Didactic Program in Dietetics (DPD) Handbook

Director
Nancy Rindfuss, MA, RDN, CDN

554 White Hall
(315) 443-2269
napaul@syr.edu

2017-2018

Accreditation Council for Education in Nutrition and Dietetics
the accrediting agency for the Academy of Nutrition and Dietetics
Table of Contents

The Didactic Program in Dietetics Program at Syracuse University ................................................................. 4

Part I. Introduction to the Program ....................................................................................................................... 4
   A. Undergraduate Transfer Student .................................................................................................................. 4
   B. Prospective Master’s Student ...................................................................................................................... 4
   C. Freshman, sophomore and transfer students ........................................................................................... 4
   D. Junior, senior and graduate students ........................................................................................................ 4

Part II. The Field of Dietetics ............................................................................................................................. 5
   A. Becoming a Registered Dietitian Nutritionist: A Food and Nutrition Expert ........................................... 5
   B. Employment Opportunities in Dietetics ..................................................................................................... 6
      Hospitals ...................................................................................................................................................... 6
      Schools ....................................................................................................................................................... 6
      Community and Public Health Centers .................................................................................................... 7
      Senior Living ............................................................................................................................................. 7
      Fitness Centers ........................................................................................................................................ 7
      Food and Nutrition-Related Business ....................................................................................................... 7
      Universities ............................................................................................................................................... 7
      Research .................................................................................................................................................. 7
      Private Practice and Consulting ............................................................................................................... 7
      Culinary ..................................................................................................................................................... 7
      Media ........................................................................................................................................................ 8
      Integrative and Functional Medicine ......................................................................................................... 8
      Nutrition Informatics ................................................................................................................................ 8
   C. Salaries and Job Outlook ........................................................................................................................... 8

Part III. The Didactic Program in Dietetics at Syracuse University ................................................................. 9
   A. DPD Program Mission/Philosophy ............................................................................................................. 9
   B. The ACEND 2017 Knowledge Requirements for the Registered Dietitian Nutritionist (KRDNs) ................. 9
   C. DPD Program Goals & Outcome Measures ............................................................................................. 10
   D. NSD Faculty, Adjuncts and Staff ............................................................................................................... 12
   E. Evaluating the DPD Nutrition Program .................................................................................................... 15
   F. Projected Program Costs ............................................................................................................................ 13
   G. Financial Aid ........................................................................................................................................... 14
   H. Undergraduate Advising ............................................................................................................................ 14
   I. Academic Support and Falk Student Support Services .......................................................................... 14
   J. Career Services ......................................................................................................................................... 14
   K. Completing the Program .......................................................................................................................... 14
      Verification Policy ..................................................................................................................................... 14
      Senior Exit Exam ..................................................................................................................................... 15
      Evaluating the DPD Nutrition Program ................................................................................................... 15
   L. DPD Course Sequence ............................................................................................................................... 15
      International Students ............................................................................................................................... 15
   M. Other Academic Options ........................................................................................................................ 15
      Transfer credits ......................................................................................................................................... 15
      Double Majors .......................................................................................................................................... 16
      Minors ....................................................................................................................................................... 16
   N. Study Abroad Opportunities ..................................................................................................................... 16

2
The Didactic Program in Dietetics Program at Syracuse University

Part I. Introduction to the Program

This handbook has been developed to assist nutrition students who intend to become a Registered Dietitian. This information is a supplement to other College and University publications, which contain official policies and procedures. These other publications include the undergraduate/graduate catalog, the student handbook, schedule of classes, and the college handbook.

The Department of Public Health, Food Studies, and Nutrition faculty and staff would like to extend a warm welcome to all incoming students and look forward to working with each student through a student-centered professional development program. Each student's success in this program and in attaining Registered Dietitian status is ultimately the responsibility of the student. Utilizing this and all resources available is highly encouraged. Specific program information can be found at the Falk Nutrition Science & Dietetics website.

A. Undergraduate Transfer Student
This link will bring you to the Admissions web page at syracuse.edu. Transcripts are evaluated for transfer credit during that process.

B. Prospective Master's Student
Start by emailing Nancy Rindfuss napaul@syr.edu. She will provide you with further information about the program, collect your transcript(s) and assist you with the application process and answer your questions about the DPD/Master's Program. Your transcripts will be reviewed by the DPD Director to determine the number of pre-requisites completed and those still left to complete. The graduate program does not accept spring admissions due to the sequencing of the coursework. The Graduate DPD Track Form found within this manual provides the DPD requirements for the graduate student. If you are an international student, you must have your transcript reviewed by one of these agencies in order to have your academic degree validated as equivalent to the bachelor's or master's degree conferred by a US regionally-accredited college or university. The summary section of the agency report must state Regionally Accredited Institution.

C. Freshman, sophomore and transfer students
We suggest you read the entire online DPD handbook and use it throughout your academic career at Syracuse University. Print the sections you need and bring them to your advising meetings. The sections of greatest importance to you right now include The Field of Dietetics; Our Nutrition Program; Volunteer and Work Experiences.

D. Junior, senior and graduate students
Review the entire online DPD manual, however, focus primarily on the following sections: Completing the program, Volunteer and Extra Curricular Experiences (including the Portfolio), and Supervised Practice Programs: Dietetic Internships.
Part II. The Field of Dietetics

Dietetics is the high-tech science of applying food and nutrition to health. It is a vital, growing field open to creativity and opportunity—and the possibilities are endless. Health, nutrition, and fitness have become a way of life. People want to feel and look good. Eating right for a healthier lifestyle and learning about good nutrition are top priorities, and people are eager to learn even more. These changes mean increased opportunities in the field of dietetics.

Dietetics professionals work in healthcare, education and research. They work in sales, marketing and public relations. Registered dietitians also work in government, restaurant management, fitness, food companies, and in private practice. The direction you take, and how far you take it, is your choice.

If you enjoy working with people and have a strong interest in food and nutrition, you will enjoy a career as a registered dietitian. In addition, if you have good judgment and an understanding of human nature, the motivation and initiative to work independently, and the ability to identify and solve problems, dietetics offers variety and challenge.

Biology, anatomy, physiology, and chemistry courses will be extremely important throughout your career. Math, writing, social science, psychology, and business courses are also important. As you build this liberal arts core, you will also develop a thorough understanding of the nutrition field as it applies to community and clinical nutrition and food service management.

There are a number of pathways you can choose to enter the field of dietetics. If you want to become a registered dietitian, you can choose between enrolling in a Coordinated Program or a Didactic Program in Dietetics. A Coordinated Program is a bachelor or master's degree program that combines classroom and supervised practical experience, and is accredited by the Accreditation Council for Education and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. Graduates are eligible to take the Registration Examination for Dietitians to obtain credentials as a Registered Dietitian (RD). A Didactic Program in Dietetics (DPD) is an academic program, providing at a minimum a bachelor’s degree that is accredited by ACEND. Graduates of DPD then complete an accredited Dietetic Internship (DI) supervised practice program. Supervised practical experiences are competitive and acceptance is not guaranteed. Upon successful completion of a Dietetic Internship, you are then eligible to take the Registered Dietitian exam. The Dietetic Technician Program is a two-year associate degree program that combines classroom and supervised practical experience, and is approved or accredited by ACEND. Graduates are eligible to take the Registration Examination for Dietetic Technicians to obtain credentials as a Dietetic Technician, Registered (DTR). Syracuse University has DPD (undergraduate or graduate) and DI programs; we do not have a Coordinated Program. Attached are the pathways recognized by The Academy of Nutrition and Dietetics to becoming a Registered Dietitian.

In July 2014, a new credential that applies to DPD graduates, Bachelor’s of Science-Nutrition Dietetics Technician Registered (BS-NDTR) was approved by the Academy of Nutrition and Dietetics’ Board of Directors for those students who have completed a bachelor’s degree within a DPD major and have successfully passed the Nutrition Dietetic Technician-Registered (NDTR) exam. Please note that in order to be eligible for the NDTR exam one must earn DPD Verification. More information can be found at the Commission on Dietetic Registration website.

A. Becoming a Registered Dietitian Nutritionist: A Food and Nutrition Expert

Educational and Professional Requirements.
Registered dietitians/nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RDN credential:

**Complete a minimum of a bachelor’s degree** at a US regionally accredited university or college and course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND). The curriculum is based upon the foundation knowledge for didactic content. [View the 2017 Standards for Didactic Programs in Nutrition and Dietetics](#).

**Complete an ACEND-accredited supervised practice program** at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies. The supervised practice program is based upon the competencies for entry-level dietitians found in the 2017 Standards for Internship Programs in Nutrition and Dietetics. Typically, a supervised practice program will run 10-12 months in length.

**Pass a national examination** administered by the Commission on Dietetic Registration (CDR)

**Complete continuing professional educational requirements** to maintain registration. (75 credits every 5 years)

Some RDNs hold additional certifications in specialized areas of practice, such as pediatric or renal nutrition, nutrition support, and diabetes education. These certifications are awarded through CDR, the credentialing agency for AND, and/or other medical and nutrition organizations and are recognized within the profession, but are not required.

In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN. New York State Registered Dietitians are currently trying to pass legislation to become licensed in this state. [View a summary of state Licensure statutes](#).

The Commission on Dietetic Registration (CDR) decided in 2013 to change the entry-level registration eligibility requirements for dietitians from a baccalaureate degree to a minimum of a graduate degree starting in 2024. Those that hold the registered dietitian credential prior to 2024 will not be required to complete a master’s degree when the master’s degree requirement becomes effective in 2024.

**B. Employment Opportunities in Dietetics**

The majority of registered dietitian nutritionists work in the treatment and prevention of disease — administering nutrition therapy as part of medical teams — often in hospitals, HMOs, private practice or other health care facilities. In addition, many RDNs work in community and public health settings and academia and research, with a growing number working with food and nutrition industry and business, journalism, sports nutrition, corporate wellness programs and other non-traditional work settings. [View this information about a career in dietetics and where RDs work](#).

**Hospitals**

As part of the health care team, RDNs working in the hospital setting educate patients about nutrition, administer medical nutrition therapy, provide nutrition support and evaluate critical care. They may also manage the foodservice operations in these settings, overseeing everything from food purchasing and preparation to managing staff.

**Schools**
Learning the importance of good nutrition early on is key for lifelong health. RDNs often work as school foodservice directors, or work closely with the director, to create healthy menus and help administrators create and revise wellness policies. They also teach classes and develop nutrition education programming for students and faculty.

**Community and Public Health Centers**
RDNs can be found at community health centers and public health settings teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits. They also work at Head Start and Early Childhood Education Programs guiding childhood nutrition programs.

**Senior Living**
Believe it or not, Medicare regulations actually mandate that nursing homes employ a registered dietitian nutritionist. As such, RDNs are key members of the care team, evaluating the overall menu and catering to the diets of high-risk residents.

