

**Central Michigan University
Master of Science in Nutrition and Dietetics
Plan B: Experiential Track – A Pathway to RDN
Student Handbook**



**The Herbert H. and Grace A. Dow
College of Health Professions
School of Rehabilitation and Medical Sciences**

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Table of Contents

Welcome	1
Section I. Program Overview	2
Program Overview	
Program Mission	
Program Goals and Objectives	
Program Accreditation	
Section II. Getting Started	3
CMU Email Accounts	
Student Number	
CentralLink	
Advising	
Nutrition and Dietetics Faculty and Staff	
Transfer Credit	
Course Registration	
Textbooks	
Technology	
Section III. Program Completion Requirements	5
Table 1. Required Courses and Planned Course Schedule	
Graduate Culminating Event	
Graduate Application	
Program Graduation Requirements	
Non-thesis (Plan B) Completion Sign-Off Form	
Table 2. Graduate Course & Supervised Experiential Learning Cost, Fees, and Annual Expenses	
Refund of Tuition and Fees	
Withdrawal Information	
Billings	
Section IV. Steps to Obtain the RDN Credential	10
Section V. Supervised Experiential Learning (SEL) Overview	11
What is SEL?	
What are SEL sites?	
What is a Preceptor?	
Suggestions for Securing SEL Sites	
How to Locate Preceptors	
Student Responsibilities	
Scheduling Time of Duty	

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Section VI. Evaluation of Supervised Experiential Learning 18

Section VII. Policies and Procedures 19

Academic Integrity	
Assignment to Advisor	
Attendance	
Background Check and Drug Screening	
Cell Phone Usage	
CMU Bulletin	
Code of Ethics	
Corrective Action	
Course Drop and Withdrawal	
Degree Plan	
Drug Free	
Duration of Admission Status: Time for Completion of Degree	
Equitable Treatment and Nondiscrimination	
Evaluation of Program	
Evaluating Student Performance	
Financial Responsibility	
Graduate Repeat Course	
Graduation Application	
Graduate Transfer Credit Request	
Grievance and Appeals Student Complaints Related to ACEND	
Health and Safety	
Holidays	
Incomplete and Deferred Grades	
Leave of Absence	
Online Courses	
Personal Appearance	
Physical Exam and Immunizations	
Program Benefits	
Sexual Harassment	
Social Media Guidelines	
Student Authentication Process	
Student Files and Rotation Schedule	
Student Identity Verification	
Student Performance Monitoring	
Student Records	
Student Remediation and Retention	

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Student Termination
Supervised Experiential Learning Documentation
Supervised Experiential Learning Sites
Support Services
Transportation

APPENDIX A. NUTRITION AND DIETETICS FACULTY AND STAFF CONTACT INFORMATION	35
APPENDIX B. TECHNOLOGY CHECKLIST	36
APPENDIX C. WEEKLY SUMMARY OF EXPERIENCES TABLE	39
APPENDIX D. SAMPLE ROTATION EVALUATION FORM	40
APPENDIX E. ORIENTATION CHECKLIST	42
APPENDIX F. ACEND COMPETENCIES AND PERFORMANCE INDICATORS	43
APPENDIX G. PRECEPTOR AND FACILITY IDENTIFICATION FORM	52
APPENDIX H. DEGREE PLAN FORM	57

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Welcome

We are so excited you will be joining as a student in the Central Michigan University Master of Science in Nutrition and Dietetics Plan B: Experiential Track - A Pathway to RDN program. After many years of studying in nutrition and dietetics, the time has come to put that knowledge and education to the test. This program promises to provide you with knowledge, skills, and hands on experience necessary to excel in any entry-level dietetic position.

The Master of Science in Nutrition and Dietetics Plan B: Experiential Track - A Pathway to RDN is a 1.5 year program. This program combines synchronous online coursework with Supervised Experiential Learning (SEL). The SEL is incorporated into three rotations: clinical experience, foodservice administration, and community experience. In total, it is expected that students complete the estimated 1230 learning hours on a full-time basis in order to meet the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

While completing this program, students must earn a grade of B or better in each of the didactic and supervised experiential learning courses. Students must pass the comprehensive exam in order to receive a verification statement certificate of program completion. Upon completion of this program and all of its requirements, students will have earned a total of 37 credit hours - 25 credit hours from course work and 12 credits from SEL rotations, including NDS 680 SEL Clinical Experience, NDS 681 Foodservice Management, and NDS 682 Community. Additionally, students will receive a verification statement certificate of program completion necessary to take the national registration examination for registered dietitians.

The purpose of this handbook is to provide program information and helpful hints to prepare you for the coming weeks of professional growth and experience. If you have questions, do not hesitate to contact the program manager, Stephanie Schacher, MS, RDN, FAND. Contact information for faculty and staff in the Nutrition and Dietetics department can be found in **Appendix A** of this handbook.

Sincerely,

Nutrition and Dietetics Faculty and Staff
Central Michigan University

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

Section I. Program Overview

Program Overview

This Master of Science in Nutrition and Dietetics Plan B: Experiential Track - A Pathway to RDN with Supervised Experiential Learning is a 1.5 year program. This program combines synchronous online coursework with supervised experiential learning at clinical, food service, and community sites.

Program Mission

To provide advanced training that enhances knowledge and hands-on experiences in the field of nutrition and clinical dietetics.

Program Goals

1. Prepare graduates to become competent, entry-level registered dietitian nutritionists.
2. Provide students with knowledge, skills, and competencies to become effective members of the health care team.

Program Objectives

Goal 1: Prepare graduates to become competent, entry-level registered dietitian nutritionists.

- Objective 1: At least 80% of program students complete the program requirements within 2.25 years (150% of the program length).
- Objective 2: At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Objective 3: 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%.

Goal 2: Provide students with knowledge, skills, and competencies to become effective members of the health care team.

- Objective 1: Of graduates that seek employment, at least 75% of graduates are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 2: Greater than 80% of employers of recent graduates from the MSND Plan B: Experiential Learning Track - A Pathway to RDN program will report satisfactory evaluations of their employees of 3 and above on a scale of 5.

Program Accreditation

The Master of Science in Nutrition and Dietetics Plan B: Experiential Track - A Pathway to RDN at Central Michigan University has received full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as a reorganized future graduate program. Additional information on the program accreditation may be obtained on the [ACEND website](https://www.acend.org/).



Section II. Getting Started

CMU Email Accounts

Upon admission to the program, each student receives a letter notifying him or her of acceptance into the program. Within that letter, the student is instructed to establish their “cmich” email account. Each student is assigned a Global ID (provided within the acceptance letter) that is used to establish the cmich email account. The cmich account should be set up as soon as possible and monitored frequently. Instructions for establishing the cmich account are included with the admission letter.

All emails from CMU, including billings, messages from faculty/staff, campus announcements, etc., will be sent to the cmich account. Students who prefer to use an email account other than their cmich account, may forward their cmich account to their personal account. Full instructions for redirecting your CMU e-mail to your personal e-mail account can be found at:

<https://kb.cmich.edu/kb/client/SitePages/DisplayPopUpPage.aspx?KBID=1055>

In an effort to maintain confidentiality, some faculty and offices on campus will respond only to emails that come from the student’s cmich account.

Student Number

Within the admission letter, each new student is provided with a student ID number. The student number replaces the (previously used) social security number in identifying the individual student on all campus documents (ex: class lists, transcripts, etc.) The student ID number may be found at the bottom of your admission letter. A student may also obtain their student number from the CMU Portal.

CentralLink

CentralLink is utilized for a variety of purposes, such as registering for classes, paying billings, address changes, checking your email, downloading your CMU transcript, etc. Students will need to input their Global ID as provided in the admission letter (ex: wentw1cr) and their password to access CentralLink. The password is the same as the password used for the cmich email account. Students are encouraged to become familiar with the various pages of CentralLink soon after admission.

