

DIETETICS AT KANSAS STATE UNIVERSITY



STUDENT HANDBOOK Coordinated Program in Dietetics

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<http://www.he.k-state.edu/fndh/ugrad/dietetics/cpd/>

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Contents

DIETETICS AT KANSAS STATE UNIVERSITY	1
Coordinated Program in Dietetics at Kansas State University Introduction	3
Equal Opportunity	3
The Profession of Dietetics.....	3
Requirements to Become a Registered Dietitian	4
Coordinated Program Mission, Goals and Objectives.....	4
Coordinated Program Goals and Objectives.....	4
Student Learning Assessment	5
CP Program Concentration.....	5
Pre-CP and CP Curriculum	6
Grade Requirements for Dietetics Majors and Student Advising and Retention	8
K-State Eight	8
Enrollment	8
Transferring Courses from Other Schools to K-State.....	8
Pre-Coordinated Program Progression	9
Employment and Volunteer Experience	9
Application to the Coordinated Program.....	10
Application timing	10
Application Packet Content	10
Coordinated Program Assigned Practicums.....	11
Student Performance in the CP.....	11
Selection and evaluation of practicum sites and affiliation agreements	12
CP Policies and Procedures	13
6. Entrance Requirements for Management and Clinical Practicum Courses	16
Resources Required of Students and Estimated Costs for Pre-CP majors and CP Students.....	20
Additional Information.....	21
Contact Information	22
Appendix A	23
Appendix B	24

Coordinated Program in Dietetics at Kansas State University Introduction

The Coordinated Program is housed in the Department of Food, Nutrition, Dietetics, and Health (FNDH) within the College of Human Ecology on the Manhattan campus of Kansas State University (K-State). The Office of Assessment at Kansas State University states, "Kansas State University has been continuously accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools since 1916. The university participates through the Open Pathway reaffirmation of accreditation process (formerly the Program to Evaluate and Advance Quality (PEAQ) process)". Kansas State University completed a comprehensive self-study and site visit 2011-2012. The university completed a mid-cycle assurance review during the 2015-2016 academic year. Additional information regarding university accreditation can be viewed at <http://www.k-state.edu/assessment/accreditation/>.

Equal Opportunity

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act Amendments Act of 2008, has been delegated to:

Director of Institutional Equity
Kansas State University
103 Edwards Hall
Manhattan, KS 66506-4801
(Phone) 785-532-6220
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Both the Coordinated Program in Dietetics (CP) and the Didactic Program in Dietetics (DPD) programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872. ACEND has established Standards for Dietitian Education Programs which accredited programs must meet that include knowledge and competency requirements.

The CP in Dietetics is financially supported by the department of FNDH. FNDH resources fund the salaries of the program director, core faculty, and course instructors. The FNDH department also funds dues, travel, and supplies needed to support program activities. Faculty support for professional courses in the dietetics curriculum is provided by the departments of Food, Nutrition, Dietetics, and Health, Hospitality Management, and Dining Services. The CP director is a Registered Dietitian Nutritionist and full-time employee in the FNDH department. The director is required to hold a minimum of a master's degree and three years of experience post-credentialing.

This undergraduate program provides both the academic and supervised practice requirements necessary for graduates to sit for the Commission for Dietetic Registration (CDR) Registration Examination to obtain the Registered Dietitian Nutritionist (RDN) credential. Since Spring 2010, by approval of the University Faculty Senate, the program provides 1200 hours of supervised practice experience. Upon completion of the Coordinated Program, students are awarded a Bachelor of Science degree and verification of 1200 hours of supervised practice. The curriculum for the BS in Dietetics and supervised practice meet the curriculum requirements of Kansas State University and the College of Human Ecology. The curriculum also meets the core knowledge and competency requirements for the Accreditation Council for Education in Nutrition and Dietetics.

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 RD is uniquely qualified to distinguish between nutrition facts and fallacies. RDNs are nutrition experts recognized by the medical profession and the public as credible sources of nutrition information.

As specialists in food and nutrition services management, RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings including acute care medical centers, 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 the dietetics profession provides RDNs with maximum flexibility as they move through their professional careers.

Kansas State's 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.

Requirements to Become a Registered Dietitian

The Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and Dietetics sets the guidelines for how one becomes a Registered Dietitian Nutritionist (RDN). There are three steps in the process.

1. 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.
2. Students are required to complete a supervised practice experience in an ACEND-accredited program. The supervised practice must be 1200 hours in length and must provide learning activities in acute and community care for various diseases and for various age groups. 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.
3. After completion of both the academic and supervised practice components, graduates are eligible to sit for the national Registration Examination for Dietitian Nutritionists. This national examination is administered by The Academy of Nutrition and Dietetics' Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the initials RD or RDN after his/her name, indicating that they are credentialed as a Registered Dietitian Nutritionist. The RD exam is a computer-based test which is available year-round. The K-State Coordinated Program Director provides CP students with a CDR exit packet of forms to complete and information to utilize in a meeting scheduled prior to graduation. Graduates receive information regarding the registration exam from the Commission on Dietetic Registration shortly after graduation.

Coordinated Program Mission, Goals and Objectives

The mission statement of the coordinated program is "The Coordinated Program in Dietetics will prepare graduates to use evidence-based practice to provide food and nutrition products and services to meet the needs of consumers as entry-level Registered Dietitian Nutritionists" The program's mission statement coordinates with the mission statement of the department of Food, Nutrition, Dietetics, and Health and the College of Human Ecology under the umbrella of the mission of Kansas State University. The mission statement and program goals are approved by the Program Advisory Committee.

Coordinated Program Goals and Objectives

Program objectives are measured at least annually for each goal. The results are reviewed by the Program Advisory Committee and utilized to improve program operation and curriculum.

