2020-2021

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 2190, Chicago, IL 60606-6995, 312-899-0040 ext. 5400, https://www.eatrightpro.org/acend.

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Introduction to the Didactic Program in Nutrition and Dietetics

Welcome to the Nutrition and Food Science, Dietetics Program (aka Didactic Program in Dietetics or DPD) at Middle Tennessee State University (MTSU). The curriculum includes 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, restore and maintain health. The courses specific to dietetics also address the food system, dietetics management, medical nutrition therapy for specific pathologies, and nutrition coaching. Upon successful completion of the DPD, graduates are eligible to complete the post-bachelor’s Dietetic Internship program (DI) or to take the exam to become a Dietetic Technician, Registered (DTR)/Nutrition and Dietetic Technician, Registered (NDTR).

DPD Accreditation

The DPD at MTSU 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 2190, Chicago, IL 60606, 800-877-1600, 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 program at MTSU.
2. Completion of an ACEND accredited dietetic internship program.
3. Passing the national examination administered by the Commission on Dietetic Registration.

Note: Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in programs accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited DPD at MTSU are eligible to apply to an ACEND-accredited supervised practice program. For more information about educational pathways to become an RDN please visit www.eatrightpro.org/acend/students-and-advancing-education/information-for-students.

January 1, 2024 Graduate Degree Registration Eligibility Requirement – Student Option Scenarios

- Student completes an ACEND accredited bachelor's level DPD and an ACEND accredited DI program that is combined with a master's degree program.

- Student completes an ACEND accredited bachelor's level DPD and an ACEND accredited DI program (neither of which are linked to a master's degree) and earns a master's degree in the student's field of choice, the master's degree could be done before or after the DI.
- Student has a bachelor's degree in another field and completes coursework to earn a verification statement from a DPD and completes an ACEND accredited DI (which is not linked to a master's degree) and earns a master's degree in the student's field of choice, the master's degree could be done before or after the DI.

- Student has a bachelor's degree in another field and completes coursework to earn a verification statement from a DPD program and completes an ACEND accredited DI that is combined with a master's degree.

**Mission Statement**

The mission of the Didactic Program in Nutrition and Dietetics is the preparation of students for supervised practice leading to eligibility for the CDR exam, and to become competitive entry-level registered dietitian nutritionists who are committed to service in a dynamic and diverse global society.

**Program Goals**

**Goal #1** Graduates will be well prepared for successful supervised practice placement, graduate school admission or employment in nutrition and food related fields.

**Objectives for Goal #1:**

a. At least 80% of program students complete program/degree requirements within 6 years.

b. 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

c. 75% of program graduates are admitted into a supervised practice program within 12 months of graduation.

d. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

e. 80% of supervised practice program directors responding to a survey will rate program graduates' preparation for supervised practice as "above average" or better, where 5=excellent, 4=above average, 3=average, 2=below average, 1=poor.

f. 80% of program graduates not applying to supervised practice programs prior to graduation will be accepted into graduate school or find employment in nutrition and food related fields within 12 months of graduation.

g. 80% of program graduates responding to an alumni survey will rate the quality of their preparation for supervised practice programs as "above average" or better. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor.

**Goal #2** Graduates will be involved in service.

**Objective for Goal #2:**

80% of program graduates responding to an alumni survey will be involved in service.

**Note:** Program outcomes data are available by request. Please send an email message to the program director, Dr. Lisa Sheehan-Smith, at [lisa.sheehan-smith@mtsu.edu](mailto:lisa.sheehan-smith@mtsu.edu).
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.eatright.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 https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/dietetic-careers.

Students of Tennessee Academy of Nutrition and Dietetics (STAND)

STAND was created in 2016 with dietetic students and interns in mind. The goal of STAND is to connect dietetic students and interns across the state of Tennessee by encouraging networking and volunteering activities. STAND also works to empower and encourage dietetic students and interns to become future leaders in food and nutrition. STAND connects members using a student representative from each of the DPDs and Dietetic Internship Programs to coordinate yearly events. Past STAND activities have included events such as canned food drives, education volunteering events, penny war competition between student and internship programs, and a fun run at the annual Tennessee Academy of Nutrition and Dietetics (TAND) conference.

