



Nutrition and Dietetics Coordinated Program (NDCP)

2024-25 Student Handbook

May 2024

Table of Contents:

Topic	Page
General Information	p. 2
How to Become a Registered Dietitian Nutritionist, Registration Examination	p. 4
Program Mission and Goals	p. 5
Pathways to Program Completion	p. 6
Applications	p. 6
Advising	p. 8
Accreditation	p. 8
Curriculum	p. 9
Prior Learning Policy	p. 10
Specific Guidelines, Policies and Procedures	p. 12
Program Cost and Financial Aid	p. 24
Graduation and Program Completion Requirements	p. 25
Registration Exam Information	p. 26
University Services	p. 26
Organizations	p. 27
Appendix A: Sample Plans of Study	p. 30
Appendix B: Additional Resources	p. 32
Appendix C: Signature Page -- Madonna University Nutrition and Dietetics Coordinated Program Student Statement of Understanding	p. 33

General Information about the Nutrition and Dietetics Coordinated Program (NDCP):

The Nutrition and Dietetics Coordinated Program meets the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Program has two pathways:

1. Pathway I: Students who successfully complete the program through Pathway I will earn an M.S. in Nutrition and Dietetics (MSND) and a verification statement that will allow the students to sit for the Registration Examination for Dietitians.
2. Pathway II: Students who enter this pathway must have earned a master's degree and a verification from an ACEND accredited DPD program. Students who successfully complete the program through Pathway II will earn a Nutrition and Dietetics Graduate (NDG) Certificate plus a verification statement that will allow the students to sit for the Registration Examination for Dietitians.

Policies and procedures for Madonna University Graduate Students can be found in the Graduate Catalog available at www.madonna.edu/resources/registrar/academic-planning-guides-catalogs/

General Information about Dietetics:

What is Dietetics?

Dietetics is a health-related career that involves translating evidenced-based research results about nutrition to treat and prevent disease and promote good health. Dietetics is a vital and growing field with many career possibilities.

What is a Registered Dietitian Nutritionist (RDN)?

A Registered Dietitian Nutritionist (RDN) is the food and nutrition expert. An RDN has specialized knowledge of the science of nutrition who has met the minimum academic and professional requirements to qualify for the credential "RDN." As of January 1st, 2024, newly credentialed RDNs will need to have a minimum of a master's degree.

Dietitian vs Nutritionist – What is the Difference?

A "nutritionist" may or may not be an RDN. The term "nutritionist" has no legal definition; therefore, anyone can call themselves a nutritionist. On the other hand, all registered dietitian nutritionists are nutritionists. Starting in 2014, the Academy of Nutrition and Dietetics adopted the use of "Registered Dietitian Nutritionist" (RDN) instead of "Registered Dietitian" (RD) to clarify this concept. The titles of Registered dietitian nutritionist (RDN) or Registered Dietitian (RD) can only be used by dietetics practitioners who are currently credentialed by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. These are legally protected titles. Individuals with these credentials have completed specific academic and supervised practice requirements, successfully completed the Registration Examination for Dietitians and maintained requirements for recertification.

What is a Licensed Dietitian?

Most states require that dietitians be licensed by a State Examining Board. In many states the requirements for licensure are the same as for Dietetic Registration. After passing the Registration Examination one would apply to the State Examining Board for licensure and pay the prescribed fee. Currently the state of Michigan does not have licensure.

Employment Opportunities for RDNs:

RDs or RDNs work in a wide variety of settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD or RDN.

Employment Settings:

1. **Hospitals, clinics, long term care or the military** – Dietitians have roles in educating patients about nutrition and administering medical nutrition therapy as part of the health-care team.
2. **Food Service establishments** -Dietitians may manage the foodservice operations in healthcare institutions, long term care facilities, universities, schools, daycare centers, the military or correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
3. **Sports nutrition** – Dietitians work with high school, collegiate or professional athletes and coaches to assist with improving athletic performance.
4. **Corporate wellness programs** – Dietitians work with employees of businesses, educating clients about the connection between food choices, fitness and health.
5. **Food and nutrition-related business and pharmaceutical companies** – Dietitians may work in sales, communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
6. **Private practice** – Dietitians establish their own counseling centers, work in telehealth or work under contract with healthcare companies. RDs or RDNs work with clients with eating disorders, intestinal disorders and a variety of other conditions.
7. **Community and public health settings** – Dietitians teach, monitor and advise the public to improve quality of life through behavior change throughout the lifecycle.
8. **Universities and medical centers** - Dietitians instruct medical students, students in physician assistant and nursing programs, dietetic students, and dental students about nutritional sciences and medical nutrition therapy.
9. **Research** – Dietitians work in government, food company, university and hospital settings, directing research and collecting data to answer critical research questions that may lead to food or nutrition recommendations for the public.

According to the Bureau of Labor Statistics, healthcare will continue to grow and provide some of the best paying jobs in the nation. Employment of dietitians and nutritionists is projected to grow 11 percent from 2020 to 2030, faster than the average for all occupations. Median annual wages of full-time dietitians in the U.S. were \$ 68,600 in 2019 with the highest 10% earning more than \$104,800 (Academy

of Nutrition and Dietetics, Compensation and Benefits Survey). Wages were higher than average for RDNs who had been employed more than 5 years, who held **advanced degrees** or who worked in consultation and business, education and research, food management, pharmaceutical sales and outpatient clinics compared to inpatient care and government nutrition programs. Salaries vary with geographic location, years of practice and education level.

How to Become a Registered Dietitian Nutritionist (RDN):

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RDN credential:

Completed a minimum of master's degree at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Completed an ACEND-accredited supervised practice program at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies.

Note: Successful completion of Madonna University's MS Nutrition and Dietetics Coordinated Program will meet the MS degree and supervised practice requirements.

Passed the Registration Examination for Dietitians, the national credentialing exam administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org. Many states require credentialed individuals to be certified or licensed. Michigan does not require either at this time. State licensure information can be found at www.cdrnet.org/LicensureMap.

Note: In order to maintain the RDN credential, RDNs must complete a minimum of 75 continuing professional education hours every 5 years.

In most states (not Michigan), graduates also must obtain licensure or certification to practice. For more information about educational pathways to become a RDN visit www.eatrightpro.org/acend/students-and-advancing-education/students-and-advancing-education-intro.



Madonna University MS Nutrition and Dietetics Coordinated Program (NDCP)

Mission NDCP

The mission of the Madonna University Nutrition and Dietetics Coordinated Program is to combine didactic and practice experiences that prepare graduates for *qualified practitioner and professional* leadership roles in a variety of employment settings and instill in graduates a core value of community service.

Goals and Objectives of the NDCP

The goals of the Madonna University Didactic Program are as follows:

Goal 1: Madonna University NDCP graduates will be prepared for successful entry-level dietetics employment in a variety of settings.

Objective 1.1: Supervised practice preceptors will rate students as competent or very competent upon completion of practice experience at least 80% of the time.

Objective 1.2: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR Registration Examination for Dietitians will be at least 80%

Objective 1.3: At least 80% of program graduates will rate satisfaction with their employment at least a 7 on a 10-point scale on the survey of program graduates.

