

# *Dietetics*

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## Undergraduate Handbook

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## A Career in Dietetics

### Why major in dietetics at CMU?

Dietetics is the scientific study of food preparation and intake. Dietetics is an exciting and challenging profession because of the connection food has to health and disease.

### What is a Registered Dietitian (RD)?

A registered dietitian is a professional with extensive scientific background in food, nutrition, biochemistry, and physiology. This knowledge is applied to promoting health, preventing diseases, and providing counseling and education. Registered Dietitians (RD) are able to identify themselves as Registered Dietitian Nutritionists (RDN). This new title is optional, and there is no difference between the practices, experience or skill set of an RD vs. an RDN. According to the Academy, the change is meant to remind the public that "All Dietitians are Nutritionists, but not all Nutritionists are Dietitians".

The Commission on Dietetics Registration (CDR) of the Academy of Nutrition and Dietetics (ACEND) awards registration credential to those who pass the registration exam for dietitians, which is administered by ACT. Individuals qualifying to write the registration exam have earned a bachelor degree, completed an accredited dietetics program, and completed supervised practice (please see diagram below). A nutritionist may have completed similar course work as the registered dietitian, however has not passed and may not be qualified to write the registration exam. Registered dietitians are required to complete seventy-five hours of continued education over a five-year period to maintain registration.

### Three steps in earning the RD/RDN credential:

1. Receiving a Verification Statement by having completed a Bachelor's degree and an accredited Didactic Program in Dietetics, or dietetics major
2. Complete a postgraduate accredited Dietetic Internship
3. Pass the Registration Examination for Dietitians  
*(Optional)*

Additional CDR Certifications:

Board Certified Specialist in Gerontological Nutrition (CSG)

Board Certified Specialist in Sports Dietetics (CSSD)

Board Certified Specialist in Pediatric Nutrition (CSP)

Board Certified Specialist in Renal Nutrition (CSR)

Board Certified Specialist In Oncology Nutrition (CSO)

Fellow of the Academy of Nutrition and Dietetics (FAND)

Additional non-CDR Certifications (Optional):

Certified Diabetes Educator (CDE)  
Certified Culinarian (CC)  
Certified Lactation Educator (CLE)  
International Board Certified Lactation Consultant (IBCLC)

The postgraduate dietetic internship involves a competitive application process. There is no guarantee that a student will be accepted into an accredited dietetic internship program and an applicant with an overall GPA less than 3.2 and having less than 2000 dietetic work and/or volunteer experience hours at the time of application has a low probability of meeting dietetic-internship requirements when applying in the academic year of graduation. A comprehensive list of accredited internship programs in the United States, which includes ranking of selection criteria, is available on at the Park Library Reserve desk. A different comprehensive list of accredited internship programs in the United States is available at the ACEND's website [www.eatright.org](http://www.eatright.org). A list of supervised practice programs are available on the Applicants Guide to Supervised Practice. The Nutrition and Dietetic Educators and Preceptors (NDEP) is a dietetic practice group of the Academy of Nutrition and Dietetics. NDEP updates and prepares this Guide annually to aid students in screening supervised practice programs prior to application for admission. All information in this Guide is furnished by internship and coordinated program directors Therefore, neither NDEP nor the Academy should be held responsible for accuracy of information. Students may access the Applicants Guide to Supervised Practice on the CMU Dietetics Program Bb shell.

During the senior year, students who meet the competitive selection criteria should apply for admission into an accredited dietetic internship. Dietetic internships vary in length from eight months to one year. A competitive applicant will have the following:

- Maintain a cumulative overall grade point average greater than 3.2 (This also includes all college courses transferred to Central Michigan University).
- Acquire quality dietetics related work experience. This may be paid or volunteer. 2000 work and/or volunteer experience is recommended. How work experience is assessed in the admission criteria varies among internships. Students are encouraged to identify internships of interest prior to their junior year and investigate the criteria for individual internships. Research can be started at [eatright.org](http://eatright.org) and/or [nutrition.cmich.edu](http://nutrition.cmich.edu).
- Participate in activities that demonstrate leadership.
- Participate in an activity that demonstrates altruism (non-academic).

