

Winthrop University

Department of Human Nutrition

DPD/Health Promotion Handbook

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

Contents

DPD Mission Statement	3
Accreditation.....	4
Nutrition and Health Promotion Mission Statement.....	4
Department Directory.....	5
Advising.....	6
Changes in Course Requirements.....	6
Grade Point Average (GPA) Requirements.....	6
Obtaining DPD Verification.....	7
Becoming an RDN.....	7
Upcoming CDR Credential Requirements.....	7
Licensure.....	7
Transfer Credit	8
Recency of Education.....	8
NUTR 490A: Practicum.....	9
S/U Grade Option.....	10
Off Campus Events (Field Trips).....	10
Student Complaints.....	10
DTR Exam Guidelines for DPD Graduates.....	11
Appendix	122
Human Nutrition: Eight-semester Suggested Program of Study: Dietetics (BS) 2021-22	12
Human Nutrition: Eight-semester Suggested Program of Study: Health Promotion (BS) 21-22..	14
Steps to Set Up 490/690 Practicum.....	15
Applying for Dietetic Internship.....	17
Licensure	20
Other Possible Fees.....	21
Program Academic Requirements.....	22
Knowledge Requirements for Dietitian/Nutritionist.....	23
Policies and Procedures for the DPD Program	25

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.

Nutrition and Health Promotion Mission Statement

Mission: Winthrop University BS in Human Nutrition option in Nutrition and Health Promotion will prepare students for careers in which they will guide people of all ages and backgrounds to implement food and nutrition behavior change to achieve and maintain optimal health.

Goals:

1. Graduates will be prepared to promote and establish paths for their communities to making healthy food and nutrition choices across the human lifespan.
2. Graduates will have the knowledge and skills needed to assess, plan, implement and evaluate strategies to improve health, focusing on food nutrition advice and services.

Department Directory

Full-Time Faculty and Staff

Wanda Koszewski, PhD, RD, LD, FAND
Professor; Department Chair; DPD Director
306 Dalton
koszewski@winthrop.edu
803-323-4520

Alexa Allen
Instructor; Food Box Liaison
304 Dalton
allenal@winthrop.edu
803-323-3961

Brian Collins, MS, CDM
Instructor/DI Coordinator
314 Dalton
collinsb@winthrop.edu
803-323-4553

Jessie Hoffman, PhD, RD, LD
Assistant Professor; Department Research
Coordinator
318 Dalton Hall
Hoffmanjb@winthrop.edu
803-323-4552

Ashley Licata, PhD, RD, LD, CSSD
Assistant Professor; Department Experiential
Learning Coordinator
Assistant Professor
312 Dalton
licataa@winthrop.edu
803-323-4022

Hope Lima, PhD, IBCLC
Assistant Professor; Graduate Director; Director of
the Certificate in Medical Lactation
310 Dalton
limah@winthrop.edu
803-323-4540

Stephanie Nielsen, MS, RD, LDN
Instructor; Director of the Dietetic Internship
316 Dalton
nielsens@winthrop.edu
803-323-4521

Adjunct Faculty

Matt Edwards
345 Dalton
Edwardsm16@winthrop.edu
803-323-2101

Elizabeth Weikle, MS, RD, LD
345 Dalton
weiklee@winthrop.edu
803-323-2101

Admission

Admission into the didactic program in dietetics is based on the admission requirements of the university as stated online 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/Health Promotion 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. Prior to meeting with their advisors, students are required to develop a plan of study for each semester via the advising form on the Human Nutrition Department website and should bring the completed form to the meeting to discuss during advisement period. A suggested four-year plan for completion of the BS in Human Nutrition – Dietetics and the Nutrition and Health Promotion 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 or graduate school 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.

Becoming a Registered Dietitian Nutritionist

Must Have or Complete:

1. Bachelor's Degree from an accredited university
2. Didactic Program in Dietetics (DPD) verification statement from a ACEND-accredited institution
3. Dietetic Internship program from a ACEND-accredited institution
4. Passage on Commission on Dietetic Registration (CDR) credentialing exam. CDR sets the standards for the credentialing exam
5. Pay the RD enrollment fee to the Commission on Dietetic Registration.
6. If applicable apply for your state licensure to practice at a licensed dietetic professional. The state of South Carolina does have licensed dietitian nutritionist (LDN). For more information go to <https://llr.sc.gov/diet/licensure.aspx>.

