

DEPARTMENT OF NUTRITIONAL SCIENCES
COLLEGE OF ALLIED HEALTH



DIETETIC EDUCATION
PROGRAM HANDBOOK

2015-2017

August 11, 2015

Dear Dietetic Education (DE) Student,

Welcome to the Department of Nutritional Sciences (NS)! Students admitted to this program have completed all prerequisite courses required for the Dietetic Education DE (DE) Program. This program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which is the accrediting body for the Academy of Nutrition and Dietetics (the Academy). The curriculum you will study is based on ACEND's 2012 Standard Eligibility Requirements and Accreditation Standards (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians) and results in a Bachelor of Science (BS) degree. In addition to your BS degree, upon completion of the DE program, you will receive a verification statement which is required to take the examination administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy. When you pass, you will be a Registered Dietitian Nutritionist (RDN).

Simply put, we are here to help you obtain a thorough, high-quality education and become an effective RDN who will positively affect the health of others.

Within this *Department of Nutritional Sciences DE Student Handbook* you will find specific information related to the DE. It is very important that you be familiar with all of it. In addition, you are required to abide by the policies contained in the University of Oklahoma Health Sciences Center Student Handbook and the College of Allied Health Student Handbook as well as the CAH Student Computing Policies & Procedures and the CAH Student Computer Requirements. Those handbooks and policies may be accessed at http://www.ah.ouhsc.edu/main/policies_procedures.asp. Please sign the form below to confirm that you have read and understand it and to indicate your willingness and agreement to abide by all policies and procedures.

Thank you for your cooperation.



Leah Hoffman, PhD, RD/LD, CNSC
DE Director

- _____ OUHSC and College of Allied Health and DE Program Student Handbooks
- _____ Attendance and course zero grading policies
- _____ Immunizations and influenza policy
- _____ Rotation assignment policy
- _____ Electronic/Social networking media policy
- _____ Student Professional Behavior in an Academic Program policy
- _____ Mid-Rotation and Final Competency Exam policies
- _____ Department graduation requirements and DE Program verification statement policies

Sign below and return to Patsy Johnson in the NS Department office on the first day of class 8/24/2015. She will notarize the letter and file a copy in your student folder.

Print Name _____ Signature _____ Date _____

Notarized by: Patsy Johnson

OUHSC STUDENT CONSENT to Release Education Records to Rotation Sites

I understand that the success of my clinical or academic rotation may require communication between the staff of my rotation site and University program faculty and staff. These communications will relate to my education, performance, and progression in the rotation and may include, but are not limited to, discussion of the following:

- My interaction with patients /staff / instructors
- My performance
- My status in program
- My competency and skill levels
- My initiative and professional behavior

I _____ (print name) give the University of Oklahoma Health Sciences Center, Nutritional Sciences program faculty and staff permission to disclose my relevant education records / information to the clinical/academic rotation sites for academic year(s) 2015 to 2017, only to the extent necessary for my progression in and completion of my chosen academic program.

Print Name _____

Student Signature _____ Date _____

The DE Program Director will have you sign a copy of this form during mandatory orientation.

The University of Oklahoma Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Affirmative Action Office monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age or disability.

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in the OUHSC Student Handbook (<http://students.ouhsc.edu/FormsandPolicies.aspx>) , College of Allied Health Student Handbook (<http://www.ah.ouhsc.edu/main/students/default.asp>) and Faculty Handbook (<http://www.ouhsc.edu/provost/>).

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MISSION OF THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

The mission of the University of Oklahoma Health Sciences Center, as a comprehensive academic health center, is to educate students at the professional, graduate, and undergraduate levels to become highly qualified health services practitioners, educators, and research scientists; to conduct research and creative activities for the advancement of knowledge through teaching and development of skills; and to provide continuing education, public service, and clinical care of exemplary quality.

MISSION OF THE COLLEGE OF ALLIED HEALTH

The mission of the College of Allied Health is to empower life by maximizing human potential through allied health interprofessional, education, research, care, and community engagement.

MISSION OF THE DEPARTMENT OF NUTRITIONAL SCIENCES

The mission of the Department of Nutritional Sciences is to provide the best possible educational experience for our students through excellence in teaching, research, and creative activities and provide service to the university, state and society.

PROGRAM DESCRIPTION

The Dietetic Education (DE) program consists of 60 credit hours of sequenced and integrated didactic and clinical courses. All didactic course work is offered at the University of Oklahoma Health Sciences Center in Oklahoma City. Students complete supervised practice hours in various facilities throughout the state. Supervised practice provides a "hands-on" experience while working with patients exhibiting disease states studied in the classroom. Upon successful completion of the required coursework and supervised practice hours, the graduate receives a Bachelor of Science in Nutritional Sciences degree and is eligible to take the Registry Examination for Dietitians to become a Registered Dietitian Nutritionist (RDN).

PROGRAM MISSION, GOALS AND OUTCOME MEASURES

The **mission** of the Dietetic Education Program is to provide the best possible didactic and supervised practice programs to produce qualified entry-level dietitians with enhanced skills in clinical dietetics.

Program Goal 1: Graduate competent entry-level practitioners that obtain the credentials "Registered Dietitian."

Program Objectives for Goal 1:

- Alumni achieve over a 5-year period a first time pass rate of at least 80% on the RD exam.
- Eighty percent of students pursuing employment will be employed as an RD within three months of graduation.
- Ninety percent of students enrolled in the coordinated program will complete the program in three years (150% of the time planned for completion).

Program Goal 2: Graduate practitioners who demonstrate professionalism, ethical behavior and enhanced clinical skills in Medical Nutrition Therapy.

Program Objectives for Goal 2:

- At least 70% of students will perform above average during clinical rotation based on preceptor evaluations.
- Post graduate performance: At least 80% of students will perform above average based on employer surveys.
- Seventy percent of graduating students will strongly agree that the Program fulfills the criterion (qualified entry-level dietitians).
- Seventy percent of graduating students will strongly agree that the Program fulfills the criterion (enhanced skills in medical nutrition therapy).

Program outcomes data are available upon request. Contact the program director.

HOW THE DE PROGRAM FITS INTO THE CREDENTIALING PROCESS FOR REGISTERED DIETITIANS

Students admitted to the DE have completed all prerequisite courses. Students then embark on curriculum including both didactic coursework and supervised practice that is planned to meet the 2012 ACEND core knowledge (KRD) and competencies (CRD) for the Registered Dietitian. DE competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) depict the level of knowledge and skills (competencies) which students graduating from the DE should have attained. Current DE competencies can be found at <http://www.eatright.org/ACEND>. Competencies must be met at a pre-determined level to progress in the program. Following successful completion of both components, the student has earned a Bachelor of Science degree in Nutritional Sciences and after passing a final competency exam administered by the department, receives a verification of education statement.

