

University of Pittsburgh
School of Health and Rehabilitation Sciences
Department of Sports Medicine and Nutrition
Clinical Dietetics and Nutrition

Didactic Program in Dietetics
Student Handbook 2010-2011

Preface

The faculty and staff of the Clinical Dietetics and Nutrition Program (CDN) join in welcoming you. We are pleased that you have selected the Didactic Program in Dietetics (DPD) at the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) to pursue your professional education and training.

This handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the DPD. The CDN Handbook is not intended to be all-inclusive, but rather is to be used as a supplement to the [University of Pittsburgh Undergraduate Bulletin](#) and the [School of Health and Rehabilitation Sciences \(SHRS\) Undergraduate Student Handbook](#). All of the SHRS policies and procedures apply to DPD students; however, this handbook delineates specific interpretations as they apply to students enrolled in the DPD. It outlines accepted policy, based on the program's compliance to the American Dietetic Association's Standards of Education and provides the framework within which the Program Director, University faculty and staff, and students can work together effectively.

It is important that you read and become knowledgeable about the information presented in both this and the [SHRS Undergraduate Student Handbook](#). It is also important that you retain and use both handbooks as references while you are enrolled in the DPD.

Clinical Dietetics and Nutrition
Didactic Program in Dietetics Student Handbook

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I. Program Administration and Faculty

A. Program Administration

The Didactic Program in Dietetics (DPD) is an undergraduate program offered by the Clinical Dietetics and Nutrition Program (CDN) in the Department of Sports Medicine and Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The DPD is accredited by the American Dietetic Association's Commission on Accreditation for Dietetics Education.

Each CDN faculty member participates in planning, teaching, and evaluating the DPD program. Students participate in the evaluation of the courses offered and the DPD curriculum. The CDN Program Director is ultimately responsible for determining that each student has successfully met the knowledge and skills requirements for Entry-Level Education Programs which are delineated in the ADA's Standards of Education ([Appendix A](#)).

B. Faculty Advisors

At the beginning of the Fall Term of the Junior Year, each student enrolled in the DPD will be assigned an advisor who is a member of the CDN faculty. The role of the faculty advisor is to provide guidance to the student as they make decisions regarding course registration, changes in their Plan of Studies, academic goals and progress, and career planning and development. Students are encouraged to schedule appointments with their advisors on an "as needed" basis. Faculty advisors will also initiate appointments with their advisees at least once each term. For additional information on advisor assignment, roles, and responsibilities please see the [SHRS Student Undergraduate Handbook](#).

C. Faculty and Staff Directory

The CDN faculty and staff offices are located in 4044 Forbes Tower. The name and contact information for individual faculty and staff are presented below and on the following page. A mailbox for each faculty member is located in Room 4044 Forbes Tower.

Scott Lephart, PhD

Professor and Chair, Department of Sports Medicine and Nutrition

UPMC Center for Sports Medicine Phone: (412) 246-0460

lephart@pitt.edu

Kevin Conley, PhD, ATC

Assistant Professor and Vice Chair, Department of Sports Medicine and Nutrition

Room 4054 Phone: (412) 383-6737 kconley@pitt.edu

Deborah Hutcheson, DCN, RD, LDN, CDE, CNSD

Program Director, Clinical Dietetics & Nutrition

Room 4048 Phone: (412) 383-6534 dhutches@pitt.edu

Lori Cherok, MS, RD, LDN, CNSD

Instructor; CDN Clinical Coordinator

Room 4050 Phone: (412) 383-6566 lcherok@pitt.edu

Faculty and Staff Directory (continued):

Kim Crawford, PhD, RD, CSSD
Assistant Professor; Coordinator of Graduate Studies in Nutrition
Room 4052 Phone: (412) 383-6747 k Crawford@pitt.edu

Judith Dodd, MS, RD, LDN, FADA
Adjunct Assistant Professor
Room 4053 Phone: (412) 383-6528 jdodd@pitt.edu

Diane Helsel, PhD, RD, LDN, CSSD
Assistant Professor
Room 4051 Phone: (412) 383-6532 dih1@pitt.edu

Lisa McDermott, MS, RD, LDN, CDE
Instructor
Room 4053 Phone: (412) 383-6580 lmcdermo@pitt.edu

Linda Cherok
Administrator
Room 4044 Phone: (412) 383-6530 lwc4@pitt.edu

Robert Kornosky
Financial Administrator
Room 4049 Phone: (412) 383-6527 kornosky@pitt.edu

D. Office Hours

Department Office Hours

The Sports Medicine and Nutrition Department office (Room 4044) is open from 8:00 am to 4:30 pm on weekdays.

Faculty Office Hours

Students may meet with individual faculty members for a variety of reasons which may require either scheduled or unscheduled appointments. Regardless of the purpose of the meeting, each student has the right to privacy while meeting with the faculty member.

