

# **D'Youville**

## **BS/MS Coordinated Program in Dietetics**

### **Student Handbook 2019-2020**

The Coordinated Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 ext 5400.

## TABLE OF CONTENTS

SECTION	PAGE
I. Introduction to the Coordinated BS/MS Program	1
II. Overview of BS/MS Coordinated Program in Dietetics	2
III. Mission and Vision Statements	3
IV. Academic Policies and Procedures	4
A. Academic Regulations (for students admitted prior to Fall 2018)	4
B. Academic Regulations (for students admitted after Fall 2018)	5
C. Academic Probation and Dismissal	8
D. Student Success	11
E. Requirements for Graduation	11
V. Ethics and Professional Conduct	12
A. Code of Ethics for the Nutrition and Dietetics Profession	12
B. Misdemeanor/Felony Conviction	16
C. Professional Behavior	16
VI. Dietetics Program Policies and Procedures	17
A. Appeals	17
B. Health Records	17
C. Clinical Identification Badges	18
D. Insurance	18
E. Student Assignments and Evaluations	18
F. Drug Testing and Criminal Background Check	19
G. Social Media Use and Web Etiquette	19
H. Disciplinary Action/ Warning Procedures	20
I. Class and Supervised Practice Schedules	20
J. Resignation from the Program	21
K. Change of Name or Address	21
L. Accessibility Resources	21
M. Complaint Policy and Academic Appeals	22
N. Personal File	23
O. Placement in Supervised Practice Facilities	23
P. Dress Code	24
Q. Transportation	25
R. Injury	25

## TABLE OF CONTENTS

VI.	Dietetics Program Policies and Procedures	Cont'd	
	S.	Attendance/ Illness/ Reporting Absence	25
	T.	Course and Program Evaluations	26
	U.	Vacation and Holidays	26
	V.	Fees and Expenses	26
	W.	Grading Policies	28
	X.	Student Mail Boxes and College Email	28
	Y.	Submission of Graduate Information to CDR	28
	Z.	Verification Statement Policy and Procedure	29
	AA.	Certified Dietitian Nutritionist (CDN) Certification in New York State	30
VII.	Curriculum		31
	A.	Dietetics Course Requirements for the Major	31
	B.	Core Curriculum Requirements	32
	C.	Course Requirements in Other Academic Areas	33
	D.	Typical Sequence of Courses	34
	E.	Credit for Previous Coursework and Experiential Training	35
	F.	Knowledge and Competencies Provided in Curriculum	35
VIII.	Professional Associations		40
	A.	Student Dietetics Association	40
	B.	Professional Meetings	40
	C.	Professional Memberships	40
IX.	Student Centers		40
X.	Registration Examination		40
XI.	Accreditation		41
XII.	Nondiscrimination		41

## **TABLE OF CONTENTS**

Appendix: SP Sites, SP Evaluations, and SP Related Forms

- A. Supervised Practice Site Locations
- B. General Criteria for SP Site Selection
- C. Student SP Site Evaluation Form
- D. Clinical Instructor Evaluation Form
- E. DTC 420SP Introduction to Nutritional Care Evaluation Form
- F. DTC 511SP/512SP Medical Nutrition Therapy Evaluation Form
- G. DTC 631/632 Clinical Nutrition Evaluation Form
- H. DTC 631/632 Food Management Service Evaluation Form
- I. DTC 631/632 Community Nutrition Evaluation Form
- J. Receipt of Student SP Handbook 2019
- K. Authorization for Release of Records

## I. INTRODUCTION

Welcome to the D'Youville College Dietetics Program. This handbook is designed to clarify the program requirements and academic curriculum for the 5-year BS/MS Coordinated Program in Dietetics. The handbook also includes policies and procedures to which enrolled students are required to follow in the pre-professional phase and Coordinated Program (professional phase). Please consult the D'Youville Undergraduate Catalog for additional information on course listings and descriptions, tuition, fees, housing and application requirements. College policies and procedures apply to all students enrolled in the Dietetics Program.

If you have questions about becoming a Registered Dietitian Nutritionist or ACEND Accreditation you can visit the Academy of Nutrition and Dietetics ([www.eatright.org](http://www.eatright.org)) and/or the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Program ([www.eatright.org/acend](http://www.eatright.org/acend)). ACEND may be contacted at:

120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(800) 877-1600 ext. 5400  
Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
<https://www.eatright.org/acend/>

Faculty and staff at D'Youville are here to support and guide you as you pursue a career in dietetics. Dietetics faculty are listed at <http://www.dyc.edu/academics/schools-and-departments/health-professions/departments/dietetics/faculty-staff.aspx>

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## II. OVERVIEW OF BS/MS COORDINATED PROGRAM IN DIETETICS

The Dietetics Program, housed in the School of Health Professions, is a five-year program which meets the knowledge requirements and competencies for entry-level practice as a Registered Dietitian Nutritionist (RDN). The program is divided into two phases: the pre-professional phase (years 1 through 3) and the ACEND® accredited Coordinated Program phase which begins in the summer term following year 3 of study. Students who maintain the college and department academic standards are guaranteed placement in the Coordinated Program. Maximum accreditation class size limit is thirty (30) students per cohort.

The Coordinated Program curriculum offers classroom instruction along with the 1200 hours of supervised practice required to become a RDN. Students gain practical experience in local facilities that support the development of professional skills in medical nutrition therapy, community nutrition and food service management. Student classroom and supervised practice experience meet ACEND knowledge and competency requirements for entry-level practice as a RDN. In addition, the program's concentration in Advanced Nutrition Practice provides higher level coursework and experiences in:

- Treating patients with complex conditions, such as trauma, pediatric hospitalizations, renal failure with complications and nutrition support
- Planning, developing and implementing nutrition intervention programs
- Developing and managing a nutrition business
- Planning and conducting research, including communicating findings of this research. Requirements for program completion include achieving a satisfactory grade in all required courses, completing a thesis and passing a comprehensive examination.

Students who complete all requirements are awarded both a B.S. and a M.S. degree in Dietetics at the time of graduation and are eligible to take the Commission on Dietetic Registration (CDR) national credentialing examination to become a RDN. The Dietetics Program has been approved and registered by the New York State Education Department. In New York State, graduates who obtain the RDN credential are eligible to apply to receive the Certified Dietitian/Nutritionist (CDN) credential. Each graduate receives a verification statement, which documents completion of all academic, supervised practice and degree requirements for the Coordinated Program and D'Youville College.

### III. MISSION AND VISION STATEMENTS

#### Mission Statement for the School of Health Professions

The Dietetics Department is part of the School of Health Professions. The mission statement for the School of Health Professions is:

The School of Health Professions is driven by academic excellence while educating tomorrow's leaders to be service minded professionals focused on the health and well-being of society.

#### Mission Statement for Dietetics Department

Recognizing the importance of good nutrition in maintaining health and preventing disease, the Dietetics Department serves as a leader in providing nutrition education and sound nutrition information to students, faculty, and the professional and lay community.

This is accomplished by:

- (1) offering a Coordinated Program (CP) in Dietetics - educating entry-level registered dietitian nutritionists who will be leaders in the profession
- (2) offering nutrition courses integrated into the health professions majors at the college
- (3) offering a nutrition minor
- (4) collaborating within the college and with community agencies/groups

The department supports/encourages its faculty and students to contribute and develop their skills through community service, scholarly activity, professional endeavors, and leadership activities.

#### Mission Statement for the Coordinated Program

Recognizing the role of the Registered Dietitian Nutritionist (RDN) as the nutrition expert and the key role that nutrition plays in health and well-being, the Coordinated Program strives to serve the community by providing students with the knowledge, skills, and experience to meet the challenges of the diverse and changing field of dietetics. Our intent is to prepare entry-level registered dietitian nutritionists who will become leaders in their field and will fulfill prominent and varied professional roles.

The Coordinated Program supports the principles of academic excellence, service to others, and lifelong learning by fostering the student's professional and personal growth within a broad range of educational and practical experiences.

#### Vision Statement for Dietetics Department

The D'Youville College Dietetics Department will serve as a leader in influencing wellness and nutrition care for individuals and communities by preparing dietitians who are committed to health promotion through nutrition.

These practitioners will remain leaders in their field through their dedication to lifelong learning in the pursuit of excellence in practice.

#### IV. ACADEMIC POLICIES AND PROCEDURES

##### A. Academic Regulations (for students admitted prior to Fall 2018)

Dietetics academic policies are in addition to college policies and are as follows:

1. To be in good standing in the dietetics program in the first two years, students must maintain a cumulative grade point average of 2.5.  
Students who do not have the minimum average will not be allowed to progress to third year courses.
2. In the third, fourth, and fifth years (junior, senior, and graduate status) students must maintain a cumulative grade point average of 2.75.  
In addition, students must have a 3.0 average in dietetics courses.
3. Students must maintain a 3.0 average in 500 and 600 level courses. No more than two 500 and 600 level courses with grades less than a B (3.0) are applicable to the degree. A grade of C- (1.7) or lower is not applicable to any graduate degree.
4. A minimum B grade (3.0), which is equivalent to a S grade, is required in the following courses: DTC 410SP, DTC 420SP, DTC 511SP, DTC 512SP, DTC 521SP, DTC 522SP, DTC 631, and DTC 632. Students will be allowed to repeat only one of these courses.  
A minimum of B- grade (2.7) is required in all remaining dietetics courses. Students will be allowed to repeat a given course once upon recommendation of the dietetics faculty.
5. Students who receive an unacceptable grade in a course required for the major must repeat the course and receive an acceptable grade within two full-time semesters of initially taking this course. Failure to do so will result in dismissal from the program.
6. Students who do not meet these academic standards will be placed on probation for the two full-time semesters that immediately follow the date of probation. The student must meet with their academic advisor within 30 days of the receipt of their letter to establish a written plan of correction. All students on probation must meet the academic standards for the program. Failure to meet academic standards will result in dismissal from the program.
7. DTC 622 must be taken within 1 year of graduation. Students who have taken this course more than 1 year before graduation must repeat this course.
8. Students must successfully pass a comprehensive examination within the deadline established by the program in order to be cleared for graduation from the dietetics program. The examination may be

repeated one time. A second unsuccessful attempt on the comprehensive examination will result in dismissal from the program.

9. In addition to all college academic integrity policies, students are expected to maintain high standards of personal behavior and professional conduct in the academic and clinical environments. College policy regarding academic dishonesty will be followed. Professional misconduct or unprofessional behavior in the clinical setting will result in failure of the course regardless of course mastery and may result in immediate dismissal from the program.
10. A student who has not registered for consecutive semesters in the dietetic program (i.e., withdrawal, dismissal, leave of absence, failure to re-register) and desires to return, in addition to meeting College requirements, must schedule a personal interview with the Dietetic Department Chair. This interview must be conducted before a decision can be made regarding continuing with the program.

