

DIETETICS AT KANSAS STATE UNIVERSITY



STUDENT HANDBOOK Coordinated Program in Dietetics

**Department of Hospitality Management and Dietetics
Justin Hall 104
Kansas State University
Manhattan, KS 66506-1404
Phone: (785) 532-5521
Fax: (785) 532-5522
<http://www.humec.ksu.edu/HMD/>
1/2011 Revision**

Contents

DIETETICS AT KANSAS STATE UNIVERSITY	1
Introduction.....	3
Coordinated Program Description	4
Dietetics Curriculum and Coordinated Program Curriculum	7
Coordinated Program Progression	11
Application to the Coordinated Program	12
Entrance Requirements for Management and Clinical Supervised Practice Courses.....	13
Coordinated Program Supervised Practice	15
CP Policies and Procedures	17
Resources Required of Students and Estimated Costs for Pre-CP majors and CP Students	21
Additional Information	24
Contact Information	26

Introduction

Kansas State's Coordinated Program (CP) in Dietetics has been producing outstanding dietetics professionals since 1971 and is one of the oldest and most prestigious coordinated programs in the country. The Coordinated Program in Dietetics was established in 1970 and was the second program established in the United States. In the program's 40 years of existence it has graduated well over 1000 graduates. Many of our CP graduates now work with our current CP students as preceptors and mentors. The Coordinate Program in Dietetics at KSU is accredited by the Commission on Accreditation for Dietetics Education (CADE).

The Coordinated Program is housed in the Hospitality Management and Dietetics Department (HMD). Professional courses within the dietetics curriculum are taught by faculty in the Hospitality Management and Dietetics Department and the Human Nutrition Department (HN) within the College of Human Ecology. The coordinated program and the didactic program both maintain a very close working relationship with the faculty of the Human Nutrition Department in curriculum development and student learning outcomes. Didactic program students and pre-coordinated program students attend the same general education courses, physical and natural science courses and professional courses. Pre-CP students complete these courses prior to admission into the program. CP courses include remaining didactic courses and supervised practice practicum courses. Upon graduation from CP students receive a Bachelor of Science degree in dietetics and a verification statement of supervised practice completion and are qualified to sit for the registration examination through the Commission on Dietetic Registration (CDR). Coordinated Program students are expected to complete the program, course work and supervised practice, within two semesters and one summer session.

Equal Opportunity

KSU and its dietetics programs are committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons in admissions, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, has been delegated to:

Jane Rowlett, Ph.D.
Director of Unclassified Affairs and University Compliance
Kansas State University
111 Anderson Hall
Manhattan, KS 66506-0124
785-532-4392

The Profession of Dietetics

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian (RD) is uniquely qualified to distinguish between nutrition facts and fallacies. RDs are nutrition experts recognized by the medical profession and the public as credible sources of information.

As specialists in nutrition services and foodservice management, RDs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings including hospitals, retirement communities, wellness programs, child nutrition programs and corporate foodservice operations. Opportunities also exist in diverse areas such as journalism, sports

medicine, consulting, information specialties, sales, and research and development. The broad range of opportunities for practice within dietetics provides RDs with maximum flexibility as they move through their professional careers.

Requirements to Become a Registered Dietitian

The American Dietetic Association's Commission on Accreditation for Dietetic Education (CADE) sets the guidelines for how one becomes a Registered Dietitian (RD). There are three steps in the process.

A student must complete a minimum of a baccalaureate degree which meets the Foundation Knowledge Requirements for entry-level practice in dietetics. Students majoring in dietetics at Kansas State University, complete a degree program that automatically meets these requirements.

Students are required to complete a supervised practice experience in a CADE-accredited program. The supervised practice must be 1200 hours in length and must provide hands-on experience in clinical nutrition, community nutrition, and foodservice management. This supervised practice experience is completed in the coordinated program along with a bachelor's degree. Upon completion of supervised practice experience, students are issued an official Verification Statement, indicating successful completion of the required 1200-hour experience and are ready to sit for the RD exam.

After completion of both the academic and supervised practice components, graduates are eligible to sit for the national Registration Examination for Dietitians. This national examination is administered by The American Dietetic Association's Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the initials R.D. after his/her name, indicating that they are credentialed as a Registered Dietitian. The RD exam is a computer-based test which is available year-round. The KSU Coordinated Program Director provides CP students with a CDR exit packet of forms to complete and information to utilize two weeks prior to graduation. Graduates will receive information regarding the registration exam from the Commission on Dietetic Registration shortly after graduation.

Coordinated Program Description

Accreditation Status

Both the CP and the DPD programs are accredited by the Commission on Accreditation for Dietetics Education (CADE), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872. CADE has established Standards of Education which accredited programs must meet that include knowledge and competency requirements.

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

A copy of the accreditation standards and or CADE's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872.

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

Program Description

The program provides both the academic and supervised practice requirements necessary for graduates to sit for the CDR Registration Examination to obtain the RD credential. Since spring 2010 by approval of the University Faculty Senate, the program provides 1200 hours of supervised practice experience. Since spring 2010, students have been offered the option of taking 570 Professional Practice in Dietetics and 516 Communication Competencies in Dietetics prior to applying to the coordinated program even though these are considered required CP courses. This allows students the maximum flexibility in utilizing tuition dollars and semester credit hours. HMD 570 is offered on-campus during the fall and spring semesters. HMD 516 is offered spring on-campus and summer by distance.

The coordinated program is divided into three semesters, management practicum semester, community practicum in summer session only, and clinical practicum semester. Practicum sites for the management experience include K-State residence hall foodservice operations and other foodservice operations in Kansas and Kansas City, Missouri based upon availability. During the clinical semester, students are assigned to facilities in Kansas City, Topeka, Wichita, Leavenworth, Joplin, Hays, Salina, Garden City, Hutchinson and occasionally other sites, all offering outstanding clinical practice opportunities. Students should anticipate being away from campus for their clinical semester.

All students accepted into the Coordinated Program will participate in distance education courses during their senior year, particularly during the clinical practicum semester when students are assigned to facilities outside the Manhattan area for supervised practice experience. Students may be assigned to supervised practice sites in different cities within the CP year.

Distance students applying for admission to the Coordinated Program must be able to move to Kansas and relocate again within Kansas during their CP year as the management and clinical semesters are rarely in the same location.