Upcoming CDR Credential Requirement

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited Didactic Program in Dietetics (DPD) program at Winthrop University are eligible to apply to an ACEND-accredited supervised practice program/apply to take the CDR credentialing exam to become an RDN.

Licensure

The State of South Carolina licenses registered dietitian nutritionists. 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. Licensure laws vary by state. Please refer to the [CDR's Licensure Summary of Statutes](#) for more information.

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 online from other universities or technical schools will be approved at the discretion of the DPD director or your undergraduate advisor.

Recency of Education

1. Only courses with a grade of C or higher will be considered for transfer credit in the undergraduate or graduate courses in the department of Human Nutrition.
2. A successful pass score on an Advanced Placement (AP) or CLEP exam is accepted as meeting the related undergraduate coursework.
3. Courses need to be taken within the acceptable term limits, if it is not it will not be accepted.

Courses with **no limit** at term of entry: General Course Title (WU equivalent)

- Introductory Psychology, Sociology or Anthropology (PSYC 101, SOCL 101 or 201, ANTH 201)
- Introductory Chemistry I and II with labs (CHEM 104, 105 and 108)
- Organic Chemistry (CHEM 310)
- Microbiology (BIOL 311)
- Statistics (MATH 151 or MATH 546)
- Anatomy and Physiology I and II (BIOL 213 and 214)

Courses with a **5-year** limit at term of entry

- Introductory Nutrition (NUTR 221)
- Nutrition Assessment (NUTR 229)
- Food Composition with Lab (NUTR 231/232)
- Nutrition Metabolism (NUTR 321)
- Food Service Management I (NUTR 371)
- Nutrition Education (NUTR 380)
- Nutrition thru Lifecycle (NUTR 421)
- Food Science with Experimental Food Lab (NUTR 423/424)
- Community and Cultural Nutrition (NUTR 428)
- Food Service Management II (NUTR 471)
- Nutritional Biochemistry (NUTR 521)
- Nutrition Counseling (NUTR 580)

Courses with a **3-year** limit at term of entry

- Medical Nutrition Therapy I (NUTR 427)
- Medical Nutrition Therapy II (NUTR 527)
- Practicum (NUTR 490A)

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/690: 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/690 Policy on Expenses: Students enrolled in NUTR 490A/690 are responsible for all expenses incurred such as, but not limited to, travel to off campus sites and professional attire, liability insurance, background checks or drug tests, 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/690. 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 490A/690 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 online 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.

Appendix

Human Nutrition: Eight-semester Suggested Program of Study: Dietetics (BS) 2021-22

First-Year Fall Term Semester 1		First-Year Spring Term Semester 2	
Course	Credits	Course	Credits
NUTR 221 Human Nutrition/NUTR 222 Nutrition Lab (Natural Science with a Lab GE)	4	PSYC 101 Introduction to Psychology (Social Science GE)	3
CHEM 104 General Chemistry	3	CHEM 105 General Chemistry (Natural Science GE)	4
Math 150 or Math 151 Applied College Algebra or Math 111 or Math 112 (Quantitative GE)	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. (Technology GE)	3
NUTR 226 Orientation to Nutrition/Dietetics	1		
TOTAL	15	TOTAL	16
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	ANTH 201 Intro to Cultural Anthropology (Global GE)	3
CHEM 108 Chemistry Lab Techniques	2	CRTW 201 Critical Reading Writing Thinking	3
Physical Activity Elective	1	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	3
NUTR 321 Nutrition Metabolism	3	Humanities and Art Elective	3
CHEM 310 Organic Chemistry	3	NUTR 380 Nutrition Education	3
NUTR 227 Medical Terminology	1	HCMT 200 Introduction to Healthcare (Social Science GE)	3
Humanities Elective	3		
TOTAL	16	TOTAL	15
Senior (Year 4)- Fall Semester 7		Senior (Year 4)- Spring Semester 8	
Course	Credits	Course	Credits
NUTR 423/NUTR424 Food Science and Lab	4	NUTR 580 Nutrition Counseling Theory and Practice	2
NUTR 427 Medical Nutrition Therapy I	4	BIOL 311 Microbiology	3
Constitutional Requirement	3	NUTR 494 Senior Seminar	3
NUTR 490A Practicum	1	NUTR 527 Medical Nutrition Therapy II	4
NUTR 428 Community Nutrition (Oral Communication GE)	3	Historical Elective	3
TOTAL	15	TOTAL	15

