

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### RD2B Track

### 2023-2024

# Student Handbook



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## Abbreviations Used in This Handbook

Academy	Academy of Nutrition and Dietetics
ACEND®	Accreditation Council for Education in Nutrition and Dietetics
ANDHII	Academy of Nutrition and Dietetics Health Informatics Infrastructure
CDR	Commission on Dietetic Registration
DPD	Didactic Program in Dietetics
FEM	Future Education Model
FERPA	Family Educational Rights and Privacy Act
FMLA	Family and Medical Leave Act
ISU	Iowa State University
MPP	Master of Professional Practice in Dietetics
NC-SARA	National Council for State Authorization Reciprocity Agreements
NCM	Nutrition Care Manual
NCP	Nutrition Care Process
eNCPT	Electronic Nutrition Care Process Terminology
NDTR	Nutrition and Dietetics Technician, Registered
PES	Problem, Etiology, Signs/Symptoms
PI	Performance Indicator
PLAR	Prior Learning Assessment and Recognition
POS	Program of Study
POSC	Program of Study and Committee
RDN	Registered Dietitian Nutritionist
SEL	Supervised Experiential Learning

## SECTION I: INTRODUCTION

### Welcome

Welcome to the Iowa State University (ISU) and the **Master of Professional Practice in Dietetics** (MPP) program. The MPP is housed in the [Department of Food Science and Human Nutrition](#), which is jointly administered by the [College of Human Sciences](#) and the [College of Agriculture and Life Sciences](#). In this program, you will complete the course work and the supervised experiential learning required to complete the eligibility requirements to take the national credentialing exam to become a registered dietitian nutritionist (RDN). Different pathways to becoming an RDN at Iowa State University are found in **Appendix 1**. The faculty and staff of the MPP are committed to your success and are looking forward to assisting you to achieve your educational and career goals of becoming an RDN. This program handbook provides you with information you will use throughout the program, including program policies and university resources.

The **Academy of Nutrition and Dietetics** (Academy) is the professional organization for dietetics practitioners, and it is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy <http://www.eatrightpro.org/resources/about-us>

The **Commission on Dietetic Registration** (CDR) is the credentialing agency for the Academy. CDR determines the eligibility standards for the RDN credentialing examination. Present standards include academic preparation, supervised experiential learning, and confirmation of academic and experiential learning requirements by verification statement issued upon successful completion of program requirements. The Academy and CDR have developed a code of ethics to reflect the values and ethical principles that guide the profession of dietetics. The code of ethics can be found [here](#) and in **Appendix 2**.

*Please note that effective January 1, 2024, CDR will require a minimum of a master's degree to be eligible to take the credentialing exam to become an RDN. In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.*

### Accreditation Status

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) is the accrediting agency for education programs (such as the MPP) that prepare students for careers in nutrition and dietetics such as RDNs or nutrition and dietetics technicians, registered (NDTR). ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education

### Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
and Dietetics



programs. Recognized by the U.S. Department of Education, ACEND® establishes accreditation standards for nutrition and dietetics programs including the core knowledge, competencies and performance indicators that are met by students in the MPP. ISU's MPP is accredited by ACEND® <http://www.eatrightpro.org/ACEND>.

Contact information for ACEND®: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400; [ACEND@eatright.org](mailto:ACEND@eatright.org).

### **Program Description**

The MPP is a 12-month, full-time, distance, Future Education Model (FEM), graduate degree program that integrates didactic learning with supervised experiential learning to train future RDNs and is accredited by ACEND®. All courses in the MPP are mandatory and must be completed in the semester indicated (**Appendix 3**). All graduate FEM programs are required to follow new competencies and performance indicators (**Appendix 4**) to measure student competence to be an RDN. The MPP offers at least 1000 hours of supervised experiential learning to comply with the expectations of nutrition and dietetics licensure boards across the country. License/certification requirements by state can be found on CDR's website: <https://www.cdrnet.org/state-licensure>

Successful completion of all requirements of the MPP results in the achievement of a Master's degree from ISU and a verification statement, which allows graduates to take the registration examination administered by CDR to become an RDN.

ISU participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA). Although the MPP meets the requirements to become an RDN, the student is expected to verify with the state where the student wishes to work whether the MPP meets that state's licensure or certification requirements.

### **Program Mission**

The mission of the MPP is to prepare competent graduates to practice as RDNs for emerging roles in diverse settings, to promote human health and well-being, and improve quality of life.

### **Program Goals and Objectives**

#### **Program Goals**

**Goal 1:** The Graduate program will provide integrated foundation knowledge and supervised experiential learning to prepare competent entry-level registered dietitian nutritionists who possess skills necessary for success in the emerging roles in diverse settings.

- **Program Completion:** At least 80% of program graduates complete program/degree requirements within 1.5 years (150% of the program length).
- **Employer Satisfaction:** At least 80% of the responding employers of the program graduates will agree that the graduate exhibits skills related to those of competent entry-level RDNs.

**Goal 2:** The Graduate program will contribute to the pool of competent registered dietitian nutritionists across the US

- 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- **Graduate Employment:** Of graduates who seek employment, 80% of the responding graduates are employed in nutrition and dietetics or related fields within 12 months of graduation.

**Program outcomes data are available upon request.**

## SECTION II: MPP POLICIES AND PROCEDURES

This section of the handbook highlights the policies specific to the MPP, to address program requirements stipulated by ACEND® for graduate FEM programs and those that pertain to student admission and conduct while in the MPP.

### A. Application and Admission Related Policies

#### Admission Requirements (ACEND® policy 9.1a)

Applicants must possess at least a bachelor's degree and a verification statement from an ACEND® accredited didactic program in dietetics (DPD). Applicants must have a DPD GPA and an overall GPA of 3.0 or above on a 4.0 scale. Graduate Record Examination scores are not required.

Applicants who have passed the CDR exam are eligible to apply to the MPP if they also have a valid DPD verification statement. Applicants who have passed the CDR exam but do not have a DPD verification statement are not eligible to apply for the MPP.

**International students** who will require an I-20 for F-1 status are not eligible to apply to the MPP. International applicants residing in the U.S. in other statuses (such as J-2, H-1B, H-4 or green card holders) that allows them to pursue higher education, are eligible to apply. For additional information, please contact the International Students and Scholars office at <https://isso.dso.iastate.edu/>.

**TOEFL/IELTS:** Non-native English speakers who do not have a degree from a U.S. regionally accredited college or university are required to provide a TOEFL or IELTS score. The [ISU Office of Admissions](#) determines if a TOEFL/IELTS score is required.

Three letters of recommendation from faculty, work supervisors or those who can attest to the applicant's ability to succeed in an online program and in the field of dietetics are also required. A personal statement in Microsoft Word (750 words or less) is also required and must include the following:

- Why you want to become a RD
- Your reasons for applying to the MPP
- What personal qualities will allow you to be successful in this online program.
- Your long and short-term goals
- Your strengths and weakness
- Please include any additional information that would help us evaluate your professional and leadership potential, or any extenuating circumstances of which the committee should be aware

#### Applicants from Other Dietetic Internships or Graduate Programs

Current enrollees or those who had to withdraw from a dietetic internship program or a graduate program for non-academic reasons will be considered for admission into the MPP. Reasons for withdrawal or reasons for requesting a transfer from the previous program should be explained in the personal statement, and a letter of recommendation from the previous internship program director should accompany the application to the MPP.



Applicants are assessed for their ability to be successful in this distance, graduate program and in the dietetics profession. A rubric is utilized to evaluate each applicant's academic performance, work and volunteer experiences, leadership qualities, representation of personal qualities and skills, and letters of recommendation. Admission information can be found on our website in the application portal (<https://www.dietetics.iastate.edu/application-portal-apply-now/>).

Applicants can use the following resources to **evaluate their level of readiness for an online program.**

1. What makes a successful online student? <https://www.uis.edu/ion/resources/tutorials/pedagogy/successful-online-student/>
2. Are you ready to be an online learner? (online learner readiness rubric) [https://micourses.org/resources/pdf/toolkit/Interactive\\_OnlineLearningReadinessRubric.pdf](https://micourses.org/resources/pdf/toolkit/Interactive_OnlineLearningReadinessRubric.pdf)
3. Online learning orientation tool <https://olot.mivu.org/>

### **Recency of Education**

Applicants who graduated from a DPD program:

1. **5-10 years ago**; must retake a minimum 3-credit Medical Nutrition Therapy or Advanced Nutrition course that specifically includes the topics of nutrition care process and nutrition focused physical exam. Coursework must be completed for credit with a minimum grade of C earned in the updated coursework.
2. **More than 10 years ago**; must contact the program director. In addition to the Medical Nutrition Therapy or Advanced Nutrition course, applicants may be required to retake nutrient metabolism or nutritional biochemistry. Additional coursework requirements may vary based on whether the applicant has work experience in the field of nutrition and dietetics since graduating from the DPD.

Updated coursework may be completed either in an on-campus or online class from an accredited dietetics program. A list of ACEND® accredited dietetics programs can be found at <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>. **Completing the recommended coursework does not guarantee acceptance into the MPP program.**

## **B. Policies Post Acceptance to the MPP**

### **Program Orientation**

Students who are accepted into the MPP are required to attend the mandatory online program orientation. Details about the online orientation will be provided to students upon acceptance into the program.

### **Registration for Classes**

The ISU Office of the Registrar's website (<http://www.registrar.iastate.edu/>) is the official site for registration information for all students. Students will register online for courses through AccessPlus. A schedule of MPP courses can be found in **Appendix 3**. Instructions for registering in AccessPlus are included in the Canvas Welcome and Resource course. **Please note** that the university is transitioning to a new system

(Workday) that will be replacing Accessplus in the Fall 2023. Instructions on how to utilize this system to register for classes will be provided to students after the system goes live.

### **Professional Society Membership**

All students in the MPP are required to be student members of the Academy of Nutrition and Dietetics. A benefit of Academy membership, discounts on the Nutrition Care Manual, the electronic Nutrition Care Process Terminology subscriptions and free access to the Evidence Analysis Library, the Journal of the Academy of Nutrition and Dietetics and additional educational opportunities and resources are available.

Additionally, student members are eligible to apply for Academy Foundation scholarships, become a member of a state affiliate and apply for local/state scholarships. The student membership application and additional information can be found on the Academy website: <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>.

### **Medical Examination and Immunization Requirements**

All students are required to have a medical examination within the 6-months prior to starting in the MPP, and students are responsible for the cost of the medical examination and are required to use the MPP's medical examination form (**Appendix 5**). A credentialed health practitioner (physician, nurse practitioner, or a physician's assistant) is asked to comment and provide management guidelines for significant illnesses, disorders, or allergies. Please be aware that depression, pregnancy, exposure to TB or other reportable communicable diseases must be noted on the medical examination form. If the status with any of these issues changes during the program, it is the student's responsibility to notify the program director of this change immediately.

Students whose medical examination form, required health screenings and immunizations are not completed and on file before program orientation will not be allowed to continue in the program until the requirements are completed (Memorandum of understanding, **Appendix 6**). **There are no religious or philosophical exemptions for immunizations.**

To meet federal and state health code requirements, all of the following test/procedures/immunizations are required:

- 2-step TB Mantoux/PPD test (within past 3 months) or chest X-ray (within past 5 years).
- Record of required immunizations: MMR vaccines (3), Diphtheria, Tetanus (Td/Tdap within the past 10 years), polio, Varicella titer.
- Titers to document immunity to Rubella, Mumps and Rubella and Hepatitis B. The Hepatitis B vaccine series (3 doses) takes six months to complete. Therefore, students should begin the process early to ensure the titer results are available prior to the start of the MPP, if needed.
- A flu vaccination is required annually each fall for the current flu season.
- Other testing: students should check with their preceptors at the supervised experiential learning sites if additional tests are required. Costs incurred to meet these additional requirements will be the student's responsibility.

## **Supervised Experiential Learning Facility COVID-19 Vaccination Requirement**

Iowa State University, in accordance with State law, does not require students to be vaccinated for COVID-19. However, an increasing number of supervised experiential learning facilities are mandating COVID-19 related requirements, including proof of vaccination, for visitors, interns, students and employees at their sites. Some facilities have an internal pathway for student/interns to request a medical/religious exemption. In the event the student is unsuccessful in receiving an exemption from the external facility's requirement, the Program has identified the following options for such students:

1. Find another facility that does not require COVID vaccinations. Master of Professional Practice in Dietetics clinical faculty will assist Iowa-based students in relocating to another facility that does not require COVID vaccinations. This may require a student to move to a different part of Iowa than where they are currently residing. There are no guarantees a new facility can be located and that this new facility at a future date will not impose mandatory COVID vaccination requirements.

**Nationwide students** (i.e., non-Iowa-based students) are expected to find an alternative facility that does not require COVID vaccinations. There are no guarantees a new facility can be located and that this new facility at a future date will not impose mandatory COVID vaccination requirements. In that case students will be required to find another facility for completing their experiential learning. Affiliation agreements between the supervised experiential learning facility and Iowa State University must be in place before students can start their supervised experiential learning. This process may take a few weeks to several months, making it impossible for them to complete the expected supervised experiential learning that semester. These students may consider option 2 in the interim.

2. Complete some of the experiential requirements virtually. ACEND allows no more than 400 hours of experiential learning to be completed virtually or in a simulated environment. For students who have lost their supervised experiential learning facility or are unable to find a new facility, they may choose to complete up to 400 hours of experiential learning in a virtual setting. Remaining 600 hours must be completed on site. Towards that end students may wish to take advantage of option 3 below.
3. Students can take a leave of absence from the program and return when COVID pandemic has been sufficiently remediated and external facility vaccination requirements are no longer mandatory. Returning students will not be expected to reapply to the program. If they have satisfactorily completed part of the program then they can resume from that point onwards to complete all the pending program requirements. Students may be able to combine options 2 and 3.

## **Drug Testing and Criminal Background Checks (ACEND® policy 9.2d)**

A background check (**Appendix 7**) is conducted prior to the start of the program using

an ISU-approved vendor and paid for by the student. Results of the background check will be shared with preceptors upon request and/or if the information is deemed necessary to ensure the safety of patients, clients, preceptors and students. In the event the results are not considered satisfactory by the facility, the student may not be permitted to complete supervised experiential learning at that facility. In addition, students may be required to complete additional testing as part of the on-boarding process. This may include (but not limited to) drug testing, fingerprinting, an additional criminal background check, and other trainings such as cardiopulmonary resuscitation, food safety/food handler certification. Students are responsible for initiating any required testing/checks and for all related costs.