Membership and participation in STAND are based on membership in TAND. More information can be found at www.eatright-tn.org.

Nashville Academy of Nutrition and Dietetics (NAND)

NAND is an advocate for Nashville dietitians and the dietetic profession. NAND is an affiliate of the Academy of Nutrition and Dietetics and of the Tennessee Academy of Nutrition and Dietetics. The mission of NAND is to serve the public through the promotion of optimal nutrition, health, and well-being. Registered Dietitians and dietetic students in the Nashville area are welcome to join. NAND members can take advantage of meetings and social networking events, and information on local job postings and continuing education opportunities. NAND operates by electing members to its board positions to make decisions and disseminate information amongst its members. NAND has a student board member position that has been held by an MTSU dietetics senior each year! More information can be found at www.eatrightnashville.org.

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.

**MT Mentoring Program**

The MT Mentoring Program provides an opportunity for dietetic students to participate in a valuable mentorship, in which freshman, sophomore and junior students, enrolled in NFS 1010, are guided and advised by senior dietetic students enrolled in NFS 4020. Seniors are mentored and supported by recent program graduates. Mentorships are encouraged to continue long after the close of the semester. These mentorships provide a space for dietetic students to ask questions, share experiences, and engage in networking opportunities while, also, allowing students to recognize the important role of mentors and mentees in both their academic and professional careers.

**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/student-conduct/integrity.php](http://www.mtsu.edu/student-conduct/integrity.php). Dietetic students should conduct themselves in a professional manner while on and off campus while 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 [www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics](http://www.eatrightpro.org/practice/code-of-ethics/what-is-the-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 [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 working with their advisor to complete a Change of Major form online. 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 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 (EXL)
- NFS 4240 Experimental Food Study (EXL)
- NFS 4275 Applied Lifespan Nutrition (EXL)
- NFS 4285 Successful Approached in Dietetics Research (EXL)
- 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 to obtain a verification statement upon completion of the program.
Credit for Prior Learning

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 coursework, 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 [www.catalog.mtsu.edu/preview_program.php?catoid=30&poid=10301](http://www.catalog.mtsu.edu/preview_program.php?catoid=30&poid=10301).

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 [www.mtsu.edu/tuition/instructions.php](http://www.mtsu.edu/tuition/instructions.php).

Program Progression

Requirements for Graduation

Requirements for progression in the DPD 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

*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 not 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 3200, NFS 3260, NFS 4240, NFS 4300, NFS 4305, NFS 4310, NFS 4320, and NFS 4322.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>91-100%</td>
<td>C+</td>
<td>64-67%</td>
<td>D</td>
</tr>
<tr>
<td>B+</td>
<td>88-90%</td>
<td>C</td>
<td>61-63%</td>
<td>D-</td>
</tr>
<tr>
<td>B</td>
<td>84-87%</td>
<td>C-</td>
<td>60% or less</td>
<td>F</td>
</tr>
<tr>
<td>B-</td>
<td>81-83%</td>
<td>D+</td>
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*Incompletes*

According to the University 2018-2019 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](http://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](http://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) 998-2111, 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 ([www.mtsu.edu/withdraw/withdraw.php](http://www.mtsu.edu/withdraw/withdraw.php)) without assignment of a grade on the official transcript.
   b. Beginning on the 15th calendar day through 60% of a term, students 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 [www.mtsu.edu/policies/student-affairs/505.php](http://www.mtsu.edu/policies/student-affairs/505.php).