1. Unscheduled Appointments During “Open Office Hours”

Faculty members may maintain “open office hours” related to the course they teach. These “open office hours” are either stated on the course outline(s) or are posted outside the faculty member’s office door. Students are not required to schedule appointments to meet with the faculty member during these “open office hours”.

2. **Scheduled Appointments**

Appointments with individual faculty members at times other than those identified as “open office hours” are arranged by appointment only. These appointments should be scheduled directly with the faculty member.

E. Department Announcements and Student Mail

Bulletin Boards

Official department announcements are posted on the bulletin board located on the wall outside of Room 4044 Forbes Tower. This bulletin board is reserved for official announcements and students must check with a CDN faculty member before posting items on it.

Student Mailboxes

Each student enrolled in SHRS is assigned a mailbox. The mailboxes for CDN students are located on the fourth floor of Forbes Tower near the restrooms. CDN Faculty and SHRS staff will be using these mailboxes to provide important information to the students; therefore it is the student’s responsibility to check his/her mailbox daily.

Student Dietetic Association (SDA) Mail

The SDA has a mailbox located with the faculty mailboxes in Room 4044 of Forbes Tower. SDA officers are responsible for picking up SDA mail.

F. Telephone and FAX Usage; Photocopying

Students are advised that the department telephone and fax machine cannot be used for personal or SDA business. There is a photocopying machine available for student use in the Learning Resource Center (room 4011 Forbes Tower). Department faculty and staff should not be asked to make photocopies for students.

G. Unofficial Requests for Student Telephone Numbers or Addresses

Consistent with University policy, unofficial requests for the telephone numbers or mailing addresses of students will not be given out to individuals who request this information. The Department Administrator will take the name and phone number of the individual requesting a student’s phone number or address and relay that information to the student concerned.

II. Student Professional Organizations

Students enrolled in the DPD are eligible for membership in the three dietetic associations that are briefly described below.

A. The American Dietetic Association

The American Dietetic Association (ADA) is the national professional organization of registered dietitians. Membership in the ADA is required for all DPD students. There is a \$50.00* annual fee for student membership. Benefits of being an ADA member include a subscription to the *Journal of the American Dietetic Association*, access to the Evidence Analysis Library, a discounted price for the online Nutrition Care Manual and other ADA resources, and eligibility for ADA and state awards and scholarships. Applications for student membership are available from the ADA website at <http://www.eatright.org>.

B. Student Dietetic Association

The Student Dietetic Association (SDA) is organized and managed by CDN student members with a member of the CDN faculty acting as advisor to the organization. Officers of the SDA are elected from the membership in accordance with the SDA By-Laws. There is a \$10.00* membership fee. Membership in SDA is strongly recommended.

Further details about the SDA and procedures for joining the organization will be presented at the first fall term meeting of the SDA. All in-coming CDN students are invited to attend the meeting. The date of the meeting will be posted on the department bulletin board outside of Room 4044 Forbes Tower. Additional information can be found on the SDA website <http://www.pitt.edu/~sorc/sda/index.htm>.

C. Pittsburgh Dietetic Association

The Pittsburgh Dietetic Association (PDA) is a local professional organization for dietitians. Membership in PDA provides opportunities to network with local dietetics professionals and attend professional seminars at a discounted rate. The student membership fee is \$5.00*. Applications are available from the PDA website at <http://www.eatrightpittsburgh.org>.

Note: *All fees are subject to change.

III. Curriculum Overview

A. Mission of the Didactic Program in Dietetics (DPD)

The mission of the Didactic Program in Dietetics (DPD) within the Department of Sports Medicine and Nutrition (SMN) is to provide students a strong academic foundation of knowledge and skills to meet the required coursework and experiences to apply to a Dietetic Internship or a Coordinated Masters Program in Dietetics; pursue an advanced degree in science/healthcare related discipline or to function in society as a professional and upon which practitioner competence can be built. The program provides the academic preparation to support continued professional growth to meet personal, professional, community and worldwide evolving healthcare needs.

The mission of the DPD program reflects, in part, both the mission of the University and SHRS. It is part of the mission of the University and SHRS to prepare students for today's practice environment and to instill within the student the quest for lifelong learning, adaptation and evolution to continue to expand the knowledge, upgrade skills and service opportunities in their professional fields.

Essential and prerequisite to the process of attaining the knowledge and skills inherent in professional dietetics education is the attainment of both broad based general education and knowledge of theory that underlies dietetics practice. The curriculum of the Didactic Program in Dietetics incorporates the areas of knowledge specified in the Commission on Accreditation for Dietetics Education (CADE) Accreditation Handbook and includes the following: communications, physical and biological sciences, social sciences, research, food, nutrition, management, and health care systems. Foundation learning has two parts: 1) knowledge of a topic as it applies to the profession of dietetics and 2) ability to demonstrate the skill at a level that can be developed further. In addition to providing course work to meet foundation knowledge and skills requirements in each of the three areas of dietetics practice—clinical dietetics, food service management, and community dietetics, the curriculum also includes courses and/or coursework which emphasizes clinical dietetics practice knowledge and skills.

