

Student Manual

for

The Didactic Program in Dietetics

at

**Rutgers School of Environmental &
Biological Sciences**



The Department of Nutritional Sciences

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Undergraduate Program Director....John Worobey, Ph.D., F.A.P.A.

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*Academic Advisor....._____

*Each student is assigned an academic advisor after declaring a major in Nutritional Sciences. If you do not know who your advisor is, please contact:

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Introduction

Welcome to the dietetics option in the department of Nutritional Sciences at Rutgers School of Environmental & Biological Sciences. This manual was prepared for students in the Didactic Program in Dietetics. The mission of the program is to provide its students with a broad educational background and with the knowledge and skills that will lead to professional competence in the field of dietetics and nutrition. The program intends to prepare women and men who are capable of functioning in entry-level positions in healthcare, industry, and community agencies and in supervised practice programs in dietetics (more commonly referred to as dietetic internships). In addition, it provides its students with the necessary breadth and depth of understanding so that with experience and/or graduate study, they can assume leadership roles in the dietetics and nutrition profession.

The Didactic Program in Dietetics (DPD) is one of 225 accredited programs by the Accreditation Council for Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AN&D). Students who complete a bachelor's degree and the required courses in the dietetics option receive a *DPD Verification Statement*. Prior to completing the degree, usually during the last semester of study at Rutgers, students may apply for supervised practice in dietetics, the next step in becoming a registered dietitian. The third and final step in becoming an R.D. is successfully completing the national examination for dietitians once the dietetic internship has been completed.

Refer to this manual when you have questions about the dietetics program or the profession. Use this manual as a supplement to the university catalogue and consult your academic advisor or DPD Director with additional questions.

The Didactic Program in Dietetics has 5 program goals:

- The Didactic Program in Dietetics will provide the framework for the undergraduate student to complete his or her bachelor's degree through courses in the life and social sciences and specialized courses in dietetics.
- Through completion of the program, graduates will be prepared for supervised practice in dietetics, graduate school, or employment by focusing upon the biological, social science and community principles of food and nutrition in required coursework.
- The program will ensure effective, quality academic and career advising by faculty in the department of Nutritional Sciences
- The program will ensure teaching effectiveness through regular faculty evaluations by students.
- The Didactic Program in Dietetics will prepare competent entry-level dietetics professionals.

The attainment of these Program Goals is monitored using the following objectives:

- 85% of Program Graduates will pass the RD exam the first time they take it, or within 1 year of taking it the first time.
 - From 2007-2012, 93% of program graduates have passed the RD exam the first time they took it. ACEND commends programs with a passage rate above 90%.
- Seventy percent of dietetics option seniors will apply to dietetic internships.
 - Since 2003, over 70% of program seniors have applied to dietetic internships. In the 5 year period 2003-2007, 83% of program graduates matched with dietetic internships. From 2008-2012, a period of rapidly growing interest in the study of nutrition across the country, the number of applicants for supervised practice exceeded the number of dietetic internship slots 2:1. During this time period, Rutgers graduates matched at a rate equal to the national mean.
- 80% of Nutritional Sciences, Dietetics Option majors will complete the bachelor of science degree within a maximum of 4 years from declaring the dietetics option as their major
 - From 2007-2012, 97.7% of students who declared the dietetics option graduated within 4 years.
- 90% of program graduates who apply to graduate/professional school are accepted
 - From 2007-2012, 100% of those program graduates who applied to graduate/professional schools have been accepted. Examples of schools attended by DPD graduates include the disciplines: medicine and dentistry, physician's assistance, physical therapy, nutrition and public health to name a few.
- Upon survey, program graduates all report finding a job within one year of seeking employment.
 - Program graduates report success in finding a job, the majority reporting finding a job within 6 months.
- Student and graduate surveys of the quality of academic and career counseling which they received as undergraduates.
 - Students and graduates report that the academic and career counseling they received was satisfactory.

Specific information about program goals and objectives is available upon request from the Program Director.