**Student Appeal of Grade Procedures**

The procedure for appealing grades can be accessed at [www.mtsu.edu/policies/academic-affairs-students/313.php](http://www.mtsu.edu/policies/academic-affairs-students/313.php).
Experiential Learning (EXL) 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 30 required hours:
- NFS 3200 Food Science/Lab (3 hours)
- NFS 3260 Community Nutrition (3 hours)
- NFS 4020 Senior Seminar in Dietetics (2 hours)
- NFS 4240 Experimental Food Study/Lab (3 hours)
- NFS 4300 Medical Nutrition Therapy I (4 hours)
- NFS 4305 Nutrition Coaching and Counseling Skills (3 hours)
- NFS 4310 Medical Nutrition Therapy II (4 hours)
- NFS 4320 Food Systems Management (4 hours)
- NFS 4322 Dietetics Management (4 hours)

Note: The purpose of experiential learning is to provide students with hands-on experiences outside of the classroom. During these experiences, which typically take place in organizations throughout the Middle Tennessee area, students are not allowed to be used to replace employees. If you feel you are being used to replace employees, please inform the DPD Director.

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 [www.mtsu.edu/resources/staff/ferpa/whatis.php](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 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 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 DPD student, but beyond college as well. By going to 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 DPD courses, it is the responsibility of the student to seek assistance from faculty when exam scores minimally meet or do not meet course requirements. The faculty member teaching the course will assist you to the best of their ability to facilitate your academic performance and/or help you find a tutor, if applicable. If you continue to struggle, the faculty member will advise you to seek counsel from either your college academic adviser and/or the DPD director to discuss your career goals and to facilitate a change in major, if that appears to be in the best interest for your success. Some students who begin in the DPD will drop the dietetics concentration; however, you are still able to obtain a degree in Nutrition and Food Science. This degree requires a minor area of study, which can support you in your career paths. Students who graduate without the dietetics concentration often seek out careers in the food industry or in community-based nutrition programs that do not require the RDN credential.

Student Complaints

Student complaints or problems regarding 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.

However, when all options to resolve the complaint have been exhausted, students have the right to submit a written complaint about the DPD to ACEND. The process and form for filing a complaint can be obtained at www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend.
Program Completion

Upon completion of the program and acquisition of a valid Verification Statement, MTSU dietetic students are eligible to participate in post-baccalaureate supervised practice (aka dietetic internships) programs. Application to internships is a competitive process; therefore, acceptance into a program is not guaranteed. During April 2020 there was a 71% match, nationally; MTSU had a 100% 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/program graduates who successfully complete the degree requirements will receive a verification statement when Dr. Sheehan-Smith receives all official transcripts.

Supervised Practice Programs/Dietetic Internships

A post-baccalaureate supervised practice program 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 eligible 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 www.eatrightacend.org/ACEND. Under the Accredited Programs heading, click on Dietetic Internships.

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 $50.00 for the first application submitted and $25 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 participate 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 or are participating in the pre-select option.

D & D Digital requires all applicants to register for the computer matching process online at 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 between the hours of 8:00 a.m. – 4:30 p.m. A list of university computer labs can be accessed at www.mtsu.edu/itd/labs.php.

Program Costs and Expenses

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

- liability insurance ($22-37),
- proof of negative tuberculosis (TB) skin test, (Note: If you do not have proof Student Health Services can provide the TB Skin Test for $15)
- name tag ($10), and
- MTSU DPD polo shirt (Approximately $25).

Students will not be required to locate their own EXL sites and/or practitioners; however, students will need to provide their own transportation and the associated costs to the learning sites.

Advising

Dr. Lisa Sheehan-Smith, DPD Director advises all NFS-dietetics students when they enter their junior year in dietetics, which means students are enrolled in NFS 4270/4271. She can be reached at 698-2090 or lisa.sheehan-smith@mtsu.edu.

Jennifer Austin advises all NFS-Dietetics majors who are freshman and sophomores with last names beginning with A-K. She can be reached at 698-4803 or Jennifer.Austin@mtsu.edu.

