical environment. This includes rude, biased, or inappropriate behavior toward teachers, fellow students, clinical staff, patients/clients and their families. Viterbo academic honesty policies and Viterbo student conduct codes also apply to dietetic students. These policies are included in the Viterbo Student Handbook. Students are required to act to protect patient privacy in accordance with each institution’s HIPAA privacy policy.
Appendix A. Course Descriptions

NUTRITION 351: PRINCIPLES OF QUANTITY FOOD PRODUCTION

Overview
Three hours lecture per week.
Introduction to food production in a non-commercial setting. Focuses on menu planning, sanitation, purchasing, equipment selection, quality control, and customer service. Restricted to students accepted into coordinated phase of CMD.

Completion Requirements
Overall grade of at least B/C.

NUTRITION 355: SUPERVISED PRACTICE QUANT.FOOD PRODUCTION

Overview
Three hours supervised practice per week.
Supervised practice in a non-commercial setting. Students will participate in foodservice production. Graded CR/NC.

NUTRITION 352: FOODSERVICE MANAGEMENT

Overview
Three hours lecture per week.
Principles of marketing, financial management, and human resource management applied to foodservice operations. Prerequisite: 351.

Completion Requirements
Earn at least 78% of possible points on all projects. Overall grade of at least B/C.

NUTRITION 356: SUPERVISED PRACTICE FOODSERVICE MGMT I

Overview
Three hours supervised practice per week.
Supervised practice in a non-commercial foodservice operation. Students will be engaged in quality improvement and marketing activities. Graded CR/NC.

NUTRITION 401: SUPERVISED PRACTICE FOODSERVICE MGMT II

Overview
Five hours supervised practice per week.
Supervised practice in a non-commercial foodservice operation. Students will be engaged in management projects. Graded CR/NC.

NUTRITION 370: DEVELOPMENTAL NUTRITION

Overview
Nutrition principles applied to human development in various stages of the life cycle: maternal and infant, childhood, adolescent, adult and elderly. Introduction to nutrition counseling.

Completion Requirements
Grade of at least B/C

**NUTRITION 371: SUPERVISED PRACTICE IN DEVELOPMENTAL NUTRITION**

**Overview**
Clinical experience coordinated with didactic content of Developmental Nutrition, using a variety of community resources: County Health Department, preschools, public schools, hospitals, senior citizen’s programs. Integration of principles, skills, and values necessary to dietetic practice. Graded CR/NC. Majors only. 8 hours supervised practice/week.

**Completion Requirements**
Complete one group education evaluation with all areas marked at least beginner level 2. Complete two diet history evaluations with all areas scored at least beginner level 2. Complete all work in supervised practice according to the Code of Ethics for the Profession of Dietetics. End of course professionalism evaluation must be an average score of 2 with no less than a score of 2 in any category.

**NUTRITION 372: NUTRITION IN HEALTH PROMOTION**

**Overview**
Cardiovascular health and disease, weight control and eating disorders, and diabetes.

**Completion Requirements**
Grade of at least B/C

**NUTRITION 373: SUPERVISED PRACTICE IN NUTRITION IN HEALTH PROMOTION**

**Overview**
Application of health promotion principles in community and healthcare settings. Continued development of educational counseling, and professional skills. **Attendance is required at the Annual Wisconsin Dietetic Association meeting in April or at ADA FNCE in the fall. Students are responsible for registration fee, transportation, meals, and overnight accommodations at both meetings.**

**Completion Requirements:** Successfully complete training to become a certified blood pressure screener; Successfully perform self blood glucose monitoring on a peer; Complete at least one project management/leadership evaluation with all components at least advanced beginner level 3; Complete two group education evaluations with an average of at least advanced beginner level 3; Complete one individual counseling evaluations with an average of at least advanced beginner level 3; Complete a final Evaluation of Professionalism with an average of at least advanced beginner level 3; Complete all work in supervised practice according the Code of Ethics for the Profession of Dietetics. Grade CR/NC. Majors only. 8 hours supervised practice per week.
NUTRITION 400: LEADERSHIP IN FOODSERVICE MANAGEMENT:
Overview
Nutrition related legislative issues. Integration of management theory into foodservice operations; exploration of leadership, negotiation and decision making skills; and business communication.
Completion Requirements
Earn a score of 78% or better on all projects. Complete all work in supervised practice according to the Code of Ethics for the Profession of Dietetics. Overall grade of at least B/C.