### **Licensure**

Forty-six states have laws governing the field of dietetics. Licensing registered dietitians assures to the public that individuals providing nutrition advice have the appropriate education and experience. A list of states with licensure can be obtained at the Commission on Dietetics Registration website <https://www.cdrnet.org/state-licensure>

Licensure in Michigan is pending. To learn about current events in Michigan licensure for registered dietitians, visit [www.michigan.gov](http://www.michigan.gov).

### **Employment Opportunities for RDs**

Employment of dietitians is expected to grow faster than the average for all occupations through 2016 as a result of increasing emphasis on disease prevention through improved dietary habits. A growing and aging population will boost the demand for meals and nutritional counseling in hospitals, residential care facilities, schools, prisons, community health programs, and home health care agencies. Public interest in nutrition and increased emphasis on health education and prudent lifestyles also will spur demand, especially in management. In addition to employment growth, job openings will result from the need to replace experienced workers who leave the occupation.

The number of registered dietitian positions in nursing care facilities and in state government hospitals is expected to decline as these establishments continue to contract with outside agencies for food and nutrition services. However, employment is expected to grow rapidly in contract providers of food and nutrition services, in outpatient care centers, and in offices of physicians and other health partitions. With increased public awareness of obesity and diabetes, Medicare coverage may be expanded to include medical nutrition therapy for renal and diabetic patients. As a result, dietitians that have specialized training in renal or diabetic diets or have a master's degree should experience good employment opportunities.

RDs can expect to find jobs in the following areas:

- **Management**-direct the operation of large-scale menu planning and production in a variety of operations including, schools, health care facilities, prisons, and corporate cafeterias.
- **Sports**-may work in corporate wellness programs, as well as school or professional athletic programs, educating about the connection between food, health, and optimal athletic performance.
- **Public Health**-provide individual and group counseling regarding disease prevention and promoting nutritional practices that improve health.
- **Education**-teach in a university or community college instructing about nutrition and disease prevention. May require an advanced degree
- **Consultant**-work under contract with health care facilities or in their own private practice.
- **Corporate**-work in the communications, consumer affairs, public relations, marketing or product development areas of a food and nutrition-related business.
- **Research**-work in food and pharmaceutical companies, universities, and hospitals conducting research experiments to find alternative foods or nutrition recommendations for the public.

The median annual earnings of registered dietitians' nutritionists (RDNs) was \$58,021 per year in January 2017. The middle 50 percent earned between \$55,000 and \$80,000. The lowest 10 percent earned less than \$47,000. The highest 10 percent earned more than \$104,000.

## **The Dietetics Program at CMU**

### **Admission to the University**

Admission to CMU for residents of the United States is processed through CMU's Office of Admissions. Admission requirements can be viewed at [admissions.cmich.edu](http://admissions.cmich.edu). Prospective students can complete an on-line application or download a paper application at this site. The Office of Admissions can be contacted by emailing [cmuadmit@cmich.edu](mailto:cmuadmit@cmich.edu) or calling 989-774-3076

Admission for international students is processed through the Office of International Education. The Office of International Education can be contacted by emailing [apply@cmich.edu](mailto:apply@cmich.edu) or calling 989-774-3076.

Prospective dietetics student are welcome to visit CMU to best learn about CMU's dietetics program. The Office of Admissions will assist you in arranging a visit. Or, the current director of the dietetics program can be contacted directly.

Transfer students are encouraged to contact their assigned dietetics program advisor a full semester before planning to attend CMU. The director must have transcripts from all colleges/universities attended. Courses that transfer as HEV or FNS credit may be evaluated by the director. Transfer students must first have been accepted to CMU. Evaluation requires submission of the transferring school's course syllabus and the master syllabus of the CMU course. CMU master syllabi can be accessed through CMU's portal under "academics".

Non-degree seeking students (those who already have a bachelor's degree in another major) can complete the DPD courses. Non-degree seeking students must meet the program's admission requirements and retention standards as printed in the most current undergraduate bulletin (please see section below). Upon successful completion, a Verification Statement will be issued by the program director. Non-degree seeking students with a Verification Statement may apply for admission to an accredited dietetic internship.

