

STUDENT HANDBOOK

DIDACTIC PROGRAM IN DIETETICS (FOOD/NUTRITION/DIETETICS MAJOR)

CONCORDIA COLLEGE MOORHEAD, MINNESOTA 56562

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I. PROGRAM APPROVAL

Concordia College offers a major in Food/Nutrition and Dietetics which was approved by the Academy of Nutrition and Dietetics in 1975. In 2003, it received accreditation as a Didactic Program in Dietetics (DPD) for the maximum of ten years by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600. The program is designed to meet the knowledge requirements for entrance into a Dietetic Internship.

II. COLLEGE PHILOSOPHY

The purpose of Concordia College is to **“influence the affairs of the world by sending into society thoughtful and informed men and women dedicated to the Christian life.”**

Concordia is a liberal arts college of the Evangelical Lutheran Church of America. As an institution of higher education, it seeks to enable students to develop as thinking, feeling, and ethical human beings. A Concordia education encourages students to discover their interests, prepare for their careers, and acquire tools and motivation for a lifelong process of learning. As a college of the church, Concordia seeks to equip students with the knowledge, methods, attitudes and discipline needed for a lifetime of service to God and others.

Through active participation in various learning opportunities, Concordia College students will strive to become liberally educated. **The Goals for Liberal Learning** describe expectations for student learning in the Core Curriculum. These goals are listed below:

Goal 1: Instill a love for learning

- Demonstrate an ability to learn independently (seek opportunities to learn)
- Appreciate that learning is a lifelong process
- Obtain information needed to make informed judgments

Goal 2: Develop foundational skills and transferable intellectual capacities

- Express ideas effectively
- Make decisions and solve problems by engaging in creative and critical thinking
- Access and evaluate a variety of sources of information
- Consider multiple perspectives when developing solutions to problems

Goal 3: Develop an understanding of disciplinary, interdisciplinary, and intercultural perspectives and their connections

- Demonstrate proficiency in a discipline
- Demonstrate that problem solving involves multiple perspectives and tools

Goal 4: Cultivate an examined cultural, ethical, physical, and spiritual self-understanding

- Understand the influence of a religious worldview
- Appreciates the aesthetic dimensions of life
- Identify the factors that contribute to self-understanding
- Identify how personal, interpersonal, social, cultural, and religious factors shape people's identity

Goal 5: Encourage responsible participation in the world

- Demonstrate ethical commitment by making critical, principled decisions
- Demonstrate intercultural competence
- Apply academic learning to one's personal, professional and civic lives
- Apply knowledge and skills to influence the affairs of the world

III.

**MISSION AND PHILOSOPHY STATEMENT OF THE DIDACTIC PROGRAM
IN DIETETICS (FOOD/NUTRITION AND DIETETICS MAJOR)**

The mission of the Food/Nutrition/Dietetics Didactic Program in Dietetics (DPD) is to provide an educational environment consistent with the mission of Concordia College that will facilitate development of future registered dietitians or professionals in careers related to food, nutrition and dietetics.

IV.

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

Preamble

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the Academy of Nutrition and Dietetics Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

Code of Ethics

The Ethics Code applies in its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of the Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of the Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as “dietetics practitioners.” By accepting membership in the Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, all members of the Academy of Nutrition and Dietetics and credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by Academy of Nutrition and Dietetics and its credentialing agency, CDR.
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in Principles #3-7.

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exists.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.
19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

For more information, visit the Academy of Nutrition and Dietetics website at www.eatright.org

V.

THE GOALS/OBJECTIVES OF THE DIDACTIC PROGRAM IN DIETETICS (FOOD/NUTRITION/DIETETICS MAJOR)

Goal One. Prepare graduates for a practice experience in a Dietetic Internship to become registered dietitians.

Our Goals for Student Outcomes: While we seek to achieve beyond these measures our minimal student outcomes are as follows:

1. Over a five year period, 90% of students accepted into the DPD after completing sophomore year at the college will complete DPD program requirements within 3 years.
2. Ninety percent of students demonstrate the professional attributes of punctuality and dependability on a practical experience.
3. Eighty-five percent of students who apply for a dietetic internship are accepted into an accredited program the first year they apply.
4. Eighty-five percent of graduates accepted into the DPD after completing sophomore year apply for a Dietetic Internship the year that they graduate.
5. Ninety percent of students achieve 70% or better on the exit examination.

6. Eighty percent of students not entering an internship or graduate school will obtain employment in a food service or nutrition related career within nine months of graduation.