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

Objectives:

1. Over a five-year period, eighty percent (80%) of graduates will take the RDN exam within 12 months of graduation.
2. Over a five-year period, eighty percent (80%) of graduates will pass the RDN exam the first time it is taken.
3. Over a five-year period, eighty percent (80%) of graduates will pass the RDN exam within one year following the first-attempt.
4. Ninety percent (90%) of students accepted into the Coordinated Program will complete the program requirements within three semesters.
5. Over a five-year period, seventy-five percent (75%) or more of CP graduates who sought employment in dietetics will be employed within twelve months of graduation.
6. Over a five-year period, eighty percent (80%) of employers responding to surveys will rate the preparation of coordinated program graduates for professional practice as currently meeting or exceeding expectations of an entry-level professional.
7. 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.

Objectives:

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.

Students may request a copy of the CP Program Assessment Plan and program assessment results from the CP Director.

The Program Advisory Committee (PAC) reviews program assessment data at least once per academic year. This committee develops short and long term improvement strategies based upon objective achievement and student and preceptor comments.

Student Learning Assessment

The CP has a learning assessment plan that assures each ACEND-required competency is achieved. All knowledge statements and competencies required are measured throughout a 5-year period with specific competencies measured each year. The learning assessment plan for the coordinated program can be found on the dietetics webpage. Dietetics advisors are also available to review the learning assessment plan with students. This plan includes the following for each competency:

- Course in which the competency is assessed and the instructor responsible
- Learning activity
- Assessment method, courses where assessment will occur, and individuals responsible for assessment
- Timeline for assessment

The Program Advisory Committee reviews student learning assessment outcomes annually and uses the data to determine if and what curriculum changes are needed. The K-State Office of Assessment reviews annual dietetics student assessment reports and provides the program with guidance on assessment and curriculum improvement.

CP Program Concentration

In the Fall of 2013, the coordinated program changed the concentration area from strategic leadership to Management of Food and Nutrition Services. Historically the program had a generalist concentration which was eliminated with the 2008

accreditation standards. The program advisory committee voted on this change in concentration area, ACEND approved the change in January 2013, and competencies and materials were updated for the concentration area to take effect in August 2013. The concentration area is the basis for supervised practice assignments and three systems assessment assignments completed in supervised practice rotations. The assignments are completed during management and clinical practicum courses and a comprehensive systems model review of an organization is completed in the community rotation. Students present findings from their assignments and recommendations made to their facility during the last week of the Fall and Spring semester. This concentration has prepared CP graduates for assessing the strengths and areas for improvement of an organization in professional practice.

The CP has the foundational 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 Academy of Nutrition and Dietetics 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 K-State 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 an innovative dietetics practice.

Pre-CP and CP Curriculum

Dietetics majors complete support knowledge and university-required courses, professional courses and pre-CP dietetics specific courses prior to application to the coordinated program. CP students complete remaining didactic and supervised practice courses during a fall semester, spring semester and summer session.

Support Knowledge and University-Required Curriculum

- Communications (8-9 hours)
 - ENGL 100 (3) Expository Writing I
 - ENGL 200 (3) Expository Writing II
 - COMM 105 (2) Public Speaking IA OR COMM 106 (3) Public Speaking I
- Social Science (6 hours)
 - Psych 100 (3) General Psychology OR SOCIO 211 Introduction to Sociology
 - ECON 110 (3) Principles of Macroeconomics
- Natural Sciences (29-30 hours)
 - BIOL 198 (4) Principles of Biology
 - BIOL 340 (8) Structure and Function of Human Body OR KIN 360 (8) Anatomy and Physiology
 - CHM 210 (4) Chemistry I
 - CHM 230 (4) Chemistry II
 - CHM 350 (3) General Organic Chemistry AND BIOCH 521 (3) General Biochemistry OR BIOCH 265 (5) Intro Organic and Biochemistry
 - HM 220 (3) Environmental Issues OR BIOL 455 (4) General Microbiology OR FNDH 599
- Quantitative Studies (6 hours)
 - MATH 100 (3) College Algebra OR College level calculus course

- STAT 325 (3) Introduction to Statistics OR STAT 340 (3) Biometrics I OR STAT 350 (3) Business and Economic Statistics I
- Humanities (6 hours)
 - Must include courses to meet the K-State 8 in Aesthetic Experience, Historical Perspectives, and Human Diversity
- Integrated Studies (3 hours)
 - GNHE 210 (1) Foundation of Human Ecology
- Professional Courses
 - ACCTG 231 (3) Accounting for Business Operations
 - FNDH 132 (3) Basic Nutrition
 - FNDH 400 (3) Human Nutrition
 - FNDH 413 (4) Science of Food
 - FNDH 450 (2) Nutritional Assessment
 - FNDH 510 (3) Life Span Nutrition
 - FNDH 600 (3) Public Health Nutrition
 - FNDH 620 (3) Nutrient Metabolism
 - FNDH 631 (2) Clinical Nutrition I
 - FNDH 632 (3) Clinical Nutrition II
 - FNDH 130 (1) Careers in Nutrition and Dietetics
 - HM 341 (3) Principles of Food Production
 - FNDH 342 (4) Food Production Management
 - FNDH 426 (3) Financial Management in Dietetics
 - FNDH 515 (3) Counseling Strategies in Dietetics

Professional courses within the dietetics curriculum are taught by faculty in the departments of Food, Nutrition, Dietetics, and Health and Hospitality Management within the College of Human Ecology.

