

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### DI Graduate Track

# Student Handbook



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## Abbreviations Used in This Handbook

Academy	Academy of Nutrition and Dietetics
CDR	Commission on Dietetic Registration
DI	Dietetic Internship
DOGE	Director of Graduate Education
FERPA	Family Educational Rights and Privacy Act
FMLA	Family and Medical Leave Act
ISU	Iowa State University
MPPD	Master of Professional Practice in Dietetics
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
POS	Program of Study
POSC	Program of Study and Committee
RDN	Registered Dietitian Nutritionist

## SECTION I: INTRODUCTION

### Welcome

Welcome to the Iowa State University (ISU) and the **Master of Professional Practice in Dietetics** (MPPD) program. The MPPD 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](#). The faculty and staff of the MPPD are committed to your success and are looking forward to assisting you to achieve your educational and career goals. This program handbook provides you with information you will use throughout the program, including program policies and university resources.

### Program Description

The MPPD is an online graduate degree program, requiring completion of a minimum 30 credits, where you will be able to transfer some, or all of the graduate credits earned during your dietetic internship and complete the remainder of the required course work to earn your master's degree (see recency of education section below). Schedule of classes can be found in **Appendix 1**. You have the option of taking the two classes offered each semester and completing the program successfully and earn your MPPD degree in 12 months or you can take one class each semester and complete the program successfully within 24 months since classes are only offered once a year (**Appendix 2: Course completion plan**).

### Transfer of Graduate Dietetic Internship Credits

Based on the [ISU Graduate College policy \(6.3.4\)](#) "Master's degree students may use any number of credits up to seven years old and up to six credits that were taken between eight and ten years prior to the graduating semester at the discretion of the Program of study committee (POSC) and the Director of Graduate Education (DOGE). Any expired coursework (coursework more than seven years old) to be used on a POSC must be requested through an [Expired Course Petition](#) at the same time the POSC form is routed. The petition will include:

- a justification for each course explaining why it is still relevant,
- an assurance that the student has kept current with the information covered in the expired course(s), and
- an explanation of how the student will be evaluated on expired course material. Evaluation could include a written examination (a preliminary, qualifying, or comprehensive examination), evidence of satisfactory performance in course(s) for which the expired course(s) are prerequisites, or the completion of an audit in one or more current courses in the areas encompassed by the expired course(s). The object should be to determine whether the material learned in those courses is still timely and adequate. The evaluation method should be specified by the committee at the time the POSC form is submitted."

### Program Mission

The mission of the MPPD (DI graduate track) is to advance the practice of dietetic professionals for leadership roles in diverse settings, to promote human health and well-being, and improve quality of life.

## SECTION II: MPPD POLICIES AND PROCEDURES

This section of the handbook highlights the policies specific to the MPPD relating to student admission, post admission policies and conduct while in the MPPD.

### A. Application and Admission Related Policies

#### Admission Requirements

Applicants must possess at least a bachelor's degree and have successfully completed the Iowa State University Dietetic Internship (DI). Graduate Record Examination scores are not required. The program application consists of the following

- Demographic information
- Work experience
- Volunteer experience
- Leadership experience
- Personal statement
- Letter of support from employer, if currently employed
- Two letters of recommendation
- Application fee

A personal statement in (750 words or less) is also required and must include the following:

- Your reasons for applying to the MPPD
- What skills would you like to gain in the program?
- 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

Two letters of recommendation from current or past work supervisors or those who can attest to the applicant's ability to succeed in an online program are required. A letter of support from the current employer is recommended if one of the letters of recommendation is not from the current supervisor. Letters of recommendation from family or friends are discouraged.

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/rd-program-information/>).

**International students** who will require an I-20 for F-1 status are not eligible to apply to the MPPD. 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.

### **Evaluating level of readiness for an online program**

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/>

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

Post review of applications by the MPPD faculty selection committee, selected students are notified on the decision to accept them into the MPPD. Depending on year of graduation, applicants complete either a [“Request to transfer from one major/degree/certificate to another”](#) (if they graduated from the DI within the past two years) or the [“Reinstatement to Active status”](#) (if they graduated from the DI over two years ago) and submit them for the Program Director’s signature.

### **Program Orientation**

Students who are accepted into the MPPD are required to attend a mandatory online program orientation called the “Orientation and Resource course” in Canvas, the online learning management systems. The orientation is self-paced and pre-recorded to provide you with essential information for your success in completing the MPPD. Deadlines for completion of orientation related tasks are provided in the Orientation and Resource course.

### **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 MPPD courses can be found in **Appendix 1**. Instructions for registering in AccessPlus are included in the Canvas Welcome Course. Both AccessPlus and Canvas can be accessed through Iowa State’s Sign-Ons Webpage (<https://web.iastate.edu/signons>). Do note that University is transitioning away from AccessPlus and moving to Workday student later in 2023. Consequently, class registration process will be changing and will be updated in canvas. You will be notified when this transition occurs.