Students in the Coordinated Program should not expect to continue employment during the fall and spring supervised practice semesters. Students may choose to work during the summer community session.

Pre-coordinated program dietetics majors may transfer up to 62 credit hours from other universities or colleges that are approved by the College of Human Ecology dean's office. Transfer courses are not accepted in replacement of CP courses and students wishing to apply to the CP are not granted experiential credit to replace supervised practice.

The coordinated program is accredited to accept up to 15 students per semester. However, the program is not mandated to fill all slots each semester. The number of students accepted each semester is dependent upon the number of supervised practice sites willing to work with CP students. Students who meet specific qualifications will be considered. The application process for admission to this program (a separate process from admission to KSU) is described later in this section.

Philosophy for the Coordinated Program

The Coordinated Program is based on the belief that dietitians are especially qualified to provide the most up-to-date information and guidance in nutrition and management services, encompassing health promotion, clinical nutrition and foodservice systems management.

The faculty believes students must understand the importance of the following in dietetic practice:

- Appropriate and timely decision-making based on knowledge, judgment and application of research;
- Effective management of resources to achieve organizational goals;
- Utilization of human relations techniques in attainment of objectives;
- Demonstration of leadership in problem-solving and recognizing needs for future change;
- Commitment to The American Dietetic Association's Standards of Practice and Code of Ethics;
- Assumption of responsibility for self-direction, evaluation, and continued personal and professional development; and,
- Advocacy of sound nutrition practices enhancing the well being of the general public.

The Coordinated Program at KSU strives to prepare graduates to be successful dietetics practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized because client-centered care and consumer expectations must be the central focus of innovative dietetics practice. The central role of lifelong learning is emphasized because on-going self-evaluation and adherence to a personal and professional code of ethics is the cornerstone to the dietetics profession.

Coordinated Program Mission Statement

The mission statement of the coordinated program is "The Coordinated Program in Dietetics will prepare graduates to use evidenced-based practice to provide food and nutrition products and services to meet the needs of consumers in the state of Kansas and beyond." The program's mission statement coordinates with the mission statement of the Hospitality Management and Dietetics department and the College of Human Ecology under the umbrella of the mission of Kansas State University.

The mission statement of the coordinated program was revised to be program-specific based upon 2008 CADE standards. The newly revised mission statement was approved by the Program Advisory Committee and the Hospitality Management and Dietetics faculty.

Coordinated Program Goals and Outcome Measures

Coordinated program goals and outcome measures were revised fall 2008 to meet the CADE 2008 standards. These revised goals and outcome measures were approved by the Program Advisory Committee fall 2008. Outcome measures for these goals were revised based upon the 2009 CADE site review as part of the accreditation process. The revised outcome measures were approved by the Program Advisory Committee in May, 2009.

Program Goal #1: The Coordinated Program in Dietetics will prepare students for entry-level employment in the field of dietetics.

Outcome measures:

1. Over a five-year period, eighty percent (80%) of graduates will pass the RD exam the first time it is taken.

2. Eighty percent (80%) of students accepted into the Coordinated Program will complete the program requirements within three semesters.
3. Over a five-year period, seventy percent (70%) or more of CP graduates who sought employment in dietetics will be employed within three months of graduation.
4. Eighty percent (80%) of employers responding to surveys will rate the preparation of coordinated program graduates for professional practice four or above on a five-point scale.
5. Eighty percent (80%) of program graduates responding to surveys will rate their education experience and preparation for entry-level professional practice four or above on a five-point scale.

Program Goal #2: The Coordinated Program in Dietetics will provide appropriate and realistic experiences for supervised practice through continuing cooperative relationships with supervised practice facilities that result in satisfied students and facility professionals.

1. Eighty percent (80%) of facility professionals responding to survey will rate student preparation for supervised practice four or above on a five point scale.
2. Eighty percent (80%) of facility professionals responding to survey will rate their experience as a practicum preceptor as four or above on a five-point scale.
3. Eighty percent (80%) of coordinated program students responding to survey will rate their preparation for supervised practice four or above on a five-point scale.
4. Eighty percent (80%) of coordinated program students responding to survey will rate their learning experience in supervised practice four or above on a five-point scale.

Program Goal #3: The Coordinated program in dietetics will promote professional leadership.

1. Fifty percent (50%) of graduates responding to survey will be active members of the American Dietetic Association 12-18 months post-graduation.
2. Fifty percent (50%) of graduates responding to survey will report involvement in leadership activities within their place of employment, professional organizations or volunteer service.

Dietetics Curriculum and Coordinated Program Curriculum

Pre-CP Curriculum

All dietetic majors complete the required curriculum for a bachelor of science in dietetics approved by the department, college, university and CADE. Required didactic coursework is completed prior to application for the coordinated program.

Curriculum requirements include:

- Communications (8-9 hours)
- Social Science (6 hours)
- Natural Sciences (29-30 hours)
- Quantitative Studies (6 hours)
- Humanities (6 hours)
- Integrated Studies (6 hours)
- Professional Studies (33 hours)
- NO Unrestricted electives

Dietetics curriculum option sheets can be found at

<http://www.he.k-state.edu/documents/advising/option-and-sequence-sheets/F10-HMD-DT-option.pdf>

Advisors assist students with course planning and sequencing each semester. Students are asked to arrive at their enrollment appointment with plans in mind and specific questions to ask. Students are required to meet with their assigned advisor each semester prior to enrollment. Completion of pre-CP curriculum typically requires 3-4 years depending upon student choice to add minors and/or secondary majors.

Course offerings, semesters offered, and course prerequisites for each course are included in the university catalog and course schedule. Students should utilize this when completing their academic plan with their advisor. Prerequisites listed for each course must be met. ISIS, the enrollment system, will block enrollment if prerequisites are incomplete. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated. Students must be aware that some courses are only offered once a year. Because of this, planning one's full academic program with the student's academic advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

Transferring Courses from Other Schools to KSU

Students considering taking a required pre-coordinated program course from another school should check the KSU Admission's Office "Transfer Equivalency Page" at http://www.k-state.edu/admit/tran_info.html

Using the pull-down menu in the center of the page, locate the state then desired school then click on the name of the school.

As the screen is set now, the courses from the school being considered are on the left of the screen and KSU's courses are on the right side of the screen. It's easier to read if "K-State Equivalent Courses" is selected and this will flip the listings so that the KSU courses are on the left and the other school's courses are on the right.