B. Academic Regulations (for students enrolled Fall 2018 and after)

The 5-year B.S./M.S. curriculum is composed of two phases, which extend across five years. The pre-professional phase includes the first three years of study, which is comprised of the prerequisites, core curriculum, and didactic preparation for future supervised practice experiences. The ACEND® accredited Coordinated Program professional phase begins the summer after the third year. The Coordinated Program includes continued didactic preparation, all supervised practice experiences (1200 hours), graduate level coursework and completion of the required thesis. Students who do not meet the program's academic and/or professional standards in the pre-professional phase will not be permitted to progress to the Coordinated Program. In addition to general college policies and regulations, which apply to all students, academic regulations of the Dietetics Department are applicable to all students regardless of full-time or part-time status.

***Dietetics Department Good Academic Standing – ALL DIETETICS STUDENTS***

1. Students must comply with the good academic standing as noted for their respective year in the program.
2. Students must meet all of the following: **minimum course requirements, overall cumulative GPA requirements, and semester cumulative GPA requirements** to remain in good academic standing. Any department required course may be repeated only once upon the recommendation of the dietetics faculty

3. In addition to all college academic integrity policies, students are expected to maintain high standards of personal behavior and professional conduct in the academic and supervised practice environments.
4. Professional misconduct or unprofessional behavior in any academic setting will result in failure of the course regardless of course mastery and may result in immediate dismissal from the program.
5. College policy regarding academic dishonesty will be followed.
6. As per college policy, students may repeat any course once. For any additional repeat of any course, permission must be recommended by the department chair and forwarded to the vice president for academic affairs or dean, as appropriate for a final decision.
7. Students who fail a course or do not meet minimum course requirements for a major at D'Youville College may only replace the failure by passing the course at D'Youville College. Only by special permission secured beforehand would a student be allowed to register off campus for a course failed at D'Youville College.
8. Students must successfully pass a comprehensive examination within course DTC 622, Professional Seminar.

***Dietetics Department Good Academic Standing – Pre-Professional Phase***

Students enrolled in years one, two and three of the dietetics curriculum must maintain:

1. An overall and semester cumulative grade point average (GPA) of at least 2.5 is required in years 1 and 2 of the program.
2. An overall and semester cumulative grade point average (GPA) of at least 3.0 is required in year 3 of the program.
3. A minimum of a C grade (2.0) in all pre-requisite courses for the dietetics major. All of the courses noted in this section must be completed prior to entering the Coordinated Program. These courses include:
  - BIO 107 and BIO 107L
  - BIO 108 and BIO 108L
  - BIO 208
  - BIO 303 and BIO 303L
  - CHE 101 and CHE 101L
  - CHE 102 and CHE 102L
  - CHE 209 and CHE 209L
  - MAT 123
  - MGT 305

4. A 3.0 overall average in dietetics (DTC) courses. A minimum of a B- (2.67) grade is required in all dietetics courses at the 100-400 levels. These courses include:
  - DTC 101
  - DTC 205
  - DTC 210
  - DTC 306
  - DTC 319
  - DTC 327
  - DTC 328
  - DTC 426

***Dietetics Department Good Academic Standing – Professional Phase - Coordinated Program***

The Coordinated Program begins in the summer session following year 3 of study. Students enrolled in the Coordinated Program must maintain:

1. Evidence of vaccinations/immunizations and annual history and physical examinations in compliance with Centers for Disease Control (CDC) recommendations for healthcare programs. Requirements **must be completed prior to the start** of the following courses: DTC 420SP, DTC 511SP, DTC 512SP, DTC 631 and DTC 632. Students who do not provide evidence of vaccinations/immunizations, annual history, and physical examinations will not be allowed to enter any supervised practice site which will result in a grade of Unsatisfactory (U) in the respective supervised practice course.
2. A minimum semester GPA of 3.0 is required throughout the Coordinated Program.
3. A minimum grade of B (3.0) is required in all 400, 500 and 600 level courses taken, both Dietetics and college-wide, during the Coordinated Program.
4. In Supervised Practice:
  - a. a minimum of a B grade (3.0), which is equivalent to an S (Satisfactory) grade, is required in the following courses: DTC 410SP, DTC 420SP, DTC 511SP, DTC 512SP, DTC 521SP, DTC 522SP, DTC 631 and DTC 632.
  - b. a supervised practice course can be repeated only once on a space available basis
  - c. any student who must repeat coursework, decelerate or attend part-time must be aware that maximum accreditation class size limit is thirty (30) students per cohort. Actions, such as these, may alter the start date of the coordinated program cohort and the student's

graduation date from the program. Changing to a new cohort and start date is done on a space available basis.

5. In GRA 629:

- a. Registration in GRA 629 is required for students while completing a thesis. A student is required to enroll in a three (3) credit GRA 629 for thesis advisement.
- b. If all coursework is complete, but the student has not completed the thesis requirements, they must continue to register for GRA 629. Students must be registered during the semester in which they receive their graduate degree.
- c. Students are expected to complete the BS/MS program in Dietetics within two (2) years of initial registration in GRA 629 Thesis Advisement. Students who do not complete the program within this timeframe, must petition for an extension of the time limit. Please refer to Graduate Catalog/Completion of Master's Degree Requirements.
- d. Students receiving a grade of unsatisfactory (U) in GRA 629 must repeat the course and receive a grade of satisfactory (S) within two full-time semesters of the initial completion of the course.
- e. Students receiving a second consecutive grade of unsatisfactory (U) in GRA 629 will be dismissed from the program.

6. Recency of Coursework:

- a. DTC 622, offered in the spring semester, must be taken within two (2) years of graduation. Students who have taken this course more than two (2) years before graduation must register for and repeat the course prior to graduating even if previously completed successfully.
- b. Relevant coursework and supervised practice experiences aligned with current ACEND-required Core Competencies and Program-Defined Concentration Competencies must be taken within five (5) years prior to degree conferral. Students who have taken a leave of absence, decelerated, and/or received an extension to complete the graduate degree will be required to retake coursework or supervised practice even if previously completed successfully.

C. Academic Probation and Dismissal

Dietetics academic policies are in addition to college policies as outlined in the current Undergraduate and/or Graduate catalogs. All student grades will be reviewed at the end of each marking period (fall, spring and/or summer) throughout all phases in the Dietetics program.

1. Any student who fails to achieve the required grades in any pre-professional phase (years 1, 2 and 3) course during any marking period

(fall, spring and/or summer), will be placed on academic probation. This includes, failure to meet the following standards:

- a. An overall and semester cumulative grade point average (GPA) of at least 2.5 is required in years 1 and 2 of the program.
  - b. An overall and semester cumulative grade point average (GPA) of at least 3.0 is required in year 3 of the program.
  - c. A minimum of a C grade (2.0) in all pre-requisite courses for the dietetics major.
  - d. A 3.0 overall average in dietetics (DTC) courses.
  - e. A minimum of a B- (2.67) grade is required in all dietetics courses at the 100-400 levels. These courses include: DTC 101, DTC 205, DTC 210, DTC 306, DTC 327, DTC 328, DTC 426
2. Students must meet all of the following: **minimum course requirements, overall cumulative GPA requirements, and semester cumulative GPA requirements** to remain in good academic standing. Any department required course may be repeated only once upon the recommendation of the dietetics
3. Any student who fails to achieve the required grades in any Coordinated Program course during any marking period (fall, spring and/or summer), will be placed on academic probation. This includes, failure to meet the following standards:
- a. A minimum semester GPA of 3.0 is required throughout the CP.
  - b. A minimum grade of B (3.0) is required in all 400, 500 and 600 level courses taken, both Dietetics and college-wide, during the Coordinated Program.
  - c. A minimum of a B grade (3.0), which is equivalent to an S (Satisfactory) grade, is required in the following courses: DTC 410SP, DTC 420SP, DTC 511SP, DTC 512SP, DTC 521SP, DTC 522SP, DTC 631 and DTC 632. Students will be allowed to repeat only one of these courses.
  - d. Students receiving a grade of unsatisfactory (U) in GRA 629 must repeat the course and receive a grade of satisfactory (S) within two full-time semesters of the initial completion of the course.
4. Students (full-time or part-time) who do not meet these academic standards will be placed on probation for the two (2) subsequent semesters that immediately follow the date of probation. The period of probation will be no longer than two (2) full-time semesters and includes any course work completed during the summer sessions.

5. Students who receive an unacceptable grade in a course required for the major must repeat the course and receive an acceptable grade within two (2) full-time semesters of initially taking the course.
6. Students on academic probation must meet with his/her academic advisor within 30 days of the receipt of his/her letter to establish a written plan of correction. This plan will be maintained in the student's program file.
7. All students on probation must meet the academic standards for the program. Failure to meet academic standards will result in dismissal from the program.
8. A student who has not registered for consecutive semesters in the dietetics program (i.e. withdrawal, leave of absence, failure to register) and desires to return to the program, must meet college requirements. In addition to meeting college requirements, the student must submit a personal statement requesting a return to the program prior to scheduling a personal interview with the dietetics department chair. This interview must be conducted before a decision can be rendered regarding continuing with the program. If allowed to continue with the program, the student will be accepted provisionally. While on provisional status, the student must meet all academic requirements of the program and college as detailed above for two (2) full time semesters. Failure to meet any standard will result in immediate dismissal without probation.
9. A student who has been dismissed from the program and desires to return must reapply to the program through Undergraduate Admissions. Prior matriculation in the Dietetics Department does not guarantee future acceptance. The department chair will render the decision for reacceptance to the program. Any student who must repeat coursework, decelerate or attend part-time must be aware that maximum accreditation class size limit is thirty (30) students per cohort. Actions, such as these, may alter the start date of the Coordinated Program and anticipated graduation date. Changing to a new cohort and start date is done on a space available basis.

### **Appeals**

To appeal a decision rendered by the School of Health Professions faculty/administration that has academic consequences, students must follow the appeal procedures which are available at [www.dyc.edu/appeals](http://www.dyc.edu/appeals).

D. Student Success

Upon entering the dietetics program, each student will be assigned an academic advisor, a dietetics faculty mentor and a career coach.

D'Youville's [Student Success Center](#) offers Academic Advising and Planning, Transfer Services, Career and Professional Engagement, and Student Support & Advocacy. It is vital to meet regularly with your academic advisor and faculty mentor.

E. Requirements for Graduation

Students will receive a Bachelor of Science and a Master of Science in Dietetics upon completion of the following:

- a. Fulfill the core curriculum requirements
- b. Fulfill dietetics department requirements, including satisfactory performance in supervised practice
- c. Complete the research requirement - College policy requires that student research is completed within two years of first taking GRA 629
- d. Pass comprehensive examination in DTC 622
- e. Complete credit hours as specified in the dietetics curriculum summary
- f. Maintain the academic standards of the dietetics department
- g. Fulfill all financial obligations to the college
- h. File the Application for Graduation form in the office of the Registrar no later than the fall semester preceding the expected date of graduation

Coordinated Program (CP) students are eligible to take the registration examination for dietitians after graduation. The Department Chair will explain the procedure for application and provide each student with the necessary forms prior to graduation. The Department Chair will also provide each graduate with a Verification statement, which documents that a student has completed all academic, supervised practice, and degree requirements for the CP and D'Youville College. Refer to the following the Submission of Graduate Information to CDR Policy and Procedure and the Verification Policy and Procedure for additional information.

