

# Winthrop University

Department of Human Nutrition

DPD/Health Promotion Handbook

Winthrop University | 701 Oakland Avenue | Rock Hill, SC 29733, USA  
[www.winthrop.edu](http://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 graduates as future dietitians and nutrition professionals for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist. Graduates will embrace lifelong learning and service to the profession.

**Program Goal 1:** *Program graduates will be prepared 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. At least 80% of students complete program requirements within 3 years (150% of planned program length).
2. At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation
3. Of program graduates who apply to a supervised practice program, at least 70% are admitted within 12 months of graduation
4. 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%.
5. 75% of the DI Directors responding to a program survey will rate WU DPD graduates a minimum of 3 on a 4 point scale
6. 75% of WU DPD graduates will rate themselves on the DPD Graduate Survey on questions 3 and 4 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:** *Program graduates will embrace lifelong learning and service to the profession.*

**Goal 2 Program Objectives:**

1. 50% 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. 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, percept 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

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## Admission

Admission into the didactic program in dietetics and the nutrition and health promotion options is based on the admission requirements of the university as stated online at [www.winthrop.edu/admissions](http://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://lir.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.*<sup>1</sup>

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](http://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)
- Nutrition Counseling (NUTR 580)
- Nutritional Biochemistry (NUTR 521)



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: Practicum

All DPD 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.

The Nutrition and Health Promotion option also requires a 100-hour practicum experience as part of the degree requirements. The 100 hours should be completed at one facility and the students should be supervised by a nutrition, health promotion or health professional. These hours must be completed while the student is enrolled at Winthrop University.

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 checks or drug tests, and/or immunizations required by practice sites. Please note there is a \$125 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 490A 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 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 to be covered by the university's liability insurance policy, and/or to receive any possible reimbursement of expenses.

Undergraduate/Graduate 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 15<sup>th</sup>
    - May 15<sup>th</sup>

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) 2024-25

First-Year Fall Term Semester 1		First-Year Spring Term Semester 2	
Course	Credits	Course	Credits
NUTR 223 Human Nutrition/NUTR 222 Nutrition Lab ( <b>Natural Science with a Lab GE</b> )	4	PSYC 101 Introduction to Psychology ( <b>Social Science GE</b> )	3
CHEM 201 General Chemistry I ( <b>Natural Science GE</b> )	4	CHEM 202 General Chemistry II	3
Math 150 or Math 151 Applied College Algebra or Math 111 or Math 112 ( <b>Quantitative GE</b> )	3	MATH 141 Statistics	3
WRIT 101	3	HMPX 102 Human Experience	3
ACAD 101	1	CHEM 204 General Chemistry Lab	2
NUTR 226 Orientation to Nutrition/Dietetics	1	Physical Activity GE	1
TOTAL	16	TOTAL	15
Sophomore (Year 2)- Fall Semester 3		Sophomore (Year 2)- Spring Semester 4	
Course	Credits	Course	Credits
NUTR 229 Nutrition Assessment	2	BIOL 214 Anatomy and Physiology II	4
Language 1	4	Language 2	4
BIOL 213 Anatomy and Physiology I	4	NUTR 229 Nutritional Assessment	2
NUTR 321 Metabolism	3	CRTW 201 Critical Reading Writing Thinking	3
CSCI 101 or MCOM 204 ( <b>Technology GE</b> )	3	NUTR 323 Food Composition and Science	4
TOTAL	16	TOTAL	17
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	HIST 211 or 212 ( <b>Constitutional Requirement and History GE</b> )	3
ANTH 201 Intro to Cultural Anthropology ( <b>Global GE</b> )	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 or ANTH 101 or SOCL 201 ( <b>Social Sciences GE</b> )	3
Humanities and Art Elective	3		
Total	16	Total	15
Senior (Year 4)- Fall Semester 7		Senior (Year 4)- Spring Semester 8	
Course	Credits	Course	Credits
NUTR 521 Nutritional Biochemistry and Metabolism	3	NUTR 580 Nutrition Counseling Theory and Practice	2
NUTR 427 Medical Nutrition Therapy I	4	BIOL 311 Microbiology	3
Elective must be at 300 or higher level	3	NUTR 494 Senior Seminar	3
NUTR 490A Practicum	1	NUTR 527 Medical Nutrition Therapy II	4
NUTR 428 Community Nutrition ( <b>Oral Communication GE</b> )	3	Elective must be at the 300 or higher	3
TOTAL	14	TOTAL	16



