

University of Idaho

**Master of Science in Dietetics
Guidebook**

Contents	Page
Welcome	4
History of the Program	4
Program Description	4
Mission	5
University Mission	5
Program Mission	5
Program Philosophy, Goals, and Objectives	5
Program Philosophy	5
Program Goals	5
Program Objectives	6
General Information	6
Admission	6
Prerequisite Courses	6
Completion of Prerequisites	7
Credit for Prior Learning	7
Pre-Program Experience	7
Demonstrated Work Experience and Certifications	7
How to Apply	7
Curriculum	8
Course Requirements	8
Supervised Experiential Learning	8
Program Schedule	9
Program Completion Requirements	9
Student Responsibilities	9
Mutual Responsibility	9
Required Documentation by Student	10
Student Agreement for Participation	10
Immunizations	10
SERVSAFE® Certification and Food Handler's Permit	10
Criminal Background Check	10
Drug Testing	10
Insurance	10
Registration and Financial Obligations	10
Registration	10
Student Expenses	10
Student Support Services	11
Withdrawal and Refund of Tuition and Fees	11
Financial Aid	11
Housing	11
Transportation	11
Professional Behavior Guidelines	12
Lifestyle, Dress and Conduct	12
Guidelines for Clinical, Community and Foodservice Management Facilities	12
Ethical Behavior in the Profession of Nutrition and Dietetics	13

Policies	14
Student Rights	15
Nondiscrimination Policy	15
Protection of Private Information	15
Grievance	15
Assessment of Student Competence	16
Remedial Instruction	16
Academic Policies	16
Student Accountability	16
Attendance	16
Illness or Injury	16
Classroom Courtesy	16
Course Assignments	17
Late Assignments	17
Missed Exams and Quizzes	17
Student Travel	17
Holidays and Vacation	17
Leaves of Absence	17
Outside Employment	18
Advancement Policy	18
Student Performance Monitoring	18
Criteria	18
Discipline Policy	19
Suspension/ Probation Status	19
Unprofessional or Unethical Behavior	19
Academic Performance	19
Termination or Resignation	20
Student Retention	20
Timeframe for Completion	20
Professional Policies	20
Membership in the Academy and Attendance to Professional Meetings	20
Graduation and Post-Graduate Policies	21
Graduation	21
Job and Career Placement	21
Appendices	22
Appendix A: Supervised Experiential Learning Hours Documentation	23
Appendix B: Student Agreement for Participation in Master of Science in Dietetics	24
Appendix C: Incident Report	25
Appendix D: Notification of Suspension/ Probationary Status	26

WELCOME

Welcome to the University of Idaho Master of Science in Dietetics! In this guidebook, you will find a wide range of topics written to inform you of the program history, mission, goals, and policies. The dietetics faculty welcome you!

History of the Program

The Consortium Coordinated Program in Dietetics sponsored by Eastern Washington University (EWU) and University of Idaho (UI) admitted its first junior class in Fall of 1976 and received accreditation from The American Dietetic Association (ADA) in 1981. Both universities admitted eight students from their respective schools. The consortium was reaccredited in 1986, with another ADA site visit scheduled for April, 1991. Due to budget decreases, EWU withdrew its support for the consortium program in January, 1991. At that time, the College and the School offered their support for the continuation of the Coordinated Program in Dietetics (CPD) at UI. Documentation for developmental accreditation was submitted and approved for the UI CPD in 1991. The coordinated program received official accreditation in 1995 and was last accredited in 2018. As a result of the requirement that students complete both an accredited program and at least a master's degree to be eligible to sit for the CDR Credentialing exam for the Registered Dietitian Nutritionist, the program applied for and was granted candidacy on June 8, 2020 under the accreditation standards for graduate degree programs in nutrition and dietetics (FG) (Future Education Model) in 2020 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

Tel: (800) 877-1600 ext. 5400

<http://www.eatrightpro.org/ACEND>

Program Description

The Master of Science in Dietetics is based in Moscow, Idaho at the University of Idaho. The University is a publicly supported, comprehensive land-grant institution with principal responsibility in Idaho for performing research and granting the Doctor of Philosophy degree. The University is a member of the National Association of State Universities and Land-Grant Colleges and is accredited by the Northwest Commission on Colleges and Universities. About 12,000 students from all states and more than 90 foreign countries choose programs from a vast array of disciplines. There are more than 900 faculty members in teaching and research, and more than 2,000 staff and professional personnel. Moscow, the University's "hometown," is a thriving community of about 24,000 friendly people located in the northern part of the state about 90 miles southeast of Spokane, Washington.