## **V. ETHICS AND PROFESSIONAL CONDUCT**

### **A. Code of Ethics for the Nutrition and Dietetics Profession**

All students are expected to be familiar with and conform to The Academy of Nutrition and Dietetics Standards of Professional Practice for Dietetics Professionals. In addition, students are expected to demonstrate ethical, personal conduct and to respect the rights of all clients and employees.

#### **Preamble:**

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

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

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

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

#### **Principles and Standards:**

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

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

## Glossary of Terms:

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

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

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

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

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

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

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.

## B. Misdemeanor/Felony Conviction

Applicants for the School of Health Professions should be aware that misdemeanor or felony convictions may impede a student's ability to complete external curricular requirements, and professional licensure, certification and credentialing. By enrolling or continuing in the School of Health Professions, a student with such a conviction acknowledges, and agrees to accept responsibility for, the potential complications the conviction may cause.

## C. Professional Behavior

Students are expected to maintain a high level of professional behavior in both the classroom and supervised practice site settings. Students are expected to comply with the Code of Ethics for the Profession of Dietetics and the Student Responsibilities noted in this section. Patient and supervised practice site information is to be maintained in strict confidence, in accordance with HIPAA regulations. Students are not allowed to solicit or accept monetary tips or gifts for any services rendered. The student must be in the appointed place at the appropriate time. It is suggested that the student be in a supervised practice facility about 10 or 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility which will not be tolerated. Repeated tardiness will warrant appropriate action on the part of the instructor.

### Student Responsibilities

As a student dietitian representing D'Youville College, it is your responsibility to conduct yourself in a professional manner. The CP is time-consuming and challenging. It is important to consider the following guidelines and expectations to help you complete your supervised practice experience successfully.

It is the student's responsibility to:

- a. Be on time, be prepared, and participate fully in all supervised practice experiences, classes, and events.
- b. Communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities are understood and agreed upon.
- c. Plan carefully and thoroughly as their preceptor asks them to do.
- d. Follow through with all supervised practice plans, have a willingness to learn and to prepare for the unexpected.
- e. Learn to ask for guidance and to know when to be appropriately self-directed.

- f. Maintain a positive attitude and stay focused on learning the tasks at hand even when the value of the experiences may not be immediately evident.
- g. Conduct self-assessment and reflect on the connections between the training environment and future roles.
- h. Understand the expectation to develop and demonstrate entry-level competence for all of the ACEND competencies. If competencies are not met the student should be prepared to devote additional time and energy in these areas until competence is met.
- i. Be organized, respectful, and appreciative of supervised practice experiences and preceptors.

(Adapted from the Dietetic Registration Dietetics Preceptor Training Program (<http://cdrnet.educationdirector.com>))

In accordance with dietetics department policy, “professional misconduct or unprofessional behavior in the supervised practice setting will result in failure of the course regardless of course mastery and may result in immediate dismissal from the program.”

## **VI. DIETETICS PROGRAM POLICIES AND PROCEDURES**

Students should refer to the Undergraduate Policies & Procedures at <http://www.dyc.edu/catalog/current/policies-procedures/undergraduate> to obtain the general academic policies and the appeals procedures of the College; and (2) the Undergraduate College Catalog for all other College policies (i.e., financial aid, nondiscrimination, student records, Student Bill of Rights and Responsibilities, and others). Additional department policies and procedures can be found in the Appendix.

### **A. Appeals**

To appeal a decision rendered by the School of Health Professions faculty/administration that has academic consequences, students must follow the appeal procedures which are available at [www.dyc.edu/appeals](http://www.dyc.edu/appeals).

### **B. Health Records**

All students in the professional phase of the program must provide evidence of a yearly physical examination and required immunizations by having their health care provider complete the college’s Clinical Rotation Physical Form. This form will be kept on file in the College Health Office. Students must also maintain a hardcopy and upload a copy to E-value for access at supervised practice sites.

Additional tests or immunizations may be required, based on public health regulations and facility policy, such as background checks or drug testing. The student is responsible for the cost of the physical and required tests.

Students must also sign the Authorization for Release of Records form, which permits the dietetics department to release this health information to assigned supervised practice sites.

**STUDENTS WHO ARE NOT IN COMPLIANCE WITH THIS POLICY WILL NOT BE ALLOWED IN A SUPERVISED PRACTICE SETTING.**

C. Clinical Identification Badges

All students must obtain a D'Youville College clinical identification badge prior to beginning the Coordinated Program. A \$5.00 fee is charged for each badge.

D. Insurance

Liability Insurance. Students in the coordinated program are required to carry liability insurance during all supervised practice (SP) courses. The College will obtain liability insurance for all students enrolled in SP courses. Students are billed along with tuition (\$50/semester).

Medical Insurance. Students are responsible for the cost of all personal medical care which is needed during school. D'Youville has mandated health insurance for students that fall under certain criteria. If you have insurance, go to the website link listed below and provide proof of adequate coverage in order to waive. If you do not have insurance coverage, you will be required to enroll and the cost will be added to your tuition bill. If you do not fall under the criteria but wish to enroll you can go onto the website and select voluntary enrollment. To enroll or waive, please visit <https://www.haylor.com/college/dyouville-college/>. For other insurance options you can go to the State Exchange/Affordable Care Act.

E. Student Assignments and Evaluations

Students will be given a course outline (syllabus) for didactic and supervised practice experiences at the beginning of all courses. Course requirements and assessment guidelines will be specified by the course instructor. Late assignments may receive a lower evaluation. This will be at the discretion of the faculty member requesting the assignment. Tests, papers, projects, and other course requirements are evaluated by the instructor within each course.

Student supervised practice is evaluated for each experience by their instructor or preceptor. Student evaluations completed by preceptors and instructors, student site evaluations and preceptor evaluations are

conducted online via E-value. Example evaluations forms can be found in the Appendix.

The department faculty reviews the academic and supervised practice progress of all students at the end of each semester. If at any time during the program a student's performance is deemed undesirable, a warning will be issued and the student will be placed on departmental probation as described in the Academic Dismissal and Probation section of the handbook.

F. Drug Testing and Criminal Background Check

Supervised practice sites may require drug testing and/or criminal background checks. Students are responsible for completing required paperwork and payment for drug testing and/or criminal background checks prior to site placement. Students must have a current driver's license or identification card to complete documentation. Students unable to comply, for any reason, will not be able to complete required supervised practice hours, which may delay or prevent their graduation from the Coordinated Program in Dietetics.

If the supervised practice site does not offer background checks but one is required a student may use CastleBranch (<https://discover.castlebranch.com/>). Background check and/or drug testing costs are variable. Sentry Link is for background checks only <https://www.sentrylink.com/web/criminal-check.action> and the cost is \$20.00.

G. Social Media Use and Web Etiquette

Digital media is used to support student learning. It is understood that social media may be used routinely by students. It is imperative that students use professional judgment when using all forms of media. Students must refrain from harassment or defamation of other students, preceptors, clinical instructors, faculty, patients, potential future patients and/or clients. D'Youville College and School of Health Professions policies that apply to student conduct, equally apply to conduct engaged in online. Therefore, students must adhere to all College and School of Health Professions policies when using social media, including, but not limited to, the School of Health Professions and program-specific professionalism standards, the College sexual misconduct and harassment policy, and policies on academic integrity and student conduct.

Further, students must always maintain patient/client confidentiality, as set forth in College and School of Health Professions policy and applicable law. Students may not upload or otherwise share or distribute any images of themselves, patients, clients, faculty, students, or staff in the supervised practice environment unless authorized by D'Youville College faculty.

The following guidelines are provided for student use of social media. These guidelines supplement, and do not change or alter, otherwise applicable College of School of Health Professions policies.

- Social networking (e.g., 'friending') must reflect adherence to professional standards as outlined by the discipline/department.
- Accept responsibility and use good judgment. Students should refrain from incomplete, inaccurate, inappropriate, threatening, harassing, or profane communication via social media postings, e-mail, or text messaging.
- Think before you post information on an internet-based social media site or send information via e-mail or text message. Your reputation may be permanently affected by the Internet and e-mail archives.
- Patient privacy laws (such as HIPAA) apply to all social networking sites, thus it is of the utmost importance to protect patient confidentiality and not share any patient information or photographs.
- Take care to protect your own privacy, and not let outsiders see personal information you do not want shared publicly.
- In order to respect work commitments, participating in social networking during class, program activities, and clinical rotations is strictly prohibited.

Failure to abide by this policy will be considered a breach of professional behavior and will be subject to appropriate disciplinary action (up to and including dismissal) following review by the respective School of Health Professions department.

#### H. Disciplinary Action/Warning Procedures

If the instructor and/or department chair feel that a student is not meeting the Coordinated Program standards (supervised practice or academic), the matter will be discussed with the student and a record of the discussion will be entered into the student's personal file. Any additional infraction may lead to dismissal from the Dietetics Department. Examples of infractions which could lead to dismissal are: insolence, absenteeism, habitual tardiness, refusal to cooperate, academic or supervised practice deficiencies, or leaving the practice site before assigned time without notice.

#### I. Class and Supervised Practice Schedules

CP students normally follow the College calendar, including holidays, vacations, and "snow days." In most supervised practice courses, students will generally be scheduled Monday through Friday. Some weekend or evening work may be scheduled at the discretion of the facility and/or instructor.

J. Resignation from the Program

Students resigning from the program must:

- a. Submit a written resignation.
- b. Schedule and attend an exit interview with the Dietetics Department Chair.

K. Change of Name or Address

The Registrar's Office and the Dietetics Department Chair must be notified of any changes in name, mailing address, or telephone number as soon as possible.

L. Accessibility Resources

D'Youville College attempts to assist students on an individual basis with concerns they may have as they learn at the college. Individuals with disabilities who provide appropriate documentation will be provided with reasonable accommodations to ensure access, independence, and full participation in the mainstream of the educational process. For more information, contact the Coordinator of Accessibility Services <http://www.dyc.edu/academics/student-resources/accessibility-resources/>.

Any student who is seeking medical accommodations during the professional phase of the program must contact the D'Youville Office of Accessibility Resources <http://www.dyc.edu/academics/student-resources/accessibility-resources/>. Once contacted the student will meet with the Coordinator of Accessibility Resources to review information about the medical accommodation that is being requested and provide the necessary documentation from a medical provider. An email will be prepared by the Coordinator for the Preceptor/Clinical Instructor regarding any required accommodations during the week prior to the start of each rotation.

Technical standards have been developed for the program. These standards are found on the landing page of the dietetics program under the Admission Requirements tab ([www.dyc.edu/dietetics-bs-ms](http://www.dyc.edu/dietetics-bs-ms)). These standards identify the attributes needed to establish the knowledge, skills, and values necessary to meet the standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in order to achieve the knowledge and competencies for practice as a Registered Dietitian Nutritionist and to fulfill the Dietetics Department mission. These standards must be met, with or without accommodation. If you believe that you need accommodation in order to meet the standards contact the [Coordinator of Accessibility Resources](#).

