



**BSH/DPD Nutrition & Dietetics
Program
Student Handbook**

Fall 2009

Brooks College of Health

Department of Nutrition & Dietetics

University of North Florida

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Introduction

Welcome to the University of North Florida (UNF) Brooks College of Health (BCH) Bachelor of Health Science (BSH) Nutrition & Dietetics Program! Also known as the Commission on Accreditation of Dietetics Programs (CADE) accredited Didactic Program in Dietetics (or DPD), this major can lead to the additional steps required to become a Registered Dietitian (RD) or other opportunities in the foods and nutrition fields of practice. Through excellence in teaching, research, and service the UNF BSH/DPD Nutrition Program will meet the growing needs of the foods, nutrition and dietetics profession by preparing students for advancement to CADE accredited dietetic internships (DI), related work experiences or post-baccalaureate studies.

University Accreditation

The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate, Master's, and Doctorate of Education Degrees.

University of North Florida, College, and Program Missions & Visions

The mission of the University of North Florida is “to educate students through a broad array of undergraduate and select graduate programs. The University of North Florida is dedicated to excellence in teaching, scholarship, and service; and the engagement of students in a personal, supportive, and challenging learning environment. In fulfilling its mission, the University seeks to contribute to the betterment of society.”

The University of North Florida is dedicated to being a distinguished and caring comprehensive university that emphasizes excellent teaching which enables students to achieve their highest potential and contribute significantly to the intellectual, cultural and economic growth and development of the communities it serves.

The mission of the University of North Florida reflects the environment in which the programs exist and is compatible with the mission statement and philosophy of the Nutrition & Dietetics Programs and the Standards of Professional Practice of the American Dietetic Association.

The Brooks College of Health mission matches that of the University and is “to educate students in the health professions through excellence and innovation in teaching, scholarship and service.” The college vision is “to be a leader in the study of health and the preparation of health professionals through quality teaching, scholarship and service.”

In fulfillment of its mission and vision, the Brooks College of Health's values comprise: mutual respect, service, integrity, accountability, innovation, cooperation, excellence, well-being, and fulfillment of potential through life-long learning.

The mission of the BSH/DPD Nutrition & Dietetics Program is also unique to the program and is simultaneously aligned to those of the University and College. Through excellence in teaching,

research, and service the UNF BSH/DPD Nutrition & Dietetics Program will meet the growing needs of the dietetics profession by preparing students for advancement to CADE accredited internships, related work experiences, or post baccalaureate studies. Teaching excellence is accomplished by providing a sound didactic curriculum, instructional innovation, and continuing evaluation of teaching and its outcomes. Excellence in research has a dual approach: to explore current nutrition issues and test approaches to nutrition education. Excellence in service is promoted by encouraging faculty and students to serve at institutional, local, and national levels.

American Dietetic Association Vision & Mission

Vision

ADA members are the most valued source of food and nutrition services.

Mission

Leading the Future of Dietetics

CADE Vision, Mission & Goals

Just as the Commission on Accreditation for Dietetics Education (CADE) expects a dietetics education program to establish a mission and measurable goals to guide its operations, CADE must do the same to improve its effectiveness as an accrediting agency.

Vision

CADE-accredited programs will be valued and respected for preparing competent entry-level practitioners for evolving practice.

Mission

CADE serves the public by ensuring the quality and continued improvement of dietetics education that reflects the evolving practice of dietetics.

Goals

1. Establish and apply market responsive, rigorous standards through accreditation
2. Validate the self-analysis process through collaborative peer review
3. Encourage educational innovation and diversity
4. Operate an efficient effective accreditation system
5. Provide opportunities for professional development and educational leadership

Opportunities in Dietetics

Health, nutrition and fitness have become a way of life so much so that ‘lifestyle health’ has become part of the public vernacular. People want to feel good, look good, and adopt practices leading to lifelong health and wellness. Eating right for a healthier lifestyle and learning about good nutrition are top priorities, and people are eager to learn even more. These changes mean increased opportunities in the fields of food, nutrition and dietetics.