Central Michigan University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the University.

### **Admission Requirements, Retention and Termination Standards**

Students must have a minimum of 3.0 overall GPA in order to sign the dietetics major and enter the Pre-professional Phase. To move forward to the Professional Phase each fall semester. Students must achieve an overall minimum GPA of 3.00 which will include the DPD course work, the student cannot have a grade lower than a 2.0 (C) in any DPD course work in order to be considered for the Professional Phase. The GPAs will include courses completed at other institutions as well as those completed at CMU.

#### *Selection criteria include:*

- Application (*Can be found on the CMU Dietetics program Blackboard shell*)
- Overall GPA
- DPD Course work Grades 2.0 or higher, will be calculated into overall GPA of 3.00
- To graduate with dietetics as a major and to receive a verification statement from the dietetics program, students are not allowed to take any required dietetic courses as credit/no credit.
- Professional recommendations
- Work, volunteer, and extra curricular experience
- Autobiographical statement

#### *Professional Phase Requirements:*

- Adherence to The Academy and its credentialing agency, the Commission on Dietetic Registration, Professional Code of Ethics
- Maintenance of a 3.0 GPA overall and in DPD coursework

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services.

### **Transfer Courses**

It is important that courses from other institutions meet the transfer course equivalency of CMU courses. To determine if a course will transfer to CMU, use the following website: <http://www.michigantransfernet.org/>. The admission, retention and termination standards apply to transfer courses.

### **Student Rights, Responsibility and Disciplinary Procedures**

The Code of Student Rights, Responsibilities and Disciplinary Procedures are available at <https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx> Students having a program related concern should follow the procedure as outline in 2.1.14 of the Code of Student Rights, Responsibilities.

### **Accreditation**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the

Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

The dietetics major is frequently referred to as the Didactic Program in Dietetics (DPD). The DPD provides the required dietetics coursework leading to a bachelor's degree and Verification Statement (VS). Graduates of ACEND accredited/approved DPD programs who are verified by the program director receive the VS, which is required for applying to dietetic internships. Graduates who successfully complete an accredited dietetics internship are eligible to write the CDR registration examination for dietitians. An accreditation site visit by ACEND occurred at CMU on March 30-April 1, 2014. Both the DPD and the CMU Dietetic Internship earned accreditation after this visit. Both the DPD and CMU Dietetic Internship earned continuation of accreditation status. The next review and site visit is scheduled for January 2021.

For further information, please contact:

ACEND  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, Illinois 60606-6995  
Phone: 800/877-1600 Ext. 5400  
E-mail: [acend@eatright.org](mailto:acend@eatright.org)

Commission on Dietetics Registration  
Academy of Dietetics and Nutrition  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 6060-6995  
(312) 899-4817  
E-mail: [cdr@eatright.org](mailto:cdr@eatright.org) Web site: <http://www.eatright.org/ACEND>

### **Program Mission**

To prepare competent graduates in entry-level dietetics, through an ACEND-accredited didactic program in dietetics, who seek to service the dietary needs of patients, individuals, and the community.



## Program Goals

- Prepare graduates for careers in dietetics and food related professions and/or advanced study in food related disciplines.
- Prepare graduates with the knowledge of the impact that culture and socioeconomic status have on the food patterns of individuals and groups on a global level.

## Student Learning Outcomes Assessment

Student learning outcomes assessment is defined as the ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs, and attitudes that are appropriate for graduates of the respective academic programs. Assessment is tied to program goals and course learning objectives. The DPD is engaged in a continual assessment of its program goals and of the courses within its program. Assessment results are reported and discussed. Improvements in the program and curriculum are made as a result of these discussions.

