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

Coordinated Masters in Nutrition & Dietetics
Student Handbook 2018-2019
Preface

The faculty and staff of the Department of Sports Medicine and Nutrition join in welcoming you. We are pleased that you have selected admission to the Coordinated Master in Nutrition and Dietetics 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 program. The program handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the School of Health and Rehabilitation Sciences (SHRS) Graduate Student Handbook and the University of Pittsburgh Graduate and Professional Bulletin.

All of the SHRS policies and procedures apply to all students; however, this handbook delineates specific interpretations as they apply to students enrolled in the Coordinated Master in Nutrition and Dietetics. It outlines accepted policy, based on the program’s compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 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 handbook and the SHRS Graduate Student Handbook. It is also important that you retain and use both handbooks as a basic reference while you are enrolled in the Coordinated Master in Nutrition and Dietetics.
Coordinated Master of Science in Nutrition and Dietetics

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I. Program Administration and Faculty

A. Program Administration
The Coordinated Master in Nutrition and Dietetics (Coordinated MS) is a Professional Master’s Degree program offered by the Department of Sports Medicine & Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The Coordinated MS is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND).

Each faculty member of the Nutrition & Dietetics programs participates in planning, teaching, and evaluating the Coordinated MS program. Students participate in the evaluation of the courses offered and the Coordinated MS curriculum. The Coordinated MS Program Director is ultimately responsible for determining that each student has successfully met the core knowledge and performance requirements for Entry-Level Dietitians which are delineated by the Accreditation Council for Education Programs in Dietetics (ACEND) (Appendix A), and for verifying that the student is eligible to take the National Registration Examination for Dietitians (exam requirements set by the Commission on Dietetic Registration (CDR)).

B. Faculty Advisors
Upon acceptance into the Coordinated MS program, each student will be assigned an advisor who is a member of the Nutrition and Dietetics (ND) faculty. The role of the faculty advisor is to provide guidance to the student as they make decisions regarding 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; however, 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 Graduate Student Handbook.

C. Faculty and Staff Directory
The ND faculty and staff offices are located in 4033 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 4033 Forbes Tower.

Kevin Conley, PhD, ATC
Assistant Professor and Chair, Department of Sports Medicine and Nutrition
Room 4032A Phone: 412.383.6737 kconley@pitt.edu

Deborah A. Hutcheson, DCN, RDN, LDN
Assistant Professor and Vice Chair, Department of Sports Medicine and Nutrition
Program Director, Coordinated Master in Nutrition and Dietetics
Room 4036 Phone: 412.383.6747 dhutches@pitt.edu

Lori Cherok, PhD, RD, LDN, CNSC
Instructor and Program Director, Didactic Program in Dietetics
Room 4042 Phone: 412.383.6566 lcherok@pitt.edu
D. Office Hours Department

Office Hours
The Sports Medicine & Nutrition Department Office (Room 4033) is open from 8:00 am to 4:00 pm on weekdays.

Faculty Office Hours
Students may meet with individual faculty members for a variety of reasons that 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 4033 Forbes Tower. This bulletin board is reserved for *official announcements* and students must check with a ND faculty member before posting items.

**Student Mail Boxes**
Each student enrolled in SHRS is assigned a mail slot. The mail slots for Coordinated MS students are located on the fourth floor of Forbes Tower near the restrooms. ND 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 mail box daily.

**Graduate Student Dietetic Association (gSDA) Mail**
The gSDA has a mailbox located with the faculty mailboxes in Room 4033 of Forbes Tower. gSDA officers are responsible for picking up gSDA mail.

F. **Telephone and FAX Usage; Photocopying**
Students are advised that the department telephone and fax machine cannot be used for personal or gSDA 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**
Student addresses and phone numbers will be made available only to faculty members, SHRS Student Services staff, or for other University related official business. Students are advised that consistent with University policy, unofficial requests for the telephone numbers or mailing addresses of students will not be given out to individuals who call for or otherwise request this information. The Department Administrator will take the name and phone number of an individual requesting a student’s phone number or address and relay that information to the individual concerned.
II. **Student Professional Organizations**

Students enrolled in the Coordinated MS are eligible for membership in the three dietetic associations described below. All Coordinated MS students are expected to retain their membership in the Academy of Nutrition and Dietetics throughout their enrollment in the Coordinated MS.

A. **The Academy of Nutrition and Dietetics**

The Academy of Nutrition and Dietetics (Academy) is the national professional organization of registered dietitians. **Membership in the Academy is required for all Coordinated MS students.** There is a $58.00* annual fee for student membership. Benefits of being an Academy member include a subscription to the *Journal of the Academy of Nutrition and Dietetics*, access to the Evidence Analysis Library, a discounted price for the online Nutrition Care Manual and other Academy resources, and eligibility for Academy and state awards and scholarships. Applications for student membership are available from the [Academy website](#).

B. **Graduate Student Dietetic Association**

The Graduate Student Dietetic Association (gSDA) is organized and managed by ND student members with a member of the ND faculty acting as advisor to the organization. Officers of the gSDA are elected from the membership in accordance with the gSDA By-Laws. **Student membership in gSDA is strongly recommended.**

Further details about the gSDA and procedures for joining the organization will be presented at the first fall term meeting of the gSDA. All in-coming Coordinated MS students are invited to attend the meeting. The date of the meeting will be posted on the department bulletin board outside of Room 4033 Forbes Tower.

C. **Pittsburgh Academy of Nutrition and Dietetics**

The Pittsburgh Academy of Nutrition & Dietetics (PitAND) is a local professional organization for dietitians. Membership in PitAND provides opportunities to network with local dietetics professionals and attend professional seminars at a discounted rate. The student membership fee is $10.00*. Applications are available from the [PitAND website](#).

**Student membership in the PitAND is strongly encouraged.**

*Note: *All fees are subject to change.*
III. Academic Program

1. Admission requirements

Admission to the Coordinated MS in Nutrition & Dietetics is contingent upon successful completion of the following prerequisite criteria:

Foundations of Biology 1 with Lab, 4 credits
+Genetics or Foundations of Biology 2, 3 credits
Human Physiology, 4 credits
Introduction to Microbiology, 3 credits
General Chemistry 1 with Lab, 4 credits
General Chemistry 2 with Lab, 4 credits
†Organic Chemistry, 3-6 credits
*Biochemistry, 3 credits
Public Speaking, 3 credits
Economics, 3 credits
Sociology, 3 credits
Introduction to Psychology, 3 credits
Writing/English Composition, 6 credits
Algebra, 2–4 credits
*Introduction to Nutrition, 3 credits
Introduction to the Profession of Dietetics, 1 credit
Social Cultural Determinants of Food Behavior, 3 credits
Nutrition Assessment 1, 3 credits
Nutrition Education and Counseling, 3 credits
Macronutrient Metabolism, 3 credits
Micronutrient Metabolism, 3 credits
Food Science with Lab, 4 credits
Food Service Management, 3 credits
Nutrition in the Life Cycle, 3 credits
Nutrition Therapy 1, 3 credits
Nutrition Therapy 2, 3 credits

+Genetics preferred; however, a Biology 2 course with a strong genetics component fulfills the requirement.
*These courses need to have been completed within the past five years.
†CHEM 0350 (3 cr.) offered each Spring Term will satisfy the Organic Chemistry requirement. Students who do not take CHEM 0350 must take OCHEM 1 & 2 (6 cr.).

Application Deadline - March 15; however, we encourage students to apply prior to the deadline, as the program will begin reviewing applications in January.

Applicants may be considered for admission to a graduate program based on academic and experiential preparation. Coordinated MS policies, procedures and practices related to student recruitment and admission comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity.
All Applicants must:

- Complete the SHRS ApplyYourself online application.
- Submit a self-evaluation essay, discussing strengths, skills, and experiences that will contribute to success in the Coordinated MS Program and your professional goals as a registered dietitian.
- Submit resume demonstrating evidence of adequate exposure to the field of dietetics and an appreciation of the breadth, depth, and scope of practice. This can be accomplished through either volunteer or paid work experience in a dietetics related settings; there is no minimum number of hours required.
- Submit three letters of recommendation: one from a registered dietitian, one supervisor in volunteer or work experience and one from a college professor. These letters should address the applicant's academic, professional and personal attributes and potential for meaningful graduate study. At least one letter should speak to your leadership experience and commitment to service.
- Submit official transcripts from all colleges and universities attended.
- Submit Graduate Record Exam (GRE) score to the University of Pittsburgh institution code 2927. Achieve minimum scores at the 50th percentile on the verbal and quantitative sections and a score of 3.5 or better on the analytical writing section of the Graduate Record Examination (GRE).
- Applications can be submitted when course requirements are in progress.
- Admission is for the fall term only.
- International applicants please visit our International Admissions page for important additional requirements.

2. Technical Standards for Admission

All candidates and graduates must possess the essential physical, cognitive, and behavioral abilities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level dietitian. Candidates with disabilities will be considered on a case-by-case basis.

Technical Standards for Admission

The Coordinated MS in Nutrition and Dietetics Program at the University of Pittsburgh is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals. The technical standards set forth by this program establish the essential physical, cognitive, and behavioral abilities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level dietitian.

The following abilities and expectations must be met by all students admitted to the Coordinated MS in Nutrition and Dietetics Program.
Candidates for selection to the Coordinated MS in Nutrition and Dietetics Program must demonstrate the:

1. **Intellectual capacity to:** assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment, diagnoses and intervention judgments and to be able to distinguish deviations from the norm.

2. **Ability to meet physical requirements:** sedentary (10 lbs. max. lifting and/or carrying articles); walking/standing as required; use of industrial kitchen equipment; travel to supervised practice sites. Candidates must have adequate motor skills and sensory functions (vision, hearing, touch, taste and olfaction) to perform physical examination procedures and food service duties.

3. **Ability to communicate effectively and sensitively with patients and colleagues,** including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate nutrition assessment, diagnoses and treatment information effectively and efficiently. Students must be able to hear, understand and speak the English language at a level consistent with competent professional practice. Students must be able to use appropriate grammar, spelling and vocabulary.