The program accepts 18 students into each cohort. The program is full-time for two academic years (four semesters). Students spend the first three semesters completing coursework and supervised experiential learning in nutrition and dietetics at the University and in the community. Classes include engaging and interactive activities such as case studies, role-plays, and simulations. In addition, students complete group and individual projects. During the final semester, students complete

supervised experiential learning in or near Moscow, Coeur d' Alene, or Boise (based on where students wish to live and work when they graduate). Students who are placed at supervised experiential learning sites in Coeur d' Alene (approximately 90 miles from Moscow) or Boise (approximately 300 miles from Moscow) will re-locate after the third semester. Throughout the program, faculty arrange supervised experiential learning opportunities in a professional setting with experienced preceptors in community nutrition, clinical dietetics, and food service management.

MISSION

University Mission

The University of Idaho shapes the future through innovative thinking, community engagement and transformative education.

The University of Idaho is the state's land grant research university. From this distinctive origin and identity comes our commitment to enhance the scientific, economic, social, legal and cultural assets of our state and to develop solutions for complex problems facing our society. We deliver focused excellence in teaching, research, outreach and engagement in a collaborative environment at our residential main campus in Moscow, regional centers, and extension offices and research facilities across Idaho. Consistent with the land-grant ideal, our outreach activities serve the state as well as strengthen our reaching, scholarly and creative capacities statewide.

Our educational offering seek to transform the lives of our students through engaged learning and self-reflection. Our teaching and learning includes undergraduate, graduate, professional and continuing education offered through face-to-face instruction, technology-enabled delivery and hands-on experience. Our educational programs continually strive for excellence and are enriched by the knowledge, collaboration, diversity and creativity of our faculty, students and staff.

Program Mission

Through focused excellence in teaching and supervised experiential learning, the University of Idaho Masters of Science in Dietetics comprehensively prepares graduates for practice as a Registered Dietitian Nutritionists (RDN).

PROGRAM PHILOSOPHY, GOALS and OBJECTIVES

Program Philosophy

The philosophy of the University of Idaho Master of Science in Dietetics is to prepare decisive, knowledgeable, and highly skilled food and nutrition professionals capable of meeting the social, political, and technological challenges of society. Successful graduates will be effective communicators with various populations: patients, clients, consumers, employers, and professionals. They will be critical thinkers and knowledge seekers, networking with others in the task of life-long learning. Exposure to a variety of experiences in clinical dietetics, community nutrition, and foodservice management will provide students with opportunities to become creative and innovative leaders in the dietetic profession.

Program Goals

Goal 1- Graduates will be prepared to successfully complete credentialing and licensing/ certifying.

Goal 2- Graduates will demonstrate high employability in the field of nutrition and dietetics.

Program Objectives

Program objectives measure achievement of goals and provide a basis for program evaluation. Current program objectives are:

1. At least 80% of program graduates complete the program/degree requirements within 3 academic years (150% of the program length).
2. At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
3. The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
4. At least 90% of graduates who have obtained the RDN credential will be licensed/certified within 12 months of program completion.
5. At least 80% of preceptors would theoretically be willing to employ the graduate.
6. Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
7. At least 80% of employers will be "satisfied" when asked about employer satisfaction with graduate's preparation for entry-level practice.

Program objectives are measured for their effectiveness by:

1. analysis of registration examination scores
2. analysis of graduate surveys
3. analysis of preceptor surveys
4. analysis of employer surveys

Program outcomes data are available upon request.

GENERAL INFORMATION

Admission

Applicants to the Master of Science in Dietetics must have earned a bachelor's degree or be part of the University of Idaho 3 + 2 program and have taken required pre-requisite courses before beginning the Master of Science in Dietetics.

Prerequisite Courses

Human Anatomy

Human Physiology

Inorganic Chemistry

Carbon Compounds or Organic Chemistry

Biochemistry

Introduction to Microbiology + Lab

Introduction to Psychology

Pre-Calculus Algebra
Principles of Statistics
Human Nutrition
Advanced Nutrition or Macro and Micro Nutrient Metabolism
Introductory Foods or Food Science with a lab
Meal Management or equivalent

Students may be enrolled with up to fifteen credits of outstanding pre-requisite courses the semester they apply to the program and must demonstrate proof of enrollment in those courses in their application.

Completion of Prerequisites

Required prerequisite courses need to be completed before beginning the program in the fall, but they do not need to be completed before applying to the program. The application is open through February 1. Therefore prerequisites may still be completed in the spring or summer before beginning the program in the fall.

Credit for Prior Learning

Currently the Master of Science in Dietetics does not have a policy to award credit for prior learning for course work or supervised experiential learning.

