

Nutrition and Dietetics Student Handbook

McNeese State University
The Harold and Pearl Dripps Department of Agricultural Sciences
October 19, 2015



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Revised: October 2015 to just Nutrition and Dietetics Student Handbook; January 2015; April 2013.

This handbook was developed July 2012 by Mrs. Eljeana Quebedeaux, MS RD LDN, DP Director with input from other accredited programs and the Nutrition and Food Science faculty. In June 2015, the Nutrition and Food Science degree was eliminated and each of the concentrations in the Nutrition and Food Science degree was put as concentrations in the Agricultural Sciences Degree. Thus this handbook has been renamed to Nutrition and Dietetic Student Handbook and now only provides information about the Nutrition and Dietetics concentration.

It will be reviewed and revised annually. Students will be notified of changes via semester advising and/or in classes. This will be made available on the nfsc.mcneese.edu website.

McNeese State University
NUTRITION AND DIETETICS PROGRAM
Student Information

Please complete this form after reading this Handbook and provide to the Director of the Didactic Program of Nutrition and Dietetics (DP).

Name _____

Address _____

Phone (Home) _____ (Work) _____ (Cell) _____

Email: _____

Ethnicity:

- White, non Hispanic
- Black, non Hispanic
- American Indian, Alaskan Native, or Hawaiian Native
- Other (specify) _____
- Asian or Pacific Islander
- Hispanic

Semester of entry into DP: _____ Current classification _____

Current GPA: _____ How many hours a week do you work? _____

Are you a member of the Student Academy of Nutrition and Dietetics? _____

Expected date of graduation _____ Catalog: _____

How did you hear about this program? _____

What is your career goal? _____

I have read and comprehended the Nutrition and Dietetics Student Handbook, Including the Code of Ethics and understand the program policies for completion of requirements for graduation and for receiving a Verification Statement for a concentration in Nutrition and Dietetics.

Student signature: _____ Date: _____

Please bring this form to your advisor immediately upon completing it.

Overview

Are you passionate about nutrition, food, and health? Now is the time to pursue that interest at McNeese State University in the Department of Agricultural Sciences with a concentration in Nutrition and Dietetics. This handbook will provide policies and guidance in pursuing the Accredited Nutrition and Dietetics concentration.

The interrelationship of diet, health, and disease prevention has encouraged people to seeking health through diet. Becoming a student of Nutrition and Dietetics will challenge, excite, and develop new thoughts and ways about nutrition, food science, food service, and health.

The courses for this program include a solid foundation in chemistry and biology. The application of scientific principles is throughout the course work and assists you in becoming a life learner.

Upon completing this degree and concentration, a student will have the knowledge and tools to help develop the future of a well society, healthcare, and nutrition education/counseling in the ever changing food and health markets.

The Nutrition and Dietetics concentration plan prepares a student to apply for the dietetic internship or supervised practice route to becoming a registered dietitian nutritionist.

This Student Handbook has been developed as an informational guide for students in the Nutrition and Dietetic concentration in the Harold and Pearl Dripps Department of Agricultural Sciences (HPDDAS) at McNeese State University. The information is intended to supplement other Department, College, and University publications that contain official policies and procedures. Students should read and become familiar with the current McNeese State University website areas:

- McNeese State University website: www.mcneese.edu
- Schedule of Classes: <http://www.mcneese.edu/schedule>
- McNeese State University Handbook: <http://www.mcneese.edu/current-students>
 - Code of Student Conduct
 - Student's Rights and Responsibilities

The Accredited Didactic Program in Nutrition and Dietetics (DP)

The Didactic Program in Nutrition and Dietetics (DP) at McNeese State University is located in the Harold and Pearl Dripps Department of Agricultural Sciences which is housed in the College of Science. Graduates of the DP receive a Bachelor of Science (B.S.) degree in Agricultural Sciences with a concentration in Nutrition and Dietetics. Current enrollment in the DP is approximately 35 undergraduate and special (have a degree and are meeting requirements) students. The program has been accredited since 1993 and the programs outcomes data are available on request.

The DP has been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics (the Academy). The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education and is a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice. The address of ACEND is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, Phone number: 312.899.0040 Ext. 5400. The website is www.eatright.org/ACEND.

Students of the Academy of Nutrition and Dietetics (SAND)

The mission of SAND is to apply knowledge and communication skills to make aware and educate the McNeese State University community about the relationship between nutrition, food, and health. This can only be accomplished by the participation of student members. Nutrition and Dietetic majors are encouraged to join and actively participate. Members participate in on-campus activities, fund-raising projects, and community service projects. The organization offers students opportunities to develop leadership skills and to network with nutrition and dietetic professionals. Meeting times and places are set at the beginning of each fall and spring semester. Every effort is made to schedule meetings for the convenience of the majority of students. To be a member, a student must join the nation Academy of Nutrition and Dietetics. For more information and to join go to: www.eatright.org

The Academy of Nutrition and Dietetics

Each student pursuing a degree with a concentration of Nutrition and Dietetic are highly encouraged to join the Academy as a Didactic Program of Dietetics (DP) student. This allows the student to benefits that include access to member only resources, allows eligibility to scholarships that the Academy provides each year, and also permits you to be a member of the Louisiana Academy of Nutrition and Dietetics (LAND), the Southwest Louisiana Academy of Nutrition and Dietetics (SWLAND), and the student organization (SAND) at the student membership rate. As a student enrolled in the DP or Internship of Nutrition and Dietetics (IP), one can maintain the student membership status for up to six (6) months after graduating, or until you pass a registration exam (RD or Dietetic Technician Registered).

Academic Advising

Academic advising within the Harold and Pearl Dripps Department of Agricultural Sciences is a continual process. Your first conference with your advisor should occur as early as possible during your first semester in the department. Ms. Eljeana Quebedeaux is the Director of the Didactic Program of Nutrition and Dietetic and is the advisor for all students in the Nutrition and Dietetic concentration of the Agricultural Sciences. She is also the advisor for the Nutritional Sciences concentration of the Agricultural Sciences.

Planning and scheduling your program is ultimately your responsibility. Fulfilling this responsibility requires contacting your advisor to make appointments for conferences and following the scheduling guidelines outlined in this Handbook.

Since the Didactic Program in Nutrition and Dietetics at McNeese State University meets the knowledge requirements specified by the Accreditation Counsel for Education of Nutrition and Dietetics (ACEND), students completing the program will not only receive a Bachelor of Science degree, but also a Verification Statement indicating that ACEND knowledge requirements have been completed and student is eligible for applying for a Dietetic Internship or Supervised Practice.

Nutrition and Dietetics
Faculty



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Mission Statements

McNeese State University Mission:

McNeese State University is primarily a teaching institution whose mission is successful education of the undergraduate students and services to the employers and communities in its region. McNeese uses a traditional admissions process based on courses completed, GPA, and standardized test scores.

McNeese is responsible for serving:

- a. Residents of southwest Louisiana who have completed high school and are seeking either a college degree or continuing professional education;
- b. Two-year college transfer students, particularly those from Sowela Technical Community College;
- c. Employers in the region, both public and private, school districts, health care providers, local governments, and private businesses;
- d. Economic development interests and regional entrepreneurs; and
- e. The area community, by providing a broad range of academic and cultural activities and public events.

The core values of McNeese State University are:

- Academic Excellence
- Student Success
- Fiscal Responsibility
- University-Community Alliances

The College of Science Mission

The primary mission of the College of Science is to offer high quality and student-engaging undergraduate and graduate science and mathematics programs and courses. The course offerings in the sciences and mathematics are designed to satisfy the requirements for the degrees in science or mathematics; for the core curriculum; and for other degrees and programs. The College of Science responds through its departments, faculty, staff and students to McNeese State University's mission and core values of student success, academic excellence, fiscal responsibility, and university-community linkages. Faculty and staff of the College are committed to excellence in teaching, scholarly activity and service.