4. **Ability to record the Nutrition Care Process (assessment, diagnosis, intervention, monitoring and evaluation) clearly and accurately in the electronic medical record and on all other required written or automated forms.**

5. **Capacity (maturity, emotional stability) to maintain composure and continue to function well during periods of high stress.**

6. **Physical stamina, perseverance, diligence and commitment to complete the nutrition and dietetics program (didactic and supervised practice) as outlined and sequenced.**

7. **Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.**

8. **Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.**

Candidates for selection to the Coordinated MS in Nutrition and Dietetics Program will be required to meet these technical standards with or without reasonable accommodation.

If you have a disability that requires special accommodations, you need to schedule an intake interview with Disability Resources and Services. You will be asked to provide documentation of your disability to determine the appropriateness of accommodations. Documentation must meet the documentation guidelines established by the University of Pittsburgh. The documentation guidelines are available here or by contacting DRS at...
412-648-7890 • VP: 412-536-5568. To notify Disability Resources and Services, call (412) 648-7890 (Voice or TTD) to schedule an appointment. The Disability Resources and Services office is located in 140 William Pitt Union on the Oakland campus.

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 University's mission. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, contact the Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260, 412-648-7860412-648-7860.
C. **Mission**

The mission of the Coordinated Program in Nutrition and Dietetics is the development of graduate students with the competence and advanced skills to practice effectively as entry-level Registered Dietitian/Nutritionists (RDN) to enhance the health and wellbeing of individuals and diverse populations. In addition, the vision is to lead among dietetics programs in advancing knowledge, skills and evidence-based practice of RDNs.

Dietetics practice is defined in this program as the provision of comprehensive nutrition care via the Nutrition Care Process (NCP), for persons of all ages, both ill and well. It recognizes the need to provide continuity of care coordinated throughout each person’s health-sickness cycles and within the context of the individual’s life situation. It recognizes the dignity of the individual, his/her right to care and to participate in the decisions involving that care. The unique expertise of the dietitian lies in the specialized knowledge of food and nutrition services for individuals, groups and communities.

The dietitian, therefore, must be competent in:

1. Nutrition science.
2. The application of nutrition science.
3. The application of food science including food composition, food economics and food processing and preparation principles.
4. The understanding and application of the psychological and social significance of eating behavior.
5. Nutritional assessment, diagnosis, treatment and care planning and evaluation and monitoring.
6. Counseling techniques.
7. Educational methodology.
8. Communication with health care and dietetic team members.
9. Coordination of nutritional care with other components of care.
10. Managing available human and fiscal resources efficiently and effectively.

Although the program focuses on a Nutrition Therapy (NT) specialty, it has as its foundation, a curriculum designed to provide the students with the opportunity to develop the level of competence required of all entry-level dietitians. This level of competence, delineated in the *Standards for Dietitian Education Programs (Appendix A)* emphasizes the development of proficiency in each of the three functional areas of dietetics: clinical dietetics, community dietetics, and food service systems management.

Social and political changes in the nation’s concepts about health services have brought increasing demands for more and different services. As a result, efforts are under way to restructure health care delivery systems so that quality care can be available to all and that health care personnel are effectively utilized. Therefore, the settings in which Coordinated MS graduates will ultimately practice are varied. Although the acute care institutional setting will probably continue to be the major practice site, especially at entry-level, the graduates of this program are also prepared for practice in ambulatory care and other primary care settings.
The program faculty believe that the basic practice of entry-level dietetics remains the same regardless of the setting in which it is practiced. The flexibility and adaptability required to make the necessary adjustments to varying practice sites will be inherent in the graduate who has been educated (rather than trained) in the structure and unique methods of the profession, and in the nutritional requirements of persons well and ill of all ages.

Essential to, but indeed a prerequisite to the process of attaining the knowledge, skills, and abilities inherent in professional nutrition and dietetics education, is the attainment of both broad-based liberal arts education and knowledge of theory, which underlies nutrition and dietetic practice.

The Coordinated Master in Nutrition and Dietetics responds to the professional nutrition and dietetics career interests and professional education needs of individuals in Western Pennsylvania, the State as a whole, and the surrounding regions of the State. The Program assists in meeting the demand for credentialed dietitians in Pennsylvania and the United States.

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 Health System (UPMC). 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 the level of proficiency necessary to provide high quality nutrition and dietetic services.

D. Goals & Outcome Measures*

The goals and outcome measures of the Coordinated MS Program are:

1. Development of graduate students with the competence and advanced skills to practice effectively as entry-level Registered Dietitian/Nutritionists (RDN).
   Objectives:
   a. Over a five-year period, 80% of students admitted to the program will complete the program requirements within 4.5 years.
   b. Graduates over a five-year period will achieve an 80% pass rate within one year of first attempt on the National Registration Examination for Dietitians.
   c. At least 80% of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
   d. Over the course of five years, 90% of employers of graduates will rate the performance of the graduates as being at or above that of other entry-level dietitians they have employed

2. To prepare entry-level Registered Dietitian/Nutritionists (RDN) with advanced knowledge, skills and contribute to the evidence-informed practice of RDNs.
   Objectives:
   a. Over a five-year period, 80% of graduates seeking jobs will have obtained employment in dietetics within 12 months of program completion.
   b. Over a five-year period, 80% of graduates will be members of the Academy of Nutrition and Dietetics.
c. Over the course of five-years, 100% of enrolled students will complete a nutrition-related evidenced informed outcomes project.

*Outcomes are available upon request.

E. **Description of the Coordinated MS**
The University of Pittsburgh Coordinated MS is a graduate program administratively housed in the School of Health and Rehabilitation Sciences, Department of Sports Medicine and Nutrition. Students are admitted to the Coordinated MS following completion of a Bachelor of Science degree and prerequisite requirements.

The Coordinated MS curriculum contains all of the Core Knowledge and will build upon the core knowledge by providing the learning activities for the achievement of the Core Competencies for entry-level dietitians (Appendix A) as outlined in the ACEND Standards for Dietitian Education Programs. It is also designed to extend beyond the basic requirements for all entry-level dietitians by providing for an emphasis in Nutrition Therapy.

The Coordinated MS is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), which is recognized by the U.S. Department of Education and the Commission on Recognition of Postsecondary Accreditation as the official accrediting body for nutrition and dietetic education programs. The program has been approved as meeting the academic standards for a Professional Master’s Degree at the University of Pittsburgh and the School of Health and Rehabilitation Sciences.

F. **Coordinated Master in Nutrition and Dietetics Curriculum**
The Coordinated MS curriculum (Appendix B) requires completion of 53 credits of course work, which includes both didactic and supervised practice courses. The didactic and supervised practice courses must be taken in a planned sequence. In addition, each course is offered only once during the academic year, therefore, any departure from completing a course in its planned sequence (for example: failure, for any reason, to satisfactorily complete a required course; an unresolved “G” or “Incomplete” grade) will result in a one-year delay in completing the course, the remaining program requirements, and the year of graduation.

1. **Didactic Courses**
Didactic courses are “lecture” courses that may include laboratory, field trips, and/or in-class practice learning activities. The didactic courses focus on professional science and application. The didactic courses required as part of the didactic program in nutrition and dietetics provide the student with the opportunity to establish a solid base of knowledge of the theories, principles, concepts and practices inherent in each of the three areas of nutrition and dietetic practice: Clinical Dietetics, Food Service Management, and Community Nutrition. This knowledge base is essential to allow the student to progress to advanced graduate level courses, both didactic and supervised practice, required during the Coordinated MS program. Didactic courses required in the Coordinated MS program include
those that are coordinated with the supervised practice courses as well as others that provide advanced level content.

2. **Supervised Practice Experience (Clinical) Courses**

Supervised practice (clinical) courses focus on supervised practice in actual practice settings. Supervised practice experiences are offered in Food Service Management, Clinical Dietetics, and Community Nutrition. The Coordinated MS at the University of Pittsburgh has an emphasis in nutrition therapy and therefore an increased number of supervised practice experiences in the area of clinical dietetics. Each supervised practice course is assigned academic credit and students receive a grade upon completion of the course. All supervised practice experiences/hours must be completed within the Coordinated MS. The Coordinated MS does not accept supervised practice hours from other institutions, any work experience, or volunteer hours towards the required supervised practice hours for the program. A detailed discussion of the supervised practice experience is located in Part 6 of this handbook.

G. **National Registration Examination for Dietitians**

Upon successful completion of the program requirements, the student will be awarded a Master of Science (M.S.) degree from the University of Pittsburgh and will receive a Verification Statement that identifies the student as having completed an ACEND accredited Coordinated Program in Dietetics. Coordinated MS graduates will be eligible to take the National Registration Examination for Dietitians*. Following completion of all Coordinated MS requirements, documentation will be sent to the Commission on Dietetic Registration (CDR) to verify student eligibility to take the National Registration Examination for Dietitians. The Commission on Dietetic Registration’s testing agency, ACT, Inc. will then send each student the “Application for the Registration Examination for Dietitians.” After the application has been processed, ACT will send each student an “Authorization to Test Letter” and information on how to contact a testing facility to schedule an appointment to take the computer-based examination. The examination will be administered year-round; however, the examination authorization letter will expire after 1 year. For additional information on the registration examination, please see the [CDR Website](#).

* Exam requirements are set by the Commission on Dietetic Registration (CDR).
IV. The Student’s Financial Responsibilities

A. **Basic Tuition and Fees**
   After admission to the Coordinated MS, 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 do 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 Graduate and Professional Bulletin](#).
   2. [SHRS Graduate Student Handbook](#).
   3. [The Office of Admissions and Financial Aid](#).

B. **Additional Expenses While Enrolled in the Coordinated MS**
   While enrolled in the Coordinated MS, 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 Coordinated MS is outlined on the next two pages. This is followed by a description of individual additional expense items.