Within the field of dietetics specifically, you can choose to become either a registered dietitian (RD) or dietetic technician, registered (DTR). Dietetics professionals work in healthcare, business and

industry, community, education and research. They work in sales, marketing and public relations. The RD and DTR also work in government, restaurant management, fitness, food companies, law, and in private practice. The direction you take and how far you take it is completely up to you!

Bachelor of Science in Health, Track: Nutrition

The 120 credit baccalaureate Nutrition & Dietetics Program (or DPD) at UNF is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association [ADA Headquarters: 120 S. Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, (800) 877-1600]. Students wishing to become registered dietitians will need to complete a post-bachelor's degree experience in a CADE accredited internship program and pass a national registration examination. Dietetic Internships are competitive for acceptance, range from 6 months to 2 years in length, and may be coordinated with a Master's Degree program.

The graduates of UNF's BSH Nutrition & Dietetics Program who choose to apply to coordinated DI with master's programs can locate a listing of these at www.eatright.org/ dietetics education. UNF also has a CADE accredited Dietetic Internship/Master's Science in Health (MSH) program that is a popular choice among some undergraduates applying to DI programs. Successful completion of UNF's MSH Dietetic Internship Program and passage of the dietetic registration exam will qualify students for the RD certification and a broad range of opportunities in the foods and nutrition arena. Most states require additional licensure to practice as an RD, such as Florida's requirements for licensed dietitian/nutritionist (LD/N).

Program Goals & Outcomes

Through excellence in teaching, research, and service the UNF BSH/DPD Nutrition & Dietetics Program will meet the growing needs of the dietetics profession by preparing students for advancement to CADE accredited internships, related work experiences, or post baccalaureate studies. Specifically, there are five measurable goals for the BSH/DPD Nutrition & Dietetics Program mission:

Goal #1: Through excellence in teaching, research/scholarship and service, the BSH/DPD Nutrition & Dietetics Program will maintain and/or increase the number of students who enroll in and complete the program.

Goal #2: The BSH/DPD Nutrition & Dietetics Program will provide a high quality didactic learning environment.

Goal #3: The BSH/DPD Nutrition & Dietetics Program will prepare graduates that secure a CADE accredited internship or find employment or pursue higher education opportunities.

Goal #4: The BSH/DPD Nutrition & Dietetics Program will prepare graduates who demonstrate a commitment to research, professional development and service.

Goal #5: The University of North Florida administration will have an understanding of the BSH/DPD Nutrition & Dietetics Program and will provide the resources needed to support a quality learning environment.

Academic Advising

The Brooks College of Health provides individualized academic advisement to all of its students. Upon receipt of the acceptance letter into the College, students are required to call the College and make an appointment with a Brooks College of Health advisor for development of an official Program of Study. *This planned program of study becomes the directive for progression in a sequential and timely manner.* **This is extremely important as not all classes are offered every semester, so a lack in planning can cause a delay in graduating!**

During the initial advising conference, the advisor will help students:

- (1) Evaluate lower division course work to determine prerequisites needed for the selected major.
- (2) Develop a program of study.
- (3) Plan a sequence schedule.
- (4) Evaluate upper division coursework for any student who has already completed a Bachelor's degree.

Post-baccalaureate students, with previous degrees, especially need to work closely with advising who seeks the input from the Program Director. Some of the previous coursework can apply toward a reduction in the number of courses required for a second degree from UNF.

