

Winthrop University

Department of Human Nutrition

DPD Handbook

Winthrop University | 701 Oakland Avenue | Rock Hill, SC 29733, USA
www.winthrop.edu

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DPD Mission Statement

The mission of the Didactic Program in Dietetics in the Department of Human Nutrition is to prepare our students as future dietitians and nutrition professionals for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist. Students will embrace lifelong learning and service to the profession.

Program Goal 1: The DPD program will prepare Human Nutrition students for supervised practice experiences to become an entry-level registered dietitian nutritionist by successfully completing CDR credentialing exam for dietitian nutritionist.

Goal 1 Program Objectives:

1. Over a three-year period at least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
2. Over a three-year period, 70% of program graduates apply for admission to a supervised practice program prior to, or within 12 months of graduation.
3. Over a three-year period, 70% of program graduates are admitted to a supervised practice program within 12 months of graduation.
4. Over a three-year period, 75% of the DI Directors responding to a program survey will rate WU DPD graduates a minimum of 3 on a 4 point scale
5. Over a three-year period the program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
6. Over a three-year period 75% of WU DPD graduates will rate themselves on the DPD Graduate Survey on questions 7 and 8 a minimum of a 4 on a 5-point scale, where 1=Strongly disagree, 2=Disagree, 3=Neutral, 4=Agree, and 5=Strongly Agree (program specific).

Program Goal 2: Graduates of the DPD program will embrace lifelong learning and service to the profession.

Goal 2 Program Objectives:

1. Over a three-year period 70% of the DPD graduates participate in some type of lifelong learning activity and state on 3-year postgraduate survey they Agree or Strongly Agree that it is important competency to perform as part of the dietetic profession.
2. Over a three-year period 25% of the DPD Graduates state on the 3-year post graduate survey that they are participating in service to the profession such as community service, district/state/national committees, precept students and interns, or volunteerism.

Accreditation

Winthrop University's Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 1-800-877-1600, ext. 5400.

Department Directory

Full Time Faculty and Staff

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Admission

Admission into the didactic program in dietetics is based on the admission requirements of the university as stated on-line at www.winthrop.edu/admissions. Students admitted into Winthrop University's undergraduate or graduate programs may declare human nutrition as their major course of study. Students will receive a Didactic Program in Dietetics Student Handbook when enrolled in NUTR 226. Handbooks will also be available in the Department of Human Nutrition Office, 302 Dalton Hall as well as online at <http://www.winthrop.edu/uploadedFiles/cas/nutrition/DPDStudentHandbook.pdf>

Advising

Students are assigned an academic advisor from the full-time Department of Human Nutrition faculty members. Students are required to meet with their academic advisor a minimum of once per semester. During advisement sessions, academic requirements and schedules for the following semester are discussed. Students are encouraged to develop a plan of study for each semester prior to meeting with their advisors and bring them to the meeting to discuss during advisement period. A suggested four-year plan for completion of the BS in Human Nutrition – Dietetics Option (See Appendix) and the DPD coursework list for graduate students can be obtained from the Department of Human Nutrition Office in 302 Dalton Hall.

Changes in Course Requirements

The Winthrop University Department of Human Nutrition faculty members reserve the right to make curriculum changes for the benefit of the program and its graduates. Changes approved through regular university channels will be posted on the bulletin board near the elevator on the third floor of Dalton Hall prior to academic advising periods each semester. In addition, students will be informed by their academic advisor of changes, and their impact on students' individual plans of study.

Grade Point Average (GPA) Requirements

To earn a Bachelor of Science degree in Human Nutrition, students must have an overall GPA of 2.5 on a 4-point scale and complete a minimum of 120 credit hours of course work. Admission requirements for supervised practice programs may have higher GPA requirements.

To be eligible for Didactic Program in Dietetics (DPD) Verification, students must earn a minimum 3.0 GPA in all major courses required for DPD completion and must have a minimum GPA of 2.8 at graduation. Students transferring to Winthrop or returning students who have earned a bachelor's degree from another institution must complete a minimum of 12 credit hours of nutrition DPD coursework at Winthrop.

Obtaining DPD Verification

To obtain a DPD verification statement from Winthrop, students should contact the DPD Director after completing all DPD coursework. Undergraduates must also have completed the BS degree in order to obtain DPD verification. Eligible students will receive three original verification statements to use in applying to internship programs. Additional originals may be obtained by making a request to the DPD director. Students earning DPD verification from Winthrop are not guaranteed acceptance into Winthrop's or any other institution's internship program.

Transfer Credit

For undergraduate students, Winthrop University accepts transfer credit from other accredited institutions of higher learning in the United States providing the following criteria are met:

- *The subject matter and the level of the course must be appropriate to Winthrop's general education curriculum or the program into which the student is transferring.*
- *The grade that is received for the course must be at least a C- or a grade with a minimum level equivalent to a C-.*
- *In general, credit is not granted by transfer for vocational, remedial, or developmental courses unless the forwarding college granted credit and Winthrop offers essentially the same courses for credit.*
- *The individual college at Winthrop makes the final determination of the applicability of the accepted credit to the student's degree program.¹*

For students holding bachelor's degrees in fields other than dietetics who desire to complete DPD requirements to meet eligibility for professional practice programs, the DPD Director evaluates transcripts from accredited institutions in the United States where prior learning took place. Course descriptions, syllabi, and textbooks used are given consideration as equivalency is determined. With the exception of one basic nutrition course (NUTR 221 at Winthrop) nutrition courses deemed equivalent must have been taken at an institution with an ACEND accredited DPD. Experiential learning is evaluated based on duration of experience and relevance to dietetics practice.

Students holding international degrees must have transcripts evaluated by an independent foreign degree evaluation agency as recommended on the Academy of Nutrition and Dietetics website, www.eatright.org.

All students desiring to take courses at other institutions during the summer term **must** receive prior approval from either the College of Arts and Sciences Student Services Office, Kinard 106 (undergraduate), or the DPD Director, 302 Dalton Hall

Courses taken on-line from other universities or technical schools will be approved at the discrepancy of the DPD director.