### Itemized Additional Expenses While Enrolled in the Coordinated MS*

#### FIRST YEAR

**CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Fees (Food Demonstration Lab)</td>
<td>$50.00</td>
</tr>
<tr>
<td>ACADEMY Student Membership</td>
<td>$58.00</td>
</tr>
<tr>
<td>Lab Fees (Nutrition Assessment)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Required Professional Meetings and Field Trips</td>
<td>$50.00</td>
</tr>
<tr>
<td>SHRS Liability Insurance</td>
<td>$12.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Variable</td>
</tr>
<tr>
<td>Physical/Medical Exam</td>
<td>Variable: $100 - $375.00</td>
</tr>
<tr>
<td>CPR Training &amp; Certification</td>
<td>$50.00</td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td>$8.00</td>
</tr>
<tr>
<td>Child Abuse Clearance (volunteer status)</td>
<td>Free</td>
</tr>
<tr>
<td>FBI Background Check</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Expenses and Parking for HRS 2999: Independent Study and HRS 2640: Community Nutrition Supervised Practice</td>
<td>Variable</td>
</tr>
</tbody>
</table>

**Total Mandatory Expenses First Year:** $408.00 - $683.00

**OPTIONAL STUDENT PROFESSIONAL EXPENSES**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>PitAND Student Membership</td>
<td>$10.00</td>
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<tr>
<td>Academy Liability Insurance</td>
<td>$20-24.00</td>
</tr>
</tbody>
</table>

**Total Optional Expenses First Year:** $29-33.00

**TOTAL ADDITIONAL EXPENSES FOR THE FIRST YEAR** $437.00 - $716.00

*Note all dollar amounts are subject to change.*
C. **SECOND YEAR**

**CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES***

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Lab Coat (Supervised Practice)</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>Academy Student Membership</td>
<td>$ 58.00</td>
</tr>
<tr>
<td>Required Professional Meetings</td>
<td>$ 450.00</td>
</tr>
<tr>
<td>SHRS Liability Insurance</td>
<td>$ 12.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Variable</td>
</tr>
<tr>
<td>Physical/Medical Exam</td>
<td>Variable</td>
</tr>
<tr>
<td>CRIMINAL RECORD CHECK</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>Child Abuse Clearance (volunteer status)</td>
<td>Free</td>
</tr>
<tr>
<td>FBI Background Check</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>Transportation Expenses and Parking during Supervised Practice</td>
<td>Variable</td>
</tr>
</tbody>
</table>

**Total Mandatory Expenses:** $ 240.00 - $270.00

**OPTIONAL STUDENT PROFESSIONAL EXPENSES**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PitAND Student Membership</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Academy Liability Insurance</td>
<td>$ 20-24.00</td>
</tr>
</tbody>
</table>

**Total Optional Expenses:** $ 29-33.00

**TOTAL ADDITIONAL EXPENSES FOR THE SECOND YEAR:** $ 269.00 - $303.00

*Note all dollar amounts are subject to change.

D. **Explanation of Additional Expenses While Enrolled in the Coordinated MS**

1. **Lab Fees**
   Coordinated MS 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 lab coat for designated activities during Year 1 of the Coordinated MS and in all experiential practice settings during the second year of the Coordinated MS. Lab coats are available for purchase at numerous uniform stores in the area.

3. **Professional Meetings and Field Trips**
   Students are responsible for transportation costs, parking fees, and/or registration fees associated with professional meetings/seminars and for field trips (e.g. HRS 2634 Food Service Management with Lab) that are required as part of a course. Students will be required to attend at least one local professional meeting during the Coordinated MS.
4. **SHRS Liability Insurance**  
   All SHRS students are required to carry professional student liability insurance during those terms they are enrolled in supervised practice courses. SHRS carries a group liability insurance policy for students. The premium for the student is a flat rate fee of $12.00 and provides one year of coverage from August to August. The cost of this insurance will be automatically included in the student’s tuition bill in the fall term for both years of the Coordinated MS.

5. **Health Insurance**  
   All Coordinated MS students must have health insurance coverage (health and hospitalization insurance) for the period of time they are enrolled in supervised practice courses. Therefore, all Coordinated MS students must have health insurance coverage for the fall and spring terms of both the first and second years of the Coordinated MS.

6. **Physical/Medical Examinations**  
   All Coordinated MS students must have a complete physical/medical examination, including specified immunizations, before they can begin their supervised practice experiences. All students will need to repeat the Physical/Medical Examination during the summer prior to the second year of the Coordinated MS. The cost of the physical/medical examination will vary depending on the individual student’s health insurance coverage, immunizations required, and any follow-up medical testing required by the physician. In addition, some clinical facilities require additional medical testing and/or drug screening. The student is responsible for the cost.

7. **CPR Training & Certification**  
   All Coordinated MS students are required to obtain CPR Training and Certification prior to any supervised practice experiences. The student must maintain certification through the end of April of the second year of the Coordinated MS.

8. **Criminal Record Check**  
   All Coordinated MS students are required to have a Criminal Record Check completed by the Pennsylvania State Police prior to any supervised practice experiences. All students will need to repeat the Criminal Record Check during the summer prior to the second year of the Coordinated MS.

9. **Child Abuse Clearance**  
   All Coordinated MS students are required to have child abuse clearance completed prior to beginning supervised practice. All students will need to repeat the Child Abuse Clearance during the summer prior to the second year of the Coordinated MS.

10. **FBI Background Check**  
    All Coordinated MS students are required to have a FBI Background Check completed prior to any supervised practice experiences. All students will need to repeat the FBI Background Check during the summer prior to the second year of the Coordinated MS.
11. **Transportation Expenses to Supervised Practice Facilities**
   Students are responsible for all transportation expenses to their supervised practice facilities during the Coordinated MS. For those students using private automobiles, they must have adequate automobile insurance coverage. Parking rates at the supervised practice facilities are highly variable ranging from free parking to $15.00* day.

12. **Academy Professional/Student Liability Insurance**
   Professional Liability Insurance protects you against claims arising from real or alleged errors or omissions in the course of your professional duties. Students participating in profession related volunteer activities not associated with student course requirements can purchase Academy group liability insurance as a benefit of their membership for $20 or $24 / year depending on the desired level of coverage at: [Student Liability Insurance](#).

E. **Expenses Immediately Following Graduation**

1. **National Registration Examination for Dietitians**
   There is a fee of $200.00* to take the National Registration Examination for Dietitians.
   *Note all dollar amounts are subject to change.

V. **Academic Policies and Procedures for Coordinated MS Students**

In matters pertaining to the academic policies and procedures, which apply to the Coordinated MS students, the Nutrition & Dietetics Program adheres to university policies and to the School of Health and Rehabilitation Sciences' academic policies and procedures, which are presented in the [SHRS Graduate Student Handbook](#). It is the responsibility of the student to review the SHRS Graduate Student Handbook and to be familiar with all academic policies. The policies below provide specific interpretations for Coordinated MS 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 Coordinated MS Academic Scheduling Policy**
   The Coordinated MS academic schedules are developed in accord with the University’s Academic Calendar. Students enrolled in the Coordinated MS are required to take classes during the fall and spring terms of both years. 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 Coordinated MS 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 crosscheck 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 transcripts.

The majority of students who enter the Coordinated MS will take and complete the required courses in the standard sequence presented on the Coordinated MS curriculum outline (see Appendix B). 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 Coordinated MS 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 Coordinated MS. Because student progress in completing the curriculum may vary, students are required to complete, and when necessary revise, their individualized Plan of Studies (POS) with their faculty advisor.

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
Students enrolled in the Coordinated MS will complete their POS with the assistance of their faculty advisor. Students must complete and submit a POS during their first term of study in the Coordinated MS. 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 Forbes Tower). 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 ND faculty advisor and the Office of Student Services (4024 Forbes Tower).
C. **Advanced Standing**
Students may receive advanced standing for applicable courses completed at a graduate institution if approved by the Coordinated MS Program Director. Students must submit official transcripts for the courses requested for transfer or advanced standing. Students may be requested to provide further documentation for review such as a course description and/or course syllabus. The Coordinated MS Program Director will review submitted documentation and advise the student and registrar of credits awarded.

In compliance with university policy for a professional master’s degree, no more than one-third of the total number of required credits may be granted to a student as transfer credit for work done at another graduate institution. Transfer credits will not be accepted for courses in which a grade lower than B (GPA = 3.00) or its equivalent has been received. No credit will be granted toward an advanced degree for work completed in extension courses, correspondence courses, or in the off-campus center of another institution unless those credits are approved for equivalent graduate degrees at that institution, and provided that the institution has an accredited program.

Transfer or Advanced Standing Credits are not accepted for life experience. The Coordinated MS does not accept supervised practice hours from other institutions, any work experience, or volunteer hours towards the required supervised practice hours for the program.

D. **Academic Probation**
The Nutrition & Dietetics Programs adhere to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic probation, which are presented in the SHRS Graduate Student Handbook.

E. **Part-Time Students: Progression to Clinical Courses**
Students who assume part-time status for any reason are not guaranteed placement in a supervised practice facility and therefore may be delayed in their completion of the required supervised practice experience and graduation. Arrangements for advancement to supervised practice must be confirmed on an individual, space-available basis.

F. **Class Attendance**
Student attendance in all Coordinated MS courses is required in order to meet the Core Knowledge and Competencies for Registered Dietitians 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.
G. **Resignation from All Courses and the Coordinated MS**
A student may resign from all courses before the last day of the "Add/Drop" period by dropping all classes using the PeopleSoft Self Service Enrollment online system. When this is done by the deadline, all course-related tuition and fees will be cancelled.

To drop all classes after the add/drop period is ended, students must resign through the Student Appeals Office and all outstanding charges will be prorated. Students may resign in person, by telephone, or by mail to the Student Appeals Office, 201 Thackeray Hall, 412-624-7585 (24-hour service).

In addition, students who resign from the Coordinated MS must inform their faculty advisor of their resignation and must send a letter of resignation to the Coordinated MS Program Director and the SHRS Office of Student Services in Room 4024 Forbes Tower stating intent and reason for resignation.