Outcome Measures:

1. The FND 112 instructor distributes an application for the DPD program to first year students and maintains a record of DPD students' program completion.
2. The FND 424 faculty members review the evaluations completed by site supervisors on the students' clinical experiences yearly.
3. The DPD Director maintains a record of the dietetic internship applications and the acceptance rate each year.
4. The DPD Director maintains a record of the dietetic internship applications and reviews the record of graduates.
5. The DPD Director administers an exit examination to seniors in FND 426 in the spring of their senior year and determines the exit examination scores.
6. The DPD Director maintains an employment record of the employment or placement of graduates not entering an internship.

Goal Two. Prepare graduates for participation in the Academy of Nutrition and Dietetics.

Our Goals for Student Outcomes: While we seek to achieve beyond these measures our minimal student outcomes are as follows:

1. Eighty-five percent of junior and senior students demonstrate participation in a professional association.
2. Ninety percent of students demonstrate the professional attributes of punctuality and dependability on a practical experience.
3. Eighty-five percent of alumni indicate on the annual survey that they are members of the Academy of Nutrition and Dietetics.

Outcome Measures:

1. The President of the Student Dietetic Association (SDA) maintains a record of attendance at professional meetings, including meetings of the Student Dietetic Association, the North Dakota Academy of Nutrition and Dietetics, and the Fargo-Moorhead Dietetic Association.
2. The FND 424 faculty members review the evaluations completed by site supervisors on the students' clinical experiences yearly.
3. The DPD Director reviews surveys returned by alumni and Dietetic Internship Directors yearly.

Goal Three. Provide graduates with experiences of a diverse and comprehensive nature to meet the knowledge requirements of the Accreditation Council for Education in Nutrition and Dietetics.

Our Goals for Student Outcomes: While we seek to achieve beyond these measures our minimal student outcomes are as follows:

1. Over a five year period, eighty-five percent or more of the students that attempt the registration examination pass the national examination the first time they take the examination.
2. Eighty-five percent or more of the students who take the registration examination pass the national examination within one year after first taking the examination.
3. Seventy-five percent of the Dietetic Internship Directors and alumni report on the annual survey that the alumni knew the necessary information related to Accreditation Council for Education in Nutrition and Dietetics (ACEND) knowledge statements or knew how to locate the necessary information.
4. Seventy-five percent of employers of alumni not entering an internship report on the survey that the alumni knew the necessary information related to Accreditation Council for Education in Nutrition and Dietetics (ACEND) knowledge statements or knew how to locate the necessary information.
5. Ninety percent of students will receive proficient or better ratings on the portfolio assessment rubric completed by the faculty or Advisory Board members.
6. Ninety percent of graduating seniors report on the exit survey they participated in a variety of quality practical experiences.

Outcome Measures:

1. The DPD Director reviews the registration examination scores provided by the Commission on Dietetic Registration (CDR).
2. The DPD Director sends a survey to alumni and to Dietetic Internship Directors each spring and reviews surveys returned.
3. The DPD Director sends a survey to alumni not entering an internship. Alumni are asked to give a survey to their employers and to complete a second survey themselves.
4. Advisory Board members and faculty evaluate on-line portfolios using the portfolio assessment rubrics.

Yearly outcome data is available on request from the program director at blarson@cord.edu.

VI.

STUDENT LEARNING OUTCOMES

The foundation Knowledge and Skills required of DPD programs are embedded in the individual courses of the curriculum and are listed as the objectives where appropriate on the individual course syllabi. These objectives are evaluated on the annual survey, through the portfolio assessment, and with the focus group of graduating seniors. In addition we have summarized the individual student outcomes below.

1. FND Majors will use oral and written communication skills along with appropriate technology to effectively convey nutrition information to both professional and lay audiences.
2. FND Majors will be able to analyze and interpret data relevant to dietetics practice.
3. Students will be able to perform nutritional assessment and develop appropriate care plans for individuals across the lifespan and for diverse health conditions.
4. FND Majors will be able to apply knowledge of food science and management principles to the function of the food service system.
5. FND Majors will be able to describe laws, regulations and policies that impact both the food service and community health.

VII.

REQUIREMENTS TO BECOME A REGISTERED DIETITIAN (RD)

Requirements for Registration by the Academy of Nutrition and Dietetics are established by the Commission on Dietetic Registration (CDR). The present eligibility requirements are described on the Academy of Nutrition and Dietetics website <http://www.eatright.org> as follows:

- A. Academic Preparation
 - A. Complete a minimum of a bachelor's degree at a United States regionally accredited college or university and course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
 - B. A completed Verification Statement by a Program Director.
 - C. Complete an ACEND accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies. Typically, a practice program will run six to twelve months in length.
 - a. Accredited Dietetic Internship
 - b. Accredited Coordinated Program
 - D. Pass a national examination administered by the Commission on Dietetic Registration (CDR).