Advising

Advisement is key to your success in the program. You will be assigned to the SEL/DI program manager for academic advising. In addition, the program administrative assistant will serve as your liaison to campus and will be available to assist you throughout the completion of your program.

Nutrition and Dietetics Faculty and Staff

The faculty and staff are a highly qualified and dedicated group, bringing a wealth of expertise and experience to the academic environment. All faculty members hold advanced degrees, reflecting a commitment to academic excellence and advanced knowledge in their respective fields. Additionally, nearly all the faculty members hold the Registered Dietitian (RD) credential, showcasing a practical understanding of nutrition and dietetics along with their academic qualifications. Furthermore, faculty engagement extends beyond teaching, with active participation in diverse areas of research and scholarly

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



pursuits. Faculty members actively mentor and involve students in academic research projects, such as grant writing, poster presentations, and manuscript preparation. For faculty and staff contact information and more on their research interest, please see **Appendix A**.

Transfer Credit

Transfer credit may be considered for coursework completed prior to admission, with exclusion of NDS 678: Research Methods and Biostatistics. Due to the content of the MSND Research Methods course, courses offered at other institutions do not sufficiently prepare the student for the NDS 799 capstone experience. Any courses considered for transfer, other than NDS 678, must be in compliance with CMU's Graduate Transfer Credit Policy found in the Graduate Bulletin available at grad.cmich.edu. Once admitted, all coursework must be completed through CMU's On-line M.S. in Nutrition and Dietetics program. Questions regarding the processing of credits earned prior to admission to the MSND program may be directed to the program administrative assistant.

Course Registration

Course offerings are posted on the registration website (<https://courseregistration.apps.cmich.edu/Home/SignedIn>) well in advance of each semester/summer session. Registration dates and detailed information on the registration process may be found at: <https://www.cmich.edu/global/regISTRATION/Pages/default.aspx>. The registration link also contains a telephone number if you experience difficulties with the registration system. Registration takes place in February for Fall and Spring courses. Registration eligibility is based on the number of credits you have completed and the number currently enrolled. Students with a greater number of credits can register earlier. Students are encouraged to register as soon as they are eligible to increase the likelihood they will get their preferred course(s).

Textbooks

Textbooks may be purchased through the CMU Bookstore <https://www.cmubookstore.com/>

Technology

Given the courses in this program are completed online, it is recommended that students ensure they have all of the technology resources necessary to be successful. For a full list of technology recommendations, please see the Technology Checklist in **Appendix B**.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

Section III. Program Completion Requirements

Table 1. Required Courses and Planned Course Schedule

Semester 1 (Year 1 Spring)	
Course and Description	Credit Hours
NDS 662 Micronutrients and Gene Interactions: Advanced study of metabolism, function, and gene regulation of micronutrients as related to human health and disease. This course may be offered in an online format. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	3
NDS 664 Pharmacology: Issues in pharmacology and drug-nutrient interactions with respect to polypharmacy, nutritional and appetitive drug effects. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	3
NDS 677 Nutritional Epidemiology: Presents key concepts of nutritional epidemiology. Enables students to evaluate clinical research investigating the role of nutrition in disease causation and health promotion. This course may be offered in an online format. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	3
NDS 697 Special Topics in Dietetics: Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	1-15
Semester 2 (Year 1 Summer)	
NDS 681 Supervised Experiential Learning - Foodservice Administration Experience: Application of foodservice principles, including budget decisions, cost control, personnel management, and leadership, involved in the service of food in healthcare and/or community settings. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program, NDS 697; NDS 678.	3
NDS 682 Supervised Experiential Learning - Community Experience: This rotation offers students practical applications of nutrition principles in community settings, enhancing their comprehension of health determinants, epidemiology, health disparities, and community nutrition programs. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program, NDS 677; NDS 678.	3
NDS 678 Research Methods and Biostatistics (or equivalent course): Presents fundamental concepts in research methods and biostatistics. Emphasizes evaluating and utilizing methods in nutrition research. This course may be offered in an online format. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	3
Semester 3 (Year 1 Fall)	
NDS 661 Macronutrients: Advanced study of nutrition, metabolism, and function of proteins, carbohydrates and lipids as related to human health and disease. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	3
NDS 672 Advanced Clinical Nutrition: Advanced, evidence-based concepts of diet therapy and care for a variety of clinical disorders with nutritional implications. Includes coverage of enteral and parenteral nutrition. This course may be offered in an online format. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	3

NDS 673 Advanced Nutritional Assessment: Presents techniques for nutritional assessment of individuals and groups: evaluation of dietary intake, anthropometry, nutritional analysis software, and biochemical, and clinical indices. This course is delivered in an online format. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program.	
NDS 680 Supervised Experiential Learning - Clinical Experience: Application of the nutrition care process and evidence-based concepts of diet therapy and nutritional counseling for various pathophysiological disorders in a healthcare and/or community setting. Pre/co-requisites: Admission to the online MSND Plan B: Experiential Track – A Pathway to RDN Program, NDS 661, NDS 664, NDS 672, NDS 673; NDS 662.	6
Semester 4 (Year 2 Spring)	
NDS 799 Capstone in Nutrition and Dietetics (permission required): Significant research project completion resulting in manuscript submission to a peer reviewed journal; oral examination and e-portfolio. This course may be delivered in an online format. Pre/co-requisites: <u>NDS 678</u> .	3

Graduate Culminating Event

Students are required to complete all other coursework and supervised experiential learning hours prior to NDS 799 Capstone in Nutrition and Dietetics. NDS 799 must be taken as the final course in the program because it is designed to be the cumulating course in the program and builds upon previous knowledge and experience. NDS 799 currently includes writing a systematic review following PRISMA guidelines, e-portfolios, and passing a comprehensive exam.

- Systematic review: Students choose their own topic for systematic review. They conduct literature search and write a manuscript of a systematic review following PRISMA guidelines. The manuscript is then submitted to an appropriate peer-reviewed journal for potential publication.
- Comprehensive exam: The comprehensive exam is completed over the telephone or WebEx. Students will complete the exam with an individual faculty member.
- E-portfolios: The program requires an e-portfolio assessment process. In order to evaluate student learning and programmatic outcomes, students will be required to save electronic copies of syllabi and assignments completed in all didactic courses and supervised experiential learning, e.g., CITI certification certificates, final papers, essays, power point presentations, etc. Please retain the grade you received on your assignments.

Graduation Application

All students must complete application for graduation. The graduation application is available at <https://www.cmich.edu/offices-departments/office-research-graduate-studies/graduate-studies/student-services/forms>. The application and \$50 application fee must be submitted to the address indicated at the top of the form. The application deadlines are as follows:

- October 1 for students graduating in May
- February 1 for students graduating in August
- April 1 for students graduating in December

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Program Graduation Requirements

Students must complete all required didactic courses and supervised experiential learning in order to receive a Master of Science in Nutrition and Dietetics and a verification statement to sit for the Exam for Registered Dietitian and Nutritionists. Students complete the program in a cohort.

- Successful achievement and documentation of a minimum 1000 hours of supervised experiential learning
- A minimum of “competent” rating on the final rotation evaluation from all preceptors in all supervised experiential learning rotations and all ACEND competencies must be met.