Human Nutrition Eight-semester Suggested Program of Study: Nutrition and Health Promotion 2021-2022

First-Year Fall Term Semester 1		First-Year Spring Term Semester 2	
Course	Credits	Course	Credits
NUTR 221 Human Nutrition/NUTR 222	4	Physical Activity	1
CHEM 101 Applying Chemistry to Society or CHEM 104 or CHEM 105	3-4	BIOL 150/151	4
Math 111/112/150 or 151	3	Humanities and Art Elective	3
WRIT 101	3	HMXP 102 Human Experience	3
ACAD 101	1	CSCI 101/CSCI 101 A,B,C Computer Sci. (Technology GE)	3
NUTR 226 Orientation to Nutrition and Dietetics	1		
TOTAL	15-16	TOTAL	14
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	ANTH 201 Intr. to Cultural Anthropology (Global Perspectives GE)	3
MATH 141 Statistics	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 321 Nutrition Metabolism	3	NUTR 380 Nutrition Education	3
NUTR 421 Nutrition through Lifespan	3	Constitution Requirement	3
NUTR 371 Food and Nutrition Mgt I	3	NUTR 329 Nutrition, Wellness, and Human Performance	3
HLTH 300 Personal and Community Health	3	SUST 102 Introduction Sustainability	3
NUTR 227 Medical Terminology	1	NUTR 471 Food and Nutrition Mgt II	3
HCMT 200 Introduction to Health Care Management	3		
TOTAL	16	TOTAL	15
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	2
ENVS 101 (Social Sciences GE)	3	Historical Perspective	3
500 Level HLTH Elective	3	NUTR 494 Seminar in Nutrition	3
NUTR 490A Practicum	1	Humanities & Art Elective	3
NUTR 428 Cultural Community Nutrition	3	PSYC 101 (Social Sciences GE)	3
TOTAL	14	TOTAL	14

Total 120 hours/ Subject to Change/NUTR 490A can be taken anytime in the last 3 semesters

Steps to set up your NUTR 490A (undergraduate) / NUTR 690 (graduate) Practicum (100-hour requirement)

You must call this a practicum, not an internship. Please do not use the term “internship” when discussing the 100-hour practicum with your supervisor/facility or the department. This is to avoid any potential confusion with our official Dietetic Internship.

1. Identify the potential facility where you will complete your required 100 hours and contact the person who will be supervising you to see if they are agreeable. Please provide Mrs. Weikle all contact information: name of facility, supervisor’s name, phone number, complete address and email.

- Remember: If you plan to pursue a dietetic internship, your 490 supervisor must be a registered dietitian (RD), dietetic technician registered (DTR), certified dietary manager (CDM), and/or in a health care facility or government supported agency such as a health department. This is the only way your practicum will meet DPD requirements.
- If you plan to complete the undergraduate degree in Nutrition and Health Promotion, your supervisor does not have to be an RD, DTR, CDM, etc., but rather someone working in your potential field of interest.
- If you’re unsure whether your supervisor and/or facility meets program criteria, please contact Mrs. Weikle to confirm before moving forward.
- The following facilities have indicated that they will not accept students. Please do not contact them under any circumstances.
 - i. Levine Children’s Hospital – Charlotte, NC
 - ii. Fresenius Kidney Care (Stacy Wiseman, RD) – Fort Mill, SC

2. Contact Mrs. Weikle at: weiklee@winthrop.edu to confirm that you’ve chosen an acceptable facility/supervisor. We may be required to have an affiliation agreement with the facility. The affiliation agreement arrangement is the responsibility of the Department’s Administrative Assistant, Alexa Allen.

3. Once Mrs. Weikle approves the facility, download and complete the Practicum Agreement Form from the Department of Human Nutrition website. Complete the Practicum Agreement and have it signed by the person who will be supervising you.

4. Once the Practicum Agreement Form is complete and signed by your supervisor, email the completed Agreement Form to Mrs. Weikle so she can review and sign.

Paperwork must be completed by: Fall – August 1; Spring – December 1; Summer – April 15

5. Once your Practicum Agreement is complete, Mrs. Weikle will contact Ms. Allen to process any remaining paperwork and your override for the class. You will receive an email from Ms. Allen when she has completed your override and you will then need to log in and actually register for NUTR 490 in Wingspan.