### **Insurance Requirements (health and automobile Insurance and professional liability; ACEND® policy 9.2a)**

Students are required to show proof of health and accident insurance coverage and maintain uninterrupted automobile liability insurance (if using supervised experiential learning facility vehicle) at their own expense. The MPP maintains professional liability for students in the amounts of \$1 million individual and \$3 million aggregate using an “A” rated company. In some instances, students may be required to purchase additional liability insurance coverage if the facility, agency or state require higher amounts of coverage.

### **Program Length and Number of Supervised Experiential Learning Hours**

Each student must complete the full-time MPP by the end of one year, the scheduled end of the program. In extreme circumstances, which might include medical emergency or the need for educational remediation, a student’s individual learning timeframe may be extended beyond one year up to 1.5 years (150% of original one-year plan). Decisions to extend the student’s time are made on an individual basis by the program director with input from the student’s instructors and preceptors. If remediation activities require the student to remain in the program beyond the planned one year, students may be required to enroll in additional MPP classes to remain in the graduate program. All students are required to complete at least 1000 hours of supervised experiential learning in the MPP. These hours may include direct/hands-on or virtual supervised experiential learning, simulations, case studies, role-playing, etc.

### **Identity Verification for Distance Education (ACEND® policy 9.2o)**

Applicants are issued a unique university ID number upon completion of the electronic graduate school application. Before admitted students can access the university computer systems, they are required to set up a NetID and password. ISU has multi-factor identification logins to verify that the person signing in to the ISU electronic systems is valid. Additionally, during orientation, students will be asked to introduce themselves and upload their photo into the online learning management system, Canvas. Only those students enrolled in the MPP have access to the Canvas courses, which can be accessed via the student’s unique ISU NetID and password. MPP students are enrolled in relevant Canvas course at the start of each semester (**Appendix 3 MPP course schedule**).

### **Prior Learning Assessment & Recognition (PLAR) (ACEND® policy 9.2i)**

The PLAR program is designed to grant credit towards supervised experiential learning hours and/or projects based on the qualified applicant's knowledge and learning, as demonstrated through prior coursework, paid work or volunteer experiences. In order to receive credit towards supervised experiential learning hours and/or projects, students may submit a **portfolio** documenting how their prior work/volunteer experience helped them meet the competencies required for an entry-level dietetics practitioner as outlined by ACEND®. The portfolio must contain:

- A completed PLAR application form.
- Samples of projects, reports, presentations, and professional practice that demonstrate advanced knowledge and skills in the area of dietetics for which PLAR credit is requested.
- Evidence that shows/demonstrates advanced knowledge and skill, not just work history.
- If applicable, any PLAR credit awarded must be documented on the student's hour's log in the specific supervised experiential learning course.

### **Protection of Privacy of Student Information (ACEND® policy 9.2r)**

Students' personal files are stored in a locked filing cabinet and/or stored electronically in the protected ISU electronic servers. Student identity is verified via use of ISU NetID and multi-factor authentication. Only those students enrolled in the MPP have access to the program specific Canvas courses via their unique ISU NetID and password. Each student is enrolled into the specific MPP Canvas courses at the start of each semester (**Appendix 3 MPP course schedule**).

### **Student Access to Their Own Student Files (ACEND® policy 9.2s)**

Students' access to their personal files is covered by [ISU Registrar policies](#), which state that the students have the right to review upon request any records that pertain directly to them, and may obtain a copy of the record for a fee. This provision does not apply to records to which the student has waived their right to review, nor does it apply to medical and counseling records. MPP policies are FERPA compliant.

### **Access to Student Support Services (ACEND® policy 9.2t)**

Regardless of geographic location, all MPP students, are considered full-time ISU graduate students and thus have access to all student support services including but not limited to: health services, counseling, testing, and financial aid.

- [Dean of Students Office](#)
- [Office of Student Financial Aid](#)
- [Thielen Student Health Center](#)
- [Academic Success Center](#)

ISU resources can be found at <https://www.grad-college.iastate.edu/resources/>. Any fees related to the services is paid by the student.

### **Monitoring Student Performance (ACEND® policy 9.1b)**

Students must maintain academic integrity and comply with the dietetics code of ethics in both didactic and supervised experiential learning courses to reflect the values and

ethical principles that guide the profession of dietetics. The code of ethics can be found in **Appendix 2**.

Students in **didactic courses** must earn a grade of B- or better in all courses regardless of overall GPA per Department of Food Science and Human Nutrition policy and maintain a cumulative GPA of 3.0 or higher in all coursework per Iowa State University Graduate College policy ([5.2.6. Probation and Academic Standing](#)). Students will be placed on academic probation if they do not maintain a cumulative GPA of 3.0 or higher in all coursework. Students on academic probation are given one semester to improve their grades to 3.0 (on a 4.0 scale). These students will receive a warning letter from the Graduate College, which will be placed in the student's permanent file. Course faculty may provide feedback to the student based on the outcome of formative assessments and give the student the opportunity for remedial work and to resubmit assignments until a grade of 80% or higher is achieved.

Students in **supervised experiential learning courses** will receive periodic evaluations of their performance by the preceptors. Formative and/or summative assessment of student competence may include preceptor evaluation of student performance and progress on related assignments and projects from MPP faculty. Students failing to meet expectations will be monitored by the course instructors for remedial intervention. If students enrolled in supervised experiential learning courses fail to meet expectations in the required competencies, they may be provided additional time to meet expected level of performance.

### **Assessment Threshold for Meeting Competencies**

Students must meet the established points in projects, tests and preceptor evaluations aligned with each competency in all didactic and supervised experiential learning courses. Students are provided constructive feedback on projects, tests and assignments and an opportunity to resubmit if a minimum grade is not achieved to meet the competency when assessed summatively. After resubmission, if students are still unsuccessful in meeting the competency, assigned clinical faculty will work with students on identifying other opportunities in the same or different didactic course to meet the competency. At supervised experiential learning sites, students are provided constructive feedback on their performance by the preceptors frequently. Students are provided with opportunities to demonstrate their ability to perform competency-related tasks at the level of a competent entry-level dietitian. If the students fail to demonstrate their competency, they are provided other opportunities after receiving constructive feedback (and remediation if needed) from the preceptor and/or MPP faculty supervising experiential learning.

### **Formative and/or Summative Assessment of Student Learning and Regular Reports of Performance and Progress (ACEND® policy 9.2j)**

The MPP students are evaluated in a variety of ways. Students can expect to receive oral and written feedback from faculty and preceptors throughout the MPP. All formal and/or informal feedback should be viewed as positive opportunities to encourage continued growth and performance of dietetics skills. Students must maintain a minimum B- average in all courses and are graded according to the following scale:



- A: >93%
- A-: 90-93%
- B+: 87-89%
- B: 83-86%
- **B-: 80-82%**
- C+: 77-79%
- C: 73-76%
- C-: 70-72%
- < 70% not acceptable

Students may also receive unsatisfactory performance due to inappropriate behavior and perceived unprofessional attitudes. These include but are not limited to chronic tardiness and/or missed work, breach of supervised experiential learning facility policies and procedures, and insubordination to faculty, preceptors, or facility staff.

### **Formative Assessment**

Many opportunities exist for formative assessment about student performance from faculty and/or preceptors throughout the program. These should be viewed by the student as opportunities to gain insight and adjust performance accordingly. Examples of formative assessment include but are not limited to quizzes, class discussions, peer reviews, homework assignments, course or rotation surveys.

### **Summative Assessment**

Summative assessment includes an evaluation of the student's knowledge and performance in didactic coursework as well as rotations to assess achievement of specific competencies, areas of strength and areas lacking preparation and experience. Examples of summative assessments include but are not limited to capstone projects, final exams, case studies, and/or final preceptor evaluations.

It is the student's responsibility to be familiar with the timing of each evaluation and the evaluation forms/tools, so that they are aware of the evaluation criteria. University policy dictates that the program faculty shall inform the students at the beginning of each course of the evaluation procedures planned for use in the respective course. Additional university policy information related to grading, evaluation and record keeping is found at this website: <http://catalog.iastate.edu/>

### **Program Retention and Remediation Procedures (ACEND® policy 9.2k)**

Per Iowa State University Graduate College policy ([5.2.6. Probation and Academic Standing](#)), students may be placed on academic probation if they do not maintain a cumulative GPA of 3.0 or higher in all coursework. Students on academic probation are given one semester to improve their grades to 3.0 (on a 4.0 scale). These students will receive a warning letter from the Graduate College, which will be placed in the student's permanent file. Additionally, in accordance with the Department of Food Science and Human Nutrition policy, graduate students must earn a grade of B- or better in all courses regardless of overall GPA. Only one repetition of any single course is permitted. In addition, no more than four different courses used for graduate credit may be repeated over the course of the program. The student who is not meeting established performance criteria is identified using formative and summative assessments. Students may be offered the opportunity to improve their performance through such means as: additional case studies, study guides, and/or additional

supervised experiential learning hours in the relevant topic area. If the student is unable to meet the rigors of the program after appropriate remediation, then they are advised to pursue alternate professional career pathways and/or are terminated from the MPP. The MPP program director, faculty and University support services work with the student to identify potential alternatives, so students with minimal chances of success in the program can be counseled into alternate career paths that are appropriate to their ability. Alternate professional career pathways may include taking the NDTR exam and/or becoming certified as a dietary manager.

### **Student Retention (ACEND® policy 9.1c)**

If the student is unable to meet the rigors of the program after appropriate remediation, then they are advised to pursue alternate professional career pathways. This might include taking the NDTR exam and/or becoming certified as a dietary manager. The MPP program director, faculty and university support services work with the student to identify potential alternatives, so students with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability.

### **Emergency and Medical Leave**

Because unexpected life situations arise and illnesses and accidents occur, the following policy is in place to provide direction related to Emergency and Medical Leave for the MPP students.

Any student in need of emergency or medical leave must inform the MPP program director as soon as it is possible (Note: If the student is unable to contact the MPP director, the student's designee may contact the MPP director on the student's behalf). Once the need for leave is established, the student (or designee) will be required to maintain periodic phone or e-mail contact with assigned person. In the case of medical leave, the student will be required to submit a physician's release before re-starting the program.

Contact information for the MPP program director is provided below.

Mridul Datta, PhD, RD, LD, FAND  
Program Director/Director of Graduate Education  
[mdatta@iastate.edu](mailto:mdatta@iastate.edu)  
Phone: 515-294-7316

In most instances the student must be registered for at least one credit hour in order to be considered enrolled in ISU and thus eligible for loan deferment if applicable and student medical insurance.

Additional considerations:

1. Written documentation will be filed in the student's permanent record which contains information that is consistent with state and federal laws and regulations, ISU policies and ACEND® policies governing dietetics education requirements. Medical information will be maintained separately from the

student's general file. Files are confidential and access to them is limited to faculty with administrative responsibilities, persons responsible for maintenance of files or others as granted access by ISU policy or requirements.

2. The MPP is committed to providing and maintaining a graduate dietetic learning experience for students to achieve ACENDs® competencies and objectives of the MPP program. As such, the timeliness of completion of the program following an approved leave of absence **shall be one year from the incident date unless otherwise agreed to in writing by the student, MPP Director and appropriate preceptors**. Note: This policy is regulated by ISU FMLA requirements and policies (<https://www.policy.iastate.edu/policy/leave/fmla>).
  - a. If injury or illness occurs, the student must provide supporting medical documentation at the time a request for leave is made, including the limitations required, if any.
  - b. If a student believes that they will need an extension beyond the one year from start of the program in order to complete the program, such request is to be submitted to the MPP Program director in writing within 30 days of the scheduled program end date. The MPP Program director will evaluate the student's request for extension, consult with the student, appropriate faculty and preceptors as needed, and provide the student with a written decision. This decision may include a denial of the request for program extension or a list of steps to be taken to complete the MPP if an extension is granted. Students who are not satisfied with the response are referred to the ISU student grievance policy (located at the ISU Dean of Students website: <http://www.dso.iastate.edu/>).
  - c. If the preceptor(s) where the MPP student was scheduled to complete their supervised experiential learning are unavailable to continue working with the student upon their return, the MPP faculty, together with the student, will make reasonable efforts to locate alternate facilities and another preceptor so that the student can complete the program in a reasonable amount of time.
  - d. Upon granting the desired leave request, the MPP program director will evaluate the student's accomplishments to date and in consultation with the program faculty determine a plan for completion. Items that will be considered, when developing the completion plan include but are not limited to:
    - Specific courses, assignments, and competencies successfully completed by the student.
    - Course grades and preceptor evaluations of the student's work and abilities.
    - Specific courses, assignments, and competencies and a timeline for successful completion.

## **Adequacy of Facility Evaluation**

Each facility must have appropriate number of staff to coordinate the student's learning experiences. Due to the nuances related to different rotations, facilities, and learning needs, each facility is evaluated individually. For example, if a facility is to be used as part of a renal rotation, there must be proof of renal patients in the facility and well as adequate number of Registered Dietitian Nutritionists based on facility size and census to provide Medical Nutrition Therapy. The MPP program director, faculty and staff review the facility information during the application review process. Students evaluate preceptors and thus facilities throughout the MPP. If a facility is deemed unacceptable, efforts will be made to remedy the situation or totally remove the student from the facility and place the student in another location with an affiliation agreement. The MPP retains records of these facilities to avoid future student placement.

## **Affiliation Agreements**

Written affiliation agreements are required between all supervised experiential learning facilities and the MPP. A student may not start their supervised experiential learning experience at a facility until an affiliation agreement has been signed by individuals with appropriate institutionally assigned authority by both the MPP and the supervised experiential learning facility. A list of all facilities where the MPP has an active affiliation agreement is available on the MPP website (see Facility Search – <https://www.dietetics.iastate.edu/content/forms/preceptor/dsearch.php>). Affiliation agreements are not required with ISU-affiliated facilities such as campus dining centers, ISU Extension and Outreach, student wellness or ISU athletics. Additionally, when the student is completing a shadow/observation-only experience, written affiliation agreements are encouraged but not required. In the event the parties enter into no agreement, each party in the shadow/observation-only experience will be responsible for the liabilities arising out of their own conduct and the conduct of their officers, employees and agents.