**Fitness Centers**
Registered dietitian nutritionists looking for a captive audience often find just that while working at fitness centers, where they educate clients about the connection between food, fitness and health. Many also are certified in fitness or own their own fitness center. Beyond the gym, RDNs are often hired to work with professional sports teams on menu planning, weight management, performance enhancement, recovery and medical nutrition therapy to complement athletes' training.

**Food and Nutrition-Related Business**
In food and nutrition-related businesses and industries, RDNs work in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools. Supermarkets employ RDNs to provide in-store nutrition counseling and answer customers' dietary questions.

**Universities**
RDNs with a classroom calling often teach physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of food and nutrition.

**Research**
Whether at food or pharmaceutical companies, universities or hospitals, RDNs who choose to go into the research field will find themselves directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

**Private Practice and Consulting**
Many RDNs are drawn to the field as a way to be their own boss. Working under contract with health care or food companies or in their own business, RDNs may provide services to foodservice or restaurant managers, food vendors and distributors, athletes, long term care residents or company employees. Private practice RDNs provide individual client counseling, too, and may work with physician offices providing medical nutrition therapy.

**Culinary**
RDNs bring a scientific and practical understanding of food and nutrition to the culinary landscape, making them extremely well equipped to take on the challenge of training to become a chef or cook. Many world-renowned chefs, recognizing the need to understand how the food they cook affects their customers, seek out nutrition education and eventually combine their passions as RDNs.
Media
RDNs are often called on by major media outlets as expert sources on food and nutrition and may be asked to serve as spokespeople for the Academy, acting as the face of the association. They also may be asked to serve as contributing editors for print and online publications, and some are journalists themselves. Plus, hundreds of RDNs are published book authors.

Integrative and Functional Medicine
RDNs with an interest in an integrated and personalized approach to nutrition, health and healing may be interested in the field of Integrative and Functional Medical Nutrition Therapy. The philosophy centers on a holistic “food as medicine” approach to wellness, and is based in the integrative medicine model, centered on whole-food therapies, targeted supplements and mind-body modalities.

Nutrition Informatics
RDNs are heavily involved in the field of nutrition informatics, working to enhance the retrieval, organization, storage and optimum use of information, data and knowledge for food and nutrition-related problem solving and decision-making.

Nutritionist is a title used by nutrition professionals who typically work in the community for a government program, business or health association (American Heart Association, National Dairy Council). It is important to note, however, that the title “nutritionist” can be used by anyone and does not require a person to have background or credentials in nutrition. Use of the job title “nutritionist” is no indication that the employer does or does not require applicants to be registered dietitians (RDs). In some states, but not all, anyone using the title “dietitian” must be certified as an RDN by CDR. In a community or business setting, being an RDN is not always a requirement.

C. Salaries and Job Outlook

According to AND’s 2015 Dietetics Compensation and Benefits Survey, the median salary for all RDs responding to the 2015 survey was $63,700 ($30.62/hour). As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs.

According to the U.S. Bureau of Labor Statistics, employment of dietitians and nutritionists is projected to grow 16 percent from 2014 to 2024, faster than the average for all occupations. The role of food in preventing and treating illnesses, such as diabetes, is now well known. More dietitians and nutritionists will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health.
Part III. The Didactic Program in Dietetics at Syracuse University

The Syracuse University Didactic Program in Dietetics (DPD) is a nutrition program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) under the Standards of Education as meeting academic requirements leading to at least a bachelor’s degree. Upon program completion, graduates receive a Bachelor’s of Science degree in Nutrition. When verified by the program director, a DPD graduate may apply to a supervised practice (dietetic internship) program. Successful completion of supervised practice establishes eligibility for active membership in The Academy of Nutrition and Dietetics and/or to write the registration examination. (Please see the DPD Verification Policies in Appendix E and Appendix F)

A. DPD Program Mission/Philosophy
The mission of the Didactic Program in Dietetics (DPD) is to prepare students to successfully enter dietetic internships, which leads to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist, food and nutrition careers or graduate school through a student-centered professional development program with a broad liberal arts base. Our program is fully accredited by the accrediting agency called ACEND.

B. The ACEND 2017 Knowledge Requirements for the Registered Dietitian Nutritionist (KRDNs)
All of these knowledge requirements are taught throughout the DPD curriculum. These are determined through faculty curriculum reviews.

<table>
<thead>
<tr>
<th>Domain 1.</th>
<th>Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRDN 1.1</td>
<td>Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.</td>
</tr>
<tr>
<td>KRDN 1.2</td>
<td>Use current information technologies to locate and apply evidence-based guidelines and protocols.</td>
</tr>
<tr>
<td>KRDN 1.3</td>
<td>Apply critical thinking skills.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain 2.</th>
<th>Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRDN 2.1</td>
<td>Demonstrate effective and professional oral and written communication and documentation.</td>
</tr>
<tr>
<td>KRDN 2.2</td>
<td>Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe inter-professional relationships in various practice settings.</td>
</tr>
<tr>
<td>KRDN 2.3</td>
<td>Assess the impact of a public policy position on nutrition and dietetics practice.</td>
</tr>
<tr>
<td>KRDN 2.4</td>
<td>Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</td>
</tr>
<tr>
<td>KRDN 2.5</td>
<td>Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.</td>
</tr>
<tr>
<td>KRDN 2.6</td>
<td>Demonstrate an understanding of cultural competence/sensitivity.</td>
</tr>
<tr>
<td>KRDN 2.7</td>
<td>Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.</td>
</tr>
<tr>
<td>KRDN 2.8</td>
<td>Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.</td>
</tr>
</tbody>
</table>

| Domain 3. | Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations. |

| KRDN 3.1  | |
KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.5 Describe basic concepts of nutritional genomics.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
KRDN 4.1 Apply management theories to the development of programs or services.
KRDN 4.2 Evaluate a budget and interpret financial data.
KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4 Apply the principles of human resource management to different situations.
KRDN 4.5 Describe safety principles related to food, personnel and consumers.
KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

The program’s curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.

b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.

c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

C. DPD Program Goals & Outcome Measures

1. The program will prepare graduates who fulfill the Didactic Program in Dietetics requirements within a Liberal Arts core to apply for the Dietetic Internship and/or graduate school.
2. The program will assure graduates are prepared for the Dietetic Internship.
3. The program will prepare graduates to continually participate in professional education, service and growth.

Program outcome data is available upon request by contacting the program director: napaul@syr.edu

Program Goal One: The program will prepare graduates who fulfill the Didactic Program in Dietetics requirements within a Liberal Arts core to apply for a Dietetic Internship and/or Graduate school or secure employment.

Outcome Measures

• Upon exit survey, DPD students will rank the average scores □ 3.75 with a scale of 1-5 (1=Poor, 5=Outstanding) for following program outcomes:
  o Prepared for Internship
  o Recommend Program
Effective Guidance/Advising
Flexible Program
Sufficient Opportunities for volunteering

• 90% of program students complete the DPD program within 150% of the expected time, (ex: undergraduate DPD students enrolled in NSD 342 will complete the program within the following 7 semesters; graduate students enrolled in NSD: 684, Research Methods, will complete the program within the 5 following semesters.)
• 50% of program students will apply to a Dietetic Internship within 12 months of graduation.
• Over a five-year period, 80% of program students who applied will match with a Dietetic Internship within 12 months of graduation.
• 80% of program students who do not match or apply to a Dietetic Internship will continue with graduate school or secure employment within six months of graduation.
• 85% of program students applying to graduate school will be accepted.
• 50% of our undergraduate students will work toward the completion of a minor/certificate
• 35% of the undergraduate students will study abroad.

Program Goal Two: The program will assure graduates are prepared for the Dietetic Internship.

Outcome Measures
• Average scores will be ≥ 3.75 on a scale of 1-5 for program outcomes:
  o Prepared for Internship
  o Program students are confident they know/can perform the 2012 Core Knowledge Requirements (ACEND)
• Average scores will be ≥ 3.75 on a scale of 1-5 for program outcomes:
  o Prepared for Internship
  o Internship Directors rate Interns knowledge and ability to perform the 2012 Core Knowledge Requirements (ACEND)
• Average scores will be ≥ 3.75 on a scale of 1-5 for program outcomes:
  o Prepared for Internship
  o Alumni rate the DPD program for preparing them to know/perform the 2012 Core Knowledge Requirements (ACEND)
• Over a five-year period, 80% of program graduates will pass the Registration Examination for Dietitians within one year of their first attempt.

Program Goal Three: The program will prepare graduates to continually participate in professional education, service and growth.

