Student Handbook for Didactic Program in Dietetics

The Didactic Program in Dietetics (DPD) at Middle Tennessee State University is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400.
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Introduction to the Didactic Program in Nutrition and Dietetics (DPD)

Welcome to the Nutrition and Food Science (NFS) program at Middle Tennessee State University (MTSU). There are two paths students can take including Nutrition & Food Science and Nutrition & Food Science with a concentration in Dietetics. The curriculum of both is an integration of humanities and arts, social sciences, and physical and life sciences. The study of nutrition and food includes the science of food and the role of nutrients in the body to promote and maintain health. The concentration in dietetics curriculum includes additional courses in food systems management and medical nutrition therapy for specific pathologies. Upon successful completion of the program, graduates are eligible to apply for a Dietetic Internship program or to take the exam to become a Dietetic Technician, Registered (DTR)/Nutrition and Dietetic Technician, Registered (NDTR).

DPD Accreditation

The DPD program at MTSU is currently granted Accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606, 312-899-0040, ext. 5400.

Three-Step Process for Becoming a Registered Dietitian or Registered Dietitian/Nutritionist

Students are required to go through a sequential three-step process to become a Registered Dietitian/Nutritionist (RD/RDN) including:

1. Completion of an ACEND accredited DPD, such as the MTSU program.
2. Completion of an ACEND accredited dietetic internship program.
3. Passing the national examination administered by the Commission on Dietetic Registration.

Note: Beginning in 2024 candidates for the national examination will be required to complete a master's degree before they can sit for the examination.

Mission Statement

The Didactic Program in Nutrition and Dietetics provides quality and student-centered education that prepares students to be competitive dietetics professionals who are committed to community service and lifelong learning.

Program Goals

1. The DPD will prepare graduates for successful supervised practice placement, graduate school admission or employment in nutrition and food related fields through quality educational opportunities.
2. The DPD will provide students with opportunities for leadership and scholarly activity.

What is the Academy of Nutrition & Dietetics?

The Academy of Nutrition & Dietetics is the world’s largest organization of food and nutrition professionals. The Academy is committed to improving the nation’s health and advancing the profession of dietetics through research, education, and advocacy. The Academy’s website, www.eatright.org, contains nutrition information for consumers and the media, featuring approximately 5,000 pages of content from news releases and consumer tips to Nutrition Fact Sheets. The Academy’s website, www.eatrightpro.org/ is specifically for members. Student membership in the Academy is not required but is strongly encouraged. To learn about the benefits of becoming a student member of the Academy go to http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr.
MTSU Nutrition and Dietetics Association (NDA)

The NDA is a student-run organization for nutrition and food science majors. The NDA works to promote student visibility, support networking engagements, and provide professional opportunities to up-and-coming nutrition professionals. Getting involved with the NDA is an excellent way to build your volunteer and leadership experiences for internship applications and for your future career as well. Members will have the opportunity to interact with peers, faculty members, and other dietetic professionals outside the classroom, which offers networking possibilities. Some of the volunteer activities that the NDA has participated in or conducted are: canned food drives for Second Harvest Food Bank and local shelters, bake sales to raise money for scholarships, vegetarian cook-offs, St. Jude Children’s Hospital Fundraisers and Events, local school and community educational sessions, Soles for Souls shoe drive, Nursing Home Bingo, See Spot Run 5k, and Operation Christmas Child.

The NDA has a bulletin board located in the Ellington Human Sciences building. The bulletin board displays information regarding meeting times, membership applications, a calendar with upcoming volunteer activities, and other information related to the NDA. Students should check the board frequently for new information.

Dietetic Student Responsibilities and Ethics

MTSU students are expected to conduct themselves with integrity and in an ethical manner. The office of Judicial Affairs and Mediation Services provides resources to students at [www.mtsu.edu/judaff/integrity.php](http://www.mtsu.edu/judaff/integrity.php). Dietetic students should conduct themselves in a professional manner while on and off campus in the course of attending classes or completing coursework. The Academy’s Code of Ethics is the reference document for professional conduct of dietetic professionals. To read the code and related information about ethical conduct go to [http://www.eatrightpro.org/resources/career/code-of-ethics](http://www.eatrightpro.org/resources/career/code-of-ethics).

Statement of Equal Opportunity Commitment

“MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities.”


Academic Calendar

Students can access information regarding important dates for fall and spring semesters, the summer sessions, the exam schedules and the deadlines for filing Intent to Graduate forms at [http://www.mtsu.edu/calendar_academic.php](http://www.mtsu.edu/calendar_academic.php).

Program Admission

All Students

All applicants must first seek admission to the University by completing an application, having official transcripts of high school and other universities and colleges sent to MTSU, and completing all other University admission requirements.
Transfer from within the University

Students may transfer throughout the year from other programs within the University to the NFS Program within the Human Sciences (HSC) Department by completing a Change of Major form online through your Pipeline account. All students admitted to the University are eligible to declare a major in NFS. The number of students admitted to the Dietetics program is not limited. However, many of the prerequisite courses have a letter grade requirement that must be met in order to advance through the program. Please see the Academic Map in Appendix A for the required letter grades.