H. **Confidentiality of Student Records in the Department**
In addition to the student records maintained in the SHRS Office of Student Services, the Nutrition & Dietetics Program maintains confidential files/records on each student enrolled in the Coordinated MS. Included are files used for advising and other routine academic and professional purposes, Coordinated MS student supervised practice performance evaluations, supervised practice log sheets, and clinical preparation requirements for supervised practice.

It is the policy of the Coordinated MS Program to maintain the confidentiality of student records/files in accordance with federal legislation. 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. Coordinated MS student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the ND faculty and staff.

Student records, including evaluations of students’ performance in supervised practice, which are conducted at the supervised practice sites, are secured in the facility.

I. **Program retention and remediation procedures when student performance does not meet criteria for processing in the program**
**Program Retention and Remediation**
Students must achieve a minimum 80% on evaluations for successful completion of each rotation. All efforts will be made by preceptors, clinical instructors and CMD Clinical Coordinator to assist, encourage, and support a student to improve their skills, knowledge, and performance during the supervised practice experience. Students are expected to let the clinical instructors and their preceptor know if they are struggling in their rotation. Students will be evaluated at the midpoint and at the summative of each supervised practice course by their primary preceptor and clinical instructors. Preceptors are expected to make the student and clinical instructor aware of any issues or concerns as soon as they arise. During the evaluations, goals for continued improvement will be discussed. If an intern is in danger
of failing a rotation, the CMD Clinical Coordinator should be made aware by the preceptor as soon as possible and counseling will be provided for the student. A grade below 80% on a midpoint or summative clinical evaluation from the site does not meet minimum acceptable standard for performance in supervised practice. If a student earns below 80% on one of these evaluations, he/she must develop an action plan in conjunction with the University Clinical Instructor and the Supervised Practice Supervisor to improve performance immediately. Supervised practice courses must be taken in a planned sequence, therefore a student who earns below 80% on an evaluation may not progress to the next supervised practice course until the action plan and competency of above 80% is attained.

J. **Student Access to Personal Files in the Department**

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

1. The Coordinated MS student may submit a verbal or written request to their ND faculty advisor or Clinical Coordinator for an appointment to review their record.
2. The ND faculty advisor or Clinical Coordinator will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The Coordinated MS student's review of the record will take place in the presence of the ND faculty advisor or Clinical Coordinator.
4. The Coordinated MS student may take notes of any information in the file/record.
5. The Coordinated MS 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 Coordinated MS Program Director. If the student's correction is not accepted, the Coordinated MS 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 Coordinated MS 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.

K. **University of Pittsburgh Nondiscrimination Policy**

The ND Program adheres to the University of Pittsburgh Nondiscrimination Policy.

L. **Academic Integrity and Grievance Procedure**

The Nutrition & Dietetics Program adheres to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic integrity and the grievance procedure, which are presented in the SHRS Guidelines on Academic Integrity.

M. **Dismissal from the Coordinated MS**

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

1. Before action to dismiss a student from the Coordinated MS, the reasons for the termination must be documented and presented to the Coordinated MS 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 Coordinated MS Program Director and the Department Chair will thoroughly investigate the reason(s) for the intended dismissal. If, based on the documentation, the decision is made that the student’s dismissal is warranted, the Coordinated MS 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 include but are not limited to:
   a. Repeated unsatisfactory academic performance or supervised practice performance evaluations.
   b. Excessive/blatant absenteeism.
   c. Excessive and/or blatant violations of University, SHRS, or Coordinated MS policies and procedures or those of a supervised practice facility.
   d. Justifiable dismissal from a supervised practice facility.

   Note: If a student is dismissed from a supervised practice facility, the Coordinated MS program is not obligated to place the student at another supervised practice facility.

N. Graduation

Please refer to SHRS Graduate Student Handbook for specific requirements that must be met to graduate from SHRS and reference the Statute of Limitations for the University of Pittsburgh Graduate Bulletin for the maximum amount of time allowed for completing program requirements.

Requirements for Graduation from the Coordinated MS

To qualify for graduation from the Coordinated MS, students must have completed all courses and other degree requirements as specified in the curriculum plan for the Coordinated MS (Appendix B), including all of the required hours and learning activities for supervised practice.

Graduation from the Coordinated MS requires completion of 53 credits as follows:
1. 31 credits of core academic requirements
2. 22 credits of supervised practice. This will provide the minimum of 1200 hours of supervised practice as specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

O. Student Support Services

The Nutrition & Dietetics Programs adhere to the School of Health and Rehabilitation Sciences' for descriptions to all services available to graduate students, which are presented in the SHRS Graduate Student Handbook and also available at http://www.pitt.edu/students.
VI. Policies and Procedures Specifically Related to Supervised Practice

A. Introduction

Supervised practice experiences included in the Coordinated MS in Nutrition & Dietetics curriculum are designed to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Knowledge and Competencies for the RD/RDN (Appendix A). Included are supervised practice experiences in clinical dietetics, food service management, and community dietetics practice. Emphasis is placed on supervised practice experiences in nutrition therapy.

The supervised practice experiences are incorporated into a series of sequential courses beginning with the Fall Term of the First Year and continuing each term until the end of the program. The courses are identified on the Coordinated MS curriculum plan (Appendix B) as:

- HRS 2999: Independent Study: Nutrition Supervised Practice
- HRS 2640: Supervised Practice: Community Nutrition
- HRS 2637 Practical Applications of MNT 1
- HRS 2641: Supervised Practice: Food Service Management
- HRS 2642: Supervised Practice: Clinical 1
- HRS 2638 Practical Applications of MNT 2
- HRS 2643: Supervised Practice: Clinical 2
- HRS 2644: Supervised Practice: Management of Nutrition Care
- HRS 2645: Supervised Practice: Management in Long-Term Care

HRS 2999: Independent Study: Nutrition Supervised Practice will provide the student with the opportunity to develop and practice nutrition skills in a specialty area within a pre-approved practice setting under the guidance of a site mentor. The student will complete learning activities as specified by his/her site mentor. Learning activities may include providing nutrition education to groups, developing nutrition education materials, working on food-related projects, assisting with research, etc.

The community nutrition experiences cover a broad spectrum of supervised learning activities related to nutrition education and the provision of nutritional care in a variety of community settings. The students are provided with the opportunity to provide nutrition services to individuals of different ages and socioeconomic status as well as individuals at various stages of the health-illness continuum.

The food service management supervised practice experience covers the broad spectrum of a food service operation including menu writing, food production, food purchasing, patient food service, etc. In addition to HRS 2641: Supervised Practice: Food Service Management, learning activities and experiences in this area, including quality assessment and improvement, are integrated into HRS 2645: Supervised Practice: Management in Long-Term Care.

During the clinical dietetics supervised practice experiences, the students are provided the opportunity to apply their knowledge of medical nutrition therapy to the practice of dietetics in the acute care setting. This involves planned learning experiences with a variety of patients of all ages at various stages of the health/illness continuum. Students will have opportunity to model behaviors and practice skills of the professional supervised practice preceptors at the supervised practice site. Through the combination of observation, planned learning activities,
professional interaction, and self-involvement with educational assignments, the students will demonstrate increasing level of proficiency in providing comprehensive nutritional care to individuals within the practice setting.

In addition, the students will gain supervised practice experience in the following courses:

1. **HRS 2625: Advanced Nutrition Counseling**
   Students will gain supervised practice experience in the area of nutrition counseling during the lab portion of HRS 2625: Advanced Nutrition Counseling. The students will be provided with the opportunity to counsel clients on nutrition topics over the course of the semester.

2. **HRS 2637: Practical Applications of MNT 1 and HRS 2638: Practical Applications of MNT 2**
   These courses provide a weekly conference designed to prepare students for their planned, supervised practice experiences to be completed at the assigned clinical facility each week. Class exercises are designed to simulate supervised practice experiences and provide opportunity for the student to apply didactic content to the practice of food service management and the nutrition care process used in patient care. Example learning activities include case studies, interviewing and counseling exercises, and practice diet pattern and nutrition support calculations.

Each supervised practice course is divided into “units”, each of which has specific learning/performance objectives and planned learning/performance activities, which include “hands-on” practice and/or written assignments and projects designed to meet unit objectives. The learning activities included are structured to allow the student to progress in the development of competence and proficiency in practice ultimately to attain the level required of an entry-level dietitian.

Each unit of learning activities is assigned a block of time referred to as clinical hours in order to allow the student sufficient time to practice and attain competence and proficiency in those areas. Therefore, the student must complete all assigned clinical hours for each unit of supervised practice. The number of clinical hours assigned to individual units of study varies, however, the minimum number of clinical hours to meet performance and learning objectives of the Coordinated MS totals 1273 hours.
The number of clinical hours assigned to each supervised practice course is:

<table>
<thead>
<tr>
<th>SUPERVISED PRACTICE COURSE</th>
<th>ASSIGNED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2999: Independent Study: Nutrition Supervised Practice</td>
<td>90</td>
</tr>
<tr>
<td>HRS 2625: Advanced Nutrition Counseling Lab</td>
<td>12</td>
</tr>
<tr>
<td>HRS 2631: Nutrition Focused Physical Exam Lab</td>
<td>22</td>
</tr>
<tr>
<td>HRS 2640: Supervised Practice: Community Nutrition</td>
<td>120</td>
</tr>
<tr>
<td>HRS 2641: Supervised Practice: Food Service Management</td>
<td>128</td>
</tr>
<tr>
<td>HRS 2642: Supervised Practice: Clinical 1</td>
<td>320</td>
</tr>
<tr>
<td>HRS 2637: Practical Applications of MNT 1</td>
<td>56</td>
</tr>
<tr>
<td>HRS 2643: Supervised Practice: Clinical 2</td>
<td>288</td>
</tr>
<tr>
<td>HRS 2638: Practical Applications of MNT 2</td>
<td>45</td>
</tr>
<tr>
<td>HRS 2644: Supervised Practice: Management of Nutrition Care</td>
<td>120</td>
</tr>
<tr>
<td>HRS 2645: Supervised Practice: Management in Long-Term Care</td>
<td>72</td>
</tr>
<tr>
<td><strong>TOTAL:</strong> 1273</td>
<td></td>
</tr>
</tbody>
</table>

The Coordinated MS student’s completion of the learning activities for each unit and the related clinical hours must be documented and verified by the supervised practice site preceptor and the Coordinated MS Clinical Instructor. This documentation is then reviewed by the Coordinated MS Program Director before she/he sends verification to Commission on Dietetic Registration (CDR) that the student is eligible to take the National Registration Examination for Dietitians.