Non-thesis (Plan B) Completion Sign-Off Form

Upon completion of all requirements for graduation, the Plan B Completion Sign Off Form will be completed and submitted by your NDS 799 faculty.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

Table 2. Graduate Course & Supervised Experiential Learning Cost, Fees, and Annual Expenses

Item	Cost
Graduate Tuition	Current <u>tuition rates</u> . <u>Military tuition rates</u> available to qualified students. Student Services fee: \$225 each semester
Application Fee	One-time \$50 fee
Graduation Fee	One-time \$50 fee
Course textbooks SEL Textbooks and supplies	Estimated \$400 annually
Student membership to Academy of Nutrition and Dietetics	\$58 per year or \$116 for two years
Student membership to state affiliate Academy of Nutrition and Dietetics	Cost will vary depending on state affiliate
Lab Coats & Shoes	\$400
Transportation	Automobile insurance that complies with your state regulations must be carried. Upon admission to the program, proof of car insurance is required and should be submitted to the SEL/DI manager.
Health Insurance, Physical examination, Urine Drug Screen & Immunizations	Health insurance is required and you are responsible for the cost of any healthcare expenses incurred. Upon admission to the program, students must provide a copy of their healthcare insurance, physical exam results, immunization record, and urine drug screen results. The student is responsible for the cost of the physical exam, urine drug screen, and any updated immunizations required.
Background Check	While completing the program application, students are required to have a background check completed. Students are responsible for the cost associated with completing this requirement.
Housing & Living Expenses	Costs of housing and living expenses are variable depending on where the student secures supervised experiential learning facilities

* Graduate School tuition and fees are subject to change.

Refund of Tuition and Fees

The university tuition refund policy can be found at: <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/student-account-services-university-billing/refunds-from-cmu>

Withdrawal information

The university withdrawal policy for online courses can be found at:
<https://www.cmich.edu/admissions-aid/global-campus/course-drop-and-withdrawal-information>

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Billings

Please be informed that paper copies of billings **are not** sent. All billings are sent to the student's cmich email address. Students are responsible and held accountable for checking their cmich email on a regular basis.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

Section IV. Steps to Obtain the RDN Credential

1. Complete a bachelor's degree program accredited by the Accreditation Council for education in Nutrition and Dietetics (ACEND).
2. Effective January 1st, 2024, a minimum of a master's degree from an accredited university is required by the Accreditation Council for education in Nutrition and Dietetics (ACEND) to take the credentialing exam to become a registered dietitian nutritionist
3. Complete a minimum of 1000 supervised experiential learning hours in the MSND Plan B Experiential Track A Pathway to RDN. At CMU, these hours are required to be completed in clinical, foodservice management, and community rotations.
4. After completing coursework and a minimum of 1,000 supervised experiential learning hours, you will be provided with a Commission on Dietetic Registration (CDR) verification statement to sit for the national registration examination for registered dietitians.
5. Upon successfully passing the national registration examination, many states within the U.S. require RD's to be licensed dietitians (LD). If your state requires this, you must apply for state licensure within your state. For more information regarding RD licensure, [click here](#).
6. To maintain the RD/RDN credential, continued education is required by the CDR. Since nutrition based research is conducted regularly, continued education is also beneficial for maintain up-to-date evidenced based nutrition knowledge and skills.

For more information on pathways to earn the RDN credential, [click here](#).

Section V. Supervised Experiential Learning (SEL) Overview

What is SEL?

A unique component of the Plan B: Experiential Track – A Pathway to RDN program, is the use of Supervised Experiential Learning (SEL) to complete the required competencies and performance indicators required by ACEND. SEL is a learning approach that offers students the opportunity to actively apply their knowledge of nutrition and dietetics in real-life nutrition practice settings under the guidance of professional preceptors at a location of the students preference (per guidelines and approval by program manager). Completion of SEL hours will help the student gain valuable hands-on experience that can be directly connected to the concepts in the graduate courses taken during program completion.

What are SEL sites?

An SEL site is the location where a preceptor oversees students engaging in supervised practice. Prior to admission to the program, it is the students responsibility to locate SEL sites and preceptors in the geographic location the student wishes to complete the SEL rotation. Students must complete the Preceptor and Facility Identification Form located in **Appendix G** of this handbook.

Depending on the SEL rotation, the site may be a hospital, school, treatment center, or private practice identified by the student. All SEL sites must be approved by the CMU SEL program manager to ensure that the required competencies will be offered and supported. The manager can also determine if the preceptor(s) may be used for multiple SEL rotations.

Once the SEL program manager has evaluated the adequacy of the proposed SEL site, an affiliation agreement between the facility and CMU can be initiated. An affiliation agreement will be required for all facilities where students are participating in SEL activities that allow students to demonstrate achievement of required competencies. The affiliation agreement must be in place before students start their SEL. This means, prior to the start of NDS 680 (Year 1, Spring term), and NDS 681 and NDS 682 (Year 1, Summer term). Parallel to locating an SEL site, students should identify a preceptor to complete supervised practice hours with. It is strongly recommended that at least 6 months before the SEL experience begins, students should begin identifying potential SEL sites and prospective preceptors.



One of the unique benefits of completing the Plan B: Experiential Track – A Pathway to RDN program at CMU is the students ability to complete their SEL rotations at sites most convenient to them with no relocation required. Most dietetic programs require students to be on-site for a portion of the program. CMU is one of the few universities that offers a graduate program for students to complete entirely online.

Suggestions for each SEL rotation:



Clinical Experience Rotation

Clinical sites that provide in-patient and/or outpatient nutrition services, such as acute care, sub-acute care, long-term care or hospice. The location must be accredited by the Joint Commission. We strongly recommend an inpatient placement that also offers an outpatient experience.



Community Experience Rotation

Organizations that work with food systems, food access, nutrition communication and education such as SNAP-Ed, WIC, the Dairy Council, or Area Agencies on Aging that works with Meals on Wheels.



Foodservice Administration Experience Rotation

Nonprofit/for profit institutions that offer meal planning programs, such as K-12 public schools, college/university dining, hospital foodservice, or skilled care sites.

What is a Preceptor?

Preceptors are credentialed professionals or experts in a related field who provide instruction, training, and evaluation of students during completion of supervised practice hours.

Examples of a professional that may serve as a preceptor include – but are not limited to – registered dietitian nutritionist (RDN)/registered dietitians (RD), licensed dietitians (LD), nutrition and diet technicians (NDTR), food service directors, and nutrition educators. Other professionals with extensive nutrition experience may be considered in consultation with the CMU SEL program manager.

While it is the students responsibility to identify SEL sites and preceptors in the location of their preference, the program manager may provide suggestions to support all students as they work to locate acceptable sites. The program does not require travel or relocating to Michigan at any point for completion of the program.

In all cases, the student will be supported by the program manager to identify potential SEL sites and negotiate successful affiliation agreements with identified sites. However, it is still the students responsibility to locate appropriate sites. For suggestions on how to communicate with prospective preceptors for securing SEL sites, please see the “Suggestions for Securing SEL Sites” section below.



TIP: To meet the ACEND competencies, you should spend time identifying preceptors at your desired location(s). We recommend building a list of preceptors to contact, and then utilizing the “How to Locate Preceptors” guide for requesting their service. Identifying preceptors is important because students will need to have a designated preceptor and SEL site when applying for admission into the program. This can help accelerate the development of a facility and CMU affiliation agreement.

Suggestions for Securing SEL Sites

While students admitted to the MSND Plan B: Experiential Track – A Pathway to RDN program are from all over the USA, many of our applicants may be local. Thus, there is a possibility that students will experience challenges locating preceptors. Given such nature, the SEL program manager is available for guidance throughout this process, and can aid students in identifying appropriate sites and preceptors.

Given it is the students responsibility to locate SEL sites and preceptors in the geographic location in which they desire to complete the SEL rotation, students are highly encouraged to research the geographic location of choice to identify sites and preceptors prior to applying to the program. Additionally, it is important that the student be flexible and open to suggestions provided from the SEL program manager.