## **Supervised Experiential Learning Documentation (ACEND® policy 9.1d)**

All students are required to complete and submit a weekly log, documenting the diversity of populations and time spent in simulations, case studies, and authentic experiences at supervised experiential learning facilities, and in select didactic courses (FSHN 508, FSHN 562, FSHN 538). Prior Learning Assessment and Recognition (PLAR) hours and time missed due to illness will also be documented on the weekly log.

## **Injury or Illness While in a Facility for Supervised Experiential Learning (ACEND® policy 9.2c)**

Supervised experiential learning sites are not responsible for non-work related accidents or illnesses. If a student is injured or develops a work-related illness in a facility, emergency treatment will be provided according to facility protocol. The student may be charged a fee for this treatment. The University is not responsible for illnesses or injury students may have while at the facility for supervised experiential learning. Students acknowledge in writing their understanding of and their agreement with the information in the memorandum of understanding (**Appendix 6**). Facilities agree to this responsibility by signing the Affiliation Agreement.

## **Students Doing Supervised Experiential Learning Should Not Replace Employees (ACEND® policy 9.2e)**

Students in supervised experiential learning sites shall not routinely replace employees except for planned professional staff experiences (staff relief). Supervised experiential learning sites acknowledge this by signing an affiliation agreement.

## **Student Stipend or Paid Compensation as Part of the Program (ACEND® policy 9.2f)**

The MPP does not offer any stipends or other monetary support/compensation to students in the program. Occasionally, a supervised experiential learning facility may offer a stipend to students completing supervised experiential learning at their facility. The MPP is not involved in either the negotiations or dispensation of the stipend.

## **Student Expectations and Responsibilities during Supervised Experiential Learning**

1. Students are expected to observe and adhere to the policies and procedures of the supervised experiential learning facility and of the MPP as outlined in this Program Handbook. These include but are not limited to:
  - a. Being alcohol and drug free.
  - b. Being respectful of the patient's/client's needs, right to privacy, and maintain the confidentiality of all patients, clients, and employees.
    - i. Students are expected to follow Health Insurance Portability and Accountability Act (HIPAA) guidelines.
    - ii. Students may not:
      - Access medical records of known friends or family members or patients not assigned to them.
      - Share passwords to access patient information with someone else.
      - Post patient/client pictures and any identifiable information on social media.
      - Talk about a patient and/or family member in a public area such as a hallway, elevator, cafeteria or parking areas.
2. Students are expected to be professional, reliable, punctual, engaged, and enthusiastic.
3. Cell phone use should be kept to a minimum, except on breaks.
4. Students are expected to function as a student-member of a multidisciplinary team of professionals in a safe, courteous and effective manner, following the professional code of ethics.
5. Students are expected to obtain advice and direction from the supervising preceptor when unsure of any process during supervised experiential learning.
6. Students should not remove any materials from the facility without prior approval of the preceptor.
7. Prior to operating industrial foodservice equipment, students must obtain training and instructions from the preceptor or a designee.

8. All students must complete blood borne pathogen training and the use of universal precautions, since students may be exposed to blood and other body fluids of patients/clients during their supervised experiential learning.
9. Students are responsible for wearing appropriate personal protective equipment (PPE).
10. Students are responsible for their own progress and learning, e.g. extra study or practice if lacking skills or knowledge in certain areas, monitoring opportunities for achievement of the competencies, and management of activities to meet specified deadlines.
11. Students are expected to come prepared each day during each rotation, review necessary materials pertaining to each rotation before and throughout the rotation. Preceptors may assign rotation workbooks or rotation modules unique to the facility and students are expected to complete rotation modules in a timely manner.
12. Students are expected to be receptive to feedback/suggestions and constructive criticism from faculty and preceptors.
13. Students are expected to know the competency requirements of the entry-level registered dietitian nutritionist as stated for each rotation in the course syllabus.
14. Students are expected to report any absenteeism to the appropriate facility personnel and program faculty prior to scheduled time for arrival at the facility. Students must make arrangements with the preceptor to make up all missed time at the facility according to a schedule that is convenient and approved by the preceptor.

### **Liability for Safety in Travel to or from Assigned Areas (ACEND® policy 9.2b)**

Students are responsible for their own transportation to and from all assigned facilities and experience sites and are required to maintain automobile liability insurance at their own expense. The university is not responsible for accidents students may have in private automobiles.

### **Housing**

Students are responsible for their own housing throughout the program.

### **Inclement Weather**

Absence from supervised experiential learning activities due to inclement weather is not encouraged and must be reported to ISU faculty and to the supervised experiential learning facility preceptor. Any absence due to inclement weather must be made up at the convenience of the preceptor.

### **Facility Fee, if required**

Per ISU policy, the MPP does not pay facilities or preceptors to provide supervised experiential learning or learning opportunities for dietetic students. In the event that a student's identified facility requires a fee for the student to complete supervised experiential learning hours and learning activities with its staff and resources, the student is required to pay that fee in addition to the standard MPP tuition and fees. If the facility requires that the program pay the fee, then the MPP will pay the fee and bill the student the exact amount. The student will not receive verification statements until all



program requirements are completed including payment of any additional facility fees. (This fee is not related in any way to ISU tuition/fees.)

### **Replacement of Nametags**

The MPP will provide each enrolled student with a nametag. Students are required to wear the nametag at all time at supervised experiential learning sites. This ISU nametag is not intended to replace nametags that may have been provided by the supervised experiential learning facility. If the student loses the MPP nametag issued to them, the student will be responsible for the replacement costs for a new nametag.

### **Simultaneous Employment During the MPP**

Routine employment during the MPP is strongly discouraged. Since the students will be simultaneously completing didactic coursework and supervised experiential learning, pursuing employment may interfere with the student's ability to successfully complete the MPP in a reasonable time frame.

### **Supervised Experiential Learning Requirements for Applicants Who Have Passed the CDR Exam to Obtain State Licensure**

Applicants who have passed the CDR exam for RDNs to obtain State licensure, but have not completed the supervised experiential learning requirements, are eligible to apply to the MPP if they also have a valid DPD verification statement. If accepted in the MPP, these students follow the same requirements for program completion as other MPP students. Once these students have successfully met the graduate college and MPP requirements, a verification statement is issued, and CDR is notified and a copy of the MPP degree and verification statement are provided to CDR.

### **The Process for Filing and Handling Complaints About the Program From Students and Preceptors (ACEND® policy 9.2g)**

If students have a complaint, they may file them according to university procedures (<http://catalog.iastate.edu/academics/#academicgrievancesappealstext>). Students are encouraged to discuss concerns related to preceptors or supervised experiential learning sites with their assigned MPP faculty. Grievances against program faculty or unresolved preceptor and/or supervised experiential learning site concerns should be reported to the program director. If the student is not satisfied with the resolution of the grievance proposed by the program director, they may contact the department chair instead. Preceptors may communicate at any time with the respective student's ISU faculty or the MPP program director to discuss any concerns related to the student's performance. Preceptors may also discuss their concerns with the Chair of the Department of Food Science and Human Nutrition. Retaliation is not permitted by any of the parties: MPP program director, faculty or staff, student, and/or preceptor. A record of student complaints including the resolution of complaints are maintained electronically on the university's secure system indefinitely.

Contact information for the MPP program director and department chair are provided below.

**Program Director**

Mridul Datta, PhD, RD, LD, FAND

[mdatta@iastate.edu](mailto:mdatta@iastate.edu)

Phone: 515-294-7316

**Department Chair**

Lorraine Lanningham-Foster, PhD

[lmf@iastate.edu](mailto:lmf@iastate.edu)

Phone: 515-294-4684

**Process for Submission of Written Complaints to ACEND® Related to Program Noncompliance with ACEND® Accreditation Standards (ACEND® policy 9.2h)**

After all other options for resolution with the program and ISU have been exhausted, any individual may file a complaint about non-compliance with accreditation standards or policies with ACEND®. More information is located on the ACEND® website. A copy of the accreditation standards and/or ACEND®'s policy and procedure for submission of complaints may be obtained by contacting the ACEND® staff via email ([ACEND@eatright.org](mailto:ACEND@eatright.org)), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).

**Disciplinary/Termination Procedures (ACEND® policy 9.2i)**

Disciplinary process for non-compliance of university/department/program policies will result in a verbal warning, if the problem/issue continues despite coaching/remedial action, the student may receive a written warning from the Program Director. Continued disregard of university/department/program policies will result in termination from the program. The student may be disciplined or terminated for reasons including but not limited to: unsatisfactory academic performance (GPA of <3.0 in all coursework) despite opportunity for remediation, HIPAA violation, termination from supervised experiential learning facility, inappropriate and/or criminal behaviors (such as academic dishonesty, plagiarism, verbally or physically threatening or harassing patients/clients, faculty, preceptors, facility staff or fellow students, bringing any type of weapons to the supervised experiential learning facility or ISU campus, etc.), violating the ISU code of conduct (<https://www.studentconduct.dso.iastate.edu/resources>) and/or breach of Academy of Nutrition and Dietetics code of ethics (**Appendix 2**).

Students have the right to appeal a dismissal for these reasons under the ISU Academic Grievance procedures (located at the ISU Dean of Students website: <https://www.dso.iastate.edu/>).

**Withdrawal and Refund of Tuition and Fees (ACEND® policy 9.2p)**

Withdrawal from the program and refund of tuition and fees is regulated through ISU policies. Information regarding withdrawal and refund of tuition and fees are available on the ISU Registrar's website <https://www.registrar.iastate.edu/students/withdrawal>.

**Graduation and/or Program Completion Requirements (ACEND® policy 9.2m)**

Each student must complete the MPP by the end of one year, but no later than 1.5 years (150% of original one-year plan). Successful completion of all ACEND® competencies and didactic coursework, results in an MPP degree from ISU and receipt of a verification statement, which allows graduates to take the national credentialing exam to become RDNs. Graduation/program completion requirement include the following:

1. **Didactic Requirements:** Students must maintain a cumulative GPA of 3.0 or higher (on a 4.0 scale) in all coursework (ISU Graduate College policy ([5.2.6. Probation and Academic Standing](#)) AND earn a grade of B- or better in all courses regardless of overall GPA (Department of Food Science and Human Nutrition policy). (See policies on Monitoring student performance (ACEND® policy 9.1b; Page 13; Program retention and remediation procedures (ACEND® policy 9.2k; Page 15; Formative and/or summative assessment of student learning and regular reports of performance and progress (ACEND® policy 9.2j; Page 14)
2. **Demonstrating competence in all program competencies:** MPP students must demonstrate their competency in all ACEND® FEM competencies at the expected level (see policy on Assessment threshold for meeting competencies, Page 14).
3. **Demonstrate professionalism throughout the program.** The following are expectations of all MPP students:
  - a. Students must practice in compliance with the dietetics code of ethics (**Appendix 2**).
  - b. Comply with the ISU student code of conduct (<https://www.studentconduct.dso.iastate.edu/resources>). Violation of the dietetics code of ethics or ISU code of conduct may lead to disciplinary action and depending upon the seriousness of the infraction, may include remediation leading up to termination from the program.
  - c. Professionalism is a critical component of a student's success in the MPP. Professional behavior includes but is not limited to professional appearance, attitude, dependability, reliability, and communication.
    - **Professional Appearance:** A professional appearance is expected at all times when the students are engaged in program-related activities.
      - Professional attire as defined by supervised experiential learning site and the preceptor may include pantyhose/nylons/socks with closed toe, slip resistant shoes, hair restraints, minimal jewelry in production and serving areas.
      - If the student's attire is not considered professional, the preceptor and/or program faculty may require the student to leave; this missed supervised experiential learning time must be made up at the convenience of the preceptor.
      - Students are required to wear nametags when at the supervised experiential learning facility. Students should wear the ISU name tags unless a name tag is issued by the facility.
      - Students are responsible for the replacement cost of any lost name tag.
    - **Dependability and Reliability:** Managing expectation is part of being a professional. Taking full responsibility for one's own actions, whether

turning in an assignment/project by the deadline or being responsive to the needs of patients/clients/preceptors is critical. Faculty, peers and preceptors should be able to rely on the students to contribute fully in a timely fashion.

- Arrive a few minutes before the scheduled start of work, do not watch the clock constantly; arriving late or “eyeing” the clock constantly give the impression that you do not care about the job or rotation and/or do not value your preceptor’s time.
  - Be respectful of other people’s (preceptors, faculty, and other interns) time.
  - Schedule appointments ahead of time, prepares questions and concerns in advance, and be prepared for all meetings.
- **Attitude:**
  - Be inquisitive, but not nosy, and take advantage of every learning opportunity.
  - Take initiative to volunteer for additional tasks that will aid in learning and professional development.
  - Take responsibility for any mistakes and fix it/them promptly without blaming anyone.
- **Communication:** Timely, polite and honest communication is a hallmark of professionalism. Oral communication may include phone, virtual or face-to-face conversations. Written communication includes email, text and/or professional projects and assignments.
  - Be polite, courteous, speak clearly, and listen when communicating orally.
  - Thoroughly review and edit written communication before submitting/sending (this might include using a spell checker and/or Grammarly®) and observe e-mail etiquette.
  - DO NOT post any work/supervised experiential learning related posts on social media, particularly those that include images of patients/clients or other identifying information. This is a HIPAA violation.
  - Canvas and ISU email are used for communication in the MPP.
  - Students are required to check their email daily and respond within requested time frame or within 24 hours from receipt of the email/written communication if a time frame is not specified. Students must acknowledge and give due credit to work that is not their own.
  - Plagiarism is a violation of the ISU student code of conduct (<https://www.studentconduct.dso.iastate.edu/resources>).
  - Students should contact their assigned clinical faculty if they have questions or concerns related to the program.

Didactic knowledge and learning its application in different practice settings is only a part of professional success. Each student's professionalism will dictate the level of success they achieve not only in the MPP but also in their dietetics career.

### **Verification Statement Requirements and Procedures (ACEND® policy 9.2n)**

Verification statements will be granted to students who have met all requirements of the MPP (see policy **Graduation and/or program completion requirements (ACEND® policy 9.2m)**) in accordance with the [Professional Code of Ethics for the Profession of Nutrition and Dietetics \(Appendix 2\)](#) on all required assignments, projects, curricula, rotation objectives, case studies, presentations, and exams, and professional performance evaluations demonstrating expected level of proficiency in all required ACEND® competencies (**Appendix 4**).