If the school has a course listed that is equivalent to the KSU course, the course will transfer to KSU. That means that K-State has evaluated the syllabus of that class and has deemed it equivalent to the KSU course. Upon completion of the course the student must have the transcript with final grade sent to the KSU Registrar's Office so it can be officially recorded on the student's transcript. Substitutions for courses not KSU pre-approved must be approved by the advisor, department head and dean's office. This substitution requires a course description and a syllabus from the other school.

Students may transfer from an accredited community college up to one-half of the KSU requirements for graduation or 62 credit hours. All students must complete at least 30 K-State credits to be considered for a degree. Further, the student must complete 20 of the last 30 hours of resident undergraduate credit at KSU. Students wishing to transfer credit for courses from other institutions should consult their dietetics advisor and the Human Ecology dean's office as soon as possible to facilitate the transfer process.

Coordinated Program students may not transfer didactic courses from other schools in place of CP didactic courses. CP students may not use previous or current employment experience in place of CP supervised practice hours.

2011

CP Curriculum

Since spring 2009, the required curriculum for the coordinated program is as follows:

Management Semester

HMD 560 Management in Dietetics

- 3 credits
- On-campus course offered on Friday afternoons
- Students away from campus for their practicum return to campus each Friday afternoon for this on-campus course

HDM 561 Management in Dietetics Practicum

- 8 credits
- On-campus course if assigned to a practicum site in Manhattan
- Distance course if assigned to a foodservice operation away from Manhattan

HMD 562 Management in Dietetics Recitation

- On-campus course
- 1 credit

HMD 570 Professional Practice in Dietetics

- 1 credit
- On-campus course offered on Friday mornings
- Students away from campus for their practicum return to campus on Friday mornings for this on-campus course
- 570 can be taken prior to CP but this is not recommended

Clinical Semester

HMD 520 Applied Clinical Dietetics

- 3 credits
- Distance course

HMD 521 Clinical Dietetics Practicum

- 8 credits
- Distance course

HMD 510 Introduction to Clinical Dietetics

- 1 credit
- Distance course taught on campus the first four days of each semester

Summer Session

HMD 516 Communication Competencies in Dietetics

- 1 credit
- Distance course if taken during the summer with HMD 517
- 516 can be taken on-campus prior to CP and this is recommended

HMD 517 Communication Competencies in Dietetics Practicum

- 1 credit

2011

- Distance course
- Instructor will schedule student with a community mentor within a one hour drive of their living location for the summer

Course enrollment schedule

Spring application and acceptance into the Coordinated Program:

- Summer - community communication practicum course and HMD 516 if not already completed
- Fall – management practicum and didactic courses
- Spring – clinical practicum and didactic courses followed by graduation

Fall application and acceptance into the Coordinated Program:

- Spring – management practicum and didactic courses
- Summer – community communication practicum course and HMD 516 if not already completed
- Fall – clinical practicum and didactic courses followed by graduation

Graduation requirements

To graduate, Coordinated Program students must complete all coursework required for a Bachelor of Science degree in dietetics and the seventeen credit hours of supervised practice practicum. CP students are expected to complete the coordinated program in two semesters and one summer session.

Application for graduation clearance is completed using ISIS. The student is responsible for verification that all transcripts of college credits from previous institutions are on file in the Office of the University Registrar before the end of the semester in which graduation is intended.

Verification statements

Upon completion of supervised practice experience, CP students are issued an official Verification Statement indicating successful completion of the required 1200-hour experience. After completion of degree and supervised practice requirements, each graduate receives five copies of a dated verification statement with original program director signature. The original signed and dated verification statement remains on file in the Hospitality Management and Dietetics department indefinitely.

Student learning assessment

The coordinated program and the didactic program participate in student learning assessment under the guidance of the Human Ecology College Assessment Review Committee, the Associate Dean for Academic Affairs, and the university Office of Assessment. The didactic program has an assessment plan designed to measure student learning outcomes for each of the 2008 CADE Knowledge Requirements over a five year period. The assessment plan incorporates outcome measures from the Human Nutrition Department and the Hospitality Management and Dietetics Department since both departments teach required dietetics curriculum. The coordinated program has an assessment plan designed to measure competency outcomes for each of the 2008 CADE CP Competencies over a five year period which are measured only by coordinated program faculty.

The DPD and CP assessment plans can be found in the dietetics section of the HMD website. CADE Knowledge Requirements and CP Competencies are also located in the dietetics section of the HMD website. HMD faculty members teaching dietetic students will indicate on their course syllabi which 2008 CADE Knowledge Requirements and/or 2008 CADE CP Competencies are taught and assessed in their courses.

CP Concentration

Spring 2009, the coordinated program implemented the new concentration, strategic leadership. Historically the program had a generalist concentration which was eliminated with the 2008 CADE Standards. Numerous people on-campus and off-campus were involved in the development of the new concentration. This strategic leadership concentration model is introduced in upper level HMD dietetics courses. The strategic leadership model is the basis for supervised practice case studies, client/customer service and projects. CP students are required to complete a capstone process/product improvement project during their management, clinical and community practicum courses. Students present about their projects the last week of each semester.

Coordinated Program Progression

Step One: Application and admission to KSU.

Step Two: Declare Dietetics as a major with the College of Human Ecology Dean's Office

- Student will be assigned to an advisor in the department.
- Student will be given access to the dietetics advising website.
- Student will begin completing the curriculum requirements for application to the CP program.
- Student will begin completion of the required dietetics-related work experience project hours.

Step Three: Sign a letter of intent and pass screening for continuation toward coordinated program admission while taking HMD 341 Principles of Food Production Management.

- Set up an appointment with the Coordinated Program Director to review the following screening requirements:
 - GPA: A minimum 2.75 GPA on a 4.0 point scale and no grade lower than a C in any science or professional courses are required for recommendation to continue in the dietetics major toward CP application. Student and CP Director will review each student's DARS together.
 - Review of work experience projects. The student is expected to have 30-50% of work experience projects completed by this point.
 - Sign a letter of intent to pursue supervised practice in the Coordinated Program in Dietetics including review of the Coordinated Program Handbook.
- The CP Letter of Intent can be found on the dietetics website and the department website
- This is not the official application to the CP; it is simply a screening tool to help both student and program.