How to Locate Preceptors

It is going to take effort on the students part to locate and identify potential preceptors for completion of the supervised experiential learning hours. Here are some suggestions:

1. Talk to your advisor or program director
2. Attend state and local dietetic association events to network and meet professionals in your area
3. Contact people you have worked or volunteered with in the past, for example:
 1. Have you volunteered or worked with a Registered Dietitian(RD)/Registered Dietitian Nutritionist(RDN)?
 2. Have to attended any conferences or meetings and met a RD/RDN?
 3. Have there been any guest speakers in your previous classes that may have been an RD/RDN or work with an RD/RDN you can reach out to?
 4. Have you joined your state Academy of Nutrition and Dietetics group?
4. Search for preceptors using the Academy of Nutrition and Dietetics website: [Find-a-Preceptor Database](#)
5. Other websites with tips on finding a preceptor include: [All Access Dietetics](#) and [Nutrition Jobs](#)
6. Review the list of preceptors in the Students Guide to Locating Preceptors Handbook.

Communicating with Potential Preceptors

When communicating with potential preceptors, it is important to be organized and professional. Be sure to introduce yourself and explain that you are planning to apply to a supervised experiential learning program that requires you to locate potential preceptors. You will need to provide them with the following information, for example:

1. What SEL you would like to do at their facility, the number of hours required to be completed, dates of the expected SEL completion, and why you want to complete a rotation at their facility
 2. Explain what value you might bring to the facility or any qualifications you may have. This step is essential for securing a preceptor because it can help demonstrate why you could be an important asset at the facility. Really sell yourself and your skills.
 3. Closing: Thank them for their consideration and the time they spent reviewing your request
- Some preceptors may ask more questions regarding the programs expectations. You may provide them with the Preceptor Handbook to review. If an SEL site becomes unavailable for whatever reason, the program manager will help the student find an acceptable alternative site.

Student Responsibilities

While completing the CMU MSND Plan B: Experiential Track – A Pathway to RDN program, students are required to complete a background check, urine drug screen, carry health insurance (not provided through the CMU MSND Plan B: Experiential Track – A Pathway to RDN program) and provide a health/medical examination form that includes immunization records and proof of TB testing. Students must also complete facility based health profession modules, including:

- A. Bloodborne Pathogens
- B. HIPPA
- C. Ethics and Professionalism
- D. Personal Protective Equipment (PPE)
- E. Human Trafficking

Additionally,

- A. Make initial contact with preceptor to determine time, location, dress code and parking for the first day
- B. Prepare for and participate in all supervised practice activities
- C. Assume responsibility for your own learning and progress
- D. Wear appropriate personal protective equipment (PPE)
- E. Comply with all policies and procedures of the CMU graduate program and the SEL facility. These include but are not limited to:
 - a. Being alcohol and drug free
 - b. Being respectful of the patient's needs, right to privacy and confidentiality
 - c. Students may not access medical records of known friends or family members or patients not assigned to them
 - d. Students may not share passwords to access patient information to anyone else
 - e. Students may not post/share patient pictures and any identifiable information
 - f. Students may not talk about a patient or family member in a public area
- F. Refrain from making personal calls, texts, and emails while at the facility
- G. Communicate regularly with preceptors regarding expectations, progress, questions and problem areas
- H. Dress appropriately and professionally
- I. Plan and organize assignments for the day and week. Take responsibility for accomplishing the learning objectives for the experience
- J. Present necessary paperwork and evaluations to preceptor ahead of the deadline, to allow adequate time for review and signatures
- K. Be willing to take some risks and stretch outside of personal comfort zone in order to grow and learn
- L. Be respectful of knowledge and experience gained through professional practice
- M. Realize that preceptors receive no extra pay or tangible rewards for working with students
- N. Be grateful for and receptive to both positive feedback and suggestions for improvement, as both can be helpful

- O. Manage health and personal lives in order to be able to give the supervised practice experience your full focus and energy
- P. Students should ensure they have access to technology and utilize the “Technology Checklist” provided in **Appendix B**.

Scheduling Time of Duty

- The SEL program does not adhere CMU’s academic calendar
- The student starts the program in August-September for fall, and early January for Spring.
- The preceptor at each rotation will schedule activities and the student should be flexible in order to accommodate scheduled activities
- Contact preceptor at least 6 weeks prior to starting rotation
- Treat the SEL program like a full time job, such as an 8AM to 5PM shift M-F, including the possibility of working a weekend with the preceptor
- The student is required to complete the “Weekly Summary of Experiences” table on a weekly basis. This can be found in **Appendix C**.

Student Orientation

The purpose of the orientation is to familiarize the student with the facility, standard operating procedures, supervised practice learning expectations, and requirements of the program. This program requires student orientation to be completed during the first week of each SEL rotation and should include everything listed in the “Orientation Checklist” in **Appendix E**.

Student Schedule

Students will be onsite for each rotation M-F completing ~40 hours per week. Students are required to complete the “Weekly Summary of Experiences” table on a weekly basis. This can be found in **Appendix C**. Preceptors are required to sign the weekly experiences form to confirm the number of hours completed. Copies of each weekly summary of experiences should be kept throughout the rotation.

Student Evaluations

Evaluation of the student by the preceptors is a very important part of the students learning. Evaluations should be thoughtful, honest, and provide formal feedback. Of course, formal feedback should be provided verbally throughout the course of the rotation, but completion of a rotation evaluation is also required. Students are required to complete a self-evaluation using the rotation evaluation form. Both the student and preceptor evaluations should be completed at mid-point and the end of each SEL rotation. A sample of the preceptor rotation evaluation form can be found in **Appendix D**. Additionally, an evaluation form will be completed by the preceptor for each activity/project required throughout the SEL rotation. When the preceptor is completing the final rotation evaluation form, each activity evaluation form should be referred to when determining an overall score for the assigned performance indicator.



TIP: For providing effective evaluations, these are some suggestions for preceptors:

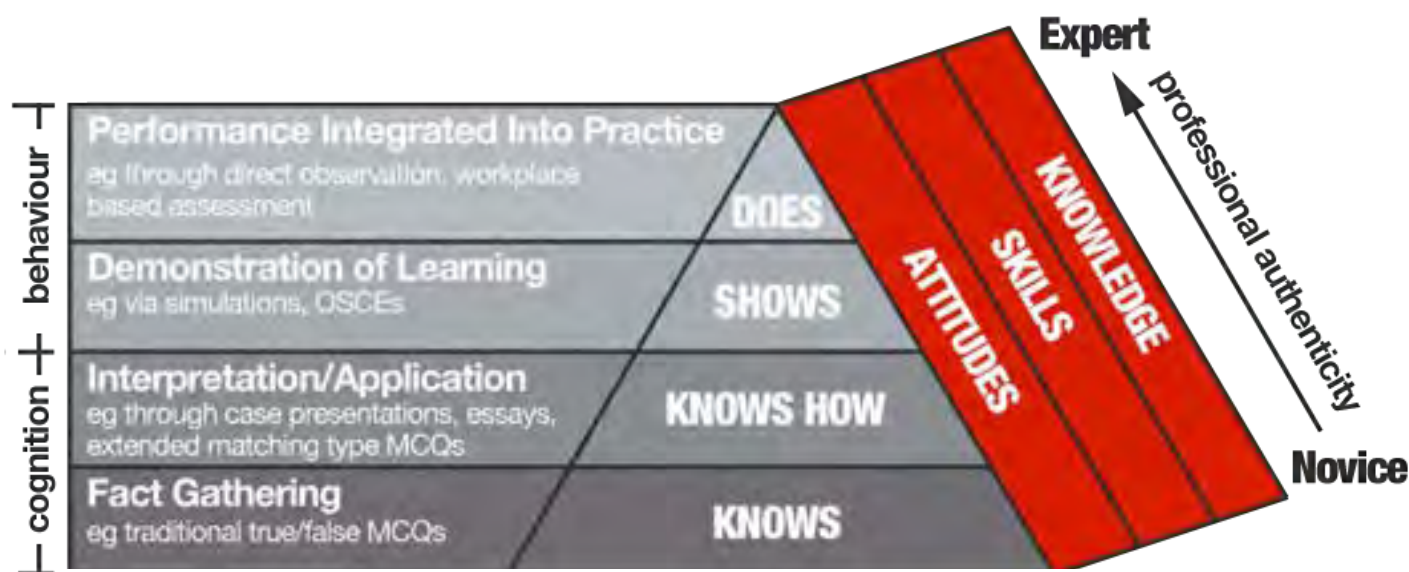
- Feedback should be an ongoing process during the rotation so the student can modify their skills and behaviors
- Evaluation is part of the learning process and can help build confidence
- A good way to provide feedback is the “sandwich technique” – list what the student did well on, what they could improve on, and anything else they did well on
- Midterm evaluations should provide the student with feedback on how to improve and what to keep doing
- Final evaluations should tell the student how to strengthen or modify their skills for the future
- Results or feedback to the student at the end of the rotation should never come as a surprise