¹ Winthrop University Undergraduate Catalog 2008-2009, p. 8

Recency of Education

Due to the dynamic nature of nutrition information, acceptance of courses taken ten or more years prior to admission will be at the discretion of the DPD Director.

NUTR 490A: Practicum

All DPD students must complete a 100 hour practicum in order to earn a DPD verification statement. Students may choose from a variety of dietetics/nutrition related experiences to complete the 100 hours. The experiences must be approved by the instructor of record for the course and students must be enrolled in the course during the semester they begin completing hours. The 100 hours should all be completed at one facility, and students should be supervised by a nutrition professional such as an RD, DTR, CDM, or CDE. These hours must be completed while the student is enrolled at Winthrop.

NUTR 490 A Policy on Expenses: Students enrolled in NUTR 490A are responsible for all expenses incurred such as, but not limited to, travel to off campus sites and professional attire, liability insurance, background or drug checks, and/or immunizations required by practice sites. Please note there is a \$100 program fee tied to NUTR 490 to mitigate required expenses such as a Winthrop University Background Check and two-year dietetic student liability insurance coverage.

Winthrop University does not provide OSHA or HIPPA training for students enrolling in NUTR 490A. If a facility requires training, it is the student's responsibility to find and complete the training on his/her own.

Please see **Appendix** for the Steps to NUTR 490 Practicum. You must complete paperwork by these dates:

August 1	Fall Semester
December 1	Spring Semester
April 15	Summer Semester

S/U Grade Option

Winthrop University allows undergraduate students to choose the S/U grade option for up to four (4) classes during the course of completing a four year degree. Classes such as NUTR 226 or NUTR 227 that are only graded on the S/U basis do not reduce the number of courses a student can choose to S/U. Students should be aware that a grade of 'C' or higher must be earned in the course in order to receive the 'S'. Students are not allowed to use the S/U option for courses with the NUTR designator.

Off Campus Events (Field Trips)

When travel off-campus is necessary as part of course requirements, students must complete a travel authorization form in order to be covered by the university's liability insurance policy, and/or to receive any possible reimbursement of expenses.

DPD students representing Winthrop and the Department of Human Nutrition at off-campus events are expected to conduct themselves professionally. This includes adhering to all laws and regulations of the university and/or the sponsoring facility or institution. Dress codes for off-campus events are instituted at the discretion of the professor requiring attendance.

Student Complaints

Students who have concerns or complaints about individual DPD required courses should first address their concerns/complaints to the instructor of record. If the student feels that the concern/complaint has not been adequately addressed, they should speak with their academic advisor and/or the DPD director. Concerns/complaints will be discussed by appropriate human nutrition faculty and if appropriate, students will be notified of any resolution that directly affects them and/or their academic performance. All concerns/complaints and resolutions must be documented in writing and submitted to the DPD director for his/her records.

DTR Exam Guidelines for DPD Graduates

For students to be eligible to take the Dietetic Technician Registered (DTR) Exam they must complete all of the following:

- a bachelor's degree
- DPD course requirements and earn DPD verification from an ACEND accredited institution
- Obtain an information packet from the DPD Director
- Fill out and return all necessary paperwork to the DPD Director
 - Deadlines for submission of paperwork:
 - December 15th
 - May 15th
- Take on-line survey by going to <http://ecom.eatright.org/CRMS/survey.asp>

The DPD Director will submit names of eligible students to the Commission on Dietetic Registration (CDR) after graduation in December and May. Students should allow a minimum of four weeks turnaround time to receive information from CDR concerning when they may take the exam. It is then the student's responsibility to make an appointment to take the exam.

How to Apply for a Dietetic Internship and Computer Matching

Procedures for applying for a dietetic internship and computer matching can be found in the Appendix.

Didactic Program in Dietetics

Student Handbook

Department of Human Nutrition
302 Dalton Hall
Winthrop University
Rock Hill, South Carolina
www.winthrop.edu/nutrition

Appendix

Human Nutrition: Ten-semester Suggested Program of Study: Dietetics (BS) 2018-2019

First-Year Fall Term Semester 1		First-Year Spring Term Semester 2	
Course	Credits	Course	Credits
NUTR 221 Human Nutrition	3	NUTR 226 Orientation to Dietetics	1
CHEM 105 General Chemistry	4	CHEM 106/108 General Chemistry	4
Math 150 or Math 151 Applied College Algebra*	3	MATH 141 Statistics	3
WRIT 101	3	HMPX 102 Human Experience	3
ACAD 101	1	CSCI 101/CSCI 101 A,B,C Computer Sci.	3
PSYC 101 General Psychology	3	Social Science Elective	3
TOTAL	17	TOTAL	17
Sophomore (Year 2)- Fall Semester 3		Sophomore (Year 2)- Spring Semester 4	
Course	Credits	Course	Credits
NUTR 231/232 Food Composition	4	NUTR 229 Nutritional Assessment	2
Language 1	4	Language 2	4
BIOL 213 Anatomy and Physiology I	4	Global Perspectives Elective	3
Humanities & Art Elective	3	CRTW 201 Critical Reading Writing Thinking	3
		BIOL 214 Anatomy and Physiology II	4
TOTAL	15	TOTAL	16
Junior (Year 3) - Fall Semester 5		Junior (Year 3) - Spring Semester 6	
Course	Credits	Course	Credits
NUTR 371 Food and Nutrition Management I	3	NUTR 471 Food and Nutrition Management II	3
NUTR 421 Nutrition through Lifespan	3	NUTR 521 Nutritional Biochemistry and Metabolism	3
NUTR 370 Food and Nutrition in Cultural Perspective	3	Humanities and Art Elective	3
CHEM 310 Organic Chemistry	3	NUTR 380 Nutrition Education	3
DPD Elective	3	Physical Activity Elective	1
TOTAL	15	TOTAL	13
Senior (Year 4)- Fall Semester 7		Senior (Year 4)- Spring Semester 8	
Course	Credits	Course	Credits
NUTR 427 Medical Nutrition Therapy I	4	NUTR 580 Nutrition Counseling Theory and Practice	2
NUTR 490A Dietetic Practicum 1	1	BIOL 310 Microbiology	4
NUTR 428 Community Nutrition	3	NUTR 494 Senior Seminar	3
NUTR 523/524 Food Science	4	NUTR 527 Medical Nutrition Therapy II	4
NUTR 227 Medical Terminology	1	Historical Elective	3
TOTAL	13	TOTAL	16