Outcome Measures
• Program graduates will give average score > 3.75 on a scale of 1-5 (1=Poor; 5 = Outstanding)
  o Lifelong learning
• 50% of program students will be a member of the Academy of Nutrition and Dietetics
• 70% of program alumni who are RDs will be a member of the Academy of Nutrition and Dietetics
• 50% of program students will intend to pursue advanced education
• 50% of alumni will report completion or intent to complete advanced education
• 50% of alumni who are RDs will report involvement in activities to advance the field (MNT/licensure advocacy; etc.)
• 50% of alumni who are RDs will hold leadership positions
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Affiliations</th>
<th>Office Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Welsh, PhD</td>
<td>Department Chair, Public Health, Food Studies, and Nutrition</td>
<td>542 White Hall</td>
<td>443-4060</td>
<td><a href="mailto:jrwelsh@syr.edu">jrwelsh@syr.edu</a></td>
</tr>
<tr>
<td>Tanya Horacek, PhD, RD</td>
<td>Undergraduate Program Director, Professor</td>
<td>558 White Hall</td>
<td>443-9323</td>
<td><a href="mailto:thoracek@syr.edu">thoracek@syr.edu</a></td>
</tr>
<tr>
<td>Lynn Brann, PhD, RDN, FAND</td>
<td>Graduate Program Director, Associate Professor</td>
<td>559 White Hall</td>
<td>443-4805</td>
<td><a href="mailto:lbrann@syr.edu">lbrann@syr.edu</a></td>
</tr>
<tr>
<td>Donna Acox, MS, FAND, RDN</td>
<td>Adjunct Instructor</td>
<td>550L White Hall</td>
<td></td>
<td><a href="mailto:dlacox@syr.edu">dlacox@syr.edu</a></td>
</tr>
<tr>
<td>Chaya Charles, MS, RD, CSG, CDN</td>
<td>Adjunct Instructor</td>
<td>550L White Hall</td>
<td></td>
<td><a href="mailto:clmono@syr.edu">clmono@syr.edu</a></td>
</tr>
<tr>
<td>William Collins, CHE</td>
<td>Culinary Specialist</td>
<td>550 White Hall</td>
<td></td>
<td><a href="mailto:wcollins@syr.edu">wcollins@syr.edu</a></td>
</tr>
<tr>
<td>Kay Stearns-Bruening, PhD, RDN</td>
<td>Associate Professor, Interim Director Dietetic Internship</td>
<td>557 White Hall</td>
<td>443-9326</td>
<td><a href="mailto:ksbrueni@syr.edu">ksbrueni@syr.edu</a></td>
</tr>
<tr>
<td>Mary Kiernan, MBA</td>
<td>Associate Teaching Professor</td>
<td>540L White Hall</td>
<td>443-4156</td>
<td><a href="mailto:mpkierna@syr.edu">mpkierna@syr.edu</a></td>
</tr>
<tr>
<td>Mary Lewis, RN</td>
<td>Adjunct Instructor</td>
<td>550L White Hall</td>
<td></td>
<td><a href="mailto:mmlewis@syr.edu">mmlewis@syr.edu</a></td>
</tr>
<tr>
<td>Sudha Raj, PhD, FAND, RDN</td>
<td>Teaching Professor</td>
<td>562 White Hall</td>
<td>443-2556</td>
<td><a href="mailto:sraj@syr.edu">sraj@syr.edu</a></td>
</tr>
<tr>
<td>Dayeon Shin, PhD</td>
<td>Assistant Professor</td>
<td>552 White Hall</td>
<td>443-2757</td>
<td><a href="mailto:dshin03@syr.edu">dshin03@syr.edu</a></td>
</tr>
<tr>
<td>Jane Uzcategui, MS, RDN</td>
<td>Associate Teaching Professor</td>
<td>553 White Hall</td>
<td>443-4882</td>
<td><a href="mailto:jbuzcate@syr.edu">jbuzcate@syr.edu</a></td>
</tr>
<tr>
<td>Margaret Voss, PhD</td>
<td>Professor of Practice</td>
<td>561 White Hall</td>
<td>443-3853</td>
<td><a href="mailto:mavoss@syr.edu">mavoss@syr.edu</a></td>
</tr>
<tr>
<td>Jennifer Wilkins, PhD, RD</td>
<td>Daina E. Falk Professor of Practice</td>
<td>560 White Hall</td>
<td>443-3479</td>
<td><a href="mailto:jlwilk01@syr.edu">jlwilk01@syr.edu</a></td>
</tr>
<tr>
<td>Nancy Rindfuss MA, RDN, CDN</td>
<td>Director, Didactic Program in Dietetics</td>
<td>554 White Hall</td>
<td>443-2269</td>
<td><a href="mailto:napaul@syr.edu">napaul@syr.edu</a></td>
</tr>
<tr>
<td>Donna Sparkes</td>
<td>Administrative Assistant</td>
<td>550L White Hall</td>
<td>443-5573</td>
<td><a href="mailto:djsparkes@syr.edu">djsparkes@syr.edu</a></td>
</tr>
</tbody>
</table>
E. Accreditation Status
The Didactic Program in Dietetics at Syracuse University is accredited by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, ACEND@eatright.org, 1-800-877-1600X5400). Our program was granted full accreditation in 2010 for a 10-year period. The Standards of Education, upon which the program is designed, are based upon the foundation knowledge for didactic content.

F. Projected Program Costs
Based on the 2017-2018 figures, it is approximately $67,152 for an undergraduate student and $48,557 for a graduate student.

Costs are subject to change. Check with the Admissions and Housing Offices for updates. The student should be prepared to pay the necessary fees to complete the DPD Program. Expenses for attending Syracuse University as an undergraduate and graduate student can be found on Syracuse University’s website.

(DPD) Undergraduate Students

<table>
<thead>
<tr>
<th>Direct Costs:</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$45,150</td>
</tr>
<tr>
<td>Housing and Meals</td>
<td>$15,558</td>
</tr>
<tr>
<td>Miscellaneous fees</td>
<td>$1,605</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1,672</td>
</tr>
<tr>
<td>Indirect Costs: (estimate)</td>
<td></td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,469</td>
</tr>
<tr>
<td>Transportation</td>
<td>$668</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1,030</td>
</tr>
<tr>
<td>Total</td>
<td>$67,152</td>
</tr>
</tbody>
</table>

Additional Costs: (not included in calculation)
- Laboratory course fees (estimated) $215
- AND Associate Membership $58
- Student Professional Liability Insurance (Jr & Sr) $25/yr
- Dietetic Internship Application Fees (varies) $500

(DPD) Graduate Students

<table>
<thead>
<tr>
<th>Direct Costs:</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$27,000</td>
</tr>
<tr>
<td>Fees</td>
<td>$836</td>
</tr>
<tr>
<td>Housing</td>
<td>$9,690</td>
</tr>
<tr>
<td>Meals</td>
<td>$3,672</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$2,230</td>
</tr>
<tr>
<td>Indirect Costs:</td>
<td></td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$899</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$1,952</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,418</td>
</tr>
<tr>
<td>Loan Fee</td>
<td>$860</td>
</tr>
<tr>
<td>Total</td>
<td>$48,557</td>
</tr>
</tbody>
</table>

Additional Costs: Not included in calculation
- AND Associate Membership $58
G. Financial Aid
Information about financial aid and loan deferment can be found at the Office of Financial Aid and Scholarships Program website.

H. Undergraduate Advising
One of the nutrition faculty will be assigned as your faculty advisor. If you are a First-Year student, you will be assigned to both a First-Year Academic Advisor (Malissa Monahan in Falk Student Services) and a Faculty Advisor. Your Academic Advisor will help you with course selection and registration during your first year at SU and your Faculty Advisor will help you with any questions or concerns regarding your major and career options during the first year. After your 1st year, you will transition to having only a Faculty Advisor. The academic calendar can be found on Syracuse University's website. It guides the timing of advising, registration, classes and exams. Your advisor is committed to providing you the individual advice and assistance that you need at every step throughout your degree program. A successful system of academic advising is highly dependent upon a shared commitment and exchange of timely information from the student, faculty, and staff.

Students are responsible for scheduling, preparing for, and keeping advising appointments, seeking out contacts and information, and knowing the basic requirements of their individual degree programs. Students bear the final responsibility for making their own decisions based on the best information and advice available and, ultimately, on their own judgment.

Advisors are responsible for developing a thorough knowledge of the institution, including academic requirements, program options, and general University resources. Advisors are expected to involve students by encouraging them to ask questions, gather information, and explore options so that they may develop a meaningful academic plan. For more information, see Falk College Office of Student Services web page.

Advisors will:
- assist in the planning of your schedule each semester,
- be available to students on a regular basis,
- monitor their advisees' progress,
- assist in considering career options, and
- make appropriate referrals to other campus offices.

I. Academic Support and Falk Student Support Services
Although your advisor can guide you when you are having difficulty with classes or other issues on campus, there are also a variety of resources and supports in place to help you. The Falk Student Services Department can assist and guide you in many ways from tutoring services, personal support and processing forms. They are located at 300 MacNaughton Hall. The Assistant Dean of Student Services is Mr. James Byrne and is located in the same office, (315) 443-2077.

J. Career Services
There are several resources available to current students and alumni in the Career Services Department such as “mock” interviews and resume critique. Visit the Career Services website or their office for more information-Schine Student Center, Suite 235.

K. Completing the Program

Verification Policy
To insure DPD students are appropriately prepared for a supervised practice program and the field of dietetics, the department of Nutrition Science and Dietetics has instituted a verification policy. During one of your first advising meetings with your advisor, you will review and sign a copy of the Verification policy. The current policy forms for undergraduates and graduate students are included in this handbook in the Appendix. For those students who have taken courses several years ago — your transcript will be evaluated on an individual basis to determine eligibility for DPD Verification.

Senior Exit Exam
To ensure DPD students are appropriately prepared for a supervised practice program and the field of dietetics, the Department of Public Health, Food Studies, and Nutrition has instituted a final exit exam that covers the entire nutrition curriculum (which is similar to the RD exam). You will take this exam when you are enrolled in Senior Seminar II (NSD 477) which is typically in the spring of your senior year. This exam will assess the knowledge you acquired from the four-year nutrition program. It is typically a computerized objective test with ~ 125 items. It is advisable that you save your materials/notes/books from each NSD class. These will also be helpful when you review for the RD exam. You must pass the senior exam with a score of 70% or higher and will have two opportunities to do so. (This exam is for undergraduate students only- the master’s DPD students take a comprehensive exam).

Evaluating the DPD Nutrition Program
At the end of each class, you will have an opportunity to anonymously evaluate the class and your professor and provide constructive, professional feedback. Additionally, prior to graduation, you will evaluate the DPD nutrition program for how well it prepared you. We value your feedback and look forward to your input. If you have suggestions to enhance the program beyond these opportunities, please feel free to make your suggestions to the department chair or director of the DPD program.

L. DPD Course Sequence
The sequence of classes you take as an undergraduate DPD student is included in this manual. (Please see Appendix B and C) Sequencing is based upon pre-requisites and some classes may be offered only Spring or only Fall (see Appendix A). Come to your advising meetings with a basic plan of what you would like to take based upon this schedule or the one prepared for you if you are a transfer student. Be warned that if you take matters into your own hands (e.g. dropping classes or taking alternative courses), that you might jeopardize when you can finish the DPD program or if you will be verified. An alternative sequence can be designed with your faculty advisor to fit your study abroad, minor and/or double major plans. (Please see Appendix C) The sequence for graduate students desiring DPD verification is also included in this manual and is based upon an evaluation of your undergraduate transcripts. (Please see Appendix D) Contact Nancy Rindfuss napaul@syr.edu to have your undergraduate transcript evaluated. The identification of pre-requisites for the DPD option should be completed prior to starting in the master’s program.

International Students
Students with an international bachelor’s degree must have their transcripts evaluated by a World Education Service (or another approved by ACEND); view a full list of agencies.
. Have the evaluation sent to the DPD Director: 554 White Hall, Syracuse NY 13244

M. Other Academic Options

Transfer credits
Many students like to take a course or two at their local community college over the summer. This can lighten your load during the semester and can allow you to focus on difficult topics with fewer distractions. Be sure to get any summer/community college classes approved before you take it so that you can be sure it will transfer. Make an appointment with your advisor, bring a copy of the course descriptions and complete
the necessary paperwork to obtain approval. You must earn a grade of C or better to transfer the credits in. The grade does not transfer in and does not factor in to your GPA at SU. You must provide your official transcript to the SU College Recorders to receive credit for the course completed.

**Double Majors**
Some nutrition students have completed double majors. The most popular option is a double with Exercise Science or one of the Newhouse majors. If planned early in your career here, this can be completed in a solid five years. Doubling is a serious commitment to two disciplines. Since nutrition is very structured, you might want to consider all your options besides doubling for how you can achieve your academic goals. You could consider a minor or pursing the other interest in graduate school.

**Minors**
A minor is typically requires the completion of 18 credits. Popular choices for a minor combined with nutrition include: Exercise Science, Gerontology, Psychology, Health and Wellness, Child and Family Studies, and Management. Others have included: Newhouse, Entrepreneurialism, and Political Science. Refer to your undergraduate catalog for a full list of minor programs. Depending upon what you choose to study some of the credits might already count toward part of your degree requirements. Due to Liberal Arts degree requirements — please check with your Faculty Advisor before starting a Minor.