## Human Nutrition: Eight-semester Suggested Program of Study: Dietetics (BS) 2024-25

First-Year Fall Term Semester 1		First-Year Spring Term Semester 2	
Course	Credits	Course	Credits
NUTR 223 Human Nutrition/NUTR 222 Nutrition Lab ( <b>Natural Science with a Lab GE</b> )	4	PSYC 101 Introduction to Psychology ( <b>Social Science GE</b> )	3
CHEM 201 General Chemistry I ( <b>Natural Science GE</b> )	4	CHEM 202 General Chemistry II	3
Math 150 or Math 151 Applied College Algebra or Math 111 or Math 112 ( <b>Quantitative GE</b> )	3	MATH 141 Statistics	3
WRIT 101	3	HMPX 102 Human Experience	3
ACAD 101	1	CHEM 204 General Chemistry Lab	2
NUTR 226 Orientation to Nutrition/Dietetics	1	Physical Activity GE	1
TOTAL	16	TOTAL	15
Sophomore (Year 2)- Fall Semester 3		Sophomore (Year 2)- Spring Semester 4	
Course	Credits	Course	Credits
NUTR 229 Nutrition Assessment	2	BIOL 214 Anatomy and Physiology II	4
Language 1	4	Language 2	4
BIOL 213 Anatomy and Physiology I	4	NUTR 229 Nutritional Assessment	2
NUTR 321 Metabolism	3	CRTW 201 Critical Reading Writing Thinking	3
CSCI 101 or MCOM 205 ( <b>Technology GE</b> )	3	NUTR 323 Food Composition and Science	4
TOTAL	16	TOTAL	17
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	HIST 211 or 212 ( <b>Constitutional Requirement and History GE</b> )	3
ANTH 201 Intro to Cultural Anthropology ( <b>Global GE</b> )	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 or ANTH 101 or SOCL 201 ( <b>Social Sciences GE</b> )	3
Humanities and Art Elective	3		
Total	16	Total	15
Senior (Year 4)- Fall Semester 7		Senior (Year 4)- Spring Semester 8	
Course	Credits	Course	Credits
NUTR 521 Nutritional Biochemistry and Metabolism	3	NUTR 580 Nutrition Counseling Theory and Practice	2
NUTR 427 Medical Nutrition Therapy I	4	BIOL 311 Microbiology	3
Elective must be at 300 or higher level	3	NUTR 494 Senior Seminar	3
NUTR 490A Practicum	1	NUTR 527 Medical Nutrition Therapy II	4
NUTR 428 Community Nutrition ( <b>Oral Communication GE</b> )	3	Elective must be at the 300 or higher	3
TOTAL	14	TOTAL	16

## Human Nutrition Eight-semester Suggested Program of Study: Nutrition and Health Promotion 2024-2025

First-Year Fall Term Semester 1		First-Year Spring Term Semester 2	
Course	Credits	Course	Credits
NUTR 223 Human Nutrition/NUTR 222	4	Physical Activity	1
CHEM 101 Applying Chemistry to Society or CHEM 201 (Natural Science Physical General Education)	3-4	BIOL 150/151	4
Math 111/112/150 or 151 (Quantitative Skills General Education)	3	Humanities and Art GE Elective	3
WRIT 101	3	HMXP 102 Human Experience	3
ACAD 101	1	CSCI 101/CSCI 101 A,B,C Computer Sci. or MCOM 205 (Technology GE)	3
NUTR 226 Orient. to Nutr. and Dietetics	1		
<b>TOTAL</b>	<b>15-16</b>	<b>TOTAL</b>	<b>14</b>
Sophomore (Year 2)- Fall Semester 3		Sophomore (Year 2)- Spring Semester 4	
Course	Credits	Course	Credits
NUTR 229 Nutritional Assessment	2	NUTR 323 Food Composition and Science	4
Language 1	4	Language 2	4
BIOL 213 Anatomy and Physiology I	4	CRTW 201 Critical Reading Writing Thinking	3
MATH 141 Statistics	3	BIOL 214 Anatomy and Physiology II	4
ANTH 201 Intr. to Cultural Anthropology (Global Perspectives GE)	3		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>
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	Elective at the level of 300 or higher	3
NUTR 227 Medical Terminology	1	NUTR 471 Food and Nutrition Mgt II	3
HCMT 200 Intro. to Health Care Mgt	3		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>
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
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>14</b>