The program director will notify the Commission on Dietetic Registration and submit required forms. CDR then notifies the students they may register for the national registry examination. When the student passes the exam, they are credentialed as Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN). All credentialed RD/RDNs are required to participate in continuing professional education to maintain their credential. Membership in the Academy of Nutrition and Dietetics, the world's largest organization of food and nutrition professionals, is encouraged but not required. The DE Program is accredited through 2019 by ACEND.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400 or 312/899-0040
Fax: 312/899-4817
Website: <http://www.eatright.org/acend>
Email: acend@eatright.org

Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
Phone: 312-899-0040, Ext. 5500 or 800-877-1600 Ext. 5500
Fax: 312-899-4772
Website: <http://www.cdrnet.org>
Email: cdr@eatright.org

APPLICATION, SELECTION, ADMISSION

Application criteria and prerequisite courses are located on the Department website at <http://www.ah.ouhsc.edu/ns/> under the Academic Programs tab. Students must apply online and there is a \$75 application fee. A selection committee evaluates applications and interviews candidates prior to admission. All prerequisite coursework must be completed prior to beginning the program. Students are admitted only for start in the fall semester.

CREDIT FOR PRIOR LEARNING and RECENCY OF EDUCATION

Prerequisite courses are transferrable and must be evaluated as part of the application process. Certain prerequisite courses (all chemistry and human physiology) must have been taken in the five years prior admission. The DE does not award supervised practice credit for prior learning (e.g. prior work experience).

FINANCIAL INFORMATION

- a. Tuition cost and mandatory fees are listed on the Bursars link at: <http://www.ouhsc.edu/financialservices/bursar/default.asp>.
Program-specific fees include: \$100 per semester Allied Health Clinical Education fee, \$700 per semester Nutritional Sciences supervised practice fee. Students may expect additional costs that include, but are not limited to, a personal computer, textbooks, mandatory student membership in Academy of Nutrition and Dietetics (\$50) and lab fees including \$70 Allied Health Simulated Patient fee (NS 3223), \$200 emedley fee (for supervised practice, one-time fee), and \$160 NS 3134 Food Preparation Practicum fee.
- b. Financial assistance/scholarships
Any full-time student who has been accepted for enrollment at OUHSC and is in good standing (i.e. not on conditional admission) may apply for financial assistance. An entering student should obtain the necessary application packet as early as possible from the Office of Financial Aid. Note: If you have already earned a baccalaureate degree, please contact the Office of Financial Aid for assistance as financial aid is handled differently for those students. For additional information about financial aid, contact the Office of Financial Aid, P.O. Box 26901, Oklahoma City, OK 73190. The office is located in Room 241, Basic Sciences Education Building; telephone (405) 271-2118; website: <http://w3.ouhsc.edu/sfs/>. Scholarships are available from the Academy of Nutrition and Dietetics Foundation (ANDF) and the Oklahoma Academy of Nutrition and Dietetics (OkAND). Applications for ANDF scholarships are typically distributed in December and due in February. Applications for OkAND scholarships use the same form and are due in January. The Department also sponsors scholarships. All students will be notified of opportunities as information becomes available.
- c. Withdrawal and refund of tuition and fees
For policies and procedures regarding withdrawal and refund of tuition and fees, contact the Bursar's Office via phone at (405) 271-2433, email OUHSCBursar@ouhsc.edu or visit <http://www.ouhsc.edu/financialservices/bursar/default.asp>
- d. Other costs
In addition to books, a laptop computer and supplies, students are required to purchase a lab coat and professional clothing suitable for supervised practice rotations. Students may be placed outside of the Oklahoma City metro area for rotations and may incur additional expense for housing and travel. All transportation costs during the program are the student's responsibility.

STUDENT ADVISEMENT

Responsibility for meeting graduation requirements rests with the student. Seek out your program director as questions arise and/or as you encounter difficulties. Department faculty are generally available for appointments throughout the week. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member should contact the DE program director or Department Chair.

UNIVERSITY AND COLLEGE POLICIES

Students are responsible for following all policies in the OUHSC Student Handbook, the College of Allied Health Handbook, and in this DE program handbook.

University policies are available in the *OUHSC Student Handbook* at http://www.ah.ouhsc.edu/main/policies_procedures.asp). This information includes:

Academic Policies

- Academic appeals boards
- Academic probation, suspension, and dismissal
- Academic integrity
- Academic misconduct
- Academic work load
- Admission/enrollment as a special student
- Administrative withdrawal
- Alumni information
- Auditing courses
- Cancellation of courses
- Cap and gown
- Change of address and/or name
- Change of college and/or major
- Changes of enrollment
- Class attendance
- Enrollment and degree verification
- Enrollment cancellation
- Enrollment holds
- Enrollment instructions
- Environmental health and safety procedures
- Extra-institutional learning
- Full-time enrollment
- Grading regulations relative to incompletes
- Grading regulations relative to withdrawals and drops
- Grading system
- Graduation
- Graduation ceremony
- Graduation guidelines
- Honors program
- Insufficient enrollment
- Late registration
- Leave of absence
- Intercampus enrollment
- Prevention of alcohol abuse and drug use on campus and in the workplace
- Reasonable accommodation
- Release of student information and access to student records
- Smoking policy
- Standard for scholarship (Regent's policy)

- Student rights and responsibilities code
- Student rights and responsibilities code procedures
- Student professional behavior in an academic program policy
- Student responsibility
- Teachers English proficiency
- Transcripts
- Veterans policy
- Withdrawal for false information
- Withdrawal procedures

University Policies

- Sexual assault, discrimination and harassment policy
- Consensual sexual relationships policy
- Pregnancy
- Non-discrimination policy
- Equal opportunity policy

Equal opportunity and nondiscrimination policy

Class schedule

- How to read the class schedule (left to right)
- Section number definitions

Final exam schedule and regulations

Tuition and fees policies

- Billing and collection
- Loan and scholarship disbursement
- Obligation and collection of student fees – Regents' Policy 4.5
- Refund policy
- Cancellation/withdrawal policy
- Students called to active military duty
- Student health fee exemptions