- Coordinated Program Curriculum
 - FNDH 560 (3) Management in Dietetics (didactic)
 - FNDH 561 (8) Management in Dietetics Practicum (supervised practice)
 - FNDH 562 (1) Management in Dietetics Practicum Recitation (supervised practice)
 - FNDH 570 (1) Intro Research in Dietetics Practice (didactic)
 - FNDH 516 (1) Communication Competencies in Dietetics Practice (didactic)
 - Students are encouraged to take this course on campus prior to CP application
 - FNDH 517 (1) Communication Competencies in Dietetics Practicum (supervised practice)
 - FNDH 519 (1) Intro to Clinical Dietetics (didactic)
 - FNDH 520 (3) Applied Clinical Dietetics (didactic)
 - FNDH 521 (8) Clinical Dietetics Practicum (supervised practice)

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 acute care facilities in Kansas City, Topeka, Wichita, Leavenworth, Hays, Salina, Manhattan, Junction City, Hutchinson and occasionally other sites. Students complete learning activities in extended care and care of various age groups during their clinical practicum. Students should anticipate being away from campus for their clinical semester. Distance instruction is utilized during the community and clinical semester for FNDH 517 and FNDH 520 Applied Clinical Dietetics. All coursework materials including information, assignments, exams, and quizzes are posted on K-State Online, and students must utilize their secure K-State login and password to access any materials and complete assignments, exams, and quizzes.

Dietetics curriculum option sheets can be found within the college website and can be obtained from the dean's office or an FNDH advisor.

[Grade Requirements for Dietetics Majors and Student Advising and Retention](#)

The Coordinated Program is competitive as are internships requiring exceptional academic performance for acceptance. Effective Fall 2012, incoming freshman and transfer students are required to meet the following grade criteria for continuation in the dietetics major:

- Grade of B or better in professional and natural science courses
- Grade of C or better in all other support courses in the dietetics curriculum

Grades earned are discussed at each enrollment advising appointment. Dietetics students not meeting grade requirements will be encouraged to retake course(s) or consider another major of study. At this time, advisors will discuss options of career paths and majors that may be appropriate for them. Applications from students who do not meet the above grade requirements will not be considered for the Coordinated Program.

[K-State Eight](#)

“The K-State 8 general education program helps students widen their perspectives, explore relationships among subjects and build critical and analytical thinking skills. K-State 8 exposes students to a broad range of knowledge in different academic areas. The program shapes well-rounded thinkers and helps prepare students for careers, graduate school and other post-graduate experiences.” (<http://www.k-state.edu/kstate8/>)

“Each student must successfully complete credit-bearing courses/experiences to cover all of the K-State 8 areas. A minimum of four different course prefixes (e.g., AGECE, MATH, FSHS) must be represented in the fulfillment of the K-State 8 requirements.” (<http://www.k-state.edu/kstate8/>)

- Aesthetic Experience and Interpretive Understanding
- Empirical and Quantitative Reasoning
- Ethical Reasoning and Responsibility
- Global Issues and Perspectives
- Historical Perspectives
- Human Diversity within the U.S.
- Natural and Physical Sciences
- Social Sciences

Courses that meet K-State 8 requirements will have a K-State 8 icon on the course schedule indicating the K-State 8 area covered by the course.

[Enrollment](#)

Students enroll using the KSIS system on their enrollment appointment date and time as stated in KSIS. Advisors assist students with course planning and sequencing each semester. Students are required to meet with their assigned advisor each semester prior to enrollment. Students are asked to arrive at their enrollment appointment with plans in mind, specific questions to ask and a copy of their DARS. The DARS can be printed from KSIS.

Course descriptions and course prerequisites can be reviewed in the university catalog. Course offerings with times, room number, K-State 8 designation and instructors can be found in the course schedule for the semesters or using the course search feature in ISIS. Prerequisites listed for each course must be met. KSIS, 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 K-State](#)

Students considering taking a required pre-coordinated program course from another school should check the K-State Admission’s Office “Transfer Equivalency Page” at

<http://www.k-state.edu/undergradadmit/transferequivalency.html>

If the school has a course listed that is equivalent to the K-State course, the course will transfer to K-State. That means that K-State has evaluated the syllabus of that class and has deemed it equivalent to the K-State course. Upon completion of the course the student must have the transcript with final grade sent to the K-State Registrar's Office so it can be officially recorded on the student's transcript. Substitutions for courses not K-State 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 K-State requirements for graduation or 60 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 K-State. 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.

CP students may not use previous or current employment experience in place of CP supervised practice hours.

Pre-Coordinated Program Progression

Academics

Students interested in pursuing a dietetics degree first apply for admission to Kansas State University and select dietetics as a major. Students are then assigned to an advisor in the FNDH department. Students begin completing the support knowledge and university-required courses. Students must maintain a grade of B or better in professional courses and natural science courses. Students must maintain a grade of C or better in all other support knowledge courses within the dietetics curriculum. Students not meeting grade requirements are advised to retake courses as soon as possible seeking tutoring support offered by the university. Students not wanting to retake courses are encouraged to consider other areas of study. Course grades earned are reviewed at each enrollment advising appointment. Typically by the third to fourth year of study, students are completing upper level professional courses and Pre-CP dietetics and MNT specific courses with B or better grade criteria. Students may also be completing secondary majors and/or minors during this period in their academic study plan. The academic curriculum sheet for the program can be found at: <http://www.he.k-state.edu/students/services/programs/fndh-dt-option.pdf>

Employment and Volunteer Experience

Students who have dietetic-related employment experience have shown to often be successful in the coordinated program. Preceptors have indicated that employment or volunteer experience in health care settings and food production settings is beneficial in adapting to the supervised practice environment and expectations. Students are encouraged to gain dietetic-related employment or volunteer experience in preparation for the coordinated program. Guidelines of goals to seek during employment or volunteer experience include:

- Students will gain greater exposure in the field of dietetics to enhance coursework.
- Students will develop professional and personal skills in interacting with people and organizations.
- Students will utilize dietetics-related employment and/or volunteer experience to prepare for supervised practice in the coordinated program.