Student Activities/Projects

Students will be assigned semester-long project to complete onsite during each of the designated SEL rotations. The activities are designed to address competencies and performance indicators required by ACEND. The Activity/Project Evaluation Form will be completed by the preceptor after the student completes and presents the material. It is important to note that simply completing the activity/project does not indicate that the student has met the required competency and/or performance indicator. Preceptors must evaluate the work of the student and determine if the designated Knows (K), Shows (S), or Does (D) competency level has been met. The instructions for each activity will indicate which performance indicators should be met by successfully completing the activity/project. After the preceptor has completed the activity evaluation form and provided a grade, a copy should be kept for the rotation evaluation.

Section VI. Evaluation of Supervised Experiential Learning

While students are taught knowledge and reasoning skills in college, the supervised practice is where the students will begin to apply the knowledge and concepts learned. Preceptors become teachers and serve as vital figures in the students learning. The following are the ACEND Future Graduate Model competencies at the Knows (K), Shows (S), and Does (D) level.



Nutrition and Dietetic Educators and Preceptors, Integrating FEM Enhanced Competencies, 2021

The Knows, Shows, and Does model is essential. This is because experiences alone do not lead to learning. Experiences lead to learning when the student understands the tasks, sees the patterns of observation, can generalize from the observations, and understands how to use those observations and generalizations in future situations. By applying the Knows, Shows, Does model, students are not only able to demonstrate the required knowledge in order to assess patients, but they are also able to apply and demonstrate the knowledge through observations and experiences learned in the SEL rotations.

At CMU, the supervised experiential learning model provides 1230 hours of supervised experiential practice in three rotations, including NDS 680 Clinical, NDS 681 Foodservice Management, and NDS 682 Community. Each of these rotations requires activities/projects that will be evaluated at the Knows, Shows, or Does level.

For each SEL activity, students are expected to receive an overall score of ≥ 2 . Students who receive < 2 on SEL activities should discuss performance improvement with their preceptor and the graduate program director. An example of an activity and rotation evaluation form is provided in **APPENDIX D**.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

Section VII. Policies and Procedures

Academic Integrity

Academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standard of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of academic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty can be found [here](#).

Assignment to Advisor

As a graduate student studying for a certificate, master's, specialist's, or doctoral degree, you will be assigned an advisor in your academic department. If registering for course work prior to being assigned to an advisor, contact the department chairperson or MSND director to ensure that the coursework can be counted toward the graduate certificate or degree. Advisors are authorized to initiate course substitutions, approve elective choices, and approve degree plans.

Attendance

The student is required to complete all assigned hours including rotations, classes, and assigned meetings. Students should complete a weekly summary of experiences (**APPENDIX C**). These weekly summary experiences should be submitted to the program director to be kept in the students file. Prior approval from the preceptor must be obtained before taking time off. The student will notify the SEL program director of the requested time off. If the student takes time off, they are required to make the time up during the rotation. Time off may be needed for illness or an emergency. Excessive absenteeism (more than three occurrences of unapproved absences during the rotation) will be subject to corrective action. Under any circumstances should the students attendance interfere with the preceptors responsibilities. Students must not be used to replace preceptors and employees at affiliated facilities.

Background Check and Drug Screening

Upon entrance into the program, students must complete a background check and a drug screening. Students must comply with the regulations established by the SEL sites, including basic drug testing and criminal background checks. During the entirety of the students time in the CMU MSND Plan B: Experiential Track – A Pathway to RDN program, students must be able to pass a drug screen. For more information, please see the "Drug Free" policy below. Students are responsible for the background check and drug screen associated fees, as well as, any advanced screenings required by SEL sites.

Cell Phone Usage

The cell phone usage policy is designed to minimize distractions, maintain an environment conducive to learning, and ensure safety. Personal cell phone usage should be limited to scheduled breaks and lunch periods. Cell phone use during hours of supervised practice should be reserved for emergencies and



communicated to the students preceptor. Excessive personal calls, text, or social media use during supervised practice hours is discouraged. Students that engage in excessive cell phone usage are subject to a verbal warning and to a point deduction by the preceptor during completion of the rotations final evaluation.

CMU Bulletin

An essential responsibility of a graduate student is familiarity with the content of the Graduate Bulletin, specifically, the policies and procedures governing your program. The Bulletin is available in electronic format at: <http://global.cmich.edu/celbulletin/>. While the program director will work with you in assuring the policies and procedures are followed, you share equal responsibility. If you are uncertain as to how a policy or procedure will impact you, consult with the program director or refer to the policies listed below.

Generally, students will utilize the CMU Bulletin that coincides with the academic year in which a student completed their first course. Students may choose a subsequent bulletin, but may not utilize a bulletin issued prior to when the first course was taken.

Code of Ethics

Preceptors, staff, and Students shall abide by the "Code of Ethics". The "Code of Ethics" as adopted by the House of Delegates, May 2009. It can be accessed at this link:

<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>

The dietetic practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

Corrective Action

Unprofessional and illegal behavior is subject to corrective action in accordance with the graduate program policies and procedures and those of the supervised practice site. In accordance with the MOU between CMU and the participating facilities, it is understood "That CMU may withdraw any student whose progress, achievements, or adjustment does not justify continuance in the practice setting." "That Hospitals have the right to require CMU to remove any student from the Hospitals whose performance is, in the opinion of Hospital personnel, unsatisfactory, unsafe, or who shows disregard for the regulations of the Hospital."

Course Drop and Withdrawal

Dropping or withdrawing from a course could have a major impact. Before deciding, we strongly advise you to contact the appropriate departments to assist you in making the best decision for your individual circumstances. For information on course drop or withdrawal, please go to the [Drop and Withdrawal Information](#) webpage.

Degree Plan

A degree plan is a key to achieving the student's academic goals. It describes the degree or certificate requirements and specifies courses selected to meet them. A plan is developed in consultation with an advisor. After admission to an MSND program, the student will complete the Degree Plan with their advisor. After admission to an MSND program, the student will complete the Degree Plan with their advisor. This form can be found in **Appendix H** of this handbook. The plan and any amendments are recommended by the advisor, in consultation with the student. The advisor will determine if the plan will be sent to the academic director for approval.

Drug Free

The program strictly prohibits the manufacture, possession, use, or distribution of alcohol or other controlled substance by Students on the property of participating institutions and affiliations, or as a part of any activity associated with the program in compliance with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226). The program also prohibits the possession of property which is used or intended for use as a container for any controlled substance.