In addition to courses and programs, the College of Science is charged with the responsibility for providing the expertise, resources, laboratories, equipment, and additional learning experiences necessary for each student to progress in meeting academic, personal, and career goals.

The Harold and Pearl Dripps Department of Agricultural Sciences Mission

To provide students with the skills required to meet the changing needs and demands of agriculture and to enable students to become active and productive members of society. More specifically, the primary objectives of the Department are:

1. To prepare students for careers in agriculture, natural resources management, and nutrition and food science.
2. To contribute to the intellectual development of students.
3. To enable students to effectively participate in and make significant contributions to contemporary society.

The Didactic Program of Nutrition and Dietetics (DP) Mission

To prepare students academically and professionally for entry into post-baccalaureate programs that provide for the achievement of performance requirements for entry-level dietitians in a manner that is fiscally responsible and enhances the community awareness and knowledge of nutrition and dietetics. The curriculum promotes accountability in life-long professional development through self-directed learning and innovative thinking skills that is based on researched evidence and to produce registered dietitians that become active and productive members of society.

Student Responsibilities

The student is responsible and accountable to:

- Read, comprehend and abide by the guidelines and policies of the Nutrition and Dietetics Student Handbook
- Take advantage of leadership opportunities presented in class, and as an active member of the student organization.
- Maintain integrity and professionalism in all course work and activities
- Maintain grade point average (GPA) of 3.0 or better.
- A required course may not be repeated more than three (3) times in order to remain classified as a major in Nutrition and Dietetics.
 - No more than two required courses may be repeated in which a grade of “D” or “F” is earned.
- No more than one (1) Nutrition and Dietetic core course in which a grade of “D” or “F” is earned can be repeated.
- Maintain contact with Advisor regarding scheduling of classes and take pre-requisites as advised. Advisor will need to be seen a minimum of one time to receive an alternate pin for registering for the next semester.
- Comply with the Code of Ethics as outlined by The Academy of Nutrition.
- Participate in program evaluation.
- Provide own transportation to and from facilities for observational and field experience activities. Must have valid driver’s license and current auto insurance and health insurance.
- Stay informed of current policy changes within the department and at McNeese State University.

Transfer Students

Transfer students will need to abide by all the policies and student responsible listed in this handbook. The transcript will be evaluated to determine what courses will transfer. This will be completed by the Director of the Nutrition and Dietetic program.

International Students

International students whose undergraduate work was taken at a school outside of the United States must have their previous coursework evaluated by an evaluation agency suggested by ACEND for the concentration of nutrition and dietetics. A detailed course-by course evaluation of previous coursework is required before an advisor can review the student’s records and credentials to determine what coursework is necessary to earn a Verification Statement and/or a Bachelor of Science degree in Agricultural Sciences with a concentration of Nutrition and Dietetics at McNeese State University.

Declaration of Concentration

Each student who has been accepted into McNeese can declare the Nutrition and Dietetics as their major. Further advisor assistance and approval will be continual as the student progresses.

Goals and Expected Outcomes of the Nutrition and Dietetics Concentration

Goal 1: Prepare students for successful entry into a dietetic internship and/or a graduate program.

- a. Over a five year period, at least seventy-five (75%) of students, who declare the Nutrition and Dietetics concentration, will complete the last 60 hours of the DP degree requirements within 3 years which is 150% of program length.
 - a. *Current status as of goal: 2010-2015 – 100%*
 - b. *Goal met*
- b. Over a five year period, at least seventy-five (75%) of graduates from the McNeese Didactic program will apply to a dietetic internship program or pathways offering supervised-practice within 12 months of graduation.
 - a. *Current status as of goal: 2010-2015 – 96% (23/24)*
 - b. *Goal met*
- c. Over a five year period, at least seventy five percent (75%) of graduates applying to a dietetic internship program or pathways offering supervised –practice will be accepted.
 - a. *Current status as of goal: 2010- 2015 – 71% (17/24)*
 - b. *Goal not met*
- d. Over a five year period, at least sixty percent (60%) of graduates who do not apply or do not get accepted to a dietetic internship, will apply to graduate program or begin their career in nutrition and food.
 - a. *Current status as of goal: 2010-2015 – 71%*
 - b. *Goal met*

Goal 2: To produce professionals who upon completion of the Dietetic Internship of Nutrition and Dietetics (IP) are competent entry-level dietitians.

- a. Over a 5 year period, eighty percent (80%) of McNeese State University DP graduates who complete a supervised practice will pass the registration exam the first time.
 - a. *Current Status: 2010-2015 – 57%*
 - b. *Goal not met*
- b. Over a five year period, ninety percent (90%) of the directors of the dietetic internship who respond to the Director survey will rate our graduates as prepared or well prepared for their programs.
 - a. *Current Status – 100%*
- c. Over a five year period, ninety percent (90%) graduates who complete a dietetic internship and who respond to the alumni survey will rate themselves as prepared or well prepared for their dietetic internship.
 - a. *Current Status – 100%*

Learning Goals and Outcomes for Nutrition and Dietetics Students

In completing this degree, a student will demonstrate competent in the following:

- 1. Community: Students will be able to interpret and apply nutrition concepts to evaluate and improve the nutritional health of communities.**
 - a. Determine nutrient needs and formulate menus for individuals and communities of all ages, incomes, cultures, and religions.

- 2. Medical Nutrition Therapy: Students will be able to interpret and apply nutrition concepts to evaluate and improve and the nutritional health of individuals with medical conditions.**
 - a. Application of biological, biochemical, and physiologic scientific principles to nutrition practice
 - b. Interpret medical language and lab reports pertaining to nutrition
 - c. Calculate and define diets that promote health and disease prevention
 - d. Interpret scientific research and apply in nutrition intervention
 - e. Collect and document pertinent information for nutrition assessment and intervention
 - f. Determine medical nutrition therapy for a variety of advanced medical conditions

- 3. Food Science – Students will be able to identify and apply food principles to food and nutrition systems**
 - a. Calculate and interpret nutrient composition of foods
 - b. Apply scientific research, including microbiology, food science and food safety to functions of ingredients in food and process controls.
 - c. Demonstrate basic food preparation, quantity food production, and food presentation skills.
 - d. Modify recipes and recipe proportions for individual, group dietary and volume production
 - e. Summarize health promotion and disease prevention theories and guidelines and explain the role of food in promotion of a healthy lifestyle.
 - f. Analyze foodservice operations using the foodservice systems approach

- 4. Management – Students will be able to apply management principles to evaluate human, physical, and fiscal resources in organizations**
 - a. Apply principles and theories of management to the administration of human, physical, and financial resources in food and nutrition services
 - b. Apply management concepts to personnel selection, training, evaluation, organizational behavior, governmental influences, labor management relations, marketing, and budgeting through case studies and the development of a business plan.

- 5. Education/Communications – Students will be able to demonstrate a variety of communication strategies in nutrition and food education emphasizing information technology**
 - a. Provide oral and written communications for group education session
 - b. Interview individuals for diet histories
 - c. Counsel individuals

6. Professional Issues – Students will be able to integrate knowledge and skills in food and nutrition with professional issues affecting dietetics

- a. Develop a position on a public policy affecting nutrition and food issues and/or program
- b. Utilize outcomes based research and statistics to interpret a nutrition issue
- c. Explain health care policy and systems as related to food and nutrition health
- d. Describe issues related to third party reimbursement for nutrition care

The Accredited Nutrition and Dietetics concentration

The DP curriculum can be completed in four years. However, careful planning is required to insure that the courses are scheduled in the appropriate sequence. The sequence is given in figure 1 in the curriculum mapping of dietetics given below and **students should use this course sequence as a guideline for discussion with their advisor.**

Students should consider their work load and how many courses they take a semester. It is highly recommended that a student who needs to work more than 20 hours a week should consider taking no more than 12 hours a semester (12 hours is considered full time).