Students are encouraged to gain experience in community nutrition programs, food production operations, acute care food and nutrition services or long term care food and nutrition services. Students are also encouraged to apply for counseling positions at diabetes camps and other children's camps. Students are notified by advisors of summer internship, part time employment and volunteer opportunities through dietetics communication channels. The students are solely responsible for conducting their own inquiry(ies) regarding any employment or volunteer opportunities and/or internships to determine their quality and safety. K-State does not sponsor any such opportunities, nor do any quality, safety, or other checks. These are opportunities independent from K-State and undertaken for the students' own educational benefits.

Students are highly encouraged to be involved in the Student Dietetic Association, the Kansas Academy of Nutrition and Dietetics, Well-CAT ambassadors, and other college and university organizations and societies.

Application to the Coordinated Program

Students seeking to apply to the CP must be a K-State 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 15th 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 25th 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 administrative assistant in Justin Hall 212 initial the packet and note the time of submission. **If applications are being mailed, the application must be received by the due date, NOT postmarked by the due date. If the application packet is received late, it will not be reviewed.**

Application Packet Content

- Cover letter
- K-State Coordinated Program Applicant Information Form
- Resume
- Work/Volunteer Experience Statement of Knowledge and Skills
- Documentation of Coursework Form
- DARS Report
- 1 Employer Reference
- 3 Instructor References (Instructors from FNDH 426, FNDH 515, FNDH 631 or 632)

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 OR can be placed in a sealed envelope with the reference signature over the seal. Application materials are kept on file in the program director's office and will not be returned to the student.

Application Materials are available:

- On the Food, Nutrition, Dietetics, and Health Website at: <http://www.he.k-state.edu/fndh/ugrad/dietetics/cpd/admission.html>

Admission criteria are as follows:

- If the student was admitted to the Dietetics Curriculum prior to Fall 2012, no grade lower than a C is allowed in any science course or professional course.
- If the student was admitted to the Dietetics Curriculum in Fall 2012 or after, students must have a B or better in all natural science and professional courses.
- Satisfactory references from instructors and work/volunteer supervisor.
- Satisfactory formal interview with the CP director, other dietetics faculty and dietetics professionals.
- Minimum application score of 112 points on a 140-point scale. Formal interview (35 points) and application packet (105 points) jointly factor into an application score.

Interviews will be scheduled after the application deadline 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 materials on the FDNH website). Applicants must score a minimum of 112 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 Assigned Practicum Release-Assumption of Risk form is returned to the director. Acceptance requires that students agree to their assigned practicum sites and maintain grade requirements for the remainder of the semester prior to and during the CP program.

The number of students accepted each semester is dependent upon the number of affiliated practicum sites willing to work with CP students. Students are selected during the application and interview process.

Priority Review and Selection Process

The CP has a priority review and selection process based on classification of students prior to CP application. K-State campus applicants are given first priority in application consideration. K-State DPD graduates are given second priority application consideration if practicum spaces are available. K-State DPD distance students are given third priority application consideration if practicum sites are available. For more detailed information regarding the application review and selection process, including application and admission criteria and CP entrance procedure for each classification, please see Appendix A at the end of this handbook.

Coordinated Program Assigned Practicums

Student Performance in the CP

Expectations of Student Professionalism:

- Students at practicum sites are expected to dress, behave, and present themselves as if they were employed there.
- 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 services to patients/clients/customers in a professional manner, always respectful of the individual'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 or customer of the practicum site.
- Students are expected to respect the wants and needs of customers and clients in the practicum facility.
- Students are encouraged to discuss concerns or questions with their preceptor and/or the instructor/program director.
- 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.
- Students are expected to log practicum hours each week in practicum on the timesheet provided by the instructor of the course. Preceptors must initial the timesheet each week.

University information regarding student conduct is located at the following website: <http://catalog.k-state.edu/content.php?catoid=13&navoid=1412>

Selection and evaluation of practicum sites and affiliation agreements

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 ACEND standards.
- Equitable treatment and evaluation of student performance.
- Upholding ethical standards and practices at the practicum site.
- Willingness to complete an affiliation agreement between the facility and Kansas State University.

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 Systems assessment assignment and other required assignments;
- 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 practicum 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. Consistent failure to provide the necessary opportunities for assignment and project completion will be cause to discontinue a practicum site. Consistent complaints from students that are found to be justified by instructors will result in discontinuance of the practicum site after attempts to improve the situation have failed, or immediately, as the situation warrants. Students should report unethical or inappropriate behavior on the part of a preceptor or practicum 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 (<http://www.k-state.edu/accesscenter/students/grievance.html>). The supervised practice site will be discontinued if found guilty of unethical behavior such as sexual harassment, medical malpractice or fraud.

Affiliation agreements are required for all facilities that students are sent to complete supervised practice hours. Once a facility has agreed to become a host site, the CP director will determine if the facility will accept K-State's standard contract or determine if the facility prefers to use their standard contract. The purpose of the agreement is to delineate the rights and responsibilities of both the facility and K-State. If the facility wants to use the facility's contract, they will forward the contract to the director and the director will have the K-State attorney review and assist with negotiation of terms with the facility. Once K-State and the facility agree upon terms in the affiliation agreement, the agreement will be sent to the facility for signatures. The facility will send it back to the director who will route to Provost Mason for her signature. Once all signatures are obtained, the director will keep a copy on file and send a copy to the facility for their records. Affiliation agreements are not needed for entities that are a part of Kansas State University. For example, K-State Housing and Dining and K-State Research and Extension offices are not required to have affiliation agreements on file.