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

## Steps to set up your NUTR 490A 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.

**Paperwork must be completed by: Fall – August 1**

**Spring – December 1 Summer – April 15**

Once your Practicum Agreement is complete, your instructor will contact the Department of Human Nutrition chairperson to process any remaining paperwork and your override for the class. After completing your override, you will then need to log in and actually register for NUTR 490A 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 your instructor, and your supervisor must sign your hours log at the completion of your practicum.

**NOTE:** There is a \$125.00 course fee to cover the costs associated with this class. This fee is paid as part of your tuition just like any other class lab fee. 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 via email to your instructor. 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.

### **Additional Information about the NUTR 490A Practicum**

#### **The \$125.00 course fee covers:**

- Professional Liability insurance
- Background check – you will receive an email with 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 Program Assistant, Debbie Pickens, 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 490A 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 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 490A sections for DPD/Dietetics and Nutrition & Health



Promotion students. Please ensure you use the correct CRN when registering. There are different CRNs depending on who your instructor is.

1.Syllabus: The syllabus will be attached when you initially contact your instructor 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.

### **General Policy:**

#### **Policies for NUTR 490A Practicum**

- 1)Student must be enrolled in the NUTR 490A practicum at Winthrop University.
- 2)The student must maintain the status of a *student in good standing* at the University.
- 3)The student must successfully complete the 100 hours requirements for the practicum.
- 4)The student must have completed all required paperwork by the facility in order to receive hours for their NUTR 490A practicum.
- 5)Student must comply in completing the required background check paperwork.
- 6)Student must submit to faculty of record all the required NUTR 490A paperwork, hour logs, and projects by the semester due date of the practicum.

### **Paid Practicum:**

- 1)If a student is paid for their practicum, they are considered an employee of the facility and must meet all therequirements and training as an employee.

### **Unpaid Practicums**

- 1)The practicum, even though it includes actual operation of the facilities of the employer, is like training which wouldbe given in an educational environment.
- 2)The practical experience is for the benefit of the student.
- 3)The student does not displace regular employees but works under close supervision of existing staff.
- 4)The employer that provides the training derives no immediate advantage from the activities of the student and onoccasion, its operations may be impeded.
- 5)The student is not necessarily entitled to a job at the conclusion of the practicum.
- 6)The employer and the student understand that the student is not entitled to wages for time spent in the practicum.

### **List of Possible Facilities for NUTR 490A Practicum**

#### **LOCATION**

	<b>ADDRESS</b>
AnMed Health Cannon	123 W.G. Acker Dr. Pickens, SC 29671
Aspire Nutrition, LLP	301 McCullough Drive, Suite 400 Charlotte, NC
Atrium Health - CMC Main	1000 Blythe Boulevard
Beaufort Memorial Hospital	955 Ribaut Rd. Beaufort, SC 29902
Betty Fleming, RD/LDN	1350 South Kings Drive Charlotte, NC
Camp Adam Fisher	8001 MW Rickenbaker Rd. Summerton, SC 29148
Camp Carolina Trails	1225 Camp Hanes Rd. King, NC 27021
Camp Kudzu	5885 Glenridge Dr. Suite 160 Atlanta, GA 30328
Carolina Diabetes & Kidney Center	625 W. Wesmark Blvd. Sumter, SC 29150
Carolina Refugee Resettlement Agency (CRRRA)	5009 Monroe Road, #100
Catawba Area Agency on Aging	2051 Ebenezer Road, Suite B Rock Hill, SC
Charlotte Nutrition	5821 Fairview Road, Suite 216 Charlotte, NC
Children's Attention Home - Rock Hill	1149 Edgemont Avenue Rock Hill, SC 29730
Conway Medical Center	300 Singleton Ridge Rd. Conway, SC 29526
Eat Smart, Move More	2711 Middleburg Dr. Ste. 301 Columbia, SC 29204