## Policy Pertaining to Pregnancy During Professional Phase

In the event that a student becomes pregnant during the professional phase of the program, it is strongly recommended that the student inform the Clinical Coordinator and/or Program Director as soon as possible, to enable any necessary accommodations to the supervised practice schedule during the pregnancy. If a student experiences pregnancy-related complications (e.g., sciatica, gestational diabetes) and is seeking medical accommodations during the professional phase, the student must contact the D'Youville Office of Accessibility Resources at <http://www.dyc.edu/academics/student-resources/accessibility-resources/>

## M. Complaint Policy and Academic Appeals

It is the policy of the Dietetics Department that students may file complaints. The student should first attempt to rectify the situation. Complaints that are not academic as defined by the School of Health Professions Academic Appeals procedure must be directed to the Dietetics Department Chair. A meeting with the Chair must be organized by the student. The Chair will document the issue/complaint on the Dietetics Department Complaint Form. The student will sign and date the issue/complaint form.

Resolution of the issue/complaint will be documented in writing on the form and the student will be notified in writing how the issue/complaint was resolved. Documentation will be maintained in the Dietetics Department for seven years. Complaints regarding the Dietetic Department's compliance with ACEND standards must first be addressed using the process as described in this policy.

If the complaint is not resolved the student has the right to file a complaint with ACEND. ACEND can be contacted by:

**Email:** [ACEND@eatright.org](mailto:ACEND@eatright.org)

**Phone:** 800/877-1600, ext. 5400

**Mail:** 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

Note that ACEND will investigate only signed allegations that the program is not in compliance with accreditation standards or policies.

Students with an academic appeal should consult the School of Health Professions Policies and Procedures in the College Catalog. The student, whenever possible, should attempt to rectify the situation by dealing directly with the professor(s).

Concerns regarding the Dietetic Department's compliance with Academy's accreditation standards must first be addressed using the grievance process at the college. If not resolved in this manner, the concern may be addressed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) at The Academy of Nutrition and Dietetics by calling 1- 800-877-1600, extension 5400, or writing to the Chair, Accreditation Council for Education in Nutrition and Dietetics, The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995.

#### N. Personal File

A confidential file on each student is kept in the Department. The file will contain admission material and correspondence with or in reference to the student, and any other pertinent information.

In accordance with college policy, information will not be released to another individual, agency, or organization (except college personnel with a legitimate educational interest) without the student's written authorization to release this information.

Individuals may request to see materials in their file except for letters of recommendation for which an individual has signed a waiver forfeiting his/her right to see these documents.

#### O. Placement in Supervised Practice Facilities

Placement of students in supervised practice facilities is the prerogative of the Clinical Coordinator and course instructor. Students in supervised practice experiences cannot replace regular employees. Consideration is given to student preferences and educational needs. Students with requests regarding supervised practice placement should contact the dietetics department Clinical Coordinator at least 30 days prior to the rotation start date. The Clinical Coordinator will prioritize the requests based on student need and site availability. Students will be notified of the response to their request prior to the start of the rotation. A request for placement at requested site does not guarantee that the student will be placed at that site.

A list of current SP sites is found in the Appendix. The criteria used to select SP sites used in the program are also found in the Appendix.

The program uses a web-based service, E-Value, for supervised practice documentation, evaluation, time logs, and medical documentation. Upon entry into the Coordinated Program (CP), students are provided with a user name and password to access E-Value. It is expected that students will utilize E-Value to submit and access documentation pertaining to supervised practice.

## P. Dress Code

Students are to comply with the following dress code unless other directions are given:

Professional physical appearance requires:

- Correct posture.
- Good personal hygiene.
- Hair that is clean and neatly styled. Hair shoulder length or longer must be appropriately restrained. Hairnets are to be worn when entering food production areas.
- Make-up, if worn, should be lightly applied. Perfume is to be mild.
- Fingernails are to be clean and trimmed. If nail polish is worn, it is to be unchipped and neutral in color.
- Male professionals are to be clean shaven. If applicable, beards and mustaches are to be neatly trimmed.

Appropriate dress at the supervised practice site is business attire with a white lab coat. Any guidelines specific to the supervised practice site in addition to those listed below will apply. At some community practice sites, lab coats are not worn. Please check with your preceptor or course instructor regarding this.

- White lab coats must be clean pressed, three-fourths or standard length with three-fourths or full-length sleeves.
- All lab coats worn must have a D'Youville College Dietetics patch permanently attached. The patch is to be attached to left upper sleeve of the lab coat, below the shoulder. It is an iron-on patch, but may be sewn to the sleeve using an invisible or coordinating color thread. Each student will receive two patches at the start of the coordinated program. Additional patches may be requested and, if available, a nominal fee will be charged.
- Identification (clinical ID tag) is to be worn at all times. The clinical ID tag has a clip, and should be attached to the lapel of the lab coat. If the SP site provides an ID tag, it should also be worn on the lapel of the lab coat or other similar location if no lab coat is worn. Clinical ID and site ID tags can also be worn on either lapel, but most sources indicate they should be worn on the right side, so that your name is visible when you are greeting another person.

Each student will also be given a NYC dietetics pin. It can be worn on either lapel of the lab coat, but most sources indicate that the right lapel is more commonly used.

- Clothing must be professional looking, coordinated, and conservative. This is interpreted to mean proper fitting garments, clean and neatly pressed with finished seams and hems. No fads or fashion extremes. No plunging necklines, clingy or transparent fabrics, or denim jeans will be allowed.

- Women professionals will wear a skirt or dress pants with a blouse, or a dress. Skirts and dresses are to be knee length. Appropriate hosiery in a neutral color must be worn.
- Men professionals will wear dress pants, a shirt with a collar, and a necktie. Socks must be worn.
- Shoes are to be clean and polished, coordinated with clothing and have heels of comfortable height. No sandals, open-toed shoes, clogs, boots, or tennis or athletic shoes are to be worn.
- Jewelry may include and is limited to: one wrist watch; one simple necklace; one ring per hand; small, post-type earrings; and professional pins with safety clasps.

Q. Transportation

Transportation to and from the supervised practice sites is a student's responsibility. Distances of 20 to 35 miles/day are required during some supervised practice courses. In addition, there may be a parking fee at some supervised practice sites. The student is responsible for this charge.

Owners of cars are responsible for travel liability for themselves and passengers in their car. Students using public transportation assume personal responsibility for their safety. Instructors and fellow students can usually provide advice about parking at different facilities.

R. Injury

Any injury must be reported immediately to the clinical instructor and/or supervising dietitian. Emergency treatment will be given as needed at the student's expense. If hospitalization is required, students must assume the cost.

S. Attendance/Illness/Reporting Absence

Attendance at lecture, lab, and supervised practice is mandatory. The nature of a professional program necessitates participation in each and every learning experience. Personal, medical, or dental appointments should be scheduled at times which do not conflict with class or supervised practice hours. Vacations or other personal events should be scheduled so as not to conflict with class or supervised practice hours.

Excessive absences during the course of the CP will result in delay of course completion, delay of graduation, or dismissal from the program. Students who miss a supervised practice class because of illness or other grave reason are required to notify the instructor by voicemail or email prior to the start time of the class. **Missed sessions cannot be rescheduled.** The student is accountable

for any material covered in missed sessions. Excessive absence, defined as two (2) or more absences of any type, will result in a failing grade in the course.

T. Course and Program Evaluations

Course evaluations and supervised practice site evaluations are conducted each semester. These evaluations assist in the continued improvement of individual courses within the coordinated program. See Appendix for hard copies of supervised practice evaluation forms. As noted in Section VI, part D, supervised practice evaluations are completed electronically in E-Value.

U. Vacation and Holidays

Students will follow the schedules planned for supervised practice experiences which are based on the academic calendar. These schedules may include some holidays. The CP involves one scheduled summer session.

V. Fees and Expenses

After admission to the Coordinated Program, the student is responsible for paying tuition and fees as well as other educational expenses including those of the costs of books and supplies.

The College's current tuition rates and fees can be found at <http://www.dyc.edu/admissions/financial-aid-scholarships/tuition.aspx>.

Resources on financial aid, scholarships and monetary support can be found at <http://www.dyc.edu/admissions/financial-aid-scholarships/>.

An itemized list of the additional expenses associated with the program is outlined below. Dollar amounts are subject to change.

<b>Itemized Additional Expenses - Summer Session and Year 4</b>	
<b>Mandatory Expenses</b>	<b>Cost</b>
Room & Board (on campus)	\$1,224
Academy Student Membership	\$58
Textbooks	\$775 - \$850
Clinical I.D. Badge	\$10
Lab coat, Dietetics polo shirt	\$40-60
Transportation Expenses and Parking	<i>Variable:</i> \$350 - \$500
Lab Fee (DTC 409L)	\$75

Health Professions Fee	\$75/semester
Physical/Medical Exam/Immunizations	<i>Variable: \$100 - \$375</i>
Liability Insurance	\$50/semester
ServSafe Certification	\$75 - \$100
*Drug Testing/ Background Checks	<i>Variable: \$60 - \$70</i>
<b>Total Mandatory Expenses</b>	<b>\$3,117 - \$3,432</b>
<b>Optional Expenses</b>	<b>Cost</b>
WNYDA Student Membership	\$15
Student Dietetic Association Membership	\$10
<b>Total Optional Expenses</b>	<b>\$25</b>
<b>Total Additional Expenses</b>	<b>\$ 3,142 – 3,457</b>

<b>Itemized Additional Expenses - Year 5</b>	
<b>Mandatory Expenses</b>	<b>Cost</b>
Room & Board (on campus)	\$1,224
Academy Student Membership	\$58
Textbooks	\$750 - \$850
Transportation Expenses and Parking	<i>Variable: \$350 - \$500</i>
Poster Presentation Fee	\$40
Health Professions Fee	\$75
Physical/Medical Exam/Immunizations	<i>Variable: \$100 - \$375</i>
Liability Insurance	\$50/semester
*Drug Testing/Background Checks	<i>Variable: \$60 - \$70</i>
<b>Total Mandatory Expenses</b>	<b>\$2,687 – 3,292</b>
<b>Optional Expenses</b>	<b>Cost</b>
WNYDA Student Membership	\$15
Student Dietetic Association Membership	\$10
Additional RD Exam Prep Materials	\$200 - \$400
<b>Total Optional Expenses</b>	<b>\$225 - \$425</b>
<b>Total Additional Expenses</b>	<b>\$2,912 – \$3,717</b>

\*If required by supervised practice site

Other expenses may include but are not necessarily limited to: an up-to-date physical examination, PPD, MMR, tetanus, varicella vaccination, and/or the costs of any immunization necessary such as Hepatitis B series along with titers to prove immunity. Students are responsible for all supervised practice travel expenses, including transportation, meals and lodging. These expenses are variable and will be likely to increase if a student chooses to do out-of-state rotations. The program may also require a student to complete distant in-state rotations at the student's expense, depending on site availability.

W. Grading Policy

D'Youville's general "Academic Policies and Procedures" are published in the *College Catalog*.