In the future, if you have any questions about the Program, contact your Program Director, Barbara Tangel. She can be reached at:

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The Program is accredited by the Accreditation Council for Nutrition and Dietetics:

ACEND
The Academy of Nutrition & Dietetics (AN&D)
120 South Riverside Plaza
Suite 2000
Chicago, IL 60606
(800)877-1600, ext. 5400
<http://www.eatright.org/ACEND>

Glossary:

Didactic Program in Dietetics (DPD): An academic program in a regionally accredited college, school or university that is accredited by the Academy of Nutrition & Dietetics to meet the academic requirements for application to dietetic internships. The Nutritional Sciences, dietetics option at Rutgers School of Environmental & Biological Sciences is an accredited Didactic Program in Dietetics. It is the only dietetics program offered by Rutgers University.

DPD Verification Statement: A document provided by a DPD Director after an individual has earned a minimum of a bachelor's degree and has completed the knowledge competencies and support knowledge of the didactic program in dietetics. This document is required to begin supervised practice in dietetics. For May graduates, it is provided in the early summer.

Supervised Practice in Dietetics (dietetic internship): A formalized post-bachelor's degree educational program accredited by the Academy of Nutrition & Dietetics. The curriculum of the program is designed to meet the clinical practice standards experiences which are required for registration eligibility. Some dietetic internships include the opportunity to complete graduate course work while enrolled in the program.

Registration Examination for Registered Dietitian: A national exam administered by ACT, Inc. which tests entry-level competence of the dietetics professional. Successful completion of the RD exam allows the individual to use the "R.D." credential.

Registered Dietitian (R.D.): A dietitian is a person who has completed the registration eligibility requirements established by the Commission on Dietetic Registration (CDR), has successfully passed the Registration Examination for Dietitians, and meets the continuing education requirements of CDR.

Individualized Supervised Practice Pathway (ISPP): A route to complete clinical practice experience requirements for students or graduates who did not match with a dietetic internship and have a DPD Verification Statement or for individuals possessing a doctorate.

Dietetic Technician, Registered Examination (DTR exam): Individuals possessing a DPD Verification Statement may apply to take the national DTR exam without further training. Successful completion of the examination allows the individual to use the credential "DTR".

Dietetic Internship Computerized Application System (DICAS): Web-based supervised practice application for supervised practice.

D&D Digital: Computer company in Ames, Iowa responsible for conducting the dietetic internship match.

Section 1:

The Department of Nutritional Sciences



The Department of Nutritional Sciences

An Overview

The undergraduate program in Nutritional Sciences provides students with a strong background in the biological, biochemical, physiological, clinical, behavioral, sociological, and psychological dimensions of human nutrition.

Faculty of the Department of Nutritional Sciences

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Undergraduate Programs

The department offers B.S. degrees in Nutritional Sciences, with options in Dietetics, Nutrition, Foodservice Administration, Nutrition, Food, & Business, and Community Nutrition. All students will complete the core requirements of SEBS in biology and chemistry and then pursue the specific course work pertinent to the option they have chosen.

Dietetics Option

Dietetics involves a knowledge of foods and their use to maintain health, and in some cases, treat disease. This includes understanding both the nutrient composition and cultural and community aspects of diets, as well as the biochemical and physiological aspects. The Dietetics option emphasizes nutrition and foodservice and prepares students for careers as clinical dietitians and nutritionists, educators, health promotion facilitators, and consumer specialists in food and nutrition.

The Dietetics option can be declared once the student has completed and achieved a minimum GPA in these courses of 2.5:

01:119:101, 102 General Biology I and II
01:160:161, 162, 171 General Chemistry I and II
11:709:201 Introduction to Foods & Nutrition
11:709:255 Nutrition & Health

For most students, declaration of the Dietetics option will occur after completing 4 semesters of coursework. Before declaring the Dietetics option, students may declare Nutritional Sciences as their major, but will not be considered dietetics majors until completing the courses above and applied to the option. This applies to transfer students as well, the courses listed above must have been completed before declaring the Dietetics option.

As Dietetics option students, advanced courses stress human nutrition and its application to diet and health. Students take organic chemistry, biochemistry, physiology, economics, and statistics.

Upon completing the option, students normally apply for a dietetic internship to prepare for the national examination to become a Registered Dietitian (R.D.).

Nutrition Option

Nutrition emphasizes the metabolic aspects of how organisms use food. It includes knowledge of how food is digested, absorbed, and used for energy and growth; how and why nutrient requirements change over the life span and under stress.