**N. Study Abroad Opportunities**
SU Abroad - Many students take advantage of this time in college to experience another culture and country. Through SU Abroad, many of our students have studied in London for a semester. Other countries students have visited include Spain, Italy and Australia. Most International programs are not nutrition friendly, so studying abroad works best if we do a little advance planning regarding your sequence of courses. Students typically like to study abroad sometime during the junior year. Refer to the SU Abroad web page to learn more about the various semester and summer programs you could do.

**O. Volunteer Opportunities**
Volunteering is an important avenue for dietetic students to display civic responsibility, learn about the field, get practical experience, and build your resume. Volunteering can start with a simple informational interview or job shadowing. Many times a successful volunteer experience can turn into a paid position. Volunteer opportunities can be a one-time, one-day event or they can be a standard part of your weekly schedule. Although one-day experiences are appropriate, it is the long-term sustained experiences that are truly valued by students themselves, internship directors, and future employers. Start engaging in volunteer experiences early in your college career. Do not wait until your junior or senior year when it is too late and obvious on your resume/application. Volunteer and non-credit internship experience is essential for getting into a supervised practice program after you graduate. It is recommended that you acquire at least 250 hours of nutrition-related volunteer experience through your college career from a variety of settings such as: clinical—inpatient or outpatient hospital settings and nursing homes (junior or senior year), community (soup kitchens, Shaw Programs, CNY Food Bank, Head Start, and W.I.C. are a few suggestions) and food service (SU Dining Services, school food service, restaurant or catering). If you can get paid for your experience-great! This is all based on the honors system and there is no signature required of you from the person you volunteer or work for to collect these hours. Do come up with a good system to track your hours you work or volunteer as it will be required of you to document this in your dietetic internship application in your senior year — it will be hard to remember all of this without it being written down. See form in the Appendix that you may use to track your hours. A good question to ask yourself when deciding if a work or volunteer experience is appropriate to do: will I be doing this potentially as a dietetic intern? If the answer is yes then go ahead with it because dietetic internship directors are looking to see if you are familiar with the nutrition field (clinical, food services and community areas) when they review your application to their internship.
**Job Shadowing**

As part of the job shadowing experience, students are primarily there to observe and ask questions. The job shadowing opportunity should result in the student having been exposed to "real life" work in a career of interest. Students may practice hands-on tasks associated with the job, but may not perform productive work which benefits the employer.

**Job Shadowing Requirement:**

Students should job shadow in area(s) of dietetics in which they lack experience. Each job shadowing experience should be for approximately 4 hours. Examples of experiences include:

- Health Care: hospital, out-patient, clinic, WIC, or nursing home
- Foodservices: school or university foodservice, commercial restaurant

To make the job shadowing experience successful, the student will:

- dress according to the standards of the particular site;
- call the site before the scheduled time if unable to attend on the appointed day;
- arrive at the site at the agreed upon time;
- follow all guidelines and policies of the site;
- complete all required paperwork (permission, medical authorizations, etc.).

The person you “shadow” is not required to sign any paperwork for you. You do not turn in any form that proves you completed the volunteer hours to our program. This is all done based on the honor system. You will however be asked to elaborate about your experience in an interview setting if it is listed in your portfolio, resume or Dietetic Internship application.

**Skills to be observed in Job Shadowing:**

- Basic employment skills: how to dress; importance of being on time.
- Interpersonal skills: how to relate to clients, employees, other members of a health care team, customers, or others
- Paper work required
- Professional knowledge and skills required

**Benefits of Job Shadowing:**

- Learn about the job and whether this is something you would enjoy and/or be capable of doing.
- Become familiar with the job setting.
- Make professional contacts for mentoring and possible employment.

**Informational Interview**

An informational interview can be conducted alone or as part of a job shadowing experience. It is never too early to start these interviews. I suggest students conduct at least 2-3 informational interviews per academic year, so that you meet a variety of professionals, start to see how the field works, potentially secure volunteer experiences, and build your network.

Here are two other excellent resources to help you prepare to secure and conduct effective informational interviews.

- [A very thorough tutorial for all aspects of informational interviews.](#)
- [Here are specific and varied informational interview questions which might be helpful.](#)
In general, consider asking about:

- Experiences and training required for position
- Previous professional experiences
- Opportunities for advancement
- A typical day
- Working conditions
- Starting salary range and benefits

**Tracking Your Experiences**

Track your volunteer, shadowing and informational interviews on your dietetics experience worksheet. (Please see Appendix G) - For each volunteer, shadowing, or interview experience, record a few notes on the form provided in the appendix of this handbook. Record such information as: Description and location of the experience, Name of person shadowed/interviewed/supervising you and contact information; date(s) of experience; hours spent at the facility; etc.; Make a note regarding what you learned and reactions to the experience. When it comes time to complete your Internship application, you will appreciate having this record of your four years of volunteer experiences.

**Volunteer Opportunities**

There are numerous avenues available through the department, university and community at large (hospitals, soup kitchens, food pantries, schools, etc.) for volunteering. In 1999, the students started a student dietetic association: Nutrition Education and Promotion Association (NEPA), which provides many avenues for one day or extended volunteer opportunities. Once you complete NSD 511 (Nutrition Education), consider doing some peer nutrition education on campus and in the community through ORANGE WRAP which stands for: Out Reach and Nutrition Group Education by Wellness Responsibility Advocating Peers. If you are creative, consider writing for the college student magazine- Healthy You @ SU. Numerous other opportunities are available through the year associated with the campus RD’s, National Nutrition Month, the Central New York Dietetic Association or other avenues.

Volunteer opportunities will be shared often via class announcements, campus email and in the department. When you volunteer at a facility, it is a requirement of our program that you must not be used to replace an employee and their responsibilities.

To best assist you with the securing appropriate volunteer experiences, NSD students will register through The Shaw Center at the start of each academic year. We have established a process for nutrition students and have student nutrition volunteer coordinators working for The Shaw Center at 237 Schine. Be sure to pick up a nutrition volunteer packet — not the general student population packet. Once you are registered, you can secure opportunities available through the center and those announced through the department of NSD. You will be notified via email of your placement. Contact your agency, volunteer, track your hours and activities. At the end of each semester/year, you will record and evaluate your volunteer experiences.

The nutrition volunteer coordinator(s) email is NSDVolunteer@syr.edu.

Nutrition students have acquired field experience through non-credit and credit-bearing internships. A few examples include: SU as a Peer Advisor & University 100, SU Dining Services, SU Health Center, soup kitchens and pantries, diabetes camps, weight loss centers, WIC, private consulting dietitians, and Wegmans. Some students have done the “paid” (and includes room and board) eight-week food service management internship through NACUFS (Applications are due mid-January)
Students may consider doing informational interviews with professionals, which can lead to promising contacts. Use your breaks at home wisely by doing the necessary research, calling, and informational interviews to help you land the best volunteer and work experiences for your summers at home. Acquire a variety of nutrition-related volunteer/work experience to help you explore the field and to build your resume.

Other Extracurricular Experiences

Research Experience with an SU faculty member
All faculty teach, conduct research and provide service in the community. Consider doing a research experience with a faculty member in the department. Many faculty provide easy opportunities through their classes for you to get a safe and simple exposure to research - but maybe you want more. If you are ever considering an honors thesis, graduate school or simply interested in the investigative processes, you can volunteer or do an independent study for credit. Interview the various faculty to find out what they have going on and how you could get involved.

Annual Public Policy Workshop

Legislative Advocacy Day
Located in Albany early March or May. Work side by side with Nutrition professionals to influence NY state legislators.

Food and Nutrition Conference Expo (FNCE)
Annual dietetic conference held in October. Location of national meeting changes each year. Last year it was held in Boston, MA. This year it is in Chicago. A great networking and learning opportunity.

Work Experience
Obtaining work experience is also essential to help you apply what you are learning in class, to investigate the field and to build your resume. Just as with volunteering, the opportunities are endless and really depend upon your motivation and perseverance. Part-time and summer position are available in hospitals and long term care facilities (dietary aid, food service worker or Dietetic Technician), camps, restaurants, bakery, aerobics instructor, SU food service, community agencies, schools, day care, long term care facilities, home health care, etc.

Membership in the Academy of Nutrition and Dietetics (AND)
Students are encouraged to join AND as an Associate member at a cost of $58.00/year. Student membership directions and forms.

A few benefits to members of AND include: receive the Journal of the Academy of Nutrition and Dietetics monthly and AND Courier quarterly, gain access to the AND members’ only places, automatic membership in your State Dietetic Association, attend annual FNCE conference at reduced rate, eligible to apply for AND scholarships, join dietetic practice groups, hold appointed positions at national and Affiliate levels as designated by the House of Delegates.

Membership in the Central New York Dietetic Association (CNYDA)
$10.00 student rate/yr, professional session, opportunities for National Nutrition Month, networking, scholarships, etc.

Student Membership in the Society for Nutrition Education and Behavior
Individuals who are registered as full-time students or are actively working on a degree at an accredited college or university are eligible for student membership. All students must have their membership
application signed by a faculty member to verify student status. **Dues**: $60.00/year (prorated – depending upon when you join).

**A few benefits of SNEB membership include:** Networking opportunities; Leadership and professional development; mailed publications - *Journal of Nutrition Education and Behavior* and *SNEB Communicator*; Reduced registration rates for annual meeting; Eligible for student scholarships and awards; Access to SNEB’s listserv; Information on nutrition policy issues relevant to the public's health and well-being; opportunity to participate in special interest divisions.

**P. Portfolio**

**What is a portfolio?**

A portfolio is a purposeful collection of student work that exhibits the student’s efforts, progress and achievement in one or more areas. It is a crucial part of the internship or job selection process. It may not only get you an interview, but it also may clinch an internship spot or job offer. It is important for you to have an effective way to show your work. A portfolio should demonstrate self-awareness, understanding of the field, creative ability, technical proficiency, and an abundance of ideas. It should be a systematic package of your visual solutions to real or practice assignments. The overall appearance and content of your portfolio leaves a lasting impression about your unique style, talent and expertise.

**Why keep a portfolio?**

- It is a method for tracking your accomplishments.
- It is a marketing tool representing you.
- Depending upon the quality of your experiences and documentation, some supervised practice programs might give you clock hour credit.

**The Best Portfolio**

- Is neat and carefully organized.
- Includes samples of high quality.
- Does not include everything you have ever done. Choose only your very best work and select pieces that are relevant to the internship/employment selection committee.
- Demonstrates consistency in style and skill.
- Includes a sample of work in different stages to show your progression of ideas/learning
- Includes how you solved problems with alternate solutions to demonstrate creative versatility.
- Illustrates your skills and talents.
- Displays your accomplishments.
- Explains your resume.
- Markets who you are and what you have done.
- Is a communication tool during an interview.
- Helps you know and understand yourself better, to set goals and to be able to talk about who you are, what you’ve done and what you want to accomplish.