Encompass Health (formerly HealthSouth Rehabilitation - N. Charleston)	9181 Medcom St. North Charleston, SC 29406
Fairfield Memorial Hospital	102 US-321 Bypass North Winnsboro, SC 29180
Family Promise of York County	404 East Main St. Rock Hill, SC 29730
Food Food Circle, LLC	Charlotte, NC
Fresenius Kidney Care Fort Mill	535 River Crossing Dr. Fort Mill, SC 29715
Grand Strand Medical Center	809 82nd Pkwy. Myrtle Beach, SC 29572
Gwynn Valley Camp	301 Gwynn Valley Trail
Hampton Regional Medical Center	595 West Carolina Ave. Varnville, SC 29944
Health South Rehabilitation	1795 Dr. Frank Gaston Blvd. Rock Hill, SC 29732
Heart Health Program Charleston - MUSC (4 clinics)	171 Ashley Ave. Charleston, SC 29425
Hope Lactation Services	2909 Maplewood Ave. Winston-Salem, NC 27103
HopeHealth, Inc.	360 N. Irby St. Florence, SC 29501
J & J Health Consultants	Summerville, SC
Lowcountry Food Bank	2864 Azelea Dr. N. Charleston, SC 29405
Mary Black Health System Spartanburg	1700 Skylyn Dr. Spartanburg, SC 29307
Meals on Wheels - Greenville	15 Oregon Street
National Healthcare Lexington	2993 Sunset Blvd. West Columbia, SC 29169
Nutrition HealthWorks	428 East 4th Street, Suite 201
Oakland Baptist Church	Rock Hill, SC
Piedmont Medical Center	222 S. Herlong Ave. Rock Hill, SC 29732
Pruitt Health	216 S. Herlong Ave. Rock Hill, SC 29732
Pruitt Health North Augusta	1200 Talisman Drive North Augusta, SC 29841
Rock Hill GYN/OB	1721 Ebenezer Rd. Ste 145 Rock Hill, SC 29732
Rock Hill Post-Acute Care	159 Sedgewood Dr. Rock Hill, SC 29732

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](mailto: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.

**Additional Information about the NUTR 490 Practicum**

- Professional Liability insurance has been purchased by the department to cover you during your NUTR 490A practicum.
- Background check is done by the Department of Human Nutrition. Please do not pay for this yourself it is covered by your course fee.
- Your instructor will email you information about processing your background check once your Practicum Agreement is signed. Your background check will need to be 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 your instructor.

**Additional Training:** If your site requires HIPAA, OSHA, Blood borne Pathogen, or other workplace safety training, please contact Department Admin.) 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.

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## Applying for a Supervised Practice Program

### Dietetics Inclusive Centralized Application Services

The Dietetics Inclusive Centralized Application Services (DICAS) is a web-based application service that simplifies the dietetics application process by allowing applicants to apply to multiple programs with one application. Visit the [DICAS Platform](#) to search for and apply dietetics programs (DI, CP, GP and ISPPs) of interest.

For the 2024-2025 cycle, some CP and GP may not be using DICAS. If the program you are interested in does not appear in DICAS, check the program's website for directions on how to apply or contact the program director.

### Dietetics Applicant and Program Code of Conduct and Traffic Rules Pilot 2024-2025

These traffic guidelines have been established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Dietetics Application Process Task Force and approved by the ACEND Board. These traffic rules represent the guidelines under which the nutrition and dietetics supervised practice programs [Dietetic Internships (DIs), Coordinated Programs (CPs), and Graduate Programs (GPs)] and their institutions have agreed to conduct the annual admissions process.

- A. Applicant Code of Conduct and Traffic Rules Applicants to dietetics programs, although some are not yet members of the dietetics profession, are bound to legal and ethical standards of behavior during the admission process.
- CODE OF CONDUCT FOR ALL APPLICANTS: As an applicant to the profession of nutrition and dietetics, I pledge to:
- Act with honesty and integrity throughout the admission process when interacting with nutrition and dietetics programs, including program directors, faculty, staff, and Dietetics Inclusive Centralized Application Service (DICAS) staff.
  - As an applicant, I will submit my own thoughts and original work/not falsify or plagiarize information in my application.
  - Be responsible and accountable for my actions.
  - I will personally manage and respond to all matters related to my application.
  - I will respond promptly to all communication from all programs. • Be respectful of decisions made by admission faculty and staff involved in the admission process.
  - I understand that programs are not required to provide details about decisions or offer suggestions to improve my application.