Goal 2: Madonna University NDCP graduates will be prepared to become leaders in the profession of dietetics.

Objective 2.1: On the survey of program graduates, 60% of graduates will report that they have attended a professional conference related to health, nutrition, or food in the past two years.

Objective 2.2: On the survey of program graduates, 60% of the graduates will indicate that they have served the profession of dietetics in a leadership position, as a mentor to dietetic students and/or by serving as a preceptor within 5 years of graduation.

*Program outcomes data available upon request.

Pathways to Program Completion:

Two pathways to completion are offered. The first, NDC Pathway I, allows the student to complete a master's degree program, supervised practice experience and graduate with a degree and verification statement allowing them to take the CDR credentialing exam for registered dietitians. Pathway II is a certificate program that allows students with a master's degree to complete the supervised practice experience portion of the program. Students who successfully complete Pathway II will be awarded a certificate and a verification statement allowing them to take the CDR credentialing exam for registered dietitians.

- **NDCP Pathway I: MS in Nutrition and Dietetics degree plus verification statement.**
Students who are admitted to and successfully complete the NDCP Pathway I will receive the MS Nutrition and Dietetics degree and a verification statement. This pathway at Madonna University requires admission to the Graduate School at Madonna University. Admission requirements for the current MS Nutrition and Dietetics degree can be found on the Madonna University MS Nutrition and Dietetics webpage at: <https://www.madonna.edu/academics/programs/nutrition-dietetics-ms/> The curriculum for the current MS in Nutrition and Dietetics can be found in the Graduate Catalog, on the website at <https://www.madonna.edu/pdf/catalog-gr-2023-2024.pdf#search=Graduate%20Catalog>

NDCP Pathway II: Nutrition and Dietetics Graduate Certificate plus verification statement.
This pathway at Madonna University requires admission to the Graduate School at Madonna University. To enter Pathway II students must have an ACEND verification from a didactic program and a master's degree. from a regionally accredited university or foreign equivalent. Students who successfully complete Pathway II earn the Nutrition and Dietetics Graduate certificate plus verification. Students who need to complete prerequisite courses, would need to complete them prior to program admission.

Applications: Applying for the NDCP

To pursue either pathway of the NDCP, students must be admitted to the appropriate program. Students begin this process by applying to the Madonna University Graduate School at www.madonna.edu. Students without ACEND verification must indicate they are interested in the MSND, and students who have earned an ACEND verification should apply for the MS Nutrition and Wellness (or have a previously earned master's degree) plus the Nutrition and Dietetics Graduate (NDG) Certificate.

Application deadlines:

Priority admissions: The NDCP has a limited number of spots. To be considered for priority admissions, students should submit a complete application by June 1st for fall admissions. After June 1st, students will be considered for fall admissions if there is room available.

Applications: Applying for the MS Nutrition and Dietetics Degree

The following criteria need to be met to be considered for admission:

1. Possession of a bachelor's degree from a regionally accredited college or university (or foreign equivalent), with an undergraduate grade point average of at least 3.0 on a 4.0 scale.
2. A cumulative overall G.P.A of 3.0 or higher from ALL colleges and universities attended.
3. Successful completion with a grade of C or higher of the equivalent undergraduate courses: NFS 2270 Human Nutrition, NFS 3390 Nutrition Education and Counseling, NFS 4960 Experimental Foods and Research, NFS 4460 Management of Food and Nutrition Services, CHM 1110 General Chemistry, CHM 2210 Organic Chemistry, CHM 3610 Biochemistry, BIO 2250 Human Physiology, BIO 2270 Microbiology for the Health Sciences, SOC 1010 Sociology, MTH 2350 Probability and Statistics, MGT 2360 Principles of Management.
5. Two letters of recommendation from current employer or professional associates familiar with the applicant's work or college performance.
6. Resume.
7. Submission of a statement of purpose or research interests related to nutrition and dietetics.
8. Interview with the Director of Graduate Nutrition Programs.

Applications: Applying for the MS Nutrition and Wellness plus Graduate Certificate or Graduate Certificate

To pursue the M.S. Nutrition and Wellness plus NDG Certificate, students must have earned a verification from an ACEND accredited undergraduate didactic program and be admitted to both programs. Students must complete the M.S. prior to starting the certificate. Students begin this process by applying to the Madonna University Graduate School at www.madonna.edu.

The following criteria need to be met to be considered for admission to the NDG Certificate program:

1. Possession of a master's degree from a regionally accredited college or university or foreign equivalent, with a graduate grade point average of at least 3.2 on a 4.0 scale.
2. Completion of the following pre-requisite courses with a grade of B or higher: NFS 3220 Nutrition Assessment, NFS 3250 Medical Nutrition Therapy I, NFS 4420 Medical Nutrition Therapy II and Professional Issues. Courses must be completed within 5 years of starting the certificate program.
3. Possession of an earned verification statement from a DPD accredited by ACEND.
4. Completion of NFS 6955 and NFS 6975 as pre- or co-requisite courses.
5. Interview with the Director of the Graduate Programs in Nutrition.

Academic Policies and standards for graduate students are outlined in the Graduate Catalog. Students are expected to read the Graduate catalog available on the website <https://www.madonna.edu/pdf/catalog-gr-2023-2024.pdf#search=Graduate%20Catalog>

Academic advising

The academic advisors for the Nutrition and Dietetics Coordinated Program are:

Admissions/Didactic Courses

Karen Schmitz, Ph.D., R.D.N.

Office: 217U, Franciscan Center

Phone: 734-432-5534

kschmitz@madonna.edu

Supervised Practice

Tina Miller, MS RDN

Office: 217 P, Franciscan Center

Phone: 734-432-5515

cmmiller@madonna.edu

Students should schedule an initial appointment before scheduling classes for the first time, and one advising appointment each semester prior to enrolling for classes. See your academic advisor to apply for graduation, two terms before you plan to graduate.

For additional assistance, contact the Graduate School (Room 2107): Phone 734-432-5667

Current Accreditation Status of the Nutrition and Dietetics Coordinated Program

The NDCP at Madonna University has “candidate for accreditation” status, accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and is listed in the "Directory of Dietetic Programs, The Academy of Nutrition and Dietetics." For information on the accreditation status of the Madonna University Graduate Nutrition and Dietetics Coordinated Program contact:

The Accreditation Council for Education in Nutrition and Dietetics

The Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: 1-800-877-1600

The MSND Curriculum

Madonna University's NDCP has been designed to cover the core knowledge and skills requirements for an ACEND accredited coordinated program. Graduates meet the requirements that allow them to apply for the Registration Examination for Dietitians. The curriculum focuses on the basic disciplines of food science, food service, nutrition, medical nutrition therapy and management.