**Developing Your Portfolio**

- On the volunteer/experience form in the Appendix, track your experiences/assignments that you might want to include in your portfolio.
- Start a holding box to secure these examples until you are ready to assemble it.
- Research the potential internship or employer. Slant your portfolio's contents to solutions developed with these customers in mind.
• Review, assemble examples and develop a sequence for your work. Start with your strongest and most favorite work.
• Organize your portfolio to demonstrate how your skills will meet their needs and how they can profit from it.
• Choose pieces to represent your interests and philosophy.
• Decide on an orientation (portrait or landscape). Do not have pieces facing in different directions.
• Create an introduction and a list of contents.
• Evaluate. Get feedback from faculty/career specialist on content & presentation.

What are you trying to convey through your portfolio?

Skills/attribute development and competence
♦ Self-knowledge
♦ Continual self-evaluation and learning
♦ Responsible, motivation, and hard-working
♦ Written and oral communication skills
♦ Emotional intelligence
♦ Leadership skills
♦ Work alone or in a team
♦ Civic responsible
♦ Cross cultural competence
♦ Research skills
♦ Professional and ethical responsibilities

Engaged in
♦ Inter-professional learning and experiences
♦ Mentoring relationships
♦ Volunteer work
♦ Cross learning (applying what you learned in one class to another or to a volunteer experience)

Outcomes
♦ Meeting ACEND Knowledge and Skills Competencies through class assignments, volunteer & work
♦ Accomplishments
♦ Meeting and work toward goals

Content for your portfolio- a few ideas....
♦ One page resume
♦ Followed by your philosophy
♦ A page or two from your NSD116 or NSD 275 pre- or post-production report that illustrates what you were doing as manager
♦ Print "handout" in 6 slides per page format of a PowerPoint presentation you created
♦ The printout of the webpage you designed
♦ A menu from a restaurant where you were a cook for one or more of the menu items
♦ Your advocacy letter from NSD 455
♦ A flyer or brochure you designed to promote an activity for your organization
♦ Protocol page from a research project you assisted
♦ Printout from Food Processor results
♦ Photo w/caption of a display you created to educate the public on a nutrition or wellness issue
♦ A Cut out of an article you wrote for the Daily Orange or local newspaper
♦ Certificate of an award you won or membership in an honor society
♦ Letter of thanks for volunteering at food or nutrition-related community service organization
♦ A nutrition education piece designed in NSD 511
♦ Photos of a research poster session you helped to author
How should you create a professional portfolio- from Kimeldorf’s Portfolio Power

1. Develop a collection of data for the portfolio’s content
2. Analyze the data critically and prioritize each portfolio element
3. Plot your career goals and career changes
4. Assemble your portfolio to target your goals
5. Check your final portfolio for details
6. Professional appearance
7. Have it reviewed by others
8. Practice incorporating it into an interview.

Portfolio Format - Most experts agree that the portfolio should have between 10 - 20 diverse pieces. All pieces should be of excellent quality, not a returned graded (marked) assignment. The most common portfolio is simulated leather, multi-ring with pages that allow inclusion of loose samples. This has the advantage of keeping your work in sequence and well protected. Avoid large, "student" size books; stick with 8 or 11x14". This portfolio will contain the START of a collection of things you have created.

Type a short explanation caption to attach to each item if it isn't self-explanatory.

- Purpose
- Self-evaluation
- External review
- Goals

More and more students are turning to technology to showcase their work on CD-ROMs, laptops or through the WWW. For example, your work can be burned on a CD at very little cost and mailed to prospective employer/internship director. As access to the WWW becomes commonplace and designers are developing solid Web design skills, creating a site that showcases your work is yet another option. As with any portfolio, only include work on your site that you would want an employer to see. It is wise to check to see what an employer's preference and capabilities are in terms of viewing a disk or an interactive version of your portfolio.

Showing Your Portfolio

Your initial contact may be with a resume, but after a potential internship director or employer sees it, they may want to see more of your work. Some firms have a drop off policy or set up appointments to see your work via a portfolio. Because things can get lost, it may be prudent to include only duplicates that can be replaced if you are not present for the review and show originals when you can be there. Label your portfolio with your name, address and phone number. When presenting your portfolio, allow your work to speak for itself. Be prepared to answer questions about your work. Your portfolio is probably the most important marketing piece you will create. Take the necessary time and effort to develop one that represents your creative talent, abilities and potential.

For Additional Information:

- Come review one of the model portfolios Nancy Rindfuss has in her office
- Kimeldorf, M. Portfolio Power: The New Way to Showcase All Your Job Skills & Experiences
- “Presentation and Display Book” by ITOYA – costs $10.00 – ½” binder & 24 plastic sleeves.
- Haller, L. (editor) Fresh Ideas in Promotion.

Section adapted from RIT Office of Cooperative Education and Career Services 7/02, California Polytechnic University and Linda Morrow, PSU
Q. Scholarships and Awards

AND Scholarships
AND offers scholarships to encourage eligible students to enter the field of dietetics. Students enrolled in their junior year in an ACEND-accredited or approved program, and who are student members of AND, may apply for an AND scholarship. Scholarships are also available for students in dietetic internships and graduate studies. Contact AND’s Education and Accreditation Team (800/877-1600, ext. 5400) or visit their website. Applications must be submitted in April and require letters of reference—see website for actual date. Awards range from $500-$10,000.

NSD Awards
The Department of Nutrition Science and Dietetics annually gives out several awards (approximately 10) to our outstanding students. We would like you to participate in this process! Some awards require either a nomination or an application by interested students. Watch for the email sent by our department on the specific details and how to nominate someone or apply. The nominations or applications must be submitted to the department late January for consideration by the faculty. The awards are listed as follows:

Marjorie V. Dibble Scholarship Award
This award is given to a deserving student, and was established in 1977 in recognition of Professor Dibble’s 25th Anniversary with the College for Human Development.

Selleck Award
This award is given to a senior with exceptional personal qualities, significant service to the University and highest academic average for freshman, sophomore and junior years.

Victoria F. Thiele Scholarship Award
This award is given to a deserving student, and was established in 1981 in memory of Dr. Victoria F. Thiele and in recognition of her contributions to the College for Human Development.

Emily Gere Coon Award
This award is given to the sophomore with the highest academic average in nutrition in their freshman year, and was established in 1952 by Harold Coon in memory of his wife, a faculty member in the College for Human Development who was also a member of the first graduating class in 1922.

Susan J. Crockett Prize for Student Leadership
This award is given to a student who has shown outstanding leadership qualities during their academic career.

Vershann Icem-Wright Professional Promise in Nutrition Science and Dietetics Award
This award is given to a student who has a well-rounded record of contribution toward the field of nutrition and exhibited personal development as a future professional. Must be a junior or senior student in Nutrition. Resume, one-page written submission and recommendation are required.

Ruth Tolley Award – Women of the University Community
This award was established by the Women of the University Community in honor of Ruth Tolley, and is presented to a female senior student who has demonstrated outstanding academic achievement and career goals within the chosen field of Nutrition.

Peer Leader in Nutrition Science and Dietetics Award
This award is given in recognition of leadership. The recipient must be nominated by their peers. Undergraduate students in Nutrition are eligible.

**Elizabeth L. Reid Memorial Award (Alternates departments/programs)**
This award was established by the New York State Federation of Home Bureaus in honor of Elizabeth L. Reid and is presented to a student in Nutrition Science and Dietetics. The award is based on scholarship.

**Faculty Award for Excellence in Nutrition Science**
This award is given to a student who has demonstrated excellence in the field of Nutrition Science.

**Nutrition Science and Dietetics Graduate Research Award**
This award is given to a graduate student for outstanding accomplishments in research. Specific submission material is required.

**Nutrition Science and Dietetics Research Award – Undergraduate**
This award is given to an undergraduate student for outstanding accomplishments in research. Specific submission material is required.

**Outstanding Graduate Assistant in Nutrition Science Award**
This award is given to a graduate assistant who has provided exceptional service to the faculty.

**Outstanding Graduate Student in Nutrition Science Award**
This award is given to a graduate student for outstanding accomplishments in leadership, citizenship, work ethic and professional promise.

**Florence B. Potter Memorial Award (Alternates department/programs)**
This award was established by the New York State Federation of Home Bureaus and is based on scholarship. It is presented to an upperclassman who resides in Onondaga County and is entering their junior or senior year and has a GPA of 2.85. However, entering sophomores may apply. There is an application to apply. Please see Donna Sparkes.

**Victoria Li Scholarship Award**
This award is given to a junior or senior Nutrition major, a pillar and leader, working with the community to improve an individual’s or groups’ nutrition knowledge and/or dietary intake. The award recipient exemplifies some of Tori’s best qualities: compassion (generous with time and energy), positivity and humility.

Other College and University awards and scholarships can be reviewed on the Falk College website for awards such as Who’s Who, Senior Class Marshall, Remembrance Scholarship, University Scholars, and Honor Societies. Please visit the Syracuse University financial aid website for more information.

**R. National Certifications in Exercise**
American College of Sports Medicine

Aerobic and Fitness Association of America: American Council on Exercise

National Strength and Conditioning Association

**IV. Policies for the Dietetics (DPD) Program**
The University Rules and Regulations also apply to all DPD students.

**Statement of Equal Opportunity**

**Health Fees and Health Insurance:** Students in residence at Syracuse University are required to pay the student health fee. In addition, Health Services urges each student to carry some form of supplemental health insurance coverage for additional costs such as emergency room charges, treatment by outside physicians and other expenses not covered by the student health fee.

**Professional Liability Insurance:** When entering the junior year, students are encouraged to obtain insurance for professional liability for the duration of the program. The cost of this student insurance is $35 per year. Learn more about one particular provider HPSO.

**Travel Liability and Expenses Policy**

**Course Fees:** A course fee may be charged in several departmental courses. This is used to cover the additional costs of the course such as guest speakers, videotapes and audiotapes, pamphlets and handouts, food and product costs for workshops, etc.

**Plagiarism and Academic Dishonesty**

**Computer Use:** Unauthorized use of a computer, computer trespass, computer tampering, unlawful duplication, and unlawful possession of computer related material can carry criminal sanctions and other liability. See General Academic Rules and Regulations.

**Ethical and Professional Behavior:** Dietetic students are expected to conduct themselves as professional persons. During class and volunteer experiences, you represent Syracuse University to the community. Students are expected to follow the Code of Ethics for Dietitians and to maintain high ethical standards.

**Cooperation/Communication Skills:** Dietitians often work as members of a health care team or administrative team. Effective communication skills are necessary to the student's successful fulfillment of professional duties. Cooperation with classmates and faculty is vitally important.