Pre-Program Experience

Approximately 10 hours of volunteer or employed time under the direction of a registered dietitian nutritionist in a foodservice facility, a hospital, long term care facility, a health department, extension agency, or other location are highly recommended for admittance to the program. This experience provides insight into the field of dietetics and opportunity for the student to assess the appropriateness of this career for him or her.

Demonstrated Work Experience and Certifications

Work experience in foods, nutrition or medical occupations is desirable. In addition, any certifications in foods, nutrition or medical occupations (such as a food handler's permit, SERVSAFE® manager certification or CNA) is also helpful.

How to apply

Apply through the University Of Idaho College Of Graduate Studies:

<https://www.uidaho.edu/admissions/graduate>

To begin Fall Semester, the application closes February 1st.

Required application components include:

- Resume or Curriculum Vitae
- Statement of Purpose
- Transcripts
 - Submit transcripts from all colleges and universities attended that contributed to the baccalaureate degree as well as transcripts documenting completion of the prerequisite courses. If prerequisite courses have not been completed at the application deadline,

students may demonstrate their enrollment in up to fifteen credits by uploading a screenshot from the college/ university website that demonstrates enrollment in the course(s). International students must submit a foreign degree equivalency statement from an approved professional credential evaluation service.

- Letters of Recommendation
 - Applicants need three letters of recommendation. At least one reference should be a non-University of Idaho faculty member. At least one reference should be a supervisor or manager. The third reference can be either a supervisor/ manager or a non-University of Idaho faculty member.
- 3.0 on a 4.0 scale overall GPA in undergraduate degree
- TOEFL/IELTS (International Students Only)
 - All international applicants must submit an acceptable, official Test of English as a Foreign Language (TOEFL) score. The minimum score accepted is 79/6.5
 - International students do not need to submit a TOEFL/IELTS score, if:
 - English is an official/native language.
- Interview

Curriculum

Courses in the curriculum are designed to be taken in sequence, since learning objectives and concepts build upon preceding coursework. Students are required to take all program courses as scheduled within the two academic years.

Course Requirements

Quantity Food Production and Equipment and Lab

Helping Skills in Dietetics

Community Nutrition or Health Promotion

Nutrition in the Life Cycle

Nutrition Education in the Life Cycle

Introduction to Clinical Dietetics

Introduction to Clinical Nutrition Lab

Research Methods in Food and Nutrition or Design and Analysis of Research

Nutrition and Dietetics Professional Skills

Nutrition Therapy and Disease

Management and Leadership in Dietetics

Applied Community Nutrition

Applied Clinical Dietetics

Applied Food and Nutrition Management

Graduate Seminar

Non-Thesis Requirement

Supervised Experiential Learning

Program faculty members decide the placement of students for supervised experiential learning sites.

Students do not arrange their own supervised experiential learning hours.

A number of policies apply to supervise experiential learning:

- During the fall semester of the second year, each student will complete a minimum rotation of 240 hours of supervised experiential learning in a community nutrition practice setting. The work hours and schedule are to be determined by the preceptor and the instructor.
- During the spring semester of the second year, each student will complete a minimum rotation of 320 hours of supervised experiential learning each in the areas of clinical dietetics and food and nutrition management. The work hours and schedule are to be determined by the preceptor and instructor.
- The assigned schedule may vary each week, but students will be prepared to work the assigned shift, early or late, and the assigned days, including weekends.
- As a professional, no time clock is punched. Students remain on the job for time required to complete assigned responsibilities for the day.
- Students doing supervised experiential learning hours must not be used to replace employees.
- Students may not be paid for work completed during supervised experiential learning hours.
- Students will not be allowed to alter hours to meet vacation needs. Any changes in the originally approved schedule must be approved in advance from the instructor and preceptor.
- Students will complete a supervised experiential learning hour documentation for all supervised practice activities (professional work setting, simulation, case studies, or roll playing) throughout each course and submit the form to the instructor at the end of the semester (Appendix A).
- The final grades for Applied Community Nutrition, Applied Clinical Dietetics, and Applied Food and Nutrition Management are mutually determined by consultation of university faculty and facility preceptors.

Program Schedule

The program is completed in two academic years which includes four semesters. No course work or supervised experiential learning is scheduled during the summer. The fall, winter and spring breaks follow the academic calendar (<http://www.uidaho.edu/events/academic-calender>)

Program Completion Requirements

- At least an 80% in each course required.
- 80% score or higher on final comprehensive exam
- Completion of competency-based assessments at required targets

STUDENT RESPONSIBILITIES

Mutual Responsibility

Acceptance of a student for enrollment in the Master of Dietetics constitutes an agreement of mutual responsibility. The student's part of this agreement is to accept and respect established program policies and rules, Academy's Code of Ethics, the regulations of the University of Idaho, and to act responsibly and in a manner appropriate to these regulations and policies. As part of this mutual

responsibility agreement, faculty members and preceptors also agree to carry out their commitment to higher education and to provide students high quality instruction and experiences.