Brandie Freeman advises all NFS-Dietetics majors who are freshman and sophomores with last names beginning with L-Z. She can be reached at 698-4807 or Brandie.Freeman@mtsu.edu.
<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>
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</thead>
<tbody>
<tr>
<td>Dr. Gina Pisut</td>
<td>Interim Chair</td>
<td>EHS 100</td>
<td>898-2302</td>
<td><a href="mailto:gina.pisut@mtsu.edu">gina.pisut@mtsu.edu</a></td>
</tr>
<tr>
<td>Dr. Lisa Sheehan-Smith</td>
<td>Professor and DPD Director</td>
<td>EHS 202</td>
<td>898-2090</td>
<td><a href="mailto:lisa.sheehan-smith@mtsu.edu">lisa.sheehan-smith@mtsu.edu</a></td>
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<tr>
<td>Dr. Janet Colson</td>
<td>Professor</td>
<td>EHS 105</td>
<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>
<td>Professor</td>
<td>EHS 201A</td>
<td>898-5201</td>
<td><a href="mailto:sandra.poirier@mtsu.edu">sandra.poirier@mtsu.edu</a></td>
</tr>
<tr>
<td>Dr. Elizabeth Smith</td>
<td>Assistant Professor</td>
<td>EHS 102</td>
<td>898-5853</td>
<td><a href="mailto:elizabeth.ann.smith@mtsu.edu">elizabeth.ann.smith@mtsu.edu</a></td>
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<tr>
<td>Mrs. Cindy Ayers</td>
<td>Instructor</td>
<td>EHS 108</td>
<td>898-2093</td>
<td><a href="mailto:cindy.ayers@mtsu.edu">cindy.ayers@mtsu.edu</a></td>
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<tr>
<td>Mrs. Virginia Bogle</td>
<td>Instructor</td>
<td>EHS 108A</td>
<td>898-5173</td>
<td><a href="mailto:ginny.bogle@mtsu.edu">ginny.bogle@mtsu.edu</a></td>
</tr>
<tr>
<td>Mrs. Lisa Shepherd</td>
<td>Lecturer</td>
<td>EHS 104</td>
<td>615-540-9880 (cell)</td>
<td><a href="mailto:lisa.shepherd@mtsu.edu">lisa.shepherd@mtsu.edu</a></td>
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<tr>
<td>Mandy Pinkston</td>
<td>Executive Aide</td>
<td>EHS 100</td>
<td>898-5741</td>
<td><a href="mailto:mandy.burns@mtsu.edu">mandy.burns@mtsu.edu</a></td>
</tr>
<tr>
<td>Jaimie Raymond</td>
<td>Technical Clerk</td>
<td>LRC 136</td>
<td>904-8076</td>
<td><a href="mailto:jaime.raymond@mtsu.edu">jaime.raymond@mtsu.edu</a></td>
</tr>
<tr>
<td>Katie Arnette</td>
<td>DPD Assistant</td>
<td></td>
<td>615-631-1391</td>
<td><a href="mailto:kga2k@mtmail.mtsu.edu">kga2k@mtmail.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
Appendix A
Academic Map
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Milestones/Notes</th>
<th>Course</th>
<th>Hours</th>
<th>Milestones/Notes</th>
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<td>ENGL 1010 (Must earn C- or better)</td>
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<td>ENGL 1020 (Must earn C- or better)</td>
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<tr>
<td>HUM /FINE ARTS</td>
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<td>BIOL 2010/11 (Must earn C or better)</td>
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<td>CHEM 1010/11 or CHEM 1110/11</td>
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<td>CHEM 1020/21 or CHEM 1120/21</td>
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<td>SOC 1010</td>
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<td>HIST 2010, 2020, or 2030</td>
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<td></td>
<td></td>
<td>NFS 2220 (Must earn B or better for NFS 4300)</td>
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<td>Prerequisite for NFS 3280, 3280, 4210, 4250, 4270; must earn C or better</td>
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<td><strong>SUBTOTAL</strong></td>
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<td>COMM 2200</td>
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<td>ENGL 2020 or 2030 or HUM 2610</td>
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<td>HIST 2010, 2020, or 2030</td>
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<td>NFS 1010 (Spring only)</td>
<td>2</td>
<td>Prerequisite for NFS 4010; must earn B or better.</td>
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<td>MATH 1530</td>
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<td>Prerequisite for NFS 4400 with B or better</td>
<td>SOC/ BEHAV SCI – Gen Ed</td>
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<td>NFS 3100</td>
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<td>CDFS 3320</td>
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<td>BIOL 2020/21 (Must earn B or better for NFS 4300)</td>
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<td>Prerequisite for NFS 4270; must earn C or better</td>
<td>BIOL 2230/31</td>
<td>4</td>
<td>Prerequisite for NFS 3400; must earn B or better.</td>
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<td><strong>SUBTOTAL</strong></td>
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<td>NFS 3200/01 (EXL; (Fall Only) (Must earn B or better for NFS 3400 and 4320)</td>
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<td>Prerequisite for NFS 4240</td>
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<td>**NFS 4010 (Fall Only)</td>
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<td>**NFS 4285 (Fall Only)</td>
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<td>**NFS 4305 (EXL) (Spring Only)</td>
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<td>Prerequisite for NFS 4305, 4310; must earn B or better.</td>
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Please refer to [http://catalog.mtsu.edu/preview_program.php?catoid=13&poid=3510&hl=%22NFS%22&returnto=search](http://catalog.mtsu.edu/preview_program.php?catoid=13&poid=3510&hl=%22NFS%22&returnto=search) for course titles and descriptions. Fall 2020
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 Applied for Dietetic Internships Within 12 Months of Graduation</th>
<th># of Program Graduates Admitted to a Dietetic Internship</th>
<th>% of Program Graduates Admitted to a Dietetic Internship</th>
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<td>2019-2020</td>
<td>15</td>
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<td>2017-2018</td>
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<td>18</td>
<td>95%</td>
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<td>2016-2017</td>
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<td>81%</td>
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<td>2015-2016</td>
<td>17</td>
<td>14</td>
<td>82%</td>
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Appendix C
Sensory Evaluation Policy
Sensory Evaluation Guidelines

