

Student Manual

for

The Didactic Program in Dietetics

at

**Rutgers School of Environmental &
Biological Sciences**



The Department of Nutritional Sciences

Department Chair.....Joshua W. Miller, PhD

Undergraduate Program Director....John Worobey, PhD, FAPA

Dietetics Program Director Director.....Virginia Quick, PhD, RD

ISPP Coordinator.....Pinkin Panchal, MS, RD

*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:

Kevin McCarthy
Administrative Assistant
Department of Nutritional Sciences / Graduate Program in Nutritional Sciences
Rutgers, The State University of New Jersey
Davison Hall, Room 220, 26 Nichol Avenue, New Brunswick, NJ 08901-2882
kevin.mccarthy@rutgers.edu / 848-932-0975 phone / 732-932-6522 fax

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 a broad educational background incorporating the knowledge, and research and practice skills, needed to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become competent entry-level registered dietitian nutritionists who apply research skills and evidence-based practice to serve the public and promote health and prevent disease. 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 nutrition and dietetics profession. Students are encouraged to visit our program's website (<https://nutrition.rutgers.edu/dietetics-option/program-highlights.html>) for additional information about our program.

The Didactic Program in Dietetics (DPD) is one of ~215 accredited programs by the Accreditation Council for Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). 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 nutritionist (RDN). The third and final step in becoming an RDN 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.

Mission: Our mission is to provide a broad educational background incorporating the knowledge, and research and practice skills, needed to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become competent entry-level registered dietitian nutritionists who apply research skills and evidence-based practice to serve the public and promote health and prevent disease.

Goal 1: Through completion of the DPD program, graduates will be prepared for a supervised practice program or graduate school.

Objectives:

- At least 80% of Nutritional Science students admitted to the dietetic option (DPD) will complete the bachelor's degree within 6 years (150% of the program length).
 - In the last three years (2018-2018), almost 100% of students (98.8%) finished the program in less than 6 years.
- 75% of DPD graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
 - In the last three years (2016-2018), 78% of dietetic option seniors have applied to dietetic internships.

- 50% of DPD graduates are admitted to a supervised practice program within 12 months of graduation.
 - In the academic three year period 2016-2019, 80% of program graduates matched with dietetic internships which is higher than the national average match rate of ~62%.
- 70% of DPD graduates who respond to a survey, will answer “adequate” (3.0) or better (range 1 to 5) when asked about their preparedness for entering a supervised practice program or graduate school.
 - 76.4% of DPD graduates over the last five years (2013-2017), reported our program adequately or better prepared them for entering a supervised practice program and entering the work place.

Goal 2: To prepare DPD program graduates to become competent entry-level RDNs servicing the needs of the public in promoting health and preventing disease.

Objectives:

- 80% of Dietetic Internship Directors who respond to a survey will rate Rutgers graduates in their programs “satisfactory” or better in the foundation knowledge and support knowledge competencies of ACEND.
 - On average, Dietetic Internship Directors who responded to a survey rated Rutgers graduates as being above average (mean score $3.38 \pm 0.69SD$; scale range 1=inadequate, 2=satisfactory, 3=above average, 4=excellent) compared to other peers in their dietetic internship program from 2013 to 2018.
- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
 - From 2015-2018, 83.15% of program graduates have passed the RDN exam within the first year and attempt of taking it.
- 50% of all DPD graduates who respond to a survey 12 months post-graduation, will report they have participated in one or more health promotion or professional service activity in the last year.

Program outcomes data are available upon request from the Program Director, Dr. Virginia Quick via email at vquick@njaes.rutgers.edu.

In the future, if you have any questions about the Program, contact the Director of the Rutgers DPD at the following:

Department of Nutritional Sciences
210 Davison Hall
Cook-Douglass Campus
26 Nichol Avenue
New Brunswick, NJ 08901-2882
(848) 932-0950
vquick@njaes.rutgers.edu

The Rutgers DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics:

ACEND
The Academy of Nutrition & Dietetics (AND)
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606
(800)877-1600, ext. 5400
<http://www.eatright.org/ACEND>

Glossary:

Accreditation Council for Education in Nutrition and Dietetics (ACEND): The accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.