Transfer from outside the University

Students who wish to transfer from another university’s NFS Program must:
  1. Meet admission and transfer criteria as established by the University.
  2. Submit a University application.

The University accepts transfer students who have an accumulative GPA of 2.0 or higher. Transcripts will need to be further evaluated for NFS course equivalency by the DPD Director. This process may require review of previous textbooks and syllabi. All transfer students must complete the following courses at MTSU:

- NFS 1010 Career Orientation in Dietetics
- NFS 4010 Professional Issues in Dietetics
- NFS 4020 Senior Seminar in Dietetics
- NFS 4240 Experimental Food Study
- NFS 4300 Medical Nutrition Therapy I (EXL)
- NFS 4305 Nutrition Coaching and Counseling Skills (EXL)
- NFS 4310 Medical Nutrition Therapy II (EXL)
- NFS 4320 Food Systems Management (EXL)
- NFS 4322 Dietetics Management (EXL)

Note: EXL stands for experiential learning.

Non-Degree Seeking Students

Students who wish to complete only the DPD without obtaining a degree in NFS with a concentration in Dietetics may do so. Their transcript(s) from the university in which they received their bachelor’s degree will need to be evaluated by the DPD Director to determine the courses that will count towards the DPD. Upon completion of the transcript evaluation a list of required courses will be provided to the student. All non-degree seeking students must provide the program director with official transcripts in order to obtain a verification statement upon completion of the program.

Credit for Prior Learning

All students must complete all coursework. Credit for prior learning for work experience is not given.

Double Majors and Minors

A student may consider additional majors or minors to complement the DPD program and his/her career goals. Examples of programs recent DPD students have completed include business, exercise science, and psychology. Neither a second major nor a minor is required for completion of the DPD at MTSU.
Program Structure

At MTSU a minimum of 120 credit hours are required for graduation. The Bachelor of Science in Nutrition and Food Science with a concentration in Dietetics is 120 credit hours. Students complete 12-17 credit hours per semester for eight semesters, equivalent to 4 academic years. Upon successful completion of the accredited undergraduate DPD students receive a verification statement and are eligible to participate in an accredited supervised practice program, specifically a Dietetic Internship program in the United States.

Course Descriptions

Descriptions of the courses that comprise the DPD requirements can be found in the Course Catalog which can be accessed at http://catalog.mtsu.edu/preview_program.php?catoid=23&poid=7521&hl=%22Nutrition+and+Food+Science%22&returnto=search

Steps for Confirming Fee Payment and Confirmation Instructions on PipelineMT

Note: Confirm/Pay should not be confused with confirming/accepting financial aid.
Note: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines.

How to Confirm Your Registration

1. Log in to PipelineMT, click on Billing & Payment.
2. Select Confirm Registration.
3. Select the term then click Submit.
4. Your account balance summary and account detail for the term will be displayed. Click "Yes, I will attend during..."
5. Wait for a confirmation number and write it down for your records.
*For more instructions go to http://www.mtsu.edu/tuition/instructions.php.

Program Progression

Requirements for Graduation

Requirements for progression in the Dietetics program have been approved by the University Curriculum Committee. The student must:
1. Complete the University Core Curriculum requirements of 41 hours;
2. Complete required Nutrition & Food Science courses of 59 hours;
3. Complete 28 hours of related science courses; Regents Online Degree Program (RODP) science courses are accepted. Note: 8 hours of science course also count towards the 41 hours listed above
4. Complete a minimum of 120 credit hours

Note #1: To be a competitive match for a dietetic internship, it is highly recommended that students complete all course requirements and obtain a verification statement within three years of taking NFS 4270 Advanced Nutrition I.

Note #2: Students can graduate with a science minor if they successfully complete CHEM 1110/11, CHEM 1120/21, CHEM 2030/31, CHEM 3530/31, BIOL 2010/11, BIOL 2020/21 and BIOL 2230/31.
*Please see the Academic Map in Appendix A.
Delay in Progression

Progression through the Dietetics program may be delayed if a student:

1. Withdraws from, fails a prerequisite course or does make the required grade in a prerequisite course.  
   *Note: Please see the Academic Map in Appendix A for the prerequisite course grade requirements.*
2. Postpones enrollment in any course in the curriculum sequence.
3. Does not enroll in a course only offered in certain semester (i.e. Fall only courses or Spring only courses)

Grading Procedures

Human Sciences Department Grading Scale

A = 91-100%
B = 81-90%
C = 71-80%
D = 61-70%
F = 60 or below

Human Sciences Department Grading Scale for Experiential Learning (EXL) Courses, which includes NFS 4300, NFS 4305, NFS 4310, NFS 4320, and NFS 4322.

A = 91-100%
B+ = 86-90%
B = 81-85%
B- = 78-80%
C+ = 75-77%
C = 71-74%
D = 61-70%
F = 60 or below

Incompletes – According to the University 2017-2018 Undergraduate Catalog:

The grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F or FA should be reported.