E. Complete continuing professional educational requirements to maintain registration.

B. ACEND is the acronym for the Accreditation Council for Education in Nutrition and Dietetics—the Academy of Nutrition and Dietetics’ accrediting agency for education programs preparing students for careers as RDs or DTRs.

Accreditation is necessary because dietetics is a unique profession of such complexity and benefit to the health of the population that it requires a defined educational process based on national standards. ACEND is responsible for setting the national standards for what dietetics students are taught, and for evaluating, recognizing, and publishing a list of education programs that meet these standards.

ACEND accreditation is important to students because:

- The ACEND educational standards are developed and accepted by practicing dietetics and nutrition professionals nationwide.
- It means that the programs will provide the knowledge, skills and/or competencies you need for entry into the dietetics progression.
- Only graduates from an accredited/approved academic program (DPD) are able to apply for accredited Dietetic Internships (DIs) leading to the RD examination.
- Only graduates from an accredited DI or Coordinated Program are able to take the RD exam.
- Only graduates from an accredited Dietetic Technician Program are able to take the DTR exam.

In short, ACEND accreditation signifies quality education for your chosen profession. ACEND’s website is <http://www.eatright.org/ACEND/>; ACEND’s telephone is: 800-877-1600 ext. 5400; ACEND’s address is: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 and the fax is: 312-899-4817.

C. In addition to the preceding requirements for registration the state of Minnesota has a licensure requirement. MN statutes define licensure and states in 148.630(a) “No person may engage in dietetics or nutrition practice unless the person is licensed as a dietitian or nutritionist by the Board.” Information is available at board.dietetics-nutrition@state.mn.us.

D. It is the policy of Concordia College Didactic Program in Dietetics to issue the DPD Verification Statement following verification of program completion to students who formally applied and were accepted into the DPD.

- E. A directory of approved/accredited dietetic programs is published each year by the Academy of Nutrition and Dietetics. A copy is available for examination in the Program Director's office. Personal copies may be ordered from the Academy of Nutrition and Dietetics. The list of programs is also available on the Academy of Nutrition and Dietetics website at: <http://www.eatright.org>. Sample dietetic internship brochures and applications are found in the black file cabinet in Room 364 of the Jones Science Building.

Most applications for dietetic internships must be completed and mailed in early February each year; therefore, it is necessary for you to start early in writing for application information for internships. Make an appointment with the Program Director during the end of your junior year to discuss the application process (see schedule on page 11).

Dietetic Internship: An accredited dietetic internship provides a minimum of 1200 hours of supervised practice. The time required varies from program to program, usually 9-12 months is average. Some dietetic internship programs are combined with graduate study; some pay the interns and some do not. Successful completion of a DPD does not guarantee acceptance into a dietetic internship. Acceptance into an accredited dietetic internship program is extremely competitive. Currently, there is a significant shortage of available internship positions for the number of students applying for acceptance into internship programs. Acceptance into an internship cannot be guaranteed. Since there is a shortage, it is vitally important to excel academically and gain leadership, volunteer and work-related experiences to improve your chances of being accepted.

- F. Academy of Nutrition and Dietetics Membership Information: As a student enrolled in an ACEND ACCREDITED DIDACTIC PROGRAM IN DIETETICS in a regionally accredited university, you are eligible for STUDENT MEMBERSHIP in the **Academy of Nutrition and Dietetics**.

Application forms are available in the Program Director's Office at Jones 312S or on the website www.eatright.org.

- G. **Employment Opportunities**
Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice.

Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as an RD.

RDs work in:

- Hospitals, HMOs or other health care facilities, educating patients about nutrition and administering medical nutrition therapy as a

part of the health care team. RDs may also manage the foodservice operations in these settings, as well as in schools, daycare centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.

- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health.
- Food and nutrition-related businesses and industries, working in communications, consumer affairs, public relations, marketing, or product development.
- Private practice, working under contract with health care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, or athletes, nursing home residents, or company employees.
- Community and public health settings teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.
- University and medical centers, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

The following checklist is designed to assist you in meeting the Dietetic Internship requirements. A recommended completion date is included with each step. **DO NOT IGNORE ANY OF THESE STEPS.** These deadlines and recommendations are designed to ensure that all of you receive the internship of your choice. Thank you for your cooperation and adherence to this schedule.