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.

Registered Dietitian or Registered Dietitian Nutritionist (RD/RDN): 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.

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

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.

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

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:



School of Environmental and Biological Sciences
Department of Nutritional Sciences
26 Nichol Avenue, New Brunswick, NJ 08901-2882

The Department of Nutritional Sciences

An Overview

The Rutgers undergraduate program in the Department of Nutritional Sciences at the School of Environmental and Biological 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

Tracy G. Anthony, PhD	tracy.anthony@rutgers.edu
Dawn Brasaemle, PhD	dawn.brasaemle@rutgers.edu
Paul Breslin, PhD	breslin@sebs.rutgers.edu
Carol Byrd-Bredbenner, PhD, RD, FAND	bredbenner@sebs.rutgers.edu
Joseph L. Dixon, PhD	dixon@sebs.rutgers.edu
Nurgül Fitzgerald, PhD, RD	nfitzgerald@njaes.rutgers.edu
Peter Gilles, PhD, FAHA	director@ifnh.rutgers.edu
Daniel J. Hoffman, PhD	dhoffman@sebs.rutgers.edu
Joshua W. Miller, PhD	jmiller@sebs.rutgers.edu
Debra Palmer, MEd, PhD	dpalmer@njaes.rutgers.edu
Pinkin Panchal, MS, RD	pbp14@shp.rutgers.edu
Salome Papaspyrou Rao, PhD, RD	sprao@sebs.rutgers.edu
Virginia Quick, PhD, RD	vquick@njaes.rutgers.edu
Harini Sampath, PhD	harini.sampath@sebs.rutgers.edu
Sue A. Shapses, PhD, RD	shapses@sebs.rutgers.edu
Judith Storch, PhD, RD	storch@sebs.rutgers.edu
David Walters	davwalt@dining.rutgers.edu
Malcolm Watford, D.Phil.	watford@sebs.rutgers.edu
John Worobey, PhD, FAPA	worobey@sebs.rutgers.edu

Undergraduate Program

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 (C+ average or higher):

01:119:101, 102 General Biology I and II
01:160:161, 162, 171 General Chemistry I and II
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 Nutritionist (RDN). Please be aware that come January 1, 2024 students will need to have a Master's degree before sitting down to take the national examination to become a RDN.

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 pre-professional (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 (RDN)

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 oneself 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 and Behavior lends legitimacy to the individual's advice.

On the other hand, a Registered Dietitian Nutritionist (RDN) 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 Education in Nutrition and Dietetics (ACEND).
- Has completed pre-professional experience accredited by ACEND in a supervised practice program in dietetics
- Has successfully completed the Registration Examination for Dietitians; and
- Has accrued 50 CPE of continuing education every 5 years in his/her Professional Development Portfolio.

While the RDN 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 (LD), who like RDN's are required to meet educational and professional standards. New Jersey is one of 4 states which does not license dietitians.

RDNs 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 overall healthy dietary patterns encompasses all food groups in moderation.

How do I become a RDN at Rutgers?

Entering the profession of dietetics as a Registered Dietitian Nutritionist 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 School of Environmental and Biological Sciences (New Brunswick campus).

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 2017. 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 (Click on “Accreditation/Dietetics Education” → click on “Accredited Education Programs” → click on “Dietetic Internships” [list of all DI programs alphabetically by state with contact information]). Students must apply for admission to supervised practice programs and competition is fierce. During a student’s senior year, or after graduation, the DPD Program Director assists students or graduates in the application process through a pass/fail course called Professional Issues in Dietetics.

Most supervised practice 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 ≥ 3.2) and relevant work or volunteer experience.

3. Passing the Registered Dietitian Nutritionist 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. Please take note that starting January 1, 2024, students will need to have acquired a Master’s degree before sitting down for the RDN exam. Prior licensed RDNs will be grandfathered into this new change from ACEND.