Required Documentation by Student

Student Agreement for Participation

Before beginning the program, students must complete an agreement for participation (Appendix B- Student Agreement for Participation in the Master of Science in Dietetics). This form verifies the student has received and agrees to abide by the policies of the program.

Immunizations

Facilities require students to be up to date on their immunizations, including seasonal flu vaccination, and free of TB. Verification of annual TB test and current immunizations are required. All costs associated with tests and immunizations are the responsibility of the student. Documentation must be provided to the program director prior to beginning the program and an updated TB test and record of season flu vaccination must be provided to the program director prior to beginning the final (fourth) semester.

SERVSAFE® Certification and Food Handler's Permit

Facilities require students to be SERVSAFE® certified and to also hold a food handler's permit. All costs associated with the SERVSAFE® Certification and Food Handler's Permit are the responsibility of the student. Opportunities to obtain this certification and permit(s) will be offered at the beginning of the program.

Criminal Background Check

You must have a yearly criminal background check before being allowed to participate in any supervised experiential learning outside of the classroom setting. All costs associated with all background checks are the responsibility of the student. Details on how to obtain a background check will be provided yearly by the program director. In addition, facilities may require a facility-specific criminal background check.

Drug Testing

The program and/or facilities may require students to submit to a drug test. Costs associated with drug testing are the responsibility of the student. Failure to pass a drug test will result in an incident report and may lead to probation/ suspension or termination.

Insurance

Each student is responsible for purchasing his/her own insurance (auto, health, and accident). Health insurance may be purchased through the University Student Health Insurance Program. Students are not covered by Worker's Compensation in any facility, including the University of Idaho, and are therefore liable for injury or illness while in a facility for supervised practice. In the instance of injury or illness while in a facility for supervised practice, the student must contact the preceptor, the instructor, and the program director.

Facilities require that all students have professional liability insurance. The University of Idaho provides Professional Liability for students. No premium is charged to students for this coverage.

Registration and Financial Obligations

Registration

After consulting with an advisor, students are solely responsible for registering for classes.

Student Expense

Students pay the regular tuition and fees required at the university. Books and supplies, lab coats, shoes, professional attire, nametags, membership to the Academy of Nutrition and Dietetics, attendance to a state-wide meeting, travel to/from meetings and supervised experiential sites, immunizations, certifications, food handler's permits, background checks, health, accident, and auto insurance are additional expenses. Field trips may be scheduled periodically, for which the student will be responsible for transportation and per diem costs. Students are required to have a laptop computer or tablet to use both in the classrooms and in their supervised experiential learning facilities in order to access Blackboard, read and create documents, develop presentations, and more. Additional information is at <https://www.uidaho.edu/financial-aid/cost-of-attendance>

Student Support Services

Students are eligible for the following services and activities: health clinic, campus dietitian, a psychiatrist, the counselling and testing center, Vandal Health Education, tutoring, library use privileges, student recreation center, admission at a student rate to athletic and other university-sponsored public events.

Withdrawal and Refund of Tuition and Fees

The Office of the Registrar provides current information regarding withdrawal. For information visit: <https://www.uidaho.edu/registrar/registration/withdraw>

The Office of Student Accounts and Cashier's Office provides current information on the refund of tuition and fees. For information visit:

<https://www.uidaho.edu/current-students/student-accounts/tuition-and-fees-late-fees-refunds/tuition-and-fee-refunds>

Financial Aid

University of Idaho and federal financial aid can be received in the form of scholarships, loans, grants, and/or student employment. More information about the different types of financial aid is available from the Office of Student Financial Aid or at their web site www.uidaho.edu/financialaid. Additional assistance is also available from the State of Idaho in the form of scholarships and can be found at https://boardofed.idaho.gov/scholarship/scholarship_jump.asp. To be considered for all types of financial aid, including scholarships, new students should complete the UI application for admission and the Free Application for Federal Student Aid (FAFSA) by the December 1 priority date. Students who are continuing at the University just need to complete the FAFSA by December 1. Students receiving financial assistance must make academic progress toward their degree to keep their financial aid. Requirements to maintain eligibility for financial aid can be found at www.uidaho.edu/financialaid/applyingforaid/keepingyourfinancialaid. Scholarships are also available through the Academy of Nutrition and Dietetics.