**Confidentiality of Client Information:** Confidentiality of client records must be maintained at all times. Information concerning patients must never be discussed with anyone who is not directly related to the patient's care. Exchange of information should occur where the ordinary person would have an expectation of privacy.

**Food Evaluation:** Students are expected to participate in taste tests and sensory evaluation of food products and nutritional supplements. Refusal to do so will constitute inability to perform necessary dietetic functions and can constitute grounds for dismissal from the program. (Allowances will be made for documented medical problems such as allergies and for religious or ethical considerations.)

**Alcohol and Drug Use:** Alcohol and inappropriate drugs will not be tolerated according to campus policies.

**Conduct during Lectures:** Professional conduct including politeness and attention is expected during lectures. Guests should be treated with respect and thanked for their time. Especially in small group meetings, tactful questioning or comments and responsive eye contact may help the speaker to gear the
talk to the needs of the students. In most cases, the only compensation the guests receive for their time is the satisfaction gained from working with students.

**Associate Membership in Dietetic Association:** Students are expected to become Associate Members of the Academy of Nutrition and Dietetics (AND). Students should also join the Central New York Dietetic Association (CNYDA) and attend CNYDA meetings as part of their personal programs of self-development and continuing education.

**Incomplete:** Illness or other exceptional circumstances are the usual basis for consideration for the grade of incomplete. To receive a grade of incomplete in a course, a student must complete the Request for an Incomplete Form available through the College.

**Access to Personal Files:** An individual may examine any records maintained on him/her by the Program. Students wishing to examine their records should notify the Program Director.

**Protection of Privacy of Student Information:** The law requires that the University maintain confidentiality of student records. Syracuse University accords all rights under the law to all current and former students. The policy outlining the University’s compliance with the provision of the Family Educational Rights and Privacy Act of 1974 is available for inspection by students.

**Student Grievances:** Individuals, when they are aggrieved, initiate action themselves, and supports are provided to encourage them to do so. Students may bring the matter to the attention of the DPD Program Director or Nutrition Department Chair. Students may seek support from their advisors, or another empathetic faculty member. If satisfactory resolution of a grievance is not achieved, the student has the option of bringing the grievance to the Department level committee comprised of faculty and student representatives. The guidelines for make-up of the committee are available within the Department. Special procedures have been established by the University to cover academic dishonesty. The instructor can impose no academic penalties for suspected dishonesty without following the established procedures. A copy of these procedures is available from the College. A student may also submit complaints to ACEND only after all other options have been exhausted.

**V. Supervised Practice Programs: Dietetic Internships**

The dietetic internship provides a minimum of 1200 hours of supervised practice. Internships follow completion of at least a bachelor's degree and ACEND coursework requirements. The program is usually completed in 6-24 months depending on the availability of a part-time schedule or requirement of graduate credit. An individual completing the program who is verified by the program director is eligible to apply for Active membership in The American Dietetic Association and/or to write the registration examination for dietitians.

Appointments to most dietetic internships are awarded on a competitive basis through a computer matching process. Refer to the appendix for a list of resources for success. Programs not participating in computer matching accept applications only from individuals already enrolled in the respective universities or employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request.

The *Directory of Dietetics Programs* includes complete listings of ACEND-accredited dietetic internships, coordinated, didactic and dietetic technician programs. Also included are listings of advanced degree and
specialty practice education programs. This is available for your use in the NSD office. You can also check online at EatRight.org

A. What to consider when applying to supervised practice programs

- Part time or full time
- Length of the program
- If grant a master’s degree, earn graduate credit or offer no graduate credit at all
- Number of students accepted
- Emphasis: general, clinical, community/public health, or food management
- Location of country
- Setting of program: Health care institution, community agency, University or College setting
- Cost

B. Beginning the search process

Start your search by reviewing the handbook entitled “Applicant Guide to Supervised Practice Programs”. It is available for your use in the NSD department. This handbook identifies the type of program, program focus, program cost/benefits, admission requirements, and applicant evaluation. There are about 250 programs so it helps to narrow down your choices by first considering location and cost.

Write or e-mail a number of different programs that interest you. If you are able, attend the open house or visitation sessions (typically scheduled Nov. through Jan.) made available by the supervised practice programs with which you are interested. Summer is an excellent time to get a jump-start on the internship research process and may allow you time to visit.

After reviewing the information, write down any questions you might have regarding the program. Follow-up with an email or telephone call to the director of the program. Plan to apply to several programs that interest you. There is an application fee. Students should apply to 7-10 programs due to the competitiveness.

C. Completing the application process

- PAY ATTENTION TO DIRECTIONS! There may be some DIs that request a paper application; most do not.
- Refer to this site to access the DICAS (Dietetic Internship Centralized Application System) Application.
- Make sure you complete each program’s requirements and application forms according to the directions (i.e. some programs require GRE’s and you also have to apply to their graduate program).
- If you do not meet the minimum qualifications, i.e. grade point average, your chances of being accepted are greatly diminished. You should not apply to dietetic internships if your overall GPA will not be ≥ 3.0 as it is a requirement in the DPD Verification Policy.
- You will need three letters of recommendation. It is suggested that one be from your DPD program director. Since most students apply at about the same time-ask your references early. Provide a resume and info information about the programs you are applying to.
- The “Intent to Complete” is initiated by you and completed by the DPD Program Director.
- Most supervised practice programs use a computerized matching system to select their class. You register with D & D Digital to complete this process. You rank order your preference for the programs to which you are applying. The cost for the computer matching process is ~$55.00. Be sure to follow the D and D Digital time line for the annual match dates. Spring is typically February 15th.
- Remember, there are two opportunities to “match”, April and November. If you find the DI Program on the AND website it will tell which match process they participate with. The most popular is spring.
Upon program completion, with the Falk College Recorder confirming your degree, a DPD Verification is issued by the DPD Director and mailed to you. This typically takes a few weeks after graduation. You should receive your Verification Statement by the end of July. You submit this to your DI director upon starting your program. You also will need to provide them with an official transcript that shows you were awarded a bachelor’s degree.

D. Interviewing

- Once you have applied, your application is reviewed and:
- If you meet the program’s requirements, an interview might be scheduled (SU’s Internship uses one). If at all possible, visit the program in person. If this is not possible, ask if a telephone interview can be arranged.
- The interview provides the program the opportunity to meet you and judge how well you would “fit” into the program. It also provides you with an opportunity to see if the program “fits” your needs.
  - You might want to consider the following while reviewing the various programs:
    - How flexible is the program?
    - With what type of learning environment do you best learn? Do you need structure or do you learn better independently?
    - What are your long-term goals? How will the program help you achieve them?
    - What percentage of the students have successfully taken the registration exam?
    - Does the program help you with career placement?
    - The number of positions and the geographic location (i.e. some of the most competitive will be in the major metropolitan areas such as Boston, New York, Atlanta, and Baltimore). Consider your chances of successfully matching with a program that accepts a limited number of students, and is located in a highly desirable metropolitan area.
- If you are granted an interview, be prepared by:
  - Finding out if you are being interviewed by one person, a panel, or rotating through a series of interviews.
  - Ask how long the interview lasts
  - Are there sample questions to help you prepare?
  - Will you have the opportunity to tour the facility?
  - Will you have the opportunity to meet current students?
- On the day of the interview:
  - Arrive early
  - Wear conservative professional attire.
  - Bring your portfolio.
- The actual interview provides you with the opportunity to “sell” yourself.
  - Be clear as to why you want this particular program
  - Explain any low academic grades.
  - Describe work or volunteer experience and how the skills you learned will enhance your performance in the supervised practice.
  - Show your portfolio.
  - Some programs test the academic knowledge of the students before accepting the student.

E. Match Process

Find up-to-date information regarding the match policies and procedures on the ACEND website

Past match rates:
2013: 82%; 2014: 86%; 2015: 86%; 2016: 68%; 2017:85% of S.U. DPD students (undergraduate and graduate combined) matched with a dietetic internship. National average is 56%.
Some resources you can find at the ACEND website include:
- FAQ: Top 10 Questions about Computer Matching for Dietetic Internships (DIs)
- Availability of Dietetic Internship Positions
- Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position
- Computer Matching: Applicant Responsibilities
- How to Apply for a Dietetic Internship
- Computer Matching Timelines
- Video for DICAS

F. Registration Exam
Once you have successfully completed a Dietetic Internship, you will be verified as eligible to take the Dietetics Registration Exam. Similar to the GREs and other professional programs, the exam is now computerized and can be taken at Pearson VUE testing centers across the country. We highly encourage you to take your RD exam as soon after your Supervised Practice Program as you can, because the longer you wait, the likelihood of obtaining a lower or failing score increases. The overall pass rate in the country (2016) for first time test takers is 87%; The current 5-year average (2012-2016) RD pass rate for SU graduates taking the RD Exam for the first time is 93%. Students who took the exam in 2016, 100% passed (26/26).

The Registration Examination for Dietitians is designed to evaluate a dietitian’s ability to perform at entry-level. The content domains and topics are based on RDN practice audits. Keeping good notes during your four years that are well organized will be useful for studying for the exam. The senior exam will also give you an idea of what you are retaining from your four years.

G. Academy of Nutrition and Dietetics Code of Ethics

H. Resources regarding the field of dietetics and how to be successful
Available in the Academy of Nutrition and Dietetics.
Free online with your AND membership or through the SU library Medline database.


6. Academic Measures Available in Sophomore Year can Predict Application and Admission to Dietetic Supervised Practice Programs Catherine English J Am Diet Assoc August 1995; 95(8):904-907

29
7. **Criteria that predict dietetics success: How to prepare students for coordinated undergraduate programs** Kim L Dittus, Kevin J Wise, Dorothy Pond-Smith J Am Diet Assoc February 1994;94(2)150


I. **Professional Development Portfolio**
The Continuing Education system once you are a Registered Dietitian. An RD is required to complete 75 continuing education units (CEUs) every five years in order to maintain the RD credential.

J. **State Professional Regulations**
In the appendix, you will find the definitions for certification/licensure and what guides each state. Review the requirements in your state.

K. **Professional Development and Advanced Certificates**
Beyond Registered Dietitian, you might want to work toward other advanced credentials to enhance your career path. For advanced certificates in Dietetics start your research at the CDR website.

Through other organizations, you can become a diabetes educator and nutrition support specialist.

VI. **Graduate School**
If you are considering going on to graduate school in nutrition or some other field, start doing your research no later than your junior year. Here are some resources to get you started. You should plan to take the GREs early in your senior year for applications are due during the fall semester of your senior year. Talk to the various faculty in the department to get their advice on this process.