NUTRITION 470: MEDICAL NUTRITION THERAPY
Overview
Study of various acute and chronic disease processes in relationship to the most current principles of nutrition management.
Completion Requirements
Grade of at least B/C

NUTRITION 471: SUPERVISED PRACTICE IN MEDICAL NUTRITION THERAPY:
Overview
Students assume major nutritional care responsibilities for individual patients in the hospital and primary care setting. Continued emphasis on the development of professional, educational, and counseling skills.
Completion Requirements: Complete one case summary sheet, nutrition problem list, nutrition care plan, and charting note each week on an assigned patient with all components rated at least at beginner level 2; Complete one oral report of patient study with all components at least at beginner level 2; Complete at least one diet history/interviewing evaluation with all components of at least advanced beginner level 3; Complete at least one individual counseling evaluation with all components at least advanced beginner level 3; Complete a final Evaluation of Professionalism evaluation with an average of areas rated of at least advanced beginner level 3; Complete all work in supervised practice according the Code of Ethics for the Profession of Dietetics. Graded CR/NC. 14 hours of supervised practice per week for 16 weeks.

NUTRITION 472: RESEARCH IN COMMUNITY NUTRITION
Overview
Four hours lecture for eight weeks.
The process of conducting and evaluating research related to public health nutrition problems. Program planning and marketing strategies in public health nutrition. Also, the study of nutrition related legislation and existing public health nutrition programs. For CMD students, this course includes a comprehensive exam patterned after the Registration Examination for Dietitians.
Prerequisite: 470 (majors); 340 (non-majors).
Completion Requirements
Grade of at least B/C
NUTRITION 473: SUPERVISED PRACTICE IN RESEARCH IN COMMUNITY NUTRITION

Overview
Twenty hours per week for six weeks. Students complete a community-based research project related to nutrition problems and needs of a sub-population group in western Wisconsin. Includes data collection and evaluation, development of a program plan and associated marketing strategies. This course includes a comprehensive exam patterned after the Registration Examination for Dietitian. Coordinated with 472. Prerequisite: 471. Completion Requirements: Complete the Professional Writing evaluation with components of at least an advanced beginner level 3; Complete professional project report with average score at least at advanced level 3; Present research findings at poster session. Final Evaluation of Professionalism with average score of beginner level 3 and no specific area less than a 2. ; Complete all work in supervised practice according the Code of Ethics for the Profession of Dietetics. Graded CR/NC.

NUTRITION 476: LEADERSHIP IN COMMUNITY-MEDICAL DIETETICS:

Overview
Entry-level practice/management of health care. The art of health care in family medicine, acute/hospital care, and community health settings. Develop, manage, and present one evidence analysis session. Students spend five weeks in a community facility and five weeks in an acute care facility. Student preferences are considered in the assignment of final rotations. At each site, students assume full entry-level responsibility, functioning equivalent to a full-time staff member. This means the student spends about forty hours a week at the facility.

Completion Requirements
Complete a final portfolio with all areas of the Portfolio evaluation marked at least advanced beginner, level 3. Complete one evidence analysis session leader and two evidence analysis session participant evaluation with all components marked at least advanced beginner, level 3. Complete two final evaluations of Professionalism with all areas at least advanced beginner, level 3. Complete all work in Supervised Practice according to the Code of Ethics for the Profession of Dietetics. Graded CR/NC.
### Appendix B. Student Tips for Success During Supervised Practice

(Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End, Teaching Pol. Sci., pp. 329-335, April 1980)

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<tr>
<th>Progressive Steps Through Supervised Practice</th>
<th>Do</th>
<th>Don’t</th>
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</table>
| **Self-Assessment: Acceptance of Placement** | 1. Analyze your interests, values & goals & be certain your faculty advisor is fully aware of them.  
2. Despite temporary placement & student status, regard yourself as a professional & a member of the staff.  
3. Prepare yourself to expect & accept that problems & frustrations will occur  
4. When problems occur, be patient & pleasant; cope with problems with an attitude toward solution & negotiation | 1. Do not act as if you know all of the answers. Remember, as a student, you are placed in an agency for a learning experience.  
2. Do not let yourself become involved in internal conflicts. |
| **Routine Office Matters** | 1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base.  
2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff. | 1. Do not expect any special treatment. |
| **Orientation** | 1. Request & read information you need regarding the organizational structure, names of key people, office policies & procedures to facilitate orientation.  
2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others.  
3. Become familiar with the entire agency so you an see where you fit.  
Review:  
   a. Annual reports, program plans, program descriptions, etc.  
   b. Budget documents  
   c. Organizational charts | 1. Do not take too long to familiarize yourself with the agency, staff, etc.  
2. Do not let yourself “take sides” in office politics.  
3. Do not be critical of the nutrition staff if documents & plans do not follow the format learned in school. The format & procedures for such documents as plans, budgets, etc. are usually dictated by the agency or higher governmental entity. |
| **Integrating into the New Environment** | 1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees. | 1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable |
2. Learn quickly, the people who facilitate the work flow.
3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff!
4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person’s position, etc.
5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities.
6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning).