Students should be aware of the following course sequencing (prerequisites before course):

1. Biology Sequence and Clinical Nutrition Course Sequence
BIOL 225 → BIOL 226 → NURS 302 → NFSC 352 → NFSC 450

2. Chemistry and Clinical Nutrition Course Sequence
MATH 113 → CHEM 101 → CHEM 102 → CHEM 211 → CHEM 265, NFSC 131, NFSC 257 → NFSC 349, NFSC 351, NURS 302 → NFSC 352 → NFSC 450

3. Nutrition and Nutrition Assessment and Counseling Course Sequence
NFSC 131 → NFSC 257 → NFSC 349 → NFSC 350

4. Food Science Course Sequence
NFSC 111, STAT 231 → NFSC 341 → NFSC 343

5. Foodservice Systems Management Course Sequence
MATH 113, NFSC 111, NFSC 131, NFSC 232 → NFSC 356
NFSC 111, BIOL 201, STAT 231 → NFSC 341, NFSC 232 → NFSC 343

Required courses for this degree are not offered every semester and in some cases are only offered every two (2) years at this time. The following information can assist you in planning your courses; however, it is important to check with your advisor for scheduling each semester in that we live in a changing environment and sometimes the courses are offered differently.

Course Number and Name	Semester Offered
NFSC 111 – Food Science	Every Semester
NFSC 131 – Nutrition	Every semester and summer
NFSC 232 – Foodservice Systems Management	1 ½ to 2 years; Usually in the Fall
NFSC 255 – Introduction to Nutrition and Food Science	Spring every year
NFSC 257 – Nutrition Across the Lifespan	1 ½ to 2 years
NFSC 341 – Food Science II	2 years in the Spring
NFSC 343 – Quantity Food Production	2 years in the Fall
NFSC 349 – Nutrition Assessment	Offered in the Spring
NFSC 350 – Nutrition Counseling and Education	2 years in the Spring
NFSC 351 – Advanced Nutrition	2 years; In the Fall
NFSC 352 – Medical Nutrition Therapy I	2 years in the Fall
NFSC 354 – Community Nutrition	2 years in the Fall
NFSC 356 – Management in Nutrition and Food Science	2 years; in the Fall
NFSC 412 – Food Laws, Standards, and Regulations	1 to 2 years; in the Fall
NFSC 450 – Medical Nutrition Therapy II	2 years in the Spring
NFSC 459 – Dietetic Field Experience	Usually Spring; but will be offered when needed
CHEM 211 – Elements of Organic Chemistry	Only Offered in the Fall
CHEM 265 – Basic Biochemistry	Only offered in the Spring
AGRI 341 – Junior Seminar (1)	Every semester and summer
AGRI 401 – Agricultural Statistics (4)	Every semester
AGRI 441 – Senior Seminar (1)	Every semester and summer
AGRI 101 – Introduction to Plant Science (4)	Only in the Spring
ANSC 101 – General Animal Science (4)	Only in the Fall
AGEC 201 – Introduction of Agriculture Economics (3)	Only in the Fall
AGRI 111 – Introduction to Agriculture (1)	Only in the Fall

The Appendix A document provides the Degree plan for concentration in Nutrition and Dietetics for 2015-16 that is used in advising and is the degree completion working document.

Curriculum Mapping of the Agricultural Sciences with a Concentration in Nutrition and Dietetic Degree Plan can be found in Appendix B.

Changing your major to Agricultural Sciences with a Concentration in Nutrition and Dietetics

Students enrolled at McNeese State University and wanting to change their major to the concentration of Nutrition and Dietetics need to go through the following steps:

1. Schedule an appointment with the Didactic Program of Nutrition and Dietetics (DP) director.
2. Keep appointment with DP Director.
3. You will be given the website to find the Nutrition and Dietetics Student Handbook.
4. Complete McNeese State University Transfer paperwork in the Department of Agricultural main office (Gayle 101).

Didactic Program (DP) of Nutrition and Dietetics Requirements

Requirements for a Bachelor of Science degree in Agricultural Sciences with a concentration in Nutrition and Dietetics are found at:

http://catalog.mcneese.edu/preview_program.php?catoid=8&poid=928&returnto=291

in the McNeese State University Catalog.

Graduates of the DP meet the core knowledge and skills for entry-level dietitian education programs as set out by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics (the Academy). Upon completion of the program, graduates are eligible to apply for a supervised practice experience known as the Combined Masters/Dietetic Internship at McNeese State University. Each program strives to select candidates who have the potential to be successful in the supervised practice experience and pass the Registration Examination for Dietitians the first time.

Successful Didactic Program (DP) of Nutrition and Dietetics Completion

The last semester before graduating, each student will take the course NFSC 459 – Field Experience in Dietetics. In order to enroll in this field experience class a student must meet the following criteria:

- Have an overall GPA of at least 2.8
- Have no grade lower than “C” in any DP or NFSC course

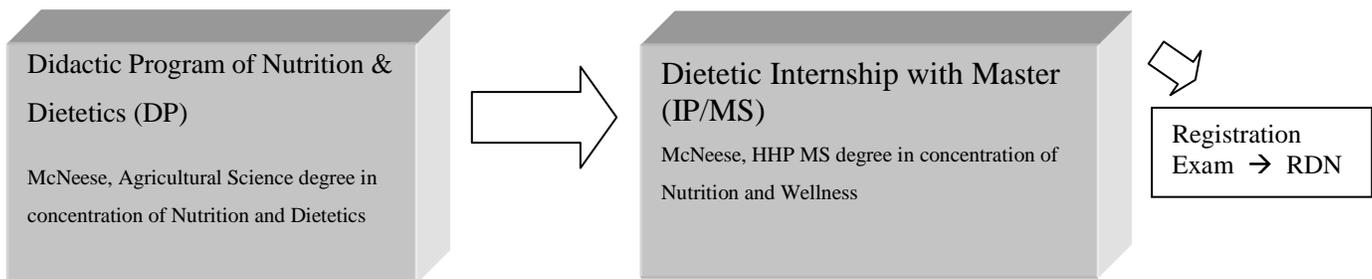
DP courses are designated by an asterisk (*) on the “Dietetic Program Course Sequence” and on the Degree Plan. Students in the Harold and Pearl Dripps Department of Agricultural Sciences’ Nutrition and Food Science programs, upon completion of the courses and credit hours specified for the program, will be awarded a Bachelor of Science degree. The total number of credit hours required for graduation in the Dietetics Concentration is 120 hours. Students are required to complete an Application for Degree at the beginning of the semester of anticipated graduation. This application may be obtained from the department secretary in Gayle 101.

Verification Statement

Verification Statements are forms completed by the DP Director certifying completion of the DP and that one is now eligible to apply to the supervised practice/dietetic internship. Another Verification Statement is given at the completion of the dietetic internship by the IP Director. This second Verification Statement indicates that one has completed the supervised practice and is now eligible to sit for registration exam for becoming a registered dietitian nutritionist.

How do I Become a Registered Dietitian Nutritionist?

A Registered Dietitian Nutritionist (RDN) is an expert in nutrition and food. The process to become an RDN at McNeese State University:



Licensure Laws in Louisiana

Upon becoming a registered dietitian nutritionist (RDN) in the state of Louisiana, one must then submit an application for licensure that provides the right to practice as a Licensed Dietitian/Nutritionist (LDN). The RDN Exam by CDR counts as the Louisiana state test for licensure. To understand Licensure in Louisiana go to www.lbedn.org.