Resources

- Admissions and records
- Athletic tickets
- Bursar's office
- Campus police
- Student counseling services
- Environmental health and safety
- Financial aid
- University Health Club
- Huston Huffman Physical Fitness Center
- Goddard Health Center
- Health Insurance
- Student Health Services
- Housing
- HSC Daily News
- HSC Student Affairs
- Identification Cards
- International Student Services
- Library
- Parking
- Veterans Services

Student Organizations

Campus Map

COLLEGE OF ALLIED HEALTH STUDENT HANDBOOK

Students are also required to adhere to the *College of Allied Health (CAH) Student Handbook* at (http://www.ah.ouhsc.edu/main/policies_procedures.asp). This handbook includes:

College History

Academic Integrity & Standards

Academic & Professional Progress Policies

- Professional performance and behavior
- Sanctions for professional misconduct
- Academic appeals
 - Academic appeal process
 - General guidelines
 - Student guidelines
 - Faculty guidelines
 - Flowchart

General College & University Policies

Student Computing Information

Student Awards and Honors

Campus Services, Requirements, and Resources

Tuition and Fee Information

Enrollment

Student Organizations

College of Allied Health Student Association Bylaws

OUHSC Student Government Association Constitution

OUHSC Student Government Association Senate Bylaws

OU-Tulsa Student Government Association Constitution

College of Allied Health Administrative Offices

Finding Answers to Your Questions

College of Allied Health Academic Calendar

POLICY FOR NS UNDERGRADUATES DESIRING TO ENROLL IN GRADUATE COURSES

For information about enrolling in a graduate course, see the *Graduate College bulletin* at <http://graduate.ouhsc.edu/GCBulletin/>

ACADEMIC PROGRAM CALENDAR

The DE observes the University calendar which may be accessed through the Office of Admissions and Records website at <http://www.ouhsc.edu/admissions/>. However, the supervised practicum may require that students work during holidays. For example, during the spring semester of the senior year, students are not permitted a spring break as they will be onsite in healthcare facilities as a part of the MNT III clinical rotation.

ATTENDANCE AT CLASS AND SUPERVISED PRACTICE ROTATION

Students are required to attend all lectures, laboratories, and practicum. Refer to the OUHSC class attendance policy at http://www.ah.ouhsc.edu/main/policies_procedures.asp) and specific course syllabi provided by each instructor. Students are required to complete all scheduled supervised practice hours. If a student has a personal emergency (e.g. death or serious illness in family), extenuating circumstances (e.g. serious transportation problems), or illness that prevent participation, **he/she is required to call the course instructor and the supervisor/preceptor at the facility site before the scheduled arrival time**. Failure to call to report an absence from supervised practice hours is considered inappropriate and unprofessional behavior. Time missed from supervised practice must be made up during the course or rotation when it occurs. When a student misses class or supervised practice he/she is expected to complete any assigned work, exams, and projects that were due during the absence. It is the student's responsibility to secure handouts and notes from the missed classes. It is also the student's responsibility to contact the preceptor and instructor regarding making up missed supervised practice hours.

COURSE ZERO GRADING POLICY

The zero grade indicates a serious deficiency in professional responsibilities, or adherence to policies of the Department, practicum facility, and/or coursework. This may include but is not limited to policies relating to attendance, appearance, conduct, paperwork (e.g., time sheets, performance evaluations, medical records, etc.), patient care, supervision, supervised hours preparation (e.g., health forms, CPR, etc.), respect of facility policies and procedures, and relationships with facility supervisors, other professionals, peers, staff, and faculty. Students who receive zero grade in a course are also subject to the Student Professional Behavior in an Academic Program policy (see below).

The course instructor is responsible for assigning zero grades and for informing the student of zero grades. The specific reasons for assigning a zero grade are outlined in the course guidelines for all courses and will be carefully reviewed by the course instructor/coordinator on the first day of class. Zero grades impact the final grade in courses as follows:

- One zero grade results in the reduction of final course grade by one letter grade.
- Two zero grades results in the reduction of final course grade by two letter grades.

STUDENT PROFESSIONAL BEHAVIOR IN AN ACADEMIC PROGRAM POLICY

Students must comply with the *Student Professional Behavior in an Academic Program Policy* contained in the *OUHSC Student Handbook* http://www.ah.ouhsc.edu/main/policies_procedures.asp). Instances of inappropriate dress or behavior, habitual tardiness, poor attendance, the student's failure to notify the course instructor, preceptor, or departmental clinical coordinator that they will be late or miss class or supervised practice rotation or other infractions as described in the policy may result in issuance of a Professional Concerns Report (PCR). Three occasions of failure to meet expected standards of ethical and professional conduct as documented by PCRs and/or documentation in the student's file may result in sanctions including probation, suspension, or dismissal from the program.

ACCIDENTS, ILLNESS, AND INJURY

Students are to immediately report any accident or illness, regardless of how minor and with respect to injuries, regardless of whether the student feels injured. If you are in a facility, contact both the preceptor and the faculty immediately. The student is to be familiar with the accident/injury policy of each facility/site so that appropriate procedures can be followed should an accident or injury occur. If on campus the student must report to the OUHSC Student Health as soon as possible for evaluation of the injury. Provide the program director a copy of any incident report filed at the facility. Hours missed during a supervised practice rotation due to accident, illness or injury must be made up at a later time.

DIETETIC EDUCATION PROGRAM CURRICULUM SCHEDULE

Course #	Course Title	Credit Hours	Supervised Practice Hours
	Prerequisite hours	60	
Fall I – Junior Year			
NS 3111	Orientation to Dietetics	1	0
NS 3153	Nutrition During Life Cycle	3	0
NS 3133	Science of Food	3	0
NS 4411	Food Preparation Practicum	1	64
NS 3173	Organic/Biochemistry	3	0
AHS 3451	Medical Ethics	1	0
NS 3191	Nutrition Assessment	1	0
	Total credit hours Fall I = 13		
Spring I – Junior Year			
NS 3246	Medical Nutrition Therapy I (4 credit hours)	4	128
	MNT I practicum (2 credit hours)	2	
NS 3255	Food and Nutrition Services Management (4 credit hours)	4	
	School Foodservice Practicum (1 credit hour)	1	64
NS 3214	Nutritional Biochemistry	4	0
AHS 4571	Research Methodology	1	0
	Total credit hours Spring I = 16		
Summer			
NS 3325	Food and Nutrition Services Management Practicum	5	320
	Total credit hours Summer = 5		
Fall II – Senior Year			
NS 3223	Nutrition Counseling and Practicum	3	64
NS 4126	Advanced Medical Nutrition Therapy (MNT II – 4 credit hours)	4	
	MNT II practicum (2 credit hours)	2	128
NS 4213	Community Nutrition	3	0
NS 4133	Dietetic Education Capstone Seminar	3	0
	Total credit hours Fall II = 15		
Spring II – Senior Year			
NS 4132	Adult Weight Management (online)	2	0
NS 4272	Community Nutrition Practicum	2	128
NS 4225	Medical Nutrition Therapy III	1	
	MNT III Practicum	5	320
NS 4272	Geriatric Nutrition (online)	2	0
	Total credit hours Spring II = 12		
	Total credit hours for graduation	120	
	Total supervised practice contact hours to meet ACEND standards		1216