1. Meeting with Dr. Larson “What is an Internship?” (April, Junior Year)					
2. Internship Application ordered. (Summer after Junior Year)					
3. Meeting 2 with Dr. Larson, “How Do We Apply for An Internship?” (August, Senior Year)					
4. Application made to take the GRE. (August, Senior Year)					
5. Meeting 3 with Dr. Larson, “My Personal Statement and Resume”. (September, Senior Year)					
6. Meeting with Placement office to complete resume. (September, Senior Year)					
7. Take the Graduate Record Exam(<u>GRE</u>)					
8. Internship selected. (October, Senior Year)					
9. <u>Letter of Reference Requested</u> a. <u>Provide your references with a copy of your resume!!!</u>					
10. Individual conference with Dr. Larson to complete application and Personal Statement. (October, Senior Year)					
11. Letter of Application discussed with Dr. Larson. (November, Senior Year)					
12. Letter of Application discussed with Placement. (December, Senior Year)					
13. DICAS File Started (December, Senior Year)					
14. TRANSCRIPTS ordered to be sent to DICAS <u>after</u> fall grades recorded.					
15. References received by DICAS (January 1, Senior Year)					
16. Applications completed on DICAS (January, Senior Year)					
17. Transcripts received on DICAS (January, Senior Year)					
18. D & D Digital card completed (January, Senior Year)					
19. DICAS submitted (January, Senior Year)					

**VIII.
FOOD/NUTRITION
PROGRAM REQUIREMENTS**

FRESHMAN

<u>Fall</u>		<u>Spring</u>	
FND 112 Food Science	4	Communication (Oral or Writing) 100	4
Communication (Oral or Writing) 100	4	Psych 111 ⁺	4
Inquiry 100	4	Chemistry 142 ⁺	4
Chemistry 111 ⁺ or 127	4	Exploration	4
P.E. 111	<u>1</u>	P.E. 112	<u>1</u>
	17		17

SOPHOMORE

<u>Fall</u>		<u>Spring</u>	
FND 321 Nutrition+	4	Biology 306	4
Biology 121	4	Statistics*	4
Exploration	4	Exploration	8
Religion	<u>4</u>		
	16		16

JUNIOR

<u>Fall</u>		<u>Spring</u>	
FND 360 Advanced Nutrition	4	FND 362 Medical Nutrition Therapy	4
FND 239 Lifecycle Nutrition	4	FND 346 Quantity Foods	2
Biology 207	4	Electives	10
Elective	<u>4</u>		
	16		16

SENIOR

<u>Fall</u>		<u>Spring</u>	
Business Management ⁺⁺	2-4	FND 426 Community Nutrition	4
FND 424	4	Religion	4
(Capstone)		FND 425	2
Electives	<u>8-10</u>	FND 446 Institutional Mgmt.	4
	16	Elective	<u>2</u>
			16

- * Statistics requirement may be met by taking one of the following: Psych 230, Econ 274, Soc 228, or Math 205+ either semester or in the spring
- + These courses meet your exploration requirements for Core.
- ++ One of the following: Bus 307, 339, 376, 377, 323.

Bachelor of Arts Degree- Requirements:

1. General

- A. 126 semester credits (excluding music ensembles)
- B. Cumulative GPA of 2.0 in Concordia courses and in all courses combined.
- C. Residence requirements met (See requirements in Concordia College Catalog)
- D. 40 semester credits with senior college credit (courses numbered 300 and above)

2. Major

- A. Completion of all requirements for at least one major, as outlined in the department pages of the catalog
- B. A minimum GPA of 2.0 in Concordia courses and all courses in the major presented for graduation

3. Liberal Arts Core Curriculum requirements

The requirements for Liberal Arts Core Curriculum are listed on Page 23 of the Concordia College Catalog.

IX.

ATTENDANCE AT PROFESSIONAL MEETINGS

Food/Nutrition and Dietetics students are encouraged to join any campus organization(s) desired, student government, academic societies and clubs. In addition, they are encouraged to join the student branch of the Academy of Nutrition and Dietetics (SDA). Food/Nutrition and Dietetics students are further encouraged to attend the Fargo/Moorhead Dietetic Association monthly meetings and/or the annual meetings of the North Dakota or Minnesota Academy of Nutrition and Dietetics.

Membership in the departmental organizations provides opportunities for participation in workshops and conferences at the national, state and regional level. It also provides for extended learning opportunities through group interactive experiences.

X.

STANDARDS OF PROFESSIONAL BEHAVIOR

Students participating in field trips, professional meetings or enrolled in courses including a field experience such as FND 424 Clinical Experience or FND 390 are expected to adhere to the following guidelines:

- 1. Students will not disrupt the operation of the cooperating facility.
- 2. Students are expected to dress and conduct themselves in a **professional manner**.
- 3. The number of students assigned to a facility, student schedules and objectives will be determined in cooperation with the cooperating department supervisor.