The incomplete must be removed during the succeeding semester, excluding summer. Otherwise, the instructor default grade is entered. A student should not make up the incomplete by registering and paying again for the same course. The I grade carries no value until converted to a final grade.
Withdrawal Policy

The MT One Stop handles all issues relating to withdrawing from the University. Please visit www.mtsu.edu/withdraw/ for up to date information regarding the withdrawal process. Students are highly encouraged to consult with an advisor and the MT One Stop before making any decisions about withdrawing. Please also consult the Registration Guide (www.mtsu.edu/registration/registration-guide.php) for withdrawal and fee adjustment deadlines. Questions about withdrawing should be directed to the MT One Stop in SSAC, via phone at (615) 494-8910, or via email at withdraw@mtsu.edu.

General Withdrawal Guidelines:

1. Withdrawing Prior to Term - Students finding it necessary to withdraw from all classes prior to the beginning of a term may withdraw via PipelineMT.
2. Withdrawing During a Term
   a. During the first two weeks (14 calendar days) of a term, courses may be dropped via PipelineMT (http://www.mtsu.edu/withdraw/withdraw.php) without assignment of a grade on the official transcript.
   b. Beginning on 15th calendar day through 60% of a term, student can drop some or all courses via PipelineMT and a grade of “W” will be assigned.
   c. After 60% of the term, a complete withdrawal from ALL classes can be accomplished via PipelineMT, through the last day to withdraw in each term. Instructors assign the appropriate grade of “W” if the student is passing or “F/FA” if the student is failing.
   d. After 60% of the term, individual courses cannot be dropped via PipelineMT. Individual courses may be dropped if appropriate signatures are obtained on a drop form and submitted to the MT One Stop.
   e. The deadline to withdraw from the University (all classes) and receive a grade of “W” or “F,” as determined by the instructor is generally one week prior to the last day of classes and will be noted in the Registration Guide for each term.

NOTE: Fees, Financial Aid, Housing, etc. can be impacted anytime a student withdraws or drops a course. Consult the Registration Guide and those offices for more information.

Summer differs; please check Registration Guide for specific dates.

If extreme extenuating circumstances necessitate a student’s withdrawal from the University after 60% of the term, exceptions may be made. A grade of “W” may be recorded with written concurrence of the faculty member, but only if the extenuating circumstances are first verified by the MT One Stop. Students who fall under this category should schedule an appointment with the withdrawal coordinator in the MT One Stop and provide a written statement and all documentation to support their extenuating circumstances. The University Withdrawal Policy can be reviewed at http://www.mtsu.edu/policies/student-affairs/index.php.

Student Appeal of Grade Procedures
Experiential Learning Scholars Program

Program Requirements:

1. **16 to 18 hours of EXL designated classes.** EXL classes include co-operative education/internships, study abroad, applied learning, service-learning, creative activity, teacher education, and laboratory experiences.

2. **At least one external activity.** Students who do not have an external activity in their EXL coursework must either complete an external activity or must complete a formal research project. An external activity is defined as a project that requires the student to interact with people external to the university or a research project where students must interact with people outside their department or outside the campus community.

   Students may complete the external activity (activity outside MTSU) or research requirement in one of the following ways: complete an external service-learning project, actively participate in a regional or national competition as part of a student team, or complete a research project. The formal research project option may be completed through the Honors College, Undergraduate Research Initiative, as a formal thesis requirement within a major, or as an independent study class. The specific external activity or research project must be approved by the EXL director before the student begins the activity.

   Students may also complete their external activity through a class applied learning project or a service learning assignment.

3. **MTSU internal service component.** Students may complete this requirement in one of three ways: participate in a leadership role in a campus sponsored charitable activity, volunteer with a campus office to assist other students, or be a campus leader.

   Examples of MTSU service projects include the Alternative Fall Break, Alternative Spring Break, SGA AIDS Quilt, Up 'til Dawn, Phi Beta Sigma Steppin' for a Cure, MTSU Health Fair, or Make a Difference Day Projects. Any verified philanthropic activity completed through a student organization or campus department in which the individual coordinated the event/activity may also be counted for EXL credit.

4. **Documentation of completion of EXL activities** via an E-Portfolio.

   Students should complete a Student Request for EXL Certification during pre-registration or regular registration for the semester the student plans to graduate. The form must be filed with the EXL Director no later than the last day to add classes each semester. This form lists the EXL Scholar requirements and provides space for students to document their completion of requirements. Students must complete this form to register for the EXL 4000 class.