The student will be assigned to clinical facilities to complete her/his supervised practice experiences. While in the clinical facility, she/he will be required to adhere to the policies and procedures of the facility. The Coordinated MS policies and procedures specifically related to supervised practice are presented on the following pages. These policies provide the basic framework within which the students, supervised practice preceptors, Coordinated MS Clinical Coordinator, Coordinated MS Clinical Instructors, and Coordinated MS Program Director can work efficiently and effectively in meeting the Coordinated MS objectives.

**B. ACADEMIC REQUIREMENTS**

The Coordinated MS student must satisfactorily complete all prerequisite courses and be enrolled in co-requisite courses at the beginning of the supervised practice experience. The purpose of this policy is to ascertain that the student has had the opportunity to attain knowledge of theory, principles, and practices, which provide the foundation for meeting the performance requirements of the planned supervised practice experiences.
A grade of a “B-”, (80%) or higher is required to successfully pass supervised practice courses. Students who do not achieve a “B-” in the course cannot progress to subsequent supervised practice courses. A grade below 80% on a midpoint or summative clinical evaluation from the site does not meet minimum acceptable standard for performance in supervised practice. If a student earns below 80% on one of these evaluations, he/she must develop an action plan in conjunction with the University Clinical Instructor and the Supervised Practice Supervisor to improve performance immediately.

To identify academic and performance difficulties early in the internship, an intern’s performance monitored throughout supervised practice through preceptor evaluations, performance standards, minimum expectation benchmarks and clinical instructor evaluations; when appropriate remedial support is offered by the CMD Clinical Coordinator and/or intern is counseled about other opportunities.

Procedure
The student’s Coordinated MS Faculty Advisor will review the student's academic records and performance to verify the completion of all prerequisite course work and his/her eligibility to advance to supervised practice courses.

C. REQUIRED PREPARATION FOR SUPERVISED PRACTICE
The following activities must be completed by the assigned due date to be eligible to begin supervised practice. No student will be permitted to begin supervised practice experience without providing proof of all items listed below. The student is accountable for any missed supervised practice experiences due to a delay in beginning supervised practice and is required to make up the missed learning activities and related clinical hours in compliance with the Coordinated MS policies and procedures.

The student is responsible for making the appropriate arrangements to complete all of the following requirements and is responsible for the payment all fees associated with the requirements. Information on the estimated cost/fees for the requirements can be located in Part IV: “Student Financial Responsibilities” of this handbook.

1. Physical Examination
Coordinated MS students are required to have a physical examination, including specific immunizations, completed prior to beginning supervised practice. The initial physical examination must be completed by August 1st of the first year in the Coordinated MS. The purpose of the physical exam is to determine that the student’s state of health is appropriate to work with patients. The physical exam is required for the protection of the student as well as for the protection of the patients and clients with whom the student will work during their Supervised Practice. It is also intended to protect the interests of the clinical facilities and the University.

Procedure
1. The student will receive notice regarding the required physical exam via an information package provided to the student via email during the summer
before the beginning of the Fall Term, First Year. This is to allow the student sufficient time to arrange completion of the exam and documentation submitted by the due date. This notice will include the physical examination form that the examining physician must complete. This form lists the specific immunizations that are required.

2. **The student must submit the completed physical examination form including proof of required immunizations to the Coordinated MS Clinical Coordinator by August 1st of the first year. The student must also retain a copy of the results of the exam in the event that the clinical facility requires it.**

3. Students who have not successfully completed all components of the physical examination are not eligible to begin supervised practice.

4. The student is required to have a new physical exam completed yearly in the summer term. At the end of the Spring Term, First Year, the CMD Clinical Coordinator will provide the student with the required physical examination form for the physician to complete. **This form is due to the Coordinated MS Clinical Instructor by August 1st prior to the Fall Term, Second Year.**

2. **Professional Student Liability Insurance**

All Coordinated MS students are required to have professional liability coverage while they are involved in supervised practice. The purpose is to provide liability coverage to protect the interests of the student, the clinical facility that provide the supervised practice experiences, and the University.

**Procedure**

The student must purchase professional student liability insurance coverage through the SHRS group insurance plan for a 12-month period that covers August to August. The cost of this insurance will automatically be included in the student’s tuition bill in the Fall Term for both years of the Coordinated MS.

3. **Criminal Record Check**

All Coordinated MS students are required to have a Pennsylvania State Police criminal record check completed prior to beginning supervised practice and repeated yearly. The purpose of the criminal record check is to protect patients/clients from harm or abuse.

**Procedure**

1. During the summer prior to the Fall Term, First Year of the Coordinated MS, an information package will be provided to all Coordinated MS students via email that will include details on how to obtain a Criminal Record Check from the Pennsylvania State Police.

2. When the completed report is returned to the student, **the student is to submit the original report to the Coordinated MS Clinical Coordinator no later than August 1st prior to the Fall Term of the First Year.** The student should also keep a copy of the report. The original Criminal Record Check will be placed in the confidential student file in the Department of Sports Medicine & Nutrition.
3. The Coordinated MS Clinical Coordinator will review the report and take appropriate action if needed to protect patients/clients from harm or abuse. This action includes refusing to place the student at a clinical facility.

4. The student must repeat this process during the summer prior to the Second Year of the Coordinated MS to ensure current results. The Coordinated MS Clinical Coordinator will provide the student with the required information at the end of the Spring Term, First Year. The student must submit the report to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, Second Year.

4. **Child Abuse Clearance**
   All Coordinated MS students are required to have child abuse clearance completed prior to beginning supervised practice and repeated yearly. The purpose of the child abuse clearance is to protect patients/clients from harm or abuse.

   **Procedure**
   1. During the summer prior to the beginning of the Fall Term, First Year of the Coordinated MS, an information package will be sent to all Coordinated MS students via email that will include information on how to obtain “Child Abuse Clearance” from the Pennsylvania Department of Public Welfare.
   2. When the completed report is mailed to the student, the student is to submit the original report to the Coordinated MS Clinical Coordinator. **This report must be submitted to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term of the First Year.** The student should also keep a copy of the report. The Coordinated MS Clinical Coordinator will keep the report in the confidential student file in the Department of Sports Medicine & Nutrition.
   3. The Coordinated MS Clinical Coordinator will review the report and take appropriate action if needed to protect patients/clients from harm or abuse. This action includes refusing to place the student at a clinical facility.
   4. The student must repeat this process during the summer prior to the second year to ensure current results. The Coordinated MS Clinical Coordinator will provide the student with the required paperwork at the end of the Spring Term, First Year. The student must submit the report to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, Second Year.

5. **FBI Background Check**
   All Coordinated MS students are required to have a FBI Background Check completed prior to beginning supervised practice and repeated yearly. The purpose is to protect patients/clients and children from harm or abuse.

   **Procedure**
   1. During the summer prior to the Fall Term, First Year, the Coordinated MS Clinical Coordinator will provide the students with information via email on how to obtain a FBI Background Check.
   2. When the completed report is returned to the student, the student is to
submit the original report to the Coordinated MS Clinical Coordinator no later than **August 1st prior to the Fall Term of the First Year.** The student should also keep a copy of the report. The original FBI Background Check will be placed in the confidential student file in the Department of Sports Medicine & Nutrition.

3. The Coordinated MS Clinical Coordinator will review the report and take appropriate action if needed to protect clients from harm or abuse. This action includes refusing to place the student at a clinical facility.

4. The student must repeat this process during the summer prior to the second year to ensure current results. The Coordinated MS Clinical Coordinator will provide the student with the required paperwork at the end of the Spring Term, First Year.
   
The student must submit the report to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, Second Year.

6. **CPR Certification and Training**
   
   All Coordinated MS students are required to obtain CPR Training and Certification prior to any supervised practice experiences. The student must maintain current certification during the all supervised practice experiences.

   **Procedure**
   
   1. During the summer prior to the Fall Term, First Year of the Coordinated MS, an information package will be provided to all Coordinated MS students via email, which will include information about the CPR requirement.
   2. During the summer, the student is to schedule and obtain CPR certification and training. The training should be for health care providers and must include CPR for adults, children, and infants and AED training. The certification period must be valid through the end of April of the Second Year of the Coordinated MS.
   3. **The student must provide proof of certification (photocopy of CPR card) to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term of the First Year of the Coordinated MS.**
   4. If a student’s CPR certification expires prior to the end of the Coordinated MS, the student will need to re-certify and provide proof of certification to the Coordinated MS Clinical Coordinator.

7. **Health Insurance**
   
   SHRS policy requires that all SHRS students have health insurance coverage for the period of time they are enrolled in supervised practice courses. (Note: The Student Health Service fee does not constitute health insurance coverage.) The purpose of this policy is to protect the student in the event of injury or illness.

   **Procedure**
   
   1. The student must obtain health insurance coverage (health and hospitalization insurance) prior to beginning supervised practice. The student must maintain health insurance coverage for the entire time they are
participating in supervised practice (Fall and Spring Terms of the First Year; Fall and Spring Terms of the Second Year).

2. The physical examinations forms have a section that the student must sign to verify that he/she has appropriate health insurance coverage.

8. **Bloodborne Pathogen (BBP) Training**

It is the policy of SHRS that all students must receive blood borne pathogen (BBP) training each year that they are participating in supervised practice. The purpose of this policy is to ensure that the student receives adequate training concerning biohazards.