To successfully achieve the foundation knowledge and skills, graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking skills. Although the primary focus of the DPD curriculum is on didactic instruction, practice-related activities are included as part of the planned course learning experiences to enhance the development of analytical and problem solving skills for application of knowledge in practice. In addition, students have the opportunity for supervised practice experiences through individually planned independent studies.

In fulfilling its mission, the program utilizes the vast resources of the University of Pittsburgh, The School of Health and Rehabilitation Sciences, and the University of Pittsburgh Medical Center. The quality of the program is consistent with the expectations of the citizens of the state and will allow graduates of the program to develop the degree of competence and level of proficiency necessary to provide high quality professional dietetic services.

B. Goals and Outcomes Measures of the Didactic Program in Dietetics

1. To recruit highly qualified students who demonstrate the ability to successfully enter dietetic internships and/or graduate programs enhanced by nutrition or food expertise.

Program Mission Reference: To provide students a strong academic foundation of knowledge and skills to meet the required coursework and experiences to apply to a Dietetic Internship program, pursue an advanced degree in nutrition, science or health care related discipline or to function in society as a professional and upon which practitioner competence can be built.

- a. On a yearly basis, 70% of students admitted to the program will complete the program didactic courses/related coursework and receive Verification Statement.
 - b. Within two years of graduation, 70% of graduates will: obtain employment in a nutrition or nutrition related field; be accepted into a certification program related to their field; be enrolled into a post-graduate education program; or be accepted to a DI program.
2. To educate and prepare graduates who can utilize analytical and problem solving skills in the application of attained requisite knowledge, and who can demonstrate these skills by the successful completion of required supervised practice and by successful performance in taking the National Registration Examination for Dietitians.

Program Mission Reference: To prepare students with the competence and skills to better meet the needs of the complex evolving health care environment of today.

- a. Over the course of five years, 100% of graduates from dietetic internship programs will rate their educational preparation for supervised practice at or above average.
- b. Sixty percent of students, over a three year period graduating with a Verification Statement will apply to Dietetic Internship programs.
- c. Upon successful completion of an accredited dietetic internship program, graduates will achieve an 80% pass rate on the National Registration Examination for Dietitians among first-time test takers.

3. To prepare graduates to become competent professionals who will meet the needs of consumers in Western Pennsylvania and other regions of the country.

Program Mission Reference: To provide the academic preparation to support continued professional growth to meet personal, professional, community and worldwide evolving healthcare needs.

- a. Employer/internship/advisor evaluation of graduates will rate the performance of graduates as being at or above that of other entry level dietitians.
- b. Over five years, graduates will rate the dietetics program as average or above average in preparing them for entry-level professional practice.
- c. Over a five-year period, 50% of graduates will be employed in Western Pennsylvania.

C. Program Description

The Didactic Program in Dietetics (DPD) at the University of Pittsburgh School of Health and Rehabilitation Sciences is a pre-professional upper division program. Students are admitted to the program in their junior year after having completed a minimum of 60 credits which includes both the general education requirements of the University and the courses prerequisite to the professional curriculum. The prerequisite courses ([Appendix B](#)) are specified by the Clinical Dietetics and Nutrition Program in compliance with the Standards of Education in the Commission on Accreditation for Dietetics Education (CADE) Accreditation Handbook.

The Didactic Program in Dietetics provides the student with the opportunity to attain the foundation knowledge and skills necessary for a dietetic practitioner to function in society as a professional and upon which practitioner competence can be built. The curriculum includes a planned sequence of professional level courses which focus on the areas of knowledge necessary for the development of competence and proficiency in each of the three functional areas of dietetics practice: clinical dietetics, community dietetics and food service management.

D. DPD Curriculum

In addition to the 60 credits of prerequisite courses, the DPD curriculum requires the successful completion of 62 credits of didactic course work. Courses included in the curriculum incorporate the areas of professional knowledge specified in the Foundation Knowledge and Skills Requirements for Entry-Level Dietitians ([Appendix A](#)). The major portion of the DPD curriculum consists of courses that are required and that are offered in a planned sequence. Included are professional level courses that are offered only once during the academic year. Any deviation from completing the courses in the planned sequence may cause a delay in progressing to higher level required courses and ultimately delay the year of graduation. Students may be granted Advanced Standing for courses taken at another accredited college/university if the course is determined to be an appropriate substitute for a DPD curriculum course by the CDN Program Director. Students must have earned a C or better in the course to receive Advanced Standing. The DPD curriculum plan and sequence of courses is presented in [Appendix C](#).