DE MID PROGRAM COMPETENCY EXAM

In order to ensure that students are retaining knowledge from classes and practicums, are able to demonstrate critical thinking and are on track to be successful in passing the national registry exam, a **mid-program competency examination** will be given the first Monday following completion of the Food and Nutrition Services Management Practicum in Summer I. The practicum begins in the summer between the junior and senior year and concludes about the third week of July. The exam covers all department course work presented in the first three semesters (fall, spring, summer) of the program. Students must answer 70% of the questions correctly to progress in the program. Students not passing will take a new version of the exam after a one-week study period. Students that do not pass the exam on the second attempt will take a new version of the exam after a one-week study period. Any student not passing the exam on the third attempt will be referred to the Academic Progress Committee to determine appropriate action, up to and including the option that the student is dismissed from the program. This exam is not a part of any course grade.

Purpose and Composition of the Exam – There will be a total of 70 questions from all the material you have had thus far in the program (see table below). The purpose of the exam is to evaluate whether you are able to integrate and apply what you have learned thus far in the prerequisites and courses you have had in the program. For example, the Introduction to Nutrition material has been reviewed and applied in Life Cycle, Food Science and Principles of Food Preparation Practicum, Nutrition Assessment, MNT I, Nutritional Biochemistry, Food and Nutrition Services Management (menu assignment), the school food service practicum that was part of that course, and the summer Management Practicum just completed. There may be questions related to human physiology that was reviewed or applied in MNT, Nutritional Assessment, and Nutritional Biochemistry, or microbiology as reviewed and applied in the ServSafe® material you did as part of Food and Nutrition Services Management and Management Practicum.

Who Writes the Exam – A team of three or more faculty who have taught the courses you have taken during the last three semesters will compile the exam. Each team member will evaluate the exam for face validity by taking the test to determine the extent to which it is subjectively viewed as covering the concepts it is designed to measure. A minimum of two of the faculty will check each question for content validity. This means they are considered recognized subject matter experts and are able to evaluate whether the question assesses the defined content as per the RD Study Outline provided by Commission on Dietetic Registration.

To aid in your study, the DE program director (Dr. Hoffman) will provide the most recent (2011) CDR Study Outline for the RD Exam as a .pdf file. Content of the exam is on the table below.

CONTENT OF DIETETIC EDUCATION PROGRAM MID-PROGRAM COMPETENCY EXAM					
Course Name	Course Number	Credit Hours	Percent	Study Outline - Domain, Topic	Questions by Domain
Introduction to Nutrition		3	8%	I, II	
Orientation to Dietetics	NS 3111	1	3%	I (may include ethics)	
Organic/Biochemistry	NS 3173	3	8%	I	
Food Science	NS 3253	3	8%	I	
Nutrition During the Life Cycle	NS 3153	3	8%	I, IIB3,IIC1	
Principles of Food Preparation	NS 4411	1	3%	IA	
Nutritional Biochemistry	NS 3214	4	11%	IB, IIB1a	
Research Methodology	AHS 4571	1	3%	ID	
			51%	DOMAIN I QUESTIONS FROM ABOVE COURSES	36
Medical Nutrition Therapy I	NS 3246	6	16%	IIA,B,C,D	
Nutrition Assessment	NS 3191	1	3%	IIA,B,C,D	
			19%	DOMAIN II QUESTIONS FROM ABOVE COURSES	13
Medical Ethics	AHS 3451	1	3%	IV	
Food and Nutrition Services Management Practicum (Summer)	NS 3325	5	14%	IIIA,B,C,D,E, IVA,B,C,D,E,IE	
Food and Nutrition Services Management (includes ServSafe®)	NS 3255	5	14%	IIIABCDE, IVABCDE, IE	
			30%	DOMAIN III & IV FROM ABOVE COURSES	21
TOTAL CREDIT HOURS FOR TEST		37		TOTAL QUESTIONS	70

DOMAIN I – Principles of Dietetics
 DOMAIN II – Nutrition Care for Groups and Individuals
 DOMAIN III – Management of Food and Nutrition Programs and Services
 DOMAIN IV – Foodservice System

FINAL COMPETENCY EXAM

On the final Friday before the Community rotation begins (the end of January), students will take a 140 question final competency exam covering all course work in the DE. Students who pass the exam with a score of at least 70% may proceed to the community practicum on the next Monday. If a student scores ≤69%, he or she will begin the rotation the next Monday, but must return to take a new version of the exam after a two-week study period. Students who do not pass the exam on the second attempt will have another two-week study period and must return again to take the exam for the third time. Practicum hours missed to re-take the exam must be made up. If the student does not pass the exam on the third attempt, the student and the program director will agree about the remediation program (examples might include the Inman Seminar on CD at www.inmanassoc.com, Breeding review at www.dietitianworkshops.com, www.DietitianExam.com, Student Exam Prep (StEP) at www.eatright.org). The remediation program will be at the student's expense. When the student provides proof of enrollment and a written plan for completion, he or she will be allowed to proceed to the MNT III rotation.

Who Writes the Exam – A team of three or more faculty who have taught the courses during the last three semesters will compile the exam. Each team member will evaluate the exam for face validity by taking the test to determine the extent to which it is subjectively viewed as covering the concepts it is designed to measure. A minimum of two of the faculty will check each question for content validity. This means they are considered recognized subject matter experts and are able to evaluate whether the question assesses the defined content as per the RD Study Outline provided by Commission on Dietetic Registration.

Test specifications for the final competency exams will be the same as for the national exam administered by CDR and will consist of multiple choice questions with four responses to each question. The latest study guide for the RD exam is on the CDR website at www.cdrnet.org. You may also obtain a copy from the DE program director.