- Abide by the Admission Traffic Rules for Applicants.

**ADMISSIONS TRAFFIC RULES FOR APPLICANTS:** Applicants applying to programs outside of their current institution, regardless of the use of DICAS, should follow these traffic rules.

- You may not be enrolled in more than one program at any time.
- In fairness to other applicants and nutrition and dietetics programs, if you have decided before November 15 (Fall) or March 15 (Spring) not to attend a program that has offered you admission, promptly withdraw your application from the program(s) by contacting the program director.
- Once you have accepted an offer, if you were offered admission to other programs, you **MUST** contact the program director(s) to decline offer(s). This allows waitlisted applicants to be given an offer.
- If you receive and accept an alternative offer after you have already accepted an offer, you **MUST** rescind/withdraw your acceptance at the program where you had previously accepted an offer within 24 hours of accepting the offer at the new program. Applicant Code of Conduct Violations ACEND serves as a clearinghouse for reports of possible applicant and program misconduct. Questions about the Applicant Code of Conduct should be directed to ACEND@eatright.org.

- B. Programs Code of Conduct and Traffic Rules Nutrition and dietetics programs are bound to the Code of Ethics for the Nutrition and Dietetics Profession and must abide by a set of core values during the admission process: customer focus, integrity, innovation, social responsibility and diversity (Code of Ethics for RDNs and NDTRs).

**CODE OF CONDUCT FOR PROGRAMS:** As a nutrition and dietetics program, we pledge to: • Act with honesty and integrity throughout the admission process when interacting with nutrition and dietetics applicants, other program directors, faculty, staff, and DICAS staff. Abide by the Admission Traffic Rules for programs. ACEND encourages each of its member programs and institutions to conduct an application process that is inclusive and professional. The purpose of these traffic rules is to allow applicants to explore their options with each nutrition and dietetics program in a fair manner.

**ADMISSIONS TRAFFIC RULES FOR PROGRAMS:** ACEND adopted the following Admissions Traffic Rules for Nutrition and Dietetics Education Programs. For questions, please contact ACEND@eatright.org. Reminder: Programs may market and recruit applicants throughout the application cycle. On or Before November 1 (Fall) or March 1 (Spring)

- Programs may begin extending offers of admission on applications deemed complete by the program at any time during the admissions cycle.

- Programs should notify all applicants by November 1 (Fall) or March 1 (Spring) if they receive an offer, are waitlisted, or are rejected. • Programs should indicate to applicants whether deposits, if applicable, are nonrefundable, including those voluntarily paid before the deposit deadline.

- Notes: Applicants may not be required to notify programs of their decision until on or after November 15 (Fall) or March 15 (Spring). Programs may not coerce applicants to accept an offer before November 15 (Fall) or March 15 (Spring). 2024 On or Before November 15 (Fall) or March 15 (Spring)

- Programs that require a deposit from applicants to hold their spot may not coerce applicants to pay the deposit before November 15 (Fall) or March 15 (Spring). o If voluntarily paid by the applicant, programs can accept the deposit before November 15 (Fall) or March 15 (Spring). For programs accepting deposits, programs must indicate on their website whether the deposit is refundable. After November 15 (Fall) or March 15 (Spring)

- Programs with applicants on their waitlist can continue to extend offers as needed.

- Programs may continue to market and recruit applicants.
- Programs with open positions can reopen their application. Application due dates should not be after December 15 (Fall) or July 15 (Spring). Program Code of Conduct Violations ACEND serves as a clearinghouse for reports of possible applicant and program misconduct. Questions about the Applicant Code of Conduct should be directed to ACEND@eatright.org.

