



# Table of Contents

## **Introduction**

## **Program Overview**

- Accreditation
- Program Mission
- Program Goals
- Learning Outcomes
- Formal Asses

## **Introduction**

The Student Handbook is intended to serve as a resource for students admitted to the Didactic Program in Dietetics (DPD) at Murray State University. Information contained in the Student Handbook includes program-specific information, DPD admissions criteria, DPD curriculum, pathway to becoming credentialed as a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN), and both program and university policies and procedures. Answers to many commonly asked questions can be found in the Student Handbook; thus, students are expected to familiarize themselves with its contents and refer back as needed.

## **Program Overview**

### **Accreditation**

The DPD at Murray State is accredited through June 30<sup>th</sup>, 2028

## **Learning Outcomes**

Upon completion of the DPD at Murray State University, graduates will:

1. demonstrate professional attitudes and behaviors.
2. demonstrate cultural competency and sensitivity.
3. be able to locate, interpret, and evaluate professional literature.
4. demonstrate effective oral communication skills.
5. demonstrate effective written communication skills.
6. demonstrate strong critical thinking skills.
7. possess a strong foundation in medical nutrition therapy.
8. be able to competently apply the Nutrition Care Process.
9. apply physical, biological, and social science principles when working with patients and clients.
10. possess a strong foundation in life cycle nutrition.
11. possess a strong foundation in nutrient metabolism.
12. possess a strong foundation in food science principles.
13. possess a strong foundation in quantity food production principles.
14. be able to discuss the legislative process of public policy as it relates to the dietetics discipline.

## **Formal Assessment of Student Learning**

Student learning in DPD courses is assessed both informally and formally. Formal assessment of student learning includes but is not limited to the following type of assessments:

- Examinations (multiple choice, essay, objective structured clinical examinations)
- Case studies
- Debates
- Essays
- Research reports
- Portfolios
- Laboratory reports
- Oral presentations
- Individual and group projects

## **Student Performance Monitoring**

Assessment of student learning is ongoing and done via both formative and summative assessments. If, at any time, a student's work is deemed unsatisfactory such that there is concern related to his/her successful completion of the DPD, a meeting is scheduled with the student and the DPD Director to determine the appropriate course of action. If it is determined that the DPD Director is unable to satisfactorily assist/advise the student, then a meeting with the Program Director will be scheduled. If both the DPD Director and Program Director are unable to satisfactorily assist/advise the student, then additional referrals may be made (e.g., Student Support Services).

## **Program Retention & Termination Procedures**

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## Curriculum Requirements

### DPD Curriculum

NTN 450	Medical Nutrition Therapy II
NTN 480	Special Problems in Nutrition and Foods – Medical Terminology
NTN 499	Senior Seminar
STA 135	Introduction to Probability and Statistics <i>or</i> HEA 310 Biostatistics in Public Health

## Practicums

Students enroll in two 1-credit hour practicums: NTN 371, Quantity Food Production Practicum *and* NTN 434, Clinical Dietetics Practicum. The course description for each practicum follows:

NTN 371, Quantity Food Production Practicum: Field experience to help students apply basic food preparation techniques, safety, and sanitation procedures; work organization; and styles of service in quantity food establishments.

NTN 434, Clinical Dietetics Practicum: Field experience in clinical dietetics to help students apply classroom instruction in a hospital facility under the supervision of a Registered Dietitian.

Each practicum is self-arranged by the student and typically completed in their home town during a summer or winter break. Prior to completing each practicum, the student is responsible for notifying the respective faculty of the facility where the practicum will be completed as well as the supervising preceptor.

For each practicum, students are provided a syllabus, a list/description of suggested and/or required learning activities, an experience log where actual learning activities are recorded (NTN 434 only), a preceptor agreement, and an attendance log. The supervising preceptor for the practicum signs the Preceptor Agreement to provide clarity on responsibilities, including that the student should not be used in lieu of paid employees. The supervising preceptor also signs both the experience and attendance logs, verifying the accuracy of the logs. In addition to these documents, students write a brief reflection paper and give a brief presentation of their experiences (NTN 434 only) for each practicum. All documentation for the practicums is submitted to the respective faculty. Affiliation agreements are not required for practicum experiences, as students are in observational roles.

During the practicums, students are expected to exhibit professional behaviors, which include but are not limited to communicating respectfully, demonstrating a willingness to learn, asking questions to clarify points of confusion, dressing appropriately, and arriving at the designated location on time. Any absences or tardiness should be reported to the supervising preceptor and respective faculty member as soon as possible. It is the student's responsibility to coordinate with the supervising preceptor to make up any missed time. Furthermore, students agree to be responsible for safe transportation, lodging, and personal expenses. The DPD does not require that students hold professional liability insurance. The students agree to hold supervised practice sites and Murray State University harmless from any claim that might rise out of or by virtue of the student's participation in the experience. This includes but is not limited to injuries occasioned by negligence, including gross negligence, of the supervised practice site and/or Murray State University, their offices, agents, and employees.





Dietetic Internship, which is a necessary step in the pathway toward becoming a registered dietitian.

### **Verifying the Identity of Students in Online Courses**

Murray State University abides by the United States Federal Higher Education Opportunity Act of 2008, Public Law 110-315, which requires the verification of student identity in distance courses. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity. As an additional method of verifying a student's identity, each student enrolled in an online course uses a secure login and password for the course management system. Other measures may be used to verify a student's identity in online courses such as proctored exams and technologies approved by the University and compatible with the course management system.