Program Requirements for the MSND degree are:

Program requirements:

NFS 5030 Interdisciplinary Perspectives in Gerontology	3 s.h.
NFS 5220 Nutrition Assessment	2 s.h.
NFS 5250 Medical Nutrition Therapy I	3 s.h.
NFS 5320 Food Behaviors and Motivations	3 s.h.
NFS 5420 Medical Nutrition Therapy II and Professional Issues	3 s.h.
NFS 5870 Sustainable Foods and Public Health	3 s.h.
NFS 6350 Obesity and Chronic Disease	3 s.h.
NFS 6260 Nutrient Metabolism	3 s.h.
NFS 6410 Maternal and Pediatric Nutrition	3 s.h.

Supervised Practice:

NFS 5930 Supervised Practice: Community I	2 s.h.
NFS 6930 Supervised Practice: Community II	3 s.h.
NFS 5932 Supervised Practice: Food and Management	2 s.h.
NFS 5931 Supervised Practice: Clinical I	3 s.h.
NFS 6931 Supervised Practice: Clinical II	2 s.h.
NFS 6932 Supervised Practice: Special Project	2 s.h.

Capstone:

NFS 6955 Capstone I and NFS 6975 Capstone II	3 s.h.
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Total	43 s.h.
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The NDG Certificate Curriculum

Pre-requisites:

NFS 3220 Nutrition Assessment, NFS 3250 Medical Nutrition Therapy I, NFS 4420 Medical Nutrition Therapy II and Professional Issues (8 s.h.)

Pre-or Co-requisites

NFS 6955 and NFS 6975 as pre- or co-requisite courses (3 s.h.)

Supervised Practice (14 s.h.)

NFS 5930 Supervised Practice: Community I	2 s.h.
NFS 6930 Supervised Practice: Community II	3 s.h.
NFS 5932 Supervised Practice: Food and Management	2 s.h.
NFS 5931 Supervised Practice: Clinical I	3 s.h.
NFS 6931 Supervised Practice: Clinical II	2 s.h.
NFS 6932 Supervised Practice: Special Project	2 s.h.

Total	14 s.h.
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Capstone Project

The capstone project is a requirement of the NDCP. Students will design and conduct their own nutritional related research project, beginning with identifying the research problem in NFS 6955 Capstone I and continuing with data collection and data analysis under the direction of a faculty advisor NFS 6975 Capstone II.

Madonna University NDCP Prior Learning Policy

Procedure for Assessing Prior Learning for Credit Toward Supervised Practice

I. Policy

Prior learning assessment and the assignment of credit toward supervised practice hours is acceptable by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). It is the policy of Madonna University to grant credit for prior learning to graduate students who can provide documentation of significant volunteer or compensated work experiences that are equivalent to the learning experiences required by the ACEND competencies. Students in Pathway 1 will need to successfully complete 43 semester hours of graduate study, and the equivalent of the courses listed in the degree requirements for the Master of Science in Nutrition and Dietetics to earn both the MS degree and the verification statement to allow the student to sit for the Registration Examination for Dietitians. Students in Pathway 2 will need to successfully complete 14 semester hours of graduate study and meet the requirements for the Graduate Certificate in Nutrition and Dietetics to earn both the certificate and

the verification statement to allow the student to sit for the Registration Examination for Dietitian Nutritionists.

Prior learning may be approved when there is a minimum of 2 months FTE paid work experience with a single employer or the equivalent volunteer experience. Students may submit evidence from more than one job/experience as long as each one meets the 2 months FTE threshold. Students may apply for prior learning credit toward hours in Supervised Practice Experience (SPE) courses. Students can earn up to 75 hours for 2 credit hour courses and up to 140 hours for 3 credit hour courses, with a maximum total of 210 hours prior learning experience. It is the sole responsibility of each intern to provide a portfolio of documentation that will serve as the basis for determination of credit towards supervised practice hours.

What will not be accepted for prior learning credit: Any work or volunteer experience less than 2 months FTE with a single employer do not count toward prior learning credit. Work/volunteer experiences do not count toward prior learning credit if they are related to competencies outside of those covered in SPE courses. There is no prior learning credit awarded for didactic courses.

II. Purpose

- A. Provide graduate students an opportunity to apply for credit for supervised practice hours gained prior to admission to the Nutrition and Dietetics Coordinated Program (NDCP).
- B. Apply up to 210 hours of student's prior learning (no more than 75 hours per 2 credit course and 140 hours per 3 credit course) towards the required 1000 supervised practice hours requirement in Supervised Practice Courses.

III. Definitions

- A. Supervised practice hours:** Practice hours (not didactic hours) included in Supervised Practice Courses, supervised by either a registered dietitian nutritionist or qualified supervisor.
- B. ACEND:** Accreditation Council for Education in Nutrition and Dietetics, The Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or dietetic technicians, registered.

IV. Procedures

- A. Graduate students can apply for prior learning credit only after acceptance into the NDCP and only during the first semester enrolled in graduate courses.
- B. Graduate students complete PL Document 1 and PL Document 2. Students have a supervisor sign PL Document 2. Students submit the documents to the Nutrition and Dietetics Department Chair.
- C. Students applying for prior learning credit must complete the following:

1. PL Document 1: The 2022 ACEND Standards Table including a detailed description of activities related to achieving the competency.
 2. PL Document 2: Supervisor's evaluation of student work. The supervisor must be a Registered Dietitian for evaluation of clinical competencies.
- D. The Nutrition and Dietetics faculty will review documents for approved supervised practice hours.
 - E. The graduate student will be notified within 1 month of submission of documents with a decision as to whether prior learning hours will be credited toward their supervised practice requirements.
 - F. Final determination of assessment of prior learning is at the discretion of the Coordinated Program Director.

VI. **All tuition and fees for the NDCP will remain the same regardless of prior learning credit awarded.**

SPECIFIC GUIDELINES, POLICIES AND PROCEDURES

Guidelines for dress:

Interns are expected to conform to the policies of the facilities to which they are assigned. The following serves as a guide to professional attire:

1. Name tags or student ID must be worn in all facilities unless otherwise instructed.
2. Lab coats are required for all clinical and some management rotations and must be worn according to the facility dress code.
3. Students should be well-groomed at all times.
4. Please note that some practice facilities will not accommodate students with visible tattoos. If the facility requests no visible tattoos, it will be the responsibility of the student to cover any tattoos prior to reporting to rotations.
5. Students in foodservice/management rotations must observe all sanitation and safety practices with regards to:
 - a. Nails: Clean and well-groomed. In food production areas, nail polish should not be worn. Artificial nails and length of nails are to be in compliance with the facility's policies.
 - b. Eyelashes: The wearing of artificial eyelashes (magnetic or glue on) should be in compliance with the facility's policies.
 - c. Hair: When handling food hair nets or covering should be worn. Clean, long hair (shoulder length or longer) should be tied-back.
 - c. Shoes: Comfortable, low heel, closed-toe shoes with socks when wearing pants and closed shoes with hose or tights when wearing skirts or dresses in all foodservice rotation.

Hours of Supervisory Experience.

This program provides a total of 1000 supervised practice hours. For most rotations the scheduled work week will consist of 32 to 36 hours. Work hours may include weekends or off hours (early shift, late shift schedules). The program will be augmented by classroom experience on a weekly basis during the various practice rotations. Each week, hours are dedicated to classroom/didactic activities including seminars, workshops, presentations, etc. All students are required to participate in the classroom and

other assigned activities.