Comments about assessment are welcome. Results are published on the FNS website <http://nutrition.cmich.edu>. CMU has an Assessment Council that works with academic departments for assessment activities. For more information about the CMU Assessment Council, please refer to the CMU Assessment Council's website. [https://www.cmich.edu/office\\_provost/AcademicAffairs/CAA/Assessment/Pages/Assessment-Council.aspx](https://www.cmich.edu/office_provost/AcademicAffairs/CAA/Assessment/Pages/Assessment-Council.aspx)

## Expenses

<b>Estimated DPD Program Costs</b>	
Tuition costs are based on the fall 2018 Fees (per semester)	\$ 5500.00
Laboratory Fees	\$ 100.00
Textbooks	\$ 500.00
Parking	\$150.00
CMU-Student Academy of Nutrition and Dietetics	\$15.00
Academy of Nutrition and Dietetics-Student Membership	\$58.00
Transportation, Meals and Housing	Varies
*All fees are subject to change	

All fees, including tuition, are subject to change.

Current cost of attendance information can be found at [registrars.cmich.edu/registration/tuitionfeesched.htm](http://registrars.cmich.edu/registration/tuitionfeesched.htm). Some courses include special equipment and/or laboratory fees. The following FNS courses currently have lab fees associated with them FNS 160. FNS 573 Community Nutrition currently has a field

experience which consists of volunteer opportunities at various places within the community. It is the responsibility of the student to cover travel expenses and insurance related to this travel. Please refer to the university bulletin for other information in regards to injury protection and liability.

[https://www.cmich.edu/office\\_provost/AcademicAffairs/Pages/Bulletins.aspx](https://www.cmich.edu/office_provost/AcademicAffairs/Pages/Bulletins.aspx)

### **Student Academy of Nutrition & Dietetics (SAND)**

SAND is a registered student organization (RSO) at Central Michigan University. SAND is open to all students interested in nutrition and/or majoring in Dietetics. They work to promote student visibility, support networking engagements, and provide professional opportunities to up-and-coming nutrition professionals. Getting involved with SAND is an excellent way to build your volunteer and leadership experiences for internship applications and your future career. SAND usually meets twice a month and they have membership dues of \$15.00.

### **Project Mind Grow**

Project Mind Grow is a registered student organization (RSO) at Central Michigan University. PMG is open to all students interested in nutrition, that want to improve their general well-being and healthy lifestyles through interactive sessions like gardening, cooking demonstrations, communal meals, and so much more. PMG usually meets twice a month and they have membership dues of \$15.00.

### **Student Rights and Responsibilities, Policies and Procedures**

The Foods and Nutrition faculty and staff are dedicated to provide clear, consistent, and truthful information to prospective students, enrolled students, and the public at large. The DPD follows a majority of the policies and procedure of Central Michigan University. These policies and procedures are listed in the CMU Undergraduate Bulletin, which each student receives upon admission to the University. Students are responsible for being familiar with CMU's Undergraduate Bulletin. It contains valuable information about student rights, responsibilities and resources at the University. Information is also accessible through CMU's homepage and portal. Specific references to the following policies and procedures are found in the Undergraduate Bulletin:

Withdrawal and refund of tuition and fees  
Expenses, tuition, fees  
Residency status policy  
Housing and special fees  
Admission, orientation and career services  
Transfer credit policy  
Scheduling and program calendar, including vacation and holidays

Protection of privacy of information  
Access to personal files  
Withdrawals from the University  
Access to student support services  
Incomplete grade for illness  
Disciplinary procedures  
Grievance procedures  
Requirements for graduation  
Degree plans and requirements

*Policies and procedures specific to the dietetics program:*

- Graduates will be provided additional copies of the Verification Statement upon request. The reissued Verification Statement will have the month/day/year the individual completed program requirements and the current program director's original signature in blue ink. Regency of academic course work is at the discretion of a dietetic internship, not the DPD in which an individual graduated. Verification statements are good for 5 years, after that time it is up to the discretion of the DPD director if the course work is still acceptable to meet the objectives of the program.
- Course work transferring as HEV or FNS credit may be evaluated by the program director. A student must supply the program director with a syllabus of the transferring course and the master syllabus of the required dietetics course in which the student believes is comparable. CMU master syllabi can be accessed through CMU's Central Link. A memo will be drafted by the program director to the Registrar defining how the HEV or FNS credit will apply towards the dietetics program. The program director and the HEV office will maintain a copy. A copy will be provided to the student and the student's FNS faculty advisor. In the unlikely event that a student progresses through the program without having HEV or FNS credit evaluated by the director, the student will be denied a Declaration of Intent and/or Verification Statement until the above has been completed.
- Course work from another institution will not be evaluated until an individual has been accepted as a student to CMU.
- In accordance with program accreditation standards, individuals who sign the dietetics major will be signed under the most current undergraduate bulletin.
- A student who returns to the dietetics program either after signing a different major or not enrolling in required dietetics courses for one semester during the academic year will need to change the undergraduate bulletin year in which they are signed to the most current bulletin year in order to receive a Declaration of Intent and/or Verification Statement from the program director. This does not impact graduation.
- Students are not allowed to take any required dietetic courses as credit/no credit.
- CLEP and AP Exams taking prior to admission into the dietetics program will be accepted, the credits will not be calculated in the overall GPA