- Principles of Dietetics 12%
- Nutrition Care for Individuals and Groups 50%
- Management of Food and Nutrition Services 21%
- Food Service Systems 17%

The purposes of having students complete these exams are to:

- Motivate students to begin preparation for the National Registration Exam
- Provide the student with practice in taking comprehensive multiple choice exams
- Ensure that the student demonstrates an adequate knowledge and application base for entry-level practice in dietetics
- Allow the student to identify knowledge and application areas in which further study and practice is needed in order to be adequately prepared for the Registration Examination

DEPARTMENT GRADUATION REQUIREMENTS

In addition to the graduation requirements outlined in the *OUHSC* and *CAH Student Handbooks*, the Department requires the student to have completed the following requirements in order to graduate:

- All prerequisite and DE coursework;
- All Departmental courses with a grade of "C" or better or Satisfactory (S) in coursework;
- Be in good academic standing within the College;
- Successfully complete all required supervised practice; and
- Pass the mid program comprehensive competency exam with a score of $\geq 70\%$.

FACULTY, STAFF AND PRECEPTORS

Faculty are full-time university employees who deliver the didactic education required by the DE. In addition, they may conduct research, engage in scholarly activities and/or professional practice, direct programs and provide service to the university, College of Allied Health, community and professional organizations. A primary objective of each faculty member is to guide the student in the pursuit of advanced knowledge. Each faculty member is interested in you as an individual and looks forward to assisting you in your professional growth. Students should make appointments or observe office hours as listed in course syllabi. A student who repeatedly has difficulty contacting a faculty member may notify the Chairperson. Address each faculty member as

- Allen Knehans, PhD (**Dr. K**)
- Leah Hoffman, PhD, RD/LD, CNSC (**Dr. Hoffman**)
- Susan Sisson, PhD, RDN, CHES, FACSM (**Dr. Sisson**)
- Karina Lora, PhD (**Dr. Lora**)
- Peggy Turner, MS, RD, LD, FAND (**Professor Turner**)
- Brian dela Cruz, MS, RDN, LD (**Professor dela Cruz**)

Adjunct faculty are individuals who are employed part-time as instructors. Address them by the appropriate title: "Professor ..."

Staff in the department and college are highly valued team members. If a staff member asks you for to provide something (such as an immunization record, verification of cardiopulmonary resuscitation, etc.) or gives you instructions in person, on the phone or in an email message, you are expected to respond immediately. The department staff prefer to be addressed by their first names:

- **Patsy** Johnson, Administrative Manager
- **Dawn** Horton, Student Programs Coordinator

You may also have interactions with staff in the Office of Academic and Student Services (room 1009). Address these individuals as:

- Susan Tucker, MPH, OTR/L and Assistant Dean for Student Affairs (**Professor Tucker**)
- Paije Fauser, BA, Director of Student Services (**Ms. Fauser**)
- Debbie Arnold, Staff Assistant (**Ms. Arnold**)
- Cheryl Walk, Senior Administrative Assistant (**Ms. Walk**)

Preceptors are responsible for your professional training during the supervised practice rotations. You must treat these volunteers with the same respect you are expected to show faculty and staff. If you have any concern about a preceptor, contact the program director and/or clinical coordinator immediately. Unless the preceptor gives you permission to use their first name, address them as Mr. or Ms.

Failure to show respect to faculty, staff and preceptors will result in a professional concerns report.

DEPARTMENT FACILITIES

The Department of Nutritional Sciences is located on the third floor of the College of Allied Health, 1200 N. Stonewall, Oklahoma City, OK, in suite 3057. Faculty members and Departmental Office Staff are located in this suite. In addition, the food sciences laboratory is on the third floor, room 3055. The Department mailing address is:

Department of Nutritional Sciences
College of Allied Health
PO Box 26901, AHB 3057
Oklahoma City, OK 73126-0901

The physical address is:

Department of Nutritional Sciences
College of Allied Health
1200 North Stonewall, AHB 3057
Oklahoma City, OK 73104

Messages for faculty may be given to the Department Staff (Dawn or Patsy) to be placed in the respective faculty mailbox.

The **telephones** in the Department Office are business phones and not for student use, except in case of emergency. Faculty phones are not to be used by students without direct authorization from the respective faculty member.

The Department maintains **equipment and visual aids**, which can be utilized by the students when needed for class presentations, etc. All such equipment should be checked out from the Departmental Staff (Dawn or Patsy).

Student lockers (located on the second floor) are available on a first-come-first-served basis and are checked out through the Office of Academic and Student Services in room 1009. Students are responsible for any items placed in their lockers and each should provide some type of lock.

OUHSC LIBRARY

The Robert M. Bird Health Sciences Library contains a collection of over 243,000 books, journals, audiovisuals and electronic resources. It is responsible for the informational materials and services that are needed to support the research and educational programs on the OUHSC campus and serves as the major resource for health information in Oklahoma. Library faculty and staff are exceptional in providing individualized service to both students and faculty. The library also provides a number of online database searching capabilities which are helpful to students. Access the library online at <http://library.ouhsc.edu>.

When a student needs materials not available in the Library, they may be borrowed from Interlibrary Loan. The Library is a member of several networks designed to expedite the transfer of information between libraries in an effective manner. The library also provides orientation tours, course-related bibliographic instruction and seminars on using various research tools.

APPEARANCE AND IDENTIFICATION

Whether on campus or in a clinical environment, the student should project a professional image. Although structured guidelines are identified only for dress in the clinical setting, it is the desire of faculty and dean that students appear neat, clean and well-groomed at all times.

The following are minimal departmental guidelines. Additional dress and identification guidelines of a particular site/facility must also be observed. The student should ask on the first day of a rotation for any additional facility guidelines relative to dress and identification.

For the Food Service Management and Food Preparation Practicum, the OU Nutrition Polo Shirts must be worn. Ordering information for the polo shirts will be provided in the Experimental Foods Practicum.

Identification: The Department arranges for official nametags, which are purchased by the student. Nametags must be worn in all practice settings and students will not be allowed to participate in a practice setting without some type of official identification. It is important that the student be easily identified by both name and discipline, particularly in a setting where students and professionals from many disciplines are engaged in the delivery of health care. In addition, the student purchases a picture ID that is to be worn in any facility located on the Health Sciences Center Campus.