Student Participant Status.

Students will not be utilized as replacement employees during the supervised practice experience. The facilities provide participants the opportunity to receive practical experience in dietetics necessary to fulfill part of the requirements of their program. Students are involved in dietetic tasks as part of their training and cannot be construed as a contract of employment or a guarantee for future employment.

Compensation

The program does not allow for student compensation for SPE hours from facilities where they are assigned. Graduate Assistantships may be available for students. Information can be found at:

<https://www.madonna.edu/admissions/graduate/graduate-assistantship/>

Scheduling and Program Absences . The Program Director is responsible for the scheduling of each student in the program to ensure that the program objectives will be met. Students are expected to adhere to the academic calendar and any vacation or personal time is to be taken during university scheduled breaks.

Time off other than during scheduled University breaks is discouraged and should be avoided. If a special circumstance arises that requires the student to take time off other than during university breaks, then requests for time off must be made in writing at least two weeks in advance. No more than three (3) days during the program will be permitted unless medically necessary which require health care provider documentation (i.e., doctor's note). Excessive time off may result in extension of the student's program length or removal from the program.

Every effort will be made to honor time off requests for special circumstances. All time taken off must be made up before the completion of the program. Weekends and holidays may be used as makeup time if approved by the supervising facility staff.

Affiliate Membership. Program participants are required to become affiliate/student members of The Academy of Nutrition and Dietetics and active participation in the Michigan Academy of Nutrition and Dietetics is encouraged. The Program Director will provide information regarding these organizations to participants.

Withdrawal and refund of tuition and fees.

POLICY: Students who wish to withdraw from the NDCP must drop their classes on-line or through contacting the Registrar.

PROCEDURE: Students must follow the Madonna University policies for withdraw and tuition adjustments found in the Graduate Catalog pp. 16 and 17:

<https://www.madonna.edu/resources/registrar/academic-planning-guides-catalogs/>

Liability for safety in travel to or from assigned areas.

POLICY: Students are responsible for expenses to attend practice facilities. The University holds no responsibility for students' safety while traveling to and from practicum facilities.

PROCEDURE:

1. Students are expected to provide transportation to and from each facility.
2. Any expenses incurred, such as meals and parking, are the student's responsibility and not that of the facilities or the University.
3. Students will need to have their own auto insurance coverage.

Injury or illness while in the facility for supervised practice

POLICY: Students receiving an injury or involved in an accident while on assignment at a facility must cover their expenses for medical treatment. The University holds no responsibility for students' injury or illness during their placement at the facility.

PROCEDURE:

1. All students must be covered by their own health insurance policy.

POLICY: Students are required to comply with policies and procedures of the placement facility for injury or illness while in the facility for supervised practice.

PROCEDURE:

1. Students who become ill or injured during supervised practice hours will need to contact the preceptor immediately. The student must notify the Program Director of this illness or injury within twenty-four hours.
2. The student must follow the protocol of the supervised facility per the advice of preceptor regarding injury and illness during practicum hours.
3. The arrangement must be made with the preceptor and Program Director as to how and when the missed time is made up.

Statement of equal opportunity:

POLICY: Madonna University guarantees the right to equal opportunity without discrimination because of race, religion, sex, age, national origin, disabilities, or any other characteristic protected by federal or state law (Madonna University Graduate Catalog page 1, <https://www.madonna.edu/pdf/catalog-gr-2022.pdf#search=Graduate%20Catalog>)

Students with disabilities:

Members of the Madonna University family embrace and nurture a diverse academic community where students discover and develop their individuality. Faculty and staff foster a supportive learning environment through cooperation and collaboration.

Sensitive to the needs of individual students, our staff is committed to the philosophy of full integration of the student with counseling needs and disabilities into campus life. We make reasonable accommodations as we work to provide services:

POLICY: Madonna University offers many accommodations to students with disabilities so that they may fully participate in the educational experience at Madonna University.

PROCEDURE:

1. Eligibility for Services. Students must submit documentation of their disability to the Counseling and Disability Resource Center (CDRC) in order to be eligible for services and accommodations. Out of respect for each student, we strictly adhere to the institutional policy regarding confidentiality.

Students with disabilities have access and services through the Counseling and Disability Resources Center (CDRC). Members of the Madonna University family embrace and nurture a diverse academic community where students discover and develop their individuality.

(<https://www.madonna.edu/resources/counseling-and-disability-resources/>)

Protection of privacy of information

POLICY: Madonna University respects the privacy of our students. Student information is shared only in strict compliance with FERPA (see below for Madonna University’s institutional response to FERPA). Students have the right to either restrict the release of Directory Information, or request their information be freely shared with another individual (such as a spouse or parent) by filing a request at the Registrar’s Office. <https://www.madonna.edu/resources/registrar/forms/>

PROCEDURE:

Madonna University's Response to The Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student records and student rights pertaining to those records, including the following:

- The student’s right to inspect and review educational records.
- The student’s right to view and request amendment to their records.
- The student’s right to limit disclosure of information from their records.
- The right to file a complaint with regard to these rights.

Madonna University has continued to enforce FERPA since the inception of the act in 1974. According to federal regulations, all universities are required to notify students on an annual basis of their rights under FERPA. Madonna University complies with this regulation by publishing FERPA notifications in the print and Web forms of the Bulletin.

The following items are considered “Directory Information” according to our interpretation of FERPA.

Only these items may be released without student's consent:

- Name
- Email address
- Major/Minor Field of Study
- Degrees/Certificates Earned
- Dates of Enrollment
- Date(s) of Graduation
- Participation in Officially Recognized Activities/Sports
- Awards Received

All other items are considered restricted information and will not be released or discussed without the student's written consent.

If a student exercises the right to restrict the release, no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, court order, or subpoena. Once a request is filed, it is in effect until one year after the student's last attendance or until the request is revoked in writing.

Students can file a complaint with the U.S. Department of Education if they believe their rights under FERPA have been violated. Complaints should be addressed to:

ADDRESS

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202-5920

Access to personal files

POLICY: Students will have access to their student file.

PROCEDURE:

1. The procedure to Inspect Education Records Madonna University's policy with regard to student records follows the "Family Educational Rights and Privacy Act of 1974" (20 USCS Section and 1232 g) is set out in brief form as follows (Graduate Student Catalog, pages 38-39): students have the right to inspect their records.
2. Madonna University will comply with the student's request for information within 45 days after the request has been filed; confidential information pertaining to students will not be disclosed to any person, organization, or agency outside the University without the written authorization of the student, except: 1) in compliance with a court order; 2) when a parent or legal guardian of any student under 18 years of age may request to view the dependent's records; 3) directory information which is public information.