### **Issuing Replacement/Additional Verification Statements**

Upon satisfactory completion of the MPP and graduate school requirements, students will be issued one electronically signed verification statement at no charge. If graduates require additional verification statements, they may receive an electronic verification statement at no charge or pay a fee for issuance of paper verification statements.

## C. Academic and Program Calendar

### MPP program timeline

Program orientation	
Register for fall semester classes (refer to page 10)	
<b>First semester</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact preceptors and complete facility onboarding requirements.</li> <li><input type="checkbox"/> Complete the assigned practice RD exam in EatrightPREP</li> <li><input type="checkbox"/> Register for Spring semester classes</li> <li><input type="checkbox"/> <b>Nationwide students only:</b> Submit a schedule for FSHN 556 (supervised experiential learning in Medical Nutrition Therapy) per instructions from your clinical faculty.</li> </ul>
<b>Second semester (All students)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact preceptors and complete facility onboarding requirements.</li> <li><input type="checkbox"/> Complete the assigned practice RD exam in EatrightPREP</li> <li><input type="checkbox"/> Submit the POSC form no later than at the end of the second semester. Deadlines for term-specific dates can be found at <a href="https://www.grad-college.iastate.edu/calendar/">https://www.grad-college.iastate.edu/calendar/</a></li> <li><input type="checkbox"/> Register for Summer semester classes</li> <li><input type="checkbox"/> <b>Nationwide students only:</b> Submit a schedule for FSHN 554 (supervised experiential learning in Food systems management) per instructions from your clinical faculty.</li> </ul>
<b>Third semester (All students)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact preceptors and complete facility onboarding requirements.</li> <li><input type="checkbox"/> Complete the assigned practice RD exam in EatrightPREP</li> <li><input type="checkbox"/> Submit application to graduate. Instruction can be found on the Graduate College website: <a href="https://www.grad-college.iastate.edu/graduation/masters_co.php">https://www.grad-college.iastate.edu/graduation/masters_co.php</a></li> <li><input type="checkbox"/> Submit the online Coursework Only Final Check form to the Graduate College no later than the cancellation deadline in the term of graduation. Graduate College deadlines can be found <a href="#">here</a>.</li> </ul>

### Program schedule, vacations, holidays and leaves of absence (ACEND® policy 9.2q)

The MPP follows the academic calendar established by the Office of the Registrar <https://www.registrar.iastate.edu/calendar>.

If there is a schedule conflict between the ISU academic calendar and the holiday schedule observed at the supervised experiential learning site, students must discuss modifying their supervised experiential learning schedule with the preceptors and MPP faculty. Time lost due to illness or emergencies must be made up to complete the required hours of each supervised experiential learning course. All absences must be reported by phone or email to the MPP faculty and to the student's current preceptor, in advance of their scheduled start date/time. Exceptions will be made only for just cause and with the approval of the MPP program director and the preceptor.



The course schedule for the MPP can be found in **Appendix 3**.

## D. Tuition, Fees and Program Expenses

MPP students are eligible for any applicable financial aid and/or loan deferment. For more information, see the [ISU Office of Financial Aid website](#).

All tuition and fees noted below are subject to change without notice. The applicant/student is encouraged to visit [the Office of the Registrar: Online and Distance Learning](#) for current tuition and fees information.

Information specific to withdrawal from the MPP program and refund of fees follows the university tuition adjustment policy: <http://www.registrar.iastate.edu/fees/tuition-adj>.

## Scholarship Opportunities

The Department of Food Science and Human Nutrition offers Cahill and Harper scholarship to students enrolled in the MPP. A few additional department and college scholarships may be available to the MPP students. Students will be notified of the application deadlines for the scholarships via announcements in Canvas. Additionally, the Academy of Nutrition and Dietetics Foundation offer scholarships for dietetics students. Academy awards and scholarships can be found at <https://www.eatrightpro.org/membership/member-benefits/awards-and-recognition>. Affiliate (state) dietetic associations may also offer scholarships; check their website for scholarship information and application deadlines.

## Program Related Expenses

No stipends are available in the MPP and the student should plan for the following expenses (<https://www.dietetics.iastate.edu/financing/>)

Application Costs		
Item	Explanation	Cost
<b>Application fee</b>	ISU-MPP application fee	\$75
<b>Transcript fees</b>	Submission of one original transcript to the ISU-MPP Program. (Transcript submission fee varies per university)	\$0-25
Program Costs		
<b>Graduate College application fee</b>	Application fee to the ISU Graduate College	\$60
<b>Transcript fee</b>	Submission of one original transcript to the ISU Graduate college (Transcript submission fee varies per university)	\$0-25
<b>ISU Graduate Tuition and Fees \$19043.75</b>	<b>Fall Semester Tuition (11 credits)</b>	\$6599
	<b>Tuition</b> for 11 credits*: 9 x \$716 = \$6442 #Technology fees: \$157	
	<b>Spring Semester Tuition (11 credits)</b>	\$6599
	<b>Tuition</b> for 11 credits*: 9 x \$716 = \$6442	

	#Technology fees: \$157	
	<b>Summer Semester Tuition (8 credits)</b>	\$5845.75
	<b>Tuition</b> for 8 credits**: 8 x \$716 = \$5728	
	#Technology fees: \$117.75	
<b>Health and Facility Requirements</b>	Required background check (Fees subject to change without notice and possible additional charges such as court fees for the search. You will see all charges before confirming)	\$30-40
	Medical examination and immunizations (cost varies based on insurance type and coverage)	\$0-200
	BCLS certification	\$100-125
	Bloodborne Pathogen Training	\$35
	ServSafe®/Food Handler certification (cost varies based on state requirements)	\$60-165
	Medical/Health Insurance (cost varies based on coverage; approximate cost provided for individual insurance purchased through the Iowa State University student scholar program for 2020-21)	\$1884
	Other facility requirements (drug screening, verification of intern identity, etc.)	\$0-150
	Facility fee ( <b>This is not a typical charge. Check with the site you are interested in completing your supervised experiential learning.</b> Some facilities may charge the student a 'facility fee' for completing supervised practice at that facility. The student is responsible for this fee in addition to the ISU-MPP tuition and fees)	varies
<b>Supportive Material</b>	Academy of Nutrition and Dietetics student membership (includes access to online evidence-based analysis library and ANDHII)	\$58
	eNCPT student subscription	\$35
	Student subscription to the online Nutrition Care Manual (For the student discount code, please call the Academy at 1-800-877-1600)	\$75
	Annual auto insurance (rates may vary based on minimum state coverage requirement, driving history, coverage purchased, etc.)	~\$3000
	Travel to and from supervised practice sites (approximate daily expenses provided for traveling 30-50 miles round trip using federal mileage reimbursement rate; expenses may vary considerably if traveling by transit system or if traveling longer distances by car)	\$35-58
	Living expenses during the internship (car, housing, food, clothing) Cost of living can be estimated using these cost of living calculators such as <a href="https://www.bestplaces.net/cost-of-living/">https://www.bestplaces.net/cost-of-living/</a>	varies
	Computer (you are NOT required to purchase a new computer for the program; cost estimate provided in case you need to upgrade your technology)	\$1300
	Thinkspace (Simulation program \$40x3)	\$120
	Lab coat	\$25+
	Textbooks	\$250
	CDR exam fee	\$200
<b>Optional International Experience</b>	Airfare, lodging, some meals, transportation, entrance fees and program coordination	\$4860
	Mandatory international health and emergency	\$1.31/day

<b>France (2 weeks)</b>	insurance coverage	
	Out of Pocket expenses (meals, passport fee, incidentals)	\$545
<b>Optional International Experience Ghana (4 weeks)</b>	On-site transportation, University of Ghana administrative fees, support staff, group meals, and housing	\$3500
	Mandatory international health and emergency insurance coverage	\$1.31/day
	Out of Pocket expenses (includes airfare, some ground transportation, passport, Visa, weekend lodging, some meals, incidentals, and vaccinations)	\$2000-3000
<b>Resources Provided by the Program</b>	Intercultural Development Inventory Profile	
	Liability insurance	
	HIPAA training	
	Subscription to the online EatrightPREP software for RD Exam preparation (15-month access)	

*\*Tuition and fees are subject to change without notice. Fees for nine or more credits are estimated using nine credits only. Nine credits during the spring and fall semester are considered full-time status.*

*\*\*During summer, six and a half credits are considered a full-time graduate load.*

*#Technology fee is charged to all Iowa State students regardless of on- or off-campus designation. This fee is used to support the computer infrastructure within the university.*

Source: ISU [Tuition](#) & [Fees](#)

## SECTION III: IOWA STATE UNIVERSITY POLICIES AND RESOURCES

This section of the handbook supplements information provided by the Iowa State University Graduate College. Information about the Graduate College and a link to the Graduate Handbook can be found at

Graduate College Handbook <http://www.grad-college.iastate.edu/common/handbook/>  
Graduate College <http://www.grad-college.iastate.edu/>  
Graduate College deadlines <http://www.grad-college.iastate.edu/calendar/>  
Graduate College forms <http://www.grad-college.iastate.edu/forms/forms.html>

Other Iowa State University websites that may be useful:

Iowa State University Catalog <http://catalog.iastate.edu>  
Iowa State University Schedule of Classes <http://classes.iastate.edu/>  
Iowa State University Office of the Registrar <https://www.registrar.iastate.edu/students>

### **Nondiscrimination Policy**

ISU strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Any student who has concerns about such behavior should contact his/her instructor, Student Assistance at 515-294-1020 or email [sas.dso@iastate.edu](mailto:sas.dso@iastate.edu), or the Office of Equal Opportunity at 515-294-7612.

[Nondiscrimination and Affirmative Action Policy](#)

### **Student Privacy and Record Information**

See the ISU Registrar's webpage for information related to the protection of privacy of student information and access to personal files:

<http://www.registrar.iastate.edu/policies>. Student education records are protected under the Family Educational Rights and Privacy Act (FERPA).

### **Name and Sex Marker Change Policies**

Although most student information changes can be made in AccessPlus, name and sex marker change have to be processed through the Office of the Registrar.

Additional information and forms can be found at

<https://www.registrar.iastate.edu/resources/policies/name-and-sex-marker-change-policies>.

### **Special Accommodations**

ISU complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. Eligible students must submit a request for Notifications Letters from [Student Accessibility Services](#) through an online database called Accommodate each semester to receive accommodations. If students prefer to meet with a coordinator to receive Notification Letters, an individual appointment can be scheduled by calling the Student Accessibility Office at 515-294-7220 prior to the start of the program. No

*retroactive accommodations will be provided.*

### Program of Study

The scheduled courses of the MPP serve as the student's program of study (POS). The course schedule for the MPP can be found in **Appendix 3**. The MPP program director serves as the Major Professor for the POS for all students in the MPP. As per the ISU Graduate College policy, no additional committee members are required for coursework-only programs like the MPP. Detailed information for Master's coursework-only requirements including term-specific dates can be found on the ISU Graduate College website at [https://www.grad-college.iastate.edu/graduation/masters\\_co.php](https://www.grad-college.iastate.edu/graduation/masters_co.php). Students will complete and submit the program of study and committee (POSC) form in AccessPlus **no later than the end of the second term**. Directions on how to complete the POSC form can be found on the Graduate College website at <https://www.grad-college.iastate.edu/posc/>. **Please note** that the university is transitioning to a new system (Workday) that will be replacing Accessplus in the Fall 2023. Instructions on how to utilize this system to complete the POSC will be provided to students after the system goes live.

### Grades

Graduate students are required to maintain a cumulative 3.00 grade point average (GPA) in all courses. Failure to maintain a minimum cumulative 3.00 GPA will result in the student being placed on academic probation by the Dean of the Graduate College. Details of the Graduate school grading policy can be found here: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=5#5.2>

### Grades for Graduate students

Grade	Points	Performance Description
A	4	Superior
A-	3.67	
B+	3.33	
B	3.00	Satisfactory
B-	2.67	
C+	2.33	
C	2.00	Minimum grade acceptable for courses on the POS
C-	1.67	Not used on the POS.
D+	1.33	Not used on the POS.
D	1.00	Not used on the POS.
D-	0.67	Lowest passing grade in courses, not used on POS.
F	0.00	Not satisfactorily completed, not allowed on the POS, but is included in the GPA.
I		If a student is unable to complete the course work by the end of the term for reasons that the instructor thinks are legitimate, a mark of I (Incomplete) may be assigned because a grade has not yet been earned.
S		Satisfactory completion (figured in total hours earned but not in grade point average).

P		Passing grade under the P/NP system (figured in total hours earned but not in grade point average).
NP		Not passed under the P/NP system (not counted in total hours earned but not in grade point average). Typically must be repeated;
T		Test out with credit obtained by special examination.
X		Course dropped after first week of the semester.