## Administrative Structure

The DPD is part of the Department of Human Environmental Studies (HEV), which is housed within the College of Education and Human Services (EHS) at Central Michigan University.

The HEV department's mission and goals are available at <https://www.cmich.edu/colleges/ehs/dept/hev/Pages/default.aspx>  
The EHS mission and goals are available at [www.ehs.cmich.edu](http://www.ehs.cmich.edu).

## Required Courses

### Dietetics Core (40 hours)

FNS 160 Introduction to Foods 3(2-2)  
FNS 271 Food and Culture in the United States 3(3-0)  
FNS 361 Experimental Foods 3(2-2)  
FNS 364 Foodservice Operations 3(3-0)  
FNS 367 Institutional Food production Laboratory 1(0-2)  
FNS 370 Nutrition 3(3-0)  
FNS 374 Nutrition in the Life Cycle 4(4-0)  
FNS 469 Foodservice Systems Administration 3(3-0)  
FNS 471 Medical Nutrition Therapy I 3(3-0)  
FNS 472 Medical Nutrition Therapy II 3(3-0)  
FNS 473 Advanced Nutrition 4(4-0)  
FNS 570 Nutrition Education 4(4-0)  
FNS 573 Field Work: Community Nutrition 3(Spec)

### Other Requirements I (5-8 hours)

CHM 120 Survey of Chemistry 4(4-0)  
CHM 127 Introductory Chemistry Laboratory 1(0-2)  
CHM 131 Introduction to Chemistry I 4(3-3)

CHM 132 Introduction to Chemistry II 4(3-3)  
**Note:** Both CHM 120, 127 **OR** CHM 131, 132 must be taken

### Other Requirements II (11 hours)

BIO 208 Microbiology 4(2-3)  
CHM 342 – Survey of Organic Chemistry 4(3-3)  
CHM 421 Survey of Biochemistry 3(3-0)

### Other Requirements III (4-8 hours)

Select one of the following options:  
Options 1 (4 hours)  
BIO 392 Mammalian Physiology 4 (3-3)  
Option 2 (8 hours)  
HSC 214 Human Anatomy 4(3-3)  
HSC 215 Human Physiology 4(3-2)

### Other Requirement IV (3 hours)

Select one of the following:  
HSC 544 Biostatistics 3(2-1)  
STA 282 Introduction to Statistics 3(3-0)

**Notes:** A student opting to take CHM 345 and CHM 346 instead of CHM 342 must have the equivalent of CHM 132 as a prerequisite. A student with CHM 345 and CHM 346 may elect CHM 521 and CHM 522, instead of CHM 421.

**Total: 63-70 semester hours**

Course descriptions are available in the undergraduate bulletin.