Dietetic Internship Program of Nutrition and Dietetics (IP)

To be eligible to take the Registration Examination for Dietitians Nutritionists, a student must complete a dietetic internship upon completion of a bachelor's degree. Applications to dietetic internships are submitted in September and February with appointments made via computerized matching in November and April. Each year the DP director is provided an updated "Applicant Guide to Supervised Practice Programs" and this is shared with students as needed.

The selection process varies among supervised practice programs, but in general, criteria for selection include the following:

- Overall grade point average (GPA)
- GPA in major courses or GPA in science courses
- Work experience (type and amount)
- Leadership abilities
- Personal characteristics

It is important to recognize that not all students are accepted into a dietetic internship (supervised practice experience). Initial acceptance into a practice program occurs almost exclusively for students with a GPA of 3.0 or higher.

Preselect Option for the McNeese State University Combined Master of Science/Dietetic Internship

In 2014, McNeese State University were given preselect option status for those who are beginning their last semester at McNeese State University in the DP. The purpose of the Preselect combined Master of Science/Dietetic Internship Admission Option is to offer qualified McNeese State University undergraduate dietetic and DP students the opportunity to apply for admission into the McNeese State University Dietetic Internship/Master's Program during their senior year and be granted direct admission into the program upon final acceptance and successful completion of the DP and Bachelor of Science program requirements. Students applying to the Preselect Admission option will commit to attending the McNeese State University combined Master of Science/Dietetic Internship the year following undergraduate completion and bypass the computer matching application and selection Dietetic Internship process.

Admission Requirements:

Current MSU Students:

Students currently enrolled at McNeese State University who meet the following criteria are eligible to apply for the Preselect Admission Option during their senior year.

- A minimum of a 3.0 cumulative Grade Point Average (GPA)
- A minimum of a 3.0 GPA in the core Didactic Program in Nutrition and Dietetics (DP)*
- A grade of C or better in DP coursework
- Completion of the core upper division nutrition courses (NFSC 351-Advanced Nutrition, NFSC 352-Medical Nutrition Therapy I) at McNeese State University.
- GRE scores
- Application fee (\$40)

Transfer Students:

Students that transfer into the McNeese State University's Department of Agricultural Sciences Nutrition and Dietetics program who meet the following criteria are eligible to apply for the Preselect Admission Option during their senior year and/or after completion of Advanced Nutrition (NFSC 351).

- A minimum of a 3.0 GPA in their previous college and MSU course work
- A minimum of a 3.0 GPA in the core Didactic Program in Nutrition and Dietetics (DP)*
- Have completed a minimum of two full time semesters at McNeese State University
- A grade of C or better in DP coursework
- Completion of the core upper division nutrition courses (NFSC 351: Advanced Nutrition, NFSC 352 Medical Nutrition Therapy I) at McNeese State University.
- GRE scores
- Application fee (\$40)

*DP GPA will be calculated using the courses outlined on the Preselect admission form.

Application Process for Preselect:

1. Interested applicants must schedule an **appointment** with their DP Director to review the admission requirements and discuss the application process.
2. Interested, qualified applicants will apply using the DICAS online application no later than Jan. 10 for preadmission into the Dietetic Internship class for the following year. Pre-Select applicants will apply using the DICAS online application system. Every application will be reviewed by members of the Selection Committee.
3. Three letters of recommendation using the standard Academy of Nutrition and Dietetics (AND) **Waiver & Recommendation Form** from McNeese State University Faculty and/or other professionals that can attest to your academic and/or professional attributes and support your application for the Preselect program must be submitted with the application packet on DICAS.
4. **Letter of Application (s)** including professional interests, goals, and personal attributes, etc that support(s) your candidacy for the MSU combined MS/Dietetic Internship must be submitted with the application packet on DICAS.
5. **Statement of intent to complete a DP** must be included in the Pre-select application and a Verification Statement of DP completion must be submitted by Jan.10 of the Internship Year and must be submitted with the application packet on DICAS.
6. A **resume** listing prior work experience, honors, awards, and other relevant data should be included in the Pre-select application packet on DICAS.
7. **GRE** scores are placed in DICAS as well as sent to the Graduate School of McNeese State University by the student
8. **DPD Course List for your catalog year** (see Appendix C or D) placed in DICAS.
9. The completed application packet must be submitted to DICAS no later than **Jan.10** for preadmission into the Dietetic Internship class for the following fall semester.
10. Application fee (\$40) can be hand delivered with the application form completed, to the Dietetic Internship Director by the **Jan. 10** to the Dietetic Internship Director, McNeese State University, Gayle Hall Room 118

Selection Process:

1. Applications will be reviewed by the Internship Selection Committee upon receipt of the fall semester grades and calculation of the final cumulative and DP GPA. Applicants will receive written notification of acceptance or rejection into the Dietetic Internship Program no later than January 15th prior to the scheduled Dietetic Internship year.

2. Selection criteria will include academic performance, faculty recommendations, participation in professional or community organizations, extracurricular activities, honors and awards, and the committee's assessment of the individual's ability to successfully complete the McNeese State University MS/Internship Program. Meeting minimum requirements for the Preselect Dietetic Internship Option does not guarantee acceptance into the Dietetic Internship Program.
3. Selection criteria for the internship will be based on personal statement and qualifications.
4. The total number of internship positions available for the Preselect Option is up to 10 annually. Any remaining positions following pre-selection will be filled through the computer matching process.
5. Students are accepted into the McNeese State University Dietetic Internship for the year immediately following completion of their undergraduate requirements.
6. Students notified of acceptance in the MSU Dietetic Internship but decide to participate in computer matching, pursue other educational/career options, or postpone the internship should do so by January 25 th before the scheduled Internship year with written notification to the Dietetic Internship Director and if applicable notify D & D Digital to participate in computer matching.
7. Admittance into the McNeese State University MS/Dietetic Internship is contingent on maintaining a 3.0 cumulative GPA, a 3.0 DP GPA, a minimum grade of a C in all DP course requirements and completion of all DP requirements.
8. It is the policy of the Department of Agricultural Sciences that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination in the selection process.

Applicant Notification:

1. Applicants will receive written notification from the Dietetic Internship Director of acceptance or rejection into the Preselect Dietetic Internship Admission Option within 15 days after receiving the completed application. Failure to maintain academic and graduation requirements will compromise Internship placement.
2. Written confirmation to the Dietetic Internship Director accepting the internship position is required by January 25th.
3. Students entering the Dietetic Internship must apply to and meet all requirements for admission to the McNeese State University Graduate School after being accepted into the internship. The applications to the Dietetic Internship and Graduate school are separate application processes. Applications for the Internship must be submitted using the DICAS online application no later than Jan. 10 for preadmission into the Dietetic Internship class for the following year.
4. The application for the graduate school should be initiated after the applicant has been accepted into the Internship. There is a graduate school application fee. The graduate school application should be submitted directly to the Graduate School. The process and forms for Graduate school application are available at <http://www.mcneese.edu>
5. Official Graduate Record Examination (GRE) scores, A minimum GRE score scores of 146 (400) in Verbal and 142 (400) in Quantitative Sections. GRE scores MUST be placed in DICAS.
6. Final transcripts, DP verification will need to be submitted prior to beginning the internship program.

Summary: Pre-Select applicants will apply using the DICAS online application system

- Complete the application in DICAS
- DPD Course List in DICAS
- Application letter in DICAS
- 3 letters of reference in DICAS
- Resume: A current summary of your academic, employment and professional activities. Please include your email address. Place in DICAS
- Official transcripts from all colleges and universities attended and placed in DICAS
- GRE scores placed in DICAS
- Application fee (\$40)

How Do I Increase My Chances for a Match into a Dietetic Internship?

The Dietetic Internship match process is competitive, so what type of candidates are the internships looking for?