The option in Nutrition provides sound training for those intending to go to graduate school in any of the life sciences, conduct biomedical research, or pursue preprofessional (medical, dental) studies. The Nutrition option also prepares for entry-level jobs in biomedical research fields in industry and academia.

After completing the core requirements, students who choose the Nutrition option take advanced courses in molecular and cell biology, biochemistry, and physiology, in addition to nutrition courses (Nutrition & Health, nutritional aspects of energy metabolism, nutritional aspects of proteins, vitamins, and mineral metabolism, and a laboratory in experimental nutrition).

Foodservice Administration

The option in Foodservice Administration is for the student who wants a career in foodservice marketing or in managing a food service. To supplement this concentration, students choose from elective courses in agribusiness and food science, such as quantity food production, management of foodservice systems, human behavior at work, and accounting.

Nutrition, Food & Business

This option prepares students in basic and applied science as a foundation for careers in the food industry emphasizing the importance of nutrition. Students take organic chemistry, statistics, and experimental foods in addition to courses in nutrition.

Community Nutrition

The Community Nutrition option provides a student in the areas of food and nutrition, as well as specialized courses in the cultural and ethnic needs of society through the lifespan. Students take courses in professional youth work to prepare for careers in 4H, cooperative extension, and public health agencies.

Minor in Nutrition

All undergraduate students at Rutgers may choose to minor in Nutrition. The minor requires a basis in biology and chemistry, plus additional courses in biochemistry and advanced nutrition.



Section 2: Becoming a Registered Dietitian

Nutritionist or Dietitian: What's the Difference?

Seeking good health, nutrition, and fitness is a way of life for many people. Eating right and feeling good is a top priority and consumers are looking for answers to their questions and concerns. This increased awareness has led to a need for nutrition professionals who can offer reliable and sound information; however, it is sometimes confusing to both professionals and the public when there are a variety of names and titles describing the person to consult in the area of food and health.

Anyone can call herself or himself a nutritionist, nutrition counselor, or nutrition advisor. The person may have an advanced degree after his/her name, but a degree may be irrelevant if it is in a discipline unrelated to food, nutrition, and health, or in pseudo-science. Any professional acting as a nutrition counselor should at least have an undergraduate degree in a related field, such as biology or biochemistry, and a graduate degree in nutrition from an accredited college or university. As an additional check, holding membership in associations such as the American Society for Clinical Nutrition, the American Institute of Nutrition, the American College of Nutrition, or the Society for Nutrition Education lends legitimacy to the individual's advice.

On the other hand, a Registered Dietitian (R.D.) is the professional in the U.S. recognized as an expert in food and nutrition, with the following credentials, according to the Commission on Dietetic Registration (CDR):

- Has completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university
- Has met current academic requirements (Didactic Program in Dietetics) and the program is accredited by the Accreditation Council for Nutrition and Dietetics (ACEND).
- Has completed preprofessional experience accredited by ACEND in a supervised practice program in dietetics
- Has successfully completed the Registration Examination for Dietitians; and
- Has accrued 75 CPE of continuing education every 5 years in his/her Professional Development Portfolio.

While the R.D. credential can't always ensure the best advice, it's the most reliable way to screen out unqualified or disreputable individuals. To date, 46 states have licensed dietitians (L.D.), who like R.D.'s are required to meet educational and professional standards. New Jersey is one of 4 states which does not license dietitians.

Registered dietitians can be found in a variety of settings, including but not limited to health care, schools, restaurants, hospitals, nursing homes, public and home health agencies, daycare centers, health and recreation clubs, government-funded feeding programs, colleges and universities, food and pharmaceutical companies, private practice

offices, and public relations agencies. This list is constantly growing and expanding the possibilities within the field of dietetics.

Recognizing professional credentials is important when seeking nutrition guidance or counseling. A registered dietitian can offer information that is credible and reliable; however, no one can guarantee results or promise cures. Be suspicious of anyone who promotes special products or super foods as having health-giving properties. The emphasis should be on the total, healthy, varied diet, and good health depends on many factors.

How do I become a Registered Dietitian at Rutgers?

You can start the process.

Entering the profession of dietetics as a Registered Dietitian consists of completing three components: 1) ACEND accredited academic coursework; 2) a supervised practice experience through either an ACEND accredited dietetic internship (DI) or ISPP; and 3) passing the national Registration Examination for Dietitians.