Step Four: Continuation of work on academic requirements and work experience projects

Step Five: Apply for admission to the Coordinated Program

- Students pursuing the coordinated program will apply for admission during the semester they are finishing pre-coordinated program required coursework.
- All coursework in the degree plan should be completed by the end of this semester leaving only CP curriculum courses.
- The CP application is located on the dietetics website.

Step Six: Complete 1200 hours of supervised practice and accompanying coordinated didactic courses

2011

- CP students will complete their 1200 hours of supervised practice PRIOR to graduating from KSU.
- Upon completion, they will receive a Bachelor of Science degree in Dietetics and a Verification Statement indicating that didactic coursework and the required supervised practice experience have been completed.

Step Seven: Take the RD exam given by the Commission for Dietetic Registration of the American Dietetic Association after graduation from KSU.

Application to the Coordinated Program

Students seeking to apply to the CP must be a KSU student and have completed the required pre-CP didactic courses.

Application timing

Application for formal admission to the Coordinated Program should be made three semesters before the student expects to graduate. In other words, during the semester of application, the student should be finishing up the last of the courses on the dietetics option sheet with the exception of the Coordinated Program courses.

February 15 is the application deadline if a student wishes to start their first semester of the CP the following summer. If the date of February 15 falls on a Saturday or Sunday, the application is due the following Monday.

September 25 is the application deadline for a student who wishes to begin their first semester the following spring. If the date of September 25 falls on a Saturday or Sunday, the application is due the following Monday.

All application materials must be received by the due dates. If turning in the application to the Program Director's mailbox, please have the departmental secretary in Justin Hall 104 initial the packet and note the time of submission.

Application Packet Content

- Cover letter
- KSU Coordinated Program Applicant Information Form
- Resume
- Documentation of work experience projects
- Work verification forms
- Documentation of Coursework Form
- Transcripts

Students need to provide one packet of original documents plus 3 copies. Each packet must be held together with a large clip (no notebooks or page protectors). Recommendation forms must be sent directly to the CP director. Application materials are kept on file in the program director's office and will not be returned to the student.

Applications are available:

- On the dietetics advising web site
- On the coordinated program web site

Admission criteria are as follows:

- Students must have an overall grade point average of at least 2.75.
- No grade lower than a C is allowed in any science course, HN course or HMD course.
- One professional recommendation from a work supervisor or volunteer supervisor.
- Recommendation from the instructors of the following courses:
 - HMD 426 Financial Management in Dietetics
 - HMD 515 Counseling Strategies in Dietetics
 - HN 631 Clinical Nutrition I
- Documentation of a minimum of 140 hours of dietetics-related work experience projects either paid or volunteer. (See The Experience Project Requirement section)
- Formal interview with the CP director, other dietetics faculty and dietetic professionals.

Interviews will be scheduled after the closing date and when all materials have been reviewed. Applicants will be contacted by the program director to sign up for an interview time. Interviews are typically one-half hour in length. The purpose of the interview is to ascertain the applicant's knowledge about and interest in the coordinated program and determine the most appropriate fit for supervised practice placement. This interview also enables the faculty to assess communication skills, maturity, poise, human relations skills and understanding of the rigors of the program. The application process for this program should be considered similar to application for a professional position.

Application packets and the interview are rated on a 140-point scale. (A copy of the rating scale can be found in the application packet). Applicants must score a minimum of 110 points to be considered for program admission. Acceptance into the program is based on meeting the admission criteria, faculty assessment of student readiness for the program, and the availability of an adequate number of supervised practice sites for the clinical semester.

The CP Director notifies students of their acceptance or non-acceptance into the program. Acceptance into the CP is not official until the signed acceptance agreement form is given to the director. Acceptance requires that students agree to their assigned practicum sites and maintain a 2.75 GPA for the remainder of the semester prior to and during the CP program.

Entrance Requirements for Management and Clinical Supervised Practice Courses

Proof of Health Insurance

Students participating in the CP must show evidence of medical insurance coverage, either through a family medical plan or an individual medical insurance plan. Proof of medical insurance coverage must be presented to the program director prior to assignment in any supervised practice facility. This is critical because students are not employees of these operations and thus are not covered by Workers' Compensation.

Professional and General Liability Insurance

It is a requirement that students who have been formally admitted to the Coordinated Program in Dietetics carry professional liability insurance to protect them from malpractice suits. Proof of student liability insurance coverage must be presented to the program director prior to beginning the coordinated program. The company recommended for this insurance is the Marsh Affinity Group Services, a service of Seabury and Smith. This company is recommended by ADA and also provides professional liability insurance for practicing credentialed RDs. The CP director will provide purchase instructions to students accepted into the program. Once the CP student graduates, this policy will no longer be considered professional insurance coverage and regular professional liability insurance should be purchased.

Additional Entrance Requirements for Clinical Practicum Courses

Proof of Current Immunizations

Students must have current immunizations and present a copy of the record to the program director. Some hospitals also require Hepatitis A vaccination and most hospitals require Hepatitis B vaccinations or declination waiver. The program director will provide each student with the specific requirements for the medical practicum site to which they are assigned.

Proof of Negative TB Skin Test

Students must have a recent negative TB skin test and provide written proof to the program director prior to entrance into the medical practicum site. Medical practicum sites vary in their requirements; the program director will provide each CP student with specific requirements for the medical practicum site to which they are assigned.

Criminal Background Check for Student Dietitians

Background checks are required for all medical practicum sites.

The Coordinated Program requires all seniors who have been accepted into the Coordinated Program to submit to a criminal background check. We have found that the easiest way to get this done is for the student to initiate it through an electronic process. After initiated it, it takes from 24 to 96 hours for the check to be completed. The report will first be sent to the director of the CP and then to the student. The CP director must confirm to the facility that the student has passed a criminal background check typically 30 days before the beginning of the semester. The program director will provide each CP student with instructions on purchasing a background check from Validity Screening Services.

Practicum site-specific requirements

Each practicum site has specific entrance requirements including pre-semester training. The program director will provide each CP student with a list of requirements and due dates for the practicum site where they are assigned. The program director will need all documentation approximately 30-50 days prior to the first day of the clinical practicum.

The program director will send copies of all documentation to the practicum sites before the first day of the semester. All practicum sites are notified that information provided to them regarding student health either by program director or student themselves is HIPAA protected.