- Study! GPA of 3.0 is required for McNeese State University Dietetic Internship.
- Science GPA is important as well.
- Gain Experience! Start early in your college career to prepare through working or volunteering in nutrition, such as a hospital, nursing home, WIC clinic, or in the foodservice industry.
- Show professional commitment and involvement by joining The Academy of Nutrition and Dietetics and the local dietetic association as a student member and attend continuing education meetings.
- Become a leader and participant of the Student Academy of Nutrition and Dietetics.

If you choose to apply to another internship other than McNeese State University, it is recommended that you explore early by talking to the DP Director, visit www.eatright.org, contact, and visit the physical site of the internship and talk to Director of the IP. Many of these internships have open houses that you may want to attend. Build a Professional Portfolio which is a collection of your achievements and can be shown during interviews.

Professionalism is important in writing, emailing, and phoning for information. Dress as if you are going to a job interview when you visit with perspective internship directors.

How to Apply to a Dietetic Internship

Application to McNeese State University is due February 15 if not going through the preselect process. The Combined Master/Internship starts in August. The application is completed in the DICAS (Dietetic Internship Central Application Services) found at <https://portal.dicas.org/>. It is usually begun in the fall before graduation in May and the DP director will work closely with you in completing this process. The pre-select option will need to be completed the first week in January prior to the May you graduated. There is a fee to completing and sending application.

Applicants must also register online for computer matching on the (www.dnddigital.org) and select dietetic internship priority choices by 11:59 pm Central Time on February 15. There is a fee to complete this process.

CODE OF ETHICS

Professionals have codes in which to perform ethically within their scope of practice. Provided for this handbook is the code of ethics of the Academy of Nutrition and Dietetics. The Code of Ethics is covered thoroughly in the Introduction to Nutrition and Food Science (NFSC 255) and again in the Field Experience Classes (NFSC 459).

Double Click on article below, and the whole article will appear.

from the association

American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE

The American Dietetic Association (ADA) 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 (Figure) 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 ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accept-

ing and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental 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 ADA and its credentialing agency, CDR.**

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**
The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
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.**
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
 6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

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POLICIES AND PROCEDURES

Prior Learning Policy

The Didactic Program of Nutrition and Dietetics (DP) director will be responsible for developing and amending the policies on prior learning in coordination with the policies of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetic (ACEND) and McNeese State University (MSU) for the Nutrition and Dietetics concentration.

Courses from other accredited institutions that have an ACEND accredited DP may be accepted toward the DP at McNeese State University. Course content will be reviewed to determine the equivalent knowledge and skills provided in courses through the MSU DP. The Program Director will be responsible for determining if coursework is recent enough for consideration for credit. In general, upper level coursework must have been completed within the past five years. Medical nutrition therapy courses must have been completed within the past two years.

Prior learning not acquired from an accredited institution or not from a program accredited by ACEND will be considered for credit. The full DP course requirements will not be waived.

A student may petition the DP director to accept prior learning by submitting documentation of the previous learning including, but not limited to, transcripts, a syllabus for relevant course work, and any term papers or other written material generated as part of the course. This documentation will be reviewed by the DP director and will be discussed with the student. Then a determination will be made as to whether the student has demonstrated acquired knowledge to be given credit for prior coursework.

Student Record Policy

Each student in an undergraduate program in the Harold and Pearl Dripps Department of Agricultural Sciences has a folder that is kept with their advisor. This folder contains documentation of advising and degree plan updated each time. The folder should not be taken from the building. Student records and access to them are regulated by the Family Education Rights and Privacy Act of 1974. According to the act, education records are "records, files, documents, and other materials which contain information directly related to a student and are maintained by any unit of the University."

Each semester in the Class Schedule, McNeese State University informs students of their rights under the Family Educational Rights and Privacy Act (FERPA). The University intends to fully comply with this Act which gives students the right to inspect and review their educational records, to request correction of inaccurate or misleading information, to authorize disclosure of educational records and to file complaints with the U.S. Department of Education concerning alleged failure to comply with the Act. Questions regarding FERPA may be referred to the Dean of University Services and Registrar.

Retention and Remediation Policy and Procedures

The DP Director will review student progress at least twice a year to determine the student's progress in meeting the requirements for the Nutrition and Dietetics program. Students who are not demonstrating the scholastic ability to maintain requirements for successful completion will be asked to meet with the advisor to determine their academic stamina and their ability to succeed in the program. Counseling and support will be provided to the student to enable them to find a more appropriate career pathway. In order for students to be retained and progress in the Nutrition and Dietetics program, the student must:

1. Complete all required courses as outlined in the Nutrition and Dietetic concentration curriculum plan with a grade of "C" or better.
2. Have repeated no more than two required courses in which a grade of "D" or "F" is earned.

3. Complete all required Nutrition and Food Science and Agricultural courses with a grade of “C” or better.
4. Have repeated no more than one Nutrition and Food Science course in which a grade of “D” or “F” is earned.
5. Maintain a current Student Health Insurance Verification Form while enrolled in NFSC 459 – Field Experience in Nutrition and Dietetics.
6. Declare any subsequent action, arrest, criminal charge or conviction or impairment in writing to the DP Director.

Failure to comply with the retention-progression policies may jeopardize the academic standing of the student in the program.

PROCEDURES:

1. The advisor reviews student’s progress in major each semester.
2. The student will meet with advisor each semester and discuss performance.
3. The student will meet with advisor immediately if behavior is inappropriate.
4. The advisor with other faculty and Department Head will determine that termination is warranted, and will meet and discuss the decision with the student.
5. If the student does not agree with the termination, he/she may follow the Grievance Policy and Procedure.
6. If the student accepts the decision to terminate without filing a grievance, the advisor writes a summary of the decision. The student signs the summary and the summary is filed in the student’s file.
7. If the student files a grievance and the grievance committee determines that the student should terminate, the advisor writes a summary of the proceedings which each member of the committee signs. A copy goes in the student’s file.
8. If the student files a grievance and the grievance committee determines that the student should remain in the program, the advisor writes a summary of the proceedings which each member of the committee signs. A copy goes in the student’s file and the student remains in program.

Injury or Illness in a Facility Policy

Policy: The student is required to carry medical insurance throughout the entire program. Acquiring and maintaining the medical insurance is the responsibility of the student. The student must show proof of medical coverage. Should the student be injured or ill at the McNeese State University or at an outside affiliate facility, the students’ medical coverage would take effect to cover all costs. If the students’ medical coverage does not cover the expenses the student is responsible for payment to the facility.

Students are responsible for their own health care and must be enrolled in a medical insurance plan which covers illness or injury when field experience, shadowing and observation are completed in facilities that require it.

Students receiving an illness or injury, or involved in an accident on site, should follow policies and procedures of that site, covering their own expenses.

In the event of injury or illness while at facility for field experience, student should contact their site supervisor immediately and the faculty member teaching the course as soon as is practical. If an

illness or injury requires the student to leave or miss hours at a facility, it is the student's responsibility to contact the site supervisor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a facility, student should contact the site supervisor immediately and seek appropriate medical treatment.

Disciplinary/Termination Policy and Procedures

Disciplinary and termination procedures for all students at McNeese State University are included in the Student Code of Conduct and Student Handbook. These can be found on the McNeese State University Website (www.mcneese.edu) under the Current Student tab.

A student can be terminated from the program at any time due to problems in the student's behavior or performance. It is the advisor who will initially determine need to termination. Termination is based on written documentation of the student's behavior and/or performance. When a student is terminated, termination is immediate.

Student Conduct Policy

Students will maintain appropriate conduct in accordance with the established rules and regulations of the facilities and/or the University and/or the Academy of Nutrition and Dietetics Code of Ethics.