Currently, students are able to complete the first component listed above, completing the Dietetics option in Nutritional Sciences is the ACEND accredited Didactic Program in Dietetics at Rutgers.

1. Completing ACEND accredited academic coursework.

Academic requirements include completion of an ACEND accredited Didactic Program in Dietetics (DPD) and possess a minimum of a baccalaureate degree from a U.S. regionally accredited college or university or a foreign degree evaluated as equivalent to at least a U.S. baccalaureate degree.

At Rutgers, completion of the DPD provides the ACEND standards of knowledge competency and support knowledge as published in 2012. Students receive a DPD Verification Statement from the DPD Director as proof of completion of DPD requirements.

2. Completing a supervised practice experience.

After completing DPD requirements, students must complete a supervised practice experience, i.e., a dietetic internship or dietetic internship with advanced degree. Supervised practice programs are located across the U.S., a current listing can be found at www.eatright.org. Students must apply for admission to supervised practice programs and competition is severe. During a student's senior year, or after graduation, the DPD Program Director assists students or graduates in the application process.

Most programs charge tuition, which varies a great deal among programs. A few pay a modest stipend to cover living expenses and these are usually much more competitive in their selection process.

Admission to dietetic internships is highly competitive. Although difficult to generalize about admission requirements of supervised practice programs, the majority of programs require excellent grades (i.e. a GPA \geq 3.4) and relevant work or volunteer experience. Although the national and Rutgers match rate to dietetic internships has been approximately 50%, in the past 2 years, 100% of Rutgers students with GPA's of 3.5 or higher have matched with a dietetic internship. To learn more about supervised practice programs, see Section 4 of this manual.

3. Passing the Registration Exam

The registration examination for dietitians is computer-based and administered at selective sites throughout the country. Students are eligible to take the registration examination after they have completed DPD requirements and a supervised practice program. It is highly recommended to take the exam between 6 months to 1 year after completing supervised practice.

How can I find out about jobs in dietetics?

Wanted.... Clinical Dietitian or Dietetic Technician, Registered.... Sports Nutritionist....Nutrition Support Dietitian....Health Promotion Specialist....Business Consultant....How do you prepare or locate information for one of these jobs?

Your success preparing for the right job that never seems to be listed on the web where you look hinges in part on your preliminary job research. To locate information (addresses and background data) about national and perhaps even local food, nutrition, and health-related companies, try the career guidance office on campus. Also, look to the “Classified Advertising” section in each issue of the *Journal of the Academy of Nutrition and Dietetics* for job opportunities and a listing of employment services. Additionally, many state dietetics associations, in N.J. it’s the New Jersey Dietetic Association (NJDA) post open positions on their websites. Web searches on the Academy of Nutrition & Dietetics site (eatright.org) provide more information about positions available nationwide.

Dietetics students can learn a great deal from practitioners that currently hold interesting positions. Network with these individuals at state and district dietetic association meetings or through your affiliation with any of AN&D’s dietetic practice groups (DPGs). Currently, the DPGs, or professional interest groups, offer AN&D members opportunities to network with fellow practitioners in similar areas of interest and/or practice.

Once you’ve identified one or more practitioners, contact them and inquire whether you might be able to informally conduct an “information interview.” You might want to ask them how they got started in their job, or how they prepared for their position (e.g. was previous work experience necessary or advanced degree coursework required?). How did they find out about their job opening? What advice would they suggest as you prepare for a job in the particular area of practice?

Be flexible when meeting with practitioners; due to their work schedule and personal obligations, they may need to limit the time they spend with you or reschedule the appointment. After the interviews, make sure you thank them for their time and information.

When you are actually looking for your first job, inform everyone you know that you are in the job market. You never can tell who might be able to assist you with a job lead. Finally, don’t get discouraged if you can’t land a job right away. The good news is that most dietetics students are able to find a position shortly after the completion of their supervised practice program.

What is the salary range for registered dietitians?