4. Students will be provided an orientation to the cooperating facility including employee dress, confidentiality, human rights, ethical considerations, and liability.
5. Students will function within the organizational framework of the cooperating facility. Policies and procedures for the institution will be available to the students on issues related to schedule, injury or illness.
6. The cooperating facility has the right to withhold use of the facility for failure to follow its policies and procedures as well as accepted standards or health and behavior.
7. Transportation to cooperating facilities is the responsibility of the individual student.
8. Students in FND 424 Clinical Experience are provided professional liability insurance through their registration in the course at a cost of approximately \$20.
9. Students in FND 424 Clinical Experience may be required to have drug testing and/or a criminal background check at their clinical experience site.
10. FND 424 Clinical Experience students are non-paid volunteers and do not replace paid employees.

XI. EVALUATION PROCEDURES

First semester freshmen and transfer students will receive a mid-semester grade report from the registrar's office explaining their progress in courses. All other students receive grade reports at the end of each semester. Students are encouraged to schedule appointments with their advisor throughout the semester. A formal appointment with the advisor is scheduled by the registrar twice each year. During the junior year the registrar provides a junior check sheet that indicates what must be completed to graduate as scheduled. In addition, a computer system "Degree Works" has been developed which will allow students to check their progress toward degree completion on-line at any time. An appointment with the placement office is scheduled during the senior year. A formative evaluation is available for assessing student progress. A copy can be found on page 25.

XII. SUGGESTIONS FOR A PORTFOLIO

Recently, some of our graduates have been asked to provide their internship directors or employers with samples of their college projects. To ensure that you are prepared to provide these examples we are providing you with the following recommendations.

1. Throughout your four years at Concordia you will be given an opportunity to prepare several written documents. We suggest that you select a folder that you might keep these documents in so they will be available for your prospective employers to review. We will also try to review them in your final

course for the major, FND 426 Community Nutrition, or FND 424 Clinical Experience.

2. We suggest that if an instructor has made suggestions for improvement on a project, you make those corrections so that your portfolio will contain a group of very professional projects that are examples of your work.
3. Items we recommend that you retain for your portfolio include:
 - Your Inquiry paper or samples from your IWC 100.
 - Your Fruit/Vegetable Brochure from FND 112 Food Science.
 - Your Research Experiment Reports from FND 112 Food Science
 - Your article for a consumer magazine from FND 426 Community Nutrition.
 - Your article for a professional journal from FND 426 Community Nutrition.
 - Your Menu Plans and Managers Report from Quantity Foods FND 346.
 - Your lesson plan from your class in FND 426 Community Nutrition and possibly photos of your presentation.
 - Your poster project in FND 425.
 - An outline of your professional research project in FND 424 Clinical Experience and your bibliography.
 - An outline of your experiences on your placement for FND 424 Clinical Experience.
 - Your research paper from FND 360 Advanced Nutrition.
 - Your cycle menu for FND 446 Institutional Management.
 - Your justification for purchase of a piece of equipment for FND 446 Institutional Management.
 - Your grant proposal for FND 426 Community Nutrition.
4. You may include additional projects from other classes that you believe are representative of the quality of your work. We have tried to include a list of suggestions for you.

XIII. COSTS

1. Costs for DPD are similar to expenses for any major at the college. These are outlined in the Concordia College Catalog and on the College website at <http://www.cord.edu>. Seniors are also encouraged to become members of the Academy of Nutrition and Dietetics but are not required.
2. Information on withdrawal and refund of tuition and fees is available in the Concordia College Catalog and on Concordia's website <http://www.cord.edu>.

XIV.
ACADEMIC CALENDAR

The calendar is always available in the Concordia College Catalog and on the college website at <http://www.cord.edu>.

XV.
PROTECTION OF PRIVACY

Rights and Responsibilities Associated With Student Records

Concordia College affirms the student's right to privacy and protection against improper disclosure of information contained in institutional records as defined in the College Record Policy. In order to secure these rights, an explicit set of policy statements must be maintained. These statements should inform students of the existence of such records, differentiate among the types of information contained in institutional records, and assure that information is used only for its intended purposes.

Based on established law and policy, students should have the right to inspect and review information contained in their education records; to challenge the contents of their education records; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the findings of the decision makers are unacceptable.

Information about individuals should be retained only so long as it is valid, useful or legally mandated; and those responsible for the records have an obligation to destroy the information when conditions under which it was collected no longer prevail.

College policies regarding student records should be written and maintained in accordance with prevailing state and federal law (e.g., the Family Educational Rights and Privacy Act of 1974).