5. **Participation in assessment activities.**

EXL Certification for Nutrition and Food Science-Dietetics Program includes 19 required hours:

1. NFS 4300 Medical Nutrition Therapy I (4 hours)
2. NFS 4305 Nutrition Coaching and Counseling Skills (3 hours)
3. NFS 4310 Medical Nutrition Therapy II (4 hours)
5. NFS 4220 Food Systems Management (4 hours)
6. NFS 4222 Dietetics Management (4 hours)

Access to Personal Files and Protection of Privacy

Middle Tennessee State University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see information regarding FERPA below:

Family Educational Rights And Privacy Act (FERPA)

- In general, under FERPA instructors are not permitted to disclose a student's academic progress to anyone not allowed to receive such information.
- Instructors cannot discuss a student's academic progress, grades, etc., over the phone or via e-mail. All such discussions must be in person.
- At the end of the semester instructors cannot disclose students' final grades over the phone or via e-mail. Instructors cannot "post" grades on office doors.
- Students will receive final grades via PIPELINEMT or WEBMT. Additionally, instructors cannot access students' grades if they have a "hold" on their records.
- For additional information, please see http://www.mtsu.edu/resources/staff/ferpa/whatis.php

Formal Assessment of Student Learning

Student assignments and grading are determined by individual instructors in each course. At a minimum, students will receive course grades at the end of each academic semester or summer session consistent with University grading procedures.

Dismissal/Disciplinary Action/Termination Procedures

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student. Academic integrity is an essential component of a quality education. When a student participates in behavior that is considered to be academic misconduct, the scholarly value of their education is lessened.

Academic misconduct includes plagiarism, cheating, fabrication, or facilitating any such act.
1. Plagiarism- The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.
2. Cheating- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
3. Fabrication- Unauthorized falsification or invention of any information or citation in an academic exercise.
4. Facilitation- Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Refer to http://www.mtsu.edu/policies/student-affairs/index.php for additional information on student disciplinary rules.
Student Success

Your success is our priority not only as a Dietetics student, but beyond college as well. By going to http://www.mtsu.edu/studentsuccess/index.php you will find a wealth of resources to help you persist to graduation. The Office of Student Success provides an array of resources, services, programs, activities, and advice, to help you navigate the road to success.

For students currently enrolled in Dietetic courses, it is the responsibility of the student to seek assistance from faculty when exam scores minimally meet or do not meet course requirements.

Student Complaints

Student complaints or problems with regard to MTSU services and programs should be directed in writing to the Division of Student Affairs in KUC RM 212 (615-898-2440). A conference to discuss the complaint can be scheduled if so desired by the student. Every attempt will be made to resolve the student’s concerns or a request for resolution and response will be directed to the appropriate department.

Program Completion

Upon completion of the program and acquisition of a valid Verification Statement, MTSU dietetic students are eligible to apply and participate in post-baccalaureate dietetic internships throughout the United States. Application to internships is a competitive process which generally occurs prior to graduation. There is a shortage of dietetic internship programs; therefore, acceptance into a program is not guaranteed. During April 2017 there was a 54% match, nationally. However, MTSU had a 92% match! After successful completion of an ACEND accredited internship the student must pass the registration exam to be called a Registered Dietitian/Nutritionist.

Note: Please see the table outlining the MTSU Internship Acceptance Rates over the last five years in Appendix B.

Verification Statement

All students who successfully complete the degree requirements will receive a verification statement when grades and/or transcripts are officially posted. Please see Dr. Sheehan-Smith for a verification statement. Note: Students who are only completing the DPD course requirements and not obtaining a degree in Nutrition & Food Science must provide Dr. Sheehan-Smith with an official transcript from the university in which the undergraduate degree was obtained before a verification statement will be granted.

Dietetic Internships

A post-baccalaureate dietetic internship offers a DPD graduate the opportunity to develop and apply the skills and knowledge obtained during the didactic education. Dietetic interns are placed in supervised learning experiences under the guidance of various dietitians. Throughout the 1200 hours of supervised practice, interns assume various responsibilities from purchasing for a foodservice operation to providing medical nutrition therapy. At the conclusion of the dietetic internship, interns are ready to take the registration exam.
Dietetic internships are extremely competitive. It is essential that students begin developing a strong record of academic progress, experiences, and relationships that will support a successful application early in their academic career.

Additional information about dietetic internships including a listing of accredited programs can be accessed via http://www.eatrightacend.org/ACEND/. Click on Accredited Education Programs, then Dietetic Internships. Note: Please see the Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position in Appendix C.

**Dietetic Internship Centralized Application Services (DICAS)**

Most internship programs are using the online centralized application which can be accessed at http://portal.dicas.org. The online application must be completed by the stated deadline for both the fall and spring application periods. Applications are typically due either in February (matching occurs in April) or in September (matching occurs in November). Currently, the fee to use DICAS is $45.00 for the first application submitted and $20 for each additional application. Note: Most internship programs also have a separate application fee that you must pay directly to the program.

**Computer Matching for Dietetic Internships**

Individuals applying to a supervised practice program need to be aware of computer matching requirements during the application process. All dietetic internships are participating in computer matching except for those granted an exemption because they only accept applications from individuals already enrolled in the respective universities or employed by the sponsoring institution.

D & D Digital requires all applicants to register for the computer matching process online at http://www.dnddigital.com/ and enter contact information, Dietetic Internship priority choices and pay the $55.00 fee.

**Use of Computer Labs**

There are computer labs in rooms 110 and 200 of the Ellington Human Science building. Classes are held in these computer labs and times of classes are posted outside the door. During open hours, students may use the computer lab to complete course work. A list of university computer labs can be accessed at http://www.mtsu.edu/itd/labs.php.