Steps to set up your NUTR 490A Practicum

1. Identify the potential facility where you will complete your required 100 hours and contact the person that will be supervising you to see if they are agreeable. Please provide Mrs. Weikle all contact information: name of facility, RD's name, phone number, complete address and email.
2. Contact Mrs. Weikle at: weiklee@winthrop.edu to confirm that it is an acceptable facility. We must have or arrange to have a contract with that facility.
3. Once Mrs. Weikle approves the facility, complete/sign the Internship (Practicum) Agreement Form – see step 4. Remember you must be supervised by a registered dietitian (RD), a dietetic technician registered (DTR), a certified dietary manager (CDM), and/or in a health care facility or government supported agency such as a health department.
4. Download the Internship Agreement Form from the universities Center of Career and Civic Engagement (CCD) website.
5. Complete the Agreement Form and have it signed by the person that will be supervising you. Paperwork must be completed by: Fall – August 1; Spring – December 1; Summer – April 15
6. Once the Agreement Form is complete and signed by the person supervising you, contact Mrs. Weikle at: weiklee@winthrop.edu and she will arrange to meet for her to review the Agreement Form and for her to sign it.
7. You will then return the completed Agreement Form to the Center of Career and Civic Engagement in 129 Crawford Building (803.323.2141)
8. Mrs. Weikle will contact Ms. Allen, the Nutrition Department's Administrative Assistance, to process your override for the class. You will need to provide Mrs. Weikle the CRN# for the class and your student identification number.
9. You will hear from Ms. Allen when she has processed your override for the class; you will then need to log in and actually register for the class.
10. You must complete all 100 hours in the semester you are registered for the class.

NOTE: There is a \$100.00 Program Fee to cover the cost assisted with this class. This will be arranged through the Nutrition Department. See Ms. Allen the Nutrition Department's Administrative Assistance for more information. See the Nutrition Department website for the date that all of the above must be completed.

Upon completion:

- Once you have completed your 100 hours you must write a brief (3-5 pages) paper explaining how the work you performed showed evidence of proficiency of your objectives. Submit your paper and work hours log to the Center of Career and Civic Engagement. You can either email your paper and work hour logs to: injaychockt@winthrop.edu or drop off hard copies of both at the Career and Civic Engagement office to the attention of Tom Injaychock. No grade will be given until paper and work hours log has been submitted.
- A grade of S/U will be assigned to you for this course.

Dietetic Internship Application Process for February Internship Application Date

Completing a supervised practice experience will qualify you to take the examination for Registered Dietitians. Remember – dietetic internships are located across the United States. It is recommended that you apply to three or more internships.

See <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425> for **information on the computer matching process**, suggestions on how to improve your chances of **getting a dietetic internship**, and the video on the centralized electronic application system (**DICAS**).

May – September

- Think about your goals, areas of interest, and educational plans. Review your strengths. What do you want to do after your internship? Do you want to pursue a Master’s degree immediately or later?
- Take the Graduate Record Exam (GRE). Many internships require a GRE score, even if they don’t require a graduate degree as part of the internship. For more **information about the GRE** visit: <https://www.ets.org/gre>.
- Look through the Academy Directory of Dietetics Programs: <http://www.eatright.org/students/education/accreditedprograms.aspx> and *Applicant’s Guide to Supervised Practice Experiences*
Find out where internships are located, what their focus is, what they cost and their admission criteria.
- Begin to draft your personal statement. It takes a long time to condense your background, goals and strengths to one to two pages. For the DICAS application the following questions are used:

Why do you want to enter the dietetics profession?
Discuss experiences that have helped to prepare you for your career.
What are your short-term and long-term goals?
What are your strengths and weaknesses or areas needing improvement?
What other information do you consider important for the selection decision?
- Begin to compile information on your volunteer activities and work experiences.

September – October

- Check the websites of dietetic internship programs. In October, watch for information about open houses and webinars. If the internship does not have an open house, find out if they allow you to make an appointment to tour the facility and meet with the program director. The **best way** to communicate with an internship program director is **via e-mail**, not phone.

October – December

- Attend open houses and webinars and tour internship programs if allowed (and if feasible). Select the DI programs that best meet your interests and goals and review their specific application requirements and deadline dates. Some combined **DI/graduate school deadlines** are **much earlier** than traditional DI deadlines! You **must adjust your timeline** to meet these earlier deadlines! (i.e. December 1)

- **The DICAS portal will open early in December to submit applications for the Spring match internships.** You will be able to set up an account, access the system and begin to complete the application form at any time. The web address for this system is: <https://portal.dicas.org/>. The fee for DICAS has been \$45 for the first application and \$20 for each additional application. DICAS has extensive instructions on their site.
- Transcripts: For internships using the DICAS system send all transcripts for every university you have attended to DICAS. Do not send your Winthrop transcript until you have your Fall grades on it. See DICAS instructions for this after the DICAS system has opened for submissions. You will need to print a transcript request form to provide to Winthrop and other universities that should be attached to the sent transcripts.

Note: For internships combined with graduate work you will be required to send transcripts directly to the university. In this case, depending on deadlines, you may need to send transcripts to the university before the end of the semester and these will not have Fall grades on them. Check their deadlines!