CP Policies and Procedures

1. 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://www.k-state.edu/registrar/enroll/#WITHDRAW>

2. 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/>

3. Scheduling, Time Commitments, and Academic Calendar

Orientation days for the management and clinical semesters

Orientation for CP students in the management semester is held on the first day of classes. Students will be notified by the management instructor when and where to report for the management orientation.

Students in the clinical semester are expected to enroll in FNDH 519 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. The clinical student should contact the clinical preceptor prior to the beginning of the clinical semester.

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 job during these management and clinical semesters. If an outside job must be maintained, hours for that job must be scheduled so that the hours do NOT conflict with the supervised practice schedule established by the preceptor. Since practicum experiences may also entail some weekend or evening activities, the student should work closely with their practicum 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 systems assessment assignment should require about four hours of work per week. Students also have other assignments that can be completed independently with some guidance from the preceptor. Students should log time worked in facilities and preceptors will initial the timesheet each week. The timesheet is provided by the course instructor each semester. In some cases, there are times when case studies and discussion are used to enhance practicum experiences and are counted for supervised practice hours. These are controlled situations including FNDH 519 Introduction to Clinical Dietetics, which is a 1 credit hour course at the beginning of the clinical semester where case studies are used to reinforce the clinical topics, the nutrition care process, and documentation prior to spending time in the clinical facilities. It also includes FNDH 562 Management in Dietetics Practicum Recitation where students meet with preceptors and instructors to reflect on situations throughout the week in practicum facilities.

Students are not allowed to replace employees as part of supervised practice (ACEND Standards 10.2.e (2017)). Students will complete staff relief during the semester, typically at the end of the clinical semester. Students will carry a clinical caseload; the student will report to a supervising RD if questions or concerns arise during staff relief. 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.

Vacation, holiday, and absence policies

Holidays and vacation breaks are published in the K-State Undergraduate and Graduate catalogs and online at <http://www.k-state.edu/registrar/events/>

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 K-State spring break.

Excessive absences, whether for illness, family emergency, or other reasons, must be discussed with the CP director. 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 Academy of Nutrition and Dietetics, the Kansas Academy of Nutrition and Dietetics annual meeting, the Kansas Nutrition Council annual meeting, or other organization seminars. Provided however, attendance at and travel to and from the events is not supervised or sponsored by Kansas State University and are at the students' own risk.

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://www.k-state.edu/registrar/events/>

4. Student Records

All information pertaining to student records can be found in the University Undergraduate Handbook at: http://www.k-state.edu/registrar/a_r/#STUREC

The Department of Food, Nutrition, Dietetics, and Health 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.

"Faculty and staff members at K-State play a role in the protection and integrity of student records. It is incumbent upon them to maintain, report, and make available information included in student educational records in compliance with the requirements of FERPA and the Student Records Policy." For more information regarding FERPA and the Student Records Policy, please visit: <http://www.k-state.edu/registrar/ferpa/>

5. Resources Provided for Students by the University

Academic Achievement Center (101 Holton Hall; 785-532-6492; achievement@k-state.edu)

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 K-State. In addition, the AAC provides direct academic support through programs that include:

Tutorial Assistance

Free tutoring is available in a variety of introductory courses and sessions are led by peer tutors who have excelled in the course. Students can choose from scheduled tutoring or walk-in tutoring. Information regarding tutoring can be found at the Academic Achievement Center (<http://www.k-state.edu/aac/tutoring/>).

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. More information can be found at: <http://www.k-state.edu/aac/student-success/success-UE.html>.

Academic Coaching

The AAC provides academic coaching to all K-State students. Students are paired with a professional team member who provides individualized approach to guide students toward academic success. The coach will help students with a variety of topics including: improving goal setting and goal achievement, refining decision-making skills, gaining confidence with responsibilities, sharpening academic skills, and motivation. Information can be found at: <http://www.k-state.edu/aac/academic-coaching/>.

Student Success CAT Communities

Student Success CAT Communities engage first-year students with a diverse community of goal-oriented peers, facilitate individual academic guidance, and assist students in developing a strong educational foundation. Within the courses, there is an emphasis on college student success skills such as time management, study skills, critical thinking strategies, and more. More information can be found at: <http://www.k-state.edu/aac/student-success/success-CAT.html>.

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/>

Non-Traditional Student Services (101 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 K-State. For more information, please contact the website listed below.

www.k-state.edu/nontrad

Student Access Center (202 Holton Hall; 785-532-6441; V/TT 785-532-6441)

The Student Access Center 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/accesscenter/>

Counseling Services (232 English/Counseling Services Bldg; 785-532-6927)

Counseling Services is staffed by licensed psychologists, licensed marriage and family therapists, professional counselors and advanced trainees. They provide a variety of services including individual, couple, and group counseling, career assessment and counseling, Biofeedback training for stress management and performance enhancement, applied sport psychology programs, alcohol and other drug education services, educational and skill-building workshops, among others. For more information, please visit: <http://www.k-state.edu/counseling>

Lafene Health Center (1105 Sunset Avenue, Manhattan, KS; 785-532-6544; lafene@k-state.edu)

Lafene Health Center provides a range of services that include special clinics for sports-related injuries, women, and allergies and immunizations, as well as a clinic for general care. Also included are services in health education, nutrition, and physical therapy. The services of pharmacy, laboratory, and x-ray are available at reduced rates. More information about Lafene Health Center and the services provided can be found at: <http://www.k-state.edu/lafene/>.