Evaluation of student progress is recognized as an ongoing and systematic process. Feedback regarding the student's progress in a course is provided formally as grades on exams, assignments, lab reports, and SP evaluation forms. The syllabus for each course is disseminated on the first day of class and outlines the method(s) by which the student will be evaluated in that course. Students' final grades for courses are reviewed by the department faculty each semester to determine whether satisfactory progress is being made in the program. An academic improvement plan is developed for those students who are not making satisfactory progress.

The goal of these evaluations is to provide constructive input in a timely manner. This input can serve to guide the student's efforts within the current learning experience and provide direction for future efforts.

X. Student Mail Boxes and College Email

The department has a Dietetics Student Mail Center outside of KAB 422. It is the student's responsibility to periodically check here for written communications from faculty and their advisors. College email (dyc.edu) is used as the primary method of communication. It is the student's responsibility to check their email consistently.

Y. Submission of Graduate Information to the Commission on Dietetic Registration  
Dissemination of Information on Registration to Students and Completion of CDR Forms

In April, students enrolled in their last semester of coursework in the CP receive information packets and forms to complete for CDR. Typically, the Program Director meets with students in DTC 632. Completed forms are submitted to the Program Director.

### Procedure for Verifying Graduation Status

The Program Director receives the signed Approval of All Graduate Non-Course Requirements for Graduation form (F-CRTG) from the graduate office, which indicates that the student has completed all requirements for the Master's degree. The Program Director obtains an official report of graduates and date of graduation from the Registrar.

### Submission of Information to Commission on Dietetic Registration

The on-line submission to CDR via the Registration Eligibility Processing System (REPS) is initiated within 10 days of verified graduation status of all students in a graduation cohort. The Program Director enters each student's name and email address into REPS. Each student within this cohort then is prompted to enter additional information (address, date of birth, etc.). Once each student in the cohort has completed this, the Program Director is then prompted to complete the submission to CDR. A copy of the REPS submission and supporting documentation is retained for department records.

### Verification Statements

Graduates are notified that the CDR submission has been completed and verification statements are mailed to them within one week of the CDR submission (see Verification Statement Policy and Procedure). A copy of this notification and verification statements is retained for department records.

### Submission of Information to College of Dietitians of Ontario

Graduates who wish to become registered in Canada must submit an original transcript from D'Youville upon graduation to the College of Dietitians of Ontario. The program director will send a letter to the College of Dietitians of Ontario along with one original verification statement to verify completion of required coursework and supervised practice. More information on registration in Canada can be found at

<https://www.collegeofdietitians.org/applicants.aspx>

#### Z. Verification Statement Policy and Procedure

The Coordinated BS/MS Program in Dietetics will provide documentation that a student has completed all academic, supervised practice, and degree requirements for the CP and D'Youville College.

Within one week after the submission of the documentation for graduates to CDR, the Program Director will complete and mail each graduated student five (5) verification statements with original signatures. These statements are used for:

1. inclusion with Academy membership application
2. submission with application for state licensure/certification
3. evidence to employer of completion of CP (academic, supervised practice, and degree requirements)

An additional verification statement with original signature is retained for the Dietetics Department records.

#### AA. Certified Dietitian Nutritionist (CDN) Certification in New York State

Once graduates pass the Academy of Nutrition and Dietetics Registration Examination for Dietitians and become Registered Dietitians Nutritionists (RDN), they can become a Certified Dietitian Nutritionist (CDN) in New York State. For a guide to all CDN requirements go to <http://www.op.nysed.gov/prof/diet/dietlic.htm>

The Program Director will complete Form 4C of the NYS application. Applicants must complete the first page (page 1). All supervised practice experiences must be listed on page 1. The department of education is very specific when it comes to the applicant's description of duties during the coordinated program. It is important that applicant's engaged in duties that are aligned with the description of a CDN. If you go to the website <http://www.op.nysed.gov/prof/diet/dietlic.htm> it states to become a CDN an applicant:

"To qualify, the experience must include: assessing nutrition needs and food patterns, planning for and directing the provision of food appropriate for physical and nutrition needs, and providing nutrition counseling."

Applicants should include activities that meet the above qualifications in the description.

## VII. CURRICULUM

### A. Dietetics Course Requirements for the Major

		CREDITS	SP HRS.
DTC 101	Orientation to Dietetics	1	-
DTC 205	Food Science	3	-
DTC 210	Food and Culture	2	-
DTC 306	Principles of Nutrition	3	-
DTC 319	Nutritional Biochemistry	3	-
DTC 327	Nutrition Throughout the Lifecycle	3	-
DTC 328	Nutrition for Fitness & Athletic Performance	2	-
DTC 409	Food Service Management I	2	-
DTC 409L	Quantity Food Preparation	2	-
DTC 410	Food Service Management II	3	-
DTC 410SP	Food Service Management Supervised Pract.	1	42
DTC 418	Introduction to Professional Practice	1	-
DTC 420/SP	Introduction to Nutrition Care/SP	4	42
DTC 426	Nutrition Education Methods	3	-
DTC 511/SP	Medical Nutrition Therapy I/SP	5	126
DTC 512/SP	Medical Nutrition Therapy II/SP	5	126
DTC 521	Community Nutrition	3	-
DTC 521SP	Community Nutrition I SP	2	84
DTC 522SP	Community Nutrition II SP	1	42
DTC 524	Nutrition Entrepreneur	3	-
DTC 600	Nutrition Theory and Practice	3	-
DTC 601	Research Methods in Dietetics	3	-
DTC 610	Dietetics Research Seminar	3	-
DTC 622	Professional Seminar	2	-
DTC 631	Advanced Nutrition Practice I	8	336
DTC 632	Advanced Nutrition Practice II	8	336
GRA 629	Thesis Advisement	0	126

#### Credit Summary

Total of DTC credits at 100-499 level = 33

Total of DTC credits at 500-600 level = 46

Total = 79

- B. Core Curriculum Requirements (prior to fall 2019 entry)  
 Courses required for the dietetic major which also fulfill core curriculum requirements:

		CREDITS
BIO 107/107L	Human Anatomy & Physiology I	4
BIO 108/ 108L	Human Anatomy & Physiology II	4
MAT 123	Applied Statistics	4
Subtotal Credits		12

Additional courses required to fulfill core curriculum:

PSY 101	General Psychology <u>OR</u>	
PSY 203	Developmental Psychology	3
ENG 111	English Communications I	3
ENG 112	English Communications II	3
SOC 101	Principles of Sociology <u>OR</u>	
SOC 102	Social Problems	3
CSC ____	Computer Science (any 100 level course)	3
PHI 201	Ethics <u>OR</u>	3
RS 201	Religion & Social Responsibility	
PSC 201	American Gov't and Economics <u>OR</u>	3
ECO 201	Macro Economics <u>OR</u>	
ECO 202	Micro Economics	
HIS 103	Comparing World Civilization <u>OR</u>	3
HIS 111	Growth of Western Culture <u>OR</u>	
HIS 203	Amer. Econ. & Social History to 1865 <u>OR</u>	
HIS 204	Amer. Econ. & Social History since 1986(*)	
Humanities	Five courses (**) from three of the following areas: Philosophy, Religious Studies, Foreign Language, Fine Arts, Literature	15
Free Electives: Three courses		9
Subtotal Credits		48

**TOTAL CREDITS      60**

\* A student entering with a high school average of "B" and a "B" or better in social studies may elect any upper level history course to fulfill the course requirement.

\*\* See College Catalog, description of the core curriculum.

C. Course Requirements in Other Academic Areas

		CREDITS
CHE 101/101L	General Chemistry I/ Lab	4
CHE 102/102L	General Chemistry II/ Lab	4
CHE 209/209L	Principles Organic Chemistry 1/ Lab	4
MGT 305	Principles of Management	3
BIO 303/303L	Biochemistry / Lab	4
BIO 208/208L	Microbiology / Lab	4
H S A 613	Management in Health Care Organizations	3
GRA 629	Thesis Advisement	3

<u>Credit Summary</u>	Total Undergraduate credits	35*
	Total Graduate Credits	6
	<b>Total Credits</b>	<b>41</b>

\* includes courses required for the major that also fulfill core requirements

CREDIT SUMMARY

Total DTC credits*	79
<u>Total required outside DTC*</u>	<u>41</u>
Total Credits	120
Total credits required for major **	120
<u>Total remaining core requirements</u>	<u>48</u>
Total Credits	168
Total undergraduate credits	116
<u>Total graduate credits</u>	<u>48</u>
Total Credits	168

\*Both undergraduate and graduate courses are included.

\*\* Includes 12 core curriculum credits that are used to meet major requirements

## D. Typical Sequence of Courses

### Fall (1st yr)

DTC 101 Orient Dietetics	1
CHE 101/L Gen Chem	4
BIO 107/L Anat & Phy I	4
BIO 107R A&P Recitation	0
ENG 111 English Com I	3
CHE 105 Pb Slv elective # 1	3
MAT101 Math elective #2	3
FOC 101 Focus Sem	0
<b>18</b>	

### Spring (1st yr)

CHE 102/L Gen Chem II	4
BIO 108/L Anat & Phy II	4
CSC 110 Comp & Cmptng	3
ENG 112 English Comm II	3
HIS ___ History elective	3
<b>17</b>	

### Fall (2nd yr)

DTC 205 Food Sci	3
CHE 209/209L Org. Chem	4
MGT 305 Principles Mgt.	3
PSC/ECO elective	3
Humanities elective #1	3
<b>16</b>	

### Spring (2nd yr)

DTC 210 Food & Culture	2
DTC 306 Prin of Nutr	3
BIO 208/L Microbiology	4
PSY 101 Gen Psych or PSY 203 Dev. Psych	3
Humanities elective #2	3
SOC 101/102,Soc./S Prob	3
<b>18</b>	

### Fall (3rd yr)

DTC 327 Life Cycle Nutr	3
BIO 303/L Biochemistry	4
PHI 201WIP Ethics or RS 201 Rel & Soc Res.	3
Humanities elective #3	3
Humanities elective #4	3
<b>16</b>	

### Spring (3rd yr)

DTC 319 Nutr Biochem	3
DTC 328 Nutr Fitness/Athl	2
DTC 426 Nutr Ed & Couns	3
MAT 123 Applied Stat.	4
Humanities elective #5	3
<b>15</b>	

### Summer (3rd yr) CP begins

DTC 418 Intr Prof Prac	1
DTC 420 Intr Nutr Care	3
DTC 420SP Intr Nutr Cr SP	1
DTC 600 Nutr Thry/Prac	3
<b>8</b>	

### Fall (4th yr)

DTC 511 MNT I	2
DTC 511SP MNT I SP	3
DTC 521WIP Comm Nutr	3
DTC 521SP Comm Nutr SP I	2
DTC 409 Food Serv Mgt I	2
DTC 409L Quant Fd Prep	2
DTC 601 Res Meth Diet	3
<b>17</b>	

### Spring(4th yr)

DTC 512 MNT II	2
DTC 512SP MNT II SP	3
DTC 522SP Comm Nutr SP II	1
DTC 410 Food Serv Mgt II	3
DTC 410 SP Food Serv Mgt SP	1
DTC 610 Diet Research Sem	3
<b>13</b>	

### Fall (5th yr)

DTC 631 Adv Nutr Prac I	8
HSA 613 Mgt Hlth Care	3
GRA 629 Thesis Adv	3
Free elective #3	3
<b>17</b>	

### Spring (5th yr)

DTC 632 Adv Nutr Prac II	8
DTC 622 Prof Seminar	2
DTC 524 Nutr Entrprnr	3
GRA 629 Thesis Adv.	0
<b>13</b>	

E. Credit for Previous Coursework and Experiential Training

The dietetics program will take into account prior coursework and experiential learning through evaluation of materials submitted by the student. Official transcripts and, when requested, course descriptions and/or course outlines will be used to assess coursework equivalency. Final determination of equivalency will be made by the Registrar at the College.