### **Identity Verification for Distance Education**

Upon approval of either the [“Request to transfer from one major/degree/certificate to](#)

[another](#)” forms or the “[Reinstatement to Active status](#)” forms by the graduate college, the previously assigned university ID number and net-ID issued during student enrollment in DI will be automatically reactivated. ISU has multi-factor identification logins to verify that the person signing into the ISU electronic systems is valid. Only those students enrolled in the MPPD have access to the Canvas courses, which can be accessed via the student’s unique ISU NetID and password. MPPD students are enrolled in relevant didactic courses in Canvas at the start of each semester (**Appendix 1** MPPD course schedule).

### **Protection of Privacy of Student Information**

Students’ personal files are 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 MPPD have access to the program specific Canvas courses via their unique ISU NetID and password. Each student is enrolled into the specific MPPD didactic courses in Canvas at the start of each semester (**Appendix 1** MPPD course schedule).

### **Student Access to Their Own Student Files**

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. MPPD policies are FERPA compliant.

### **Access to Student Support Services**

Regardless of geographic location, all MPPD students, are considered 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](#)
- [Tele counseling Services](#)
- [Academic Success Center](#)

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

### **Monitoring Student Performance**

Students must maintain academic integrity and comply with the Iowa State University [graduate student guide on academic integrity](#) and the dietetics code of ethics in didactic courses to reflect the values and ethical principles that guide the profession of dietetics. The code of ethics can be found in **Appendix 4**.

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.

### Regular Reports of Student Performance and Progress

The MPPD students are evaluated in a variety of ways such as quizzes, class discussions, case studies, capstone projects, and final exams. Students can expect to receive feedback from faculty throughout the MPPD. All formal and/or informal feedback should be viewed as positive opportunities for continued growth. **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

Formative assessments will be used to identify student learning gaps and to help shape student learning in the program. These may include discussions, peer review, homework assignments etc. Summative assessments will be conducted to assess student performance via exams, final projects, presentations, etc. It is the student's responsibility to be familiar with the assessment format, timing, and 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

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 in the relevant topic area. If the student is unable to meet the rigors of the program after appropriate remediation,

then they may be terminated from the MPPD.

### **Disciplinary/Termination Procedures**

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, inappropriate and/or criminal behaviors (such as academic dishonesty, plagiarism, verbally or physically threatening or harassing faculty, staff or fellow students, bringing any type of weapons to the ISU campus, etc.), violating the ISU code of conduct (<https://www.studentconduct.dso.iastate.edu/resources>) and/or breach of the Academy of Nutrition and Dietetics code of ethics (**Appendix 4**).

Students have the right to appeal a dismissal. You can contact the Chair of the Department of Food Science and Human Nutrition to appeal against the dismissal. You may also appeal the dismissal by following the ISU Academic Grievance process outlines in [Chapter 9](#) of the Graduate College Handbook.

Contact information for the MPPD 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)

### **Withdrawal and Refund of Tuition and Fees**

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**

Successful completion of all didactic coursework, results in a MPPD degree from ISU. 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).
2. **Demonstrate professionalism throughout the program.** The following are expectations of all MPPD students:
  - a. Students must comply with ISU code of student conduct (<https://www.studentconduct.dso.iastate.edu/resources>) and the dietetics code of ethics (**Appendix 4**). 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.

- b. Professionalism is a critical component of a student's success in the MPPD. Professional behavior includes but is not limited to dependability, reliability, attitude, and communication.
- **Dependability and Reliability:** Managing expectation is part of being a professional. Taking full responsibility for one's own actions is critical. Faculty and peers should be able to rely on the students to contribute fully in a timely fashion. This means turning in an assignment/project by the deadline, being respectful of other people's (faculty, staff, and other students) time. In addition, to following the Academy of Nutrition and Dietetics code of ethics and the ISU code of conduct, students in the MPPD are expected to
    - Abide by all the policies and procedures of the MPPD outlined in this handbook.
    - complete required readings and assignments by the stipulated deadlines. Any illness or other extenuating circumstances that impede your ability to complete the assignments or the entire course by the stipulated deadlines, must be communicated with each course faculty in a timely manner.
    - complete course assessments, quizzes, exams case studies independently and on my own; unless assigned as a group activity.
    - earn a minimum grade of B- in all courses and maintain a minimum cumulative grade point average of 3.0 (out of 4.0).
  - **Attitude:** Be inquisitive, but not nosy, and take advantage of every learning opportunity and 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. Be polite, courteous, speak clearly, and listen when communicating orally. Do not be in a hurry to respond. Written communication includes email, text and/or professional projects and assignments. Thoroughly review and edit written communication before submitting/sending (this might include using a spell checker and/or Grammarly®) and observe e-mail etiquette. Canvas and ISU email are used for communication in the MPPD. 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>).