**Procedure**

1. BBP training can be completed on-line by accessing the following website: [http://cme.hs.pitt.edu/](http://cme.hs.pitt.edu/). The student will need to create an account and log-in. The student must then complete the “Bloodborne Pathogen Training” module. After successful completion of all quizzes, the student must print two copies of the certificate. The student is to retain one copy of the certification for his/her personal records and **the other copy is to be given to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, First Year.**

2. The student must repeat the BBP training prior to the second year of the Coordinated MS. The training must be completed during the summer preceding the Fall Term of the Second Year. The student must submit one copy of certificate of completion to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, Second Year. The student should also keep a copy of the certificate for his/her personal record.

9. **HIPAA Training and Certification**

It is the policy of SHRS that all students must receive training and certification on the Health Insurance Portability & Accountability Act (HIPAA) prior to beginning supervised practice. The purpose of this policy is to ensure that the student is trained on the proper policies and procedures specified by HIPAA for protecting the privacy of and security of patient medical information. Note: All students must complete the University of Pittsburgh’s HIPAA training modules, even if they have completed a HIPAA training program at another facility.

**Procedure**

1. All students must complete HIPAA training and certification during their first term at SHRS. HIPAA training can be completed on-line by accessing the following website: [HIPPA](http://cme.hs.pitt.edu/). The student will need to create an account and login. The student must complete the “UPMC Information Privacy and Security Awareness Training for Physicians, Mid-Level Providers, Staff, and Students Who Are Not Employed by UPMC but Who Encounter Protected Health Information in UPMC Facilities” module.

2. After successful completion of all quizzes, the student must print two copies of the certificate of completion. **The student is to retain one copy of the certificate for his/her personal records and the other copy is to be given to the**
Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, First Year.

10. **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training:**
Protecting children from abuse and neglect in Pennsylvania is a shared responsibility. This course meets Act 31 of 2014 training requirements and the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013. All students must complete the Child Abuse Reporting training and certificate during their first term at SHRS. The training can be completed on-line by accessing the following website: [Recognizing and Reporting Child Abuse](#). The student will need to create an account and login. The student must complete the course: rrca-2613: Recognizing and Reporting Child Abuse. After successful completion of the course and all quizzes the must, print two copies of the certificate of completion. The student is to retain one copy of the certificate for his/her personal records and the other copy is to be given to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, First Year in CMD.

**Procedure**

1. All students must complete the Child Abuse Reporting training and certificate during their first term at SHRS. The training can be completed on-line by accessing the following website: [Recognizing and Reporting Child Abuse](#). The student will need to create an account and login. The student must complete the course: rrca-1072: Recognizing and Reporting Child Abuse.

2. After successful completion of the course and all quizzes the must, print two copies of the certificate of completion. The student is to retain one copy of the certificate for his/her personal records and the other copy is to be given to the Coordinated MS Clinical Coordinator by August 1st prior to the Fall Term, First Year.

11. **Influenza Vaccine:** All CMD students are encouraged to receive the Influenza Vaccination for their supervised practice experiences such as visiting Children’s Hospital and Long-term care rotations. Additionally, many of the primary clinical sites will request that you have received this vaccine. Religious and medical exemptions for the vaccination may be granted based on the religious beliefs or certain medical based reasons. The student needs to provide a document that proves that the vaccine was received or provide documentation validating the contraindication to the vaccine to the Coordinated MS Clinical Coordinator by November 30th (or early date as determined by the Clinical Coordinator).

12. **Additional Requirements from the Clinical Facility**
Some clinical facilities may have requirements in addition to those specified above. Examples of such would be drug screening, additional medical testing, attendance at a hospital orientation session, or an interview. The student must comply with any additional requirements to participate in supervised practice.
The Coordinated MS Clinical Coordinator will inform the student of these requirements in a timely fashion prior to the beginning of the supervised practice experience.

D. SUPERVISED PRACTICE ASSIGNMENTS

1. Supervised Practice Sites
   Coordinated MS student placement for supervised practice is arranged by the Coordinated MS Clinical Coordinator in compliance with SHRS and Coordinated MS Program policies and procedures. Coordinated MS students will be assigned to only those facilities that have in effect a current written Contractual Agreement with the University of Pittsburgh School of Health and Rehabilitation Sciences.

Purpose
The purpose is to protect the interests of the student, the clinical facility, and the University. Facilities are selected as supervised practice sites based on the availability of resources within the facility to provide the planned and approved supervised learning activities and the willingness of the facility staff to offer the experiences as outlined in the supervised practice curriculum. It is understood that all facilities that sign a written Contractual Agreement agree to provide the planned learning experiences and to mentor the professional development of dietetics students.

Procedure
a. The Coordinated MS student will be assigned to a facility, which will serve as their primary supervised practice site for HRS 2641, 2642, 2643, and 2644. The facilities recently used are listed below*:
   Allegheny Valley Hospital
   Forbes Hospital
   Magee-Women’s Hospital of UPMC
   St. Clair Hospital
   UPMC East
   UPMC McKeesport
   UPMC Mercy
   UPMC Passavant
   UPMC Presbyterian
   UPMC Shadyside
   UPMC St. Margaret
   Veteran’s Affairs Pittsburgh Healthcare System
   West Penn Hospital
*Note: Supervised practice sites are subject to change on a yearly basis.

b. The number of students assigned to a facility at a given time is determined by the facility’s supervised practice supervisor and the Coordinated MS Clinical Coordinator.
2. **Assigning the Student to a Primary Supervised Practice Site**

   Students will draw for placement in one of the primary clinical facilities by Coordinated MS Clinical Coordinator and Director.

   **Procedure**
   
   a. Students will be assigned primary clinical facilities by the Coordinated MS Clinical Coordinator and Director. When assigning primary placement sites, our program may take student preferences and several other factors into consideration.
   
   b. The Coordinated MS Clinical Coordinator reserves the right to reassign a student to a different clinical facility to best serve the learning environment for the student(s).

3. **Assigning the Student to Additional Supervised Practice Sites**

   The student will be assigned by the Coordinated MS Clinical Coordinator or course instructor to supervised practice sites that have a current Contractual Agreement with the University of Pittsburgh School of Health and Rehabilitation Sciences for specific short-term rotations or assignments, as appropriate. Included are long-term care facilities, community agencies, specialty clinics, independent study sites, etc.

   **Procedure**
   
   1. During HRS 2642: Supervised Practice: Clinical 1 and HRS 2643: Supervised Practice: Clinical 2, the student may be assigned to facilities other than his/her primary supervised practice site on a short-term basis for specific clinical rotations or assignments that are unavailable at the primary site. The student will be advised of the short-term supervised practice assignment by his/her Coordinated MS Clinical Instructor and provided with all information required prior to the clinical rotation.
   
   2. For HRS 2640: Supervised Practice: Community Nutrition, the student will be assigned to a number of community agencies and/or facilities for specific, planned community learning activities throughout the course.
   
   3. For HRS 2645: Supervised Practice: Management in Long-Term Care, the student will be assigned to an extended care facility for her/his supervised practice experience.
   
   4. For HRS 2999: Independent Study: Supervised Practice, the student will be assigned to a supervised practice site in a specialty area for the term.

4. **Student Status in the Supervised Practice Facility**

   The status of the student in the supervised practice facility is that of a student/learner. She/he shall not replace or displace regular staff or employees but will complete assignments under their supervision. The student shall not be paid wages for the time engaged in completing planned learning activities.

   **Purpose**
   
   The planned learning activities and experiences require student performance of various aspects of the role functions of a dietitian in order to provide the student with the opportunity to attain the degree of competence and level of proficiency required of an entry-level dietitian. The planned experiences, therefore, are for the benefit of the student and require an investment of time by the Supervised
Practice Preceptors and an investment of resources by the facility.

5. **Transportation to Clinical Facilities**
The required travel to supervised practice sites during both years of the Coordinated MS program is the responsibility of the student. **Students are expected to have a car or to provide their own transportation to all supervised practice sites; no exceptions will be made.** Many sites are not accessible by public transportation. Students are also responsible for payment of all expenses involved in the transportation and parking.

International students can find information on the process to obtain a Pennsylvania driver’s license on the Office of International Services website at: [http://www.ois.pitt.edu/immigration-related-stuff/drivers-licenses/](http://www.ois.pitt.edu/immigration-related-stuff/drivers-licenses/).

6. **Liability for Safety in Travel**
Students using their own private automobiles for travel to supervised practice facilities, field trips, and professional meetings, must have adequate personal/liability automobile insurance coverage. The student is responsible for obtaining and paying for this insurance coverage.

7. **Meals While at a Clinical Facility**
The student is responsible for the cost of meals and/or snacks obtained while at the clinical facilities.

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**E. PRECEPTOR QUALIFICATIONS**
Preceptors are an asset to our students learning experience thus; they are expected to have the core knowledge and expertise in their field of dietetics as evidenced by their having appropriate professional degrees and certifications. Preceptors should:

- Be engaged and have a desire in mentoring and evaluating their interns
- Show commitment to their own professional learning. Their resumes on file at the University should document that they regularly participate in appropriate professional development programs and training
- Have a minimum of 2 years of experience in their field

**F. SCHEDULE FOR SUPERVISED PRACTICE**
The schedule for each of the supervised practice courses and supervised practice experiences follows the University Academic Calendar. The supervised practice courses are scheduled in the Fall and Spring Terms of both years of the Coordinated MS. Supervised practice courses and experiences will **not** be scheduled on official University holidays and semester breaks.

The schedule for supervised practice experiences will be included on the course syllabus for each course. The student must learn and adhere to the schedule for supervised practice courses and experiences. The general scheduling format for supervised practice courses and learning experiences for each academic term with the related “clinical hours” is presented below.

**Note:** For all supervised practice courses, the time taken for lunch or breaks is in addition to the required clinical time. In general, 30 minutes is allotted for lunch.
1. **Fall Term, First Year**  
   **Scheduled Days & Times: HRS 2999: Independent Study: Nutrition Supervised Practice**  
   For HRS 2999: Independent Study: Nutrition Supervised Practice, the student will be required to spend a minimum of 60 hours completing supervised practice experiences in a specialty area over the course of the term. Scheduled times for supervised practice experiences will vary based on the independent study site. The student will report to the site on a weekly basis at times mutually agreed upon by the site preceptor and the student. Independent study supervised practice hours cannot be scheduled at the same time as other Coordinated MS courses.