<b>Suggested Sequence of Courses Dietetics Major</b>	
<b>Fall Freshman Year</b>  BIO 101 (4) Concepts of Biology FNS 370 (3) Nutrition	<b>Spring Freshman Year</b>  FNS 160 (3) Introduction to Foods CHM 120 (4) Survey of Chemistry CHM 127 (1) Introductory Chemistry Laboratory
<b>Fall Sophomore Year-Pre-professional Phase</b>  CHM 342 (4) Survey of Organic Chemistry FNS 271 (3) Food and Culture	<b>Spring Sophomore Year-Pre-professional Phase</b>  BIO 208 (4) Microbiology FNS 374 (4) Nutrition in the Life Cycle CHM 421 (3) Survey of Biochemistry
<b>Fall Junior Year-Pre-professional Phase</b>  STA 282 (3) Intro to Statistics FNS 364 (3) Foodservice Operations HSC 214 (4) Human Anatomy	<b>Spring Junior Year-Pre-professional Phase</b>  HSC 215 (4) Human Physiology or BIO 392 (4) Mammalian Physiology FNS 367 (1) Institutional Food Prod Lab
<b>Fall Senior Year-Professional Phase</b>  FNS 473 (4) Advanced Nutrition FNS 471 (3) Medical Nutrition Therapy I FNS 480 (3) Nutrition Education and Counseling FNS 479 (1) Professional Issues in Dietetics (Recommended)	<b>Spring Senior Year-Professional Phase</b>  FNS 361 (3) Experimental Foods FNS 472 (3) Medical Nutrition Therapy II FNS 469 (3) Foodservice Systems Admin FNS 481 (3) Field Work: Community Nutrition

\*STA 282 can be replaced with HSC 544

\*\*\*BIO 392 can be replaced with HSC 214 & 215

**Note:** The fall full time Professional Phase courses include FNS 471, FNS 473, and FNS 480. All three classes are offered in the fall semester only and must be taken together. Not taking all three in the fall semester will delay graduation by a full year. Once admitted into the program students will be registered for all three courses.

The Professional phase is also offered part time:  
Course work cannot be switched around because they build off of each other.  
Please talk to your advisor if you would like more information about this option.

## Signing the Dietetics Major

If you are interested in signing a major in dietetics or want more information about the major and a career as a Registered Dietitian, please contact a dietetics advisor. Faculty advisors are listed in the table below and distributed alphabetically.

If you intend to major in dietetics, the earlier you contact an advisor and plan your program, the easier it will be for you to complete the major. This is especially true for students planning to transfer to CMU from other colleges and universities. Students will sign under the most current bulletin year, even if a different bulletin is being followed for degree requirements, and are assigned a faculty advisors for signing the dietetics major based on the student's last name. Arranging a scheduled meeting to sign the major is advised. Faculty advisor and alphabetic distribution are:

Please see the website at: <https://www.cmich.edu/colleges/ehs/program/nutr/Pages/Dietetics-Advisors.aspx> to find your dietetics advisor.

### Directions for Signing the Dietetics Major

Students are required to bring the following materials with them when meeting with their assigned faculty advisor to sign the dietetics major:

1. A hard copy of the Dietetics Handbook.
2. A personalized copy of your CMU academic history printed from the portal. If you are a transfer student, transcripts or academic history from all school(s) attended.
3. A copy of the six-semester planner posted at [www.nutrition.cmich.edu](http://www.nutrition.cmich.edu). Complete the top portion, which includes name, date signing the major, and CMU ID#. **Do not fill in the sequence of courses.** This will be developed with your advisor.

### Verification Statement Distribution

Completion of this program satisfies the academic requirements of the Academy of Dietetics and Nutrition for the Didactic Program in Dietetics (DPD). This program fulfills part of the course requirements for a Bachelor of Science degree. A graduate completing current dietetics major requirements will receive a Verification Statement (VS) and can apply for an accredited dietetic internship. Undergraduates completing the internship application need to include a Declaration of Intent (DI) as part of the application instead of a VS.

The DPD director is responsible for signing Verification Statement and Declaration of Intent (DI). The DI confirms that a student will soon complete the DPD and graduation requirements. The VS confirms that a student completed the DPD and graduation

requirements. Once degrees are posted students must request a copy of their transcripts sent to the DPD Director.

### **Program Follow Up Advising Directions**

As part of ongoing assessment for program accreditation, signed majors must meet with their advisor the semester immediately following the semester in which the major is signed. It is the responsibility of the student to initiate this meeting each semester. For this meeting the following is required:

1. Your copy of the Dietetics Handbook.
2. A current personalized copy of your CMU academic history printed from the portal. If you are a transfer student, transcripts or academic history from other school(s) attended.
3. Your completed copy of the six-semester planner that was developed or updated with your advisor when the major was signed.
4. A list of internship possibilities.