The program director may terminate your participation in the program if:

1. You engage in academic dishonesty or plagiarism, or violate the academic code of conduct or the code of ethics for the nutrition and dietetics profession.

2. you engage in actions endangering yourself or others;
3. your conduct is detrimental or incompatible with the best interest and welfare of the program;
4. despite remediation, your work and level of academic performance is below acceptable levels (See **Program Retention and Remediation Procedures** on page10).

## C. Academic and Program Calendar

**Please note:** Submit the POSC form no later than by the end of penultimate semester before intended graduation. For example: If you plan to graduate at the end of summer semester then your POSC must be submitted before the end of the Spring semester of that year.

### MPPD program timeline

Deadlines for term-specific dates can be found at <https://www.grad-college.iastate.edu/calendar/>

<b>Onboarding</b>	Register for classes in AccessPlus (refer to page 8)
<b>First semester</b>	Register for next semester classes in Workday
<b>Second semester</b>	<ul style="list-style-type: none"> <li>• Register for next semester classes in Workday, AND</li> <li>• Submit the POSC form</li> </ul>
<b>Third semester</b>	<ul style="list-style-type: none"> <li>• Register for next semester classes in Workday, OR</li> <li>• Submit (if relevant) <ul style="list-style-type: none"> <li>◦ application to graduate. Instruction can be found on the <a href="#">Graduate College website</a></li> <li>◦ 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> </li> </ul>
<b>Fourth Semester</b>	<ul style="list-style-type: none"> <li>• Register for next semester classes in Workday,</li> </ul>
<b>Fifth Semester</b>	<ul style="list-style-type: none"> <li>• Register for next semester classes in Workday, AND</li> <li>• Submit the POSC form</li> </ul>
<b>Sixth Semester</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• application to graduate. Instruction can be found on the <a href="#">Graduate College website</a></li> <li>• 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 and holidays

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

## D. Tuition, Fees and Program Expenses

MPPD 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 MPPD program and refund of fees follows the university tuition adjustment policy: <http://www.registrar.iastate.edu/fees/tuition-adj>.

### Program Related Expenses

**All students pay in-state resident tuition.** No stipends are available in the MPPD and the student should plan for the following expenses  
(<https://www.dietetics.iastate.edu/tuition-financial-aid/>)

Full-Time Application Costs		
Item	Explanation	Cost
<b>Application fee</b>	ISU-MPPD application fee	\$60
Program Costs		
<b>ISU Graduate Tuition and Fees \$ 11787.25-12476.25</b>	<b>Spring Semester Tuition (\$689/credit)</b>	\$4251.75
	<b>Tuition</b> for 6 credits*: \$4134 #Technology fees: \$117.75	
	<b>Summer Semester Tuition (\$689/credit)</b>	\$3562.75-4251.75
	<b>Tuition</b> for 5-6 credits*: \$3445-\$4134 #Technology fees: \$117.75	
	<b>Fall Semester Tuition (\$689/credit)</b>	\$2834.50
	<b>Tuition</b> for 4 credits*: \$2756 #Technology fees: \$78.50	
<b>Supportive material</b>	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
	Textbooks	\$250

*\*Tuition and fees are subject to change without notice.*

*#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.*

## 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 by using the links listed below.

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>  
New Graduate Student Checklist <https://www.grad-college.iastate.edu/student/checklist/>

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. 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 must 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 MPPD serve as the student's program of study (POS). The course schedule for the MPPD can be found in **Appendix 1**. The MPPD program director serves as the major professor for the POS for all students in the MPPD. As per the ISU Graduate College policy, no additional committee members are required for coursework-only programs like the MPPD. 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 must complete and submit the program of study and committee (POSC) form in AccessPlus **no later than the semester before they intend to graduate**. Directions on how to complete the POSC form can be found on the Graduate College website at <https://www.grad-college.iastate.edu/posc/>.