Access to Student Support Services (also see "University Services" section)

POLICY: Madonna University provides extensive resources for students. Details about the student support services can be found on the Madonna website

(<https://www.madonna.edu/search/?q=Student%20Support%20Services&jump=10>)

PROCEDURE:

1. Academic Advising: Students should schedule a meeting with the Department Chair.
2. IT Helpdesk: The helpdesk can assist with computer issues, Blackboard Learn, MyPortal system, and other technology issues. Contact information can be found on the Madonna website (<https://www.madonna.edu/search/?q=Student%20Support%20Services&jump=10>).
3. Learning Resources: Students have access to many learning resources including Library services, on-campus computer labs, tutoring services, writing center service and other support services. Many of the learning resources on campus are coordinated by the Center for Personalized Instruction (CPI). Students

should contact the CPI at: <https://madonna.edu/resources/cpi/>. Students can contact the writing center at <https://www.madonna.edu/resources/writing-center/>.

4. Support services are offered to all students by the Office of Counseling and Career Development, which provides personal, academic, and career counseling services. Students can contact the website for more information (<https://www.madonna.edu/resources/career-development/>).

5. Students with disabilities have access to counseling and referral services geared to their specific needs through the Counseling and Disability Resource Center (CDRC). Students can reach out to the CDRC at <https://madonna.edu/resources/counseling-and-disability-resources/>.

Insurance requirements, including those for professional liability

POLICY: Students are required to acquire individual protection against malpractice litigation during a practicum placement in facilities.

PROCEDURE:

1. The student will purchase professional liability / malpractice insurance. More information can be found at eatrightpro.org.
2. Health / Medical Insurance: All students must be covered by their own health insurance policy.

Program completion requirements

POLICY: Students admitted to the Nutrition and Dietetics Coordinated Program (NDCP) are held responsible for the information and program requirements contained in the Madonna University Graduate Catalog and in the NDCP Student Handbook provided during orientation to the program. The NDCP Student Handbook can also be found on the program website at <https://www.madonna.edu/academics/programs/nutrition-dietetics-ms/index.php>.

PROCEDURE:

1. Students will access the Graduate Catalog using the Madonna University website: <https://www.madonna.edu/pdf/catalog-gr-2023-2024.pdf#search=graduate%20catalog>.
2. Students will be provided with a copy of the NDCP Student Handbook and are required to read this handbook, sign and return the statement of understanding document contained in the NDCP Student Handbook to the Coordinated Program Director.
3. Students completing program requirements for the Pathway they were admitted to (Pathway I or II) as outlined in the catalog and handbook will receive a Verification Statement. Upon successful completion of the Program, students in Pathway I will receive an MS Nutrition and Dietetics degree, and students in Pathway II will receive a Nutrition and Dietetics Graduate Certificate.

Academic Warning, Probation and Dismissal

POLICY: Graduate students are expected to remain in good academic standing including maintaining a semester Grade Point Average (GPA) of 3.0 or greater and a cumulative GPA of 3.0 or greater. Students are also expected to demonstrate satisfactory academic progress by course completion.

PROCEDURE:

1. Students performing below expected standards will first receive an academic warning.
2. Continued failure to meet academic will result in academic probation.
3. A student will be removed from probation when the conditions that triggered the probation no longer

apply. Students that fail to meet the probation conditions may be dismissed from the program.

4. Students will access the Graduate Catalog using the university website:

<https://www.madonna.edu/pdf/catalog-gr-2022.pdf#search=Graduate%20Catalog> , pages 36-37, for complete information including steps to file a Graduated Student Academic Appeal (grievance).

Professional Integrity

POLICY: All members of the Madonna University academic community are expected to practice ethically and uphold the highest standards of professionalism and integrity.

PROCEDURE:

The University reserves the right to require students to withdraw from a program due to unsatisfactory or unprofessional conduct in the theoretical and/or practical phase of that program. Additional information can be found on the Madonna University website

<https://www.madonna.edu/resources/campus-safety/title-ix/student-code-conduct/>.

Cell Phones and Electronic Devices

POLICY: Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member and/or SPE site. Taking unauthorized photographs in SPE settings is strictly prohibited, as use of any personal electronic device to store/ enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA).

Cell phones and other electronic devices are to be silenced in the classroom. Laptop computers and electronic tablets may be used for class note taking only. Personal texting in class is prohibited. Using devices to cheat on tests and papers is a violation of the student code of conduct.

Violation of any of these policies may lead to a grade of F on an assignment, for a rotation, in a class and/or dismissal from the program. Students are expected to conduct themselves in a manner which promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated. Violations during a didactic class will be addressed by the instructor. Violations during Supervised Practice will be addressed by the NDCP Director.

Ethics and Conduct

POLICY: Students are expected to adhere to the Academy of Nutrition and Dietetics (AND) 2018 Code of Ethics for the Nutrition and Dietetics Profession (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>).

PROCEDURE:

1. All students are expected to be familiar with the AND 2018 Code of Ethics Preamble, Purpose, Ethical Principles, and Ethical Standards.
2. The Professional Code of Ethics will be discussed during the NDCP orientation.
3. Students will be especially careful about patient confidentiality.
4. Discussions about patients shall be limited to closed meetings and classrooms without visitors at all times.

5. Students are expected to be familiar with and adhere to the Madonna University Student Conduct Code as found in the University Student Handbook available online on the University's website (<https://www.madonna.edu/resources/campus-safety/title-ix/student-code-conduct/#:~:text=Be%20honest%20in%20all%20academic,Meet%20all%20financial%20obligations.>). Breach of the Code of Ethics, Student Performance Standards, or the Student Conduct Code is grounds for review of a student's status in the program and may lead to probation or dismissal from a course, supervised practice experience or the program.

Student Evaluation

POLICY: Student performance in SPE courses will be evaluated jointly by the course instructor, preceptors and CPD.

PROCEDURE:

1. Preceptors are required to complete standard evaluation forms at the end of each SPE course for each student. At the end of each supervised experience, students must be evaluated by the preceptor. Students will be evaluated based on their performance of duties.
2. Students will maintain a SPE hours tracking log, documenting their hours at the SPE. This hour tracking log will be verified and signed by the preceptor. The time tracking log will be submitted by the student to the CPD at the end of each SPE.
3. All participants who receive a rating of less than "meets expectations" on any performance criteria will be required to meet with the Program Director to develop a remediation plan.
4. Each student will meet with the Program Director at least three times (once per semester) during the program to review progress in the program.
5. The CPD will award a grade for the didactic portion of the course according to the grading criteria in the syllabi.
6. The grade will be expressed consistent with the University policies and procedures and recorded on the student transcripts.
7. An overall GPA of 3.0 must be maintained for satisfactory progress in the program.

Program Evaluation

POLICY: Each student will be asked to complete an evaluation form on each supervised practice experience.

PROCEDURE:

1. Students will submit completed SPE evaluations to the Program Director on the last day of each experience. In addition, students complete an exit interview during their final semester in the program.
2. This information will be utilized to review and revise the supervised experience courses, didactic courses as well as overall program operation.
3. At the end of the rotation preceptors complete a final evaluation signed and dated by both preceptor and student.
4. All final evaluations must be submitted to the CPD at the end of the rotation.
5. Student time sheets will be signed by both the preceptor and student and will be submitted to the CPD at the end of the rotation.