Duration of Admission Status: Time for Completion of Degree

After admission to a graduate program of study, students are expected to complete degree or certificate requirements in a responsible and timely manner. For full-time students, two calendar years should be adequate for the completion of most master's degree programs. Part-time students may need a somewhat longer period to meet these requirements, but in all instances, coursework and other requirements for any MSND program must be completed within seven years. Students may take the classes in any order, with the exception of NDS 799 and NDS 798. NDS 799 (Capstone in Nutrition and Dietetics) and NDS 798 (Thesis in Nutrition & Dietetics) are completed at the end of the program. It is recommended students take NDS 678: Research Methods and Biostatistics or equivalent in the first semester of their designated program. Extension of time requests are serious and approval by the advisor and department do not guarantee approval by the Office of Graduate Studies. Extension of time requests to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. For additional information on extension of time requests, please visit the [Graduate Bulletin](#). The form for requesting additional time can be found on the CMU [Graduate Student Forms](#) webpage.

Equitable Treatment and Nondiscrimination

CMU's Nondiscrimination Policy and Equal Opportunity and Affirmative Action Protocol prohibit unlawful acts of discrimination or harassment on the basis of age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth, or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight by members of the university community. Prohibited acts of discrimination or harassment include discrimination or harassment in employment, education, housing, public accommodations, public services, and telecommunications. In addition, retaliation for the participation in a protected activity is also expressly prohibited under CMU's policies.



The Office of Civil Rights and Institutional Equity receives and resolves complaints of discrimination and harassment from students, employees, and others. To file a complaint of harassment or discrimination, contact the Office of Civil Rights and Institutional Equity. Students are encouraged to also review the Academy of Nutrition and Dietetics Code of Ethics.

Evaluation of Program

The program director will conduct online surveys of immediate past graduates and their employers to gather information on the quality of the program and make subsequent recommendations for change on an annual basis. The program director will review registration examination scores and publication rates of systematic review of program graduates. The program director will design and implement a method for preceptor/staff evaluation of the supervised experiential learning experience.

Evaluating Student Performance

The student's performance will be evaluated at specified times to determine progress toward entry-level competency and professional qualification as a dietitian. The university provides a grade report for each SEL rotation the student completes. Throughout each rotation, the preceptor and the student will meet as needed to informally discuss the student's performance and progress. For each SEL rotation, written performance evaluations will be completed at mid-point and the end of the rotation. At both time points, the supervising preceptor and the student will individually prepare and then jointly review the performance evaluations, and then discuss in depth where improvement needs to be made. The following performance levels will be used for evaluating the students' performance during each SEL rotation:

- **Does (D)** - The student is able to perform the described action in an artificial or work situation
- **Shows (S)** - The student is able to apply the knowledge, skill, and judgement in an artificial or work situation
- **Knows (S)** - The student is able to demonstrate the required knowledge via oral or written assessment
 - 3 (Very competent) - Student is fully competent and often exceeds entry level practice. The student shows a high degree of proficiency in meeting the expected competency level
 - 2 (Competent) - Student is competent and has consistently met the expected competency level
 - Improvement Possible - Students performance is inconsistent, knowledgeable but needs review, meets entry level standards periodically and/or only in certain areas, and not fully met the expected competency level
 - Improvement Required - Performance is consistently below entry level and the student has not met the expected competency level. Additional training needed.
 - N/O - No opportunity to observe - The student's experiences have not included an opportunity to practice a particular skill
- Validation Codes will be used to determine how the competency was met. The codes include:
 - O - Direct Observation
 - SP - Simulated Practice
 - T - Pre or Post Test



- o V - Verbalized/Demonstrated
- o P – Projects/Activities
- Following completion of each rotation, the SEL program director will communicate with appropriate preceptor(s) to discuss the student's performance and recommendations for future experiences
- The student will meet with the SEL program director on a regular basis to discuss his/her progress and goals

Financial Responsibility

- Tuition and fees
- Transportation (including parking fees, gas, auto insurance that comply to state regulations)
- Health care insurance
- Appropriate professional attire (including lab coat)
- Completed physical examination, immunizations, background check, and drug screen
- Academy of Nutrition and Dietetic Affiliate membership
- Required textbooks
- Cost of meals (in some instances, meals are provided)
- Supplies such as notebooks, pens, pencils, paper, and a computer

Upon appointment to the program, students are eligible to apply for financial aid. Financial aid information is available at the [Central Michigan University Office of Scholarships and Financial Aid](#). Students are eligible to apply for a Federal Student Loan and may apply for deferment of existing school loan payments. Scholarships are available through the Academy, or MDA or other state affiliate.

Graduate Repeat Course

To improve a grade previously earned at CMU, a student may repeat any course except an Independent Study course up to two times at the graduate level. This includes repeats where the student has earned a grade of A through E, or attempts where the student was awarded grades of CR, NC, I, W, or Z. The last grade and credit hours earned at CMU completely replace the previous grade and credit hours in computing the grade point average, although the earlier record remains a part of the student's transcript. A grade of A through E must be earned in a repeat course to replace the previous grade in computing the average. If the designator or the course number has changed since the student's previous attempt, the student is encouraged to email the Registrar's Office at records@cmich.edu. This will ensure that the repeat will be noted and will be included in the current semester calculations. A graduate student cannot transfer in a course previously taken at CMU in order to earn credit. For exceptions to this limitation policy, a student may appeal to the Office of Graduate Studies.

Graduation Application

Students should submit a graduation application by the semester before their anticipated graduation date. The graduation application can be completed through the [Degree Progress](#) found in CentralLink. A non-refundable graduation application fee of \$50 is required upon submission of your application for each graduate-level application. At the time of filing the graduation application, it is the responsibility of

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



the student to determine whether their advisor will be available to approve the thesis or any other papers necessary for graduation. For deadline information, contact the College of Graduate Studies. Applications are processed in the order they are received. The application generates a degree audit that is emailed to the student and will detail outstanding graduation requirements. Review your audit carefully to ensure you meet all the requirements. There are two commencement ceremonies held each year: May and December. Spring graduates can participate in the May commencement, and summer and fall graduates can participate in the December commencement. Graduating students will be emailed in advance of their commencement ceremony about tickets, cap and gown, announcements and commencement day procedures.

Graduate Transfer Credit Request

Graduate transfer credit requests should be completed early in the student's academic career at CMU. Transfer credits must be appropriate to the student's program, recommended by the student's academic advisor for use on the program plan, and approved by the Department Chair or Program Director. Transfer credits are not considered in the computation of the student's graduate grade point average. Please note that for Master's Degree program, a maximum of 50% of credit hours may be transferred to CMU. For the MSND, up to 15 semester hours of graduate credit may be transferred in from another institution with the approval of an advisor. Transfer credits for nutrition courses should be discussed with the MSND director prior to admission to the program. Transfer credits for science courses will need to be reviewed by the appropriate personnel in the department through the Registrars Office. Following admission to an MSND program, students should complete the [Graduate Transfer Credit Request](#) form for review approval.

Grievance and Appeals Student Complaints Related to ACEND

Dietetic students and staff shall strive to resolve a difference of opinion or conflict through amicable discussion. If matters are not resolved by this means, further recourse may be sought utilizing the established Grievance Procedure format. A written complaint related to the ACEND accreditation standards may be submitted directly to ACEND only after all other options with the program and institution have been exhausted. The program will provide information about the complaint policy to students upon entry into the program. The program will maintain a chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years. The program of sponsoring institution must allow inspection of complaint records during on-site evaluation visit by ACEND. All grievances will follow policy given under Grade Grievance Policy in the current Bulletin of the CMU Office of Graduate Studies.

Health and Safety

Students must provide evidence of personal health and auto insurance coverage (if driving own auto to rotations) during orientation. The Program, Central Michigan University, participating facilities, and affiliations hold no responsibility for student's safety while traveling to and from rotation sites nor during their placement at the rotation.