Dress: Professional dress is conservative business attire. In any practice setting, no casual clothing, including jeans, should be worn unless the preceptor has specifically indicated such for a particular activity. Uniforms are typically not required as most facilities require lab coats worn over professional clothes. Occasionally, students may be asked to wear scrubs, depending on the assigned facility. If you do wear scrubs, they should be clean and neat.

Shoes: Feet must be protected; therefore, do not wear sandals, flip-flops, or any other open-toed shoes. For the Food Service Management and Food Preparation Practicum, black non-slip shoes are required.

Hair: Hair absolutely must be clean and neatly groomed; hair is a natural reservoir for bacteria and disease-producing organisms and thus should be worn in such a way as to not make contact with patient records, equipment, food trays, patient bedding, etc. (i.e. wear away from the face). Beards are acceptable for males if they are neat and kept closely trimmed. (Exception: some facilities may not allow beards in the foodservice area. The student should ask the preceptor prior to the respective rotation.) Specific facility guidelines for covering/restricting hair must be strictly observed during the foodservice rotation.

Jewelry: Avoid jewelry that is large and could inadvertently be grasped by a patient, caught in patients' bedding, or fall into the food. The best rule is to leave jewelry at home.

Scents: Avoid heavy scents. Strong odors, even of a pleasant nature, are often offensive to those who are ill.

Hygiene: Daily personal hygiene is a must; nails should be clean, trimmed and free of polish. Teeth, hair, and body should be clean and free of odor. Avoid putting your hands to your hair, face, and mouth, and wash hands frequently.

Undergarments: Undergarments should not show through outer clothing.

Lab coats: Lab coats should be solid white, clean, and should be starched. Lab coat should be pressed and have sharp creases regardless of type of fabric. Lab coats should be kept on a hanger when not worn. Lab coat should be **blazer-length**.

If in doubt as to whether a particular article of dress is appropriate, do not wear it. Consult with your preceptor or Program Director about an article where there is question. Above all, remember that

professional dress is conservative dress. Interpretation of appropriateness rests entirely with facility staff followed by that of the Program Director. Facility preceptors/supervisors have been instructed to send a student home to change clothes if they are dressed inappropriately. Time missed to go home and change will have to be made up at the preceptor's convenience.

Amid all of these guidelines and apparent restrictions, please try and remember that appearance is a major way in which to instill confidence in others and earn respect from peers, facility personnel and other healthcare professionals with whom you come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is needed most. You do not want your knowledge and work to be missed due to what you are wearing.

ELECTRONIC/SOCIAL NETWORKING MEDIA

In order to promote professionalism and protect privacy, dietetic students are not to post photos, comments, or any course-related material of OU faculty, students, clinical personnel or patients to web-based social media sites such as, but not limited to, Facebook, MySpace, Twitter, Instagram, or blog sites, without the person's written permission. Students should be especially careful of discussing any information protected by HIPAA. In addition, no student shall supply or forward photos, comments, or other web-based materials to anyone for posting on any web-based communication sites, without that person's written consent. Any student found to have posted, supplied or forwarded materials for postings used on web-based communication sites without written permission of said persons may be dismissed from the program. The original written permission must be filed with the Department. In addition, OUHSC students may not post objectionable photos or use inappropriate language on social media while a student in the DE.

HIPAA REGULATIONS

The HIPAA (Health Insurance Portability and Accountability Act) Regulations place stringent requirements on practitioners to protect the privacy of patients. Facilities may require the student to complete additional HIPAA training. Students should refer to their College of Allied Health Student Handbook for further HIPAA guidelines. All students must complete training prior to beginning the program.

IMMUNIZATIONS

All students must complete or show evidence of completing the required vaccinations included on the Vaccine History form. Vaccinations must be completed before admission must remain current throughout the program. Students are responsible for keeping track of immunization records and keeping current with the department. Get your flu shot annually. Most facilities where you will do rotations require employees and students to take flu shots or wear a mask at all times in the hospital.

CPR CERTIFICATION

All students admitted to the College of Allied Health are required to complete the American Heart Association BLS – Health Care Provider level course prior to beginning the DE program and to submit evidence of completing such to the department. Contact the American Heart Association (405) 942-2444 Oklahoma City or (918) 747-8254 Tulsa for additional information.

HEALTH AND LIABILITY INSURANCE

All students in the College of Allied are required to have health insurance coverage. Students may purchase health insurance through the Office of Academic and Student Services in the College of Health Building.

All College of Allied Health students having patient contact (including students) are required to carry general liability insurance. The College has a policy with American Casualty Company of Reading, PA. Representing agent is Healthcare Division of Affinity Insurance Services, 159 East County Line Road, Hatboro, PA, 19040-1218. The limits of liability are \$1,000,000 each claim and \$3,000,000 aggregate.

The College of Allied Health has already assumed this cost for you. You will provide your preceptors with a copy of proof of student liability insurance on the first day of each of your rotations.

REASONABLE ACCOMMODATION FOR SPECIAL NEEDS

Any student who has a disability that may prevent full demonstration of his or her abilities should contact the Division of Educational Services located in BSEB Room 200 or call 271-2655. The student must identify themselves as an individual with a disability and provide any required documentation. For additional information about reasonable accommodation for special needs, please refer to the Disability Resource Center at <http://www.ou.edu/drc/hsc.html>.

STUDENT SUPPORT SERVICES

A well-staffed and very competent Office of Academic Student Services exists within the College of Allied Health. The Director and staff handle a wide variety of issues relative to student advisement, admission, enrollment, grades, classroom and technical support, retention, and graduation. The University of Oklahoma Health Sciences Center provides additional well-organized and well-staffed support services to assist faculty and students, including a public relations department to oversee marketing and visibility and assist with public relations activities; an office of research administration which assists with grant preparation; and a media, graphics and photography department which assists in designing and duplicating a variety of materials/resources. For a list of services, visit <http://students.ouhsc.edu/AcademicResources.asp>. You may also e-mail HSC Student Affairs at student-affairs@ouhsc.edu for assistance.

WITHDRAWAL AND REFUND OF TUITION AND FEES

Specific and detailed guidelines for student withdrawal, as well as refund of tuition and fees, are published in the University of Oklahoma Academic Calendar located at <http://admissions.ouhsc.edu//AcademicCalendar.aspx>

SUPERVISED PRACTICE FACILITY SITES

The University and program policy is to maintain written agreements with institutions, organizations, and agencies that provide supervised practice sites where students meet competencies required by ACEND. Periodic evaluation of adequacy and appropriateness of sites is completed at least every five years or sooner as required to renew the affiliation agreement which delineates the rights and responsibilities of both the sponsoring organization and the university. Representatives of the organization and administrators from the university sign the written document.