- Work on the personal statement! You will be able to tailor cover letters to communicate why you are interested in each internship. You will save these as different files, one for each internship.
- Prepare a resume to give to those who will be writing your references and for DICAS.
- Request references at least 4 weeks before you need them. You will need them by the end of January for a February 15^h deadline, so request no later than January 1st. **Note: If applying to graduate school**, watch for application deadlines. Some will be December 1 – January – 1, so you need to request references in late October – early November for a December 1 deadline.

January

- **Statement of Intent.** When requested, provide information to Dr. Koszewski concerning final course requirements (by mid-January, 2019). Enter your DPD Program Director information which is: Wanda M. Koszewski, PhD, RDN, LD. Use koszewski@winthrop.edu as her contact e-mail.
- Use your transcripts to complete the section on the DICAS application concerning DPD coursework and grades. A list of these courses are available to you by requesting the list from Dr. Koszewski. Please indicate in your email to her the year you entered Winthrop University. Select the course list for the year you entered the dietetics program at Winthrop University.
- Finalize personal statement and the rest of your application. Send application as soon as prepared perfectly, but no later than application deadline (For many the deadline will be February 15th, 2018).
- Review computer matching instructions for D&D Digital at <https://www.dnddigital.com>, the computer matching service. Register for the system.
- Enter and prioritize your internship choices on the D&D Digital website. These will be the internships you have submitted applications to. You need to specify 1st, 2nd, 3rd, etc. choices. Cost has been: \$55.00.

February 15, 2019: Absolute deadline to mail any remaining applications and submit Computer Matching choices to D&D Digital online. E-mail **Dr. Koszewski** (koszewski@winthrop.edu) **if you have questions about the process.**

Licensure

The State of South Carolina does license registered dietitian nutritionist. Applicants must hold a baccalaureate or master's degree in human nutrition, nutrition education, foods and nutrition, public health nutrition, or an equivalent major course of study from an approved regionally accredited college or university. An applicant must have a current Registered Dietitian Certification with the Commission on Dietetic Registration.

Applicants applying for a license to practice Dietetics must submit the following documentation

- Completed original application; include a recent full-faced 2" x 2" original passport type photo.
- \$175.00 fee - Make check payable to LLR - Panel for Dietetics.
- Proof of current registration status by the Commission on Dietetic Registration - a copy of your signed CDR card is acceptable.
- Verification of licensure - The Panel must receive verification of licensure directly from the state board of each state in which you are now or have ever been licensed to practice as a dietitian.
- Request an official school transcript showing the degree and date awarded with the Registrar's seal to be directly submitted by the school to the Board Office.

Please mail completed application to: SC Panel for Dietetics PO Box 11329 Columbia, SC 29211

Other Possible Fees:

Academy of Nutrition and Dietetic Student Membership	\$58.00
Drug Testing Fees	\$25.00-\$140.00
Books	\$300.00 per semester
Liability Insurance	\$40.00
Background Checks	\$40.00-\$60.00
Medical Exams	Basic \$25.00
Immunizations	\$120.00
SDA Membership	\$10.00
NUTR 490 Fee	\$100.00
Lab Fees	\$10.00-\$60.00
OSHA Training	\$25.00

Program Academic Requirements

The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist. The program's curriculum must include the following required components, including prerequisites:

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
2. Communication skills sufficient for entry into professional practice
3. Principles and techniques of effective education, counseling and behavior change theories and techniques
4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and inter-professional relationships in various practice settings
5. Principles of medical nutrition therapy and the Nutrition Care Process
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Management theories and business principles required to deliver programs and services
8. Continuous quality management of food and nutrition services
9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service, and value-based payment systems
12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification, and evaluation of recipes, menus and food products acceptable to diverse populations
13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology

Knowledge Requirements for Dietitian/Nutritionist

The program's curriculum must prepare students with the following core knowledge. Knowledge Upon completion of the program, graduates are able to:

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

KRDN 1.1

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

KRDN 1.2

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

KRDN 1.3 Apply critical thinking skills.

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

KRDN 2.1

Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2

Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3

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

KRDN 2.4

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

KRDN 2.5

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

KRDN 2.6

Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7

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

KRDN 2.8

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

Knowledge Requirements for Dietitian/Nutritionist Continued

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

KRDN 3.1

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

KRDN 3.2

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

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

KRDN 3.4

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

KRDN 3.5

Describe basic concepts of nutritional genomics.

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

KRDN 4.1

Apply management theories to the development of programs or services.

KRDN 4.2

Evaluate a budget and interpret financial data.

KRDN 4.3

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

KRDN 4.4

Apply the principles of human resource management to different situations.

KRDN 4.5

Describe safety principles related to food, personnel and consumers.

KRDN 4.6

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

Policies and Procedures for the DPD Program

Admission-<https://www.winthrop.edu/admissions/freshmen/>

Department Information:

<https://www.winthrop.edu/uploadedFiles/WUcommon/pdf/brochures/HumanNutrition.pdf>

Transfer Admissions Policy: Winthrop University admits all qualified applicants and offers equal educational opportunities regardless of race, color, sex, age, national origin, religion or disability. Applicants are admitted on the basis of the probability of their success in completing the requirements for graduation.

A completed transfer application must include the following:

- completed application form;
- \$50 application fee;
- official transcripts of **all** post-secondary course work mailed directly from each institution attended (*even if credit was not earned or transfer credit is not desired*);
- an official final high school transcript mailed directly from the high school is **required for:**
 - **transfer applicants who have attempted less than 30 semester [45 quarter] hours of course work at previous institutions; and**
 - **transfer students who graduated from a South Carolina high school and who wish to be considered for the [LIFE Scholarship](#).**

Protection of Privacy of Student Information and Student Files:

It is the responsibility of everyone at Winthrop University to maintain the privacy of student records. Each fall and spring semester, Winthrop notifies students of their rights under FERPA (Family Educational Rights and Privacy Act of 1974 as Amended). This federal act gives students certain rights with respect to their education records. Student may read this notification at www.winthrop.edu/uploadedFiles/recandreg/FER-PA-notification.pdf. Student files are kept in a locked file cabinet in 302 Dalton Hall for students who are majors in the Department of Human Nutrition. Students may request access to their department file by contacting Dr. Wanda Koszewski, PhD, RD, Chair of Human Nutrition, in writing. Dr. Koszewski will review the request and set up an appointment with students to review their files.