Program Remediation and Retention

POLICY: The NDCP provides remedial instruction to students who fail to meet CRDNs. In cases where students earn below the grade of C, they must repeat the course. Students who fail to maintain a 3.0 overall GPA may be required to repeat course(s) and/or supervised practice experience rotation(s).

PROCEDURE:

1. Once a student is determined to need remediation, the CPD, preceptor or nutrition faculty will work with individual students.
2. A remediation plan will be determined by the nutrition faculty member for the course where remediation is needed. The student must agree to and successfully complete the remediation to be able to successfully complete the program.

Issuing of Verification Statement

POLICY: Students must successfully complete all requirements of the NDCP as outlined in the Graduate Catalog and the NDCP Student Handbook to earn a verification statement.

PROCEDURE:

1. Successfully pass all course requirements and maintain an overall GPA of at least 3.0 in the NDCP Pathway I or Pathway II.

Grievance Procedures

Grievances: Process for filing and handling complaints

POLICY: All students and/or preceptors have the right to file a grievance if an attempt at informal resolution fails.

STUDENT PROCEDURE:

1. For a problem in a didactic class, students must go through the procedure in the graduate catalog. When problems occur at an assigned facility, students should make an appointment to discuss the situation with the instructor or preceptor.
2. If this appointment does not resolve the issue, further problem-solving measures should be taken up with the CP Director. If the issue still remains unsolved, then the issue should be taken to the Nutrition and Dietetics Department Chair, followed by the Dean of the College of Arts and Sciences.
3. For information on and appropriate steps of Graduate Student Academic Appeal Procedure see the Graduate Catalog.

4. All options with the program and institution must be exhausted prior to the submission of written complaints to ACEND. To submit a complaint to ACEND, go to <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

Please read this form in its entirety, complete, sign, and email to: **ACENDReports@eatright.org**.

Note: Incomplete forms will not be accepted.

Accreditation Council for Education in Nutrition and Dietetics
(ACEND)

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

5. Complaints will be kept on file by the CP Director at Madonna University for a period of no less than seven years.

PRECEPTOR PROCEDURE:

1. When problems occur at an assigned facility, preceptors should privately discuss the situation with the student and, if necessary, develop corrective action steps. Preceptors are to report the outcome of the student meeting with the CP Director.
2. If this meeting does not resolve the issue, further problem-solving measures should be taken up with the CP Director. If the issue still remains unsolved, then the issue should be taken to the Nutrition and Dietetics Department Chair, followed by the Dean of the College of Arts and Sciences.
3. All options with the program and institution must be exhausted prior to the submission of written complaints to ACEND. To submit a complaint to ACEND, go to <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. Please read this form in its entirety, complete, sign, and email to: **ACENDReports@eatright.org**.
Note: Incomplete forms will not be accepted.

Accreditation Council for Education in Nutrition and Dietetics
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Chicago, IL 60606-6995

5. Complaints will be kept on file by the CP Director at Madonna University for a period of no less than seven years.

Vacation, holiday, and absence policy

POLICY: The program will follow the university academic calendar.

PROCEDURE:

1. The NDCP observes the Madonna University academic calendar (www.madonna.edu/resources/academic-calendar).

Leave of Absence Policy.

The Program Director is responsible for the scheduling SPE rotations for each student for the program to ensure that the program objectives will be met. Students may request a leave of absence for up to one year for a personal or family serious medical situation or major life change (i.e., birth or adoption of a child.) Students may not request time off for family vacations. Any non-emergency requests for specific time off scheduling must be made in writing within one week of the start of the semester. Emergency requests must be made as soon as the student is able to do so. The Program Director has the authority to require documentation and approve or not approve requests.

Practice Hours All students are required to complete the number of practice hours as defined by the program.

POLICY: Students are required to complete all assigned hours at a facility.

- PROCEDURE: 1. Students are expected to be at the facility and ready for the supervised practice assignment at the appointed time.
2. Students missing a supervised practice assignment day (i.e., due to illness) must contact the preceptor and CPD before the assigned reporting time or as soon as possible in an emergency situation.
 3. Arrangements must be made with the preceptor to discuss how missed time will be made up within 48 hours. The student must then inform the CPD of this arrangement before the missed time is made up.
 4. Any deviation from the above must be discussed with the CPD and preceptor.
 5. Students will be required to track and document hours spent at SPE sites and during alternative practice experience, such as simulation lab, using the "SPE Rotation Time Sheet". Student and preceptor signatures (instructor for alternative practice experience) will be required on the time sheet form.
 5. If a leave of absence is required, see the Leave of Absence Policy on page 20.

Drug Testing and Criminal Background checks

POLICY: All students must submit drug screening, vaccination verification, and background checks.

PROCEDURE:

1. Students will be screened before the start of the Supervised Practice Experiences. Results of the screening is required by the NDCP at least four weeks in advance of the first SPE.
2. Students will use the third-party screening company that is contracted by the NDCP. Students are responsible for screening costs.
3. Screening includes criminal background checks, immunization tracking, and drug testing.

Role of Program Director

The role of the Program Director is as follows:

1. Maintenance of all Madonna University NDCP student program records.
2. Communicate and coordinate with NDCP faculty, preceptors and others involved in the program.
3. Lead preceptor and student orientations.
4. Schedule student rotations at SPE locations.
5. Teach theory (didactic) components for Supervised Practice Experience courses.

Role of Preceptor

The role of the supervised experience preceptors is as follows:

1. Participate in live (in-person or virtual) Madonna University Preceptor Orientation. If a preceptor's schedule does not permit live attendance the preceptor will view a recorded orientation presentation.
2. Provide guidance and direction to Madonna University NDCP students to ensure completion of learning activities, competencies and learning objectives.
3. Evaluate whether students meet program objectives and make recommendations for program improvement.
4. Give oral feedback and written performance evaluation of the student utilizing the program evaluation forms.

Role of Program Student

The role of the program student is as follows:

1. Complete the assigned number of hours and learning activities to meet objectives for each supervised practice experience.
2. Provide oral and written feedback to the preceptor and Program Director on individual supervised experiences, as well as the overall program.
3. Keep the preceptor informed of the status of completion of assignments during each supervised experience.
4. Comply with all University policies.
5. Observe and adhere to practice site policies
6. Contact the preceptor of the next supervised experience one week before the initiation of the experience; establish a time to report to the experience and obtain assignments that need to be completed before the experience.

Personal and Professional Attitudes.

Students are to maintain a positive and respectful attitude and understand that preceptors are volunteers and students must adhere to their schedule. Be on time, attend and participate in all didactic sessions for courses including the SPE courses.

Throughout the program, students will be able to observe and work with many different professionals. They will become part of the medical team and could work with any of the following professionals, including physicians, residents, nurses, dietitians, pharmacists, cooks, dietary managers, speech therapists, as well as participants of other professional training programs, such as physical therapy and nursing.

Students will be expected to attend seminars and meetings which relate to the areas of foodservice management, clinical and community nutrition. Students will also be encouraged to attend local professional meetings as possible. During the program, students will be required to attend weekly classes which deal with various topics related to foodservice and dietetics. Students may also be required to present in-service training or case studies as part of their supervised practice experience. Students will have access to confidential information regarding the healthcare of individuals and will abide by the patient/client confidentiality policies of the facility.