Establishing the Task(s) & Assignments

1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation.
2. Evaluate your assignments in terms of the amount of time available during your rotation.
3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busy work, speak with your preceptor. If necessary, inform the Dietetic Internship Director and ask for assistance.
4. Plan carefully around the time available to you so time limitation will not be a problem. Draw a time line so you and your supervisor will be able to realize the time required for an assignment.

1. Do not hesitate to contact the program director if the experiences are not in line with the competencies.
2. If you feel a task is irrelevant, do not accept the task with asking questions about its relevance. However, do not ask questions in such a way as to be offensive.
3. Do not allow yourself to be overloaded with tasks no other staff member will do.
4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible.
5. Do not pretend you performed a certain type of task when, in fact, you have not; do not refrain from asking questions recommendations.
2. Do not exercise authority. However, be ready to offer suggestions.
3. Do not become “pigeon-holed”, but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.
until you understand the task at hand.
6. If you leave an unfinished product, do not leave it in such condition that no one else would be able to continue working with it.

## Developing Student/Preceptor Rapport

| 1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience. |
| 2. Assure your field advisor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile. |
| 3. If you suffer from “lack of guidance”, remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptors extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours. |
| 4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative. |
| 5. With respect to your preceptor, remember he/she is responsible for your relations with other sections & departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others. |

## Vital Elements of Successful Experience

| 1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency. |
| 2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to. |
| 3. As a student, be aware that educational training is an important tool to be used in the working world. The classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book-learning to work in the “real-world”. |
| 4. Develop and maintain careful, quality work until you understand the task at hand. |
| 1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind. |
| 2. Do not refrain from contributing. |
| 3. Do not be defensive when you make mistakes. Mark it off as par for the course and |

1. Do not fail to have regularly scheduled meetings with your field advisor so you can acquire feedback.
5. Since staff may be busy, schedule meetings with individuals several days in advance.
6. Take advantage of training workshops offered inside and outside the organization.
7. Keep a positive attitude and remember that new ideas may take a long time to implement.

4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (become an impartial observer).

| Future Direction | 1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences. |
| Future Direction | 1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be “practice-ready” as an entry-level dietitian. |
Appendix C: Sample Supervised Practice Evaluation Forms

The following pages are copies of Supervised Practice Evaluation Forms that will be completed at various times during the Coordinated Program.

Diet History/Interviewing Evaluation

Nutrition & Dietetics Department

Viterbo University

Student Name _____________________

Clinical Site _____________________

Evaluator _______________________

Date ___________________________

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<td>Communication</td>
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COMMENTS:

Critical Thinking/Research

1        | 2 | 3 | 4 | 5 |

COMMENTS:

Leadership

1        | 2 | 3 | 4 | 5 |

COMMENTS:
Group Education Evaluation  
Nutrition & Dietetics Department  
Viterbo University  

Student Name(s) _________________________  
Subject(s) _______________________________  
Evaluator _______________________________  
Date ___________________________________

Beginner  Advanced  Competent  

Communication  
- Topic is appropriate for target audience  
- Information is presented in well organized manner  
- Technology is used to enhance the presentation  
- Handouts and audiovisuals look professional  
- Physical space is appropriate and organized to enhance learning  
- Mass media is accessed and utilized appropriately  
- Presentation is effective in delivering message  

Critical Thinking/Research  
- Can assess the reliability of information and identify bias if it is present  
- Gathers needed information from reliable sources  
- Uses own background information to understand information  
- Responds appropriately to audience  
- Answers questions in a knowledgeable way  
- Interprets/presents information in a logical way  

Management  
- Presentation shows evidence of planning and preparation  
- Implementation is consistent with outline, all needed materials are available  
- Learning objectives are evaluated  

Leadership  
- Group presentation shows collaboration  
- Presenter is flexible in handling new/unexpected situations  
- Presenter stimulates interest in topic/motivates audience  
- Presenter shows creativity/initiative in presentation design  
- Presenter has well polished delivery skills that reflect self-confidence  