### Withdrawal

Before withdrawing from the MPP, the student should discuss options with their assigned Clinical faculty and the MPP program director. Information about withdrawing from the university and the MPP, time of withdrawal in the semester and its impact on tuition levied can be found on the ISU Office of the Registrar's website (<https://www.registrar.iastate.edu/students/withdrawal>)

### University Resources

For information contact these offices or check the ISU website at <http://www.iastate.edu>

Resource	Contact Information
Dean of Students Office	<a href="https://www.dso.iastate.edu/">https://www.dso.iastate.edu/</a> 515-294-1020
Distance Education Resources	<a href="https://www.distance.iastate.edu/resources/">https://www.distance.iastate.edu/resources/</a> 515-294-2331
Office of International Students and Scholars	<a href="https://isso.dso.iastate.edu/">https://isso.dso.iastate.edu/</a> 515-294-6338
Student Counseling Services	<a href="https://www.counseling.iastate.edu/">https://www.counseling.iastate.edu/</a> 515-294-5056
The Office of the Registrar	<a href="https://www.registrar.iastate.edu/">https://www.registrar.iastate.edu/</a> 515-294-1840
University Library	<a href="http://www.lib.iastate.edu/info/6000">http://www.lib.iastate.edu/info/6000</a> 515-294-3642



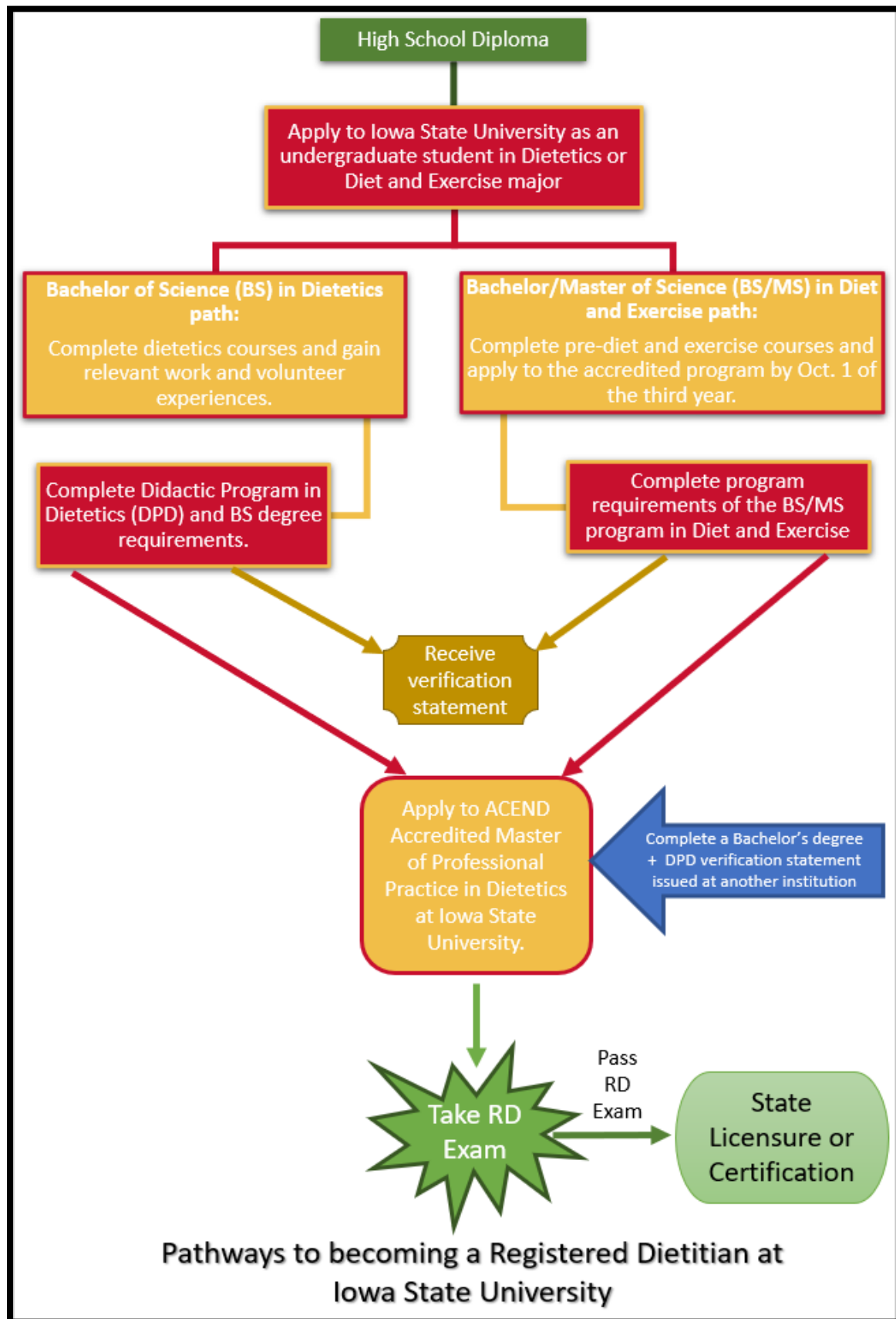
## SECTION IV. RDN EXAM RESOURCES

All students will be enrolled in the [EatrightPREP for the RDN exam software](#) during the program and will continue to have access three months post-graduation to prepare for the RD exam. If students wish to utilize additional preparatory materials to study for the RD exam, listed below are some resources that some previous students have found useful.

- i. Inman RD exam review course - <http://www.inmanassoc.com/>
- ii. Study Guide for the Registration Examination for Dietitians - <http://www.eatright.org/>
- iii. Chomping Down the Dietetic Exam (free podcast) - <https://podcasts.apple.com/us/podcast/chomping-down-the-dietetic-exam/id1517144428>
- iv. RD in a Flash - <http://www.rdinaflash.com/>
- v. Pocket Prep (cell phone app) - <https://www.pocketprep.com/exams/cdr-rd/>
- vi. Breeding and Associates Education Resources - <https://www.rdexam.us/>
- vii. RD Practice exam CD-ROM - <http://www.visualveggies.com/>
- viii. Review of Dietetics - <https://culinarynutritionpublishing.com/review-of-dietetics/>
- ix. RD Exam Secrets Study Guide by Mometrix – <https://www.mo-media.com/rd/>

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## Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

### Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### Principles and Standards:

#### 1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

#### 2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

#### 3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

#### 4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

#### Glossary of Terms:

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

#### References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.  
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### Class schedule\*

Course #	Course title	Credits
<b>Fall semester</b>		
FSHN 516	Advanced Nutrition I	2
FSHN 533	Diet and Integrative Therapies for Prevention and Treatment of Disease	2
FSHN 562	Advanced Nutrition Assessment	4
FSHN 555	Supervised Experience in Community Health (250 hours)	3
	Semester total	11
<b>Summer semester**</b>		
FSHN 537	Leadership and Management in Dietetics	3
FSHN 554	Supervised Experience in Food Systems Management (250 hours)	3
FSHN 508	Consumer Perceptions and Nutrition Communication	2
	Semester total	8
<b>Spring semester</b>		
FSHN 518	Advanced Nutrition II	3
FSHN 538	Advanced Medical Nutrition Therapy	3
FSHN 556	Supervised Experience in Medical Nutrition Therapy (400 hours)	5
	Semester total	11
	Total Credits	30

**\*All courses are required and must be taken in the order listed.**

**\*\*Five credits are required during the summer semester for a full-time status at Iowa State University**



## Course descriptions

Course #	Course title	Course Description
FSHN 508	Consumer Perceptions and Nutrition Communication	Examination of current consumer food and nutrition trends. Critical analysis of consumer perceptions relative to current research base. Use of various media (New Courses release/story, infographic, print/publication, and YouTube video) to create effective nutrition messages for consumers.
FSHN 516	Advanced Nutrition I	Examination of current literature relative to molecular, cellular, and physiologic aspects of macronutrient and micronutrient metabolism. Integration of current evidence-based information, including peer-reviewed literature, to inform advanced professional nutrition practice.
FSHN 518	Advanced Nutrition II	Principles of research design/methods and interpreting results/statistics in the current peer-reviewed scientific literature. Critical evaluation of the evidence-base to inform advanced professional nutrition practice.
FSHN 533	Diet and Integrative Therapies for Prevention and Treatment of Disease	Explore the role of specific nutrients, dietary bioactive compounds and integrative therapies on foods, drugs, disease prevention and treatment.
FSHN 537	Leadership and Management in Dietetics	Application of leadership and management theories and approaches relevant to dietetics practice. Use of self-reflection and self-assessment to assist in recognition and development of leadership behaviors
FSHN 538	Advanced Medical Nutrition Therapy	Nutritional biochemistry and physiology related to selected pathophysiology of disease with emphasis on treatment of complex medical problems. The nutrition care process will be utilized. Evidenced-based practice will be integrated into each disease state covered.
FSHN 554	Supervised Experience in Food Systems Management	Supervised practice experiential learning in food service and management. Capstone project. Experiences and activities designed to meet accreditation standards.
FSHN 555	Supervised Experience in Community Health	Supervised practice experiential learning in community nutrition. Capstone project. Experiences and activities designed to meet accreditation standards.
FSHN 556	Supervised Experience in Medical Nutrition Therapy	Supervised practice experiential learning in medical nutrition therapy. Capstone project. Experiences and activities designed to meet accreditation standards.
FSHN 562	Advanced Nutrition Assessment	Overview and practical applications of methods for assessing nutritional status, including: theoretical framework of nutritional health and disease, dietary intake, biochemical indices, nutrition focused physical exam and body composition across the lifecycle.

## Future Education Model Graduate Degree Competencies and Performance Indicators

(K= Knows, S= Shows, D= Does)

<b>Unit 1: Foundational Knowledge</b> <b>Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>1.1</b> Applies an understanding of environmental, molecular factors (e.g. genes, proteins, metabolites) and food in the development and management of disease. <b>(S)</b>	1.1.1 Analyzes the usefulness and limitations of epidemiological, clinical and other study designs and identifies trends in diet and disease. <b>(S)</b> 1.1.2 Demonstrates general understanding of nutrition and genetics, as it relates to health conditions. <b>(K)</b> 1.1.3 Communicates epidemiological evidence related to the relationship between diet and the development of disease. <b>(S)</b> 1.1.4 Demonstrates an understanding of research techniques and processes used to study the relationship between molecules (e.g. genes, proteins, metabolites) and microbes with disease states. <b>(K)</b> 1.1.5 Identifies the influence of food consumption on the development of diseases. <b>(K)</b>
<b>1.2</b> Applies an understanding of anatomy, physiology, and biochemistry. <b>(S)</b>	1.2.1 Analyzes the impact of food and nutrition on physiological processes. <b>(S)</b> 1.2.2 Integrates knowledge of anatomy, physiology, and biochemistry to make decisions related to nutrition care. <b>(S)</b>
<b>1.3</b> Applies knowledge of microbiology and food safety. <b>(S)</b>	1.3.1 Applies food safety principles of microbiological food spoilage and strategies for controlling microbial growth. <b>(S)</b> 1.3.2 Implements key principles and practices to make foods safe for consumption at all stages during the flow of food. <b>(S)</b>
<b>1.4</b> Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food. <b>(S)</b>	1.4.1 Analyzes the role of fundamental chemistry and organic chemistry principles on food, human health and metabolism. <b>(S)</b> 1.4.2 Integrates nutritional biochemistry knowledge to make informed food and nutrition decisions for optimal health. <b>(S)</b> 1.4.3 Evaluates the chemical nature and composition of food on food quality, acceptability and compatibility. <b>(S)</b>
<b>1.5</b> Applies knowledge of patho-physiology and nutritional biochemistry to	1.5.1 Examines nutritional biochemical indicators specific to the disease process. <b>(K)</b> 1.5.2 Interprets and analyzes the effect of diet, fluids, electrolytes and nutritional status on the development and progress of the disease process. <b>(S)</b> 1.5.3 Interprets and analyzes the effects of disease, clinical condition and treatment on nutritional health status. <b>(S)</b>

physiology, health and disease. <b>(S)</b>	1.5.4 Analyzes the correlation between mental health conditions and nutritional health. <b>(S)</b>
<b>1.6</b> Applies knowledge of social, psychological and environmental aspects of eating and food. <b>(S)</b>	1.6.1 Formulates food and nutrition services considering psychological and social factors to meet the needs of individuals, communities and populations. <b>(S)</b> 1.6.2 Articulates the impact of nutritional health on psychiatric disorders. <b>(S)</b> 1.6.3 Integrates knowledge of maximizing sustainability, food and water waste, reusable/ biodegradable items, local and global produce sourcing and access to food. <b>(S)</b> 1.6.4 Analyzes the environmental factors affecting access to services and/or adequate nutrition. <b>(S)</b>

<b>Unit 1: Foundational Knowledge (cont.)</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>1.7</b> Integrates the principles of cultural competence within own practice and when directing services. <b>(D)</b>	1.7.1 Demonstrates knowledge of the cultural competence models. <b>(K)</b> 1.7.2 Applies knowledge of foods, cultural foods, eating patterns and food trends. <b>(S)</b> 1.7.3 Identifies challenges that arise when different cultures, values, beliefs and experiences exist between clients/patients and nutrition and dietetics professionals. <b>(S)</b> 1.7.4 Identifies and implements strategies to address cultural biases and differences. <b>(D)</b> 1.7.5 Applies culturally sensitive approaches and communication skills. <b>(D)</b> 1.7.6 Develops awareness of one's own personal beliefs, values and biases to better serve clients/patients of different cultures and backgrounds. <b>(S)</b>
<b>1.8</b> Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy. <b>(S)</b>	1.8.1 Identifies the classifications of nutraceutical pharmacological agents and the action of the body. <b>(K)</b> 1.8.2 Demonstrates understanding of pharmacokinetics, absorption, clearance, drug metabolism, latency period, drug and supplement metabolism, accumulation, half-life, and routes of administration. <b>(S)</b> 1.8.3 Identifies potential drug and food interactions based on physiological responses to pharmacological agents and takes appropriate actions. <b>(S)</b>
<b>1.9</b> Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness. <b>(S)</b>	1.9.1 Critically evaluates evidence-based literature to inform decisions about use of complementary and integrative nutrition. <b>(S)</b> 1.9.2 Applies an understanding of the impact of complementary and integrative nutrition on drugs, food, disease states and wellness. <b>(S)</b> 1.9.3 Identifies indications, use and contraindications of complimentary and integrative nutrition. <b>(K)</b>
<b>1.10</b> Applies knowledge of math and statistics. <b>(S)</b>	1.10.1 Chooses appropriate statistical methods, performs statistical analysis and interprets results in various data analysis situations. <b>(S)</b> 1.10.2 Communicates information on statistical methods, results and interpretation, both orally and in writing. <b>(S)</b>

	1.10.3 Applies math skills to perform food and nutrition calculations. <b>(S)</b>
<b>1.11</b> Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. <b>(D)</b>	1.11.1 Interprets and communicates medical terminology to non-health professional audiences. <b>(D)</b> 1.11.2 Uses acceptable medical abbreviations and appropriate medical terminology in all forms of communication. <b>(D)</b>
<b>1.12</b> Demonstrates knowledge of and is able to manage food preparation techniques. <b>(D)</b>	1.12.1 Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures. <b>(K)</b> 1.12.2 Converts recipes and ingredients based on client/patient's preferences or dietary needs. <b>(D)</b> 1.12.3 Develops recipes and menus and increases or decreases quantities served from the recipe. <b>(D)</b> 1.12.4 Evaluates recipes using sensory evaluation methods. <b>(D)</b>