XVI.
ACCESS TO PERSONAL FILES

As stated in the Student Rights and Responsibilities Document, the College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Under FERPA, students have the right to 1) inspect and review their education records within 45 days of the day that the Official Record Keeper receives a request for access; 2) request the amendment of the education record that the student believes is inaccurate or misleading; 3) consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) file a complaint with the U.S. Department of Education concerning alleged failures by Concordia College to comply with the

requirements of FERPA. The College publishes and distributes to all students a Notification of FERPA Rights that describes College policies in each of the four areas mentioned above.

In addition, the College records policies and practices include the following:

- Academic transcripts only contain information about academic status. However, this is to be understood as permitting the recording of any institutional action such as suspension and expulsion for academic or disciplinary reasons that affect a student's eligibility to be readmitted to the institution.
- The College occasionally receives requests for education record information regarding former students who are deceased. Even though FERPA rights do not continue after an individual's death, the College respects the privacy interests involved in those situations, but also wishes to accommodate good faith requests for records necessary for probate or other legitimate purposes. Therefore, education record information may be disclosed to a deceased student's family or other appropriate requestors for any purpose deemed legitimate by the Official Record Keeper.
- Information from disciplinary or counseling records is not available to unauthorized persons on or off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved or in cases when a student or parent has released information in making a claim against the institution.
- No records that reflect the political activities or beliefs of students are kept except those voluntarily provided by the student in his or her activity record.
- Information about individuals should be retained only so long as it is valid and useful, and those responsible for the records have an obligation to destroy the information when conditions under which it was collected no longer prevail.

XVII.

ACCESS TO STUDENT SUPPORT SERVICES

Please visit the following website for all support services offered by the college.

www.cord.edu/Offices/success/For_Students/campus_resources.php

XVIII.

HANDLING COMPLAINTS POLICY

Student Concerns

If a student has a concern with a faculty member or another student, he or she should follow these steps.

1. First, meet with the faculty member in a private appointment.
2. If the concern is not resolved, meet with the department chairperson.
3. If the concern is still not resolved, meet with the Division Chairperson.

Student Complaints

In compliance with U.S. Department of Education policy and consistent with The Higher Learning Commission guidelines, Concordia College maintains a record of serious, written and signed complaints filed by students. This record includes:

1. The date complaint was submitted
2. A brief explanation of the nature of the complaint
3. Steps taken by Concordia College to address the complaint, including referrals
4. Any other known actions initiated by the student to resolve the complaint

Each record will be kept on a Student Complaint Documentation Form and will be retained in the administrative office in which it was filed.

Administrative offices in which a complaint may be filed:

- Office of the Provost
- Office of Academic Affairs
- Office of Student Affairs
- Office of Finance
- Office of Enrollment
- Office of Advancement
- Office of Communications and Marketing

Students with unresolved complaints related to ACEND accreditation standards may submit a complaint directly to ACEND. Complaints should only be submitted to ACEND after all other options with the program and the college have been exhausted. The complaint must be written and signed by the complainant. Anonymous complaints will not be considered.

Contact information for ACEND:
Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Phone: 312-899-0040 ext. 5400
Fax: 312-899-4817
Email: ACEND@eatright.org
URL: www.eatright.org/ACEND

XIX. PRIOR LEARNING

Concordia DPD does not grant credit for prior learning experiences. Concordia does not accept transfer courses for 300-400 level professional courses.

XX. FORMAL ASSESSMENT OF STUDENT LEARNING

Student learning outcomes are defined for each major and are measured by indirect and direct measures such as standardized exams, case studies, portfolios, oral performances, senior papers, exhibits, interviews and surveys. The assessment committee reviews departmental assessment plans and uses a rubric to categorize the assessment plans.

XXI. RETENTION/REMEDICATION

Normal progress: Normal progress toward a degree is defined as earning 16 semester credits and achieving a 2.0 GPA on the average, per semester, and satisfactorily meeting the other fixed requirements of the college. A student earning 16 semester credits for eight semesters will acquire slightly more than the 126 course credits required for graduation in a four-year period.

Minimum progress: The majority of Concordia students complete their degrees in four years. Occasionally because of a change in major or minor, or other factors, their progress is delayed.

Academic Probation and Suspension: While the guidelines listed for Academic Progress represent acceptable progress, it is expected that students will exceed these standards. A student not meeting the standards for acceptable academic progress is placed on academic probation, which requires the student to work with an academic counselor to develop an academic improvement plan. A student's co-curricular involvement and/or employment may be restricted during the period of probation.

If a student on probation does not meet the standards for acceptable academic progress but attains a 2.0 term grade point average and completes the required percentage of courses for the term, the student may be given permission to remain on probation for an additional semester.