## 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

## Tuition and Fees/Expenses

Undergraduate Tuition per Semester	Resident	Non-Resident
Full-Time Tuition (12 or more credit hours)	\$6,999	\$13,998
Part-Time Tuition (Less than 12 credit hours)	\$583/credit hr	\$1,166/credit hr
<b>Other Fees per semester</b>		
Lab Fees (additional fee assessed by course)	varies	varies
Library Fee (applicable to Sophomores, Juniors, Seniors)	\$75	\$75

Center for Student Wellness Fee * (applicable if taking 6 or more credit hours)	\$230	\$230
Environmental Safety Fee (applicable only to students living on campus)	\$70	\$70
Environmental Safety Fee (applicable for commuter students)	\$35	\$35
Post Office Fee (applicable only to students living on campus)	\$25	\$25

\*Students not assessed this required fee, e.g., undergraduates taking under 6 credit hours, may access the Center for Student Wellness by paying the \$210 per regular semester fee. For students to utilize on-campus health & counseling services, they need to be currently enrolled, have paid the Center for Student Wellness Fee, and provide proof of [immunizations](#).

### Residence Life: 2024-2025 Rates

#### 2024-2025 Room Rates

##### Residence Hall Rates (per semester, per person)

<i>Residence Hall</i>	<i>Double Room</i>	<i>Private Room</i>
Margaret Nance	\$3,243	\$4,151
Lee Wicker, Phelps, Thomson	\$3,464	\$4,434

##### The Courtyard at Winthrop Rates (per semester, per person)

<i>4-Bedroom 2-Bath</i>	<i>2-Bedroom 1-Bath</i>	<i>2-Bedroom 2-Bath</i>
\$3,929	\$4,468	\$4,638

##### CampusWalk Through Winthrop Rates (per semester, per person)

<i>4-Bedroom 2-Bath</i>	<i>2-Bedroom 1-Bath</i>
\$4,170	\$4,770

#### 2024-2025 Meal Plan Rates

##### Meal Plan Rates are per semester

<i>Meal Plan</i>	<i>Description</i>	<i>Rate</i>
All Access	Unlimited access to Eagle Eatery in Thomson, 80 Eagle Meals, \$100 Cafe Cash (Available to all students)	\$2,309

<b>All Access Plus</b>	<b>Unlimited access to Eagle Eatery in Thomson, 80 Eagle Meals, \$200 Cafe Cash (Available to all students)</b>	<b>\$2,396</b>
<b>Block 200</b>	<b>200 meals/semester including Eagle Meals, \$200 Cafe Cash (Available to Sophomores, Juniors, and Seniors)</b>	<b>\$2,251</b>
<b>Block 125</b>	<b>125 meals/semester including Eagle Meals, \$640 Cafe Cash (Available to Juniors and Seniors)</b>	<b>\$1,947</b>
<b>Courtyard Flex/ MP Flex</b>	<b>\$1,550 Cafe Cash (Courtyard Residents Only)</b>	<b>\$1,550</b>
<b>Block 75</b>	<b>75 meals/semester including Eagle Meals, \$500 Cafe Cash (Apartment Residents Only)</b>	<b>\$1,185</b>

For more details on the meal plans listed above and Commuter Meal Plans go to [winthrop.edu/dining/](http://winthrop.edu/dining/)

**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 \$50.00
Immunizations	\$120.00
SDA Membership	\$10.00
NUTR 490A/690 Fee	\$125.00
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 and documentation 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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics, and interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy, the Nutrition Care Process, and clinical workflow elements
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. Licensure and certification in the practice of nutrition and dietetics
11. Individual National Provider Identifier (NPI)
12. Health care delivery systems (such as accountable care organizations, managed care, medical homes, local health care agencies)
13. 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
14. Food science and food systems, food safety and sanitation, environmental sustainability, global nutrition, principles and techniques of food preparation and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations
15. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
16. Cultural humility, self-reflection, and diversity, equity and inclusion
17. 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 Select and use appropriate 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 nutrition and dietetics practitioner level of practice.**

KRDN 2.1 <i>Demonstrate effective and professional oral and written communication and documentation.</i>
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
KRDN 2.3 <i>Assess the impact of a public policy position on nutrition and dietetics practice.</i>
KRDN 2.4 <i>Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</i>
KRDN 2.5 Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
KRDN 3.2 <i>Develop an educational session or program/educational strategy for a target population.</i>
KRDN 3.3 <i>Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.</i>
KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

**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 4.1Apply management theories to the development of programs or services.
KRDN 4.2Evaluate a budget/financial management plan and interpret financial data.
KRDN 4.3Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4Apply the principles of human resource management to different situations.
KRDN 4.5Apply safety and sanitation principles related to food, personnel and consumers.
KRDN 4.6Explain the processes involved in delivering quality food and nutrition services.
KRDN 4.7Evaluate data to be used in decision-making for continuous quality improvement.