E. Field Experience

Students in the DPD are encouraged to gain experience in the field of dietetics through volunteerism, work experience, independent study, or field experience for course credit. REHSCI 1295: Field Experience is a SHRS course that allows the student to participate in a structured experience working with individuals with health care needs and with agencies and facilities that work with these individuals for course credit. Students are required to identify and contact a facility to arrange the field experience and must develop a proposal for the field experience including objectives and means for meeting the objectives. For detailed information on completing a field experience, please go to the following media site: [REHSCI 1295 Media site Presentation](#). Students interested in completing a field experience should discuss this with their CDN Advisor prior to registration.

F. Program Outcome

Upon successful completion of the program requirements, the student will be awarded a Bachelor of Science (B.S.) degree from the University of Pittsburgh and will receive a Verification Statement of having completed an ADA-accredited Didactic Program in Dietetics.

G. Application for Post-Baccalaureate Supervised Practice

During the Senior Year, those students who wish to become a registered dietitian must apply and be accepted to either a post-baccalaureate Dietetic Internship or Coordinated Masters Program in Dietetics which will provide the supervised practice experience required to complete professional preparation and to establish eligibility to take the Registration Examination for Dietitians.

The CDN program will inform the students on the Dietetic Internship application process through multiple opportunities during the program. The students will have an early opportunity to consider DPD graduate options in CDN 1600: Introduction to the Profession of Dietetics, taken prior to program admission or the first term after enrollment with a scheduled lecture from the Program Director to initiate and support the preparation process. Yearly, Senior DPD Program students will have an information session on Dietetic Internships provided by the CDN Program Director at the beginning of the Fall Term. The Junior DPD Program students will also be invited to attend the Senior Dietetic Internship Meeting for informational purposes. In addition, during the advising sessions held each term, advisors will discuss DPD graduate supervised practice and other options while assisting students in choosing and preparing for application to programs or other opportunities most suited to the students professional goals. Information on the Dietetic Internship application process is available in the “Students” section of the [American Dietetic Association](#) website for student members.

H. Accreditation Status of the DPD

The Didactic Program at the University of Pittsburgh School of Health and Rehabilitation Sciences is accredited by the American Dietetic Association’s Commission of Accreditation for Dietetics Education which is recognized by the Commission on Recognition of Postsecondary Accreditation and by the U.S. Department of Education as the official accrediting agency for dietetic education programs.

IV. The Student's Financial Responsibilities

A. Basic Tuition and Fees

After admission to the DPD, 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 University tuition rates for the School of Health and Rehabilitation Sciences change on an annual basis. For information regarding tuition, fees, scholarships, and financial aid, the student is referred to the following resources:

1. The "[Financial Issues](#)" section of the [University of Pittsburgh Undergraduate Bulletin](#).
2. [SHRS Undergraduate Student Handbook](#)
3. The Office of Admissions and Financial Aid: <http://www.pitt.edu/~oafa/fahome.html>

B. Additional Expenses While Enrolled in the DPD

While enrolled in the DPD, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements. An itemized listing of the additional expenses associated with the DPD is outlined on the next two pages. This is followed by a description of individual additional expense items.

C. Additional Expenses Associated with Field Experience

For those students who elect to complete a field experience for credit, there will be additional expenses associated with these courses. The expenses are associated with the cost of completing clinical preparation requirements such as a physical exam, Criminal Record Background Check, and travel to the site. For detailed information on completing a field experience for credit (REHSCI 1295) please go to the following media site: [REHSCI 1295 Media site Presentation](#).

D. Itemized Additional Expenses While Enrolled in the DPD

JUNIOR YEAR

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Lab Fee (Food Science 1 Lab)	\$75.00*
Lab Coat (Food Science 1 & 2 Labs)	\$30.00*
ADA Student Membership	<u>\$50.00*</u>
Total Mandatory Expenses Junior Year:	\$155.00*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

SDA	\$10.00*
PDA Student Membership	<u>\$5.00*</u>
Total Optional Expenses Junior Year:	\$15.00*

TOTAL ADDITIONAL EXPENSES FOR THE JUNIOR YEAR = \$170.00*

**Note: All dollar amounts are subject to change.*

SENIOR YEAR

CURRICULUM RELATED MANDATORY EXPENSES

Lab Fee (Food Science 2 Lab).....	\$75.00*
Stethoscope and Blood Pressure Cuff (CDN 1603).....	\$45.00*
Food Safety Training & Certification (CDN 1604).....	\$100.00*
ADA Student Membership	\$50.00*
Field Trips.....	<u>\$50.00*</u>
Total Mandatory Expenses Senior Year:	\$320.00*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

Application Fee for “Computer Matching” for Placement in a Dietetic Internship.....	\$50.00*
Applications to Dietetic Internship Programs.....	<i>Variable</i> \$200.00*
SDA	\$10.00*
PDA Student Membership	<u>\$5.00*</u>
Total Optional Expenses Senior Year:	\$265.00*

TOTAL ADDITIONAL EXPENSES FOR THE SENIOR YEAR = \$585.00

**Note: All dollar amounts are subject to change.*

E. Explanation of Additional Expenses While Enrolled in the DPD

1. Lab Fees

DPD students taking courses with a lab component will be charged a fee associated with the laboratory expenses which will be used to defray the cost of expendable supplies and equipment. The fee will be charged to the student directly each term and will appear on the invoice generated by Student Accounts in addition to tuition and other fees.