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 Academy of Nutrition and Dietetics (NJAND) 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 the Academy of Nutrition and Dietetics (AND) dietetic practice groups (DPGs). Students can join these professional organizations at a reduced student rate of ~\$60 per year. Currently, the DPGs, or professional interest groups, offer AND members (including student 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 RDNs?

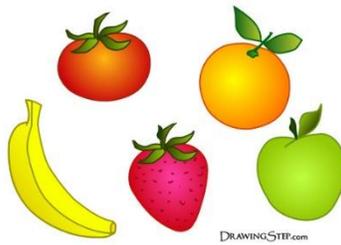
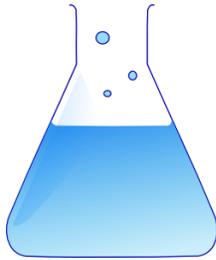
According to the 2016 U.S. Bureau of Labor Statistics, the overall estimated median income for a primary position nationally for registered dietitians employed full time with less than six years of experience in dietetics was \$58,920. The job outlook from 2016-2026 has an expectation of job growth to be 15%, a rate faster than average for all occupations. Depending upon areas of specialty, dietetics in New Jersey may earn more than the reported national mean.

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

Many Dietetics majors choose to join the Academy of Nutrition & Dietetics (AND) 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, NJAND. Application forms are available outside Room 209 in Davison Hall or from the Program Directors.

AND 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.

AND members are eligible for scholarships for undergraduate and graduate study and for supervised practice programs. Each year, usually around January/February, AND publishes current information about application procedures on their website www.eatright.org



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 Nutritionist." 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 Hall.

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, Nutrition Advocates, EFNEP, and the New Brunswick Community Farmers Market.

Foundation Knowledge for the RDN

The entry-level dietitian is knowledgeable in the four 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, 2017)

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

KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3: Apply critical thinking skills.

2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe inter-professional relationships in various practice settings.

KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Development and delivery of information, products and services to individuals, groups and populations.

KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2: Develop an educational session or program/educational strategy for a target population.

KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5: Describe basic concepts of nutritional genomics.

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

KRDN 4.1: Apply management theories to the development of programs or services.

KRDN 4.2: Evaluate a budget and interpret financial data.

KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4: Apply the principles of human resource management to different situations.

KRDN 4.5: Describe safety principles related to food, personnel and consumers.

KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

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 updates.

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 academic 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, which is necessary to apply to supervised practice programs in dietetics, the following applies:

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, 3 credits

11:709:498 Nutrition & Disease, 3 credits

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 w/lab or two semesters of Anatomy & Physiology w/lab
Foods:	A one-semester Introductory Food course with lab Experimental Foods, a one-semester course with Organic Chemistry and Statistics as a prerequisite
Nutrition:	A one-semester basic nutrition course Two advanced human nutrition courses, with Biochemistry as a prerequisite Community Nutrition, one semester Life Span in 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 w/lab Management of Foodservice Systems, 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 of 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*.

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 ~60%.

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.

Please keep in mind that starting January 1, 2024, students must have a masters degree before sitting down for the RDN exam. As of now, this can be a master's degree in any discipline. There are a number of supervised practice programs available where you can complete your dietetic internship and master's degree simultaneously (~2 year time span). Students are highly encouraged to take the GREs at the end of their junior year in case GRE scores are an application requirement.

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 dietetic students to keep in mind:

- Supervised practice is required to become a registered dietitian nutritionist.
- 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 by volunteering in a food and nutrition department at 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, EFNEP, or school lunch programs are valued as well.
- Leadership experiences are important. Consider joining a campus group or club and holding an office.
- Networking in the field— join AND as a student member and attend the annual NJAND meetings (usually in May) which will allow you to start networking with professionals in the field.

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. That is, a student completes one application for DICAS, and indicate the programs they wish their application to be sent. If a student wishes to apply to 5 dietetic internship programs, 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 cannot 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 (\$45 for the first application and \$20 for each additional application), \$55 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 nutrition and dietetic technician, registered (NDTR) 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 NDTR exam. Experience as a NDTR 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, Chartwell, 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.