Career Services Network Graduate School Information
Provides general information, GREs, Financial Aid, Graduate School Ranking

AND’s list of Advanced Degrees in Nutrition

Department of Nutrition Science and Dietetics Graduate Program

The American Society of Nutritional Sciences Graduate Programs
VII Appendix
## A. Suggested DPD Course Sequence by Year, Semester Offered and Pre-Requisites

<table>
<thead>
<tr>
<th>Course Offered</th>
<th>Pre-Requisite or Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshmen</strong></td>
<td></td>
</tr>
<tr>
<td>NSD 225 Nutrition in Health</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 114 Food Safety/Quality Assurance</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 115 Food Science I</td>
<td>F/S</td>
</tr>
<tr>
<td>HSH 101 Freshmen Forum</td>
<td>F</td>
</tr>
<tr>
<td>CHE 106 Chemistry I and Lab</td>
<td>F</td>
</tr>
<tr>
<td>CHE 116 Chemistry II and Lab</td>
<td>S</td>
</tr>
<tr>
<td>BIO 121 General Biology and Lab</td>
<td>F</td>
</tr>
<tr>
<td>BIO 123 General Biology II</td>
<td>S</td>
</tr>
<tr>
<td>BIO 124 General Biology II Lab</td>
<td>S</td>
</tr>
<tr>
<td>WRT 105 Writing I</td>
<td>F/S</td>
</tr>
<tr>
<td><strong>Sophomore</strong></td>
<td></td>
</tr>
<tr>
<td>NSD 216 Food Service Operations</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 275 Food Service Systems</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 326 Practice of Dietetics</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 342 Lifespan</td>
<td>F/S</td>
</tr>
<tr>
<td>BIO 216 Anatomy and Physiology I and Lab</td>
<td>F</td>
</tr>
<tr>
<td>BIO 217 Anatomy and Physiology II and Lab</td>
<td>S</td>
</tr>
<tr>
<td>MAT 121 OR 221 Statistics</td>
<td>F</td>
</tr>
<tr>
<td>WRT 205 Writing II</td>
<td>F/S</td>
</tr>
<tr>
<td><strong>Junior</strong></td>
<td></td>
</tr>
<tr>
<td>NSD 312 Food Service Systems Management</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 455 Community Nutrition</td>
<td>F</td>
</tr>
<tr>
<td>NSD 457 Research and Evaluation in Nutr.</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 456 Nutritional BioChem</td>
<td>F</td>
</tr>
<tr>
<td>NSD 466 Nutritional BioChem II</td>
<td>S</td>
</tr>
<tr>
<td>NSD 511 Nutrition Education</td>
<td>F/S</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
<td></td>
</tr>
<tr>
<td>NSD 476 Senior Seminar</td>
<td>F</td>
</tr>
<tr>
<td>NSD 477 Senior Seminar II</td>
<td>S</td>
</tr>
<tr>
<td>NSD 481/482 MNT I and Lab</td>
<td>F</td>
</tr>
<tr>
<td>NSD 483/484 MNT II and Lab</td>
<td>S</td>
</tr>
<tr>
<td>NSD 512 Nutrition Counseling</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 555 Food, Culture and Environment OR</td>
<td>F/S</td>
</tr>
<tr>
<td>NSD 452 Mediterranean Food and Culture (Take during Soph-Senior year)</td>
<td>S</td>
</tr>
</tbody>
</table>

(0-28 Credits)

(0-26 Credits)
### B. DPD/Nutrition Undergraduate Course Sequence

#### Fall 2017

<table>
<thead>
<tr>
<th></th>
<th>Freshmen</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 225</td>
<td>Nutrition in Health for Majors</td>
<td>3</td>
</tr>
<tr>
<td>HSH 101</td>
<td>First Year Gateway</td>
<td>1</td>
</tr>
<tr>
<td>CHE 106</td>
<td>Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 107</td>
<td>Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 121</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>WRT 105</td>
<td>Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Flexible course (1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sophomore</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 216</td>
<td>Food Service Operations</td>
<td>4</td>
</tr>
<tr>
<td>NSD 326</td>
<td>Practice of Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 216</td>
<td>Anatomy and Physiology I + lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Flexible course (2)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Junior</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 312</td>
<td>Food Service Systems Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>NSD 455</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NSD 456</td>
<td>Nutritional BioChem</td>
<td>4</td>
</tr>
<tr>
<td>NSD 457</td>
<td>Research &amp; Evaluation in Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Flexible course (1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Senior</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 476</td>
<td>Senior Seminar</td>
<td>1</td>
</tr>
<tr>
<td>NSD 481</td>
<td>Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>NSD 482</td>
<td>Medical Nutrition Therapy I Lab</td>
<td>1</td>
</tr>
<tr>
<td>NSD 555</td>
<td>Food, Culture and Environment $</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>14</td>
</tr>
</tbody>
</table>

**Total Degree Credits to Equal 124**

$ NSD 452 or other approved SUA classes can count for required NSD 555 Food Environment and Culture

**Required Flexible Courses (22-24 credits)**

- Statistics (MAT 121 or 221) | 4
- Psychology (PSY 205) | 3
- Social Science | 6
- Communication Skills | 3
- Humanities | 6-8
- Writing Intensive** | Combine with Social Science, Humanities or Elective requirement
- Critical Reflections** | Combine with Social Science, Humanities or Elective requirement

(Also refer to SU 2017-2018 Course Catalog)

62 credits of liberal arts required
C. DPD Nutrition Undergraduate Study Abroad Course Sequence – Option I

(Freshman year same as above)  

<table>
<thead>
<tr>
<th></th>
<th>Sophomore</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 216</td>
<td>Food Services Operations</td>
<td>4</td>
<td>NSD 275</td>
</tr>
<tr>
<td>NSD 326</td>
<td>Practice of Dietetics</td>
<td>3</td>
<td>NSD 457</td>
</tr>
<tr>
<td>NSD 342</td>
<td>Life Span</td>
<td>3</td>
<td>BIO 217</td>
</tr>
<tr>
<td>BIO 216</td>
<td>Anatomy and Physiology I + lab</td>
<td>4</td>
<td>Anatomy and Physiology II + lab</td>
</tr>
<tr>
<td></td>
<td>Flexible Course (1)</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>17</td>
<td>Total credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>Fall- Study Abroad Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 452</td>
<td>Mediterranean Food &amp; Culture Italy</td>
<td>3</td>
<td>NSD 312</td>
</tr>
<tr>
<td></td>
<td>Flexible course (2)</td>
<td>6</td>
<td>NSD 511</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>12</td>
<td>Total credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 455</td>
<td>Community Nutrition</td>
<td>3</td>
<td>NSD 466</td>
</tr>
<tr>
<td>NSD 456</td>
<td>Nutritional BioChem</td>
<td>4</td>
<td>NSD 477</td>
</tr>
<tr>
<td>NSD 476</td>
<td>Senior Seminar</td>
<td>1</td>
<td>NSD 483</td>
</tr>
<tr>
<td>NSD 481</td>
<td>Medical Nutrition Therapy I</td>
<td>3</td>
<td>NSD 484</td>
</tr>
<tr>
<td>NSD 482</td>
<td>Medical Nutrition Therapy I Lab</td>
<td>1</td>
<td>NSD 484</td>
</tr>
<tr>
<td>NSD 555</td>
<td>Food, Culture and Environment</td>
<td>$</td>
<td>NSD 512</td>
</tr>
<tr>
<td></td>
<td>Flexible course (1)</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>18</td>
<td>Total credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSD 466</td>
<td>Nutritional BioChem II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NSD 477</td>
<td>Senior Seminar II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NSD 483</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NSD 484</td>
<td>Medical Nutrition Therapy II Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NSD 512</td>
<td>Nutrition Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

$ Complete NSD 555 if a comparable Food and Culture class was not taken abroad
### D. DPD Nutrition Undergraduate Study Abroad Course Sequence – Option II

*(Freshman year same as above)*

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 216 Food Services Operations</td>
<td>4</td>
<td>NSD 275 Food Service Systems</td>
</tr>
<tr>
<td>NSD 326 Practice of Dietetics</td>
<td>3</td>
<td>NSD 457 Research &amp; Evaluation in Nutrition</td>
</tr>
<tr>
<td>NSD 342 Life Span</td>
<td>3</td>
<td>BIO 217 Anatomy and Physiology II + lab</td>
</tr>
<tr>
<td>BIO 216 Anatomy and Physiology I + lab</td>
<td>4</td>
<td>WRT 205 Writing II</td>
</tr>
<tr>
<td>Flexible Course (1)</td>
<td>3</td>
<td>Flexible Course (1)</td>
</tr>
<tr>
<td>Total credits</td>
<td>17</td>
<td>Total credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Fall- Study Abroad Semester</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 312 Food Service Systems Mgmt</td>
<td>3</td>
<td>NSD 452 Mediterranean Food &amp; Culture Italy</td>
</tr>
<tr>
<td>NSD 455 Community Nutrition</td>
<td>3</td>
<td>Flexible course (2)</td>
</tr>
<tr>
<td>NSD 511 Nutrition Education</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Flexible course (1)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total credits</td>
<td>17</td>
<td>Total credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 456 Nutritional BioChem</td>
<td>4</td>
<td>NSD 466 Nutritional BioChem II</td>
</tr>
<tr>
<td>NSD 476 Senior Seminar</td>
<td>1</td>
<td>NSD 477 Senior Seminar II</td>
</tr>
<tr>
<td>NSD 481 Medical Nutrition Therapy I</td>
<td>3</td>
<td>NSD 483 Medical Nutrition Therapy II</td>
</tr>
<tr>
<td>NSD 482 Medical Nutrition Therapy I Lab</td>
<td>1</td>
<td>NSD 484 Medical Nutrition Therapy II Lab</td>
</tr>
<tr>
<td>NSD 555 Food, Culture and Environment $</td>
<td>3</td>
<td>NSD 512 Nutrition Counseling</td>
</tr>
<tr>
<td>Flexible course (1)</td>
<td>3</td>
<td>Electives</td>
</tr>
<tr>
<td>Total credits</td>
<td>15</td>
<td>Total credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

$ Complete NSD 555 if a comparable Food and Culture class was not taken abroad
E. Graduate Coursework Allowing for DPD Verification at Syracuse University

Required Courses

Nutrition Science Master of Arts

Assumes 100% of the following five courses are complete:
NSD 114 Food Service and Quality Assurance 2 credits
NSD 115 Food Service I 3 credits
NSD 275 Food Service Systems 3 credits
NSD 314 Hospitality Human Resources Management 1 credit
NSD 216 Food Service Operations or Equivalent at Community College 4 credits
Sub-Total 13 credits

DPD Required Courses:
NSD 511 Nutrition Education 3 credits
NSD 512 Nutrition Counseling 3 credits
NSD 555 Food, Culture and Environment 3 credits
NSD 627 Public Health Nutrition 3 credits
NSD 648 Dietetics Practice Across the Lifespan 3 credits
NSD 652 Mediterranean, Food and Culture: A Florence Experience (Abroad) 3 credits
OR
NSD 600 South Asia Food, Culture, Family and Healthcare Systems (Abroad) 3 credits
(Either course may be substituted for NSD 555 by petition)
NSD 654 Nutrition Research Methods 3 credits
NSD 665 Metabolism of Micronutrients 3 credits
NSD 667 Metabolism of Macronutrients 4 credits
NSD 680 Seminar in Food and Nutrition 1 credit
NSD 681 Medical Nutrition Therapy I 3 credits
NSD 682 Medical Nutrition Therapy I Lab 1 credit
NSD 683 Medical Nutrition Therapy II 3 credits
NSD 684 Medical Nutrition Therapy II Lab 1 credit
NSD 695 Nutritional Status Evaluation 3 credits
Sub-Total 37 credits

Grand Total 50 credits

Take at least 10 credit hours per semester.
If you wish to pursue the MS you must see Dr. Lynn Brann for advising.