2. Lab Coat

Students are required to wear a white lab coat in both Food Science Lab 1 and 2. Lab coats are available for purchase as numerous uniform stores in the area.

3. Stethoscope and Blood Pressure Cuff

All DPD students must purchase a stethoscope and blood pressure cuff to be used in the physical assessment unit of CDN 1603 Nutrition Assessment with Lab.

4. Transportation Costs to Field Trips

Students are responsible for arranging their own transportation to and paying the costs associated with field trips (i.e. parking, transportation, registration fees) that are required as part of a course (e.g. CDN 1604: Food Service Management Lab). If students choose to use their private automobiles, they must have adequate automobile insurance coverage. The student is responsible for making appropriate arrangements for this insurance coverage.

5. Food Safety Training & Certification

As part of the course content for CDN 1604: Food Service Management, the students will complete a training and certification program in food safety. The details concerning this certification will be provided by the course instructor at the beginning of the course.

6. Application Process for a Dietetic Internship

For those DPD students who are interested in applying for a Dietetic Internship to meet the requirements for Supervised Practice after completion of the DPD, there will be costs involved in this process. There is a \$50.00* fee to participate in the “Computer Matching” process which places the student in a Dietetic Internship. In addition, there will be a separate application fee for every Dietetic Internship program that the student applies to.

**Note: Dollar amounts marked with asterisk are subject to change.*

V. Academic Policies and Procedures for DPD Students

In matters pertaining to the academic policies and procedures which apply to the DPD students, the Clinical Dietetics and Nutrition Program adheres to university policies and the School of Health and Rehabilitation Sciences' academic policies and procedures which are presented in the [SHRS Undergraduate Student Handbook](#). It is the responsibility of the student to review the [SHRS Undergraduate Student Handbook](#) and to be familiar with all academic policies. The policies below provide specific interpretations for DPD students.

A. Academic Calendar and Schedule

General Information

The academic year at the University of Pittsburgh is divided into three consecutive terms-- Fall Term, Spring Term, and Summer Term--each of which is 15 weeks long. In addition, there are "Summer Sessions" of varying duration. All official academic events for the academic year are published in the [University Academic Calendar](#).

The DPD Academic Scheduling Policy

The DPD academic schedules are developed in accord with the University's Academic Calendar. During the Junior Year and Senior Year, students enrolled in the DPD are required to take courses during the Fall and Spring Terms. Classes will not be scheduled on official University holidays and semester breaks.

Final Exam Schedule

Final Exams are scheduled for the week following the scheduled "last day of class." The dates of the FINAL EXAMINATION PERIOD are identified on the University Academic Calendar. The student will be advised of the date of the Final Exam by the individual course instructor at the end of the term. The Final Exam for most CDN courses is held during Finals Week on the same date and time that the class is usually held.

B. Plan of Studies

Purpose

The purpose of the Plan of Studies (POS) is to provide documentation of the courses a student will be required to take in order to fulfill the requirements of the program and graduation requirements as well as documentation of the dates the course will be taken. The POS is used to cross-check with your transcript prior to graduation to verify that you have satisfactorily completed all course requirements. The SHRS Office of Student Services will not verify graduation if there is a discrepancy between the POS on file and courses indicated on the official transcript.

The majority of students who enter the DPD will take and complete the required courses in the standard sequence presented on the DPD curriculum outline ([see Appendix C](#)). It may be necessary, however, for some students to deviate from this standard sequence of courses. In some cases this may be predictable, such as students who enter the DPD with advanced standing; in other cases it may be the result of unanticipated events such as failing or withdrawing from a required course once the student is enrolled in the DPD.

Policy

Each student enrolled in SHRS is required to complete an individualized Plan of Studies which must be submitted to the SHRS Office of Student Services (4024 Forbes Tower). The POS becomes a part of the student's permanent academic record. No student will be allowed to graduate from SHRS unless a complete and accurate POS, appropriately approved and signed, is on file in the student's permanent academic record.

Procedure

Each student enrolled in the DPD will complete their POS with the assistance of his/her faculty advisor. Students must complete and submit a POS during their first term of study in the DPD. The POS must be completed using the SHRS POS Form and must be signed by the student and the student's faculty advisor. The student must submit the original copy of their POS to the SHRS Office of Student Services (4024). They should also submit a copy to their faculty advisor as well as retain a copy for their personal files.

Students who experience an interruption in the normal progression through the curriculum are required to revise their original POS to reflect the resultant changes. The POS revision must be initiated by the student and completed with the assistance of the student's faculty advisor, must be signed by the student and the student's faculty advisor, and appropriate copies must be submitted to the CDN faculty advisor and the Office of Student Services (4024 Forbes Tower). To be certified for graduation, a current and accurate POS must be on file with the Office of Student Services.