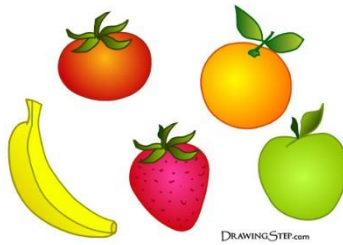
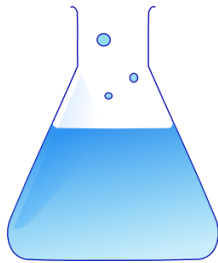
According to the 2010 U.S. Bureau of Labor Statistics, the overall estimated median income for a primary position nationally for registered dietitians employed full time with less than six years of experience in dietetics was \$53,250. The job outlook from 2010-2020 was an expectation of job growth to be 20%, a rate faster than average for all occupations. Depending upon areas of specialty, dietitians in New Jersey may earn more than the national mean.

Should I become a student member of the Academy of Nutrition & Dietetics?

Many Dietetics majors choose to join the Academy of Nutrition & Dietetics (AN&D) as student members. As a student member, individuals receive hard copies of the journal, email updates, and are automatically members of the state dietetic association, NJDA. Application forms are available outside Room 229B in Davison Hall, or on the bulletin board between the entrance to the foods' lab and the undergraduate program office in Davison Hall.

AN&D membership increases opportunities for communication and networking on a local level through automatic state association membership. Active participation in state and district dietetic associations can help students make informed career decisions and enhance their applications for supervised practice programs.

AN&D members are eligible for scholarships for undergraduate and graduate study and for supervised practice programs. Each year, AN&D publishes current information about application procedures in the *Journal of the Academy of Nutrition and Dietetics*.



Section 3: The Dietetics Program at Rutgers

Department of Nutritional Sciences

Dietetics Option

The Dietetics option of the Nutritional Sciences major is the accredited didactic program in dietetics (DPD) as defined by the Academy of Nutrition & Dietetics, formerly the American Dietetic Association. Accreditation is granted by the Accreditation Council for Nutrition & Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1(800)877-1600, ext. 5400.

The Rutgers University DPD provides a background in social and behavioral sciences, humanities, physical sciences and specialized courses in nutrition, foodservice, and foods. The student who completes the program will gain the knowledge and skills necessary to communicate effectively with clients, peers and employees; to function as a professional; to develop leadership characteristics and to be cognizant of differences in the population groups with whom s/he works.

Upon successful completion of the DPD, students may apply to an ACEND accredited dietetic internship. Some of these programs are combined with a Master's Degree. Work experience and grades are critical for acceptance in either of these types of programs.

Upon completion of a dietetic internship, candidates may take the CDR registration examination and on passing, use the professional designation "Registered Dietitian." Dietetics students are encouraged to see their academic advisor regularly, for assistance in course selection and to discuss academic progress toward their goals. In addition, the dietetics program regularly holds group sessions to inform all dietetics students about changes in ACEND requirements, important dates for submitting applications to internships, computer matching, the Graduate Record Exam (GRE), and any SEBS curriculum changes that may affect the student. Students are informed about these sessions via email and announcements posted in Davison and Thompson Halls.

Special Opportunities at Rutgers University

Dietetics students have opportunities to participate in the SEBS "SPIN" program (Student to Professional Internship Network). This program combines work experience and classroom education through learning goals approved by a faculty advisor.

SEBS students who are in the top 15% of their class at the end of their junior year may participate in the George H. Cook Scholars Program which promotes individual student research and special projects.

There are a number of on-campus work experiences available to students, such as the RU Healthy Dining Team, SNAP-Ed, and the New Brunswick Community Farmers Market.

Foundation Knowledge for the Registered Dietitian

The entry-level dietitian is knowledgeable in the five areas listed below. The foundation knowledge and support knowledge are the performance level expected upon completion of the program.

Research is broadly defined as an activity that includes all components of the scientific method, i.e., identifying a problem, collecting data, analysis of results, and decision-making based on results. Activities that can be used to accomplish these objectives include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects. (ACEND, 2012)

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

KDR 1.1	The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
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2. Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian level of practice.

KDR 2.1	The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
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KDR 2.2	The curriculum must provide principles and techniques of effective counseling methods.
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KDR 2.3	The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
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3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups, and populations.

KDR 3.1	The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care
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process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

- KDR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.
- KDR 3.3 the curriculum must include education and behavior change theories and techniques.