**Program Costs and Expenses**

Current university tuition costs and expenses can be found at http://www.mtsu.edu/tuition/. Students enrolled in the senior-level EXL courses will be required to obtain:

- liability insurance,
- proof of immunity to mumps, measles and rubella (MMR), and history of chicken pox or proof of the varicella titer, and negative tuberculosis (TB) skin test.

In addition, students will need to provide their own transportation to the learning sites. Students are responsible for the costs associated with these requirements.
Entry-level Registration Eligibility Education Requirements for Dietitians

The Commission on Dietetic Registration passed the following motion at its April 2013 meeting: Move to change the entry-level registration eligibility education requirements for dietitians, beginning in 2024, from a baccalaureate degree to a minimum of a graduate degree. All other entry-level dietitian registration eligibility requirements remain the same. This graduate degree registration eligibility requirement takes effect January 1, 2024.

Advising

Dr. Lisa Sheehan-Smith, DPD Director advises all Nutrition and Food Science-dietetics students when they enter their junior year in dietetics, which means students are enrolled in NFS 4270/4271. She can be reached at 898-2090 or lisa.sheehan-smith@mtsu.edu.

Human Sciences Department and Nutrition & Food Science Directory

<table>
<thead>
<tr>
<th>FACULTY AND STAFF NAME</th>
<th>POSITION</th>
<th>OFFICE NUMBER</th>
<th>OFFICE TELEPHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Deborah Belcher</td>
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<td>EHS 100</td>
<td>898-2302</td>
<td><a href="mailto:deborah.belcher@mtsu.edu">deborah.belcher@mtsu.edu</a></td>
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<td><a href="mailto:lisa.sheehan-smith@mtsu.edu">lisa.sheehan-smith@mtsu.edu</a></td>
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<td>Dr. Janet Colson</td>
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<td>898-2091</td>
<td><a href="mailto:janet.colson@mtsu.edu">janet.colson@mtsu.edu</a></td>
</tr>
<tr>
<td>Dr. Sandra Poirier</td>
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<td>898-5201</td>
<td><a href="mailto:sandra.poirier@mtsu.edu">sandra.poirier@mtsu.edu</a></td>
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<tr>
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<td>898-5853</td>
<td><a href="mailto:elizabethann.smith@mtsu.edu">elizabethann.smith@mtsu.edu</a></td>
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<tr>
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<td><a href="mailto:cindy.ayers@mtsu.edu">cindy.ayers@mtsu.edu</a></td>
</tr>
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<td>Mrs. Virginia Bogle</td>
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<td>898-5173</td>
<td><a href="mailto:ginny.bogle@mtsu.edu">ginny.bogle@mtsu.edu</a></td>
</tr>
<tr>
<td>Mrs. Tracy Noerper</td>
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<td>EHS 104</td>
<td>494-7949</td>
<td><a href="mailto:tracy.noerper@mtsu.edu">tracy.noerper@mtsu.edu</a></td>
</tr>
<tr>
<td>Mrs. Tiffany Harrison</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td><a href="mailto:tiffany.harrison@mtsu.edu">tiffany.harrison@mtsu.edu</a></td>
</tr>
<tr>
<td>Mrs. Elowin Harper</td>
<td>Adjunct Instructor</td>
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<td></td>
<td><a href="mailto:elowin.harper@mtsu.edu">elowin.harper@mtsu.edu</a></td>
</tr>
<tr>
<td>Dr. Patty Poe</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td><a href="mailto:patty.poe@mtsu.edu">patty.poe@mtsu.edu</a></td>
</tr>
<tr>
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<td>Executive Aide</td>
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</tr>
<tr>
<td>Melissa Brewington</td>
<td>Technical Clerk</td>
<td>LRC 136</td>
<td>904-8076</td>
<td><a href="mailto:melissa.henson@mtsu.edu">melissa.henson@mtsu.edu</a></td>
</tr>
</tbody>
</table>
Scholarships/Awards

The following awards and scholarships are offered annually by the Human Sciences Department. If you meet the criteria and would like to apply for any of these, please obtain an application from the EHS 100 office. Interviews of applicants may be requested at the discretion of the Scholarship Committee. OFFICIAL Transcripts must be submitted with ALL applications.

**Albert L. and Ethel Carver Smith Memorial Scholarship**
The amount is determined by the endowment's accumulated interest each year. Selection criteria:
- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 3.0 GPA).
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

**Rita Davenport Human Sciences Scholarship**
The amount is determined by the endowment’s accumulated interest each year. Selection criteria:
- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 2.8 GPA).
- Demonstrated leadership in the areas of Human Sciences, campus life, and community involvement.
- Established meaningful professional goals.
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