Strong Points  

Goals for Improvement
Individual Counseling/Instruction Evaluation
Nutrition & Dietetics Department
Viterbo University

Student Name ____________________
Clinical Site _____________________
Evaluator ________________________
Date ____________________________

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COMMENTS:

- Effectively introduces self and instructor
- Room/space is aesthetically arranged to maximize ease of communication
- Defines purpose of visit thoroughly and with ease
- Presents education material in organized, logical manner

COMMENTS:

- Clearly defines the problem(s) or issue(s)
- Utilizes background information obtained from chart/client
- Obtains all information needed in order to take action
- Is able to accurately identify client problem areas
- Correctly prioritizes nutrition problem list
- Can distinguish between facts and opinions, objective and subjective information
- Can interpret subjective and objective information
- Interprets/presents information in a logical way
- Conclusions are creative and tailored to the problem at hand
- Can identify the implications of the conclusion made
- Can identify limitations and inconsistencies

COMMENTS:

- Plans appropriate goal(s) after consulting with client
- Provides guidelines to client for implementation of goal
- Evaluates client’s understanding of materials/lesson
- Develops plan to evaluate attainment of goal(s) set

COMMENTS:

- Shows flexibility in tailoring counseling to client questions/situation
- Shows collaboration with client in developing goals, plan of action
- Exhibits self-confidence in communicating with client
- Provides creative solutions/alternatives for client
- Takes initiative in leading sessions—does not rely on instructor/preceptor
- Displays self-confidence in own abilities
- Motivates client (helps client find motivator) to make positive changes

COMMENTS:
Strong Points

Goals for Improvement
Portfolio Evaluation

Nutrition & Dietetics Department

Viterbo University

Student Name _____________________

Course ____________________________

Evaluator __________________________

Date ______________________________

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Strong Points

Goals for Improvement
Professional Writing Evaluation
Nutrition & Dietetics Department
Viterbo University

Student Name _____________________
Topic ___________________________
Evaluator _______________________
Date ____________________________

Communication
- Topic and vocabulary is appropriate for target audience
- Content is organized in a logical manner
- Writing is effective in delivering message
- Writing shows adequate understanding of topic
- Ideas are clearly stated and supported by logical sequencing
- Sentences show variety in length and form
- Language use shows mastery of agreement, tense and other major usage patterns
- Technology is utilized in the completion of the project

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COMMENTS:

Critical Thinking
- Gathers needed information from reliable sources
- Cites references according to ADA format
- Can distinguish between facts and opinions, objective and subjective information
- Uses own background knowledge to understand information
- Can assess the reliability of information and identify bias if it is present
- Can interpret subjective and objective information

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COMMENTS:

Management
- Written work shows evidence of planning and preparation
- Adheres to established deadlines for drafts and completed projects

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COMMENTS:

Strong Points

Goals for Improvement
**Professionalism Evaluation**  
**Nutrition & Dietetics Department**  
**Viterbo University**

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<tr>
<td><strong>Written Communication</strong></td>
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<tr>
<td>- Writing is original and communicates effectively with the target audience</td>
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<td>- Utilizes correct grammar, punctuation, and spelling</td>
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<tr>
<td>- Organization is logical</td>
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<td>- Ideas are adequately supported throughout</td>
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<td>- Content is accurate</td>
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**Oral Communication**
- Oral presentation is original and communicates effectively with the target audience
- Content is accurate
- Presentation is logically organized and includes an evaluation of audience learning
- Presentation is interactive and stimulates interest and enthusiasm
- Delivery skills are polished

**Critical Thinking/Research**
- Clearly defines the problem(s) or issue(s)
- Can give accurate rationale for decision
- Obtains all the information needed in order to take action
- Can interpret subjective and objective information
- Can identify associations, patterns and parallels
- Conclusions are creative and tailored to the problem at hand
- Can separate and classify information
- Can draw inferences from the details presented
- Can make generalizations
- Can relate knowledge from several areas
- Interprets/presents information in a logical way
- Draws appropriate conclusions

**Management**
- Identifies & prioritizes problems accurately
- Follows through on plans
- Accurately and completely evaluates impact of plans
- Completes thorough & honest self evaluation and

**Student Name_________________________
Clinical Site_________________________
Evaluator___________________________
Date______________________________
- Takes action & gives direction with confidence
- Completes supervised practice activities efficiently & on time