TRAVEL (SAFETY AND LIABILITY) AND HOUSING

Students are required to have a reliable mode of transportation to ensure safe and timely arrival at the practice setting, at the designated times, in a healthy condition. Students may be assigned to facilities outside of the Oklahoma City metropolitan area and are expected to provide their own transportation. It is the student's responsibility to provide transportation and assume the costs of travel.

There may be times when the student will incur housing/hotel expenses when placed at a site that is outside of the Oklahoma City metropolitan area. Again, it is the responsibility of the student to secure such housing arrangements and to assume any additional housing/hotel costs. No allowance is provided for either travel or housing. The University assumes no liability for accident or injury in travel to and from a practice setting.

HAZARDOUS WEATHER

If bad weather develops while the student is at school, official notice of closing and cancellation of classes is valid only when originating from the Provost's Office, to the Office of the Dean, and subsequently through the Department. This notice is communicated to students in classes and clinical facilities as soon as it is received.

If the student is involved in patient care activities in hospitals or clinics at the time a weather closing occurs, students are expected to mirror preceptors in attendance. If the facility is open and the student is assigned to be there, he or she is expected to report for duty and complete tasks as assigned. Under no condition should students abruptly leave clinical facilities as this may compromise the care of patients and leave a poor impression with the clinical staff of the facility. Even if the university is closed by order of the Provost, students are expected to report to the rotation. In the event the student cannot get to the site, he or she must do the following:

- 1) Call the preceptor (do not email). On the first day at the site you should ask for a number at which to call them.
- 2) Call the Clinical Coordinator and course instructor to let them know that you have called the preceptor and received approval to either be absent or come in late.
- 3) Let the clinical coordinator and course faculty know whether you want to take a personal day or what the plan is to make up the hours if you will be late or have an approved absence.

In the event that the clinical facility in which the student is working closes, and the College does not, the student is not excused from attending classes or clinical activities for that day. The student must contact the clinical coordinator or course faculty immediately for instructions regarding alternate clinical education activities (e.g., temporary move to another site) or making up missed time.

If hazardous weather develops while at home, information regarding the closing of the Health Sciences Center and cancellation of classes is available via the news media. If the student fails to gain

information by this means, call the OUHSC number for hazardous weather information at 271-6499 (the line is often busy, so redial several times).

If the student fails to report to their location because of hazardous weather, the absence will not be excused and they may receive a zero grade as per the course syllabus. The student is required to contact the clinical facility preceptor, clinical coordinator and course faculty to inform them of the intended absence. If you cannot speak to the faculty or supervisor directly, leave a specific message with the time, date, message, and phone number where the student can be reached. If a student does not follow the policy, they can expect a professional concerns report.

NOTE: You must always follow the course syllabus. Contact the course faculty if you are in doubt about what to do in case of bad weather.

CHARTING IN THE MEDICAL RECORD

You must always sign your name into the medical record when making an entry. The course instructor and facility preceptor will give you details of what is expected.

DIRECTORY INFORMATION

The Department desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to Department Staff as soon as possible. Communication of a name change must be made via an official form ("Student Information Change Request" form) obtainable from Department Staff or from the CAH Office of Academic and Student Services in room 1009 of the College of Allied Health Building. The Department will not provide birth dates, social security numbers, addresses, or phone numbers to other students without consent of the respective individual.

PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Privacy Rights of Parents and Students Section 438 of the General Education Provisions Act) permits the release of "directory information" about students without the student's written consent. "Directory information" includes: Student's name, local and permanent addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or ID number, and anticipated date of graduation based on completed hours.

The Law provides that any student may, upon written request, restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available in the Office of Admissions and Records, located in room 204 of the Basic Sciences Education Building. Students also have the opportunity to deny "directory information" on the course enrollment form completed the first day of the studentship experience.

The Law requires the written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions: (a) other school officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the students seek to transfer; (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or State educational authorities; (d) in connection with a student's application for, or receipt of, financial aid; (e) State and local officials or authorities to which such information is specifically required to be reported under State statute and adopted prior to November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) parents of a dependent student upon proof of dependency (exclusive of international students); (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (j) to comply with a judicial order or lawfully issued subpoena.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Under the Law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendations or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

Each educational institution is required by the Law to maintain a record, kept with the educational records of each student, which will indicate all individuals, agencies, or organizations (other than those specified as having access without the student's written consent) having obtained access to the student's record (AMENDED AND REISSUED August 1, 1983).

Student records are maintained in the Departmental Office (as well as some in the Office of Student Affairs of the College of Allied Health). A student may review his Departmental file/records at any time in the presence of the Program Director or Departmental Chairperson. In very busy times, the student may be asked to wait 24 hours before an appropriate time may be found for such a review. It is never the intent to withhold any information from the student.

RACIAL, ETHNIC, AND SEXUAL HARASSMENT

The Department and College abide by the University of Oklahoma policies on racial, ethnic and sexual harassment, which can be accessed at <http://www.ou.edu/enrollment/home.html>. If a student thinks that he/she has been harassed as a consequence of participating in the program as a student, a complaint should be filed with the Affirmative Action Office, Bird Health Sciences Center Library, Room 111, 271-2110.

BUILDING ACCESS

Access is available through the student's "OneCard." The OneCard is used as an ID and building/room/lab access card. The "OneCard" is \$10.00 for students, which is collected at the time a photo is taken. Replacement cards for lost or stolen ID's is \$15.00. Payment may be made by cash or check. OneCard services are located in the Service Center Building.

ALCOHOL POLICY

The position of University Legal Counsel and the College of Allied Health is that no State funds may be used to purchase alcohol, that a cash bar may be utilized if it is run by non-University parties, and that at private gatherings, the owner of the site is liable should an individual who has been drinking have an accident while driving home from a gathering. Thus, Department faculty have established the following alcohol policy for the Department: no alcohol will be served at any Department-sponsored, student-attended function or gathering at either faculty homes or on Campus. If a Department-sponsored, student-attended event is held at a site other than the Campus or a faculty home, the individual is obligated to be very aware of the liability issue.

NO SMOKING POLICY

The OUHSC campus has a no smoking policy.