Students may be dismissed from a course or the Didactic Program of Nutrition and Dietetics for any of the following conditions:

1. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
2. Unsafe, unethical, illegal practices with patient/client care.
3. Failure to comply with clinical agency policies and regulations.
4. Cheating or plagiarism. See the [MSU Academic Integrity Policy](#).
5. Violations of the Drug Testing Policy.
6. Violations of the University Code of Student Conduct.
7. Violations of the Nutrition and Dietetic program policies as stated in the Nutrition and Dietetic Student Handbook.

The faculty reserves the right to recommend termination of any student in the program when health or personal conduct requires such action.

Verification Statement for Didactic Program in Nutrition and Dietetics Policy and Procedures

Policy:

Completion of the requirements for the McNeese State University Didactic Program in Nutrition and Dietetics (DP) will be verified by the DP director prior to issuing Accreditation Council for Education in Nutrition and Dietetics (ACEND) verification statements.

In order to obtain a signed Verification Statement, students must meet the following requirements:

1. Documentation that the student has completed all academic requirements
Academic requirements:
 - a. Overall minimum GPA of 2.8 based on all college course work completed.
 - b. Grades in all Core course (NFSC and AGRI), Sciences (BIOL and CHEM), English, Social Sciences, Math, and Business courses are 'C' or higher.

- c. Degree Plan – NFSC with concentration in Dietetics have all been completed successfully.
2. The Harold and Pearl Dripps Department of Agricultural Sciences will provide a Verification Statement to a student meeting Didactic Program in Nutrition and Dietetics (DP) requirements based on the Catalog program year in effect the student is using for graduation requirements if the student is continuously enrolled and graduates within five years.
- a. If the student cannot finish their studies within a five-year time period, the student must comply with the didactic program reflected in the current catalog.
 - b. The McNeese State University Nutrition and Dietetics Program will not accept course work to meet DP requirements from any university/college in which a grade of lower than C was earned.
 - c. In order to receive a Verification Statement of the DP, a student must meet the requirements, and a minimum of 15 credits from 300- or 400- level courses must be completed at McNeese State University. Nine of the 15 credit hours must come from three of the following classes: NFSC 351 – Advanced Nutrition, NFSC 352 – Medical Nutrition Therapy I, NFSC 343 – Quantity Food Production, or NFSC 450 Medical Nutrition Therapy II.

Procedures

1. Following every university graduation in December and May, verification statements are prepared and given to students. All students graduating with a major in Agricultural Science with a concentration in Nutrition and Dietetics and students with a previous bachelor's degree who are meeting DP requirements **who have met the requirements for attainment of the Verification Statement** will be given 4 copies of signed Verification Statements at the end of NFSC 459 – Field Experience in Dietetics. The Verification Statements will be signed once students have been cleared for graduation by the office of Registration and Records.
2. Additional signed copies will be maintained indefinitely in the student folder in the Administrative Assistants Office in the Department of Agricultural Sciences. If students require additional copies, they can contact the DP program director and additional copies will be provided.

Grievances and Solving Problems

Resolution of grievances about Academic problems or complaints about faculty, such as violations of university requirements, incompetence and misconduct, begin first with speaking with the faculty member or instructor. If the difficulty is not resolved, the student may make an appointment with the department head. If satisfactory resolution does not occur after this meeting, the student may take the grievance to the Dean of the College of Science, and if necessary, the Provost.

The Grade Appeals Procedure is outlined in the McNeese State University Catalog. Grievances involving discrimination or harassment (racial, sexual orientation, gender, etc.) should be referred to the Office of Human Relations and Social Equity. A copy of the University's Diversity Awareness Policy is available from that office.

Grievance Policy of McNeese State University

A student has the right to file a grievance if he/she feels he/she has not been treated fairly. It is important that all students feel that they have been fairly treated and given every opportunity to

discuss their problems in the program. Resolution of disagreements between students and faculty are to be pursued in good faith at the highest levels of professionalism. The procedure set forth below is designed to guide this process in the most professional manner.

Procedure

The *Student Grievance Procedure* is located at <http://www.mcneese.edu>. The **Code of Student Conduct Handbook**, and the University Catalog outline the grievance procedure in detail.

1. The student will make a good faith effort to resolve the matter with the faculty involved.
2. If all or part of the grievance remains unresolved, the student may present the case to their advisor. The advisor shall attempt to mediate the dispute, and if mutually acceptable resolution is reached, the case is closed.
3. If all or part of the grievance remains unresolved, after meeting with the advisor, the student may meet with the Department Head for the Harold and Pearl Dripps Department of Agricultural Sciences. If a mutually acceptable resolution is reached, the case is closed.
4. If the student, the advisor and the department head do not reach a resolution to the dispute, then the student will meet with the Dean of the College of Science. If a mutually acceptable resolution is reached, the case is closed.

The student needs to supply the following:

- the act, omission, or matter which is the subject of the complaint;
- all the facts the student believes are relevant to the grievance;
- the resolution sought;
- all arguments in support of the desired solution.

A grievance must be filed in a timely manner or it will not be considered; in order to be timely, a grievance form must be received by the advisor within one week of the act, omission or matter which constitutes the basis of the grievance. It is the responsibility of the student to insure timely filing. The advisor shall immediately notify the Department Head of the timely grievance. A copy of the grievance and all relevant material shall be provided. See Appendix E for grievance form. The advisor shall make a complete written response to the Department Head within one week of receipt of a grievance.

A copy of the response shall be sent to the student filing the grievance.

The Department Head may request further written information from either party.

The Department Head shall review the case to determine if a formal hearing is warranted. All or part of a grievance shall be dismissed if the Department Head concludes the grievance is: Untimely, based upon a non-grievable matter, being concurrently reviewed in another forum, previously decided pursuant to this or any other review procedure, frivolous or filed in bad faith.

All or part of a grievance may be dismissed if the Department Head concludes in its discretion that the grievance is: insufficiently supported, premature, otherwise inappropriate or unnecessary to present to the hearing board.

The Department Head shall meet with the advisor to review grievances in private. If a grievance is dismissed in whole or in part, the student filing the grievance shall be so informed, and shall be given a concise written statement of the basis for the dismissal. A decision to dismiss a grievance is final and is not subject to appeal.

If the Department Head determines a grievance to be appropriate for a hearing, the Dean shall be informed. The Dean shall convene a hearing board within fifteen days thereafter. The time may be extended for good cause at the discretion of the dean.

Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

For those in the Nutrition and Dietetics program, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or student.

A copy of the accreditation/approval standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at The Academy of Nutrition and Dietetics 216 West Jackson Boulevard, Suite 800, Chicago, IL 60606-6995 or by calling 1-800-877-1600 ext. 5400.

Dress Code Policy

It is important to promote a professional image when students are representing McNeese State University on campus or community activities. There are times when professional dress is required for certain courses or activities within the course.

Procedure:

1. While on the McNeese State University Campus business casual or professional attire is expected. Normal class days, casual attire is appropriate.
 - a. Professional dress means nice pants, skirts, dresses, collared shirts. Ties are acceptable, but not required.
 - b. Do not wear for professional dress:
 - i. Denim, jeans, cargo pants, short skirts, low-rise pants, midriff tops, tank tops, tee-shirts, sweatshirts, sweat pants, crop tops, open toed shoes/sandals, flip flops, mules, shorts, visible piercings except ear rings, tongue studs, or cleavage showing.
2. Lab dress code requires the following:
 - a. Lab Coat will be worn unless ask to wear an apron for the class.
 - b. Shoes will be rubber sole and closed toe.
 - c. Hair should be restrained when handling food that will be tasted or ate. The ServSafe principles taught in the curriculum will be the guide. Facial hair should be clean-shaven or well-groomed and covered.
 - d. Jewelry worn in the food labs can only be a simple wedding band and earrings that are covered with hair restraint.
 - e. In Food Labs, fingernails should be cut short and clean. No fingernail polish or any nails that are fake (i.e. acrylic) are highly desired. Students who come to class with fingernail polish or fake nails will be requested to wear gloves at all times and must have no more than 1/2" nails in length past nail bed.