Students are responsible for abiding by general principles of safety and policies and procedures of the institution regarding safe work practices. The student is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, meetings, and to and from all sites. The program, Central Michigan University, participating facilities, and affiliations cannot be held liable for accidents and injuries occurring in the performance of student responsibilities, and students are not eligible for coverage benefits under the facility's workers' compensation program. Students that incur any injuries or illnesses should report to such incidences to their respective preceptor and the graduate program director immediately. Students must cover their own expenses for medical treatment. Injuries occurring while on duty must be promptly reported to the immediate supervisor. Reports will be completed as required by the facility.

Holidays

The MSND Plan B: Experiential Track – A Pathway to RDN program follows the CMU academic calendar. While the program does not provide specific holidays outside of the academic calendar, affiliate institutions may offer days off/or require that students schedule around site-specific holiday policies.

Incomplete and Deferred Grades

An incomplete "I" grade, is a temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. An incomplete grade does not indicate enrollment for the period of time in which the work is done. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements, and has convinced the instructor of the student's ability to complete the remaining work without re-registering for the course. It is not to be given to a student who is already doing failing work. A form must be completed and signed by the faculty member (and the student, when possible) whenever a grade of "I" is assigned. The form is to be kept on file in the departmental office. An instructor who assigns a grade of "I" also submits a formal statement to the department chairperson of requirements to be satisfied for removal of the Incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.

It is the student's responsibility to contact the instructor to make arrangements for completing the remaining work. The required work should be completed and a grade reported by the end of the student's next semester in residence, but in no case later than one calendar year following the receipt of the "I" grade. A student not completing the remaining work by the end of one calendar year following the receipt of an "I" would retain an "I" only if the instructor chooses not to change the "I" to a specific grade ranging from A to E by the end of the calendar year. An "I" may not be removed by registering again for the course. Students will not be allowed to register for the same course with an outstanding grade of I.

If the instructor of the class in which the "I" was incurred is no longer a member of the faculty, the student should contact the department chairperson, who shall act on behalf of the former instructor. Exceptions to these regulations can be made only when requested by the student and approved by the

instructor or the department chairperson and the dean of the college, and certified by the dean of the college to the Registrar.

A deferred “Z” grade, is a grade that may be recorded for students registered for independent study, for thesis, International Program Studies courses, or for other courses specifically approved for “Z” grades in the Bulletin, if the instructor believes that the quality and quantity of work completed by the end of the semester justifies an extension of time. An instructor who assigns a grade of “Z” shall submit, on the proper form, a statement to the department chairperson of remaining requirements for removal of the deferred grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student. Additional information on incomplete and deferred grades can be found in the [Graduate Bulletin](#).

Leave of Absence

Requests for leave of absence will be limited to medical or extreme personal emergency. Requests for leave of absence will be decided upon merit of the request, length of the absence, and impact on participating facilities in rescheduling the learning experience. A documented request must be submitted in writing to the program director. After consultation with the affected facilities, the program director has the authority to grant approval of the leave. Once the leave of absence is completed the hours will need to be made up in order to complete the program.

Online Courses

Online course delivery provides each student with a virtual classroom where lectures, multimedia study materials and class discussion are all provided using the latest technology, over the internet. Interactive online tools offer students the opportunity to connect with faculty and peers to discuss course content. Online courses still have specific start and end dates and assignment/exam due dates. Careful review of the course syllabus prior to the course start will provide these dates. To ensure success in online classes, CMU encourages students to familiarize themselves with the online learning environment prior to enrolling in CMU Online courses. Preview a sample online class, run a diagnostics check on your computer and take the [Online Learning Assessment](#) on our website.

Personal Appearance

It is mandatory that all clothing will be clean at the beginning of each shift to present a neat, professional appearance. It is also mandatory that personal hygiene be maintained daily. Clothing must be professional daytime dress, suitable for the job and must meet the standards of the department. The clothing must not be of material which will reveal the undergarments and should be of professional look and should be at a length which is acceptable for daytime wear. Sun dresses, and blue jeans are not considered suitable attire. Lab jackets with stains, patches, rips, or tears will not be acceptable.

- **Attire:** Lab coats are required in most rotations. This should be white, clean, and professional appearing. Clothing under the lab coat must present a professional appearance and be consistent with the general standards given above.

- **Shoes:** Shoes are to be neat, clean, and in good condition. Shoes should not only fit properly but should be suitable for many hours of activity on the feet. Stockings must be worn and are to be clean, of a conservative style and suitable for the job. Shoes worn in the foodservice areas must be nonskid, non-canvas leather and closed toe.
- **Hair:** Hair is to be clean and off the face. Bangs are to be kept to a reasonable length. Wigs and hair pieces are permitted. Hair on chin, sideburns, and mustaches must be closely cropped, neatly trimmed, and clean. Hair may be worn in a long style in areas where personnel are not involved in food service. When students are working in food production/service areas, head and facial hair should be completely covered with hair restraints. Headbands, scarfs, and ribbons are not to exceed two inches in width and must be off the shoulder.
- **Nails:** Fingernails are to be of reasonable length, clean, and unpolished. Artificial nails or polished nails are not allowed when working in food service rotations.
- **Jewelry:** When working in food production/service areas, students must be extremely cautious when wearing jewelry. Oversized rings, bracelets, necklaces, dangle or hoop earrings that can catch or be caught in equipment and supplies, present a safety problem. Therefore, watches, a maximum of 2 conservative rings, conservative earrings, and small pins will be allowed. Piercing other than ears should be removed.
- **Make-up:** Make-up is to be held to a minimum amount suitable for work hours and professional daytime wear.
- **Gloves, Aprons, Goggles, and Masks:** When working in food production/service areas or on patient care units, students are required to wear personal protective equipment as required by the department. This may include the following:
 - a. Gloves must be worn when mixing and/or preparing food items. Make the facility aware if allergic to latex.
 - b. Goggles are to be worn when sanitizing equipment with mechanical sprayers or hand spraying chemicals.
 - c. Gloves and waterproof aprons are to be worn when sorting soiled dishes.
 - d. Gloves are to be changed when going from one job to the next.
 - e. Hands should be washed frequently throughout the day.
 - f. Universal Precautions must be adhered to per institution guidelines.
 - I. At certain rotations, students may be provided with identification unique to that facility and this must be visibly worn while on duty.
 - J. A name tag will be provided during orientation week. It is to be worn on duty
 - K. In addition to the above, individual department policies will be followed.

Physical Exam and Immunizations

Students are required to pass a medical examination prior to admission to the program. A report of the examination must be submitted to the office of the SEL program director prior to the start of the SEL rotations. Physical examination records will be kept within the students file.

Immunizations offer safe and effective protection from vaccine-preventable diseases. It is the protocol of the CMU MSND SEL program that all students within the CMU MSND Plan B: Experiential



Track – A Pathway to RDN program will have all of the following immunization requirements met before they begin their first class and SEL rotation, verification of immunizations will be kept within the students file:

- A type of DPT (diphtheria, pertussis, tetanus) vaccination, such as DTaP, Tdap, and Td, within the last 10 years
- Completion of two MMR (measles/rubeola, mumps, and rubella) vaccines if born after 1956
- Completion of a 3-shot series Hepatitis B vaccine
- Completion of a 2-shot series live varicella vaccine after students first birthday with a minimum of four weeks separating the doses
- Completion of a two-step tuberculin skin test (TST) on two separate occasions separated by at least two weeks
- Administration of the polio series
- Proof of full COVID-19 vaccination, including boosters if applicable
- Additional vaccinations if required by an SEL site

Program Benefits

The standard benefits may include professional liability insurance with coverage for up to \$1,000,000, and library privileges at CMU and at some of the participating facilities and affiliations.