After the initial consultation with the Brooks College of Health advisors, and if questions still exist, a BSH Nutrition & Dietetics Program student can schedule an individual appointment with the BSH Nutrition & Dietetics Program Director. One group advising meeting will be held during the first semester ("New Student") and another during the semester before graduation ("Graduating Student"). Information about upcoming meetings is posted on the Nutrition & Dietetics Program's bulletin board, located outside the food lab. [Bldg. 39, Rm. 3000]

Students with another baccalaureate degree seeking a Verification Statement

Students with a bachelor's degree in another subject area who wish to complete program requirements for a verification statement must meet with the Brooks College of Health Advising office and, if there are still questions, with the BSH/DPD Nutrition & Dietetics Program Director to develop an approved program of study. This course by course evaluation will determine how many courses are necessary to receive a Verification Statement that requirements have been met.

Admission Requirements

Applicants must meet minimum requirements for admission to undergraduate programs as established by the Florida Board of Education and the University of North Florida. It is recommended that core courses in the minor areas of study be taken before progression to the contextual courses. All programs presuppose that students have sufficient academic background to pursue the professional courses provided in the Brooks College of Health and the Department of Nutrition & Dietetics. [Admissions office located in Founders Hall, Bldg. 2, 620-2624]

Credit Transfers

For undergraduates, transfer credits are considered applicable toward graduation unless specifically noted as “non-applicable” when the student’s degree program is planned. Previous coursework may be designated as “non-applicable,” based on the length of time since completion, relevancy to the present degree objective, accreditation status of the institution where earned or other significant factors. In general, credits earned by correspondence or extension are not transferable in excess of thirty (30) semester hours, no more than ten (10) hours of which may be upper-level credits.

The university will accept a combination of credits awarded through one or a combination of state-approved acceleration mechanisms not to exceed forty-five (45) credit hours. Credit awarded through state-approved acceleration mechanisms must meet the minimum scores established by the Statewide Articulation Agreement.

UNF Admission Policies

The University encourages application from all qualified persons regardless of sex, age, or cultural, racial or ethnic group or handicap. There is a designated coordinator for affirmative action, equal opportunity and non-discrimination against handicapped persons. [Bldg. 1, Rm. 2100, 620-2507]

Non-Discrimination

UNF is committed to achieving equality of opportunity in education, professional training, career advancement and university employment. Specifically, the University’s Equal Opportunity Policy prohibits discrimination against any individual for reasons of race, color, national or ethnic origin, religion, gender, age, disability or veteran status. The Office of Equal Opportunity Programs is located in J.J. Daniel Hall. [Bldg. 1, Rm. 2100, 620-2507]

Graduation & Program Completion Requirements for Verification

To successfully complete the Nutrition & Dietetics Program, earn the BSH degree, and obtain a Verification Statement (required for application to CADE accredited internships), the student is required to complete the following Program of Study with a grade of C or higher in each course and an overall GPA of 2.0.

Program of Study

	Prerequisites	(40 Semester Hours)
CHM 2045C	General Chemistry I	4
HUN 2201	Basic Principles of Human Nutrition	3
MAC 1105	College Algebra	3
STA 2014	Elementary Statistics for Health Sciences	3
POS 2041	Introduction to American Government	3
BSC 1010C	General Biology I with Lab	4
CGS 1570	Microcomputer Applications Software	3
FSS 1202	Food Production	2
FSS1202L	Food Production Lab	1
ECO 2023	Principles of Microeconomics	3
ACG 2021	Principles of Financial Accounting	3
BSC 2085C	Human Anatomy / Physiology with Lab I	4
BSC 2086C	Human Anatomy / Physiology with Lab II	4
	Health Science Core Classes	(9 Semester Hours)
HSA 4553	Health Law and Ethics	3
HSA 4111	U.S. Health Care Systems	3
HSC 4730	Foundation Health Science Research	3
	Contextual Courses	(50 Semester Hours)
HUN 4221	Science of Nutrition	3
FOS 4041	Food Science and Composition	3
FOS 4041L	Food Science and Composition Lab	1
DIE 3310	Community Nutrition	3
DIE 4122	Management of Food and Nutrition Services I	3
DIE 4125	Management of Food and Nutrition Services II	3
DIE 3213	Nutrition Therapy I	3
DIE 3246	Nutrition Therapy II	3
HUN 3601	Nutrition Education	3
DIE 4123	Quality and Control in Foods and Nutrition	1
HSA 3100	Intro. to Health Care Administration	3
SOP 3004	Social Psychology	3
MCB 2010C	Microbiology with Lab	4
BCH 3023C	Bioorganic Chemistry with Lab	4
HUN 3403	Life Span Nutrition	3
HSA 3160	Health Care Marketing	3
FSS 4230	Quantity Food Preparation	2
FSS 4230L	Field Experience in Quantity Food Preparation	1