Refund of Fees:

The DPD follows university policies for refunds of fees. Visit this address for official refund information: <https://www.winthrop.edu/sfs/>

Policy on the Use of Electronic Devices:

Communicating during class via electronic devices (cell phone, texting, email, or photography) for social media is prohibited and, if this occurs, points will be deducted from the student's attendance portion of the grade.

Students with Disabilities/Need of Accommodations for Access:

Winthrop University is committed to providing access to education. If you have a condition that may adversely affect your ability to access academics and/or campus life, and you require specific accommodations to complete this course, contact the Office of Accessibility (OA) at 803-323-3290, or,

accessibility@winthrop.edu. Please inform me as early as possible, once you have your official notice of accommodations from the Office of Accessibility.

Student Code of Conduct

As noted in the WU Student Conduct Code, “Responsibility for good conduct rests with students as adult individuals.” The policy on student academic misconduct is outlined in the “Student Conduct Code Academic Misconduct Policy” in the online *Student Handbook*

<https://www.winthrop.edu/uploadedFiles/studentconduct/StudentHandbook.pdf>

Academic Success Center

Winthrop’s Academic Success Center is a free resource for all undergraduate students seeking to perform their best academically. The ASC offers a variety of personalized and structured resources that help students achieve academic excellence, such as tutoring, academic skill development (test taking strategies, time management counseling, and study techniques), group and individual study spaces, and academic coaching. The ASC is located on the first floor of Dinkins, Suite 106. Please contact the ASC at 803-323-3929 or success@winthrop.edu. For more information on ASC services, please visit www.winthrop.edu/success.

The Office of Victims Assistance

The Office of Victims Assistance (OVA) provides services to survivors of sexual assault, intimate partner violence, and stalking as well as educational programming to prevent these crimes from occurring. The staff assists all survivors, regardless of when they were victimized in obtaining counseling, medical care, housing options, legal prosecution, and more. In addition, the OVA helps students’ access support services for academic problems resulting from victimization. The OVA is located in 204 Crawford and can be reached at (803) 323-2206. In the case of an after-hours emergency, please call Campus Police at (803) 323-3333, or the local rape crisis center, Safe Passage, at their 24-hour hotline, (803) 329-280. For more information, please visit <http://www.winthrop.edu/victimsassistance/>

Participation and Attendance:

Tardiness to class is disruptive: points will be deducted from the final grade for each tardy after the students arrives late to class for the third time and additionally for any subsequent tardiness.

Private conversations while a classmate or the instructor has the floor are rude and distracting to others (refer to “Student Code of Conduct”). If a student is distracting during class, the instructor will deduct points from the Attendance portion of the student’s grade without notification.

Students missing four (4) or more class meetings will receive an “F” for the course. The Winthrop University attendance policy, as stated in the Winthrop University Undergraduate Catalog, can be viewed at [http:// www.winthrop.edu/recandreg](http://www.winthrop.edu/recandreg). Students who miss class for University sponsored events must justify absence with a memorandum verifying the activity as university-sanctioned.

If for any reason the student misses a class session, it is *his or her responsibility* to arrange with a fellow student either in advance or after class to obtain copies of any handouts distributed, class assignments, announcements, etc. during the class session. It is the student’s responsibility to personally sign the attendance log when it is passed. Signing for another student will be considered an ethical violation.

Disciplinary/Termination Procedures

A fundamental tenet of all institutions of higher learning is academic honesty. Academic work must depend upon respect for and acknowledgement of the research and ideas of others. Misrepresentation of

someone else's work as one's own is a most serious offense in any academic setting. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations; presenting, as one's own, the ideas or words of another for academic evaluation without proper acknowledgment; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the professors involved. In addition, academic misconduct involves attempting to influence one's academic evaluation by means other than academic achievement or merit. More explicit definitions of academic misconduct specific to certain academic disciplines may be promulgated by academic departments and schools. Infractions of academic discipline are dealt with in accordance with the student Academic Misconduct Policy which is in the Student Conduct Code in the Student Handbook.

Students enrolled at Winthrop University must earn a minimum cumulative grade-point average of 2.00 in order to avoid being placed on academic probation (or suspension). The First semester a student's cumulative grade-point average falls below a 2.00, he or she is placed on academic probation. Students on academic probation may not enroll in more than 15 semester hours. A student on academic probation whose semester grade-point average is 2.00 or higher is not suspended at the close of that semester even though the cumulative grade-point average remains below 2.00. The student may continue enrollment on academic probation. The student is removed from academic probation at the close of a semester in which the cumulative grade-point average meets or exceeds 2.00.

Credit awarded by examination and hours earned with a grade of S are used in determining classification but not in determining the grade-point average. A student's eligibility in a given semester cannot be influenced by the change of a grade awarded in any semester prior to the previous semester, except in the removal of an incomplete grade. When a student is on probation, a subsequent violation in the next fall or spring semester of enrollment results in a first academic suspension for the immediately succeeding regular academic semester and any intervening summer session. Students who are readmitted after suspension are readmitted on academic probation. Failure to meet the specified minimum cumulative grade-point average during this semester results in a second suspension for one calendar year. Readmission for a second time again places the student on academic probation. Failure to achieve the specified minimum cumulative grade-point average after the second suspension results in permanent dismissal from the University. Students enrolled in the summer session are not subject to probation or suspension at the end of the summer term, but students who are on probation may be returned to good standing. Credit earned at any other institution while a student is ineligible to enroll at Winthrop University cannot be applied to any degree at Winthrop University.