**Leadership**
- Exhibits initiative; is willing to take on difficult tasks
- Has vision & enables others to understand and follow the vision
- Seeks input from the team
- Produces results through team effort & cooperation
- Is self-assured under pressure
- Adapts to change
- Is flexible
- Uses creativity & imagination

**Professional Attributes**
- Assumes an active role in clinical activities
- Always prepared for class and clinical activities
- Always shows respect for faculty, preceptors, staff and clients
- Maintains confidentiality
- Is honest
- Deals with conflicts so that performance is not affected
- Behavior shows poise and confidence
- Shows desire to improve skills

**Student’s Strong Points**

**Goals for Improvement**

______________________________    ___________________________    ___________________________
Student’s Signature    Date    Evaluator’s Signature    Date
Project Management & Leadership Evaluation
Nutrition & Dietetics Department
Viterbo University

Student Name _____________________
Clinical Site ______________________
Evaluator _________________________
Date ____________________________

<table>
<thead>
<tr>
<th></th>
<th>Beginner</th>
<th>Advanced Beginner</th>
<th>Competent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>-Communicates necessary information to team members on an ongoing basis</td>
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<tr>
<td>-Uses both written &amp; verbal communication as needed</td>
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<tr>
<td>Comments:</td>
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</table>

| Critical Thinking/Research | 1        | 2                 | 3         | 4         | 5         |
| -Gathers needed information from reliable sources |
| -Obtains all of the information needed in order to take action |
| Comments:                  |          |                   |           |           |           |

| Management                | 1        | 2                 | 3         | 4         | 5         |
| -Taking action with confidence |
| -Delegates tasks appropriately |
| -Follows through on plans |
| -Evaluates impact of plans throughout the project |
| -Leads group to complete tasks efficiently & on time |
| Comments:                  |          |                   |           |           |           |

| Leadership                | 1        | 2                 | 3         | 4         | 5         |
| -Has high energy level    |
| -Is willing to take on difficult tasks & try new ideas |
| -Sticks with a task until there are successful outcomes |
| -Is self assured under pressure |
| -Is able to create or find original solutions |
| -Is flexible |
| -Has vision and enables others to understand and follow that vision |
| Comments:                  |          |                   |           |           |           |

Strong points

Goals for improvement
Appendix D: Code of Ethics for the Profession of Dietetics

The American Dietetic Association and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of The American Dietetic Association only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.

The Code of Ethics applies to the following practitioners:

a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);

b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and

c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

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

4. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
   a. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   b. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   c. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   d. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he/she has engaged
in abuse of a substance such that it could affect his or her practice.

b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.

c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner 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 to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner 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.

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
   a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
   b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

VIII. Student Agreement Form

MY SIGNATURE BELOW VERIFIES THAT I HAVE

1) READ THIS HANDBOOK
2) UNDERSTAND ITS CONTENT
3) WILL COMPLY WITH ITS CONTENT.

________________________________________
DATE SIGNATURE

Turn in to Nutrition 371 instructor by the end of the first week of class.
Viterbo University

AUTHORIZATION FOR RELEASE OF INFORMATION

NOTE: All matters relating to student records are considered privileged and confidential and are treated as such by the employees of Viterbo University. Information regarding such matters cannot be given without consent of the student.

The Viterbo University Nutrition & Dietetics Department is hereby granted

my permission to: release to clinical agencies
obtain from requiring disclosure

such information as may be necessary of ____________________________

Print or Type Full Name Of Student

Purpose of need for disclosure: Clinical placement for supervised practice experiences.

Specific information to be disclosed: Copies of Background Information Disclosure Form, __________ results of Criminal History Search & immunization records.

This consent to disclose may be revoked by me at any time.

This consent (unless expressly revoked earlier) expires upon: My completion of the Viterbo University Nutrition & Dietetics Coordinated Program or Dietetic Internship.

Signature of Student/Person Authorized to Consent: ____________________________

Date Signed: ________________
Viterbo University

AUTHORIZATION FOR RELEASE OF INFORMATION

NOTE: All matters relating to student records are considered privileged and confidential and are treated as such by the employees of Viterbo University. Information regarding such matters cannot be given without consent of the student.

The Viterbo University Nutrition & Dietetics Department is hereby granted release to clinical agencies my permission to: obtain from requiring disclosure

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This consent to disclose may be revoked by me at any time.

This consent (unless expressly revoked earlier) expires upon: My completion of the Viterbo University Nutrition & Dietetics Coordinated Program or Dietetic Internship.

Specify Date, Event, or Condition Upon Which it will Expire

Signature of Student/Person Authorized to Consent: ________________________________

Date Signed: ____________________