C. Academic Probation

The Clinical Dietetics and Nutrition Program adheres to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic probation which are presented in the [SHRS Undergraduate Student Handbook](#)

D. Class Attendance

Student attendance in all DPD courses is required in order to meet the [Foundation Knowledge and Skills for Entry-Level Dietitian Education Programs](#) and to achieve competence.

While most learning activities for a course will take place during the normally scheduled class period, some activities must take place outside of the normal class time. Attendance at these learning activities is expected and students must arrange for their own transportation. Students will be notified in advance for any of these activities.

E. Confidentiality of Student Records

In addition to the student records maintained in the SHRS Office of Student Services, the Clinical Dietetics and Nutrition Program maintains confidential files/records on each student enrolled in the DPD. Included are files maintained in the CDN office used for advising and other routine academic and professional purposes.

It is the policy of the CDN Program to maintain the confidentiality of student records/files in accordance with federal legislation and the policies of SHRS. Only ethical and lawful means will be used to gather information from or about the student and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/ records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. DPD student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the CDN faculty and staff.

F. Student Access to Personal Files Maintained by the CDN Program

It is the policy of the CDN Program to provide each student enrolled in the DPD with access to their file/record maintained in the SMN Department for their review. The following procedures are to be followed:

1. The DPD student may submit a verbal or written request to their CDN faculty advisor for an appointment to review their record.
2. The CDN faculty advisor will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The DPD student's review of the record will take place in the presence of their CDN faculty advisor.
4. The DPD student may take notes of any of the record contents.
5. The DPD student **may not remove** any material from their personal record; however, they may make a request to correct information or to insert a statement of disagreement in their file by writing to the CDN Program Director. If the student's correction is not accepted, the CDN Program Director will notify the student and include an explanation for the denial of the correction. If the correction is accepted, it will be added to the record with appropriate documentation by the CDN Program Director. The student can request, in writing, that copies of the change be sent, for academic or professional reasons, to individuals designated by the student.

G. University of Pittsburgh Nondiscrimination Policy Statement

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the mission of the University. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

H. Academic Integrity and Grievance Procedure

The Clinical Dietetics and Nutrition Program adheres to the policies and procedures for academic integrity and the grievance procedure as stated in the [SHRS Guidelines for Academic Integrity](#) available on the SHRS website under “Policies/Procedures”.

I. Dismissal from the DPD

The CDN Program reserves the right to dismiss a student from the DPD when deemed necessary by the CDN faculty with concurrence of the Dean. The termination of the student from the DPD will be conducted in a manner that is considerate of the student, does not interfere with the student's rights, and fully protects the interests of the CDN Program, SHRS, and the University. The procedures for the dismissal of a student from the DPD are presented below.

1. Before action to dismiss a student from the DPD, the reasons for the termination must be documented and presented to the DPD Program Director. Depending on the reason(s) for the intended dismissal, the documentation must include evidence that every action to avoid dismissal of the student has been taken.
2. The DPD Program Director and the Department Chair will thoroughly investigate the reason(s) for the intended dismissal. If, on the basis of the documentation, the decision is made that the student's dismissal is warranted, the Program Director will meet with the student to inform them of the decision followed by written notification to the student of the dismissal.
3. Reasons for dismissal of a student from the DPD include but are not limited to:
 - a. Repeated unsatisfactory academic performance.
 - b. Excessive/blatant absenteeism.
 - c. Excessive and/or blatant violations of University, SHRS, or DPD policies and procedures.

J. Graduation

Please refer to the [SHRS Undergraduate Student Handbook](#) for specific requirements that must be met to graduate from SHRS.

Requirements for Graduation from the DPD

Graduation from the Didactic Program in Dietetics requires completion of 122 credits as a result of:

1. Credit hour requirements for admission to the School of Health and Rehabilitation Sciences and the professional program of study (60 credits).
2. Credit hours necessary to meet the minimum Foundation Knowledge and Skills Requirements for Entry-Level Dietitians as specified in the American Dietetic Association Commission on Accreditation for Dietetics Education Accreditation Handbook (total 62 credits).

To qualify for graduation from the DPD, students must have completed all courses and other degree requirements as specified in the curriculum plan for the DPD.

VI. Additional Policies for DPD Students

A. Transportation to the Field Trip Sites Policy

Students are responsible for providing their own transportation to all of the field trip sites required for courses. Students are also responsible for all expenses involved in the transportation and parking. University of Pittsburgh students can ride for free on the city of Pittsburgh's Port Authority of Allegheny County buses using their University ID card. Bus routes and schedules are available in the Pitt Student Union or the student may call PAT Customer Services Office at (412) 442-2000 or visit the PAT website at <http://www.portauthority.org/paac/> for more information.