**Ernestine N. Reeder Honor Scholarship**
The amount is determined by the endowment's accumulated interest each year. Selection criteria:
- A major in one of the programs offered by the Human Sciences Department.
- Completion of 18 hours in the Human Sciences Department.
- Scholarship (minimum 3.0 GPA).
- Be an active member of at least one of the student organizations in the Human Sciences Department.
- Established meaningful professional goals.
- Must be full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.
Roddy Memorial Scholarship
The recipient must be a graduate of a Rutherford County public or private high school, with preference given to residents of Lascassas or Rockvale. Selection criteria:
• A major in one of the Human Sciences areas.
• Classification of freshman, sophomore, junior, or senior in the spring semester and having at least one remaining semester.
• Scholarship (minimum 3.0 GPA).
• Financial need.
• Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

Lucy Dye Scholarship
The Lucy Dye Scholarship has been established by the Nashville Area Association of Family and Consumer Sciences. Selection Criteria:
• Major in one of the Human Sciences programs.
• Have an overall 3.0 grade point average or higher while carrying a full student load.
• Financial Need
• Be from one of the following counties in Tennessee: Cheatham, Davidson, Dickson, Lewis, Montgomery, Robertson, Rutherford, Sumner, Williamson, Wilson

The True Blue Pledge
I am “true blue.” As a member of this diverse community, I am a valuable contributor to its progress and success. I am engaged in the life of this community. I am a recipient and a giver. I am a listener and a speaker. I am honest in word and deed. I am committed to reason, not violence. I am a learner now and forever. I am a blue raider. True Blue.

Developed Summer 2011
Revised Fall 2017
Appendix A
Academic Map
<table>
<thead>
<tr>
<th></th>
<th>Freshman - Fall</th>
<th>Freshman - Spring</th>
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<tr>
<td><strong>Course</strong></td>
<td><strong>Hours</strong></td>
<td><strong>Milestones/Notes</strong></td>
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<tr>
<td>ENGL 1010 (Must earn C- or better)</td>
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<tr>
<td>HUM / FINE ARTS</td>
<td>6</td>
<td>See General Education Course listings</td>
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<tr>
<td>CHEM 1110/11 or CHEM 1110/11*</td>
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<td></td>
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<tr>
<td>SOC 1010</td>
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<tr>
<td></td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td>16</td>
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<tr>
<td><strong>Sophomore - Fall</strong></td>
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<tr>
<td>COMM 2200</td>
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<td>HIST 2010, 2020, or 2030</td>
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<tr>
<td>MATH 1530</td>
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<tr>
<td>NFS 3100</td>
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<td>BIOL 2020/21 (Must earn C or better)</td>
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<td>Prerequisite for NFS 4270</td>
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<tr>
<td><strong>Junior - Fall</strong></td>
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<tr>
<td>NFS 3200/01 (Fall Only) (Must earn B or better for NFS 3400 and 4320)</td>
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<td>Prerequisite for NFS 3400, 4240, 4320</td>
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<td>NFS 3260</td>
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<td>NFS 4210</td>
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<tr>
<td>NFS 4270 (Fall Only) (Must earn C or better)</td>
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<td>Prerequisite for NFS 4271</td>
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<td>CHEM 2030/31</td>
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<td><strong>SUBTOTAL</strong></td>
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<td><strong>Senior - Fall</strong></td>
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<td>NFS 4010 (Fall Only) (Must earn B or better)</td>
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<td>Prerequisite for NFS 4020</td>
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<td>NFS 4250</td>
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<td>NFS 4300 (EXL) (Fall Only) (Must earn B or better)</td>
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<td>Prerequisite for NFS 4305, 4310</td>
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<td>NFS 4320 (EXL) (Fall Only) (Must earn B or better)</td>
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<td>Prerequisite for NFS 4322</td>
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*To obtain a science minor, choose CHEM 1110/1111 and CHEM 1120/1121.

Please refer to [link](http://catalog.mtsu.edu/preview_program.php?catoid=23&pgid=7521&hl=%22Nutrition+and+Food+Science%22&returnto=search) for course titles and descriptions. Revised Spring 2017
Appendix B
Middle Tennessee State University
Acceptance Rates into
Dietetic Internships
Middle Tennessee State University
Acceptance Rates
Into
Dietetic Internships

<table>
<thead>
<tr>
<th>Academic Year</th>
<th># of Program Graduates &amp; DPD Certificates</th>
<th># of Students Applied for Dietetic Internships</th>
<th>% of Students Applied for Dietetic Internships</th>
<th># of Students Obtained a Dietetic Internship</th>
<th>% of Students Obtained a Dietetic Internship</th>
<th># Program Graduates Reapplied/Obtained Dietetic Internship</th>
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<tbody>
<tr>
<td>2016-2017</td>
<td>23</td>
<td>12</td>
<td>12/23 = 52%</td>
<td>11</td>
<td>92%</td>
<td>1/2</td>
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<tr>
<td>2015-2016</td>
<td>24</td>
<td>14</td>
<td>14/24 = 58</td>
<td>13</td>
<td>93%</td>
<td>4/2</td>
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<tr>
<td>2014-2015</td>
<td>26</td>
<td>16</td>
<td>16/26 = 61.5</td>
<td>10</td>
<td>63%</td>
<td>1/0</td>
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<tr>
<td>2013-2014</td>
<td>26</td>
<td>9</td>
<td>9/26 = 35</td>
<td>7</td>
<td>78%</td>
<td>3/1</td>
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<td>2012-2013</td>
<td>30</td>
<td>15</td>
<td>15/30 = 50</td>
<td>10</td>
<td>67%</td>
<td>4/3</td>
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<tr>
<td>Total/Five-Year Means</td>
<td>N=129</td>
<td>66</td>
<td>66/129 = 51%</td>
<td>51</td>
<td>51/66 = 77%</td>
<td>13/7=54%</td>
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Appendix C
Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position
Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position
Student-Guidance Document