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

- KDR 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.
- KDR 4.2 The curriculum must include content related to quality management of food and nutrition services.
- KDR 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
- KDR 4.4 The curriculum must include content related to health care systems.
- KDR 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

5. Support Knowledge: knowledge underlying the requirements specified in 1-4.

- KDR 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
- KDR 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry,

biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

KDR 5.3

The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. course content must include concepts of human behavior and diversity, such as psychology, sociology, or anthropology.

Substitutions for Required Courses:

To be certain that Dietetics students meet the ACEND knowledge requirements, dietetics majors are encouraged to complete DPD requirements at Rutgers. Students who wish to substitute equivalent classes for required courses must receive approval for these substitutions. All students are encouraged to discuss course substitutions with their academic advisors prior to seeking official approval. Once course substitution has been approved, the student must contact Dr. John Worobey, Undergraduate Program Director for Degree Navigator update.

1. Approval for courses taken at other schools
Matriculated students who plan to take required courses at another college or university must have approval from their school to transfer the course. Students should contact the Office of Academic Programs at SEBS for more information. **Non-matriculated students** must have prior approval from the DPD Director. Students should provide a copy of the course description to the DPD Director's office in Davison Hall.
2. Approval for courses taken at Rutgers
All students (matriculated and non-matriculated) who seek approval to take a Rutgers course in substitution for a DPD required course must discuss the substitution with their advisor. In general, an upper level (more difficult) course in the same discipline as the required course meets the DPD requirement in that area.

What courses do I need if I already have a Bachelor's Degree?

For individuals with a baccalaureate degree, wishing to complete academic requirements for a Rutgers DPD Verification Statement, necessary to apply to supervised practice programs in dietetics.

It is the policy of the department of Nutritional Sciences, that individuals who desire to earn a DPD Verification Statement at Rutgers must take the following courses at Rutgers University, regardless of having completed them elsewhere:

11:709:400, 401 Advanced Nutrition I and II, 3, 3 credits

11:709:344 Quantity Food Production, 4 credits

11:709:498 Nutrition & Disease, 3 credits

- Social Sciences:** A one-semester general introductory course in
-Psychology
-Sociology or Anthropology
-Economics
- Mathematics:** Precalculus
Statistics
- Sciences:** General Biology, 2 semesters, with lab
General Inorganic Chemistry, 2 semesters, with lab
Organic Chemistry, a one-semester elementary course
Biochemistry, a one-semester course
Microbiology, a one-semester course with lab
Human Vertebrate Physiology, a one-semester course with lab, or two semesters of anatomy and physiology, with lab
- Foods:** A one-semester introductory course with lab
Experimental Foods, a one-semester course with organic chemistry as a prerequisite
- Nutrition:** A one-semester basic nutrition course
Two advanced human nutrition courses, with biochemistry as a prerequisite
Lifespan Nutrition, one semester
Community Nutrition, one semester,
Nutrition & Disease (Medical Nutrition Therapy), one semester, with advanced human nutrition prerequisite

Nutrition Communication, one-semester course
Nutrition Counseling, one-semester course

**Food Service
Management:**

Quantity Food Production, one-semester course with lab
Management of Foodservice Systems, a one-semester
Course
Organizational Behavior, a one-semester course

What should I do if I have a complaint about a dietetics education program?

Students with a complaint about the Rutgers Dietetics Program are encouraged to discuss the issue with their academic advisor, the DPD Director, the Undergraduate Program Director, or the Department Chair. Names and email addresses for these individuals are listed on the Rutgers website, www.rutgers.edu. Students have the right to file a formal complaint against any dietetics program (i.e. DPD or dietetic internship) which fails to comply with accreditation standards set by the Academy of Nutrition & Dietetics. The Filing Procedure is outlined below.

Complaints about Programs:

- A. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.
- B. ACEND staff forwards all written complaints to the ACEND chair within four weeks of receipt of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
- C. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
- D. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
- E. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail.
- F. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
- G. The ACEND chair may also request further information or materials relating to the complaint from

the complainant, the institution or other sources.

H. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

I. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by program, if any.

J. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.

K. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

L. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation.

M. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of final decision and action when the reconsideration and appeals process expires.

N. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation. (ACEND Policy & Procedure Manual, July 2011, pp. 49-50.)

Complaints about ACEND

A. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public, may submit a complaint about the standards, policies, procedures or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints are not considered.