BSH/DPD Nutrition & Dietetics Program Sequencing Schedule

Note: You should already have taken FSS 1202 & FSS 1202L (Food Production & Lab) and HUN 2201 (Basic Principles of Human Nutrition) in the freshman or sophomore years. If you have not, you may delay graduation by as much as one year. Please see your advisor about this issue.

Junior Year

Fall Term	Spring Term	Summer Term
BCH 3023C Bioorganic Chemistry (4) (pre-req: CHM 2045C)	HUN 4221 Science of Nutrition (3) (pre-req's: HUN 2201, CHM 2045C, BCH 3023C, FSS 1202/1202L, BSC 2085C, BSC 2086C)	HSA 4111 US Health Care Systems (3) OR HSA 4553 Health Law & Ethics (3)
HUN 3601 Nutrition Education (3) (pre-req's: HUN 2201)	DIE 3310 Community Nutrition (3) (pre-req: HUN 2201)	HSA 3100 Introduction Health Care Administration (3) OR HSA 3160 Health Care Marketing (3)
SOP 3004 Social Psychology (3)	MCB 2010C Microbiology with Lab (4) (pre-req's: BSC 1010C & CHM 2045C)	
HUN 3403 Life Span Nutrition (3) (co-req: FSS 1202/1202L) (pre-req: HUN 2201)	FOS 4041 Food Science Composition (3) (pre-req's: FSS 1202/1202L, CHM 2045C, co-req: FOS 4041L) AND FOS 4041L Food Science Lab (1) (pre-req's: FSS 1202/1202L, CHM 2045C, co-req: FOS 4041)	
Total Semester Hours: 13	Total Semester Hours: 14	Total Semester Hours: 6

Senior Year

Fall Term	Spring Term
DIE 3213 Nutrition Therapy I (3) (pre-req's: HUN 2201, BCH 3023C, BSC 2085C/2086C, CHM 2045C, FSS 1202/1202L, HUN 3403)	DIE 3246 Nutrition Therapy II (3) (pre-req: DIE 3213)
DIE 4122 Mgmt of Food & Nutr Svc I (3) (pre-req's: HUN 2201, MCB 2010C, FSS 1202/1202L, ACG 2021)	DIE 4125 Mgmt of Food & Nutr Svc II (3) (pre-req: DIE 4122)
FSS 4230 Quantity Food Preparation (2) FSS 4230L Field Exp – Qty Food Prep (1) (pre-req's: FSS 1202/1202L, MCB 2010C, CHM 2045C)	DIE 4123 Quality Control in Foods & Nutr (1) (pre-req: HUN 2201)
HSA 3111 Intro Health Care Administration (3) OR HSA 3160 Health Care Marketing (3)	HSC 4730 Research in Community Health (3) (pre-req: STA2014 or STA2023) AND HSA 4111 US Health Care Systems (3) OR HSA 4553 Health Law & Ethics (3)
Total Semester Hours: 12	Total Semester Hours: 13

Professional Development

It is strongly recommended that students be active members of the University's Student Nutrition Club (SNC), the Jacksonville Dietetic Association (JDA), the American Dietetic Association (ADA), and Florida Dietetic Association (FDA). Students should attend professional meetings such as the monthly meetings of the JDA and the annual Food and Nutrition Conference and Exhibition (FNCE) of the ADA or annual summer meetings of the FDA. For more information on how to become involved, log on to their websites:

ADA: www.eatright.org

To become involved in the JDA, go to www.eatrightjax.org for an application.