Sensory evaluation is a scientific discipline used for the analysis of food and drink that uses the human senses. It measures the human response to the five senses – touch, taste, feel (texture, mouthfeel), sight and smell. Companies use sensory evaluation for product development, cost comparison and analysis, shelf life studies, and to make improvements to foods.

Nutrition practitioners and food scientists need to be competent in 1) evaluating the organoleptic qualities of food and 2) be tolerant of differences in food choices. Therefore, we the Nutrition and Food Science faculty have an obligation to expose all students to a wide variety of foods from other cultures/regions, with the goal of influencing healthy eating habits.

All students are required to sample all foods. Only the following exemptions will be allowed:

- Medical – includes food allergens/insensitivities and Avoidant/Restrictive Food Intake Disorder (AFRID). Please notify the lab instructor if you have a food allergy and the degree to which you experience symptoms.
- Religious – certain religions are required to exclude foods from their diet. If this is the case, please notify the lab instructor.
- Ethical – includes the need to exclude food/foods from your diet based upon strict personal beliefs. i.e. following a vegan diet due to a strong belief regarding animal rights issues. It does NOT include following a low carb diet, weight loss diet or other non-medical, non-religious or non-ethical beliefs.

*Please bear in mind that these foods may be expectorated (spit out) and not swallowed. Foods may be touched, smelled, observed, tasted, and heard without swallowing.*

If you choose not to sample a food – notify the lab instructor and seek out two other students who did eat the food item. Record the impression of these students and turn in a special report to the lab instructor.

/  

Student Signature  

/Date  

Developed Fall 2018