Coordinated Program Supervised Practice

Time Expectations in CP

Orientation days for the management and clinical semesters:

CP students in the management semester are typically expected to be on campus at least one day prior to the start of classes for orientation. Students will be notified by the management instructor when and where to report prior to the start of the semester.

Students in the clinical semester are expected to enroll in HMD 510 Introduction to Clinical Dietetics and will be notified of course dates and location by the instructor prior to the beginning of the semester. Hospital orientation is scheduled by the preceptor with the clinical semester student

Because the program is considered a time of intensive, hands-on experiences, it is important that students focus on the supervised practice experience and its accompanying didactic courses. The practicum experiences entail 40 hours per week in facilities. Students are encouraged not to work in an outside paying job during these management and clinical semesters unless it is absolutely imperative. If an outside job must be maintained, hours for that job must be scheduled during the evenings after 8 pm or on weekends only. Since practicum experiences may also entail some weekend or evening activities, the student should work closely with their supervised practice facility preceptor regarding scheduling issues.

Students must be participating in some form of supervised practice for 35-40 hours each week. However, they do not need to be physically with an RD that entire time. The strategic leadership project should require about four hours of work per week. Students also have real life case studies that can be completed without direct supervision as well as other assignments.

Students are not allowed to replace employees as part of supervised practice. Students are required to complete staff relief during the semester. If a student believes their educational time is being utilized to fill in for staff vacancies, they should contact the program director who will discuss the issue with the practicum site preceptor.

Student Performance in the CP

Expectations of Student Professionalism:

- Students in supervised practice sites are expected to dress, behave, and present themselves as if they were employed at that practice site.
- Students are expected to know and abide by the policies and protocols of the supervised practice site where they are assigned.
- Students are expected to function as a student-member of a multidisciplinary team of professionals.
- Students are expected to provide appropriate nutritional care to patients/clients in a professional manner always respectful of the client's needs and right to privacy.
- Students are expected to obtain advice and direction from supervising registered dietitians and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee of the supervised practice site.
- Students are expected to respect the wants and needs of customers and clients in the supervised practice facility.

- Students are encouraged to discuss concerns or questions with their preceptor and/or the instructor/program director.
- Students will be provided a CP dress code at the beginning of each CP semester. Students are expected to adhere to the dress code of their practicum site.
- Students will be provided rules for HIPAA compliance from the clinical practicum instructor at the beginning of the semester. Students are expected to participate in any HIPAA orientation or training provided by the clinical practicum site and to adhere to all rules of patient confidentiality.
- Students are expected to maintain confidentiality regarding operational issues in all practicum sites.

Regular evaluation of student performance in professional courses with a supervised practice component is an important part of the CP experience. Each student meets on a regular basis with their facility preceptor to critique learning activities and identify strengths and areas for improvement in on-the-job knowledge and behavior. Formal evaluations are completed at midterm and at the end of the semester. Both lecture course and practicum are graded courses and final grades are determined by the instructor of record based upon preceptor evaluations, assignment scores and project scores.

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to students with problems in either area. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

CP students are required to maintain a grade level of C or better throughout the coordinated program. Students who earn lower than a C in any CP course will be dismissed from the program. Students earning a C in a coordinated program course will be re-evaluated for continuation in the program. Student performance and professional behavior is a critical component in determination of letter grades for courses. Performance is assessed by practicum preceptor and reviewed by course instructor in determining successful completion of the program.

University information regarding student conduct is located at the following website.
<http://courses.k-state.edu/catalog/undergraduate/2002-2004/regulations/conduct.html>

Selection and evaluation of supervised practice sites

Practicum sites are selected and retained based upon the following characteristics:

- Willingness to expend preceptor and staff time required to educate students through their supervised practice hours;
- Patient population allowing students learning activities in providing nutrition care for clients with uncomplicated illnesses such as obesity, diabetes, cancer, cardiovascular disease, gastrointestinal diseases, renal disease and possibly other complicated illness to meet CADE 2008 Standard 2.1.1;
- Equitable treatment and evaluation of student performance.

Practicum sites are evaluated by students at the end of each CP semester through survey. Evaluation measures of practicum sites by students include the following:

- Experiences that prepared student for entry-level practice;

- Guidance that was clearly communicated;
- Staff knowledge and expertise;
- Clear and fair evaluation.

Practicum sites are reviewed informally by the instructor at site visits and conferences. Instructors evaluate practicum sites based upon the following:

- Provision of experiences and activities that allow student to complete all required assignments;
- Guidance of students through their strategic leadership capstone project;
- Completion of evaluations required of preceptors;
- Guidance of students toward and through staff relief;
- Feedback from student survey results or immediate concerns expressed by students.

Criteria for selecting and continuing supervised practice sites includes Accreditation by Joint Commission on Accreditation of Healthcare or another accrediting agency, compliance with FDA or state food code, ability and willingness to provide opportunities for students to complete required course assignments and generally positive reports from CP students.

CP instructors will review student progress with preceptors a minimum of twice per semester. Consistent failure to provide the necessary opportunities for assignment and project completion will be cause to discontinue a supervised practice site. Consistent complaints from students that are found to be justified by instructors will result in discontinuance of the supervised practice site after attempts to improve the situation have failed. Students should report unethical or inappropriate behavior on the part of a preceptor or supervised practice site staff member with consequent investigation by the CP director and potential removal of the student from the practicum site. The CP student has the right to file a grievance against the instructor hence practicum site through the university using the appropriate steps listed in the University Handbook. The supervised practice site will be discontinued if found guilty of unethical behavior such as sexual harassment, medical malpractice or fraud.

CP Policies and Procedures

Vacation, holiday, and absence policies

Holidays and vacation breaks are published in the KSU Undergraduate and Graduate catalogs and online at <http://www.k-state.edu/cgi-bin/eventview/registrar/academic>.

Individual course instructors also may announce class cancellations or changes in the semester schedule. Students are responsible for checking with individual course instructors regarding absence policies for didactic courses.

Students in off-campus supervised practice experiences have the same holidays and vacation breaks as on-campus students. However, students and preceptors should work together to ascertain the best schedule for that facility and operation. For example, a student may work a weekend in a supervised practice facility and be given time off during the week. Or, a student in a school foodservice setting may rearrange the time they take their spring break week to coincide with the school district's spring break rather than the KSU spring break.