Office of Student Financial Assistance (104 Fairchild Hall; 785-532-6420; finaid@k-state.edu)

For information related to financial aid resources, please contact the Office of Student Financial Assistance. For information related to K-State scholarships: <http://www.k-state.edu/admissions/finaid/scholarships.html>. If students are a member of the Academy of Nutrition and Dietetics, they may be eligible to apply to scholarships through the Academy. Please refer to: <http://www.eatrightpro.org/resources/leadership/honors-and-awards/grants-and-scholarships>. Scholarships are sometimes offered through the Kansas Academy of Nutrition and Dietetics and Kansas Nutrition Council. These opportunities will be communicated by faculty to students through dietetic student communication channels.

6. Entrance Requirements for Management and Clinical Practicum Courses

Students will be assigned to practicum sites and must accept the assigned practicum sites as a condition of being accepted into the Coordinated Program in Dietetics at Kansas State University.

Students will acknowledge that practicum sites accept students on a volunteer basis. Students must acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the Coordinated Program Director locating a new practicum site from locations that might agree to accept a student on short notice.

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. The student's medical insurance coverage will be at the expense of the student. Proof of medical insurance coverage must be presented to the program director prior to assignment in any practicum facility. Provided however, the program director is not evaluating the completeness, sufficiency, or adequacy of coverage-only that health insurance is obtained. This is critical because students are not employees of these operations and thus are not covered by Workers' Compensation. Students are responsible for all medical and other expenses incurred during the program.

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, at the student's own expense. Proof of student liability insurance coverage must be presented to the program director prior to beginning the coordinated program. Marsh Affinity Group Services, a service of Seabury and Smith provides coverage at a discounted rate for student members of the Academy of Nutrition and Dietetics, but students are free to seek insurance from other insurance companies as well. As a courtesy, the CP director will provide purchase instructions for Marsh Affinity Group Services. Once the CP student graduates, the policy purchased as a student often does not extend as professional liability insurance for professionals.

Additional Entrance Requirements for Clinical Practicum Courses

Proof of Current Immunizations

Students must have current immunizations, as required by assigned practicum site, 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. All requirements must be met before the student can begin in their practicum site.

Proof of Negative TB Skin Test

Students must have a recent negative TB skin test within the last 12 months 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. Criminal background checks must be completed prior to the student starting at the practicum site. Students are required to initiate this criminal background check through an electronic process, and complete this process at their own expense. It takes between 24 to 96 hours for the background check to be completed after it is initiated. The report will be sent to the medical facility that the student is assigned. The program director will provide each CP student with instructions on purchasing a background check from Validity Screening Services.

Drug and Alcohol Testing

Some practicum sites require the student to have a drug and/or alcohol testing prior to entrance to the facility. Some practicum sites will perform this testing onsite. However, some facilities require it to be done prior to the first day of the semester. Lafene Health Center performs drug and alcohol testing for students. Lafene Health Center requires a letter from the CP director stating that the student needs to have this testing done for a program requirement. The student is also required to have photo identification the day of the testing. Students will need to sign a waiver allowing the results of the test to be released to the director of the Coordinated Program, who will send the results to the practicum site. The student will incur all costs of drug and alcohol testing.

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. This could include specific facility training, CPR certification, getting a flu shot, providing record of a recent physical examination, signing confidentiality statements, participating in facility orientation, etc. The program director will need all documentation approximately 30-50 days prior to the first day of the clinical practicum. This information is required prior to the student starting at the facility. The program director will send copies of all documentation to the practicum sites before the first day of the semester after the student has signed a release waiver. All practicum sites are notified that information provided to them regarding student health either by program director or student themselves is HIPAA protected.

7. Housing

It is the student's responsibility to find housing for himself/herself own risk and at his/her own expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

8. Responsibility for Safety in Travel and Travel Requirements

See "Waiver, Release and Assumption of Risk" for responsibilities regarding housing and travel (Appendix B).

9. 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. Students are responsible for any and all medical and other expenses incurred during the practicum semesters. 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 director is not evaluating the completeness, sufficiency, or adequacy of coverage-only that health insurance coverage is obtained. 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 must 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

If a coordinated program student needs an accommodation or requires an extended absence, please contact the program director and/or the Student Access Center (<http://www.k-state.edu/accesscenter/>).

Counseling services at Kansas State University offers a wide-range of services including seeing students about stress, homesickness, career decision-making, relationship concerns, eating disorders, trauma, depression, and anxiety disorders. Information regarding counseling services can be found at:
<http://www.k-state.edu/counseling/>

10. 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://catalog.k-state.edu/content.php?catoid=13&navoid=1412#Under_Stud_Grievance_Policies

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 should notify the program director with concerns or complaints about their preceptor, practicum site or course content. The program director will consider such complaints and seek additional information when needed and decide on a resolution. ***Students may also discuss their concerns with the department head of FNDH (please see contact information at the end of this handbook).***

Most affiliation agreements clearly state that the facility reserves the right to expel a student from their facility for matters of in inappropriate conduct. Students are obligated to know and follow facility policy and protocol.

For additional information about grievances, please see the university policy at: http://catalog.k-state.edu/content.php?catoid=13&navoid=1412#Under_Stud_Grievance_Policies

Opportunity and Procedure to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

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

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 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, Accreditation Council for Education in Nutrition and Dietetics at the above address. ACEND's website is:
<http://www.eatrightacend.org/ACEND/>

11. Student Assumption of Risk

Please refer to the Waiver, Release, and Assumption of Risk form in Appendix B.

12. Granting Credit based on Assessment of Prior Learning or Competence

Please see “Transferring courses from other schools to K-State” under the Pre-CP and CP Curriculum section for the policy and procedure of transferring courses to K-State. The Kansas State University Coordinated Program in Dietetics does not grant supervised practice hours that have been completed outside of K-State’s Coordinated Program.