Participation in Activities

Students will have opportunities to assist the Athletic Training Program through serving on committees or meeting with various groups or individuals. These opportunities may occur within the Program or may involve the Brooks College of Health or the University at large. Students are encouraged to be involved in these activities as they arise.

Student Portfolios

Students in the UNF BSH Nutrition & Dietetics Program are expected to develop a professional portfolio. This portfolio is to be started at the beginning of the junior year and completed the last semester of their senior year (just prior to graduation). Over the course of your studies, the faculty will remind you to put examples of your work in the portfolio but, ultimately, it is your responsibility to develop a portfolio that exemplifies your best work while a student in the UNF BSH Nutrition & Dietetics Program. Instructions for developing the portfolio can be obtained from the Program Director.

Dietetic Internship Computer Matching

Applicants to dietetic internship (DI) nearly always apply for appointments through a computer matching process. This process occurs twice a year: in the spring (appointments are made in April) and in the fall (appointments are made in November). DI programs participate in either the April or November match. Some participate in both.

Computer matching simulates all the steps of the traditional recruitment process using a rank order list provided by applicants and programs. This rank order process maximizes the possibility that an applicant will be placed in an internship of his or her choice. BSH Nutrition & Dietetics program students are invited to attend "Dietetic Internship (DI) Application" group advising session on the first Friday in November to discuss the procedures for and obtain advice about completing the CADE accredited DI applications. You may get information about the D&D

Computer Matching process from the BSH/DPD Nutrition & Dietetics Program Director or D&D Digital Systems Suite 301, 304 Main Street, Ames, IA 50010; telephone (515) 292-0490 and fax no. (515) 663-9427. e-mail dnd@netins.net and URL <http://www.dnndigital.com/>.

Faculty Advisors

The BSH Nutrition & Dietetics Program Director supports the Brooks College of Health Advisors as a student's faculty advisor. Students may meet with advisors to discuss issues related the program. Students are encouraged to meet with their Program advisor during posted office hours whenever possible. Brooks College of Health Advisors are available on a first come first served basis. Students will be asked to meet with advisors in groups at certain times so that information can be gathered relative to the Program and the curriculum. Students are asked to call faculty at home only for emergencies or for issues that cannot be handled during normal on campus hours. Students retain access to all faculty members and need not feel constrained to talking with their assigned faculty advisor on matters of a personal nature.

Academic Integrity

Students are expected to abide by the UNF policy on academic integrity as follows:

“UNF places high priority on and strives to uphold the highest standards of academic integrity while protecting the rights of students and faculty. Should any instructor find evidence of cheating, plagiarism or other inappropriate assistance in work presented by a student, the instructor should inform the student of the action to be taken. Any student who becomes aware of misconduct related to academic integrity should inform the instructor or other proper authority.” (UNF Undergraduate Catalog, 2004 – 2005, p36).

Furthermore, “in order to protect the integrity of the teaching, learning, and evaluation process, the University of North Florida expects all members of the academic community to respect the principle of academic freedom, and to behave with academic integrity. Briefly stated, academic misconduct shall consist of any attempt to misrepresent one's performance on any exercise submitted for evaluation. The primary responsibility for insuring adherence to the principle of academic integrity rests with students and faculty. Any infraction which comes to the attention of any person should be brought to the attention of the faculty member to whose course it pertains” (UNF Student Handbook, 2004-2005, p22). Violations of academic integrity include, but are not limited to: Cheating, Fabrication and Falsification, Multiple Submissions, Plagiarism, Abuse of Academic Materials, and Complicity in Academic Dishonesty.