## 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 the GPA).
P		Passing grade under the P/NP system (figured in total hours earned but not in the GPA).
NP		Not passed under the P/NP system (not counted in total hours earned but not in the GPA). 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 MPPD, the student should discuss options with the MPPD program director. Information about withdrawing from the university and the MPPD, 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: APPENDICES

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# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

### Appendix 1

Course #	Dietetic Internship transfer courses	Credits
FSHN 554	Dietetic Internship I	5
FSHN 555	Dietetic Internship II	5
FSHN 556	Dietetic Internship III	4 or 5*
*DI interns graduating before 2018 completed 14 total credits and those graduating after 2018 completed 15 total credits		
<b>Spring semester courses</b>		
FSHN 518	Advanced Nutrition II	3
FSHN 538	Advanced Medical Nutrition Therapy	3
<b>Summer semester courses **</b>		
FSHN 537	Leadership and Management in Dietetics	3
FSHN 508	Consumer Perceptions and Nutrition Communication	2
FSHN 590A	Special Topics (only required for graduates of the DI before 2018)	1
<b>Fall semester courses</b>		
FSHN 516	Advanced Nutrition I	2
FSHN 533	Diet and Integrative Therapies for Prevention and Treatment of Disease	2
	Total Credits	30

**All courses are required and must be taken in the semester offered. FSHN 518 can be taken before FSHN 516.**

## Course descriptions

Course #	Course title	Cr	Course Description	Semester Offered
FSHN 554	Dietetic Internship I	5	Supervised practice experience in operational management, medical nutrition therapy and community nutrition. Capstone research project: Technology in Health Promotion. Experiences and activities designed to meet accreditation standards.	DI course
FSHN 555	Dietetic Internship II	5	Supervised practice experience in operational management, medical nutrition therapy and community nutrition. Capstone research project: Leadership Challenge. Experiences and activities designed to meet accreditation standards.	DI course
FSHN 556	Dietetic Internship III	4/5	Supervised practice experience in operational management, medical nutrition therapy and community nutrition. Capstone research project: Evidenced Analysis Based Clinical Presentation. Experiences and activities designed to meet accreditation standards.	DI course
FSHN 518	Advanced Nutrition II	3	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.	Spring
FSHN 538	Advanced Medical Nutrition Therapy	3	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.	Spring
FSHN 508	Consumer Perceptions and Nutrition Communication	2	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.	Summer
FSHN 537	Leadership and Management in Dietetics	3	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	Summer
FSHN 590	Special Topics	1	TBD	Summer
FSHN 516	Advanced Nutrition I	2	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.	Fall
FSHN 533	Diet and Integrative Therapies for Prevention and Treatment of Disease	2	Explore the role of specific nutrients, dietary bioactive compounds and integrative therapies on foods, drugs, disease prevention and treatment.	Fall

# IOWA STATE UNIVERSITY

## Master of Professional Practice in Dietetics

## Appendix 2

### Program Completion Plan

Name: \_\_\_\_\_ DI Graduation Date: \_\_\_\_\_ Credits required for MPP: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

### Dietetic Internship Transfer Courses

Course #	Course title	Credits
FSHN 554	Dietetic Internship I	5
FSHN 555	Dietetic Internship II	5
FSHN 556	Dietetic Internship III	4 or 5*
*DI interns graduating before 2018 completed 14 total credits and those graduating after 2018 completed 15 total credits		

Semester 1:			Semester 2:		
Course	Credits	Sem/Yr	Course	Credits	Sem/Yr

Semester 3:			Semester 4:		
Course	Credits	Sem/Yr	Course	Credits	Sem/Yr

Semester 5:			Semester 6:		
Course	Credits	Sem/Yr	Course	Credits	Sem/Yr

All courses are required and must be taken in the semester offered. FSHN 518 can be taken before FSHN 516.  
 Per Graduate College policy, all DI credits can count towards the MPP within seven years and up to six credits  
 between eight and ten years prior to the graduating semester.



## Course descriptions

Course #	Course title	Cr	Course Description	Semester Offered
FSHN 554	Dietetic Internship I	5	Supervised practice experience in operational management, medical nutrition therapy and community nutrition. Capstone research project: Technology in Health Promotion. Experiences and activities designed to meet accreditation standards.	DI course
FSHN 555	Dietetic Internship II	5	Supervised practice experience in operational management, medical nutrition therapy and community nutrition. Capstone research project: Leadership Challenge. Experiences and activities designed to meet accreditation standards.	DI course
FSHN 556	Dietetic Internship III	4/5	Supervised practice experience in operational management, medical nutrition therapy and community nutrition. Capstone research project: Evidenced Analysis Based Clinical Presentation. Experiences and activities designed to meet accreditation standards.	DI course
FSHN 518	Advanced Nutrition II	3	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.	Spring
FSHN 538	Advanced Medical Nutrition Therapy	3	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.	Spring
FSHN 508	Consumer Perceptions and Nutrition Communication	2	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.	Summer
FSHN 537	Leadership and Management in Dietetics	3	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	Summer
FSHN 590	Special Topics	1	TBD	Summer
FSHN 516	Advanced Nutrition I	2	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.	Fall
FSHN 533	Diet and Integrative Therapies for Prevention and Treatment of Disease	2	Explore the role of specific nutrients, dietary bioactive compounds and integrative therapies on foods, drugs, disease prevention and treatment.	Fall

## 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 services. 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

### 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: \_\_\_\_\_