B. ACEND staff forwards all written complaints to the ACEND chair and a public member within three weeks of receipt of the complaint.

C. If the ACEND chair and the public member determine that the complaint does not relate to the standards, policies, procedures or conduct of ACEND, the complainant is notified within two weeks of their review that no further action will be taken.

D. If the ACEND chair and the public member determine that the complaint does relate to the standards, policies, procedures or conduct of ACEND the complaint is acknowledged in writing within two weeks their review and the complainant is provided a copy of the process for handling the complaint.

- E. The ACEND chair appoints a review committee that considers the complaint, along with all relevant information, and recommends appropriate action to the ACEND board.
- F. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
- G. The ACEND board considers the review committee's recommendation at its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures or conduct of ACEND representative, no action is taken. If the complaint is substantiated, appropriate action is taken.
- H. the complainant is notified of the ACEND board's decision and action in writing within two weeks of the decision. (ACEND Policy & Procedure Manual, July 2011, p. 51.

Liability Insurance

All students are covered by general liability while they are off campus for all academic reasons by Rutgers, the State University of New Jersey. The coverage includes field trips, off-campus observations, and SPIN.



Section 4: Applying to a Supervised Practice Program in Dietetics

An Overview

All students who plan to become Registered Dietitians must complete an ACEND accredited supervised practice program. For students who have completed a didactic program in dietetics the options for supervised practice are: a dietetic internship, a dietetic internship with advanced degree, a dietetic internship with advanced degree optional, a distance internship, or a coordinated program at the graduate level. A requirement to enter any of these programs is possession on a *DPD Verification Statement*.

Admission to supervised practice in dietetics is highly competitive.

	April 2011	April 2012	Variance
Students Matched	2192 (52%)	2313 (50%)	121 (6%)
Students Not Matched	2046 (48%)	2272 (50%)	226 (11%)
Total Applicants	4238 (100%)	4585 (100%)	347 (8%)
Total Positions Filled	2192 (92%)	2313 (93%)	121 (6%)
Positions Not Filled	191 (8%)	180 (7%)	110 (5%)
Total Positions Available	2383 (100%)	2493 (84%)	110 (5%)

ACEND, 2012

The increased interest in dietetics by students nationwide, leading to more students applying for supervised practice and the smaller number of supervised practice positions available has led to a national match rate of 50%, or there are 2 qualified applicants for every 1 supervised practice position nationwide.

The dietetic internship application process involves using computer matching of applicants with positions. In this way, an applicant is accepted (matched) with only 1 position, the position that s/he has indicated that they would most like to attend, within a priority ranking of the applicant's choices.

The DPD Director provides information and guidance for students applying to supervised practice programs. Students are encouraged to research supervised practice programs early in their academic careers, exploring their locations, admissions criteria, and professional experiences.

All dietetics majors are required to take 11:709:405, Professional Issues in Dietetics, in the fall semester of their senior year, or the fall semester of the year before they graduate, if they plan to complete their degree in January. This course will advise students about the details of the dietetic internship application process, and guest lecturers will provide insight about internships and careers in dietetics.

How do I improve my chances of being accepted by a dietetic internship?

Being a successful applicant to a supervised practice program starts long before you fill out the application. The best case scenario is to speak with the dietetics program director as soon as you decide to major in dietetics, this may be when you enter SEBS as a first-year student, when you declare the dietetics option, usually second semester the first year or later, or when you come to Rutgers to complete DPD requirements if you already have a baccalaureate degree.

These points are crucial for the dietetics student to keep in mind:

- Supervised practice is required to become a registered dietitian.
- Acceptance to a supervised practice program is highly competitive.
- Academics are essential (overall GPA, science GPA, and professional GPA (courses in the major) are considered. Students maintaining all GPA's ≥ 3.5 have had the greatest success. GPA's of 3.0-3.4 are successfully matched, but may not get their first choice. Grades in all required courses are calculated into the GPAs, so transferred courses to Rutgers which are dietetics requirements will count toward the GPA on application to dietetic internships.
- Work or volunteer experience is critical. Try to start gaining experience as early as you can, so that you have several years of varied experiences. Working or volunteering in a food and nutrition department in a hospital provides valuable experience, as well as experiences in nursing homes, rehabilitation centers, assisted living facilities, and congregate meals sites. Community experiences, such as WIC, SNAP-Ed, or school lunch are valued as well.
- Leadership experiences is important. Have you joined a campus group or club and have you held an office?
- Networking in the field—have you joined AN&D as a student member and attended NJDA meetings to meet professionals in the state?