2. **Spring Term, First Year**  
   **Scheduled Days & Times: HRS 2640: Supervised Practice: Community Nutrition**  
   For HRS 2640: Supervised Practice: Community Nutrition, the student will be required to spend a minimum of 120 hours completing supervised practice activities. The clinical conference for HRS 2640 and many of the supervised practice experiences will take place on each Tuesday of the Spring Term. In addition, the student is also required to complete special project hours outside of scheduled class time. Scheduled times for community experiential practice experiences will vary depending upon the specific community rotations. The specific dates and times will be included in the course syllabus.

3. **Fall Term, Second Year**  
   **Scheduled Days & Times: HRS 2641: Supervised Practice: Food Service Management**  
   The student is required to spend 4 eight-hour days: Tuesday - Friday - over a period of 4 weeks involved in completing planned supervised practice experiences. The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 32 hours of "clinical hours" per week over a 4-week period and a total of 128 clinical hours for the course.

   **Scheduled Days and Times: HRS 2642: Supervised Practice: Clinical 1**  
   HRS 2642 will begin after the completion of HRS 2641 in the Fall Term. The student is required to spend 4 eight-hour days: Tuesday - Friday - over the period of 10 weeks involved in completing planned supervised practice experiences. The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 32 hours of "clinical hours" per week over a 10-week period and a total of 320 clinical hours for the course.

4. **Spring Term, Second Year**  
   **Scheduled Days & Times: HRS 2643: Supervised Practice: Clinical 2**  
   The student is required to spend 4 eight-hour days: Tuesday - Friday - over a period of 9 weeks involved in completing planned supervised practice experiences. The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 32 clinical hours per week over a 9-week period and a total of 288 clinical hours.
Scheduled Days & Times: HRS 2644 Supervised Practice: Management of Nutrition Care
HRS 2644 will begin after the completion of HRS 2643 in the Spring Term. The student is required to spend 5 eight-hour days- Monday through Friday- over a period of 3 weeks involved in completing planned supervised practice experiences in management of nutrition care (staff relief). The student will be at her/his supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 40 clinical hours per week over a 3-week period and a total of 120 clinical hours for the course.

Scheduled Days and Times: HRS 2645 Supervised Practice: Management in Long-Term Care
HRS 2645 will begin after the completion of HRS 2644 at the end of the Spring Term. The student is required to spend 9 eight-hour days- Monday through Friday- over a period of 2 weeks involved in completing planned supervised practice activities at a long-term care facility. The student will be at the supervised practice facility from 8:00 a.m. – 4:30 p.m. (or as specified by clinical facility). This translates into a total of 72 clinical hours for the course.

4. Variations in Starting and Ending Times
The student’s regular starting and ending time at the facility may on occasion vary because of the nature of the scheduled learning activity or experience or due to the availability of his/her preceptor. At these times, the student will be required to follow the schedule of work of the facility and/or of the individual to whom they will report for the planned experience or assignment.

G. ATTENDANCE FOR SUPERVISED PRACTICE
Student attendance and participation in all planned supervised practice experiences is mandatory. The student is accountable for all material covered in supervised practice. It is expected that the student will complete the assigned supervised practice learning activities as responsibly as they would complete professional work activities.

Procedure
1. The student is responsible for knowing the dates and times for all supervised practice experiences. These are listed on the course outline/syllabus as well in each supervised practice manual.
2. In general, the student is responsible for:
   a. verifying the date and starting and ending times of supervised practice experiences if there is question about possible variation from the routine schedule with the Coordinated MS Clinical Instructor and/or the supervised practice supervisor to whom the student is assigned.
   b. reporting to the supervised practice preceptor to whom they are assigned promptly at the scheduled time and adhere to the established schedule.
   c. be prepared to begin the planned supervised practice experiences activities, and/or assignments immediately upon reporting to the supervised practice preceptor
H. **MAKE-UP TIME FOR MISSED SUPERVISED PRACTICE**

Students are required to complete all planned learning experiences included in the supervised practice courses and the number of hours specified for each of the individual unit learning experiences. **All student absences from scheduled supervised practice, regardless of the reason, must be made up.** This requires the make-up of the time as well as the specific learning activities missed. The make-up time must equal the required number of clinical hours originally scheduled for the missed unit(s) of experiences and/or learning activities. The plan for the make-up of missed experiences must be approved by the supervised practice supervisor and by the Coordinated MS Clinical Instructor. The appropriate documentation (described below) must be completed when time is missed from supervised practice.

**Procedures**

1. **Unplanned Absences or Delay in Reporting to the Supervised Practice Facility at the Scheduled Time**
   a. In the event of an illness or a personal emergency occurring on a day the student is scheduled for supervised practice that will result in the student's absence from or delay in reporting to their supervised practice facility, the student must call both:
      1. his/her supervised practice supervisor at the clinical site **at least 30 minutes before** the time the student is scheduled to begin at the clinical facility; and
      2. his/her Coordinated MS Clinical Instructor **at least 30 minutes before** the time the student is scheduled to begin at the clinical facility. Unless otherwise directed by the Coordinated MS Clinical Instructor, the student should call the faculty member's office number and leave a message on the voice mail.
   b. The student is to give the reason for the absence and the expected time/day he/she will return to the facility for scheduled supervised practice experiences.
   c. Upon arrival/return to the supervised practice facility, it is the student’s responsibility for initiating and completing a plan for making up the time missed.
   d. The make-up of time missed from supervised practice and documentation of make-up time must follow the procedures described below in sections 4 and 5.

2. **Illness or Injury during Supervised Practice**
   a. Upon becoming ill or injured at the supervised practice site, the student should report their illness/injury immediately to their supervised practice preceptor.
   b. Depending on the nature of the illness/injury, the student should be advised to go home and recuperate or call their physician to seek medical attention. If the student needs immediate medical care, the emergency procedures for the supervised practice site should be followed.
   c. The student must also call his/her Coordinated MS Clinical Instructor to report the illness/injury.
   d. Upon return to the supervised practice facility, it is the student’s responsibility for initiating and completing a plan for making up the time.
missed.
e. The make-up of time missed from supervised practice and documentation of make-up time must follow the procedures described below in sections 4 and 5.

3. Planned Absences or Delay in Reporting for Scheduled Supervised Practice
   a. Planned absences (for appropriate reasons) may be arranged upon prior approval of the Coordinated MS Clinical Instructor. The student must inform the Coordinated MS Clinical Instructor of the request for planned absence at least one week prior.
   b. If the absence has been approved by the Coordinated MS Clinical Instructor, she/he will inform the Supervised Practice Supervisor at the site.
   c. The make-up of time missed from supervised practice and documentation of make-up time must follow the procedures described below in sections 4 and 5.

4. Time for Making-Up Supervised Practice Experiences
   a. The make-up of missed supervised practice experiences must be scheduled on the student’s own time and must take into account the following:
      1. Emphasis is placed on the make-up of missed learning experiences, however, equally important is the time spent in meeting the objectives of the experiences and to allow the student sufficient practice to develop the level of proficiency required. The make-up time, therefore, must equal the clinical hours assigned to the planned experience and must be consecutive hours to assure continuity of the learning process.
      2. The make-up of missed supervised practice experiences must be scheduled at a time when the supervised practice preceptor is available to provide the necessary supervision/direction and evaluation. (This may eliminate weekends or holidays as a time to make-up missed experiences.)
      3. Make-up time cannot be scheduled at times the student is expected to be attending other scheduled courses.
   b. In the event that a student is absent for 9 days, consecutive or nonconsecutive, (72 hours of supervised practice) or more, regardless of the cause, they will be required to withdraw from the clinical course. An absence of this magnitude interferes with the continuity of the development of competence. Further, it is impossible to make-up these experiences and the related clinical hours within the term/session. Withdrawal from a clinical course will delay progression to
subsequent supervised practice courses and delay the year of graduation.

5. **Required Documentation for Making-Up Time Missed (Planned or Unplanned) from Supervised Practice**
   a. It is the student's responsibility for initiating and completing a plan for making up the time missed immediately upon returning to the supervised practice facility.
   b. The plan is to be documented in writing using the form "Plan for Clinical Hour Make-up Time" (see Appendix C). This form must be completed in its entirety including the required signatures. The original is to be submitted to the Coordinated MS Clinical Instructor and a copy must be submitted to the supervised practice supervisor. The student should also retain a copy for her/his files.
   c. The student's plan for completing the planned learning activities and the required clinical hours for the experience(s) must be approved by the supervised practice supervisor and the Coordinated MS Clinical Instructor.
   d. After completing the make-up hours and experiences, the student must document the completed make-up experiences and the related clinical hours on the "Make-up Time Log Sheet" (see Appendix D). Both the supervised practice supervisor and the student must sign this form.

I. **ASSESSMENT OF STUDENT PERFORMANCE IN SUPERVISED PRACTICE**

The student will receive formal assessment/evaluation of his/her performance and progress during each supervised practice course. This assessment will be provided by both the supervised practice preceptor and the Coordinated MS Clinical Instructor or course instructor.

**Procedure**

1. The student will be evaluated on his/her ability to complete required learning activities, performance and written assignments by his/her supervised practice preceptor at the end of each course. The student will also be evaluated on time management, communication skills, preparation for supervised practice, ability to function independently at the clinical site, and professionalism. This evaluation will be completed based on criteria specified on the summative evaluation form for each supervised practice course. This evaluation will reflect the supervised practice preceptor's overall assessment of the student's performance in this unit of study.

2. The supervised practice preceptor will review the evaluation with the student prior to submitting it to the Coordinated MS Clinical Instructor for a grade.

3. The Coordinated MS Clinical Instructor or course instructor will also evaluate the student's performance and progress in supervised practice. Formal written assignments will be evaluated based on criteria listed on each corresponding evaluation form. At the end of each course, the Coordinated MS Clinical Instructor will provide the student with a summative evaluation of their ability to complete supervised practice learning activities and assignments, professionalism, and compliance to policies and procedures for supervised practice. This evaluation will be reviewed with the student during a scheduled conference.