13. Assessment of Student Learning and Performance Reports

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 by preceptors are completed at midterm and at the end of the semester. Competency evaluation is measured by the preceptor and course instructor through practicum assignments. Both lecture courses and practica are graded courses and final grades are determined by the instructor of record based upon preceptor evaluations and assignment scores.

Please also see the section above titled “Student Learning Assessment” for the formal process used to assess student learning outcomes for university and accreditation purposes.

14. Program Retention, Remediation and Termination Procedures

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. CP instructors will review student progress with preceptors a minimum of twice per semester. CP instructors will meet with the preceptor and CP student if they are not performing up to standards as indicated by the preceptor performance report. The CP instructor, CP student, and preceptor will determine goals, objectives and a timeline to meet these goals and objectives for the student to meet performance standards. These goals, objectives and timelines are documented through a performance improvement plan. If the student does not make the specified improvements by the given timeline, the CP student may be dismissed from the program. If dismissed from the program, the student will have the opportunity to meet with faculty advisors to discuss career paths and major options. Obtaining a B in all CP courses is a prerequisite to continue in the coordinated program. Students who do not earn at least a B 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 preceptors and reviewed by course instructors in determining successful completion of the program. Notwithstanding anything herein to the contrary, nothing in this paragraph or elsewhere shall be construed to limit the university’s or preceptors’ decision to discipline or terminate the student for policy or protocol violations.

15. 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. Degree completion typically requires 4-5 years depending upon student choice to add minors and/or secondary majors, and/or complete courses in the summer terms. Coordinated Program students are required to complete the supervised practice experience within one year of beginning the Coordinated Program (Fall, Spring, Summer sessions).

Application for graduation clearance is completed using KSIS. 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.

16. Verification Statement Procedures

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 six copies of a dated verification statement with original program director signature. The original signed and dated verification statement remains on file in the department of Food, Nutrition, Dietetics, and Health indefinitely.

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

It is recommended that Coordinated Program students purchase a computer for use during the program. Estimated cost of computer system is \$1000 to \$1500 and is required for students as early as possible. For recommendations on computer systems for K-State students, please visit: https://kstate.service-now.com/kb_view.do?sysparm_article=KB10740

Tuition, course fees, 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 K-State Admissions Office website at: <http://www.k-state.edu/admissions/finaid/>

Financial aid information can be found at the following website:

<http://www.k-state.edu/sfa/> You may wish to call the Office of Financial Assistance for additional information at 785-532-6420.

Information regarding tuition refund policy is located at the following website.

<http://www.k-state.edu/finsvcs/cashiers/refunds/>

Cost of Books and Other Materials

Textbooks for classes are available from K-State Union Bookstore. 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 housing costs at: <http://www.k-state.edu/admissions/finaid/>. More information about on-campus housing and dining options can be found at: <http://housing.k-state.edu/>.

Resources specific to the coordinated program beyond tuition, books

Student membership in The Academy	\$50.00 per year
Attendance at professional meetings	\$1000.00 (encouraged attendance for Coordinated Program seniors at the annual Food and Nutrition Conference and Exhibition (FNCE) of the Academy of Nutrition and Dietetics)
Professional liability insurance required for CP students senior year	\$30.00 for the year
Health insurance required for CP students during senior year (For health insurance options, see http://www.student-resources.net/)	\$650 for the year
Required Criminal background check prior to the clinical rotation	\$60.00 (one-time fee)
Drug and Alcohol Testing (if applicable)	\$30.00 (If done at Lafene Health Center—one time fee)
Housing and transportation costs as Deemed appropriate by CP Student	\$300-600 per month

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.

Additional Information

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 Pearson Vue 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 <https://admin.cdernet.org/vault/2459/web/files/2016%20CDR%20RD%20Handbook.pdf>.

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 Pearson Vue. Pearson Vue will then contact each student with specific information about how to find a test site and what steps to take to register.

Student Professional Association and Related Activities

K-State offers students in dietetics several student organizations that provide the opportunity to associate with fellow students and professionals in dietetics and nutrition. The K-State Student Dietetic Association, the Health and Nutrition Society, and Well-CAT ambassadors 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, food, nutrition, and health 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. Outstanding leaders in the dietetics field are brought to campus for a formal presentation, panel discussions, and class presentations. Students are encouraged to attend the formal lecture.

Students are also encouraged to participate in meetings of the Kansas Academy of Nutrition and Dietetics, 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 the Academy Public Policy Workshop is available from any dietetics faculty member or on the Academy 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

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geist78@ksu.edu

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Coordinated Program Management Practicum Coordinator
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Food, Nutrition, Dietetics, and Health
785-532-0150
haub@k-state.edu

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

A copy of the accreditation standards and or ACEND'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.