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

KRDN 5.1Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
KRDN 5.2Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.
KRDN 5.3Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
KRDN 5.4Practice resolving differences or dealing with conflict.
KRDN 5.5Promote team involvement and recognize the skills of each member.
KRDN 5.6Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

## Policies and Procedures for the DPD/Health Promotion Programs

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

**Department Information:** <https://www.winthrop.edu/cas/nutrition/>

**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 [Family Educational Rights and Privacy Act](#). 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/Health Promotion options 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.

### **Student Performance Monitoring:**

Evaluation of learning occurs throughout the academic program at predetermined times in courses as established by the syllabi for those courses. It is the student's responsibility to be familiar with the various evaluation methods so that they are well prepared for each evaluation, each semester.

In an effort to increase student success, Winthrop University utilizes an early notification system in which advisors are notified by the Instructor if one of their students is struggling in a class or at risk to fail a class. This student alert system is found in Navigate (the advising portal). Your Academic Advisor schedules regular advising appointments with each student, each semester to advise for next semester courses and to check on overall progress in current classes. Student concerns are directed toward the appropriate university resource for resolution. Any issues with

professional behavior, ethical behaviors, and/or academic integrity are taken very seriously. Winthrop University Plagiarism and Code of Conduct policy will be followed, as well as the Academy of Nutrition and Dietetics Code of Ethics.

**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](mailto: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>

**Policy on Equitable Treatment:**

The Department of Human Nutrition is committed to providing a learning environment that is inclusive and respectful of diverse communities. As a department, we have the power to raise awareness, create meaningful change, and impact social justice—empowering students to become informed, responsible citizens. We are dedicated to being a community of students, faculty and staff who promote and advance students independent of gender identity, race, ethnicity, national origin, religious, gender/gender identity, sexual orientation, socioeconomic status, political beliefs, age, size, disability, and other social identities and life experiences. The Winthrop community encourages and appreciates expressions of different ideas, opinions, and beliefs. Listening to and respecting individual differences is critical in transforming a collection of diverse individuals into an inclusive, collaborative, and creative learning community, where we take responsibility for our actions and treat everyone with dignity.

**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](mailto:success@winthrop.edu). For more information on ASC services, please visit [www.winthrop.edu/success](http://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/csw/victimassistance-old-site/>

**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/Department Chair and, in some cases, the Dean. The DPD Director/Department Chair 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 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:**

Students who have valid unresolved issues related to the program 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 GPA requirements will have to meet with their advisors to discuss alternatives such as the Nutrition and Health Promotion 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](http://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/Health Promotion 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](http://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 your 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.

**Online Testing Requirements:**

The Department of Human Nutrition requires students taking exams online to identify themselves and show their student identification so faculty know that the student in their class is the one taking the exam. In addition the student must show the instructor their testing environment through the laptop camera. Faculty also require the student to use Lockdown Browser during online exams.

**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 \(FWS\)](#)
  - [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/Health Promotion Options 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 For DPD Students:**

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.

#### **Assessment of Prior Learning from University Coursework:**

Students with coursework from another institution who wish to have that coursework considered for substitution of Winthrop University coursework must submit official transcripts from all institutions attended. In addition, students should be prepared to provide copies of syllabi, assignments and/or exams to provide documentation of course content. The DPD Director will review transcripts and determine course equivalency for WU DPD courses. If the DPD Director is unable to determine course equivalency from the materials provided, the student will be required to pass a comprehensive examination of the course content in order to justify course equivalency. The TN Tech DPD program does not give academic credit for previous work or volunteer experience toward meeting course completion requirements.

#### **Prior Learning:**

The DPD Program does not have a policy for assessing prior learning or competence. The program does not give academic credit for previous work or volunteer experience toward meeting course completion requirements.

#### **Career Development:**

[Center for Career Development and Internships](#) 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, [Handshake](#) where students and alumni can search for part time, internships, full time or volunteer opportunities.

**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 <https://www.winthrop.edu/recandreg/ferpa.aspx>

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 (FS) Dress Code –For Food Labs and NUTR 490 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