Student Grievances:

Student complaints are reviewed by the DPD Director and, in some cases the Dean. The DPD Director discusses complaints with students and appropriate faculty to try and find a resolution. If a student has a complaint about our didactic program they do have the opportunity to file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will review complaints that relate to program compliance with accreditation standards. Grievances regarding grades should first be discussed with the course instructor to try and resolve the issue. Issues regarding the Didactic Program in Dietetics should first be brought to the DPD Director and Department Chair, Dr. Wanda Koszewski and if not yet resolved to the Dean of the College of Arts and Sciences and finally if it is not resolved to the Dean of Students.

Opportunity to File a Complaint for Unresolved Issues with ACEND

Interns who have valid unresolved issues related to the Internship's compliance with accreditation standards may obtain ACEND's policy for submitting complaints by contacting the following:

Commission on Dietetic Accreditation for Dietetics Education

120 South Riverside Plaza, Suite 2190

Chicago, IL, 60606-6995

1/800/877/1600 ext. 5400

ACEND does not intervene on behalf of student matters regarding admission to a program, student performance and compliance with policies, dismissal of faculty, students, or internship staff.

Retention and Remediation Procedures for Poor Student Performance:

Didactic Program in Dietetics verification from Winthrop University requires completion of the B.S. degree in Human Nutrition with a minimum grade point average of 3.0 in major courses and an overall minimum grade point average of 2.8. While students may graduate with a B.S. degree in Human Nutrition, only students meeting the above criteria will receive an ACEND Verification Statement, which allows graduates to apply to ACEND accredited dietetic internship programs. Students who are not meeting the DPA requirements will have to meet with their advisors to discuss alternatives such as the Nutrition and Chronic Disease option.

Professional Liability

Professional liability insurance is required of each intern. Interns must provide a copy of the policy indicating policy number, coverage date, company name and name of insured prior to starting practice experiences during orientation. The following company provides liability insurance for student dietitians: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14576, Des Moines, IA 50306-3576.

Phone: 1-800-503-9230. Web: www.proliability.com. The minimum coverage required is \$1,000,000.00 per incident/\$3,000,000.00 aggregate annually. Additional information is provided in the Welcome Letter and proof of coverage is required at orientation. Student's professional liability fee is covered through their NUTR 490A course fee so there is no additional charge to the students.

Liability for Travel

Liability for travel to and from supervised practice sites is the responsibility of the DPD student. The supervised practice sites, Winthrop University and the Department of Human Nutrition are not responsible for liability of travel.

Not to replace Employees

In supervised practice, students shall not routinely replace regular employees outside of professional staff experiences. If all of the following criteria apply, the interns are not employees within the meaning of the Employment Relationship Under the Fair Standards Act, dated February 1973:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close supervision (close supervision, as defined by the Wage and Hour Division of the Labor Department, means that the trainee will consult with a supervisor before making a decision).
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion, his operations may actually be impeded.
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Background Checks

Criminal background checks are conducted on all Winthrop University dietetic students who do off site experiential learning. Documentation of results is confidential and is kept in the department office. Facilities requesting background checks for students will be given a copy of the result. Applicants must be aware of any information that may appear on the background checks and appropriately address in the application. The University and the facilities maintain the right to deny a student based on the results. Some facilities may require another background check, at the student's expense, in addition to the one completed through The Department of Human Nutrition.

Personal Health Insurance and Student Health Service

DPD Students are expected to provide their individual health, accident and personal liability insurance. Proof of personal health, accident, and personal liability insurance is required.. Health and accident insurance is available at extra cost to all Winthrop students. Information regarding acquisition of such insurance is provided at www.studentinsurance.com or 1-888-722-1668 ext. 120 through Pearce and Pearce. International students must provide evidence of having health insurance each semester before registering.

Routine or chronic medical problems are the responsibility of the individual student or his/her parent or guardian. As full-time students, you may utilize the student health services on campus. Accidents involving a student and occurring during a rotation should be reported immediately to NUTR 490A Coordinator, course instructor of DPD Director. To make an appointment, at the Student Health Services in Crawford Hall, call 803-323-2206 or fax 803-323-3332.

During the supervised practice experiences, each student must adhere to specific policies of each affiliating site in regard to such procedures as drug testing, chest x-rays, physical examinations, and stool cultures.

Health and Immunizations

All Winthrop Dietetic Students must demonstrate immunity by way of documentation of administration of vaccine AND titer to the following: chicken pox (varicella), measles, mumps, rubella, diphtheria and tetanus and must have a two-step tuberculosis (TB) test before registration (Winthrop University Catalog). Some students must have a 2-step TB screening completed after August 1 or as directed by the DPD Director or NUTR 490A Coordinator and results reported prior to the program start date of the Practicum. Some Facilities also require students to provide documentation of Hepatitis B immunization series. If a student does not get the series, he/she must sign a form that he/she understands the risks, but choose not to take the Hepatitis B series. Influenza vaccination is also required by all training facilities; if the student chooses to not have the flu shot, they must follow the rotation site's requirement for signing a declination waiver and may be required to wear a mask for the entire time the intern is on site. This policy may vary according to site and adherence to the site policy is required to maintain enrollment in the practicum.

Drug Testing:

Drug testing follows requirements as outlined in facility agreements and may be required several times throughout program. Drug testing is conducted at the student's expense.

Workers' Compensation

Interns are covered under the *Workers' Compensation Insurance Program* by Winthrop University during their practicum experiences. A copy of the Workers' Compensation coverage statement is provided in this handbook. The information is also distributed to site preceptors prior to the start of the NUTR 490A practicum.

Injury or Illness:

In case of illness or emergency, students must contact the site preceptor in advance of their scheduled work. In addition, the students must inform his or her faculty contact whenever absent due to illness from a rotation. Time missed due to car problems, appointments (which must have prior approval of the preceptor), etc., must be made up; rescheduling of the time is done with the approval of the preceptor and the NUTR 490A Faculty Liaison must be notified. Students are expected to be on time for their Practicum as being late is unacceptable. Preceptors monitor attendance and punctuality and lateness/absence will be reflected in evaluations. If you are injured during your Practicum please let you preceptor know immediately and follow the policies of organization where you are placed. Students are covered under Worker's Compensation Insurance Program during their Practicums.