August 1, 2009

Competition for Dietetic Internships is extremely fierce\(^1\), so if you are an existing student or are considering applying to a dietetics program to become a Registered Dietitian, try to get as much information as possible to improve your chances at getting the internship experiences required to sit for the RD exam:

- The first place to go for a wealth of information is your DPD program director and DPD faculty. They are on the front line, helping students decide where to apply, to navigate the application process, and deal with computer matching.

- We encourage you to learn about as many DI programs as you can to understand what is available and to refine your area of interest. Some DI programs schedule open houses for students, so be sure to ask them if this is an option.

ACEND (formerly CADE) staff members are also available to answer your questions, so we are providing the following list of suggestions based on our experience with students and programs.

Prospective Students

If you intend to become a Registered Dietitian, but have not enrolled in a program, you may choose from one of two pathways to get an education to be eligible to sit for the RD exam. You may either enroll in 1) a Coordinated Program (CP) or 2) a Didactic Program in Dietetics and then apply for an Dietetic Internship position (DPD+DI):

**CP**

A CP integrates classroom learning and internships experiences within one program. If you graduate successfully from a CP program, you will be eligible to sit for the Registered-Dietitian exam or Dietetic-Technician-Registered exam without having to apply to a separate Dietetic-Internship or Dietetic-Technician Program.

**DPD+DI**

The Didactic Program in Dietetics (DPD) portion of the pathway consists of in-class instruction while the Dietetic Internship (DI) portion consists of supervised-practice experiences in real-life work settings. The majority of students who go through a DPD+DI pathway apply for a Dietetic-Internship position through a competitive, on-line matching process. During the first round of the April 2009 matching process, approximately 50% of students who applied for a Dietetic-Internship position did not get one. So, if you are considering applying to a Didactic Program in Dietetics, ask whether the program has placement agreements such as "pre-select matching" that will provide you with a Dietetic Internship position as long as you maintain the Didactic Program in Dietetics' requirements. If not, you will be required to compete for a Dietetic-Internship placement through the on-line matching process.

\(^{1}\)See [http://www.eatright.org/internship_availability](http://www.eatright.org/internship_availability) for more information.
Current DPD Students

In the April 2009 match, twice as many students applied for internship positions as there were positions available. So, it's critical that you do everything possible to make your qualifications and application stand out from the others:

GPA

Make sure that your GPA is above the minimum required by the internship, the higher the better. Although GPA is not the only factor considered by directors, it is one of the most highly weighted. A GPA of 3.0 (B) is often listed as the minimum considered by most DI programs; however, remember that this is only a minimum. So, if given a choice between a 3.0 or a 3.8 GPA, chances are that the applicant with 3.8 GPA will be selected.

- If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.

- If your GPA is below what is required by the internship, it is very unlikely that you will be given a placement.

GRE

Check to see if the program that you are applying to requires a Graduate Record Exam (GRE) score. If so, you must take the GRE. The same advice applies to GRE scores as does to GPAs. Make sure that your GRE score is above the minimum required by the internship. A score that is just at the minimum will get your application reviewed, but your chances of being accepted are much better if your score is well above the minimum.

- If your GRE score is not competitive (i.e., low or close to the minimum required), consider retaking the GRE to bring it up to the highest possible level.

- If you haven't taken the GRE exam or your score is less than what is required by the internship, it is very unlikely that your application will be reviewed.

References

Make sure that your letters of recommendation and references are from individuals who really know the quality of your work and your character, and are willing to put positive recommendations in writing and say them to others. Vague or mediocre letters of recommendation are clues to internship programs that either your work or character is not good or that the person who wrote the letter of recommendation does not know you well.

- Always do your best work, and always cultivate good relationships with your advisors, teachers, employers, peers, patients, clients and students.

- Ask for letters of recommendation from people who know that you do high-quality work, have a strong study and work ethic, and behave in a professional and ethical manner.

- Make sure that that people who are writing letters of recommendation or serving as references are doing so, because they truly believe in you, not because they feel obligated to do so.

- Make sure that the people you ask to write a letter of recommendation or serve as a reference are considered by others to be honest and professional.

- Never ask for a letter of recommendation or a reference from someone for whom you have done poor or mediocre work or with whom you have been in trouble.
Communication **Pay attention to how you communicate**, whether verbally or written, because this conveys much about your sense of organization and attention to detail.

- First and foremost, give yourself enough time to write good cover letters. Unlike the GPA, your letters are among the few things that you can change during senior year! Personalize your messages. Avoid using a generic cover letter or one that is the same for every application that you submit. Carefully read the directions on what each internship program wants included in the letter. Study the internship where you plan to apply, and make sure that your cover letter and application documents highlight your strengths and experience that directly relate to the internship.