6. You must complete all 100 hours in the semester you are registered for the class. You will track your hours via the Work Hours Log form provided by Mrs. Weikle, and your supervisor must sign your hours log at the completion of your practicum.

NOTE: There is a \$100.00 course fee to cover the costs associated with this class. This fee is paid as part of your tuition just like any other class and you do not need to pay anything separately to the Nutrition Department.

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 Mrs. Weikle via email (weiklee@winthrop.edu). No grade will be given until both documents have been submitted.
- You must send a handwritten thank you note to your site supervisor and anyone else that you worked with directly to express your appreciation for the opportunity.
- A grade of S/U will be assigned to you for this course.

General Information about the NUTR 490 Practicum

The \$100.00 course fee covers:

- Professional Liability insurance
- Background check – Ms. Allen will email you information about processing your background check once your Practicum Agreement is signed. Your background check will need to clear before your override is processed for the class.

Affiliation Agreements: If required by your site, an affiliation agreement is the responsibility of the Nutrition Department and will be executed once your Practicum Agreement is completed and submitted to Mrs. Weikle.

Additional Training: If your site requires HIPAA, OSHA, Blood borne Pathogen, or other workplace safety training, please contact Department Admin. Alexa Allen (allenal@winthrop.edu) to see what resources might be available to you. There may be costs associated with these courses.

Your site may have additional requirements and any associated costs will be at your expense. Always ask the site if they can help provide any of their requirements. Examples may include a drug screen, recent PPD (TB) test, CPR training, or immunization records.

Supervisor Requirements: If you plan to pursue a dietetic internship, your 490 practicum must be supervised by a registered dietitian (RD), dietetic technician registered (DTR), certified dietary manager (CDM), and/or in a health care facility or government supported agency such as a health department. This is the only way your practicum will meet DPD requirements.

If you plan to complete the undergraduate degree in Nutrition and Health Promotion, your supervisor does not have to be an RD, DTR, or CDM, but rather someone working in your potential field of interest.

Registering for the class and paying course fee: You will not be able to register for the class until all your paperwork is complete. Once you have been notified by Ms. Allen that you can register for the class, you will register in Wingspan and the course fee will be charged like

any other class.

NOTE: There are separate NUTR 490 sections for DPD/Dietetics and Nutrition & Health Promotion students. Please ensure you use the correct CRN when registering.

Blackboard:

1. Syllabus: The syllabus will be attached when you initially contact Mrs. Weikle and will be available on the Blackboard page once you are registered for the class.

2. The Blackboard page will provide all requirements for the class including but not limited to the details on the required Discussion Board. It is your responsibility to review that information.

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 <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students> 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: <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory> 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 into 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 2020). 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 15, 2020).
- 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, 2022: 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 nutritionists. 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, P.O. 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 490A/690 Fee	\$100.00
Lab Fees	\$10.00-\$100.00/course
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/StudentConductCode.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 104 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) 329-2800. For more information, please visit <https://www.winthrop.edu/victimassistance/>

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>. 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 regards the Didactic Program in Dietetics should first be brought to the DPD Director and Department Chair, Dr. Wanda

Koszewski, and if not yet resolved then to the Dean of the College of Arts and Sciences, and finally if it is still not resolved, then 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) date 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.

STATEMENT OF PROFESSIONAL BEHAVIOR EXPECTATIONS

Being a Human Nutrition major is not like being a major in one of the other departments across campus. We expect more of you because we are preparing you for success in a profession where there are norms of behavior you don't learn in the classroom. During your time at Winthrop, the faculty of the department of Human Nutrition will require you to observe the professional behaviors described below.