<b>Unit1: Foundational Knowledge (cont.)</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>1.13</b> Demonstrates computer skills and uses nutrition informatics in the decision making process. <b>(D)</b>	1.13.1 Analyzes appropriate data in electronic format to make best decisions related to nutrition and diet. <b>(S)</b> 1.13.2 Evaluates accuracy and reliability when accessing and evaluating nutrition information in electronic format. <b>(S)</b> 1.13.3 Operates nutrition informatics systems in practice. <b>(D)</b> 1.13.4 Uses electronic databases to obtain nutrition information and evaluate credible sources in decision making. <b>(D)</b> 1.13.5 Uses technology and informatics skills proficiently to aggregate data and enhance practice and client/patient care. <b>(D)</b>
<b>1.14</b> Integrates knowledge of nutrition and physical active ity in the provision of nutrition care across the life cycle. <b>(D)</b>	1.14.1 Evaluates, integrates and communicates nutritional requirements across the life cycle. <b>(D)</b> 1.14.2 Identifies nutritional risk factors across the life cycle. <b>(D)</b> 1.14.3 Teaches the benefits of physical activity across the life cycle to individuals, groups and populations. <b>(D)</b> 1.14.4 Explains and takes into consideration how nutrients, nutritional supplements and hydration influence physical activity and wellness. <b>(K)</b>
<b>1.15</b> Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. <b>(S)</b>	1.15.1 Recognizes and communicates the cause of disease and nutrition risks. <b>(K)</b> 1.15.2 Identifies, prioritizes and implements health risk reduction strategies for individuals, groups and populations. <b>(S)</b> 1.15.3 Examines the influence of the determinants of health on health and wellness. <b>(S)</b> 1.15.4 Designs food and nutrition activities for various audiences considering factors relevant to individuals, groups and communities. <b>(S)</b> 1.15.5 Applies behavior change theories for nutritional health promotion and disease prevention. <b>(S)</b>
<b>1.16</b> Gains a foundational knowledge on public and global health issues and nutritional needs. <b>(K)</b>	1.16.1 Examines the trends and current issues that impact public and global health from existing, new and reemerging diseases that spread through immigration, travel and global trade. <b>(K)</b> 1.16.2 Examines the impact of global food supply and sustainability and related factors. <b>(K)</b> 1.16.3 Examines how globalizing processes impact nutrition, nutrition education and nutrition related diseases in developing countries. <b>(K)</b>

<b>Unit 2: Client/Patient Services</b> <b>Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>2.1</b> Applies a framework to assess, develop, implement and evaluate products, programs and services. <b>(D)</b>	2.1.1 Conducts or coordinates an assessment of the environment, competitive landscape and stakeholder opinions to identify and evaluate data needed to make decisions regarding nutritional products, programs and services. <b>(D)</b> 2.1.2 Designs nutritional products, programs or services that promote consumer nutritional health, dimensions of wellness and lifestyle management. <b>(D)</b> 2.1.3 Creates a work plan or project plan to implement nutritional programs and services or launch products. <b>(D)</b> 2.1.4 Conducts an evaluation of a product, program or service by analyzing reasons for variance from expected outcomes and implements new strategies as appropriate. <b>(D)</b>
<b>2.2</b> Selects, develops and/or implements nutritional screening tools for individuals, groups or populations. <b>(D)</b>	2.2.1 Considers all client/patient factors when selecting, developing nutrition screening tools. <b>(D)</b> 2.2.2 Evaluates the validity and reliability of the nutrition screening tools and modifies based on current evidence-informed practice. <b>(S)</b> 2.2.3 Leads the implementation of nutrition screening tools in collaboration with other health professionals. <b>(D)</b> 2.2.4 Prioritizes care based on results of screening considering complexity of care needs. <b>(D)</b>
<b>2.3</b> Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings. <b>(D)</b>	<u>Nutrition Assessment</u> 2.3.1 Selects and implements nutrition assessment tools for individuals, groups or populations. <b>(D)</b> 2.3.2 Interviews client/patient to collect subjective information considering the determinants of health. <b>(D)</b> 2.3.3 Conducts a nutrition focused physical exam. <b>(D)</b> 2.3.4 Takes a food and nutrition related medical history. <b>(D)</b> 2.3.5 Assesses physical activity and history of physical activity. <b>(D)</b> 2.3.6 Collects, assesses and interprets anthropometric measures and body composition. 2.3.7 Orders, collects and interprets biochemical tests. <b>(D)</b> 2.3.8 Analyzes diagnostic test results relevant to nutrition (e.g. diagnostic imaging related to fluoroscopy, swallowing evaluation, enteral feeding tube placement). <b>(D)</b> 2.3.9 Identifies signs and symptoms of nutrient deficiencies or excesses. <b>(D)</b> 2.3.10 Determines barriers that might influence a client/patient's nutritional status. <b>(D)</b> 2.3.11 Determines accuracy and currency of nutrition assessment data. <b>(D)</b> 2.3.12 Identifies patient appropriate validated formula and performs calculations to determine nutritional requirements. <b>(D)</b>



	<u>Diagnosis</u> 2.3.13 Analyzes and synthesizes nutrition assessment data to inform nutrition diagnosis(es) and nutritional plan of care. <b>(D)</b> 2.3.14 Devises PES (problem, etiology and sign symptom) statement and outlines reasons for professional opinion cause and contributing factors. <b>(D)</b> 2.3.15 Prioritizes the nutrition diagnosis(es) . <b>(D)</b>
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Unit 2: Client/Patient Services (cont.)	
Competencies	Example Performance Indicators
<b>2.3 (cont.)</b>	<p><u>Intervention</u></p> <p>2.3.16 Develops an individualized plan of care that addresses nutritional care needs diagnosis and client/patient nutrition goals in collaboration with the client/patient and team members. <b>(D)</b></p> <p>2.3.17 Orders nutrition prescriptions to address nutritional goals. <b>(D)</b></p> <p>2.3.18 Implements the nutrition plan of care or nutrition intervention with the client/patient and other team members. <b>(D)</b></p> <p><u>Monitoring/Evaluation</u></p> <p>2.3.19 Monitors and evaluates impact of nutrition intervention on the nutrition diagnosis. <b>(D)</b></p> <p>2.3.20 Develops and applies nutrition care outcome indicators to measure nutrition intervention. <b>(D)</b></p> <p>2.3.21 Assesses client/patient's compliance with nutrition intervention. <b>(D)</b></p> <p>2.3.22 Identifies barriers to meeting client/patient's nutrition goals and makes recommendations to modify the nutrition plan of care or nutrition intervention, and communicates changes to client/patient and others. <b>(D)</b></p> <p>2.3.23 Summarizes impact of nutrition interventions on client/patient's nutrition outcomes, considering client/patient-centered care. <b>(D)</b></p> <p>2.3.24 Identifies, analyzes and communicates reasons for deviation from expected nutrition outcomes. <b>(D)</b></p> <p>2.3.25 Evaluates the availability of services to support access to nutrition care and to help meet client/patient nutrition goals. <b>(D)</b></p> <p><u>Documentation</u></p> <p>2.3.26 Documents all elements of the nutrition care process following professional standards and organizational policies. <b>(D)</b></p> <p>2.3.27 Demonstrates coding and billing procedures to obtain payment for nutrition services under alternate health care payment models. <b>(D)</b></p>
<b>2.4</b> Implements or coordinates nutritional interventions for individuals, groups or populations. <b>(D)</b>	<p><u>Medical Nutrition Therapy</u></p> <p>2.4.1 Manages medical nutrition therapy for clients/patients. <b>(D)</b></p> <p>2.4.2 Applies and integrates understanding of foundational sciences to manage medical nutrition therapy, diet and disease management. <b>(D)</b></p> <p>2.4.3 Applies foundational science knowledge and medical nutrition therapy principles to establish, order, manage and evaluate the need for nutrition support when prescribing and administering nutritional oral, enteral and parenteral diets. <b>(D)</b></p> <p>2.4.4 Considers and applies all relevant factors when recommending the use of oral nutritional supplements. <b>(D)</b></p> <p>2.4.5 Refers/transfers care to relevant professionals when client/patient needs or required interventions are beyond personal competence or professional scope of practice. <b>(D)</b></p>

Unit 2: Client/Patient Services (cont.)	
Competencies	Example Performance Indicators
<b>2.4 (cont.)</b>	<p><u>Education</u></p> <p>2.4.6 Applies education theories, adult learning, pedagogy and education principles when developing, modifying, delivering or implementing education materials. <b>(D)</b></p> <p>2.4.7 Assesses audience's readiness to learn and identifies barriers to learning. <b>(D)</b></p> <p>2.4.8 Develops or modifies nutrition education materials or delivery methods to meet the needs of the audience. <b>(D)</b></p> <p>2.4.9 Develops and provides evidence-informed nutritional wellness and therapeutic diet education to variety of audiences. <b>(D)</b></p> <p>2.4.10 Translates basic to advanced food and nutrition science knowledge into understandable language tailored to the audience. <b>(D)</b></p> <p>2.4.11 Communicates complex nutrition information to broad and diverse audiences. <b>(D)</b></p> <p>2.4.12 Evaluates effectiveness of nutrition education and makes modifications as required. <b>(D)</b></p> <p><u>Psychological Counseling and Therapies</u></p> <p>2.4.13 Assesses client/patient's nutritional needs and appropriateness for the recommended counseling or therapy. <b>(D)</b></p> <p>2.4.14 Applies counseling principles and evidence-informed practice when providing individual or group sessions. <b>(D)</b></p> <p>2.4.15 Identifies the indications, contraindications, benefits, risks and limitations of the counseling or therapy. <b>(K)</b></p> <p>2.4.16 Demonstrates understanding of transference and counter transference in the therapeutic relationship. <b>(K)</b></p> <p>2.4.17 Demonstrates awareness of various appropriate counseling techniques. <b>(K)</b></p> <p>2.4.18 Evaluates effectiveness of the counseling or therapy and makes modifications as required. <b>(D)</b></p> <p>2.4.19 Refers/transfers client/patient to appropriate health professionals when counseling therapy or client/patient's mental health issues are beyond personal competence or professional scope of practice. <b>(D)</b></p>
<b>2.5</b> Prescribes, recommends and administers nutrition-related pharmacotherapy. <b>(S)</b>	<p>2.5.1 Applies knowledge of foundational sciences and disease when determining the appropriateness of the therapy. <b>(S)</b></p> <p>2.5.2 Demonstrates awareness of food and drug interactions. <b>(S)</b></p> <p>2.5.3 Assesses client/patient factors to determine the client/patient's indication for the nutrition-related pharmacotherapy. <b>(S)</b></p> <p>2.5.4 Considers client/patient factors, nutritional impact, indications, side effects, contraindications, benefits, risks, alternatives and foundational sciences when prescribing, recommending and administering nutrition related drug therapy. <b>(S)</b></p> <p>2.5.5 Critically analyzes the potential negative effects of the nutrition therapy or supplement and determines the required knowledge, skill and judgment required to manage negative outcomes. <b>(S)</b></p> <p>2.5.6 Prescribes, recommends and administers nutrition-related pharmacotherapy adhering to the professional standards and evidence-informed practice. <b>(S)</b></p>

	<p>2.5.7 Applies the standard of practice, legislation, organizational policies and evidence-informed practices for prescribing. <b>(S)</b></p> <p>2.5.8 Applies the principles of safe drug administration. <b>(S)</b></p> <p>2.5.9 Monitors the response and the effects of the nutrition related drugs on the individual and takes the required action to make modifications or adjustments. <b>(S)</b></p> <p>2.5.10 Consults and refers/transfers client/patient to the appropriate health professional when client/patient's needs are beyond personal competence or professional scope of practice. <b>(S)</b></p>
<b>Unit 3: Food Systems Management</b> <b>Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>3.1</b> Directs the production and distribution of quantity and quality food products. <b>(D)</b>	<p>3.1.1 Manages or oversees the planning, designing and coordination of meals to ensure delivery of nutritionally sound meals. <b>(D)</b></p> <p>3.1.2 Analyzes the workflow design and makes recommendations for modifications or approves for implementation. <b>(D)</b></p> <p>3.1.3 Communicates the organization's mission and how work activities impact the services and organization. <b>(D)</b></p> <p>3.1.4 Establishes and analyzes policies and performance measures for quality and quantity of work. <b>(D)</b></p> <p>3.1.5 Implements systems to report on local, state and federal compliance. <b>(D)</b></p> <p>3.1.6 Directs and analyzes the evaluation of foodservice production and services to inform, change, and/or budget resources and department or corporate direction. <b>(D)</b></p> <p>3.1.7 Establishes a culture that is ethical and free of safety and health hazards. <b>(D)</b></p> <p>3.1.8 Investigates and optimizes opportunities to reduce the environmental carbon footprint of foodservice operations and to enhance sustainability. <b>(D)</b></p>
<b>3.2</b> Oversees the purchasing, receipt and storage of products used in food production and services. <b>(D)</b>	<p>3.2.1 Follows a matrix or measures to evaluate the need for financial, technical and equipment resources for the provision of foodservices. <b>(D)</b></p> <p>3.2.2 Applies ethical decision making to determine the need for reduction or increase in resources. <b>(D)</b></p> <p>3.2.3 Creates internal or external professional relations and/or agreements to solve problems in foodservice operations. <b>(D)</b></p> <p>3.2.4 Acts as a departmental and organizational liaison between contractual parties involved. <b>(S)</b></p> <p>3.2.5 Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation. <b>(K)</b></p> <p>3.2.6 Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines and regulations. <b>(D)</b></p> <p>3.2.7 Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand. <b>(D)</b></p>
<b>3.3</b> Applies principles of food safety and	<p>3.3.1 Maintains currency in and follows applicable legislation and guidelines. <b>(D)</b></p>

sanitation to the storage, production and service of food. <b>(D)</b>	3.3.2 Incorporates the required safety and nutritional health policies and procedures in the organization's mission and policies. <b>(D)</b> 3.3.3 Develops a plan to minimize vulnerabilities in the food supply chain. <b>(D)</b> 3.3.4 Takes into consideration food allergies when preparing menus and foods. <b>(D)</b>
<b>3.4</b> Applies and demonstrates an understanding of agricultural practices and processes. <b>(S)</b>	3.4.1 Has a working knowledge of different agricultural food production systems and related terminology and concepts including potential nutritional impact. <b>(K)</b> 3.4.2 Understands the local and global food markets and applicable nutrition regulations. <b>(S)</b> 3.4.3 Identifies and supports partnerships with local and global food growers and producers. <b>(S)</b>