Adherence to this policy is consistent with behavior expected of a health care professional and reinforces the ADA Code of Ethics, which forms the foundation for ethical practices in food, nutrition and dietetics. Failure to abide by the UNF policy on academic integrity will result in immediate dismissal from the Nutrition & Dietetics Program.

Disciplinary Action

A student may be terminated from the program for poor work performance or failure to meet the program's academic and practice standards. Verbal counseling and written warning stating the behavior in which improvements must be made will precede such termination. A grave breach of professional or personal ethics will result in immediate termination from the program.

Grievance Procedures

The student as the aggrieved party should observe the following procedure:

1. Within two days of the incident precipitating the grievance, the student should meet with his/her Program Director to openly discuss the problem in an attempt to resolve the complaint at this level.
2. If the action does not produce results acceptable to the student, he/she may file a written complaint to the Program Director, fully presenting all the facts pertinent to the complaint. The Director will provide a written decision to the individual within ten working days of receipt of the written complaint. This decision will be considered final.

Insurance

All students are encouraged to have health insurance coverage (and international students are required to have coverage prior to registration). An optional group health plan is available for all students' participation. The cost to purchase UNF sponsored health insurance is approximately \$700 annually. [620-2175]

Bulletin Board

The bulletin board for the Nutrition & Dietetics program is located outside the food and nutrition laboratory in the BCH Building 39 Room 3000. Program announcements, scholarship information, job announcements, seminars, and general news items are posted on it.

Computer Laboratory

The BCH computer lab is located in Building 39, Room 3064A. A variety of programs are available for Nutrition & Dietetics and graduate students. Relevant programs include Mosby's Nutri Trac, Diabetes, Hypertension, Medical Terminology cases, Nutrition through the Life Cycle, Malnutrition, Nutritionist IV, Food Processor, and Microsoft PowerPoint.

Thomas G. Carpenter Library

The UNF Library, named in honor of the University's first president, is a full service, technologically supported library and information center. This resource houses a collection of over 700,000 books, periodicals, documents, microfilms, films, slides, and audio or video cassettes. The Library offers access to hundreds of article and research databases through its Web page

(www.unf.edu/library). For current hours recording: 620-2717, information: 620-2616, & circulation: 620-2615.

The OspreyCard and its associated library number are used to check out library materials and use library services, including remote access to some online library catalogs and subject databases. The OspreyCard also serves as a student identification card, debit card for meal plan and flexbucks, and as a membership card for currently enrolled students. The Osprey Card Office is located in Daniels Hall. [Bldg. 1, Rm. 1600, 620-4000]

Parking

Vehicles parked on campus must display a UNF parking decal, which may be purchased at the Cashier's Window in J.J. Daniel Hall (Building 1), or a UNF daily parking permit, which may be purchased at either Information Booth for \$3 per day. A brochure of current traffic rules and regulations governing operation of vehicles on campus is available at Parking Services, located in the Police Department Building (Building 41), and at the Cashier's Window. **620-2815**

Refunds & Conditions (Tuition)

Students seeking information about refunds for coursework may visit UNF's Cashier's Office or after the add/drop period, the Office of Student Affairs. Automatic full refunds are granted when a course is dropped before the end of the add/drop period or the University cancels a course.

A 25% refund is given when the student withdraws from all courses by the established deadline. For summer courses, a refund is only given for cross-term courses and only if the tuition has been paid in full.

To request a full refund after the add/drop period, students may file a fee petition available in the Office of Student Affairs. [Bldg. 2, Rm. 2091, 620-2600]

Cost & Estimated Expenses

Estimated costs and expenses to students can be found in the UNF catalog or on the University website: <http://www.unf.edu/admissions/tuition.html>

Academic Calendar

The academic calendar and schedule can be found in the UNF catalog, handbook or on the University website: <http://www.unf.edu/registrar/academiccalendar.html>

Student Services

There are many academic and support services available to students at UNF. For further information about these services, log onto the University website: <http://www.unf.edu/view/current/students.html>