Failure to meet the minimum academic progress standards will result in academic and financial aid suspension. A student may appeal suspension status if they have mitigating circumstances beyond their control such as illness or injury, death of a relative, or other circumstances that result in undue hardship. The Student Academic Performance and Procedures Committee will review appeals and their decision is final. Students may be suspended from Concordia at any time if their academic performance

in any given semester falls below a 1.0 GPA.

After the suspension period has passed, a student is eligible to apply for re-admission. The readmission decision will take into consideration the student's history and actions or circumstances that would justify re-admission; for example, successful completion of coursework at another institution.

If re-admitted, the student may be reinstated on a probationary and contractual basis and required to meet specific expectations.

Note: Students receiving Financial Aid should consult the Financial Aid Office for the Financial Aid Academic Progress Policy.

XXII. DISCIPLINARY

Disciplinary Process Overview: A primary responsibility of every student is to regulate his/her own affairs so they are in concert with the standards of the community which they have joined. Accordingly, the college admits students with the specific understanding they will comply with its standards and conduct themselves as responsible persons within the framework of this Christian college community.

We recognize the need for an effective and fair disciplinary process for possible violations of community's standards. Consequently, the college has developed the Student Responsibility Conduct Procedures. This document outlines the procedures which must be followed whenever there is an allegation of a violation of social policy. The college's disciplinary procedures are neither required nor intended to conform to the standards of civil or criminal law. However, in the interest of fairness, allegations of policy violations are conducted in a manner which is designed to afford every student the right to be notified of the complaint(s) against them, the right to be heard, and the right to appeal.

A figure outlining the means by which an alleged violation proceeds through this process is available on the Concordia website. The vast majority of incidents are concluded when charges are presented, possible sanctions reviewed and pleas of responsibility offered. However, whenever a student wishes to contest the complaint(s) presented, or the sanction(s) recommended, there is opportunity to be heard and to appeal. A full and complete explanation of the social disciplinary process and the rights guaranteed to students is outlined in the Student Responsibility Conduct Procedures.

XXIII.
CONCORDIA COLLEGE
DPD POLICIES PROCEDURES
DPD VERIFICATION STATEMENT

Policy Statements

It is the policy of Concordia College Didactic Program in Dietetics to issue the DPD Verification Statement following verification of program completion.

Procedures

1. The DPD Director is responsible for verification and issuance of the DPD Verification Statement.
2. It is the responsibility of the student to contact the DPD Director to obtain verification statement after graduation.
3. The Verification Statement will be provided to students who formally applied and were accepted into the DPD. It will be granted after their graduation from Concordia College as soon as evidence is available from the Registrar's office that the student is a college graduate and the student has completed the required DPD courses.
4. The DPD Director will not evaluate transcripts for students from other colleges for the purpose of outside students obtaining a verification statement.
5. Graduates from other colleges or other departments at Concordia that return to complete their dietetics requirements will be granted a verification statement if they provide evidence that they are a college graduate and the majority of the DPD requirements are completed at Concordia College, Moorhead, MN. Majority of courses would be considered to be at least six of the FND courses or 24 semester credit hours. These students are required to formally apply to the DPD and be accepted.
6. Three copies of the Verification Statement are given to the student. One signed copy is retained in the DPD Director's files. One copy is forwarded to the Concordia College Registrar and retained in the College vault for a permanent record.
7. The Verification Statement will be completed with the Concordia College Code of 6209 and signed in blue ink in accordance with the directions for completion of a Verification Form.

Application to the Food/Nutrition/Dietetics Program

Concordia College
901 S. 8th Street
Moorhead, MN 56562

The Application Deadline is APRIL 15th

Application to enter the Dietetic Program at Concordia College

Rationale: The Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standard 6.2 requires that an accredited program must track the completion rate of students that enter their program. To ensure an accurate tracking of graduation rate for students in nutrition/dietetics at Concordia College all students in the nutrition/dietetics program must complete this form.

Name: _____

Home Address: _____

Mother's Maiden Name: _____

Email address: _____

Please describe your career goal below:

Please check the box that is appropriate below:

1. I plan to complete a nutrition/dietetics major to become a registered dietitian. To become a registered dietitian students are required to obtain a verification statement to enter a dietetic internship. In order to obtain the verification statement, students must graduate with a cumulative GPA of 3.0 or above.

2. I plan to complete a nutrition/dietetics major but I do not plan to apply for a dietetic internship and do not intend to become a registered dietitian.

SIGNATURE _____

XXV.