Common questions about supervised practice appointments and computer matching:

What should I do to be considered for an appointment to a supervised practice program?

There are three components to the process. First, complete the online dietetic internship application at www.dicas.org. (dietetic internship computerized application system, DICAS). The majority of dietetic internship programs use the online application system.

The second component to the application process is to register for the computer match. D & D Digital, is located in Ames, Iowa (www.dnddigital.com). Located on that website are the program codes for every dietetic internship except those which preselect interns. The applicant registers with D & D Digital and completes a prioritized list of programs to which s/he has indicated that they wished their applications to be viewed, i.e., a student completes one application for DICAS, and indicates what programs they wish their application to be sent. If a

student wishes 5 dietetic internship programs view his/her application, the student indicates those 5 programs on the DICAS site, and then indicates the same 5 programs on the D & D Digital site, in a prioritized list of the most appealing program first, followed by 2-5.

The third component is the appointment process. The application deadlines for DICAS and D & D Digital are September 25 and February 15, respectively for the fall and spring match. After the application deadlines, dietetic internship admissions committees review the application materials provided to them online and may decide to interview potential dietetic interns. There are time periods during the application review period in which students may re-prioritize their list with D & D Digital, based upon more information received during the interview period. The list may be reprioritized, but new programs can not be added.

Information about the match is made available to applicants on the D & D Digital website on either the first Sunday of November at 6 p.m. CST for the fall match, or the first Sunday of April, at 6 p.m. CDT for the spring match. These Sundays are known as “notification” days. If an applicant has successfully matched with a program, s/he has until 5 p.m. in the time zone where the program is located on the following Tuesday (appointment day) to accept the match with the Program Director of the Dietetic Internship.

What does a computer matching program do?

A matching program serves as a clearinghouse to help applicants obtain supervised practice positions of their choice and to help dietetic internships obtain applicants of their choice. It eliminates unfair pressures and premature decisions in appointments by programs and acceptance or rejection of appointments by applicants.

Is there a limit to the number of programs that one can apply and rank for computer matching?

There is no limit to the number of programs selected; however, you must submit a fee to DICAS (\$40 for the first application and \$20 for each additional application), \$50 to register with D&D Digital, and application fees to every program to which you indicate that you are applying. Program application fees vary from \$35-\$150.

What can I do if I'm not doing a supervised practice program?

Some dietetics students will choose not to apply for a dietetic internship. Others who apply will not receive a match with a program. Thus, it is wise for all dietetics students to explore a range of post-baccalaureate options. Determine your interests and consider the following options:

1. Go to graduate school in nutrition, dietetics, public health, or other related fields of study. Graduate school admission generally requires a good GPA. Most schools require that students score well on the Graduate Record Exam (GRE). If you think that there is even an outside chance that you will apply to graduate school, plan to take the GRE no later than the fall of your final year. Some graduate programs in nutrition and dietetics offer supervised

practice programs that are open only to their graduate students. Students may apply to these programs after admission to the graduate program.

2. Work as a diet technician or assistant. Since 2009, DPD graduates have had the opportunity to take the national registration examination for dietetic technicians without further training. Program graduates must possess a DPD verification statement, and complete forms which are available on the Commission for Dietetic Registration website (www.cdrnet.org). These forms are to be completed by the applicant and provided to the DPD Director who completes the registration process. The test-taker will be notified by CDR that they are eligible to take the DTR exam. Experience as a DTR is very useful if an individual decides to apply to a dietetic internship in the future.

3. Work in foodservice management. Foodservice management positions are available to students interested in a career in business. Foodservice management companies (e.g. Aramark, Morrison Chartwells, Sodexo) and restaurant chains look for energetic people who they train to manage operations in schools, businesses, health care facilities, etc. The work is challenging, but the career potential is excellent.

4. Work as a WIC nutritionist. In NJ, it is a requirement for hiring that nutritionists possess a DPD Verification Statement. This federally-funded program provides food and nutrition education to pregnant women, their infants and children up to age 5.