Reviewed 6/2017
A DPD verification statement is an official document, generated by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics to directors of ACEND-accredited programs, providing evidence that a student or intern has completed all of the requirements for dietetic education within a given program. Upon completion of the DPD program, the Program Director issues a Verification Statement for each program graduate who has met program requirements. A DPD Verification Statement is required for entrance into an accredited Dietetic Internship program, and may also be required by state licensing agencies.

The following criteria must be met in order to receive a Verification Statement indicating completion of the Didactic Program in Dietetics at Syracuse University:

1. Completion of all courses within the DPD that fulfill the Foundation Knowledge requirements established by ACEND.
2. Completion of at least 18 credit hours of > 400 level coursework in the Nutrition Science & Dietetics Programs at Syracuse University.
3. Maintenance of a minimum cumulative GPA of 3.0 for undergraduates. Typically, a GPA of at least 3.4 is needed for acceptance into a dietetic internship.
4. A minimum grade of C (2.0) for the following required DPD courses:

   BIO 121 General Biology I  
   BIO 123 General Biology II  
   BIO 124 General Biology II Lab  
   CHE 106 General Chemistry I  
   CHE 107 General Chemistry I Lab  
   CHE 116 General Chemistry II  
   CHE 117 General Chemistry II Lab  
   NSD 114 Food Safety & Quality Assurance  
   NSD 115 Food Science I  
   NSD 216 Food Service Operations  
   NSD 225 Nutrition in Health  
   NSD 275 Food Service Systems  
   NSD 312 Food Service Systems Management  
   BIO 216 Anatomy and Physiology I & Lab  
   BIO 217 Anatomy and Physiology II & Lab

Transfer students’ transcripts will be evaluated to determine course requirements to receive a DPD verification statement from Syracuse University. The DPD director will consider the policy stated above and the following in assessing requirements for transfer students:

- Grades and recency in baccalaureate and post baccalaureate courses, including professional education.
- Professional experiences
- Letters of reference or other supporting documentation, such as syllabi and completed projects.

I have read and understand the above stated policy and I have been informed how to gain access to the current DPD Handbook.

_______________________________ ______________________________ _____________
Print Name Student Signature Date

_______________________________ _____________
Faculty Advisor Signature Date
G. Policy for DPD Verification Form, Reviewed 6/7/17

Graduate Students

David B. Falk College of Sport & Human Dynamics, Syracuse University, Graduate Program in Nutrition Science & Dietetics

The following criteria must be met in order to receive a Verification Statement indicating completion of the Didactic Program in Dietetics from the Department of Nutrition Science and Dietetics in the David B. Falk College of Sport and Human Dynamics at Syracuse University:

- Completion of the equivalent of a bachelor's degree from an accredited US Institution.
- Completion of all courses within the Didactic Program in Dietetics (DPD) that fulfill the Foundation Knowledge and Skills of the Academy of Nutrition and Dietetics.
- Completion of at least 18 credits of 400-600 required DPD courses through the Department of Nutrition Science and Dietetics at Syracuse University.
- Maintenance of a minimum cumulative GPA of 3.0 (≥ 3.4 is generally needed to match with an internship).

A grade B (3.0) or higher is required in all Graduate Core Courses (Identified with an asterisk * and bolded below). A grade C (2.0) or higher is required in the remaining prerequisites and graduate course work listed below.

Prerequisites:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 114</td>
<td>Food Safety and Quality Assurance</td>
<td>NSD 314</td>
<td>Hospitality Hum. Resources Management</td>
</tr>
<tr>
<td>NSD 115</td>
<td>Food Science I</td>
<td>BIO 121/123</td>
<td>General Biology I and II</td>
</tr>
<tr>
<td>NSD 225</td>
<td>Nutrition in Health</td>
<td>BIO 216/217</td>
<td>Anatomy &amp; Physiology I and II (+labs)</td>
</tr>
<tr>
<td>NSD 275</td>
<td>Food Service Systems</td>
<td>CHE 106/116</td>
<td>Chemistry I and II</td>
</tr>
<tr>
<td>NSD 216</td>
<td>Food Service Operations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Coursework:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 512</td>
<td>Nutrition Education</td>
<td>NSD 648</td>
<td>Dietetics Practice Across the Lifespan</td>
</tr>
<tr>
<td>NSD 511</td>
<td>Nutrition Counseling</td>
<td>NSD 652</td>
<td>Mediterranean Food and Culture</td>
</tr>
<tr>
<td>NSD 512</td>
<td>Nutrition Counseling</td>
<td>NSD 655</td>
<td>Environment, Food and Culture</td>
</tr>
<tr>
<td>NSD 511</td>
<td>Nutrition Counseling</td>
<td>NSD 655</td>
<td>Nutrition Research Methods</td>
</tr>
<tr>
<td>NSD 512</td>
<td>Nutrition Counseling</td>
<td>NSD 555</td>
<td>Environment, Food and Culture</td>
</tr>
<tr>
<td>NSD 681</td>
<td>Medical Nutrition Therapy + Lab I</td>
<td>NSD 681</td>
<td>Medical Nutrition Therapy + Lab I</td>
</tr>
<tr>
<td>NSD 682</td>
<td>Medical Nutrition Therapy + Lab I</td>
<td>NSD 682</td>
<td>Medical Nutrition Therapy + Lab I</td>
</tr>
<tr>
<td>NSD 683</td>
<td>Medical Nutrition Therapy + Lab II</td>
<td>NSD 683</td>
<td>Medical Nutrition Therapy + Lab II</td>
</tr>
<tr>
<td>NSD 684</td>
<td>Medical Nutrition Therapy + Lab II</td>
<td>NSD 684</td>
<td>Medical Nutrition Therapy + Lab II</td>
</tr>
<tr>
<td>NSD 685</td>
<td>Medical Nutrition Therapy + Lab III</td>
<td>NSD 685</td>
<td>Medical Nutrition Therapy + Lab III</td>
</tr>
<tr>
<td>NSD 686</td>
<td>Medical Nutrition Therapy + Lab IV</td>
<td>NSD 686</td>
<td>Medical Nutrition Therapy + Lab IV</td>
</tr>
<tr>
<td>NSD 687</td>
<td>Medical Nutrition Therapy + Lab V</td>
<td>NSD 687</td>
<td>Medical Nutrition Therapy + Lab V</td>
</tr>
<tr>
<td>NSD 688</td>
<td>Medical Nutrition Therapy + Lab VI</td>
<td>NSD 688</td>
<td>Medical Nutrition Therapy + Lab VI</td>
</tr>
<tr>
<td>NSD 689</td>
<td>Medical Nutrition Therapy + Lab VII</td>
<td>NSD 689</td>
<td>Medical Nutrition Therapy + Lab VII</td>
</tr>
<tr>
<td>NSD 690</td>
<td>Medical Nutrition Therapy + Lab VIII</td>
<td>NSD 690</td>
<td>Medical Nutrition Therapy + Lab VIII</td>
</tr>
<tr>
<td>NSD 691</td>
<td>Medical Nutrition Therapy + Lab IX</td>
<td>NSD 691</td>
<td>Medical Nutrition Therapy + Lab IX</td>
</tr>
<tr>
<td>NSD 692</td>
<td>Medical Nutrition Therapy + Lab X</td>
<td>NSD 692</td>
<td>Medical Nutrition Therapy + Lab X</td>
</tr>
</tbody>
</table>

Graduate students' transcripts will be evaluated to determine course requirements.

An official transcript for any DPD courses taken is required in order to receive a DPD verification statement from the Department of Nutrition Science and Dietetics. The DPD Director and the Director of the Graduate Program will consider the aforementioned verification policy and grades and degree recency in baccalaureate and post baccalaureate courses in the decision:

I have read and understand the above stated policy and I have been informed how to gain access to the current DPD Handbook.

_______________________________________ ____________
Print name  Student signature  Date

_______________________________________ ____________
Faculty advisor signature  Date
H. NUTRITION VOLUNTEER HOURS — Tracking Form

Name: ____________________ E-mail: ____________ SUID#: ____________ Semester/Year: ____________

Agency: __________________________________________________________________________________

Position Title: _____________________________________________________________________________

Supervisor’s First/Last Name: __________________________________________________________________

Supervisor’s Phone Number: ____________________________________________________________________

Start Date: __________________________

End Date: __________________________

Number of Weeks: ___________________

Hours per Week: ______________________

Position Type: Paid Volunteer

Received Academic Credit: Yes No

Key Responsibilities: _________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Total Hours: _______________________

Agency: __________________________________________________________________________________

Position Title: _____________________________________________________________________________

Supervisor’s First/Last Name: __________________________________________________________________

Supervisor’s Phone Number: ____________________________________________________________________

Start Date: __________________________

End Date: __________________________

Number of Weeks: ___________________

Hours per Week: ______________________

Position Type: Paid Volunteer

Received Academic Credit: Yes No

Key Responsibilities: _________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Total Hours: _______________________ 

***** Make additional copies as needed.

These volunteer hours are based on an honor system. You are not required to get a signature from anyone that you volunteer with. Once you list it in your application, you may be asked to explain your experience in an interview setting to dietetic internship directors.
I. Registration Examination for Dietitians Test Specifications

Registered Dietitians Examination Test Specifications

The right column contains the information for the exam effective January 1, 2017 – December 31, 2021

The Registration Examination for Dietitians is designed to evaluate a dietitian’s ability to perform at the entry-level. The examination content domains and topics are outlined below.

I. Principles of Dietetics 25%
   A. Food Science and Nutrient Composition of Foods
   B. Nutrition and Supporting Sciences
   C. Education, Communication and Technology
   D. Research Applications

II. Nutrition Care for Individuals and Groups 40%
   A. Screening and Assessment
   B. Diagnosis
   C. Planning and Intervention
   D. Monitoring and Evaluation

III. Management of Food and Nutrition Programs and Services 21%
   A. Functions of Management
   B. Human Resources
   C. Financial Management
   D. Marketing and Public Relations
   E. Quality Management and Improvement

IV. Foodservice Systems 14%
   A. Menu Development
   B. Procurement, Production, Distribution, and Service
   C. Sanitation and Safety
   D. Equipment and Facility Planning

Reviewed 6/2017