B. Standards of Appearance/Dress Code Policy

Students in the DPD must adhere to the following standards of appearance/dress code when going to field trip sites, professional meetings, or field experience sites. It is essential that the appearance of the student reflect a professional image when attending field trips, professional meetings, or when completing field experiences.

Standards of Appearance

The student must comply with the standards of appearance outlined below. If a field trip or field experience site maintains additional/stricter standards of appearance, the student must comply with that site's standards.

Attire

Professional, business attire must be worn to field trip sites, professional meetings, and field experience sites. This would include:

- a) **Females:** dresses or skirts (of appropriate length—no shorter than 2 inches above the knee) or dress slacks with blouse/shirt/sweater (no jeans or shorts). Shirts should cover the entire midriff and should not show cleavage. No sleeveless shirts may be worn. No capri pants may be worn.
- b) **Males:** dress slacks or trousers with shirt and tie (no jeans or shorts)

Footwear

Clean, comfortable shoes should be worn. No open-toed or open-heeled shoes, clogs, or sandals should be worn. No cloth shoes should be worn in food production/kitchen areas. Shoes should be polished regularly and kept in good condition. Stockings or socks must be worn at all times.

Jewelry

Only wedding bands and earrings (size of earrings may be specified in some institutions) may be worn in food production/kitchen areas. Conservative jewelry may be worn in other areas.

Fingernails

Fingernails must be kept short and clean. Nail polish should not be worn in food production or food service areas. No artificial nails can be worn in the food production or food service areas.

Hair

Hair should be conservative and neatly groomed. Hair, including facial hair, must be covered with a suitable hair restraint when in the food production or service areas.

VII. Appendices

Appendix A

KNOWLEDGE, SKILLS, AND COMPETENCIES FOR ENTRY-LEVEL EDUCATION PROGRAMS DIETITIAN EDUCATION PROGRAMS

Foundation Knowledge and Skills for Didactic Component

The entry-level dietitian is knowledgeable in the eight areas listed below. The foundation knowledge and skills precede achievement of the core and emphasis area(s) competencies, which identify the performance level expected upon completion of the supervised practice program.

Foundation learning is divided as follows: knowledge of a topic as it applies to the profession of dietetics and ability to demonstrate the skill at a level that can be developed further. To successfully achieve the foundation knowledge and skills, graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

1. COMMUNICATIONS

Graduates will have *knowledge of*:

- Negotiation techniques
- Lay and technical writing
- Media presentations
- Interpersonal communication skills
- Counseling theory and methods
- Interviewing techniques
- Educational theory and techniques
- Concepts of human and group dynamics
- Public speaking
- Educational materials development

Graduates will have *demonstrated the ability to*:

- Use oral and written communications in presenting an educational session for a group
- Counsel individuals on nutrition
- Document appropriately a variety of activities
- Explain a public policy position regarding dietetics
- Use current information technologies
- Work effectively as a team member

2. PHYSICAL AND BIOLOGICAL SCIENCES

Graduates will have *knowledge of*:

- Exercise physiology
- Genetics
- General health assessment, e.g., blood pressure, vital signs
- Organic chemistry
- Biochemistry
- Physiology
- Microbiology
- Nutrient metabolism
- Pathophysiology related to nutrition care
- Fluid and electrolyte requirements
- Pharmacology: Nutrient-nutrient and drug-nutrient interaction

Graduates will have *demonstrated the ability to:*

Interpret medical terminology

Interpret laboratory parameters relating to nutrition

Apply microbiological and chemical considerations to process controls

3. SOCIAL SCIENCES

Graduates will have *knowledge of:*

Public policy development

Psychology

Health behaviors and educational needs of diverse populations

Economics and nutrition

4. RESEARCH

Graduates will have *knowledge of:*

Research methodologies

Needs assessments

Outcomes based research

Scientific method

Quality improvement methods

Graduates will have *demonstrated the ability to:*

Interpret current research

Interpret basic statistics

5. FOOD

Graduates will have *knowledge of:*

Food technology

Biotechnology

Culinary techniques

Sociocultural and ethnic food consumption issues and trends

Food safety and sanitation

Food delivery systems

Food and non-food procurement

Availability of food and nutrition programs in the community

Local, state, and national food security policy

Food production systems

Environmental issues related to food

Role of food in promotion of a healthy lifestyle

Promotion of pleasurable eating

Food and nutrition laws/regulations/policies

Food availability and access for the individual, family, and community

Applied sensory evaluation of food

Graduates will have *demonstrated the ability to:*

Calculate and interpret nutrient composition of foods

Determine recipe/formula proportions and modifications for volume food production

Apply food science knowledge to functions of ingredients in food

Demonstrate basic food preparation and presentation skills

Modify recipe/formula for individual or group dietary needs

6. NUTRITION

Graduates will have *knowledge of:*

Evolving methods of assessing health status

Influence of age, growth, and normal development on nutritional requirements

Nutrition and metabolism

Assessment and treatment of nutritional health risks
Medical nutrition therapy
Strategies to assess need for adaptive feeding techniques and equipment
Health promotion and disease prevention theories and guidelines
Influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior
Complementary and alternative nutrition and herbal therapies
Dietary supplements