- Ask others who know dietetics to proofread your writing and seriously consider their comments. When possible, let documents sit as long as possible before making changes to enable you to revise them with a fresh perspective.

- Make sure that any documents submitted for your application (letters, CV, publications, writing samples, and other documents) are flawless. Use standard conventions for spelling, grammar and punctuation. Make sure that all printed documents are neatly prepared on clean, high-quality paper.

- Communicate thoughtfully, honestly and politely whether in writing or verbally.

- Speak well of your DPD program and your experiences. Disparaging remarks or gossip about advisors, teachers, employers, peers, patients, clients and students is unprofessional.

- Always keep your writing professional, cordial, and factual. Under no circumstances should you ever write or communicate in a tone that could be construed as derisive or complaining.

**Stand Out**

There are many things that you can do as a student to **make your application stand out from the others** that will not only improve your chances of getting admitted into an internship, but also propel you in your career as a Registered Dietitian.

- Volunteer and provide community service, especially in areas related to health and nutrition. If possible, volunteer at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.

- Get practical, paid work experiences, especially in areas related to your desired area(s) of practice. If possible, seek employment at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.

- Become actively involved in professional organizations, such as college dietetics clubs; and district-, state- and national-dietetics associations; especially at the leadership level.

- Publish and present any relevant research, projects or work that you have done in journals and at conferences or in poster sessions.
Along with implementing the recommendations above, you can also increase your chances at getting an internship by making sure that you do the following:

- Apply to internship locations that receive a lower ratio of applicants to the number of available positions. This information may be available by contacting the internship directly, or by reviewing the Applicant Guide to Supervised Practice (available for purchase at http://www.eatright.org).

- Apply to several internship programs and do not limit yourself to only one geographic region when searching for programs.

- Read the program’s Website information or contact the program director well in advance of preparing your application to determine what qualifications and documentation you need to make your application the most competitive.

- Research the requirements for each internship and make sure that you are qualified before you apply. Do not apply to an internship if your GPA or GRE score is lower than the internship requirements; if you don’t have all the required experiences and documentation; or if you cannot afford the tuition, relocation or local living expenses.

Although many decisions and experiences can increase your chances of getting accepted into an internship, a few may actually jeopardize your chances and negatively affect your entire professional future!

- Avoid posting embarrassing or unsavory personal information or photographs on the Internet. Such information may be seen as an indicator of poor professional judgment.

- Avoid criminal behavior. A criminal record may make you ineligible to work in many health-care facilities and prevent you from completing your education.

- Never misrepresent or falsify information regarding your education, work experiences, or credentials. If you are discovered doing this, you could ruin your professional reputation and jeopardize your career.

Regardless of the shortage of internship sites, failed matches for any Dietetic Internship usually occur as a result of two conditions:

1) The applicant was qualified, but the qualifications of other applicants were ranked higher
2) The applicant was not qualified, because of insufficient preparation or documentation

In some cases, a different internship with more positions, fewer applicants, or different entry requirements might have selected an applicant who was not accepted elsewhere. However, the chances of being accepted may increase if the applicant takes steps to improve her or his qualifications and documentation using the suggestions for Current DPD Students in the section above and also follows the recommendations listed below:
Reapplying

Computer matching occurs in April and November of each year. A second round match occurs a few days after the April and November matches if any unmatched internship positions remain.

- To participate in another computer-matching process, look through CADE's directory of internships at http://www.eatright.org/CADE-DI to see which internships are participating in the month when you plan to reapply (April or November); then register with D&D Digital.

- To participate in second round match, check the D & D Digital Web site to view the list of internship programs that still have openings; then contact the program directors at the internships to see if you can submit an application.

Improvements

You can also increase your chances at getting an internship by using the suggestions for Current DPD Students in the section above and by following the recommendations listed below:

- Talk with the program director of programs where you submitted an application to get suggestions for making future applications more competitive.

- Consider seeking employment in a food-and-nutrition department at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.

- Repeat classes to achieve higher grades in those dietetics courses or supporting courses that may be contributing to a less competitive GPA.

- Improve your GRE score by taking the examination again.

- Begin a graduate degree before reapplying for the internship placement.

- Obtain certifications and credentials that are related to your work, such as the Dietetic Technician Registered (DTR). Changes in eligibility requirements for the Dietetic Technician Registered exam now allow DPD graduates to sit for the DTR exam. To increase your chances of passing the exam, you should consider getting supervised-practice hours toward the DTR through an accredited Dietetic Technician Program that is specifically designed for DPD graduates who would like to become certified as DTRs. If one is not in your area, you may want to consider a distance Dietetic Technician Program. For more information, please visit http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-technician-programs.

If you have questions about the information presented in this document, please contact ACEND:

Council on Accreditation for Education in Nutrition & Dietetics
Academy of Nutrition & Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Phone: 800/877-1600 x 5400
Fax: 312/899-4817
Email: acend@eatright.org

Web: http://www.eatright.org/acend