Withdrawal and Refund of Tuition Policy and Procedure

McNeese State University has a policy and procedure for withdrawing from a course and refunding tuition. This will be followed for the Nutrition and Dietetics Program. Each semester there is a deadline for dropping a course or resigning from the University. This is approximately at about the 75% into the semester. The date appears in the University Calendar and in the schedule of classes on the McNeese website. Refunds will be given per MSU policy and schedule.

Procedure for withdrawing:

1. Communicate with your advisor in regards to why you are dropping the course and complete paperwork that begins with advisor.
2. Take paperwork to the registrar's office in a timely manner.
3. It is courtesy to let the professor of the course also know you are dropping the course and why (stated in a professional manner). This may be by email, phone, or in person. It is also helpful if you state when your last day in class was in attending.

Transportation Policy and Procedure

There are times through the program that students will need to have their own transportation to go to field trips, observations, and meetings. The student is responsible for all liability for safety in travel to and from these activities. Louisiana insurance requirements of liability auto insurance coverage must be met.

Facilities and Student Supervised Practice, Observation, and Shadowing Policy and Procedure

Currently the DP has utilized facilities for supervised practice, observation and shadowing for NFSC 459 – Field Experience Class.

The DP director and/or the student select facilities that offer learning experiences and activities in the Nutrition and Dietetics field.

The DP director and/or student contact the liaison for the facility to request and confirm that they are willing and able to provide learning experiences for the student.

The director will visit with the facility and liaison to verify that the site meets policy requirements of the field experience.

To meet policy the following needs to be present:

- Facility and liaison have the appropriate credentials, licenses and experience in the area of practice.
- Management/administration at the facility supports the McNeese State University DP.
- The field experience, observation or shadowing at the facility provides the student the educational outcomes of the class.
- Facilities and facilitator are willing and able to serve as professional role models.
- The setting is conducive to learning.
- Facility is in compliance with all applicable laws and regulations.

If the facility representatives agree to allow students field experience, observation or shadowing the facility enters into a written affiliation agreement with McNeese State University. All affiliation agreements are reviewed by MSU administration as well as the facility administration. Some facilities require the use of their own affiliation agreement, which is reviewed and approved by MSU administration. Regardless of which contract is used, an affiliation agreement must be signed by administrators with appropriate authority before students participate in field experience, observation or shadowing. The affiliation agreement must define the rights and responsibilities of McNeese State University and the affiliating institution, organization or agency. Signed affiliation agreements for each practice site will be kept in a binder in the DP director's office.

The director reviews sites for adequacy and appropriateness of facilities for the field experience in dietetics course. The students will provide reflection and evaluation of experience and facility.

Physical Requirements of the Program

The student must be able to physically participate in the food science and food service laboratories. Both are at times physical demanding. If there are physical restraints or disabilities, these must be identified prior to the laboratory. Accommodations will be made that is required to meet the American Disability Act and what is possible with resources available.

Physical Examinations, Tests, Vaccinations, Background Check and Professional Liability Insurance

Students must abide by the University policy on vaccination requirements. When going into facilities for observation, a physical exam, Tuberculosis (TB) test, certain immunizations, drug test, and background checks will be required. Also professional liability will be required for working with individuals in the community. This will be a part of the Field Experience Course (NFSC 459) and further details will be given at the start of each of these courses.

Program Fees

In addition to McNeese State University tuition and fees (listed in the current catalog), books, and living expenses, there are other costs and potential fees associated with the Nutrition and Dietetics may include the following (but may not be limited to):

* Laboratory attire	\$100.00
* Field trip expenses	\$400.00
* Calculator	\$60.00
* Student Academy of Nutrition and Dietetics Membership	\$60.00/year
* Project Materials	\$300
* Laboratory fees	\$50/lab
* Medical Exam, Tb Test, immunizations	varies
* Professional liability insurance	\$75
* Precheck screening for field experiences	\$175
* Drug Testing, Background check	
* Distance Learning ProctorU exams	\$25/exam proctored
* Verification of student identity done by ProctorU	

Professional Portfolio

A portfolio is a method of presenting your accomplishments to potential employers. In today's job market, a professional portfolio can be taken to interviews for either internships or jobs. All Nutrition and Dietetics students will develop and maintain a Portfolio of projects, activities, research papers, and other materials produced for courses, that are representative of your skills and knowledge in the areas of food and nutrition. Portfolios development will be started in NFSC 255 – Introduction to Nutrition and Food Science. In the Field Experience in Dietetics, the portfolio will be completed.

Students are required to keep copies of all major projects, research papers, assignments, and present a professionally developed portfolio of their work to the Program Director upon completion of the didactic program.

Assemble either physically or on a jump drive in your portfolio the following:

1. Cover page
2. Table of Contents
3. Personal Mission Statement/Career Goals essay (maximum of two pages)
4. Resume (combined functional/chronological format)
5. Degree Plan
6. Completed projects
7. Awards and Honors
8. Professional conferences and workshops attended
9. Description of work and volunteer experiences, and include pertinent artifacts as appropriate (photos)
10. List of professional memberships and activities

APPENDICES

Appendix A

DEPARTMENT OF AGRICULTURE: B.S. NUTRITION AND FOOD SCIENCES With a CONCENTRATION IN DIETETICS DEGREE PLAN 2015 – 2016

Name _____
Address _____

ID# _____
Tel# _____
Date: _____

ENGLISH		(9 CR)	
ENGL GE; WE	101	3	
ENGL GE; WE	102	3	
ENGL GE; WE	203/204/221	3	

NFSC		(44 Cr)	
NFSC	111	3*	
NFSC	131	3*	
NFSC	232	3*	
NFSC	255	1*	
NFSC	257	3*	
NFSC WE	341	3*	
NFSC	343	3*	
NFSC	349	1*	
NFSC	350	3*	
NFSC	351	3*	
NFSC	352	3*	
NFSC	354	3*	
NFSC	356	3*	
NFSC	412	3*	
NFSC	450	3*	
NFSC CS; WE	459	3*	

AGRICULTURAL SCIENCES		(17 Cr)	
AGRI OR ANSC	101	4*	
AGRI	111	1	
AGRI	340	1*	
AGRI WECL	401	4*	
AGRI WE	441	1*	
AGEG	201	3	
AGRICULTURE ELECTIVE		3	

MATHEMATICS		(6 cr)	
MATH GE	113	3	
STAT	231	3	

COURSE SUBSTITUTIONS:

_____	FOR	_____
_____	FOR	_____
_____	FOR	_____

Total Credit Hours (120)	
Total Quality Points	
Average	
Credits in courses above 300 (44)	
Residence Requirements	

SCIENCE		(26 cr)	
(sequence from Mbio, bio, chem or phys)			
(must include biol and physical sciences)			
BIOL GE	225	4*	
BIOL GE	226	4*	
CHEM GE; WE	101	4	
CHEM GE; WE	102	4	
CHEM	211	3*	
CHEM	265	3*	
BIO WE	201	4*	

NURSING		(3 cr)	
NURS	302	3*	

SOCIAL SCIENCE		(6 cr)	
PSYC GE; WE	101	3*	
SOCL	201	3*	

FINE ARTS		(3 cr)	
Approved Fine Arts Elect		3	

HUMANITIES		(6 cr)	
COMM	201	3	
HIST GE; WE	201/202	3	

ELECTIVES NOT COUNTED			

Required Courses:
 Capstone CS General Education GE
 Computer Literacy CL International Education IE
 *DP standards met Writing Enriched WE