Housing

Students are responsible for their own housing. University Housing at the University of Idaho offers

on-campus residence halls and apartment living options for students at all levels. For more information, visit the university housing website www.uidaho.edu/universityhousing

Additional housing is available in Moscow and the surrounding area. Information sources for off-campus housing is available at <http://www.uidaho.edu/admissions/why-ui/housing/apartment-options>

Transportation

Students are responsible for transportation to supervised experiential learning facilities, meetings, and special assignments. A reliable vehicle is necessary. Students are liable for their own safety in travel to and from assigned areas.

PROFESSIONAL BEHAVIOR GUIDELINES

Lifestyle, Dress and Conduct

Students have the opportunity to set a good example to their patients and clients by leading a healthy lifestyle. Dietetic students not only study appropriate nutrition, exercise, and rest habits, but should practice them as well.

Because dietetics students present a particular image to the patient, a neat, professional appearance is very important. In some situations, certain attire is recommended or required. For example, students may be required to wear clean and pressed lab coats. Check with the preceptors at each facility for specific requirements for dress and conduct.

Nametags should be worn when in the facilities. Whenever in a foodservice area, a hair restraint must be worn with hair worn off the shoulders and securely pinned away from the face. Students should wear a hairnet or cap in these locations if required by the facility. In foodservice areas and laboratories, enclosed leather slip-resistant shoes are required.

Avoid wearing nail polish or perfume/cologne in foodservice or clinical areas. The smell of cigarette or cigar smoke can be very offensive to patients and clients; therefore, one should refrain from smoking. Only one pair of non-dangling, non-obtrusive earrings can be worn in clinical, community or foodservice facilities. Tattoos and body piercing should be attempted to be covered during any lab or supervised experiential learning. Facial piercings, such as a nose ring, should be removed during any supervised experiential learning.

Professional dress is expected for class presentations, tours, field trips, guest speakers, health fairs, and professional meetings or anytime you are representing the program. Because you will work in professional settings, your best guideline is conservative dress. Students need to avoid wearing leggings, jeans, tank tops, flip-flops, open-toed shoes, tight-fitting clothes, extremes in fashion, or clothes revealing cleavage or torso. Always wear appropriate undergarments. Professional attire for women includes knee length skirts and dresses and/or casual professional slacks coordinated with

appropriate top and/or jacket. Professional attire for men includes casual professional slacks, shirt and tie.

Guidelines for Clinical, Community and Foodservice Management Facilities

- Do not chew gum or use tobacco, alcohol, or drugs while in clinical facilities.
- All supervised experiential learning-related materials and information are confidential. Do not discuss any patient or client information in any public place, especially elevators, lounges, or cafeteria. Use only initials when referring to patients or clients in written case studies, reports, or log books. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing of information with instructor, preceptor, or appropriate health professional should only be done in an appropriate location and not in a public area.
- Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc.
- Telephones in the clinical facilities are for business purposes ONLY. Cell phones are to be turned off during supervised experiential learning hours.
- Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
- Arrive at the supervised experiential learning facility before the stated time to start work. This allows time to be prepared for your assignment. Be sure that the preceptor knows your general whereabouts when in the facility. *It is the student's responsibility to contact the facility and the instructor and director if unable to arrive as scheduled, due to illness or injury.*
- Attendance for supervised experiential learning hours meet the minimum accreditation requirements. If clinical clock hours are missed at any time, the student must complete those hours at another arranged time. Extra hours accumulated from additional class experiences or assignments cannot be used to replace "missed" supervised experiential learning hours.
- As a professional courtesy, instructors and preceptors are to be addressed by their appropriate title (Doctor, Professor, Miss, Ms., Mrs., or Mr.).

Ethical Behavior in the Profession of Dietetics

As a professional accredited program, it is our obligation and responsibility to adopt a code of ethics. The Code of Ethics established by the Academy of Nutrition and Dietetics (previously known as the American Dietetic Association or ADA) and the Commission on Dietetic Registration is to be upheld by all members. As student members of the Academy of Nutrition and Dietetics, are to also uphold the Code of Ethics <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

POLICIES

Master of Science in Dietetics

STUDENT RIGHTS

Nondiscrimination Policy

The program follows all Federal, State, and University policies related to nondiscrimination.

<https://www.uidaho.edu/ocri/policy-procedure/nondiscrimination-policy> Questions or concerns about the content and application of these laws, regulations or University policy may be directed to the Director of the Office of Civil Rights & Investigations (885-4285); Coordinate of Disability Support Services (885-6307); Idaho Commission on Human Rights (208-334-2873); Regional Office for Civil Rights, U.S. Department of Education in Seattle (206-220-7900); Equal Employment Opportunity Commission, Seattle District Office (206-220-6883); or Seattle Regional Office of Federal Contract Compliance Programs, U.S. Department of Labor (206-398-8000).