Graduates will have *demonstrated the ability to:*

Calculate and/or define diets for health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g. hypertension, obesity, diabetes, diverticular disease
Screen individuals for nutritional risk
Collect pertinent information for comprehensive nutrition assessments
Determine nutrient requirements across the lifespan
Translate nutrition needs into food choices and menus for people of diverse cultures and religions
Measure, calculate, and interpret body composition data
Calculate enteral and parenteral nutrition formulations

7. MANAGEMENT

Graduates will have *knowledge of:*

Program planning, monitoring, and evaluation
Strategic management
Facility management
Organizational change theory
Risk management
Management theories
Human resource management, including labor relations
Materials management
Financial management, including accounting principles
Quality improvement
Information management
Systems theory
Marketing theory and techniques
Diversity issues

Graduates will have *demonstrated the ability to:*

Determine costs of services/operation
Prepare a budget
Interpret financial data
Apply marketing principles
Develop a personal portfolio

8. HEALTH CARE SYSTEMS

Graduates will have *knowledge of:*

Health care policy and administration
Health care delivery systems
Current reimbursement issues, policies, and regulations

Appendix B

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Clinical Dietetics and Nutrition

Recommended Sequence for Didactic Program in Dietetics Prerequisite Courses (60 credits total required)

FRESHMAN YEAR

Fall Term

CHEM 0110 and Lab –General Chemistry I	4 cr
Algebra	2-3 cr
ENGCOMP 0200- Seminar in Composition	3 cr
HRS/CDN 1006 Introduction to Nutrition	3 cr
*CDN 1600 Introduction to the Profession of Dietetics	<u>1 cr</u>
<i>Note: If less than 15 credits, add an elective to total 15 credits</i>	15 cr

Spring Term

CHEM 0120 and Lab- General Chemistry II	4 cr
STAT 0200 or 1000- Statistics	3-4 cr
PSY 0010- Introduction to Psychology	3 cr
BIOSC 0150- Foundations of Biology I	3 cr
BIOSC 0050- Biology Lab	<u>1 cr</u>
	15 cr

SOPHOMORE YEAR

Fall Term

SOC 0010- Introduction to Sociology	3 cr
COMMRC 0520- Public Speaking	3 cr
CS 0110- Computers and Networks, or	
CS 0131- Software for Personal Computing	3 cr
BIOSC 0160- Foundations of Biology 2	3 cr
Electives	<u>3 cr</u>
	15 cr

Spring Term

**CHEM 0350- Principles of Organic Chemistry	3 cr
ECON 0800- Introduction to Economics	3 cr
ENGCOMP- Writing Course (Suggested: ENGCOMP 0450)	3 cr
Electives	<u>6 cr</u>
	15 cr

* Transfer students may take this course following admission to SHRS and the Didactic Program in Dietetics undergraduate program.

**Those students who cannot take CHEM 0350 are required to take Organic Chemistry 1 (CHEM 0310) and 2 (CHEM 0320).

Revised 8/07, 7/03, 1/03, 1/02, 1/01, 7/00, 2/00, 8/07, 5/09

Appendix C

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Clinical Dietetics and Nutrition

DIDACTIC PROGRAM IN DIETETICS

JUNIOR YEAR

<u>Fall Term</u>		<u>Credits</u>
HRS 1000	Introduction to Research	3
HRS 1023	Human Physiology	4
CDN 1601	Medical Terminology	1
CDN 1602	Nutrition Assessment 1	3
CDN 1609	Clinical Biochemistry	3
CDN 1620	Macronutrient Metabolism	<u>3</u>
		17

Spring Term

HRS 1025	Introduction to Microbiology	3
CDN 1610	Food Science 1	3
CDN 1613	Food Science 1 Laboratory	1
CDN 1621	Micronutrient Metabolism	3
CDN 1612	Social and Cultural Determinants of Food Behavior	3
	Elective	<u>3</u>
		16

SENIOR YEAR

<u>Fall Term</u>		
CDN 1603	Nutrition Assessment 2 with Lab	3
CDN 1605	Principles of Nutrition Education & Counseling	3
CDN 1611	Food Science 2 with Lab	3
CDN 1630	Nutrition Therapy 1	3
HRS 1009	Organization Theory & Concepts in Health Care Facilities	<u>3</u>
		15

Spring Term

CDN 1604	Food Service Management with Lab	3
CDN 1608	Professional Trends and Issues	3
CDN 1622	Nutrition in the Life Cycle	3
CDN 1632	Nutrition Therapy 2	3
	Elective	<u>2</u>
		14

TOTAL CREDITS FOR DIDACTIC PROGRAM IN DIETETICS: 62