<b>Unit 4: Community and Population Health Nutrition</b> <b>Applies community and population nutrition health theories when providing support to community or population nutrition programs.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>4.1</b> Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs. <b>(D)</b>	4.1.1 Recognizes how determinants of health, epidemiological findings, health disparities, political interest, availability of resources, and accessibility influence the nutritional health and well-being of a community and population. <b>(D)</b> 4.1.2 Conducts community and population based assessments considering all relevant factors. <b>(D)</b> 4.1.3 Identifies the resources and connects with partners needed for sustainability of the program. <b>(D)</b> 4.1.4 Develops and implements a program considering relevant data addressing the nutrition needs of the community or population. <b>(D)</b> 4.1.5 Interprets and uses nutrition surveillance and global health and safety data. <b>(D)</b> 4.1.6 Evaluates the program using measurement indicators and outcomes. <b>(D)</b> 4.1.7 Communicates evaluation findings, outcomes, recommendations and research findings to promote change and justify program. <b>(D)</b>
<b>4.2</b> Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. <b>(D)</b>	4.2.1 Interprets legal terminology used to establish nutrition regulations and policies for populations. <b>(K)</b> 4.2.2 Navigates governmental, intergovernmental and nongovernmental organizations to promote nutrition legislation and regulations that address public, population and global nutrition health. <b>(D)</b> 4.2.3 Analyzes political interests and their impact on program development, goals and objectives. <b>(D)</b>



<b>Unit 5: Leadership, Business, Management and Organization</b> <b>Demonstrates leadership, business and management principles to guide practice and achieve operational goals.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>5.1</b> Demonstrates leadership skills to guide practice. <b>(D)</b>	5.1.1 Exhibits self-awareness in terms of personality, learning, leadership style and cultural orientation. <b>(S)</b> 5.1.2 Demonstrates understanding of social cues and team dynamics. <b>(K)</b> 5.1.3 Communicates at the appropriate level and understands emotions and emotional situations. <b>(D)</b> 5.1.4 Develops conversational and interpersonal skills. <b>(D)</b> 5.1.5 Reflects on situations and critically evaluates outcomes and possible alternate courses of action. <b>(D)</b> 5.1.6 Understands the mentoring role and practices mentoring and precepting others. <b>(D)</b>
<b>5.2</b> Applies principles of organization management. <b>(D)</b>	<u>Planning</u> 5.2.1 Establishes operational plan considering budget, inventory control, labor and regular daily tasks. <b>(D)</b> 5.2.2 Aligns plans with the organizational strategic plan, mission and vision. <b>(D)</b> <u>Organizing</u> 5.2.3 Assigns responsibilities to various team members according to scope of practice and personal competence. <b>(D)</b> 5.2.4 Sets and monitors clear targets for team members, departments and the organization aligned with common objectives and goals. <b>(D)</b> 5.2.5 Demonstrates an understanding of how individuals and groups interact within the organization. <b>(D)</b> 5.2.6 Takes into consideration individual and organizational culture and behaviors when planning and managing. <b>(D)</b> <u>Management</u> 5.2.7 Engages in, manages or leads human resource activities adhering to applicable legislation and regulations. <b>(D)</b> 5.2.8 Integrates change management theories and conflict resolution skills to manage and promote positive change. <b>(S)</b> 5.2.9 Uses persuasive communication skills to influence or produce a desired outcome during negotiations and conflict resolution discussions. <b>(D)</b> 5.2.10 Understands and respects roles and responsibilities of interprofessional team members. <b>(D)</b> <u>Controls</u> 5.2.11 Collects, understands and analyzes financial data to support fiscally responsible decision making. <b>(D)</b> 5.2.12 Conducts cost effectiveness and cost benefit analyses to identify ways to meet budget priorities. <b>(D)</b> 5.2.13 Analyzes components of a productivity system including units of service and work hours and makes recommendations. <b>(D)</b>

	5.2.14 Sets controls to analyze the progress and effectiveness of the operational plan and budget. <b>(D)</b> 5.2.15 Collects and analyzes data to evaluate outcomes and determine if established goals and objectives are met. <b>(D)</b> 5.2.16 Reevaluates the plan to make modifications to ensure positive outcomes and that goals and objectives are met. <b>(D)</b>
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<b>Unit 5: Leadership, Business, Management and Organization (cont.)</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>5.2 (cont.)</b>	<p><u>Time Management</u></p> <p>5.2.17 Applies principles of time management to monitor and enhance personal productivity and productivity of others. <b>(D)</b></p> <p>5.2.18 Prioritizes activities to effectively manage time and workload. <b>(D)</b></p> <p><u>Motivation and Recognition</u></p> <p>5.2.19 Promotes team involvement and values the skills of each member. <b>(D)</b></p> <p>5.2.20 Models behaviors that maximize group participation by consulting, listening and communicating clearly. <b>(D)</b></p> <p>5.2.21 Takes innovative approaches to build support and maintain a diverse workforce. <b>(D)</b></p> <p>5.2.22 Coaches and advises team leaders on resolving differences or dealing with conflict. <b>(D)</b></p>
<b>5.3</b> Applies project management principles to achieve project goals and objectives. <b>(D)</b>	<p>5.3.1 Leads the development and completion of a project plan and budget. <b>(D)</b></p> <p>5.3.2 Identifies the project strengths, weaknesses, opportunities and threats. <b>(D)</b></p> <p>5.3.3 Identifies and manages potential and real risks to the plan, individuals or organization. <b>(D)</b></p> <p>5.3.4 Conducts regular review of project to note strengths and opportunities for improvement and to implement adjusted actions. <b>(D)</b></p>
<b>5.4</b> Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives. <b>(D)</b>	<p>5.4.1 Identifies and communicates quality and/or performance improvement indicators and benchmarks using evidence-informed practice. <b>(D)</b></p> <p>5.4.2 Develops quality and/or performance improvement measurement tools and analyzes data to inform baselines and to identify root causes and potential solutions. <b>(D)</b></p> <p>5.4.3 Develops, implements and communicates a quality and/or performance improvement action plan for further improvement and monitors impact. <b>(D)</b></p> <p>5.4.4 Develops, implements and communicates an ongoing measuring and monitoring system to ensure ongoing quality and performance improvement. <b>(D)</b></p> <p>5.4.5 Applies change management theories and principles to effectively implement change. <b>(D)</b></p>
<b>5.5</b> Develops and leads implementation of risk management strategies and programs. <b>(D)</b>	<p>5.5.1 Assesses potential and real risks to an individual, group and or organization. <b>(D)</b></p> <p>5.5.2 Identifies and takes action to manage, reduce and or eliminate risk to self, others and the organization. <b>(D)</b></p> <p>5.5.3 Develops risk management plans and protocols. <b>(D)</b></p>

<b>Unit 6: Critical Thinking, Research and Evidence-Informed Practice</b> <b>Integrates evidence-informed practice, research principles and critical thinking into practice.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>6.1</b> Incorporates critical thinking skills in practice. <b>(D)</b>	6.1.1 Considers multiple factors when problem solving. <b>(D)</b> 6.1.2 Incorporates the thought process used in critical thinking models. <b>(D)</b> 6.1.3 Engages in reflective practice to promote change and continuous learning. <b>(D)</b>
<b>6.2</b> Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research. <b>(D)</b>	6.2.1 Identifies, explains and applies the steps of the scientific method and processes. <b>(D)</b> 6.2.2 Articulates a clear research question or problem and formulates a hypothesis. <b>(D)</b> 6.2.3 Identifies and demonstrates appropriate research methods. <b>(D)</b> 6.2.4 Interprets and applies research ethics and responsible conduct in research. <b>(D)</b> 6.2.5 Collects and retrieves data using a variety of methods (qualitative, quantitative) and technologies. <b>(D)</b> 6.2.6 Analyzes research data using appropriate data analysis techniques (qualitative, quantitative, mixed). <b>(D)</b> 6.2.7 Translates and communicates research findings and conclusions through a variety of media. <b>(D)</b>
<b>6.3</b> Applies current research and evidence-informed practice to services. <b>(D)</b>	6.3.1 Uses research terminology when communicating with other professionals and publishing research. <b>(D)</b> 6.3.2 Critically examines and interprets current research and evidence-informed practice findings to determine the validity, reliability and credibility of information. <b>(D)</b> 6.3.3 Integrates current research and evidence-informed practice findings into delivery of safe and effective nutrition care. <b>(D)</b> 6.3.4 Analyzes and formulates a professional opinion based on the current research and evidence-based findings and experiential learning. <b>(D)</b>

<b>Unit 7: Core Professional Behaviors</b> <b>Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.</b>	
<b>Competencies</b>	<b>Example Performance Indicators</b>
<b>7.1</b> Assumes professional responsibilities to provide safe, ethical and effective nutrition services. <b>(D)</b>	7.1.1 Demonstrates ethical behaviors in accordance to the professional Code of Ethics. <b>(D)</b> 7.1.2 Engages in self-reflective practice activities to develop and maintain ongoing competence and professional behaviors. <b>(D)</b> 7.1.3 Adheres to nutrition related legislation, regulations and standards of practice. <b>(D)</b> 7.1.4 Applies client/patient-centered principles to all activities and services. <b>(D)</b> 7.1.5 Identifies and takes steps to manage unethical, incompetent and unsafe behavior. <b>(S)</b> 7.1.6 Practices in a manner that respects diversity and avoids prejudicial treatment. <b>(D)</b> 7.1.7 Adheres to legislative requirements and facility/employer guidelines regarding protection of privacy and security of information. <b>(D)</b> 7.1.8 Maintains confidentiality and security in the sharing, transmission, storage and management of protected health information. <b>(D)</b>
<b>7.2</b> Uses effective communication, collaboration and advocacy skills. <b>(D)</b>	7.2.1 Applies effective and ethical communication skills and techniques to achieve desired goals and outcomes. <b>(D)</b> 7.2.2 Works with and facilitates intraprofessional and interprofessional collaboration and teamwork. <b>(D)</b> 7.2.3 Participates in advocacy activities to change or promote new legislation and regulation. <b>(D)</b> 7.2.4 Selects mode of communication appropriate to the messaging to meet the needs of the audience. <b>(D)</b>

# Iowa State University

## Master of Professional Practice in Dietetics

### Medical Examination Report

**Note: This is completed after the student has accepted a position with ISU MPP.**

**This information is strictly for the use of the ISU MPP and will not be released to anyone without the student's knowledge and written consent. Please make a copy for your personal records.**

Name	Age	Birthdate	Marital Status	Sex
Physician Name		Physician's Phone #		
Address of Physician (Include city, state, zip)		Physician's Fax #		
In an emergency, call _____ <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <div style="text-align: center;">name of person</div>				
Address _____ Phone # (home/cell) _____ <div style="text-align: center;">street address</div>				
_____ Phone # (work) _____ <div style="text-align: center;">city, state, zip code</div>				
Previous Illnesses				
Previous Surgeries				
Previous Injuries				



# Medical History

## PERSONAL HEALTH HISTORY

1. **Allergies:** Have you ever had any allergic reactions? ☐ Yes ☐ No

If yes, list any allergies to:

Medications \_\_\_\_\_  
Other (latex, bee/wasp stings, seasonal, etc.) \_\_\_\_\_

2. **Childhood Diseases:** Have you ever had the following diseases?

- a. Chickenpox ☐ YES ☐ NO  
b. Mono (Mononucleosis) ☐ YES ☐ NO  
c. Other (Please specify): \_\_\_\_\_

3. **Disease History:** Have you, or a biological family member (father, mother, sibling, child), ever had any of the following:

<u>YOU</u>			<u>FAMILY MEMBER</u>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Abnormal bleeding tendency	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Alcohol or other substance abuse problem	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Anemia	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Arthritis	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Asthma	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cancer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Convulsions or seizures	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Depression	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Diabetes	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Diseases of the colon	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Eating disorder	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Gallbladder and/or liver disease	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Hay fever	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Heart disease (murmur, palpitations, etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	High blood pressure	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	HIV infection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Kidney disease	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Malaria	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Orthopedic problems (e.g., knee, etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Severe headaches (e.g., migraine, etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Thyroid problems	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Tuberculosis	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Ulcer	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please indicate any other medical problems you or your family have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **What medicines do you take regularly?**  
(Prescription and non-prescription drugs, vitamins, birth control pills, etc.)

\_\_\_\_\_

5. **Have you ever been hospitalized?** ☐ YES ☐ NO

If yes, reason(s) \_\_\_\_\_

\_\_\_\_\_

# Immunization Record

**NOTE:**

**All immunizations must be current.**

**Students must provide proof of immunizations upon request.**

**Students must have two documented TB Mantoux/PPD tests; one within past three months. If positive Mantoux/PPD test, then must have negative chest X-ray.**

**Td/Tdap must be within the last 10 years.**

**Student must have two-documented MMR (or proof of immunity after 1980) and Rubella vaccination or an acceptable titer. Please include copy of titer.**

### **IMMUNIZATIONS REQUIRED OF ALL MPP STUDENTS:**

**Proof of immunizations or immunity is required.**

## TUBERCULOSIS SKIN TEST (Mantoux/PPD)

☐ Positive      ☐ Negative      \_\_\_\_\_ mm of induration      date of test      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*NON U.S. CITIZEN STUDENTS ARE REQUIRED TO HAVE TUBERCULOSIS TESTING DONE AFTER ARRIVING IN THE U.S.\*\***

**MEASLES (Rubeola) Immunity:** Please check one of the four options.

1. ☐ I have had two doses of live measles vaccine:

☐ Measles, Mumps, Rubella

☐ Measles, Rubella

### First Dose

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Must be on or after first birthday

☐ Measles

Month

Day

Year

### Second Dose

**Must be given in 1980 or later**

☐ Measles, Mumps, Rubella☐ Measles, Rubella

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
and at least 30 days after first dose

☐ Measles

Month

Day

Year

**Signature of Licensed Health Care Provider (OR attach shot record or documentation)**

Date \_\_\_\_\_

2. ☐ I have had a Measles (Rubeola) titer (blood test) showing immunity (copy of blood test is attached)
3. ☐ I have had Measles (Rubeola) disease (Health Care Provider documentation of rubeola with date of disease attached)
4. ☐ I am exempt because I was born before January 1, 1957

**Tetanus/diphtheria (Td)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<b>Current Influenza vaccine</b>	/	/
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<b>Polio (IPV or OPV)</b>	/	/
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**Hepatitis B:** 1<sup>st</sup> Dose \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2 <sup>nd</sup> Dose			
	/	/	

3 <sup>rd</sup> Dose			
	/	/	

**Varicella (chicken pox) vaccine:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Or titer for proof of immunity please attach copy

# Physical Examination

To be completed by physician or health care provider

(N = Normal or Negative, O= Not Examined)

Height	Weight	
Eyes	Hearing	
Ears	Teeth	
Throat	Dental	
Lymph Nodes	Thyroid	
Chest	Breasts	
Heart	Pulse	Blood Pressure
Abdomen	Hernia	
Genitourinary	Rectal	
Extremities	Joints	
Skin	Reflexes	

Are there any defects in the legs or feet, which limit the ability to stand or walk for long periods? If yes, please explain:
Are there any defects in the back, which would limit the ability to lift? If yes, please explain:
Are there any defects, which indicate the need for surgery? If yes, please explain:

Student is:        ☐ Physically fit for the program and free of transmissible diseases

☐ Physically fit for the program pending reports on laboratory and X-ray tests.