Counseling Services:

[Counseling Services](#) will provide quality mental health service to enhance the overall mental health of Winthrop University students along cognitive, emotional, personal, and interpersonal dimensions.

Student Responsibility

All students are responsible for the proper completion of their academic programs, for satisfying the general regulations stated in this catalog, for maintaining the grade point average required, and for meeting all other degree requirements. Students should secure guidance from an adviser, but the final responsibility remains that of the student. Students are required to know and observe all regulations concerning campus life and student conduct. Students are responsible for maintaining communication with the University by keeping on file with the Office of Records and Registration at all times a current address and telephone number.

Withdrawal from Courses

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instances, however, when the student may need to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the adviser or Student Services Office and with the instructor is encouraged.

Students may withdraw from a course online through the withdrawal period. Please note that students who have registration holds due to a past due balance, immunization, or any other reason, will NOT be able to withdraw online, and it is their responsibility to complete a withdrawal form (signed only by the student) and submit it to the Office of Records and Registration by the appropriate withdrawal date. The official date of withdrawal from a course is the date the withdrawal form is returned to the Registration Office with the signature of the student. The form can be found on the Records and Registration web site under Online Forms.

If the withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded. Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade.

Documented extenuating circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control.

Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar no later than the last day of classes for the course in question.

Complete Withdrawal from Winthrop

Students who find it necessary to discontinue their college work during the fall or spring semester should officially withdraw from the University. The withdrawal process begins in the Office of Records and Registration, 126 Tillman Hall. A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate. A student may withdraw after the course withdrawal deadline

Graduation/Degree Requirements:

The baccalaureate degrees require the completion of a minimum of 120 semester hours of credit, including all courses required in the specified degree program, with a final grade-point average of 2.00 or better on all courses which are taken on a letter-grade basis at Winthrop University. Students must also achieve a minimum of a 2.00 GPA in courses counted toward the major and minor programs. See degree program listings for specific requirements (See Appendix). Of those semester hours required for the baccalaureate degree, a minimum of 40 semester hours must be in courses numbered above 299, and 38-53 semester hours must be distributed in accordance with the General Education Program Distribution Requirements and the General Education Core: ACAD 101, WRIT 101, HMXP 102, and CRTW 201. A student may elect to apply up to an additional six semester hours in the same subject designator toward general electives, General Education program distribution requirements, or a minor with the exception of the social sciences minor, unless limited by the major program. All baccalaureate degree programs at Winthrop University require the successful completion of the General Education Core.

At least 32 semester hours of NUTR courses above the 299 level must be completed at Winthrop University. A maximum of 12 hours of NUTR-equivalent courses above the 199 level may be transferred into the major from another accredited institution with approval from the Director of The Didactic Program in Dietetics. No credit will be accepted for NUTR courses greater than ten years old.

Evaluation and Grading

It is the responsibility of all faculty members at Winthrop to assign to all of their students fair grades based on evaluation relevant to the content and purposes of the course of study, and to inform students of the evaluation of their work, reasonably early in the semester. Testing procedures are generally guided by the following principles: a number of evaluations of students' achievements should be made throughout any given semester; the instructor in each class is encouraged to base students' final grades on at least four major evaluations; the instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances on projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately.

Interim Grades

Winthrop is committed to supporting student success, and one way to do that is to communicate with students in an intentional way about their class progress. Interim grades are a guideline to assist students and advisers in assessing where the student is at that particular point in the semester.

Students can access their interim grades for classes that meet the whole semester through the online portal, Wingspan. Interim grades do not appear on a transcript (unofficial or official), and students should keep in mind that their grade is only reflective of the amount of graded work done in the class up to that point. Students with questions about their interim grades should confer directly with their instructors

Grade Appeal Procedures

Students and faculty members should try to resolve grade problems informally. If no satisfactory solution is reached, the student, the faculty member, or both may contact the appropriate chair or the appropriate dean.

Applying for Financial Aid:

All undergraduate and graduate students must complete the entire [Free Application for Federal Student Aid](#) (FAFSA) process after October 1 of each year in order to receive consideration for federal and/or state aid for the upcoming academic year. Please note that financial aid, including grants and federal loans, is available only to US citizens and permanent residents.

The FAFSA application process is used to determine your eligibility for aid such as:

- [Federal Pell Grant](#)
- [Federal Direct Student Loans](#)
- Limited funded federal/state campus-based aid such as:
 - [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
 - [Federal Work-Study \(FWS\)](#)
 - [Federal Perkins Loan](#)
 - [South Carolina Need Based Grant](#)

To be considered for financial aid, you must:

- be a United States citizen or eligible non-citizen of the United States; and,
- have been accepted for admission to an approved degree-seeking program or Teacher Certification program by the Office of Undergraduate Admissions or the Office of Graduate Admissions; or be currently enrolled in an approved degree-seeking program or Teacher Certification program (students whose degree program status changes should contact the [Office of Financial Aid](#)); and,
- be making progress toward the completion of your course of study according to the "Satisfactory Academic Progress Policy for Student Financial Aid Recipients;" and,
- not be in default on a Guaranteed Student/Federal Stafford Loan, Federal Direct Loan, Federal Direct Parent (PLUS) Loan, Federal Supplemental Loan, National Direct/Defense Student Loan, Federal Perkins Loan, Health Professions Loan, Income Contingent Loan or Federal Consolidation Loan received at any institution; and,
- not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Student Incentive Grant, or Leveraging Educational Assistance Program award received while attending any institution; and,
- have a valid Social Security Number; and,
- register with the Selective Service, if required; and,
- have resolved any drug conviction issue.

To receive aid from federal and state programs of financial assistance, you must meet the following criteria:

- Demonstrate financial need. The cost of attendance at Winthrop must exceed your family's ability to pay those costs as determined by the federal processor using a national formula. This particular requirement pertains to all need based programs.
- Have a high school diploma or a General Education Development (GED) Certificate.
- Be a US citizen or an eligible non-citizen.
- Have a valid social security number.