Academic Responsibilities—Know What Is Expected of You

- You are responsible for fulfilling all degree requirements prior to graduation. The ultimate responsibility for ensuring accuracy is yours, not the advisor's.
- Familiarize yourself with Human Nutrition Department policies. Obtain approval first and make sure what you intend to do is permitted before you waste time and money.
- Keep all course syllabi handy and refer to them *before* asking the instructor for information.
- Attend all classes, be on time, and prepare to participate.
- Organize your schedule to accommodate all course requirements. Complete all exams, papers and projects on time. Don't procrastinate.
- Ensure all submitted work reflects your best effort. Pay attention to grammar and the mechanics of all written communication.
- Plagiarism and other forms of academic dishonesty will not be tolerated. Do your own work. TurnItIn/SafeAssign will be used to screen all assignments per instructor preference. Questionable matches will be flagged for review and may be considered

Faculty Interactions

- Visit faculty during office hours which are posted outside offices and on the course syllabi. If you can't make their office hours, arrange another meeting time and show up.
- Don't interrupt conversations already in progress, even if you just have a "quick question" for someone.
- Wait until you are welcomed into a faculty office. Do not just walk in assuming the faculty member can see you right then.
- If you schedule an appointment with a faculty member, be there and be on time. If something arises such that you will be late or miss the appointment, call the faculty member and let him or her know.
- It is always appropriate to address faculty members as Professor. It is considered rude to call faculty by their surname alone, by their first name only, or by Mr./Ms. when the appropriate title is Dr. _____.

Email Behavior and Etiquette

- Check your Winthrop email daily. Important information from instructors and the Department of Human Nutrition may be conveyed only via email.
- All emails from Winthrop faculty should be responded to within 48 business hours.
- Email should not be used to ask questions to which you can find the answer by reading the syllabus, Blackboard, emails, etc.

- Consider whether email is the best form of communication. A face-to-face meeting might be more appropriate and effective in some situations.
- Email should have the appropriate tone for your audience. Don't use slang or profanity when emailing a faculty or staff member. Use proper grammar. You are not texting your friends.

Classroom Behavior—Contribute to a Positive Work Environment

- Be attentive for the entire class period. Don't fall asleep, study for another class, or "pack up" 5 minutes before the end of class.
- Do not have side conversations with classmates.
- If you absolutely must leave class early, let the instructor know before class begins.
- Turn off your cell phone in class.
- If you are using a computer in class, restrict your use to the class work. Do not email, surf the web, play games, etc.
- If you miss a class, take responsibility for it. Never ask the instructor "did you do anything important?" Don't expect the instructor to "repeat" the lecture for you in their office. Get notes from a classmate.
- Understand that each instructor will have different classroom policies. If the instructor has a stated policy (for example on make-up exams or late assignments) respect that policy and don't expect an exception.
- Anticipate and make allowances for computer problems. A printer "dying" the morning that an assignment is due may not be deemed an acceptable excuse for the assignment being late.
- If you are uncertain about the material being covered in a class, ask questions! There is a good chance other students have the same question and many of you will benefit from hearing the answer.

Student Priorities

- Be a Student: Nutrition professionals must have sound academic basis to support their clinical skills.
- Become a Competent Clinician: Use the time spent in the clinical setting to continuously develop and practice hands-on skills.
- Become a Professional: Develop an enthusiastic and professional attitude in dealing with faculty, preceptors, fellow health care providers, etc. Become an involved member of the dietetics profession.
- Be a Teacher: The best way to enhance and solidify your own skills is to teach them to someone else. As the student progresses through the program, they will become a leader, teacher, and role model for the less advanced human nutrition students.

Career Responsibilities

- Advance your career prospects by actively seeking information about employment, graduate school and job search strategies. Attend events sponsored by the Department, SNDA, or Career Services.

- Gain professional experience. Plan ahead to take advantage of opportunities such as internships, minors, study abroad, etc.
- Develop your interpersonal and leadership skills by participating actively in clubs, organizations and activities. Employers want to see that you have been actively engaged outside the classroom.
- Get to know one or more of the faculty well enough that they can provide a meaningful reference for you.

Dress Code

In the interest of health, safety, cleanliness, decency, and decorum, students will follow these guidelines:

A. Identification Badges/Name Tags

- Name tags must be worn by Winthrop University students while in all practice sites and students must follow the facility procedures.