PROFESSIONAL MEETINGS AND ACTIVITIES

The faculty believes in providing opportunities which develop and enhance the professional growth of the student. Membership in the Academy of Nutrition and Dietetics (AND) is required. As a matter of policy, students are also encouraged to participate in professional meetings, conventions, projects, etc. The following activities are highly encouraged: (1) student memberships in local, state, and national

professional organizations; (2) preparation, display, and presentation of professional-related exhibits, essays, etc.; (3) participation in National Nutrition Month activities; and (4) attendance and participation at any function in which new knowledge or the quality of professionalism is enhanced. Some reimbursement for registration fees (in- and out-of-state) is available from College of Allied Health Student Association.

- Oklahoma City District Dietetic Association meetings (OCDDA);
- Conventions of the Oklahoma Academy of Nutrition and Dietetics (fall and spring)
- Food and Nutrition Conference and Exhibits (FNCE), the annual convention of the Academy of Nutrition and Dietetics (held each fall).

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than those, which require the student to be in scheduled experiences. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the course faculty after securing initial approval from the preceptor at the respective affiliation site.

STUDENT REPRESENTATION: STUDENT ADVISORY TEAM (StAT)

Students are urged to assist with program development and student governance by attending student governance meetings and volunteering for committees. One opportunity includes volunteering for the Student Advisory Team (StAT). Each class will elect a representative to attend the beginning of Department Faculty Meeting once per month to bring to the faculty any issues the class is currently facing. New representatives will be chosen each October.

COLLEGE OF ALLIED HEALTH STUDENT ASSOCIATION

A Student Association exists within the College of Allied Health and the University of Oklahoma Health Sciences Center. Students may volunteer to be a CAH Student Association representative from the Department of NS. Should more students volunteer than there are available vacancies, the Student Dietetic Association faculty sponsor will administer a run-off election. Forms to volunteer for both the CAH Student Association and other Department committees are distributed at the beginning of each fall semester.

STUDENT DIETETIC ASSOCIATION

A Student Dietetic Association (SDA) exists within the Department for those students (undergraduate, professional and graduate) who desire to participate in an organization that celebrates and promotes the Profession of Dietetics. Sponsorship of the SDA rotates among faculty and information relative to membership is circulated at the beginning of each fall semester and is available at all times from Departmental Staff or Faculty. Dues, bylaws, activities, etc., are established by the organization. Students are also encouraged to become student members of the Oklahoma City District Dietetic Association (OCDDA), OkAND, and AND.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The OUHSC is committed to a policy of nondiscrimination in the admission and education of students. This institution, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. The Office of Equal Opportunity and Affirmative Action is located in the Service Center Building, Room 113, telephone 271-2110.

EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

The Oklahoma State Regents for Higher Education has issued the following policy (adopted August 16, 1991) for students with disabilities:

Section I: Equal Opportunity Policy for the State System-- The Oklahoma State System for Higher Education in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and

other federal laws and regulations will not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Section II: Policy for Disabled Students in the State System - Qualified current or prospective or disabled persons may not, on the basis of disability, be denied access to or be subjected to discrimination in the Oklahoma State System of Higher Education.

In administering this policy, the state regents and the institutions within the Oklahoma State System of Higher Education will use the following guidelines:

- Limitations may not be made on the number or proportion of disabled persons admitted to the institutions with the state system or to a program administered in the state system.
- The qualified disabled person must identify his/her disability before he/she may request accommodation for assessment for admission, retention, transfer or award within the state system.

Definitions: A disability will be those currently defined in federal law.

The assessment criteria or admissions test used for disabled students will have been validated as a predictor of academic success and will not have a disproportionately adverse effect in excluding persons based on disability status. Such tests will be administered in ways and in facilities that assure reasonable accommodation and accessibility.

ROTATION ASSIGNMENT POLICY

The University and program policy is to maintain written agreements with institutions, organizations and agencies that provide supervised practice sites where students meet competencies required by ACEND. Periodic evaluation of adequacy and appropriateness of sites is completed at least every five years or sooner as required to renew the affiliation agreement which delineates the rights and responsibilities of both the sponsoring organization and the university. Representatives of the organization and administrators from the university sign the written document.

Fall I – the only supervised practice rotation takes place at the College of Allied Health Building in room 3055 (foods lab). It is associated with NS 4411 Food Preparation Practicum.

Spring I – There are two supervised practice rotations during this semester.

- A 64-hour practicum associated with NS 3255 Food and Nutrition Services Management takes place (usually on Thursdays) at varying school foodservice sites in the Oklahoma City metro area. Students will be placed at different schools and students must provide their own transportation. Students may be required to report as early as 6 am and are usually done by 2 pm, but schedules depend entirely on the facility
- A 128-hour practicum is associated with NS 3246 Medical Nutrition Therapy I. This 8-hour-per-week practicum takes place on Fridays, and students will be placed in hospitals in the Oklahoma City metro area.

NOTE: For the practicums in the summer and in the fall and spring semesters of Year II, students will be placed in facilities state-wide. The clinical coordinator will make assignments for the summer program March-April. **Students are cautioned not to sign leases or housing contracts for summer or fall prior to that time. Students may be placed in Tulsa or elsewhere in the state for the Summer I, Fall II and Spring II practicums.** The department faculty must consider multiple factors in determining where students will be placed. These include but are not limited to

- Availability of affiliation agreements
- Willingness of preceptors to host students
- Student performance and abilities (faculty will use their knowledge of past performance, facility and preceptor characteristics to predict best fit for student success)

Summer I – Students are enrolled in NS 3325 Food and Nutrition Services Management Practicum. This full-time (40 hours/week) experience takes place over eight weeks. Students can expect to work varying shifts. Some may begin as early as 5 AM. On some days, students may work the late shift and may not be done until 8 PM. Placement may be in the OKC metro or throughout the state.

Fall II – Students will have a 128-hour practicum associated with NS 4126 Medical Nutrition Therapy II. Placement is sometimes, but not always, the same as for the summer rotation. **Students are cautioned not to sign leases or housing contracts for summer or fall prior to that time. Students may be placed in Tulsa or elsewhere in the state for the Summer I, Fall II and Spring II practicums.**

Spring II – There are two supervised-practice rotations in Spring II. **Students are cautioned not to sign leases or housing contracts for summer or fall prior to that time. Students may be placed in Tulsa or elsewhere in the state for the Summer I, Fall II and Spring II**

- Community Nutrition Practicum takes place for five weeks – students will do rotations in either Oklahoma City or Tulsa metro areas
- MNT III Practicum – full-time for eight weeks to be done after the student has taken and passed the final competency exam

Note: having a lease or housing contract in place will not be taken into consideration for student placement.