Program Costs and Financial Aid

Estimated Tuition and Fees*

Graduate Tuition: \$980 per credit hour (includes textbooks and course materials)

*Tuition and fees listed here are based on the 2023-2024 academic year and are subject to change.

Additional Program Expenses:

- Academy of Nutrition and Dietetics student membership: \$116 (\$58/year x 2 years)
eNCPT: \$70 (\$35/yr for 2 years)
Car expenses (personal transportation will be necessary for travel to supervised experiential learning sites): Variable
Health insurance: Variable
Liability insurance: \$42 (\$21/year x 2 years)
Physical and Immunizations: Variable
Viewpoint Screening portal access: \$90
BLS Certification: \$60 (on-campus, Nursing)
Background check, health and drug screening: \$100
ServSafe Manager Certification: Varies (\$70 - \$110)
Graduation Fee: \$100
Parking Fee: \$110
For students who choose to live on campus: Room and board: Graduate: \$30,240 based on 18 credits, Room Rate 4 and Meal Plan A*

Note: These estimated expenses are based on predictions as of the 2024-2025 academic year and are subject to change.

*Source: <https://www.madonna.edu/admissions/on-campus-experience/living-on-campus/pricing/>

Financial Aid and Scholarships

Financial Aid/Scholarships/Graduate Assistantships: Information on Financial Aid and Graduate Assistantships can be found on the Madonna website. Students are encouraged to contact the Financial Aid Office for assistance: 734-432-5663. Information on graduate assistantships can be found at: <https://www.madonna.edu/admissions/graduate/scholarships-and-awards/>

The Academy of Nutrition and Dietetics and the Michigan Nutrition and Dietetics Institute offer scholarships specifically for graduate level students at ACEND accredited institutions. When information on these scholarships becomes available, it is announced in NFS courses. For more information visit the Academy website www.eatright.org and the Michigan Academy website at www.eatrightmich.org.

Graduation and Program Completion Requirements

The following information can be found in the Graduate Catalog accessible by clicking on the following link: <https://www.madonna.edu/resources/registrar/academic-planning-guides-catalogs/>

Master's and Certificate Programs

All requirements for a degree must be completed prior to the official date of the end of the semester in which the student seeks to graduate, including submission of the capstone project. Otherwise, graduation is postponed until the following semester.

The maximum program completion time is 31.5 months. Maximum completion time is based on the ACEND requirement that students complete programs within 150% of program plan timelines.

Master's Degree Programs: master's degree students must complete all requirements, including thesis or research study, within six (6) years after admission to the program. An extension of one year may be granted by the Dean of the Graduate School. (Source: Madonna University Graduate Catalog: 2022-23)

Students must successfully complete all required coursework for their program and maintain a minimum of a 3.0 GPA to graduate. If a student earns too many C grades and the GPA falls below a 3.0, the student may have to repeat a course to raise the GPA.

The following information about grades can be found in the Graduate Catalog:

Low Course Grades and Repeats

1. Only a grade of C (2.0) or better is applicable toward the graduate degree program. A cumulative GPA of 3.0 or higher in program courses is required for graduation.
2. Students receiving a grade of D or F in a course required for the graduate degree program must repeat that course at Madonna University.
3. Students receiving a grade of D or F may be permitted to repeat the course once; twice, if approved by the instructor and department. Repeated courses must be taken at Madonna University and cannot be transferred in. In computing the GPA, only the grade and credit hours of the last attempt is included in the computation; however, all earlier attempts remain on the transcript.
4. Madonna University does not guarantee that a course will be offered in the future. Therefore, students will not be eligible to repeat courses no longer offered by the university.

Registration Examination

How Do I Apply to Take the Registration Examination?

As you come to the end of your degree or certificate program you need to start thinking about applying for the Registration Examination for Dietitians. Your Supervised Practice course instructor will give you more information on this process. You cannot take the Registration Examination until you have successfully completed the NDCP (degree or certificate program). The Registration Examination is available through learning centers across the U.S. A review course or purchase of practice questions is highly recommended.

University Services

Library Services: The Library faculty can help support your research needs. All library resources are available on-line at the library website <http://library.madonna.edu>.

Technology Services provides an IT help desk you can access by phone (734-432-5800) or on-line (helpdesk@madonna.edu) for assistance with Blackboard or general computer questions.

Writing and Tutoring Center: Writing tutors help students at any stage of the writing process. The center is located inside the library, Room 2300 or find a tutor on-line: <https://www.madonna.edu/resources/writing-center/>

Graduate Student Academic Appeal Process

Information can be found in the Graduate Catalog found at:

<https://www.madonna.edu/resources/registrar/academic-planning-guides-catalogs/>

Assistance with the Job Search after Graduation from Madonna University:

The office of Career Services at Madonna University offers assistance with resume writing and job placement for Madonna University students and alumni. For further information or to schedule an appointment, call 734-432-5623 or visit <https://www.madonna.edu/resources/career-development/>. Nutrition-related employment advertisements can be found on web sites such as www.semدا.org and www.eatrightmich.org. Recruiters for nutrition and food service jobs might be helpful in finding that first job. Try www.harper-jobs.com or Kelly Scientific recruiters at www.kellyscientific.com (248-848-9315). The ACEND sponsors a site, ADACareerLink.org. This free service for members lets you post your resume, respond to job listings and receive e-mail alerts about new positions.

Additional sites:

www.healthcareers.com

www.medhunters.com

www.indeed.com

www.henryfordcareers.com

www.ihirenutrition.com

<https://www.glassdoor.com>

www.umjobs.org

www.iammorrison.com

www.rdlink.com

www.linkedin.com/jobs/registered-dietitian-jobs-michigan/

Organizations

The Madonna University Nutrition Network

The Nutrition Network is a Madonna University student club run by undergraduate and graduate dietetics students. If you would like to become involved in the Nutrition Network, you can find information on Blackboard. If you have questions about the club, you can contact the faculty advisor, Ms. Laura Kull at lkull@madonna.edu.

On Blackboard, if you do not see the Nutrition Network under My Organizations, you may have to add the module to your page which you can do by following these steps:

1. Sign into blackboard with your username and password
2. On the left side of the screen there will be a button that says “Add Module”
3. From there you can go to the search bar also in the left-hand corner and search for “My Organizations.”
4. Once the result for “My Organizations” appears you click on the add button located underneath the title “My Organizations.”
5. Return to the main blackboard screen and you will now be able to see the Nutrition Network link.

The Academy of Nutrition and Dietetics

www.eatright.org

The Academy of Nutrition and Dietetics is the world's largest professional organization for dietitians. As a student enrolled in a dietetic program in an accredited university, but not yet eligible for active membership, you have the opportunity to become an associate member of the organization. Benefits of membership include:

- Subscription to The Journal of the Academy of Nutrition and Dietetics
- Subscription to Food and Nutrition Magazine (bi-monthly publication on nutrition issues)
- Subscriptions to the Daily News E-Mail and the EatRight Weekly E-mail with updates on National nutrition headlines
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and materials
- Information on and lower fees for the Annual Meeting
- Information on and access to Dietetic Practice Groups
- Automatic membership in the Michigan Academy of Nutrition and Dietetics
- Job announcements
- E-Mentoring Program
- Access to the Evidence Analysis Library

Scholarships for graduate students are available from this national organization. The approximate cost of the student membership fee is \$60.00. Applications can be found at The Academy web site <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>. The Michigan Nutrition and Dietetics Institute offers student scholarships. For more information and application instructions see <https://eatrightmich.org/about/mnd-institute/>.