GPA: _____

Credit Hours in Major	55
Quality Points in Major	
Average in Major	
Average in Major "C" or Better	

Date Submitted: _____
 Approved: _____
 Department Head: _____

Registrar: _____
 Approved for Accuracy: _____
 Dean: _____

APPENDIX B

Course Sequence of Didactic Program of Nutrition and Dietetics Curriculum

1st Semester	2nd Semester
ENG 101- English Composition (3)	ENG 102 – English Composition II (3)
MATH 113 – College Algebra (3)	*BIOL 225 – Human Anatomy and Physiology I (4)
*PSYC 101 – Introduction to Psychology (3)	CHEM 101 – General Chemistry (4)
*NFSC 131 – Nutrition (3)	*SOCL 201 – Introduction to Sociology (3)
*AGEC 201 – Introduction to Agriculture Economics (3)	*NFSC 255 – Introduction to Nutrition and Food Science (1)
AGRI 111 – Introduction to Agriculture (1)	
Total Hours: 16	Total Hours: 15
3rd Semester	4th Semester
CHEM 102 – General Chemistry II (4)	*NFSC 111 – Introduction to Food Science (3)
*BIOL 226 – Human Anatomy and Physiology II (4)	*CHEM 211 – Elements of Organic Chemistry (3)
*ANSC 101 or AGRI 101 – General Animal Science or Introduction to Plant Science (4)	*STAT 231 – Elementary Probability and Statistical Inference (3)
*NFSC 232 – Fundamentals of Quantity Food Production (3)	*BIOL 201 – Microbiology (4)
	COMM 201 – Fundamentals of Public Speaking (3)
Total Hours: 15	Total Hours: 16
5th Semester	6th Semester
*NFSC 257 – Nutrition Across the Lifespan (3)	*CHEM 265 – Basic Biochemistry (3)
*NURS 302 – Human Pathophysiology (3)	*NFSC 412 – Food Laws, Standards, and Regulations (3)
*AGRI 340 – Junior Seminar (1)	*NFSC 341 – Advances in Food Science and Technology (3)
*NFSC 349 – Nutrition Assessment (1)	HIST 201/202 – American History (3)
*NFSC 354 – Community Nutrition (3)	ENG 203/204/223 – Intro to Literature/Mythology (3)
Agricultural Elective – 300+ level course (3)	
Total hours: 14	Total hours: 15
7th Semester	8th Semester
*NFSC 352 – Medical Nutrition Therapy (3)	*NFSC 450 – Medical Nutrition Therapy II (3)
*NFSC 343 – Quantity Food Production (3)	*NFSC 459 – Field Experience in Dietetics (3)
*NFSC 351 – Human Nutrition and Metabolism (3)	*NFSC 356 – Management in Nutrition and Food Science (3)
*NFSC 350 – Nutrition Counseling and Education (3)	*AGRI 401 – Agricultural Statistics (4)
Fine Art Elective (3)	*AGRI 441 – Senior Seminar (1)
Total hours: 15	Total hours: 14

APPENDIX C

DPD Course List Required for the DICAS application 2010-2015



Dietetic Internship Centralized Application Services

DPD Course List

Directions to DPD Program Director: Complete this form listing the program requirements for the catalog year on which the applicant’s degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant’s degree is evaluated.

Directions to the Applicant: Obtain this completed form from your DPD Program Director. This completed form MUST be uploaded to the “DPD Course List Form” section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

DPD Program Institution:	MCNEESE STATE UNIVERSITY
DPD Director Name:	ELJEANA QUEBEDEAUX
Catalog Year for Applicant:	2010-2015
Website for Course Catalog:	http://www.mcneese.edu/catalog

DPD Professional Courses	DPD Science Courses
NFSC 111 – Food Science	BIOL 100- Medical Terminology
NFSC 131 – Nutrition	BIOL 101 – Introduction to Biology I
NFSC 232 – Foodservice Systems Management I	BIOL 225 – Human Anatomy and Physiology I
NFSC 255 – Introduction to Nutrition and Food Science	BIOL 226 – Human Anatomy and Physiology II
NFSC 257 – Nutrition Across the Lifespan	(MBIO) BIOL 201 – Microbiology
NFSC 341 – Food Science II	CHEM 101- General Chemistry I
NFSC 343 – Quantity Food Production	CHEM 102 – General Chemistry II
NFSC 350 – Nutrition Counseling and Assessment	CHEM 211 – Elements of Organic Chemistry
NFSC 351 – Advanced Nutrition	CHEM 265 – Basic Biochemistry
NFSC 352 – Medical Nutrition Therapy I	
NFSC 354 – Community Nutrition	
NFSC 357 – Food and Culture	
NFSC 450 – Medical Nutrition Therapy II	
NFSC 459 – Dietetic Field Experience	
AGRI 340 – Junior Seminar	

AGRI 401 – Agricultural Statistics	
AGRI 441 – Senior Seminar	
ACCT 208 – Accounting Principles	
STAT 231 – Elementary Probability and Statistical Inference	
MGMT 310 – Human Resource Management	
PSYC 101 – Introduction to Psychology	
SOCL 201 – Introduction to Sociology	
NURS 302 – Human Pathophysiology	

APPENDIX D

DPD Course List Required for the DICAS application 2015-2016



Dietetic Internship Centralized Application Services

DPD Course List

Directions to DPD Program Director: Complete this form listing the program requirements for the catalog year on which the applicant’s degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant’s degree is evaluated.

Directions to the Applicant: Obtain this completed form from your DPD Program Director. This completed form MUST be uploaded to the “DPD Course List Form” section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

DPD Program Institution:	MCNEESE STATE UNIVERSITY
DPD Director Name:	ELJEANA QUEBEDEAUX
Catalog Year for Applicant:	2015-2016
Website for Course Catalog:	http://www.mcneese.edu/catalog

DPD Professional Courses	DPD Science Courses
NFSC 111 – Introduction to Food Science	AGRI 101 OR ANSC 101 -
NFSC 131 – Nutrition	BIOL 225 – Human Anatomy and Physiology I
NFSC 232 – Fundamentals of Quantity food Production	BIOL 226 – Human Anatomy and Physiology II
NFSC 255 – Introduction to Nutrition and Food Science	(MBIO) BIOL 201 – Microbiology
NFSC 257 – Nutrition Across the Lifespan	CHEM 101- General Chemistry I
NFSC 341 – Advances in Food Science and Technology	CHEM 102 – General Chemistry II
NFSC 343 – Quantity Food Production	CHEM 211 – Elements of Organic Chemistry
NFSC 349 – Nutrition Assessment	CHEM 265 – Basic Biochemistry
NFSC 350 – Nutrition Counseling and Education	
NFSC 351 – Human Nutrition and Metabolism	
NFSC 352 – Medical Nutrition Therapy I	
NFSC 354 – Community Nutrition	

DPD Professional Courses	DPD Science Courses
NURS 302 – Human Pathophysiology	
NFSC 412 – Food Laws, Standards, and Regulations	
NFSC 450 – Medical Nutrition Therapy II	
NFSC 459 – Dietetic Field Experience	
AGRI 340 – Junior Seminar	
AGRI 441 – Senior Seminar	
STAT 231 – Elementary Probability and Statistical Inference	
PSYC 101 – Introduction to Psychology	
SOCL 201 – Introduction to Sociology	
AGEC 201- Agricultural Economics	
AGRI 401 – Agricultural Statistics	

APPENDIX E

**MSU Nutrition and Food Science Program
GRIEVANCE FORM**

DATE FILED: _____

FILED BY (student): _____

CONTACT PHONE NUMBER: (_____) _____

E-MAIL ADDRESS: _____

GRIEVANCE REGARDING (be specific and brief): (Attach one page typed summary of significant occurrences, dates and other pertinent information if needed)