RESOURCES AVAILABLE

1. Academy of Nutrition and Dietetics www.eatright.org
2. Academy of Nutrition and Dietetics Evidence Based Library
3. Student Dietetic Association
4. Fargo-Moorhead Dietetic Association
5. Department Faculty

XXVI.
FORMATIVE EVALUATION
Departmental Endorsement for Admission to the
Food/Nutrition and Dietetics Program

Name of Student _____

Date _____

Year of Graduation _____

Primary Area of Interest(s) _____

	Endorsed				
	9	8	7	6	
<p>Communication Skills</p> <p>1. Especially pleasing and effective voice.</p> <p>2. Effectively assertive in appropriate situations.</p> <p>3. Excellent command of oral English; conveys ideas clearly and effectively.</p> <p>4. Excellent command of written English; sets an excellent example of written expression.</p>					<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Com 205 Advanced Public Speaking <input type="checkbox"/> Toastmasters Membership <input type="checkbox"/> English 316 Business Writing
<p>Scholarship</p> <p>1. Is an active learner; has an inquiring mind, initiates her/his own learning.</p> <p>2. Self-motivated for independent learning.</p> <p>3. Adept at time management.</p> <p>4. Sets priorities effectively to avoid becoming overcommitted.</p> <p>5. Stimulating, imaginative, original in his/her thinking.</p> <p>6. Responsive, business-like, systematic, steady.</p> <p>7. Has good background in subject field.</p> <p style="padding-left: 20px;">a. Food Science</p> <p style="padding-left: 20px;">b. Normal Nutrition</p> <p style="padding-left: 20px;">c. Food Service Management</p> <p style="padding-left: 20px;">d. Community Nutrition</p> <p style="padding-left: 20px;">e. Clinical Nutrition</p> <p>8. Competent in special skills required by the discipline.</p> <p style="padding-left: 20px;">a. Food Preparation</p> <p style="padding-left: 20px;">b. Mathematical Skills</p> <p style="padding-left: 20px;">c. Computer Skills</p> <p style="padding-left: 20px;">d. Medical Terminology</p>					<input type="checkbox"/> Attend SDA for a better understanding of career options in food/nutrition. <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Encourage seeking employment as a dining service student manager and/or other management positions. <input type="checkbox"/> Seek work experience in related positions. <input type="checkbox"/> Read professional journals _____ Journal of the Academy of Nutrition and Dietetics _____ SNE _____ Food Management _____ Food Technology <input type="checkbox"/> Additional work experience in food preparation. <input type="checkbox"/> Math 105/203 <input type="checkbox"/> Computer Science 104 Software Applications

	9	8	7	6	<input type="checkbox"/> Classical Studies 399 Scientific Term.
<p>9. Adequate performance in the natural sciences.</p> <p>10. Demonstrates appropriate management skills.</p> <p>11. Demonstrates a scholarly background.</p> <p>12. Utilization of Resources/Evaluation of Research a. Library b. Web</p> <p>13. Ability to locate resources a. Library b. Web</p>					<input type="checkbox"/> Consider repeating the following course(s) _____ <input type="checkbox"/> Chemistry 341, 342, 373 <input type="checkbox"/> Physiology 411-412 (in place of Biol 306) <input type="checkbox"/> Acct 255 Principles of Financial Accounting <input type="checkbox"/> Bus 201 Principles of Global Economics <input type="checkbox"/> Bus 339 Management <input type="checkbox"/> Bus 341 Human Resource Management <input type="checkbox"/> Bus 351 Marketing <input type="checkbox"/> Read newspaper, journals, listen to news. <input type="checkbox"/> Meet with Connie Jones for assistance. <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Relationship with others</p> <p>1. Assumes others are essentially trustworthy, dependable, friendly, enhancing, and perceives them as having the capacity to deal with their problems.</p> <p>2. Actively initiates relationships with others; warm, kindly, understanding, and friendly.</p> <p>3. Behavior reflects a sensitivity and empathy with others: is tolerant of differences and sees others as having dignity and integrity which must be respected and maintained.</p>					<input type="checkbox"/> Com 312 Interpersonal Communication or Com 316 Intercultural Communication <input type="checkbox"/> Volunteer Experiences

	9	8	7	6	
Self-Concept 1. Poised, emotionally self-controlled, free from insecurity. 2. Leadership skills. 3. Attended FN career seminar on FN careers at SDA. 4. Ability to speak Spanish/other language.					<input type="checkbox"/> Attend SDA <input type="checkbox"/> Attend FMDA <input type="checkbox"/> Attend State Meetings <input type="checkbox"/> Attend local speakers <input type="checkbox"/> Volunteer for SDA <input type="checkbox"/> Bus 462 Leadership <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Recommendations:

Faculty Signature: _____

This evaluation was reviewed with me: _____

(Student Signature)

Date: _____