Appendix A

Priority Review and Selection Process – CP Applicants

Applicant Classification and Priority Consideration	Application Criteria	Admission Criteria	CP Entrance Procedure
<p>K-State campus applicants are given first priority in application consideration</p> <p>The number of applicants selected depends upon the available practicum sites</p>	<p>Currently working toward a Bachelor of Science Degree in Dietetics from K-State</p> <p>90% of professional courses taken from K-State on campus</p>	<p>Successful CP application and screening by admission committee</p> <p>Willingness and ability to relocate to management and/or clinical practicum sites available</p> <p>Willingness and ability to provide own transportation to practicum sites and commute if needed to Friday on-campus courses while in management semester</p>	<p>Program director will notify dean's office to update DARS with CP courses required for graduation and verification statement</p>
<p>K-State DPD graduates are given second priority application consideration if practicum spaces are available</p>	<p>Completion of DPD program at K-State with verification statement included in application packet</p> <p>90% of professional courses taken from K-State's DPD program</p>	<p>Successful CP application and screening by admission committee</p> <p>Willingness and ability to relocate to management and/or clinical practicum sites available</p> <p>Willingness and ability to provide own transportation to practicum sites and commute if needed to Friday on-campus courses while in management semester</p> <p>Location preference is not granted to DPD graduates because of their personal choice of residence</p>	<p>DPD graduate will reapply to the university and select General Human Ecology Studies. The program director will notify the dean's office who will create a non-degree seeking CP sub plan</p> <p>Graduate will receive only the verification statement upon completion of the CP</p>
<p>K-State DPD distance students are given third priority application consideration if practicum spaces are available</p>	<p>Currently working toward a Bachelor of Science Degree in Dietetics from K-State</p> <p>90% of professional courses taken from K-State's distance program</p>	<p>Successful CP application and screening by admission committee</p> <p>Willingness and ability to relocate to management and/or clinical practicum sites available</p> <p>Willingness and ability to provide own transportation to practicum sites and commute if needed to Friday on-campus courses while in management semester</p> <p>Location preference is not granted to distance students because of their personal choice of residence</p>	<p>Program director will notify dean's office to switch student from DPD to CP with courses listed for graduation and verification statement.</p>

Appendix B

ASSIGNED PRACTICUM ACCEPTANCE FORM - WAIVER, RELEASE AND ASSUMPTION OF RISK

Student: _____

Assigned practicum sites:

- Management Practicum Fall _____ : _____
- Community Practicum Summer _____ : _____
- Clinical Practicum Spring _____ : _____

Please initial each of the following if you choose to accept the invitation to the Coordinated Program.

_____ I accept the assigned practicum sites as a condition of being accepted into the Coordinated Program in Dietetics at Kansas State University.

_____ I acknowledge that practicum sites accept students on a volunteer basis. I acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the Coordinated Program Director locating a new practicum site from locations that might agree to accept a student on short notice.

_____ I acknowledge that I am solely responsible for any and all transportation to, from, and between practicum and other sites and activities during my participation in the Coordinated Program. I agree that all such travel is at my own expense and at my own risk, just as when students travel to class on campus.

_____ I acknowledge that it is my responsibility to find housing for myself at my own risk and at my own expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

_____ I acknowledge that Kansas State University employees and agents are not present during my practicum and most activities of the Coordinated Program (except to the limited extent when practicums are completed through departments of Kansas State University under the supervision of Kansas State University employees), and they do not exercise supervision or control over persons, mentors, patients, clients, clinic activities, clinic and surrounding premises, or the like. I understand that I may make my own independent inquiry of and research the sites and/or mentors to which I am assigned, and may raise with the Coordinated Program Director any potential or actual issues identified prior to or during a given practicum semester.

_____ I waive, release, and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest, Kansas State University, the State of Kansas, the Kansas Board of Regents, and their agents, officers and employees, from all claims, demands, and causes of action of any kind, including claims for negligence, which may arise from or be related to my participation in the practicums of the Coordinated Program. I further agree that if despite this release, myself or anyone on the my behalf makes a claim against any of the persons or entities listed in this paragraph, I will indemnify and hold harmless each of them from all litigation expenses, attorney fees, loss, liability, damage or cost that may incur as the result of any such claim.

_____ I assume all risks associated with my participation in the practicums of the Coordinated Program, including without limitation for travel to and from the practicum sites and activities, meetings and other engagement with a mentor, and other site employees, clients, or the like, and risks associated with health care, all of which may include serious bodily injury up to and including death.

_____ Healthcare facilities require students to purchase professional liability insurance. The university's collection or passing on of this information does not imply that the insurance policy will provide coverage of an incident (during the practicum or otherwise) or that it will provide me with sufficient coverage for an incident, and the University does not assume any corresponding responsibility. I understand that I must maintain this insurance during the entire practicum experience, and if

there are material changes to the insurance coverage, I must notify facilities in which you are completing supervised practice hours.

_____ I agree to abide by Kansas State University policies and practicum site policies and protocols throughout the Coordinated Program. I understand that facilities may require background checks, drug and alcohol testing, and immunization records prior to me being at the facility. If required by the applicable facility, I authorize Kansas State University and its employees to forward a copy of the results of my background check to the facility. I agree that I have or will obtain, prior to the start of any practicum, medical insurance and comprehensive general liability and professional liability insurance in the amounts required by the site to which I am assigned, purchased at my own expense. I understand that I am responsible for any medical and other expenses incurred during the practicum semesters. Practicum sites may also require that I complete additional requirements prior to starting at the site such as getting a flu shot, a physical examination, signing confidentiality statements, hospital orientation, etc., with which I agree to comply.

_____ I understand that I must earn a B or better in all courses for the semester immediately preceding my first practicum semester and throughout the Coordinated Program. I understand that I must have all retaken courses and incomplete courses finished by the end of the semester immediately preceding my first practicum semester to begin the Coordinated Program.

_____ I have reviewed and agree to follow the Coordinated Program Student Handbook available at: <http://www.ksu.edu/fndh/ugrad/dietetics/cpd/>

_____ I understand that if I do not follow policies and procedures of the Program, The University, and/or of the assigned practicum site, I may be subject to disciplinary action, including but not limited to dismissal from the program through the University and/or the assigned practicum site.

Please initial the following if you choose to decline the invitation to the Coordinated Program.

_____ I choose to decline the invitation to the Coordinated Program.

Student Signature Date

Please return this signed acceptance form to Amber Howells (JU 202).