Excessive absences, whether for illness, family emergency, or other reasons, must be discussed with the CP director and all faculty or preceptors involved with the student during that semester. All parties

involved will work together to determine if, when, and how time missed may be made up. Students may miss up to three days during the semester for illness or emergency before make up days in the practicum are required.

The student is responsible for notifying instructors and facility personnel as early as possible in the semester if absence from classes or facilities is anticipated. Provision must be made, to the satisfaction of the faculty and/or supervised practice staff, for coverage of coursework or duties during the student's absence. Students who are "at risk" academically will need to discuss with their instructor if absence from classes or facilities is in their best interest.

Attendance at professional meetings

All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of The American Dietetic Association, the Kansas Dietetic Association annual meeting, the Kansas Nutrition Council annual meeting, or other organization seminars. Senior students in the CP are required to attend a FNCE meeting either during their senior year or prior to beginning the senior year. Proof of attendance or plans for attendance must be presented with the application process. Students may attend the ADA Public Policy Workshop in Washington, DC in lieu of FNCE.

Interview days for graduating seniors

Senior students who are in their clinical (or last) semester are allowed two days away from classes and facility assignments for the purpose of interviewing for jobs per University policy. Course instructors and facility personnel must be notified as soon as possible of the requested time off and plans must be in place for coverage of duties during the student's absence.

Academic Calendar

The coordinated program follows the University academic calendar, as described in the University Handbook at <http://catalog.k-state.edu/content.php?catoid=2&navoid=84>

Injury or illness while in a facility for supervised practice.

Most facility-developed affiliation agreements state that emergency care will be provided to a student that is injured or has a health emergency while at the facility. The cost of these services is born by the student. All students entering the CP are required to provide the program director with proof of personal health insurance for the purpose of treatment for injury or illness. The university and the coordinated program do not provide medical insurance for students and students are not covered by Workman's Compensation in their practicum sites. CP students can obtain care from Lafene Student Health Services. Students may also purchase student health insurance if they are not covered by their family's insurance plan.

In the event of a student health or family emergency, both student and preceptor must contact the program director who will coordinate with the Office of Student Life to provide the student with the support needed during and after the emergency. Information regarding contact information at the Office of Student Life is found at:

http://www.k-state.edu/dh/Student_Emergencies.html

Students with long term chronic health concerns that become exacerbated during supervised practice must contact the program director who will coordinate with the preceptor to determine the course of action needed to protect the student's health and welfare. Students who provide written documentation from their physician or psychologist that they are unable to complete the practicum

semester can request an incomplete for the semester from the CP director. The student will be referred to services at Lafene or their personal health care team. The student's physician or psychologist must provide written approval for the student to return to the coordinated program and finish the incomplete coursework. The program director will coordinate with available practicum sites to facilitate completion of supervised practice.

Students suffering a psychological crisis are encouraged to contact the Office of Student Life or the program director immediately for assistance and support. Preceptors must contact the program director if they note behaviors that indicate the student may be in crisis or unsafe. Students suffering from non-critical emotional or psychological concerns need to contact the program director who can coordinate with counseling services and the preceptor to develop a plan to assure student safety and health. Information regarding counseling services can be found at:

<http://www.k-state.edu/counseling/faculty/index.htm>

Grievances

In keeping with the University's grievance procedure, the grievance procedure for the coordinated program serves the three functions as that of the University: "(1) to safeguard the rights and academic freedom of both students and faculty, (2) to assure due process, and (3) to provide for consistency in handling undergraduate grievances throughout the university"

<http://courses.k-state.edu/catalog/undergraduate/regulations/>

In addition the coordinated program seeks to preserve the working relationship with the preceptor, their staff and the practicum site recognizing that each practicum site must enforce their own policies and protocols.

A coordinated program student may file a complaint regarding their preceptor, practicum site or course content with the coordinated program director. The program director will communicate directly with the student by email, phone or in-person meeting. Upon obtaining information from the student, the program director (and CP management practicum instructor if appropriate) will schedule a conference call or on-site meeting with the student and preceptor to resolve misunderstandings and miscommunications. A written summary of the meeting content and action plan for resolution of the conflict/problem will be provided to the student and preceptor with an additional copy retained in the student's file with the program director. If the student does not feel that their concern has been adequately resolved or at any time during the process the student feels they prefer support from the college and/or university, the student may file a grievance with the University following steps found at: <http://courses.k-state.edu/catalog/undergraduate/regulations/>

The preceptor may conduct a meeting directly with the CP student regarding performance or conduct concerns in keeping with the practicum site's affiliation agreement. The preceptor is asked to provide a written summary of the discussion to the coordinated program director to be kept in the student's file. A preceptor or administrator may contact the program director directly to file a complaint regarding student performance or conduct. Preceptors are also encouraged to contact the program director or instructor for guidance before problems reach the level of a grievance. The program director will obtain pertinent information about the problem through communication with the preceptor. The program director will then schedule the most appropriate form of communication to resolve the conflict/problem. A written summary of the communication content and action plan for resolution of the conflict/problem will be provided to the student and preceptor with an additional copy retained in the student's file with the program director. If the preceptor or administrator does not feel that their

concern has been adequately resolved by the program director, they may choose to file a complaint with the department head or dean's office. Most affiliation agreements clearly state that the facility reserves the right to expel a student from their facility for matters of inappropriate conduct. Students are notified by instructors at the beginning of each semester that they are obligated to know and follow facility policy and protocol.

Every attempt will be made by the program director working with the preceptor to resolve the concerns that might prevent the student from completing a successful supervised practice. All student concerns are handled in a non-retaliatory and private manner between preceptor, students and program director. The HMD department head is consulted as needed by the program director. Students may also discuss their concerns with the department head without fear of retaliation.

Withdrawal from the University

Information regarding withdrawal from the University is found in the Undergraduate Catalog. Please refer to the following website for detailed information.

<http://courses.k-state.edu/catalog/undergraduate/enrollment/>

Honor System

Information on the University's Honor System may be found in the University Handbook at the following website <http://www.k-state.edu/honor/>

Opportunity and Procedure to File Complaints with the Commission on Accreditation for Dietetics Education

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

A copy of the accreditation standards and/or CADE's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872. Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

Student Records

All information pertaining to student records can be found in the University Undergraduate Handbook at http://catalog.k-state.edu/content.php?catoid=2&navoid=93#stud_reco

The Department of Hospitality Management and Dietetics follow these guidelines. The program director maintains a file on each student which includes a student's application to the program, recommendation forms (right to review waiver), required entrance documents and summary comments on student performance.