- Make satisfactory academic progress, as explained in the Catalog, during enrollment.
- Sign any required statements and certifications.
- Register with Selective Service (males).

Please go to <https://www.winthrop.edu/finaid/FAFSA/> to learn more about FAFSA and the university deadlines for applying.

Verification of Financial Aid: Verification is a process where Winthrop University confirms the data reported on your [Free Application for Federal Student Aid](#) (FAFSA). Winthrop University has the authority to contact you for documentation that supports income and other information that you reported. How will I know if I am selected for verification? [Office of Financial Aid](#) will notify you by e-mail if you have been selected for verification.

Accepting Your Award: You must accept or reject funds offered on the Accept Awards screen in Wingspan. If you would like a lesser amount of loan, contact the Office of Financial Aid by [email](#) or by calling (803) 323-2189.

Vacations, Holidays and Absences:

The DPD follows the University Calendar for vacations and holidays. You can access the University Calendar at: <https://www.winthrop.edu/uploadedFiles/acadschedule/5yrcalendar.pdf>

Verification Statement:

ACEND Didactic Program in Dietetics verification from Winthrop University requires completion of the B.S. degree in Human Nutrition with a minimum grade point average of 3.0 in major courses and an overall minimum grade point average of 2.8. While students may graduate with a B.S. degree in Human Nutrition, only students meeting the above criteria will receive an ACEND Verification Statement, which allows graduates to apply to ACEND accredited dietetic internship programs. Verification Statements will be mailed to students once your final grades and degree are posted. Please allow 3-4 weeks after you graduate and complete the DPD requirements to receive your verification statement.

Compensation:

The DPD Program does not pay students any sort of compensation fee.

Prior Learning:

The DPD Program does not have a policy for assessing prior learning or competence.

Masters Students and the DPD Program

If you are taking the DPD courses as part of your MS studies, you must plan out your coursework so that prerequisites are taken before entering the DPD program. Graduate students who wish to complete the DPD program as part of the MS program of study must comply with prerequisites for the DPD courses. The courses that need to be completed before taking the entry level courses of the DPD program such as NUTR 421 include:

NUTR 221

General Chemistry I and II

Anatomy and Physiology I and II

College Math

Statistics

These are the same courses required by the undergraduate students in the DPD program.

Career Development:

CCE's Career Development provides resources and programs for students and alumni to develop the necessary skills to conduct effective career searches and make informed career decisions. Services include career guidance, professional development workshops, résumé critiques, mock interviews, internship assistance, employment fairs, and an employment databank, [EAGLElink](#), where students and alumni can search for part time, internships, full time or volunteer opportunities. For more information, please check out their website at: <https://www.winthrop.edu/cce/default.aspx?id=18656>

FERPA Guidelines: Student Access to Files

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The name and address of the Office that administers FERPA is:

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

Also, these regulations restrict Winthrop to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with the student's prior written consent to release the records to another specified person. Without this consent, Winthrop cannot release a student's records even to parents, except in one instance. Parents or guardians of a student may be given access to student's records if the parents or guardians sign a statement in the Office of Records and Registration and provide proof that they have claimed the student as a dependent on their last federal income tax return.

FERPA does allow the University to release the following kinds of information (not considered private records) unless the student requests that it be withheld: student's name, address, Telephone number, email address, date of birth, enrollment status (full or par-time) dates of attendance, date of graduation, major and minor fields of study, degrees and awards received, date of admission, whether or not currently enrolled, classification (freshman, etc.), most recent previous educational institution attended, eligibility for honor societies, participation in officially recognized activities and sports, weight, and height of members of athletic teams, and other similar information. Photographic, video, or electronic images of students taken and maintained by the University also are considered directory information.

In accordance with South Carolina law, the University does not sell or give away lists which are in unpublished or computerized form to any outside agency, individual, or business for commercial solicitation purposes.

Further information about student privacy can be found on our website at <http://www.winthrop.edu/recandreg/default.aspx?id=22609>.

Questions concerning Winthrop's policy for release of academic information should be directed to the Office of Records and Registration, 126 Tillman Hall.

NUTR 490A Practicum Policy

1. All 100 hours must be completed in the semester student is registered for the class.
2. Practicum experience must be supervised by a Registered Dietitian (RD), a dietetic technician registered (DTR), a certified dietary manager (CDM), and/or in a health care facility or government supported agency such as a health department.
3. Student must identify the facility to complete their practicum and obtain approval from the person that will be supervising the student.
4. The Instructor of Record must then approve faculty for NUTR 490.
5. Internship Agreement Form must be downloaded from Winthrop University's Center of Career and Civic Engagement (CCE) website. The person that will be supervising the student and the Instructor of Record must sign the Internship Agreement form. Internship Agreement form is then submitted to the Center of Career and Civic Engagement in 129 Crawford Building.
6. The Internship Agreement Form must be completed and sign by:
August 1 for the Fall semester
December 1 for the Spring semester
April 15 for the Summer session
7. The Department of Human Nutrition will provide override for the class, student will then be able to register for the class. The Department of Human Nutrition will also arrange required documentation such as Background Check, Liability Insurance, and any additional testing required by the student's facility. The student must pay the costs for these additional tests.

8. There is a \$100.00 Program Fee to cover the cost assisted with this class.
9. NUTR 490 is graded on an S/U bases.
10. Upon completion for the 100 hours, the student must write a brief (3-5 pages) paper explaining how the work they performed showed evidence of proficiency of your objectives. The paper and work hours log are submitted to the Center of Career and Civic Engagement. The student can either email their paper and work hour logs to: injaychockt@winthrop.edu or drop off hard copies of both at the Career and Civic Engagement office to the attention of Tom Injaychock. No grade will be given until paper and work hours log has been submitted.
11. Students are expected to work following the Code of Ethics established by Winthrop University and always conduct themselves in a professional manner that is a positive reflection on themselves, the Department of Human Nutrition, and Winthrop University.