☐ Physically disqualified for the program due to:

Physician's Recommendations/Additional Comments:
<div style="display: flex; justify-content: space-between;"> <span><b>Physician Signature</b> _____</span> <span><b>Date</b> _____</span> </div>

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### Memorandum of Understanding between the student and Iowa State University Master of Professional Practice in Dietetics Program:

I understand that

**Initial**

- \_\_\_\_\_ 1. All Policies & Procedures specific to the Iowa State University (ISU) Master of Professional Practice in Dietetics (MPP) are available for my review at any time. MPP policies and procedures are outlined in the student handbook.
- \_\_\_\_\_ 2. As a student completing part or all of the ISU MPP supervised experiential learning requirements within an organization or facility, I am also subject to the conduct regulations of that institution and agree to abide by those regulations.
- \_\_\_\_\_ 3. As an ISU MPP student, I must successfully complete all didactic, supervised experiential learning, projects, attendance, and behavior requirements and must follow all policies and procedures of the ISU and the MPP in order to receive a graduate degree and a verification statement from the ISU MPP.
- \_\_\_\_\_ 4. I agree that I must earn a minimum grade of B- in all courses and maintain a minimum cumulative grade point average of 3.0 (out of 4.0) or I will be placed on academic probation by the Dean of the Graduate College.
- \_\_\_\_\_ 5. I agree to participate fully in all portions of the program and agree that any deviation I desire to make from the program design must be approved in advance and in writing by the program director.
- \_\_\_\_\_ 6. I agree that the program director may terminate my participation in the program if: 1) I engage in actions endangering myself or others; 2) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program or the Affiliated Facility where I am placed; 3) despite remediation, my work and level of academic performance is below acceptable levels.
- \_\_\_\_\_ 7. ISU will work to finalize and retain affiliation agreements required to complete supervised practice in a timely manner but cannot guarantee participation by any given facility. In the case where a facility determines it is unable to accept a student, no matter the reason, I understand that if I am participating as a Nationwide student it will be my responsibility to make other arrangements; if I am participating as an Iowa-based student my instructor will assist with other arrangements which may require moving and living in a different location than planned.
- 8. I am responsible for:
  - \_\_\_\_\_ a. my own transportation, meals and living arrangements during the program.
  - \_\_\_\_\_ b. communicating with preceptors and supervisors at the facility site as well as MPP faculty.
  - \_\_\_\_\_ c. wearing the appropriate clothing required but which is not provided by the facility.
  - \_\_\_\_\_ d. reporting to the facility on time and following all established regulations during the regularly scheduled operating hours of the facility.

- \_\_\_\_ e. reviewing the Code of Ethics and Standards of Practice for the Profession of Nutrition and Dietetics (which I have been provided) and practice in accordance with the established standards of practice.
- \_\_\_\_ f. following the administrative policies of the facility, including HIPAA, confidentiality and purchasing additional liability insurance beyond what is provided by ISU.
- \_\_\_\_ g. providing proof of and maintenance of health insurance, obtained at my own cost, during the entire period of the MPP.
- \_\_\_\_ h. providing current health status and immunization records.
- \_\_\_\_ i. maintenance of auto insurance and providing proof of such upon request (if using supervised experiential learning facility's vehicle).
- \_\_\_\_ j. providing authorization for a felony and misdemeanor background inquiry conducted by the company contracted through ISU.
- \_\_\_\_ k. cost of medical care if needed for work/non-work related accidents/illness.
- \_\_\_\_ l. contacting preceptors one week in advance of scheduled rotation site/preceptor.
- \_\_\_\_ m. completing required readings and assignments prior to the start of the supervised experiential learning, including those that may be assigned by the individual preceptor.
- \_\_\_\_ n. completing any additional facility requirements prior to the start of the scheduled supervised experiential learning. (Examples might include facility specific orientation training, providing documentation of immunization, etc.)
- \_\_\_\_ o. communicating any changes in schedule/illness/late/weather delays to both my preceptor and ISU instructor as quickly as I am aware of the situation.
- \_\_\_\_ p. providing a copy of the evaluation form to my preceptor in a timely fashion (at the beginning of the supervised experiential learning) and to make an appointment to discuss the evaluation prior to the end of the supervised experiential learning at that facility.
- \_\_\_\_ q. completing the ACEND Core Competencies checklist
- \_\_\_\_ r. completing and submitting the weekly hours log documenting life stages, conditions and time spent in
  - supervised experiential learning hours at the facility and specified courses
  - prior learning assessment and recognition, if applicable
  - sick time, if any

My signature below indicates that I have read this document and agree to comply with the stipulations herein.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

**COMPLETE THE BACKGROUND CHECK WAIVER AND START THE REGISTRATION FORM WITHIN 72 HOURS**

### Background check requirement:

In order for the facilities in which you complete your supervised experiential learning activities to be in compliance with HCFA and Medicare/Medicaid regulations, they must be able to verify that their patients and clients are free from potential abuse and harassment; therefore, each student is required to have a criminal background review completed.

Be advised that one criterion of successful completion of this program is that the student successfully completes all requirements of the Master of Professional Practice in Dietetics (MPP), many of which include direct patient/client access or contact. If your background review shows questionable information, you may be denied direct patient/client access or contact in your facility; therefore you will not be able to complete this program.

Note: Follow the instructions as listed on the password protected page carefully. You are responsible for paying all costs related to this review. Complete this within 72 hours (you will be instructed to send Leanne Lauber an email upon completion). The following items may be reviewed: Social Trace (social security number), 2 names, 3 counties (in which the students have lived searching for criminal records), Sex Offender, OIG/GSA (federal registry information for Medicare/Medicaid) and child/adult abuse registry. These are the most commonly requested by most facilities. You may be required to have other items reviewed to satisfy a specific facility's requirements—it is your responsibility to complete any additional reviews in conjunction with the facility. If you have any questions, please contact the "backgroundchecks.com" representative as listed on the company webpage.

Additionally, you may be required to pass a drug test—again, this is your responsibility in conjunction with the facility. All expenses are paid by you.

Thus, your signature below signifies that you understand and agree to comply with requests made for you to supply necessary documentation upon request:

I, \_\_\_\_\_, understand that background review checks will be requested or made on me, including federal, state, and/or county criminal records, and social security number verification. Further I understand that information from various Federal, State, local and other agencies which contain records of my past activities may also be requested. I authorize without reservation, any party or agency contacted by Iowa State University, any of its agents or any entity employed by Iowa State University for such purposes to furnish the above mentioned information. I have the right to make a request of Iowa State University or its agents, under the federal Fair Credit Reporting Act, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I understand that a "Summary of Your Rights under the Fair Credit Reporting Act" is available for my review at: [https://files.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf) and that I may request Iowa State University to provide me with a copy of this document. I certify and declare that the information contained in my application is complete, true, and accurate. I acknowledge that falsification or omission of information may result in immediate dismissal or retraction of any offer of the Master of Professional Practice in Dietetics Position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### CONDITIONS OF PARTICIPATION

**Attendance at all professional courses is necessary to meet the program standards.** Faculty members have assumed the responsibility for assuring that each student receives at least 1000 experience hours distributed among designated areas of dietetics practice. It is your responsibility, as part of your professional commitment to the program, to attend all scheduled activities.

**If, for reasons of illness, family emergencies, or inclement weather, you cannot attend a scheduled activity you must notify the assigned faculty and preceptor in the facility, prior to the activity.** Missed supervised experiential learning activities must be made up at the convenience of the course faculty and the preceptor at the participating facility. Please see the "Emergency/Medical Leave" policy for details.

Iowa State University (ISU) and the Colleges of Human Sciences and of Agriculture and Life Sciences have entered into agreements with medical facilities, public health agencies, selected businesses, and school districts whereby these agencies agree to provide supervised experiential learning experiences for students enrolled in the Masters of Professional Practice in Dietetics (MPP).

All students are asked to review, initial and sign the following statements, which constitute conditions for participation in the ISU MPP.

#### Statements pertaining to agreement between student and Iowa State University:

##### Initial

- \_\_\_\_\_ 1. I understand and agree that as a participant in the ISU MPP that I am subject to the ISU Student Disciplinary Regulations described in the Student Information Handbook (available from the Dean of Students Office, 210 Student Services Building, and at: <http://policy.iastate.edu/policy/SDR>
- \_\_\_\_\_ 2. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be timely met.
- \_\_\_\_\_ 3. I understand that ISU reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. ISU also reserves the right to make changes to the Program (such as program leader) or alterations in the Program's proposed schedule and itinerary. I further understand that should the Program, or any portion of the Program, be canceled, ISU shall have no responsibility beyond the refund of all deposits made and monies paid to ISU by participants. Minor alterations in programs will not result in refunds.
- \_\_\_\_\_ 4. I understand that if I withdraw from the program, refund of tuition and fees is regulated through ISU policies.
- \_\_\_\_\_ 5. I understand that formal assessment of my learning is conducted through preceptor evaluation of my performance and progress, scoring on exams, assessments, assignments, projects and case studies.
- \_\_\_\_\_ 6. I understand that at no time during the program will I be considered an employee of either Iowa State University or the facility(ies) where I complete my supervised experiential learning rotations, therefore, I am not entitled to employee benefits including wages and Worker's Compensation.
- \_\_\_\_\_ 7. I understand that ISU participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA) and that the MPP meets the preparatory requirements for becoming a



Registered Dietitian Nutritionist. I also understand that it is my responsibility to check with the state where I wish to work to determine if the ISU MPP will meet any additional state licensure or certification requirements. <https://www.cdrnet.org/state-licensure>

I have read and understand the conditions governing my participation in ISU MPP.

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Student

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Date

## Master of Professional Practice in Dietetics

### STUDENT CONSENT TO DISCLOSURE OF EDUCATION RECORDS AND APPROPRIATE MEDICAL INFORMATION

I, the undersigned Iowa State University (ISU) student, plan to enroll, or have enrolled, in the Master of Professional Practice in Dietetics (MPP) Program sponsored by the Department of Food Science and Human Nutrition of the ISU Colleges of Human Sciences and of Agriculture and Life Sciences. To facilitate my participation in the MPP, I hereby consent to the disclosure of my educational records and appropriate medical information at ISU to preceptors in Affiliated Facilities that have contracted with ISU to provide supervised experiential learning activities for students enrolled in the ISU MPP. I also consent to the Affiliated Facility where I am placed disclosing my educational records back to ISU. The purpose of this disclosure is to provide information about my educational background to prospective Affiliated Facilities for assistance in placing me and once placed in an Affiliated Facility, to promote cooperation between the Colleges Human Sciences and of Agriculture and Life Sciences and the Affiliated Facility concerning my supervised learning experience during the MPP. Once I am placed in an Affiliated Facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to ISU.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of my student educational records and limits access to the information contained in those records.
2. My educational records and appropriate medical information may only be disclosed to Affiliated Facilities on the condition that the facility will not re-disclose the information to any other party without my written consent, unless specifically allowed by law.
3. The Affiliated Facilities involved in the ISU MPP have agreed, as part of a contract with ISU, to maintain the confidentiality of student educational records and appropriate medical information as required by law.
4. I have the right not to consent to the disclosure of my educational records or appropriate medical information.
5. I recognize that a copy of my educational records must be provided to me upon my request.
6. This consent remains in effect unless revoked by me, in writing, and delivered to ISU, but that any such revocation shall not affect disclosures previously made by ISU prior to the receipt of my written revocation.

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Student's Name (Type or Print)

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Student's Signature

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Date

## Master of Professional Practice in Dietetics

### Consent Form for Use of Master of Professional Practice in Dietetics (MPP) Work in Reporting and Assessment Activities

I, \_\_\_\_\_, consent to the use of my Iowa State University MPP work for outcomes assessment, accreditation reporting purposes, and program evaluation research to improve the quality of the program, such as online performance evaluations. I understand that any data gathered from my work as a student will be kept confidential so that no individual could be identified. I understand that this work may be shown to internal and external evaluators as examples of student work in the MPP curricula.

☐ Yes, I give my consent to use my work.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

☐ **No, I do not** give my consent to use my work.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### Reference - Consent to Release

I wish to have my Iowa State University faculty or their designee provide telephone and/or written references of my participation and performance in the Master of Professional Practice in Dietetics program to any potential employers. I hereby waive any and all access rights granted me by the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978.

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Signature

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Date

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### **WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT**

Please read this carefully. It affects any rights you may have if you are injured or otherwise suffer damages while involved with or traveling to Iowa State University Master of Professional Practice in Dietetics supervised experiential learning facilities.

WHEREAS I, (indicate full name) \_\_\_\_\_  
am about to participate in Iowa State University's Master of Professional Practice in Dietetics (MPP) program and I acknowledge that in consideration for my being permitted to participate in the MPP, I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, acknowledge and ASSUME THE RISK of participation in the program, and do hereby RELEASE AND FOREVER DISCHARGE the State of Iowa, State Board of Regents, Iowa State University of Science and Technology, and all their officers, faculty or employees (herein after referred to as "RELEASEES"), whether accompanying the program or otherwise, from any and all claims, demands, actions or causes of action on account of any injury to me or my property or on account of my death which may occur from any cause during the said program, or any continuances thereof; and I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of the RELEASEES on account of any and all such claims, demands, actions or causes of action.

I further AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability damage or cost, including court costs and attorney's fees that they may incur due to my participating in said program.

IN SIGNING THIS RELEASE I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own, free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement have been made: I am at least eighteen (18) years of age and fully competent and I execute this Release fully intending to be bound by same.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date