Protection of Private Information

The program follows all Federal (Family Educational Rights and Privacy Act or FERPA), State (Idaho Public Records Law), and University Policies in protecting student information, including information used for identifying students in distance learning.

Upon request, a student may view his/her personal file in the presence of the program director. Student files are kept in a secured location in the director's office.

Grievance

- If a student deems a grade is unfair, he/she may first discuss the issue with the instructor. Second, he/she may appeal through the appropriate departmental administrator, then the college dean, and finally to the Academic Hearing Board.
- If a student has a grievance about a course, he/she is advised to discuss the issue first with the Instructor. If the issue is not resolved, the student should discuss the issue with the program director. If the issue is still not resolved, the student may discuss the issue with the Director of the Margaret Ritchie School of Family and Consumer Sciences (FCS). Finally, the student may discuss the issue with the Dean of College of Agricultural and Life Sciences.
- If a student or preceptor has a complaint about the program, he/she may discuss the issue in confidence with the program director. If that is not appropriate he/she may discuss the issue with the Director of FCS and be assured of confidentiality. The program director (and/or Director of FCS) will document the complaint and resolution of complaint and keep the document on file for a period of seven years to allow for inspection during on-site evaluation visits by ACEND.
- If a student, preceptor, or other has a complaint related to program noncompliance with ACEND accreditation standards they should address the 1) Instructor (if applicable), 2) Program Director, 3) Director of FCS, and 4) Dean of College. The complaint will be documented along with resolution of the complaint and kept on file for a period of seven years to allow for inspection during on-site evaluation visits by ACEND. Students, preceptors, and others are advised to submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. ACEND can be reached at: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400, <http://www.eatrightpro.org/ACEND>

- The Master of Science in Dietetics will not in any way retaliate against an individual who makes a complaint, nor permit any faculty member, administrator, preceptor, employee or student to do so.

Assessment of Student Competence

Student competence will be continuously assessed. Formative and/or summative assessments will be completed by instructors and/or preceptors in each course. Students will receive regular reports of performance and progress throughout each semester. At the end of each semester, students will receive a letter grade (A, B, C, D, or F) for each course they are enrolled in.

Remedial Instruction

Tutoring is available to all University of Idaho Students free of charge.

ACADEMIC POLICIES

Student Accountability

Attendance

1. Class attendance: Due to the nature of the content of the courses, it is required that students attend all classes. If you must miss class due to an illness, death or family emergency, you must inform your instructor and the program director prior to the scheduled class. It is the student's responsibility to make up the missed course work.
2. Supervised experiential learning attendance: Attendance is mandatory and required for all supervised experiential learning. If you must miss a supervised experiential learning due to illness, death or family emergency, you must inform your instructor, preceptor and the program director prior to the scheduled shift. It is the student's responsibility to reschedule the missed supervised experiential learning hours with the preceptor.
3. Arrive to class or the facility prior to the start time for class or supervised experiential learning.

Illness or Injury

1. Illness that warrants missing a class or supervised experiential learning include those of an infectious nature indicated by: Temperature 100.5 degrees F or higher, vomiting, or diarrhea. Do not return to school or the facility until 24 hours after your fever has subsided, and/or you last experienced vomiting or diarrhea.
2. Contagious bacterial illness requiring antibiotics such as, "Pink Eye" warrant staying home for 24 hours after the first dose of antibiotics.
3. If you become ill or injured while in a supervised experiential learning facility, inform the preceptor, instructor and program director. Return home and seek medical attention, if needed. Once you are clear to return to supervised experiential learning facility, reschedule your missed hours with your preceptor.

Classroom Courtesy

1. Students who enter the classroom after the start of class or leave prior to the end of class will be considered absent.
2. Professional behavior and respect for others and diverse viewpoints are expected in class at all times.
3. Permission of the instructor is necessary to record a class or to bring a guest to class.

Course Assignments

1. Written work should be original, typed and professional in appearance. This includes using adequate margins and spacing, as well as correct grammar, spelling, and referencing.
2. Referencing format should follow APA guidelines.

Late Assignments

1. Students are expected to complete all course assignments in accordance with the course syllabus and submit assignments by the listed or verbally stated times and due dates.
2. The grade for an unexcused late assignment will be reduced by 10% of the total point value each day that the assignment is late.
3. Consequence for non-submittal of an assignment may include course failure.