### **Signing a Minor**

A minor is not required for dietetics majors electing the Bachelor of Science (BS) Plan A option. More information regarding degree requirements can be found in the undergraduate bulletin. A minor is not recommended if it will unreasonably delay your graduation, interfere with obtaining quality dietetics-related work experience, or negatively affect your GPA. A student needing additional credits to meet the 124 hours to graduate from CMU with a BS can add a minor to obtain the additional hours. This is more common for transfer students. Recommended minors for dietetics students include:

Leadership (24 credit hours)  
Psychology (21 credit hours)  
Entrepreneurship Minor (21-22 credit hours)  
Event Management (23 credit hours)  
Business Administration Minor (24 credit hours)  
Interdisciplinary Science Minor (24 credit hours)  
Science Minor (24 credit hours)

Dietetics majors are not eligible to earn the Nutrition Minor.

### **Graduation**

Graduation audits are used to inform students of graduation requirements and their progress toward completion. Graduation audits are provided by the Undergraduate Academic Services Office, 123 Warriner Hall (989)774-3504. An appointment is required.

There are two types of graduation audits:

### **1. Pre-graduation (informal) audit**

- Arrange for a pre-graduation audit as soon as possible after your major/minor are signed.
- Students will meet “one-on-one” with an advisor from the Office of Undergraduate Academic Services. You’ll review your progress to meeting graduation requirements. These include University Program (U.P.) courses, 300 level courses, competencies, and major/minor course requirements. Errors frequently occur in the U.P. courses.
- Students will receive exact information about required courses remaining for degree requirements.
- Students are encouraged to pick up an Undergraduate Application for Graduation during the pre-graduation audit.

### **2. Graduation (formal) audit**

- This needs to be performed during the semester prior to the final semester at CMU.
- This is a written evaluation of your progress toward degree requirements. A copy of this evaluation will need to be submitted to the program director in order to receive a Declaration of Intent when applying to internships before the BS is completed.
- Students should apply early for graduation-this starts the process for the graduation audit. Applications are processed in the order received for each graduation date.
- To be assured of receiving a graduation audit, be sure to file an Undergraduate Application for Graduation no later than the following dates:

May graduation, September 15

August graduation, January 15

December graduation, April 15

The application for graduation is submitted to the Student Service Court (lower level of the Bovee University Center). After receiving the graduation audit, further question should be directed to Undergraduate Academic Services.

## **The Dietetic Internship**

### **What is a Dietetic Internship?**

The Dietetic Internship is a supervised program of dietetic practice. It is completed after the bachelor degree has been finished and is required for becoming a registered dietitian. An accredited internship must have the following components:

- Provide at least 1200 hours of supervised practice experiences that meet accreditation competencies
- Planned learning activities preparing interns to enter practice as a RD



- Include one area of concentration designed to begin development of the entry-level depth necessary for future proficiency in a particular area

### **Acceptance into an internship is competitive.**

More students apply to internship programs than get accepted. Nationally in April 2013, 3000 of the 5500 applying were accepted. The two most important criteria determining whether you get accepted into an internship are undergraduate GPA and dietetics-related work experience. Please note that an internship may require a background check prior to placement in a health care setting.

### **Accreditation of a Dietetic Internship**

The Dietetic Internship that a graduate completes must be accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs

### **List of Accredited Dietetic Internships**

There are approximately ten accredited dietetic internships in Michigan and about 250 such programs in the United States. The ACEND's website (<http://www.eatrightacend.org>) contains a list of accredited internships.

The Applicant's Guide to Supervised Practice is an excellent resource made available from the ACEND's Dietetics Educators Practice Group. The database is available at the Park Library Reserve desk and the CMU Dietetics Program Black Board shell. It describes each internship's program emphases and specialties, costs, duration, and contact information. Unlike the ACEND's website, The Applicant's Guide to Supervised Practice is not a comprehensive list.

### **Selecting an Internship**

- Begin investigating potential internship during the junior year of college.
- Visit and read websites of potential internships.
- When contacting an internship program director, be professional in written and oral communication.
- If possible, visit an open house for internships of interest.

- If an open house is not offered, attempt to arrange a visit with the internship program's director.