4. A grade of a “B-”, (80%) or higher is required to successfully pass the course. Students
who do not achieve a “B-” in the course cannot progress to subsequent supervised practice courses. A grade below 80% on a midpoint or summative clinical evaluation from the site does not meet minimum acceptable standard for performance in supervised practice. If a student earns below 80% on one of these evaluations, he/she must develop an action plan in conjunction with the University Clinical Instructor and the Supervised Practice Supervisor to improve performance immediately. Supervised practice courses must be taken in a planned sequence, therefore a student who earns below 80% on an evaluation may not progress to the next supervised practice course until the action plan and competency of above 80% is attained.

5. A copy of all evaluation forms will be provided in the student’s supervised practice manual for the course. The student is advised to review all evaluation forms at the beginning of each course.

J. **Student/Preceptor Complaints Purpose**

To ensure that interns and preceptors understand their rights to protected complaints and grievances.

**Policy**

Students may file complaints with University of Pittsburgh. *The Nutrition & Dietetics Programs adhere to the School of Health and Rehabilitation Sciences' for grievance procedures, which are presented in the SHRS Graduate Student Handbook.*

**Complaints should be addressed for resolution in the following order:**

a. Course instructor  
   b. Faculty advisor  
   c. CMD Director  
   d. Department Chair (Department of Sports Medicine and Nutrition)  
   e. Dean of the School of Health and Rehabilitation Sciences  
   f. ACEND

Complaints may be submitted directly to ACEND only after all other options outlined in the SHRS Guidelines have been exhausted. Contact information for ACEND: 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, telephone: 1-800-877-1600 x5400, email: ACEND@eatright.org.

A chronological record of complaints and resolutions is kept for 5 years.

K. **STANDARDS OF APPEARANCE/DRESS CODE**

**Policy**

Students in the Coordinated MS must adhere to the following standards of appearance/dress code when going to supervised practice sites, independent study sites,
professional meetings, or field trip sites. It is essential that the appearance of the Coordinated MS student reflect a professional image. The student is identified as a member of the supervised practice facility and therefore must comply with the standards of appearance and dress code of the facility.

The standards of appearance and dress code of most clinical facilities takes into account the standards specified by the Board of Health that inspects the facility. The standards for the Food Service Department and Nutrition Services Department of a facility require the maintenance of strict standards of personal habits and cleanliness to prevent the contamination of food and the spread of infection.

**Standards of Appearance**
The Coordinated MS student must comply with the standards of appearance outlined by their supervised practice facility. The following standards of appearance are minimum standards that the Coordinated MS students must follow during all supervised practice courses throughout the year. Should the supervised practice facility maintain additional/stricter standards of appearance or cleanliness, the student must comply with the facility’s standards.

**Attire**
A clean, pressed, white, lab coat should be worn over business attire when working in healthcare environments including patient floors, clinics, and the food production and service areas in these facilities. Business attire would include:

a) Dresses or skirts (of appropriate length—no shorter than 2 inches above the knee); or dress slacks or trousers with blouse/shirt and tie/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.

**Footwear**
Clean, professional shoes should be worn. No open-toed or open-heeled shoes, clogs, or sandals should be worn. No athletic shoes should be worn. No cloth shoes should be worn in the production areas. Shoes should be 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 the food production areas. Conservative jewelry may be worn in other service areas. Facial piercings are prohibited.

**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. Non-natural colors such as pink, blue etc. are not acceptable. Extreme trends such as dreadlocks, Mohawks, and long spiked
Hair are also not acceptable. Hair, including facial hair, must be covered with a suitable hair restraint when in the food production or service areas.

**Identification Tags**
Students must be appropriately identified while in the supervised practice facility. They are required to wear a nametag identifying them as a University of Pittsburgh student.

**Tattoos**
Any exposed tattoos must be small in size, minimally noticeable, and must not be offensive or potentially offensive to patients, clients, families, or fellow employees. Any large or controversial tattoos must be covered at all times when the student is at a supervised practice site.
ACEND Core Knowledge and Competencies for the RD

The entry-level dietitian must possess the knowledge, skills, attitudes and values to proceed to the achievement of the core competencies and concentration area. Completion of the core competencies and concentration area competencies by 100% of all students identify the performance level expected upon completion of the supervised practice program.

Core knowledge 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. Graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills for successful achievement of the core knowledge and skills.

**Verbs for developing learning objectives:**
Cognitive: mental skills (knowledge) listed from least (1) or most complex (6)
Affective: growth in feelings or emotional areas (attitudes)
Psychomotor: manual or physical skills (skills)

Use of taxonomies of learning have the added benefit of making scholarship in teaching and learning more readily acceptable for publication and external grant funding, because the language used I solidly grounded in foundational concepts of adult education and research.

**Cognitive/Knowledge (Bloom’s Taxonomy)**
1. Knowledge To arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, state.
2. Comprehension To classify, describe, discuss, explain, express, identify, indicate, locate outline, recognize, report, restate, review select, translate.
3. Application To apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice schedule, sketch, solve, use, write.
4. Analysis To analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, investigate, question, research, test.
5. Synthesis To arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
6. Evaluation To appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, score, select, support, value, evaluate.

**Psychomotor Skills**
To: demonstrate, produce, assemble, adjust, install, operate, detect, locate, isolate, arrange, build, conduct, check, manipulate, fix, lay out, perform, sort, construct, draw.

**Affective, Attitudes, Values, Feelings**
To: challenge, defend, judge, question, adopt, advocate, bargain, cooperate, endorse, justify, persuade, resolve, select, dispute, approve choose, express.
Competency Statements for the Supervised Practice Component

Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably at the performance level indicated. One or more of the emphasis areas should be added to the core competencies so that a supervised practice program can prepare graduates for identified market needs. Thus, all entry-level dietitians will have the core competencies and additional competencies according to the emphasis area(s) completed.

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

Knowledge

Upon completion of the program, graduates are able to:

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

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

KRDN 1.3 Apply critical thinking skills.

Competencies

Upon completion of the program, graduates are able to:

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

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

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

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

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

Knowledge

Upon completion of the program, graduates are able to:

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

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies
Upon completion of the program, graduates are able to:
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4 Function as a member of interprofessional teams.
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7 Apply leadership skills to achieve desired outcomes.
CRDN 2.8 Demonstrate negotiation skills.
CRDN 2.9 Participate in professional and community organizations.
CRDN 2.10 Demonstrate professional attributes in all areas of practice.
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15 Practice and/or role-play mentoring and precepting others.
Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

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

Competencies
Upon completion of the program, graduates are able to:
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition focused physical exams.
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4 Design, implement and evaluate presentations to a target audience.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge
Upon completion of the program, graduates are able to:
KRDN 4.1 Apply management theories to the development of programs or services.
KRDN 4.2 Evaluate a budget and interpret financial data.
KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
KRDN 4.4 Apply the principles of human resource management to different situations.
KRDN 4.5 Describe safety principles related to food, personnel and consumers.
KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies
Upon completion of the program, graduates are able to:
CRDN 4.1 Participate in management of human resources.
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3 Conduct clinical and customer service quality management activities.
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10 Analyze risk in nutrition and dietetics practice.

The program's curriculum must include at least one program-defined concentration that builds on the core knowledge and competencies and develops additional depth necessary for future proficiency in a particular area. The concentration must include at least two program specific competencies with associated learning activities

Name of Concentration Area 1: Medical Nutrition Therapy Emphasis

Upon completion of the program, all graduates are able to:
MNT 1: Perform the NCP for individual patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, e.g., those with renal disease, multisystem organ failure or trauma.

MNT 2: Conduct counseling and education of patients/clients with complex needs, i.e., more
complicated health conditions in select populations, e.g., those with renal disease, multiple comorbid conditions or trauma.

MNT 3: Perform all aspects of the role of a clinical dietitian for assigned patients care units.
# Appendix B

## UNIVERSITY OF PITTSBURGH

**SCHOOL OF HEALTH AND REHABILITATION SCIENCES**

**DEPARTMENT OF SPORTS MEDICINE & NUTRITION**

**COORDINATED MASTER OF SCIENCE IN NUTRITION AND DIETETICS**

**PROFESSIONAL PROGRAM CURRICULUM PLAN**

## Year 1

### Fall Term

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<td>Nutrition Focused Physical Assessment</td>
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<td>Food Service Management with Lab</td>
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<td>HRS 2637</td>
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**TOTAL CREDITS FOR Coordinated MS**: 53
# Appendix C

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

## Plan for Clinical Hour Make-Up Time

Student Name________________________Date of Absence________Current Date________

Total Clinical Hours Missed_______Unit of Study Hours Missed In____________________

Reason for Absence/Lateness/Time Missed __________________________________________

-----------------------------------------------------------------------------------

**TO BE FILLED OUT BY THE SUPERVISED PRACTICE SUPERVISOR:**

The following schedule of dates and times will be followed by the student to make-up the missed clinical hour time and learning experiences:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Total Hours</th>
<th>Supervising Dietitian</th>
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This form must be signed and dated by both the student and the Supervised Practice Preceptor assisting in the development of the make-up time schedule. The original form should be given to the Clinical Instructor. The student is to make two copies and give one copy to their Supervised Practice Preceptor and keep one for their own records.

_________________________  __________________________
Signature of student and Date  Signature of SP Preceptor and Date
Appendix D

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Nutrition and Dietetics
Make-Up Time Log Sheet

Student Name__________________________  Unit(s) of Study__________________________

Total Clinical Hours Missed in Each Unit of Study ________________________________

Name of Supervising Dietitian for Make-Up Time ________________________________

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<th>Learning Activity/Patient Initials</th>
<th>Unit of Study</th>
<th>Total Time Spent</th>
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Total Hours Completed________ (Should match “Total Clinical Hours Missed”)
SP Preceptor Signature ___________________________  Date _____________
Student Signature ____________________________

 Координированный MS Handbbook.18  8/18

53