Missed Exams and Quizzes

1. If a student must miss an examination or quiz due to illness, death or family emergency, the student is required to contact the instructor before the exam or quiz.
2. If a student misses an examination or quiz, 15% grade reduction on the missed exam will occur if the reason is not deemed reasonable by the instructor or prior notice was not given for the absence.

Student Travel

1. A student's travel time to supervised experiential learning facilities does not count toward supervised experiential learning hours.
2. Time during inter-site travel does not count toward supervised experiential learning hours.

Holidays and Vacation

1. Students follow the academic calendar of the university or their respective facility (if completing supervised experiential learning) in regard to holidays.
2. Students may not take vacation outside of the scheduled fall, winter and spring breaks.
3. Students are not allowed to take special examinations or alter their supervised experiential learning schedule for the purpose of leaving the institution or facility before the end of the semester or rotation without the permission of the instructor, preceptor, and program director.

Leaves of Absence

1. Leaves of absence from the program is by discretion of the program director.

Outside Employment

1. The MS D involves a very comprehensive and intensive curriculum. The course load and demands on students' time are such that it is very difficult for students to successfully complete classes and simultaneously hold an outside job.
2. Holding an outside job during the academic year is strongly discouraged. Scheduling of MS D classes, supervised experiential learning, and professional activities take priority over employment.

Advancement Policy

Student Performance Monitoring

Students will have their performance monitored to provide for the early detection of academic difficulty and will take into consideration professional and ethical behavior and academic integrity of the student. Faculty will communicate with the Director regarding student's poor academic performance. The faculty and/or director will meet with the student to establish a plan for academic success in order to advance through the program.

Criteria

Students must meet certain criteria to advance through the program. Those criteria include:

1. Earn a grade of "B" (80%) or better in all required courses. If a student receives below a B in a required program course, the student is removed from regular appointment and is placed on suspension/ probationary status. This policy serves as a protection for the student. In order to pass the CDR credentialing exam for RDN, one needs to achieve 80% of the possible score. Once on suspension/ probation, the faculty and program director will meet to determine what additional work is required of the student with the details listed in a contract.
2. Exhibit professional and ethical behavior and academic integrity in the classroom and supervised practice at all times. If a student exhibits unprofessional, unethical behavior or academic dishonesty, this will constitute as an inappropriate *incident*. (See Appendix C– Incident Report)

Examples of unprofessional, unethical behavior, or academic dishonesty include, but are not limited to:

- a. Late assignment in a course
- b. Unexcused absence or tardy to class or supervised experiential learning
- c. Chronic lack of participation in the classroom
- d. Disrespect exhibited toward peers, faculty, or preceptors
- e. Inappropriate or foul language

- f. Refusal to work with another person based on the individual's personal beliefs, race, culture, or religious preference
- g. Failure to display stable mental, physical or emotional behavior(s) which may affect another's well being
- h. Use of any substance that may impair clinical judgment or be harmful to self or others
- i. Dishonesty (the student may receive a grade of F)
- j. Cheating or plagiarism (the student may receive a grade of F)
- k. Failure to maintain confidentiality in interactions or records
- l. Attempting activities without adequate orientation, skill preparation, or appropriate assistance

Discipline Policy

Students will be notified by the Director when an incident has occurred and been recorded.

- 1. The first incident will result in a verbal warning
- 2. The second incident will result in a written warning.
- 3. The third incident will result in suspension/ probation.
- 4. The fourth incident will result in termination.

Suspension/ Probation Status

- 1. Unprofessional or unethical behavior
 - a. A student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found to be excessive (a total of three incidents) will be removed from a regular appointment in the program. At that time, the student will be placed on suspension/ probation.
 - b. When the student is placed on suspension/ probation status, documentation is completed and placed in his or her personal file (see Appendix D – Notification of Suspension/ Probationary Status).
 - c. If the unprofessional or unethical behavior continues, the student's participation in the program will be terminated.
- 2. Academic performance

Academic actions that result in suspension/ probation include:

 - a. Less than a grade of B or 80% in any program course will result in faculty and program director determining what additional work is required of the student with the details listed in a contract signed by the student, faculty and director.
 - b. Any student receiving an unsatisfactory rating from any supervised experiential learning preceptor, which is mutually substantiated by the instructor, will be required to complete additional work with the details listed in a contract signed by the student, faculty, and director.

Termination or Resignation

1. If unprofessional or unethical behavior continues through the probationary and warning periods, a student's participation in the program will be terminated.
3. If a student receives less than a B grade in two or more courses, the student's enrollment in the program will be terminated.
4. Students terminated from the program for any reason may follow the University appeal procedures.
5. Resignation: If the student finds it necessary to resign from the program, he/she must submit a letter of resignation to the program director. If a student discontinues in the program after the beginning of classes, the position held by that student shall cease to exist. If the student should choose to later reapply to the program, he/she will be considered on an equal basis with all other applicants.