## Applying for the Dietetic Internship and Computer Matching

Students apply to an internship through a process of computer matching. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the supervised practice program of their choice. Details about the computer matching process are available on the ACEND's webpage (<http://www.eatright.org>) and D&D Digital Systems ([www.dnndigital.com](http://www.dnndigital.com)).

### Dietetic Internship Application

The ACEND's website provides information regarding the internship process under Accredited Dietetic programs. There are three phases to the application process:

#### 1. *Application Phase*

- Begin prior to the fall of the senior year.
- Use the Guide to Supervised Practice available at Park Library Reserve desk and the CMU Dietetics Program Black Board shell to select internships of interest.
- Register for FNS 479 Professional Issues fall of the senior year.
- Obtain current application instructions from selected internships, including whether or not the internship will participate in the electronic submission of the application.
- Arrange to take the Graduate Record Examination (GRE).
- If not using the electronic application system, obtain Declaration of Intent form from current dietetics program director. Students receive a Verification Statement upon graduation. The Verification Statement will be used for those applying after graduation.

Request references from advisor/faculty/employers and order official transcripts. CMU faculty/staff will require students to complete a form to submit. This form is available at [www.nutrition.cmich.edu](http://www.nutrition.cmich.edu)

#### 2. *Computer Matching Phase*

- Complete the D&D Digital Systems prioritized list at [www.dnndigital.com/ACEND](http://www.dnndigital.com/ACEND). There is a \$50 fee. To insure privacy, all applicants will be emailed their personal login and password.

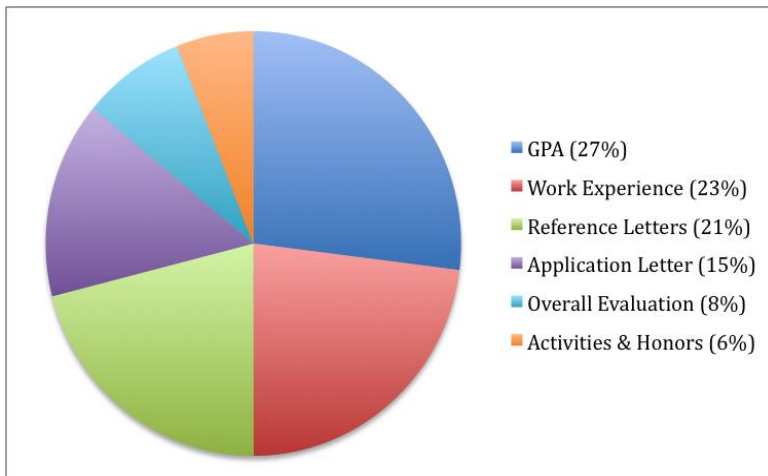
#### 3. *Appointment Phase*

- Applicants must use D&D Digital website [www.dnndigital.com](http://www.dnndigital.com) to receive personal DI matching results and instructions. To login, use the personal login and password previously provided by email.
- Applicants who receive a computer match are responsible for accepting or rejecting the match on the appointment date.

- All graduates meeting the requirements of the dietetics program will receive a Verification Statement following graduation. An original copy needs to be provided to the dietetic internship director prior to beginning supervised practice.

**IMPORTANT NOTES:**

- As a participant in the computer matching process, it is expected that applicants who receive a match will adhere to the results of the match and accept that match. It is unacceptable to decline a match in order to pursue appointment to another supervised practice program.
- An internship may require a background check as part of the application process or after acceptance.
- No college or university can guarantee that a student completing its dietetics program will be accepted into a dietetic internship. Each dietetic internship has varying criteria for admission. It is the student’s responsibility to understand the criteria for acceptance into dietetic internships and meet those criteria. The Applicant Evaluation Criteria for the Central Michigan University Dietetic Internship (CMUDI) are listed below:



A competitive applicant will have:

- An overall GPA and DPD GPA greater than 3.2
- Two and a half years of part-time dietetics related work experience (2000 hours)
- Have been a student member of the Academy of Nutrition and Dietetics
- Demonstrated leadership
- Willing to relocate to another part of the state or country
- Applies to several internships (5-7)
- Attentive to detail when completing the internship application materials