Prior experiential learning will be taken into account in supervised practice experiences. Practical experiences may be modified, at the discretion of the Clinical Coordinator, to reflect this prior experience.

F. Knowledge and Competencies Provided in Curriculum

The curriculum of the dietetics coordinated program is derived from the:

- (1) core knowledge and competencies for the RDN established by ACEND of the Academy of Nutrition and Dietetics; and (2) the concentration selected by the Dietetics Department.

Core Knowledge and Competencies for the RDN

The entry-level dietitian is knowledgeable and competent in the five areas described in the following paragraphs.

**DOMAIN 1** Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

KNOWLEDGE

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

COMPETENCIES

Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

**DOMAIN 2** Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

### KNOWLEDGE

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 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.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 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.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 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.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

### COMPETENCIES

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of inter-professional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes. CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

#### KNOWLEDGE

Upon completion of the program, graduates are able to:

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.

## COMPETENCIES

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

**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.

## KNOWLEDGE

Upon completion of the program, graduates are able to:

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.

## COMPETENCIES

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

## CONCENTRATION COMPETENCIES

The program has a concentration in advanced nutrition practice. The knowledge and competency statements developed for this concentration are:

CC1. Conduct assessments, make nutrition diagnoses, plan interventions, and monitor and evaluate status of patients with complex conditions.

CC2. Provide nutrition education to patients with complex medical conditions.

CC3. Collaborate with community organizations to develop and provide programs through community service.

CC4. Plan, develop, implement, and evaluate a nutrition intervention program.

CC5. Write a proposal to develop and manage a nutrition business.

CC6. Plan, conduct, and present results of original research.

## **VIII. PROFESSIONAL ASSOCIATIONS**

### **A. Student Dietetic Association**

The D'Youville Student Dietetic Association (SDA) provides students with opportunities to develop as professional leaders by becoming involved in community and on-campus nutrition activities. Information and knowledge concerning development in the dietetic profession and related areas are stressed. All dietetics students are eligible to join and are encouraged to attend meetings.

### **B. Professional Meetings**

Students are encouraged to attend the Western New York Dietetic Association meetings when possible. Fees may be charged contingent upon the type of meeting held.

Students are also urged to attend the annual New York Academy of Nutrition and Dietetics Annual Meeting & Expo held in the spring and urged to volunteer their services if requested.

Whenever distance allows, arrangements will be made so that interested students may attend the annual Academy of Nutrition and Dietetics meeting in the fall (Food & Nutrition Conference & Expo [FNCE]).

### **C. Professional Memberships**

Membership in the Academy of Nutrition and Dietetics is required for CP students. While enrolled, students are eligible for Student membership in the Academy. Students may join on the Academy website found at <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>. Graduates are eligible to hold Active membership in the Academy following graduation.

## **IX. STUDENT CENTERS**

D'Youville is dedicated to providing support to our students. Sources to stay healthy (mentally & physically), find a quick answer to your question, and make connections can be found here: <http://www.dyc.edu/campus-life/support-services/centers/>

## **X. REGISTRATION EXAMINATION**

CP students are eligible to take the registration examination after graduation. The Department Chair will explain the procedure for application and provide each student with the necessary forms prior to graduation. Examination procedures are sent to individual students by the examination organization after their eligibility has been

verified by the Commission on Dietetic Registration (CDR), the credentialing body of the Academy of Nutrition and Dietetics.

## **XI. ACCREDITATION**

The five-year dietetic program (three-year pre-professional and two-year coordinated program) has been approved and registered by the New York State Education Department. The Coordinated Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040 ext. 5400. D'Youville College guarantees placement in the coordinated program if the student maintains the College's academic standards (see the College Catalog). The Coordinated Program begins during the summer session of the student's third year.

## **XII. NONDISCRIMINATION**

In accordance with College policy and philosophy, all individuals who meet the eligibility requirements outlined in this document and the College Catalog have equal access to the Coordinated Program. No person, in whatever relation to D'Youville College, shall be subject to discrimination in regard to admission or employment or access to programs or activities on the basis of gender, age, race, color, disability, national ethnic origin, religion, or sexual orientation.



APPENDIX:  
SP SITES, SP EVALUATION, & SP RELATED FORMS

## SUPERVISED PRACTICE SITES

### CATHOLIC HEALTH SYSTEM

Kenmore Mercy Hospital  
Mercy Hospital of Buffalo  
Sisters of Charity Hospital

### KALEIDA HEALTH SYSTEM

Buffalo General Hospital  
John R. O'Shei Children's Hospital  
DeGraff Memorial Hospital

### ERIE COUNTY MEDICAL CENTER

Buffalo, NY

### PERSONAL TOUCH FOODSERVICE

Buffalo, NY

### BROTHERS OF MERCY

Clarence, NY

### HOLY CROSS

Head Start Program  
Buffalo, NY

### CATHOLIC CHARITIES WIC SUPPLEMENTAL NUTRITION PROGRAM

Buffalo, NY  
Niagara Falls, NY

### CATHOLIC MEDICAL PARTNERS, INC.

Buffalo, NY

### CORNELL COOPERATIVE EXTENSION ERIE

Eat Smart New York  
East Aurora, NY

### CORNELL COOPERATIVE EXTENSION NIAGARA

Eat Smart New York  
Niagara Falls, NY

### TERRACE VIEW LONG TERM CARE FACILITY

Buffalo, NY

ERIE COUNTY HOME AND INFIRMARY  
Alden, NY

LAKESHORE HEALTH CARE CENTER  
Irving, NY

WEGMANS FOOD MARKETS  
Buffalo, NY

BUFFALO PUBLIC SCHOOLS  
Buffalo, NY

NATIONAL KIDNEY FOUNDATION OF WESTERN NEW YORK  
Buffalo, NY

FOOD BANK OF WESTERN NEW YORK  
Buffalo, NY

MCAULEY RESIDENCE  
Kenmore, NY

MEALS ON WHEELS OF WESTERN NEW YORK  
Buffalo, NY

SWEET HOME CENTRAL SCHOOL DISTRICT  
Amherst, NY

MCMASTER UNIVERSITY  
Hamilton, ON

BEAMSVILLE MEDICAL CENTRE  
Beamsville, ON

JEWISH HOME OF ROCHESTER  
Rochester, NY

NEW YORK STATE DEPARTMENT OF HEALTH  
Buffalo, NY

NESTLE NUTRITION  
Buffalo, NY

AMERICAN DIABETES ASSOCIATION  
Buffalo, NY

AUTUMNVIEW LONG TERM CARE  
Hamburg, NY

CREATIVE NUTRITION SOLUTIONS, PC  
Buffalo, NY

CUSTOM DIETETICS, PC  
Buffalo, NY

INDEPENDENT HEALTH FOUNDATION  
Buffalo, NY

NATIVE OFFERINGS FARM, CSA  
Buffalo, NY

ST. ANN'S COMMUNITY  
Rochester, NY

UNITY HEALTH SYSTEM  
Rochester, NY

JERICO ROAD MINISTRIES  
Buffalo, NY

UNIVERSITY AT BUFFALO, EXERCISE PERFORMANCE LAB  
Buffalo, NY

UNIVERSITY AT BUFFALO, DEPARTMENT OF BEHAVIORAL HEALTH  
Buffalo, NY

A PLACE CALLED HOME  
Los Angeles, CA

BALANCED NUTRITION, LLC  
Buffalo, NY

BELLEVUE HOSPITAL  
New York, NY

BROOME TIOGA BOCES  
Binghamton, NY

CAPITAL DISTRICT COMMUNITY GARDENS  
Troy, NY

FOOD IS OUR MEDICINE - SENECA NATION OF INDIANS  
Irving, NY

FRESNO AMERICAN INDIAN HEALTH PROJECT  
Fresno, CA

GLORIA J. PARKS COMMUNITY CENTER  
Buffalo, NY

HAMBURG CENTRAL SCHOOL DISTRICT  
Hamburg, NY

KELLY'S CHOICE, LLC  
Skaneateles, NY

LEISUREWORLD SENIOR CARE CORPORATION  
Markham, ON, Canada

NORTH AREA MEALS OF WHEELS  
Syracuse, NY

PHYSIQUE 247  
Rochester, NY

PROMISED LAND CSA  
Alden, NY

ST. MARY'S OF MICHIGAN  
Saginaw, MI

*SP sites are continually being revised and updated. Please check with the Clinical Coordinator, Department Chair, or your course instructor for specific SP site availability.*

## General Criteria for SP Site Selection

### Facility services

- Sites are chosen that provide a diverse range of services to ensure students receive a variety of learning experiences
- Hospital facilities will be accredited by Joint Commission on Accreditation of Health Care Organizations
- Facilities with designations such as “Center of Excellence” will be chosen first when selecting specific areas of practice

### Facility size

- Sites range in size from small to large to provide students with experiences from small, community facilities to large, inner city facilities
- Students will experience sites of different size and population

### Patient/Client population

- Sites will provide services to a diverse population thereby providing students with the ability to demonstrate cultural competence/sensitivity
- Students will be assigned to a variety of sites with differing populations

### Preceptors/Clinical Instructors

- Preceptors/Clinical Instructors will have the qualifications necessary to support student learning to ensure students are able to meet competencies
- Preceptors/Clinical Instructors will have at least 2 years of professional experience

### Student support

- Sites will use evidence-based practice and support continuing education of staff to ensure students receive state-of-the-art training
- Sites will have adequate resources to facilitate student learning

### Geographic location

- Sites will be within the region of Western New York
- Students may be assigned to sites that are in proximity to their residence or outside of the region of Western New York upon request.