Liability for Safety in Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. During the senior year, students in the CP will be assigned to off-campus facilities away from the Manhattan area. It is highly

suggested that students have reliable transportation of their own by this time as many locations do not have public transportation readily available.

Resources Required of Students and Estimated Costs for Pre-CP majors and CP Students

Recommended PC Requirements

- Desktop or Laptop with Dual-core processor or better
- Windows XP Professional service pack 2 operating system (Windows Vista Business or Ultimate)
- LCD 1024x768 resolution or higher and 128 MB video RAM or more
- ethernet (100 Mbps) and/or wireless (802.11 b/g)
- CD-R/W, DVD-R/W or USB mass-storage device
- 1 gigabyte RAM (memory) or more
- 80 gigabyte or larger hard drive
- Sound card and speakers

Recommended Macintosh Requirements

- Desktop or Laptop with Dual-core processor or better
- Macintosh OS X 10.3 or newer operating system
- LCD 1024x768 resolution or higher and 128 MB video RAM or more
- ethernet (100 Mbps) and/or wireless (802.11 b/g)
- CD-R/W, DVD-R/W or USB mass-storage device
- 1 gigabyte RAM (memory) or more
- 80 gigabyte or larger hard drive
- Sound card and speakers

Estimated cost of computer system is \$1500.00 and is required for students as early as possible.

K-State supports Windows 2000 or newer, and Mac OS X 10.3 or newer. It is recommended that students obtain Windows Office 2007. When buying a new computer, K-State recommends Windows XP Professional Service Pack 2, Windows Vista Business, Windows Vista Ultimate, or Macintosh OS X 10.4 or newer. Prior to beginning any course, it is important to take the computer readiness test at the K-State Online sign in page.

Tuition and other campus fees

The cost of tuition depends upon student residency. The latest and most up-to-date information about tuition and fees is found on the KSU Admissions Office website at <http://consider.k-state.edu/tuitionandcosts/>.

Financial aid information can be found at the following website, <http://consider.k-state.edu/financialaid/#five>. You may wish to call the Admissions Office to verify the latest figures at 785-532-6250.

Information regarding tuition refund policy is located at the following website. <http://courses.k-state.edu/catalog/undergraduate/tuition/>

Cost of Books and Other Materials

Textbooks for classes are available from Varney's Bookstore at the K-State Union Bookstore or Varney's in Aggieville. It is very difficult to estimate cost of textbooks and other course materials as the amount can vary greatly. An estimate might be \$300 - \$400 per semester, depending on the number and selection of courses you are taking.

Housing

You can obtain information about on-campus housing from Housing and Dining Services at 785-532-6453 or toll-free in Kansas by calling 888-568-5027.

The residence halls offer 3 different room/board plans:

\$3,042 for 20-meal plan

\$3,002 for 15-meal plan

\$2,972 for 10-meal plan

Does not include technology fee

Payment can be made at the beginning of the semester or on an installment plan of monthly payments. Students may also elect to participate in the KSU Greek system. If a student joins a sorority or fraternity, housing is available in Greek houses near the campus. For more information, contact the Office of Greek Affairs at 785-532-5546. Additional information is available at <http://consider.k-state.edu/housing/>

Required resources specific to the coordinated program beyond tuition, books

Lab coats (2)	\$60.00
Student membership in ADA	\$59.00 per year
Attendance at professional meetings	\$1000.00 (required attendance for Coordinated Program seniors at the annual Food and Nutrition Conference and Exhibition (FNCE) of the American Dietetic Association)
Professional liability insurance required for CP students senior year	\$30.00
Health insurance required for CP students during senior year (For health insurance options, see http://www.student-resources.net/)	\$650
Required Criminal background check	\$59.00
Off campus housing cost during the senior year of the CP when students	\$300 - \$500 / month for apartment

2011

live away from Manhattan. \$200 - \$350 / month for food, utilities

Transportation cost \$80 - \$120 / month for transportation

Few cities with practicum sites have reliable public transportation. CP students must be able to drive and to provide their own transportation to practicum sites.

Resources Provided for Students by the University

Academic Assistance Center (Holton Hall; 785-532-6492)

The Academic Assistance Center (AAC) provides a comprehensive and coordinated system for the identification, diagnosis, advisement, counseling, and referral of students to the various academic support services available at KSU. In addition, the AAC provides direct academic support through programs that include:

Tutorial Assistance

Free tutoring is available in a variety of introductory courses through the Educational Opportunity Fund (EOF) tutoring program. Students desiring assistance are assigned to small groups that meet on a weekly basis with a peer tutor who assists them with course content and learning strategies.

The University Experience

The AAC offers the course EDCEP 111 The University Experience to new students for 1-3 hours of credit. This course provides any new student with a general orientation to K-State and university life. Topics covered include study skills, effective use of campus resources, academic planning, career decision-making, and university policies and procedures.

Math Assistance

The AAC provides a math review class for students desiring basic review of pre-algebra mathematics before actually enrolling in a formal mathematics course. Assistance with Intermediate or College Algebra is available to students enrolling in The University Experience as part of that course. Students who are unsure of which math course to enroll in may take a 45-minute math placement exam. This assessment is available on a walk-in basis in the AAC.

PILOTS program

PILOTS is a cooperative, year-long program meant to provide structure and encourage academic discipline and critical reasoning for qualifying entering freshmen. Students enjoy smaller classes, a computer Reading/Writing Lab, a clustering of support courses, and free tutoring. Classes are geared to a diversity of learning styles.

Credit by Examination

K-State offers students a variety of quiz-out programs through which a student may earn academic credit in specific courses. The AAC is the campus service agency for the College-Level Examination Program (CLEP), the DANTES Program, and the American College Test Proficiency Examination Program (ACT-PEP).

For more information, refer to the following website.

<http://www.k-state.edu/aac/>

Adult Student Services (201 Holton Hall; 785-532-6434)

Adult Student Services assists undergraduate and graduate students who are married, have children, are re-entering the educational system after several years, or are 25 years of age or older. Staff members assist students with admission and enrollment and provide information or referrals for housing, child care, refresher and study skills courses, tutoring, financial aid, scholarships, insurance, public school enrollment, community family programs, emergency locator and commuter information. The staff may be able to assist the returning K-State student in advising about remedying past academic deficiencies. Staff also helps students with their everyday challenges and special concerns before, during, and after their admission to KSU. For more information, please contact the website listed below.