B. Clinical, Community, and NUTR 490A/690 Dress Code

- If you are working on site with a specific facility, all dress code rules at their facility supersede these rules. If there are no rules, you can adhere to the following:
- When attending professional meetings or completing experiences in clinical facilities, you are expected to dress conservatively and neatly. Students are expected to conform to the dress code of each individual facility when completing NUTR 490A/690 Practicum. Neat and clean appearance is expected at all times. Professional dress is expected in all facilities. For males, ties are optional unless required by individual sites; polo/golf shirts may be worn if they are well-fitting and neat in appearance; collarless t-shirts and denim are not be worn unless permitted under a lab coat, sweater, or jacket. For women, dresses, skirts, and shorts should not be skin-tight or shorter than fingertip in length. Do not wear midriff or low-cut tops. You are **NOT to WEAR** jeans, yoga pants, athletic and jean shorts, cargo pants, mini-skirts, tank tops, or tight spandex anything. Cleavage is not to be visible.
- Only minimal jewelry and, IF PERMITTED, subdued nail polish is to be worn; no hats indoors. Avoid wearing scented aftershave, perfumes or heavily scented lotions as these may irritate those who are ill. Many facilities do not permit wearing such fragrances at all.

Please check facility rules for the following:

- Facial or body jewelry or piercings
- Hair coloring
- Visible tattoos
- Fragrances and nail polish

Open-toed shoes, flip-flops, and spike heels are not be worn.

**You may also be required to purchase and wear a specified uniform in order to train in a particular facility, i.e. scrubs, lab coat.*

C. Foodservice Dress Code –For Food Labs and NUTR 490/690 in FS

** You may be required to purchase safety shoes to wear in food service rotations. It is important to maintain the proper attire when working in a foodservice location, or completing a practicum involving food production/service.*

Jewelry:

- Earrings should be limited to studs and small hoops that are no more than 1-inch in diameter (No large hoops or dangling earrings).
- Remove any necklaces (they should not be tucked in unless you are wearing a full buttoned chef's coat), watches, rings (plain band tight fitting wedding bands are okay).

Hair Restraint:

- A hair restraint of some type must be worn at all times when food production is in progress.
- Hats may be worn under the following criteria: they must be washable and cleaned periodically, they must be adjustable with an opening in the back or large enough to contain 90% of your hair, any hair long enough to be pulled into a pony tail must be restrained and pulled through the opening in the back of the hat. Head scarves and other forms of head wraps are also acceptable.
- Hairnets are to be used when a hat is not an option or unavailable. All hair should be completely restrained within the hairnet.
- Beard guards are required for facial hair that is not closely trimmed.

Clothing:

- **Shirts/tops:** Appropriate sleeve length is short sleeve to $\frac{3}{4}$ length sleeves. Sleeves should not be loose fitting like a flowing blouse sleeve. Single color polos are the recommended shirt choice, however single-color T-shirts are also acceptable. Logos should be representative of Winthrop University or the organization you are working with/for. Tops should fully cover the torso from the collar bone to the waist with no rips or tears.
- **Pants/bottoms:** Full length pants should be worn at all times. Khakis and black utility pants are the most appropriate choices because they offer the most protection without becoming a safety risk. You are not allowed to wear jeans or leggings of any Any pants worn should be clean and free of holes, intentional or otherwise.
- **Shoes:** closed-toe shoes must be worn at all times in food production areas. Non-slip shoes are the most appropriate choice and will most likely be required in foodservice sites outside of the food labs.
- **Gloves:** Should be worn as appropriate. In food production settings outside of the foods lab proper glove use is in conjunction with proper handwashing practices followed in the food lab.
- **Aprons:** Should be clean and free of holes. Aprons should not be worn outside of food production areas.

Hygiene/ Self-Care:

- Maintain personal cleanliness
- Follow hygienic hand practices
- Bandage cuts and cover bandages on hands
- Keep fingernails short and clean. Nail polish may be forbidden.

D. Biochemistry Lab Dress Code-Working in Dalton 319

- Floor length pants
- Closed toed shoes
- Lab coat
- Eye protection whenever working with chemicals or bodily fluids
- Gloves whenever working with chemicals or bodily fluids

E. Athletics Department Professional Dress Code-NUTR 502/NUTR520/Volunteering/Athletic Research

Approved Items:

- Tops: Winthrop T-shirts, Sweatshirts, Solid T-shirts, Solid Sweatshirt, Blouse, Sweater
- Pants: Jeans, Chinos, Trousers, Joggers
- Shoes: Closed-toe shoes, tennis shoes

Unapproved Items:

- Clothing with logos from other schools/ sports teams
- Crop tops, low neck lines, tank tops
- Sheer fabric
- Visible undergarments
- Leggings/yoga pants
- Shorts or skirts that are shorter than fingertip length
- Ripped jeans or shorts
- Flip flops