**D'YOUVILLE COLLEGE DIETETIC PROGRAM  
STUDENT SP SITE EVALUATION**

SP SITE \_\_\_\_\_

COURSE \_\_\_\_\_ SEM/YR \_\_\_\_\_

**TYPE OF EXPERIENCE:**

\_\_\_\_\_ CLINICAL  
\_\_\_\_\_ COMMUNITY  
\_\_\_\_\_ FOOD SERVICE

**YOUR PRIMARY PROFESSIONAL INTEREST AREA:**

\_\_\_\_\_ CLINICAL  
\_\_\_\_\_ COMMUNITY  
\_\_\_\_\_ FOOD SERVICE

**EXPERIENCE SUPERVISED BY:**

\_\_\_\_\_ SITE STAFF (1-2 STUDENTS AT SITE AT A TIME)  
\_\_\_\_\_ CLINICAL INSTRUCTOR (4+ STUDENTS AT SITE AT A TIME)

**CIRCLE THE APPROPRIATE RESPONSE. WRITE ANY COMMENTS IN THE SPACE UNDER THE RATING FOR EACH QUESTION.**

<b>OVERALL EXPERIENCE AT SITE</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
<b>VARIETY OF EXPERIENCES PROVIDED AT SITE</b> I.E., WAS THE SITE ABLE TO PROVIDE THE RANGE OF EXPERIENCES NEEDED/DESIRED; WAS THE PATIENT/CLIENT POPULATION ADEQUATE FOR THE EXPERIENCE	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
<b>LEVEL OF EXPERIENCES AT SITE</b> I.E., WERE THE EXPERIENCES APPROPRIATE FOR YOUR LEVEL OF EXPERTISE	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
<b>SUPERVISION PROVIDED BY SUPERVISOR</b> I.E., DID THE STAFF/INSTRUCTOR SPEND ENOUGH TIME WITH YOU, GIVE YOU GUIDANCE/DIRECTION, AND PROVIDE FEEDBACK	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>

OVER

STUDENT SP SITE EVALUATION PAGE 2

<b>TEACHING ABILITY OF SUPERVISOR</b> I.E., DID THE STAFF/INSTRUCTOR FACILITATE LEARNING; WAS THEIR ATTITUDE HELPFUL AND SUPPORTIVE; DID THEY SEEM KNOWLEDGEABLE	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
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<b>PHYSICAL LOCATION OF SITE</b> I.E., WAS THE SITE GEOGRAPHICALLY ACCESSIBLE; WAS PARKING AN ISSUE; WAS DISTANCE AN ISSUE; WAS SAFETY/SECURITY AN ISSUE	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
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<b>PREPARATION FOR FUTURE PRACTICE</b> I.E., DID THIS SITE ADEQUATELY PREPARE YOU FOR FUTURE PRACTICE; WAS THE EXPERIENCE USEFUL; DID THE EXPERIENCE ADD TO YOUR SKILLS	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------	-------------	-------------	-------------

<b>DURATION OF THE EXPERIENCE</b> LENGTH OF TIME AT THE SITE	<b>TOO LONG</b>	<b>ABOUT RIGHT</b>	<b>TOO SHORT</b>
-----------------------------------------------------------------	-----------------	--------------------	------------------

<b>DO YOU RECOMMEND THIS SITE TO BE USED FOR FUTURE STUDENTS?</b>	<b>YES</b>	<b>NO</b>
-------------------------------------------------------------------	------------	-----------

**WHY OR WHY NOT?**

<b>WERE THERE ANY ADDITIONAL EXPERIENCES AT THIS SITE THAT YOU WOULD HAVE LIKED TO RECEIVE?</b>	<b>YES</b>	<b>NO</b>
-------------------------------------------------------------------------------------------------	------------	-----------

**IF YES, WHAT ARE THEY?**

**OTHER COMMENTS/SUGGESTIONS:**

**D'YOUVILLE COLLEGE DIETETIC PROGRAM  
CLINICAL INSTRUCTOR EVALUATION**

**Name of Faculty:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Practice Site:** \_\_\_\_\_

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

**Directions:** Place a check in the column which most accurately describes your evaluation of the faculty member's performance. If the item is not applicable, write NA in the last column. Additional comments may be added in the space at the end. Thank you.

**1=Needs improvement 2=Average 3=Good 4=Excellent**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>
1.Organizes clinical experiences in a systematic manner which is effective for student learning.					
2.Supervises students, in terms of time available, to ensure safe patient care, accurate documentation and student learning.					
3.Provides clinical experiences commensurate with student level of expertise.					
4.Utilizes additional assignments or readings which enhance clinical application of course objectives.					
5.Encourages students to express ideas and ask questions.					
6.Deals with students in a fair and impartial manner.					
7.Understands the individual learning needs and personal strengths of each student.					
8.Stimulates students to problem solve and to act independently.					

	1	2	3	4	Comments
9. Encourages students to utilize clinical resources and learning opportunities.					
10. Listens to students. Is able to learn from students.					
11. Demonstrates accurate clinical knowledge and expertise.					
12. Serves as a positive role model and mentor.					
13. Demonstrates effective communications skills with site staff.					
14. Explains difficult points or concepts with patience and clarity.					
15. Treats students with respect while providing guidance for improvement.					

**FINAL COMMENTS:**

D'YOUVILLE COLLEGE DIETETICS PROGRAM  
DTC 420SP – INTRODUCTION TO NUTRITION CARE SUPERVISED PRACTICE  
EVALUATION

Student \_\_\_\_\_ SP Site \_\_\_\_\_  
Date \_\_\_\_\_ Evaluated by \_\_\_\_\_

Please evaluate the student for each of the criteria below using the rating scale provided. Comments explaining the rating may be written next to the criterion or at the bottom of this page.

Rating scale:

4	Above Average	Outstanding performance
3	Average	Satisfactory performance
2	Below Average	Needs improvement
1	Poor	Unsatisfactory performance
N/A	Not applicable	Unable to evaluate performance

**Evaluation Criteria**

**Rating**

<b>NUTRITION ASSESSMENT &amp; DIAGNOSIS</b>		
Obtains appropriate information from medical record, patient, and other sources		
Assesses the nutrition status of patients/clients <i>CRDN 3.1a</i>		
Uses nutrition knowledge base effectively to identify nutrition issues		
Diagnoses nutrition problems <i>CRDN 3.1b</i>		
Makes appropriate clinical decisions		
<b>NUTRITION INTERVENTION</b>		
Plans and implements appropriate nutrition interventions <i>CRDN 3.1c</i>		
Shows cultural competence/sensitivity in interactions with patients/clients, staff, and peers <i>CRDN 2.11</i>		
<b>NUTRITION MONITORING AND EVALUATION</b>		
Monitors and evaluates problems, etiologies, signs, and symptoms <i>CRDN 3.1d</i>		
Provides appropriate follow-up care		
<b>PROFESSIONAL PERFORMANCE</b>		
Refers to other professionals when needs are beyond scope of practice <i>CRDN 2.6</i>		
Uses current informatics technology <i>CRDN 4.4</i>		
<b>COMMUNICATION SKILLS</b> (written and verbal)		
Communicates appropriately with staff and patients/clients		
Completes necessary and appropriate documentation		

<b>PROFESSIONALISM</b>	
Behaves in a professional manner <i>CRDN 2.10</i>	
Uses good judgment	
Accepts criticism and suggestions for improvement	
Uses available time efficiently and in an organized manner	

<b>WORK HABITS</b>	
Conforms to regulatory agency guidelines and facility policy <i>CRDN 2.1</i>	
Arrives at SP site on time and prepared for experience	
Presents self in a professional manner in dress and general appearance	

<b>OVERALL PERFORMANCE RATING</b>	
-----------------------------------	--

NUMBER OF ABSENCES \_\_\_\_\_

1. The special strengths of this student are:
  
  
  
  
  
  
  
  
  
  
2. The areas that need improvement are:
  
  
  
  
  
  
  
  
  
  
3. Please list special projects, presentations, and/or activities students participated in.

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

Evaluator's Signature \_\_\_\_\_

D'YOUVILLE COLLEGE DIETETICS PROGRAM  
DTC 511SP/512SP - MEDICAL NUTRITION THERAPY SUPERVISED PRACTICE  
EVALUATION

Student \_\_\_\_\_ SP Site \_\_\_\_\_  
Date \_\_\_\_\_ Evaluated by \_\_\_\_\_

\_\_\_\_ Midterm evaluation                      \_\_\_\_ Final evaluation

Please evaluate the student for each of the criteria below using the rating scale provided. Comments explaining the rating may be written next to the criterion or at the bottom of this page.

Rating scale:

4	Above Average	Outstanding performance
3	Average	Satisfactory performance
2	Below Average	Needs improvement
1	Poor	Unsatisfactory performance
N/A	Not applicable	Unable to evaluate performance

**Evaluation Criteria**

**Rating**

<b><u>Evaluation Criteria</u></b>	<b>Rating</b>
<b>NUTRITION ASSESSMENT &amp; DIAGNOSIS</b>	
Assesses the nutrition status of patients/clients <i>CRDN 3.1a</i>	
Uses nutrition knowledge base effectively to identify nutrition issues	
Diagnoses nutrition problems <i>CRDN 3.1b</i>	
Makes appropriate decisions using critical thinking skills <i>CRDN 1.6</i>	
<b>NUTRITION INTERVENTION</b>	
Plans and implements appropriate nutrition interventions <i>CRDN 3.1c</i>	
Shows cultural competence/sensitivity in interactions with patients/clients, staff, and peers <i>CRDN 2.11</i>	
Uses effective education and counseling skills to facilitate behavior change <i>CRDN 3.6</i>	
Demonstrates effective, evidence-based dietetic practice <i>CRDN 1.2</i>	
<b>NUTRITION MONITORING AND EVALUATION</b>	
Monitors and evaluates problems, etiologies, signs, and symptoms <i>CRDN 3.1d</i>	
Provides appropriate follow-up care	
<b>PROFESSIONAL PERFORMANCE</b>	
Refers to other professionals when needs are beyond scope of practice	
Uses current informatics technology <i>CRDN 4.4</i>	

<b>COMMUNICATION SKILLS</b> (written and verbal)	
Communicates appropriately with staff and patients/clients <i>CRDN 3.3</i>	
Completes necessary and appropriate documentation	
Demonstrates professional writing skills <i>CRDN 2.2</i>	
Establishes collaborative inter-professional relationships <i>CRDN 2.4</i>	
Delivers respectful, science-based answers to consumer questions <i>CRDN 3.8</i>	

<b>PROFESSIONALISM</b>	
Behaves in a professional manner <i>CRDN 2.10</i>	
Uses good judgment	
Accepts criticism and suggestions for improvement	
Uses available time efficiently and in an organized manner	
Displays confidence and assertiveness <i>CRDN 2.8</i>	

<b>WORK HABITS</b>	
Conforms to regulatory agency guidelines and facility policy <i>CRDN 2.1</i>	
Arrives at SP site on time and prepared for experience	
Presents self in a professional manner in dress and general appearance	

<b>OVERALL PERFORMANCE RATING</b>	
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NUMBER OF ABSENCES \_\_\_\_\_

1. The special strengths of this student are:
  
2. The areas that need improvement are:
  
3. Please list special projects, presentations, and/or activities students participated in.

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

Evaluator's Signature \_\_\_\_\_

D'YOUVILLE COLLEGE DIETETICS PROGRAM DTC  
631/632 - CLINICAL NUTRITION EVALUATION

Student \_\_\_\_\_ SP Site \_\_\_\_\_  
Date \_\_\_\_\_ Evaluated by \_\_\_\_\_

Please evaluate the student for each of the criteria below using the rating scale provided. Comments explaining the rating may be written next to the criterion or at the bottom of this page.