<http://www.k-state.edu/adult/>

Disabled Student Services (Holton Hall; 785-532-6457; V/TT 785-532-6441)

Disabled Student Services works to meet the needs of students with documented disabilities by providing academic accommodations and related services. Staff will work as a liaison with students' instructors. Writing assistance and study skills instruction may be of special interest to students with learning disabilities.

Other supportive services include readers, note takers, typing, and errand service on campus. Tutorial assistance is available for some classes. Assistance is provided in obtaining taped texts. Test taking accommodations, included extended time for test taking, oral examinations, and scribes, can be arranged through this office. Classes scheduled in inaccessible locations will be relocated for students with mobility impairments upon request. Individualized help with enrollment is available. Efforts will be made to provide interpreters for hearing impaired students when requested.

Special equipment available to students includes a talking calculator, FM Listening Systems, Arkenstone Reading Machine, variable-speed tape recorders, and TT (telephone for the hearing impaired). A shuttle van, equipped with a hydraulic lift, operates on campus between all buildings and is available to students with either temporary or permanent physical disabilities. Accessible housing is available.

For more information, please contact the website listed below.

<http://www.k-state.edu/dss/>

Additional Information

Work Experience Projects for Both Coordinated and Didactic Program Admission

- Developed November 9, 2005
- Revised July 18, 2006
- Revised December 2009

The projects have four categories:

- Clinical Nutrition Projects and Community Nutrition Projects
- Food Service Operations Projects
- Continuous Learning Projects
- Volunteer Hours that do not fit into projects but count as hours toward Clinical Nutrition and Community Nutrition hours or Food Service Operations Hours

Work Experience Project descriptions and requirements and the Work Experience Verification form can be found on the dietetics advising website and the HMD website.

Each project is worth a specified number of hours. Each project has objectives for the projects, tasks to be completed and specified documentation. The required documentation needs to be kept in your professional portfolio and will be included with your application for the Coordinated Program. Volunteer hours without additional project requirements can also be included at 1 hour of credit for each 2 hours volunteered. Volunteer hours must have written proof of completion and are not encouraged in replacement of Work Experience Projects.

The required hours are as follows:

- Clinical Nutrition and Community Nutrition = 60 hours
- Food Service Operations = 70 hours
- Continuous Learning = 10 for CP

The goals for the work experience projects are as follows:

- Allow students greater exposure into the field of dietetics as they complete their coursework.
- Allow students to develop professional and personal skills in interacting with people and organizations.
- Prepare students for supervised practice in the coordinated program.

The objectives of the work experience project descriptions are as follows:

- Provide students with direction regarding possible projects and the requirements for documentation.
- Provide flexibility in obtaining pertinent dietetics-related experience.
- Demand less time and provide more direction for RDs who are assisting students with their projects.
- Allow students to select projects that best fit their passions, career goals, and life schedules.

Employment opportunities and structured volunteer experience is always preferred over a self-study work experience project. The Manhattan area and KSU campus offer students a wealth of employment and volunteer opportunities. If you have questions, contact Roni Schwartz at rmschwar@ksu.edu.

The Registration Examination for Dietitians

Computer Adaptive Testing

Since July 1999, the Registration Examination for Dietitians has been administered by computer.

The Commission on Dietetics Registration (CDR) decided to implement computerized testing because it recognized the many advantages this method offers to examinees. These include:

- Flexible test administration dates; examinees can schedule testing throughout the year, rather than only twice a year
- Re-testing available six weeks following the previous test date
- Unique examination based on each examinee's entry-level competence
- Score reports distributed to examinees as they leave the test site eliminating the six week waiting period required with pencil and paper testing

The registration examination is administered at designated ACT testing sites around the U.S. CDR will provide candidates with a list of participating test sites when you are deemed eligible to sit for the exam. There is a cost charged for the RD exam.

The examination is variable in length. Each test-taker will be given a minimum of 125 questions; 100 of these are scored questions and 25 of these are questions that are being pre-tested for use on subsequent examinations and are unscored. The maximum number of questions possible is 145. Students would be advised to practice taking a computerized test if they have never done so. On the computerized examination, the test taker is not allowed to change answers, skip questions or review their responses. Other information about the exam may be found on the CDR website at <http://www.cdrnet.org/certifications/rddtr/cbtfaq.htm>.

Application to Take the RD Examination

For CP graduates, the CP director will send to the Commission on Dietetic Registration required paperwork for students who have met both the academic and supervised practice requirements. CDR will then verify that the students are eligible for the exam and will forward their names to ACT. ACT will then contact each student with specific information about how to find a test site and what steps to take to register.

Student Professional Activities

KSU offers students in dietetics several student organizations that provide the opportunity to associate with fellow students and professionals in dietetics and hospitality management. The KSU Student Dietetic Association, the Human Nutrition Health and Nutrition Society, and the KSU Hospitality Management Society have monthly or bimonthly meetings. Announcements about meeting dates, times and locations are posted on the dietetic student distribution list via e-mail or on the dietetics bulletin board, across the hall from Justin Hall 150. Any student interested in dietetics, foods and nutrition, or hotel/restaurant management may participate in these organizations. Speakers, field trips and social events are some of the activities offered regularly.

The annual Grace M. Shugart Lecture series is held every spring, typically in April. Outstanding leaders in dietetics and the hospitality field are brought to the campus for a formal presentation, panel discussions and class presentations. Students are expected to attend the formal lecture.

Students are also encouraged to participate in meetings of the Kansas Dietetic Association, the Kansas Nutrition Council and other professional groups. Announcements of the meeting dates, times and locations are provided by e-mail or posted on the dietetics bulletin board. Information about FNCE and ADA Public Policy Workshop is available from any dietetics faculty member or on the ADA website at <http://www.eatright.org>

Honors Program

See the following website for information about the University Honors Program. Dietetics students who qualify are highly encouraged to participate in this experience. <http://www.k-state.edu/ksuhonors/>

Contact Information

Roni Schwartz, MBA, RD, LD
Coordinated Program Director
Instructor/Advisor
785-532-5576
rmschwar@ksu.edu

2011

Kevin Sauer, PhD, RD, LD
Assistant Professor
Coordinated Program Management Practicum Coordinator
785-532-5581
ksauer@ksu.edu