Student Retention

Students with minimal chances of success in the program will be counselled by the program director to voluntarily resign from the program.

Timeframe for Completion

Students will ordinarily complete the program within two years. However, students are permitted a maximum of three years to complete the program requirements applicable at the time the student enrolls.

PROFESSIONAL POLICIES

Membership in the Academy of Nutrition and Dietetics and Attendance to Professional Meetings

1. Upon acceptance into the program, students are required to join the Academy of Nutrition and Dietetics with concurrent membership in the Idaho Academy of Nutrition and Dietetics. Academy membership is expected during the entire program.
2. Students are expected to participate in professional meetings and activities that occur during the program. Students will be advised of upcoming professional meetings that complement their program.
3. If the annual meeting of the Idaho Academy of Nutrition and Dietetics meeting is in Northern Idaho (Coeur d'Alene, Moscow or Lewiston) or Eastern Washington (Spokane, WA), students are required to attend and participate in the entire meeting.
4. During the curriculum, students are required to attend one state or national meeting of their choice [Idaho Academy, Washington Academy, or the Food and Nutrition Conference and Exhibition (FNCE), for example]. If the meeting attendance is during spring semester of the second year, the student must obtain permission from the preceptor, is expected to attend the entire conference, and must make up supervised experiential learning hours.

GRADUATION AND POST-GRADUATE POLICIES

Graduation

Upon successful completion of the program, the student will graduate with a Master of Science in Dietetics and receive a “Verification Statement.” This allows the student to take the CDR Credentialing Exam for RDNs.

Job and Career Placement

Career services are available for all students and alumni. For more information about career services see <https://www.uidaho.edu/current-students/career-services>

APPENDICES

Master of Science in Dietetics

Appendix B: Student Agreement for Participation in the Master of Science in Dietetics

I, _____, accept my appointment in the Master of Science in Dietetics. Before accepting this appointment, I have read, understood, and agree to uphold the following: (Please **initial** each statement to illustrate your understanding and agreement.)

_____ I have received and read the Program Guidebook.

_____ I have read and understand the Code of Ethics, and I will abide by them.

_____ If I must miss class or supervised experiential learning due to illness, death, or emergency in the family, I will contact my instructor, preceptor and Director prior to the class or experience. I understand that I am responsible for rescheduling and completing the missed hours.

_____ I must obtain at least a B (80%) in all program courses to remain in and graduate from the program.

_____ I understand the conditions for suspension/ probationary status and termination from the program.

_____ I am responsible for arranging my own housing and transportation.

_____ I must be a member of the Academy of Nutrition and Dietetics.

_____ I am required to attend local dietetic meetings, and lectures presented by visiting dietetic professionals.

_____ I am required to attend one state or national Academy of Nutrition and Dietetics meeting. For the meeting, I will be responsible for my own expenses, meeting registration, transportation, and lodging.

_____ I am aware that this is a very intense, demanding, professional program.

_____ I must submit evidence of required tests and immunizations before participating in supervised experiential learning at facilities.

_____ I must obtain the SERVSAFE® certification.

_____ I must obtain Idaho Food Safety Certification and possibly a Washington Food Handler's Permit.

_____ I must obtain a background check each year.

_____ If I withdraw from the program for any reason, I will not be guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students.

Signature

8/2021

Date

Appendix C: Incident Report

Name of Student: _____

Date of report: _____

Course and/or Location: _____

Date and Description of Incident:

Signature of Preceptor/Instructor: _____

Signature of Student: _____

Nature of Incident:

- Verbal Warning
- Written Warning
- Suspension/ Probation
- Termination

Appendix D: Notification of Suspension/ Probationary Status

This form is to be downloaded and printed. After discussion among the student, faculty member and Director, the form is signed and placed in the student's file. During the suspension/ probationary period, encouragement and direction will be given by all faculty members to assist the student in correcting the inappropriate professional behavior or sub-standard academic performance.

Date: _____

_____ (student's name) has been placed on suspension/ probationary status due to the following performance during the designated time period. The reason for this action stems from failure to meet the following policy(ies) on page _____ as listed in the Handbook. Incident reports attached.

Performance and time period:

Policy: _____

Actions to remove the probationary or warning status, which have been agreed upon by both student and faculty member in the noted time period, include the following:

Actions:

Time Period: _____

Student: _____ (signature)

Faculty: _____ (signature)

Director: _____ (signature)