Rating scale:

4	Above Average	Outstanding performance
3	Average	Satisfactory performance
2	Below Average	Needs improvement
1	Poor	Unsatisfactory performance
N/A	Not applicable	Unable to evaluate performance

**Evaluation Criteria**

**Rating**

<b>PROFESSIONAL PRACTICE</b>		
Performs the Nutrition Care Process and uses standardized nutrition language for individuals, groups and populations of differing ages and health status <i>CRDN 3.1</i>		
Uses nutrition knowledge base effectively to identify nutrition issues		
Demonstrates effective, evidence-based dietetic practice <i>CRDN 1.2</i>		
Uses effective education and counseling skills to facilitate behavior change <i>CRDN 3.6</i>		
Develops and delivers services/programs/products that promote health <i>CRDN 3.7</i>		
Applies leadership skills to achieve desired outcomes <i>CRDN 2.7</i>		
Delivers respectful, science-based answers to consumer questions <i>CRDN 3.8</i>		
Shows cultural competence/sensitivity in interactions with patients/clients, staff, and peers <i>CRDN 2.11</i>		
Makes appropriate decisions using critical thinking skills <i>CRDN 1.6</i>		
Assigns appropriate duties to NDTRs and/or support personnel <i>CRDN 2.5</i>		
Refers to other professionals when needs are beyond scope of practice <i>CRDN 2.6</i>		
Uses current informatics technology <i>CRDN 4.4</i>		

<b>COMMUNICATION SKILLS</b> (written and verbal)		
Communicates appropriately with staff and patients/clients <i>CRDN 3.3</i>		
Completes necessary and appropriate documentation		
Demonstrates professional writing skills <i>CRDN 2.2</i>		
Establishes collaborative inter-professional relationships <i>CRDN 2.4</i>		

<b>PROFESSIONALISM</b>	
Behaves in a professional manner <i>CRDN 2.10</i>	
Uses good judgment	
Accepts criticism and suggestions for improvement	
Uses available time efficiently and in an organized manner	
Displays confidence and assertiveness <i>CRDN 2.8</i>	

<b>WORK HABITS</b>	
Conforms to regulatory agency guidelines and facility policy <i>CRDN 2.1</i>	
Arrives at SP site on time and prepared for experience	
Presents self in a professional manner in dress and general appearance	

<b>OVERALL PERFORMANCE RATING</b>	
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NUMBER OF ABSENCES \_\_\_\_\_

1. The special strengths of this student are:
  
  
  
  
2. The areas that need improvement are:
  
  
  
  
3. Please list special projects, presentations, and/or activities students participated in.

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

Evaluator's Signature \_\_\_\_\_

D'YOUVILLE COLLEGE DIETETICS PROGRAM  
DTC 631/632 – FOOD SERVICE MANAGEMENT EVALUATION

Student \_\_\_\_\_ SP Site \_\_\_\_\_  
Date \_\_\_\_\_ Evaluated by \_\_\_\_\_

Please evaluate the student for each of the criteria below using the rating scale provided. Comments explaining the rating may be written next to the criterion or at the bottom of this page.

Rating scale:

4	Above Average	Outstanding performance
3	Average	Satisfactory performance
2	Below Average	Needs improvement
1	Poor	Unsatisfactory performance
N/A	Not applicable	Unable to evaluate performance

**Evaluation Criteria**

**Rating**

<b>PROFESSIONAL PRACTICE</b>	
Demonstrates and applies knowledge of nutrition/food service principles	
Selects appropriate indicators and measures achievement of outcomes <i>CRDN 1.1</i>	
Develops and delivers services/programs/products that promote health <i>CRDN 3.7</i>	
Demonstrates active participation in teamwork and contributions in group settings <i>CRDN 2.3</i>	
Applies leadership skills to achieve desired outcomes <i>CRDN 2.7</i>	
Proposes and uses procedures to promote sustainability, reduce waste, and protect the environment <i>CRDN 4.6</i>	
Develops and evaluates recipes, formulas, and menus for acceptability and affordability that accommodate cultural diversity and health needs <i>CRDN 3.10</i>	
Shows cultural competence/sensitivity in interactions with patients/clients, staff, and peers <i>CRDN 2.11</i>	
Uses current informatics technology <i>CRDN 4.4</i>	
Makes appropriate decisions using critical thinking skills <i>CRDN 1.6</i>	
Coordinates procurement, production, distribution of service of goods and services <i>CRDN 3.9</i>	
Performs management functions related to safety, security, and sanitation <i>CRDN 4.2</i>	
Reviews and evaluates quality, financial, or productivity data <i>CRDN 4.5</i>	
Conducts clinical/customer service quality management activities <i>CRDN 4.3</i>	

<b>COMMUNICATION SKILLS (written and verbal)</b>	
Communicates appropriately with staff and patients/clients <i>CRDN 3.3</i>	
Completes necessary and appropriate documentation	
Demonstrates professional writing skills <i>CRDN 2.2</i>	
Establishes collaborative inter-professional relationships <i>CRDN 2.4</i>	

<b>PROFESSIONALISM</b>	
Behaves in a professional manner <i>CRDN 2.10</i>	
Uses good judgment	
Accepts criticism and suggestions for improvement	
Uses available time efficiently and in an organized manner	
Displays confidence and assertiveness <i>CRDN 2.8</i>	

<b>WORK HABITS</b>	
Conforms to regulatory agency guidelines and facility policy <i>CRDN 2.1</i>	
Arrives at SP site on time and prepared for experience	
Presents self in a professional manner in dress and general appearance	

<b>OVERALL PERFORMANCE RATING</b>	
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NUMBER OF ABSENCES \_\_\_\_\_

1. The special strengths of this student are:

2. The areas that need improvement are:

3. Please list special projects, presentations, and/or activities students participated in.

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

Evaluator's Signature \_\_\_\_\_

D'YOUVILLE COLLEGE DIETETICS PROGRAM DTC  
631/632 - COMMUNITY NUTRITION EVALUATION

Student \_\_\_\_\_ SP Site \_\_\_\_\_  
Date \_\_\_\_\_ Evaluated by \_\_\_\_\_

Please evaluate the student for each of the criteria below using the rating scale provided. Comments explaining the rating may be written next to the criterion or at the bottom of this page.

Rating scale:

4	Above Average	Outstanding performance
3	Average	Satisfactory performance
2	Below Average	Needs improvement
1	Poor	Unsatisfactory performance
N/A	Not applicable	Unable to evaluate performance

**Evaluation Criteria**

**Rating**

<b>PROFESSIONAL PRACTICE</b>	
Performs the Nutrition Care Process and uses standardized nutrition language for individuals, groups and populations of differing ages and health status <i>CRDN 3.1</i>	
Demonstrates active participation, teamwork, and contributions in group settings <i>CRDN 2.3</i>	
Demonstrates effective, evidence-based dietetic practice <i>CRDN 1.2</i>	
Uses effective education and counseling skills to facilitate behavior change <i>CRDN 3.6</i>	
Designs, implements and evaluates presentations <i>CRDN 3.4</i>	
Develops and delivers services/programs/products that promote health <i>CRDN 3.7</i>	
Applies leadership skills to achieve desired outcomes <i>CRDN 2.7</i>	
Delivers respectful, science-based answers to consumer questions <i>CRDN 3.8</i>	
Shows cultural competence/sensitivity in interactions with patients/clients, staff, and peers <i>CRDN 2.11</i>	
Makes appropriate decisions using critical thinking skills <i>CRDN 1.6</i>	
Assigns appropriate duties to NDTRs and/or support personnel <i>CRDN 2.5</i>	
Refers to other professionals when needs are beyond scope of practice <i>CRDN 2.6</i>	
Uses current informatics technology <i>CRDN 4.4</i>	

<b>COMMUNICATION SKILLS (written and verbal)</b>	
Communicates appropriately with staff and patients/clients <i>CRDN 3.3</i>	
Completes necessary and appropriate documentation	
Demonstrates professional writing skills <i>CRDN 2.2</i>	
Establishes collaborative inter-professional relationships <i>CRDN 2.4</i>	

<b>PROFESSIONALISM</b>	
Behaves in a professional manner <i>CRDN 2.10</i>	
Uses good judgment	
Accepts criticism and suggestions for improvement	
Uses available time efficiently and in an organized manner	
Displays confidence and assertiveness <i>CRDN 2.8</i>	

<b>WORK HABITS</b>	
Conforms to regulatory agency guidelines and facility policy <i>CRDN 2.1</i>	
Arrives at SP site on time and prepared for experience	
Presents self in a professional manner in dress and general appearance	

<b>OVERALL PERFORMANCE RATING</b>	
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NUMBER OF ABSENCES \_\_\_\_\_

1. The special strengths of this student are:
  
2. The areas that need improvement are:
  
3. Please list special projects, presentations, and/or activities students participated in.

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

Evaluator's Signature \_\_\_\_\_

RECEIPT OF HANDBOOK FOR DIETETIC STUDENTS

I have been given a copy of the Handbook for Dietetic Students and understand that this provides the guidelines and policies and procedures regarding the Coordinated Program in Dietetics at D'Youville College.

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Print Name

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Signature

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Date

# D'Youville

## Authorization for Release of Records

Covered Institutions. I hereby authorize and approve the release of certain records relating to me by and to the following institutions:

- D'Youville College, D'Youville College School of Health Professions, and their respective faculty and staff (collectively, "D'Youville"), and
- Any and all clinical sites where I participate or apply to participate in a clinical education program ("Assigned Clinical Sites").

Covered Records. The records that may be released by and to these institutions are: all records part of any clinical placement medical assessment information, including health reports, vaccination records, criminal background checks, and drug testing reports on me relating to my status as a D'Youville student requesting placement at such Assigned Clinical Sites (collectively, "Covered Records").

### Authorizations.

- I hereby authorize D'Youville to release the Covered Records described above to any Assigned Clinical Site, and
- I hereby authorize each Assigned Clinical Site to release and share with D'Youville any and all information they create or maintain in connection with my participation in a clinical education program.

Purpose. I authorize the release of the Covered Records in order to enable D'Youville and the Assigned Clinical Sites to assess my fitness for participation in a clinical education program, and to enable D'Youville to assess my performance in any such program.

Acknowledgement and Discharge. I acknowledge that the Covered Records may include information that is part of my "education records", as defined under the Family Education Rights and Privacy Act. I hereby release and discharge the Assigned Clinical Sites and D'Youville and their officers, employees, and representatives from all claims, charges, causes of action, damages, liabilities, and expenses (including attorneys' fees and costs) of every kind and nature relating to or arising from their release of the Covered Records.

Other. I acknowledge and agree that Assigned Clinical Sites may prohibit me from participating in clinical experiences or may refuse me access to clients and patients based on information contained in the Covered Records and that their criteria may differ from the criteria of D'Youville College School of Health Professions and its individual departments and programs.

I further acknowledge and agree that (1) it is my responsibility to maintain the applicable clinical requirements current for each semester and each clinical experience in which I participate, (2) I should keep all original documents and be prepared to furnish them before the start of each clinical experience if requested by the assigned clinical site, and (3) it is possible that participation at a particular clinical site may necessitate additional screening or that additional screening may be required during the course of the program. These additional screenings and any associated costs are solely my responsibility.

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**Student Signature**

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**Student Phone Number**

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**Student Name (Print)**

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**Student Email Address**

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**Date**

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**School of Health Professions Program**