### **Completion Requirements**

Murray State University does not have a statute 005/MCID 1-BDC q0.00000912 0 612 792 reW\*nBT/F2 12 Tf1

## **Withdrawal Policy**

Murray State University's withdrawal policy is located in the [Academic Bulletin](#). Information pertaining to the university's withdrawal deadlines can be found [here](#).

## **Academic Honesty**

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is original and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

### **Violations of Academic Honesty include:**

**Cheating -**

the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. **Note:** If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost. (*Revisions adopted by Board of Regents, June 2012.*)

**SCHOOL OF NURSING AND HEALTH PROFESSIONS POLICY:** In addition to the Murray State University Academic Honesty Policy, the School of Nursing and Health Professions adopts the following definitions, examples, and disciplinary actions associated with academic honesty and integrity:

**Cheating** - Misrepresenting mastery of an academic exercise that has not been mastered.

Examples include but are not limited to:

1. Copying, or facilitating copying, from another student's test and/or other assignment designed to be completed individually.
2. Using course resources or unauthorized materials or equipment (e.g. notecards, calculators, etc.) when not authorized.
3. Collaborating with others during a test and/or other assignment when not authorized.
4. Violating (e.g., exceeding) time limits established for an examination.

**Fabrication and Falsification** - Inventing/changing information. Examples include but are not limited to:

1. Reporting completion of internship, practicum, or clinical hours when not completed.
2. Citing sources not actually used in a paper or presentation.
3. Submitting work as your own when prepared by someone else.
4. Taking an exam for someone else or allowing someone else to take an exam for you.

**Plagiarism** - Student submission of work that includes another's words, ideas, or data as his/her own. The placement of a name on a submission indicates originality of the work unless otherwise identified and appropriately acknowledged. Examples of appropriate acknowledgement include but are not limited to:

1. Specific footnotes, reference lists, and in-text citations (e.g. APA and AMA formatting).
2. Direct statements from a source must be offset with quotation marks.
3. Facts, statistics, and illustrations must be referenced (e.g. APA and AMA formatting) unless the information is common knowledge.



For more information concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-6887; TDD: (270) 809-3361; Email: [msu.titleix@murraystate.edu](mailto:msu.titleix@murraystate.edu).

### **Health Services**

For students who require the attention of a healthcare provider, Murray State University's Health Services operates Monday through Friday from 8 11 am and 2 4 pm. Effective Fall 2019, Health Services will be managed and staffed by Primary Care of Murray, Kentucky. A physician from Primary Care will be present during Health Services' hours of operation.

### **Counseling and Assessment Center**

Murray State University has two centers on campus that offer free and confidential mental health services for students. The University Counseling Center is located in Suite C104 in Oakley Applied Science and will be offering both in-person and remote services this year. On-call counselors are available 9:00-3:00 Monday through Friday for walk-in sessions. To schedule an appointment, email them at [msu.counselingcenter@murraystate.edu](mailto:msu.counselingcenter@murraystate.edu). For more information, call them at 270-809-6851 or visit their website at [www.murraystate.edu/CounselingCenter](http://www.murraystate.edu/CounselingCenter). The Psychological Center is located in Wells Hall and

3.







**DPD Director:**

## **Dietetics Specific Information**

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

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

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

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

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

### **Principles and Standards:**

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

Nutrition and dietetics practitioners shall:

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

- 2. Integrity in personal and organizational behaviors and practices (Autonomy)**  
Nutrition and dietetics practitioners shall:



may be employed by public health agencies, school systems, cooperative extension offices, food service operations, pharmaceutical companies, and wellness programs, among others.

**Directory of ACEND-Accredited Programs:** A current directory of ACEND-accredited programs, including both DPD and DI programs, may be accessed [here](#).

### **Matching to a Dietetic Internship**

The Academy of Nutrition and Dietetics (AND) and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) require that dietetics students wishing to enter supervised professional practice in pursuit of credentialing as a Registered Dietitian be matched to Dietetic Internships (DI). Matching occurs in the spring and fall of each year; however, many programs do not participate in the fall match, including the MSU MSDI. Deadlines for application submission are the second week of February and the end of September for the spring and fall matches, respectively.

While the majority of DI programs utilize the Dietetic Internship Centralized Application Service (DICAS), a few instead opt for a paper application process. In addition, many DI programs require acceptance to their respective university's Graduate School; in some cases, acceptance to the Graduate School must precede the match application deadline. For these reasons, students should communicate directly with individual DI Directors to ensure that all necessary materials are submitted in accordance with each program's application process.

The DI match, itself, is administered by D&D Digital, the online dietetic internship matching service for the Academy of Nutrition and Dietetics. Students failing to register for the match with D&D Digital by the established deadline are not eligible to be matched, and DI programs will not be able to consider their applications.

For additional information related to the matching process, contact:

D&D Digital: (515) 292-0490 or <https://www.dnndigital.com/>

DICAS: (617) 612-2855 or <https://portal.dicas.org/>

DICAS informational video: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/video-for-dietetic-internship-centralized-application-service>

### **Additions for Fall 2022**

#### **Face Covering/Mask Policy**

As the Fall 2022 academic semester begins, masking on campus will be optional. However, guidance and requirements for face masks may be revised if the University's COVID-19 policies are altered due to any new state/local healthcare/governmental guidance or requirements. All students are required to abide by the University's guidance and/or requirements for face coverings throughout the term of this course. Please visit the [Racer Restart](#) page for the latest guidance on face coverings.

**Class Absence due to COVID-19**