The Michigan Academy of Nutrition and dietetics is Michigan's professional organization for dietitians. Students who are Academy associate members are automatically members of the state association.

By becoming a Michigan Academy member, you can improve your marketability and get to know dietitians in your area of interest. The Michigan Nutrition and Dietetics Institute awards scholarships on an annual basis to undergraduate and graduate students in didactic programs and to dietetic interns. Scholarship forms need to be submitted in January and scholarships are awarded in the spring at the annual conference. The dietetics faculty members strongly encourage students to attend at least one Michigan Academy Annual Conference to learn more about current topics in nutrition. For more information see the Michigan Academy web site www.eatrightmich.org

The Southeastern Michigan Dietetic Association (SEMDA)

www.semda.org

Only Academy and Academy affiliate members are eligible for membership in local dietetic associations. These organizations provide students with the opportunities to attend local professional meetings, hear speakers, and interact with dietitians on a local level. The membership fees for students are nominal. For more information on topics, dates and locations, go to the SEMDA web site at www.SEMDA.org.

Dietetic Practice Groups (DPGs)

Student members of the Academy of Nutrition and Dietetics can join Dietetic Practice Groups. DPGs are specialized practice groups which enable members to improve their job performance, gain insight into specialized areas of food and nutrition and network with colleagues. DPGs cover a wide variety of practice topics including Hunger and Environmental Nutrition (www.hendpg.org), Diabetes Care and Education (DCE) (<https://www.dce.org/home>) and Sports and Human Performance Nutrition (SPHN) (<https://www.shpndpg.org/home>). Go to www.eatright.org for more information.

The Collegiate and Professional Sports Dietitians Association (CPSDA) Students interested in sports nutrition can join this organization including the listserv that provides announcements on internship and scholarship opportunities. The mission of the CPSDA is to create leaders who elevate the profession of Sports Nutrition through ethical, science-based, cutting-edge care. CPSDA represents the vast majority of advanced practice registered dietitians in the United States who work full-time with athletes in colleges, professional sports, Olympic training centers, the U.S. Military and in performance centers.

Member Interest Groups (MIGs)

Member groups represent the many characteristics of the Academy's membership and the public it serves and are based on common interests and backgrounds. Go to www.eatright.org for more information on the following MIGs:

- National Organization of Blacks in Dietetics and Nutrition (NOBIDAN)
- Asian Indians in Dietetics and Nutrition (AIND)
- National Organization of Men in Nutrition (NOMIN)
- Jewish Member Interest Group (JMIG)
- Latinos and Hispanics in Dietetics and Nutrition (LAHIDAN)
- Muslims in Dietetics and Nutrition (MIDAN)
- Chinese Americans in Dietetics and Nutrition (CADN)

Appendix A

NDCP Curriculum: Sample Plan of Study-Pathway I

This program is designed to be completed in 21 months for full-time students who begin in the fall term.

Semester 1			
NFS 5220	Nutrition Assessment	2 credits	
NFS 5320	Food Behaviors and Motivations	3 credits	
NFS 5870	Sustainable Foods and Public Health	3 credits	
NFS 6410	Maternal and Pediatric Nutrition	3 credits	
Semester 2			
NFS 5250	Medical Nutrition Therapy I	3 credits	
NFS 5420	Medical Nutrition Therapy II and Professional Issues	3 credits	
NFS 5030	Interdisciplinary Perspectives in Gerontology	3 credits	
NFS 6260	Nutrient Metabolism	3 credits	
Semester 3			
NFS 5930	Supervised Practice: Community I	2 credits (140 hours)	
Semester 4			
NFS 5932	Supervised Practice: Food and Mgt	2 credits (140 hours)	
NFS 6350	Obesity and Chronic Disease	3 credits	
NFS 5931	Supervised Practice: Clinical I	3 credits (210 hours)	
NFS 6955	Capstone I	1 credit	
Semester 5			
NFS 6975	Capstone 2	2 credits	
NFS 6931	Supervised Practice: Clinical 2	2 credits (140 hours)	
NFS 6932	Supervised Practice: Special Project	2 credits (140 Hours)	
NFS 6930	Supervised Practice: Community II	3 credits (210 Hours)	

Appendix A

NDCP Curriculum: Sample Plan of Study-Pathway II

Semester 1			
NFS 5930	Supervised Practice: Community I	2 credits (140 hours)	
Semester 2			
NFS 5932	Supervised Practice: Food and Management	2 credits (140 hours)	
NFS 5931	Supervised Practice: Clinical I	3 credits (210 hours)	
NFS 6955	Capstone I (unless previously taken with degree)	1 credit	
Semester 3			
NFS 6975	Capstone 2 (unless previously taken with degree)	2 credits (+15 hours)	
NFS 6931	Supervised Practice: Clinical 2	2 credits (140 hours)	
NFS 6932	Supervised Practice: Special Project	2 credits (140 Hours)	
NFS 6930	Supervised Practice: Community II	3 credits (210 Hours)	

Note:

Five additional alternative practice experience hours are required from NFS3250/5250 Medical Nutrition Therapy I

Appendix B

Additional Resources

Careers in Dietetics and Nutrition	The Academy of Nutrition and Dietetics website: http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8127 Department of Labor's Bureau of Labor Statistics, Occupational Outlook Handbook: http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm
Becoming an RDN	http://www.eatright.org/BecomeanRDorDTR/default.aspx
Registration Examination for RDNs	http://cdrnet.org/
Summary of State licensure laws	http://cdrnet.org/state-licensure
Board Certifications by CDR	http://cdrnet.org/certifications/board-certified-specialist
The Academy of Nutrition and Dietetics	www.eatright.org
The Michigan Academy of Nutrition and Dietetics	www.eatrightmich.org

Appendix C

Madonna University Nutrition and Dietetics Coordinated Program

Student Statement of Understanding

I have read the Student Handbook of the Madonna University Coordinated Programs in Dietetics and understand its content. I have been given an opportunity to clarify any information I do not understand. I agree to abide by the terms and policies contained therein, as long as I am a student in the Program. The Program has made no promise or guarantee that upon graduation from the Program I will find employment, nor does it insure that as a graduate of the Program, I will pass the Registration Examination for Dietitians. I understand that each Supervised Practice Experience site I am assigned to as part of my program requirements will have their own onboarding procedures to follow. I understand it is my responsibility to complete these requirements in a timely manner per the directions provided by my site(s) and/or the Clinical Coordinator. Signed Date Please upload a scan of this signed form into your Viewpoint Portal by May 27.

Student signature:

_____ Date _____