Sexual Harassment

Central Michigan University's Affirmative Action Policy expressly prohibits any faculty, staff, or students from engaging in sexual harassment. Detailed information can be found at the following website: <https://www.cmich.edu/offices-departments/OCRIE/title-ix-sexual-gender-based-misconduct>

Social Media Guidelines

While many would like to think that personal accounts are private, it may be hard for others to distinguish the difference between online personal and professional opinions. As members of the Central Michigan University community, what students do and say reflects directly on the institution, including activity on social media. It is important to remember this when posting content online discussing the MSND Plan B: Experiential Track – A Pathway to RDN program or faculty, either in personal accounts or participating in groups that represent the MSND Plan B: Experiential Track – A Pathway to RDN program but are not sanctioned by the program or run by program faculty or staff. Remember that social media is not private; no matter how strict one may be with privacy settings, or if the group they join is private. Students should maintain the highest level of professionalism and should keep in mind that any post, either on their private/public account or within a private/public group, may eventually be seen by coworkers, bosses, friends, family, faculty, program and university administration, and even future employers. Students should be aware that most graduate programs in the College of Professional Studies are guided by national professional associations that adhere to a specific Code of Ethics. Students should use their program's Code of Ethics to guide their communication on social media sites.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Use of social networking sites can have legal ramifications. Comments made regarding interaction with patients or clients or that portray students or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings. Anything written in an e-mail, text, tweet, or on social media sites is stored electronically, out of your control and can be copied or distributed without your prior knowledge or subpoenaed for legal cause. Discussion, specifically calling out your peers, instructors, and administrators can be taken out of context, cause confusion, and provide fodder for gossip and misinformation. This, too, is a reflection of how you conduct yourself in the professional arena and is not consistent with college policy. Under no circumstances should photos of patients or clients be displayed online.

Remember, even if you have permission, such photos may be downloadable and forwarded by others. Online discussions of specific patients or clients, or descriptions of patient encounters, and information pertaining to activities that occurred at practice sites, should be avoided, even if all identifying information is excluded.

Student Authentication Process

Consistent with federal regulations pertaining to federal financial aid eligibility, CMU and the MSND SEL program shall authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The CMU MSND Plan B: Experiential Track – A Pathway to RDN program uses secure, multi-factor authentication (MFA) credentialing/login and password protection within applicable record-keeping systems and course management systems, which is specifically referenced in the federal regulation as an appropriate and accepted procedure for verifying a student's identity.

Student Files and Rotation Schedule

The SEL director will approve each student's schedule of rotations and obtain approval from all rotation preceptors at least two weeks before beginning the rotation. Schedules will be distributed to all preceptors, students, and staff at the rotation. The rotation materials will be on Blackboard at least one week before the start of each rotation. Students are responsible for doing any prerequisite readings, making necessary contacts to prepare for the experience, and becoming familiar with the curriculum requirements. Students are responsible for documenting all activities and for assuring all competencies are met. In addition, they are responsible for saving all projects, evaluations, rotation records, and pertinent materials in a folder or shared drive for developing their e-portfolio. When the rotation is complete, the student will review the rotation materials to ensure completeness. All materials will be kept in the students personnel file that will be maintained by the MSND program director and the SEL/DI manager. Students may have access to the files before the end of the program upon request. In addition to rotation materials, additional items that will be kept on file include the students DICAS application and materials, proof of auto and health insurance, report of background check, drug screen, and physical exam, rotation evaluation forms, and any additional forms or documentation pertinent to the students' performance.

Student Identity Verification

All credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- A secure login and pass code
- Proctored examinations using a lock down browser
- New or emerging technologies and practices that are effective in verifying student identification

At any requested point, students will show their picture ID such as driving license or CMU student ID to confirm their identity. During exams, students are required to use a lockdown browser with a camera video to record the student during the entirety of the exam.

Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file

Student Performance Monitoring

Students in the MSND program are assigned to faculty advisors upon acceptance to the program. Faculty members meet with students as needed during the semester. Students can access their files regarding academic progress and course requirements through the CMU online system called “Degree Progress.” It is the responsibility of the student to review their degree audit regularly. If the student has a grade of C- or lower in a graduate course, it is the student's responsibility to inform the course instructor and consult with their advisor about their academic performance to develop a remediation plan prior to course completion. Faculty may advise students to repeat a failing course in the MSND program. After course repetition, students who fail to achieve a satisfactory grade of C or higher are counseled to select a non-dietetics career path appropriate to their abilities. Please see the “Unsatisfactory Performance” policy for additional details.

Student Records

Appropriate records will be maintained on all dietetic students by the director. All student records and information concerning a student are confidential and may not be disclosed to third parties without the student's written consent. During the period in which a student is enrolled, the following records will be kept on file in the office of the program director:

- The original application
- Proof of auto and health insurance, copy of Academy Membership card
- Report of physical examination, background check and urine drug screen
- Record of immunization verifications
- Weekly summary experiences
- Final transcript

- Verification statement of completion of a bachelor's degree from an ACEND-accredited Didactic Program in Dietetics or academic requirements
- All completed evaluation forms of both students and preceptors
- The student may, at any time, request (verbally or in writing) to see the above mentioned records except those letters of reference for which the student waived her/his right to access
- Upon the student's successful completion of the program, the above mentioned records will be kept according to the following schedule:
 - Immediate purge: Student projects (returned to student one year post completion), purge application
 - Permanently maintain: Verification statement of program completion or letter of termination/resignation

Student Remediation and Retention

It is the responsibility of the student to review their degree audit regularly using the "Degree Progress" option within the CMU online system. If the student has a grade of C- or lower in a graduate course, it is the student's responsibility to inform the course instructor and consult with their advisor about their academic performance to develop a remediation plan prior to course completion. Faculty may advise students to repeat a failing course in the MSND program. After course repetition, students who fail to achieve a satisfactory grade of C or higher are counseled to select a non-dietetics career path appropriate to their abilities.

A student with a low grade in a required MSND graduate course or course with required ACEND performance indicators must contact the course instructor, their NDS advisor, and the Office of Student Success. Additionally, the student must **promptly notify the course instructor** if they are at risk of receiving a grade lower than a C. The student and the instructor will develop a remediation plan **immediately after receiving an ACEND performance indicator grade** to improve the student's performance before the 7th week of the semester or **as applicable**. If the original remediation plan does not help, the student can also contact the CHP advisors for additional options.

Step 1: If a student earns a **C- or lower** in a KRDN, the student must notify the course instructor immediately and create a remediation plan with the instructor. The student would have two attempts to complete the KRDN successfully in the program.

Step 2: If the remediation plan failed the KRDN was unsuccessfully met (C- or lower), the student should schedule a meeting with their instructor, and the DPD director, as well as their NDS faculty advisor serving as a student advocate.

Step 3: If the original remediation plan fails, the student can contact the CHP advisors for alternative options.

At supervised experiential learning practice sites, if a serious and consistent deficiency in performance is identified and documented on an evaluation form, the student and the director will be notified immediately by the supervising preceptor, facility representative, or other authorized person. An early evaluation may be conducted to document performance deficiencies, which persist despite appropriate corrective feedback.

The supervising preceptor and the student, on consultation with the program director, will develop a written agreement to resolve the identified deficiency. This agreement will consist of:

- o Expected performance criteria stated in measurable terms
- o Length of time allowed for improvement
- o Necessary schedule changes
- o Consequences of failure to meet performance criteria
- o The preceptor's (and/or other appropriate party's) role in resolving the deficiency. The student, the supervising preceptor, and the director will sign the agreement, and copies will be distributed

The supervising preceptor will document the student's success or failure in fulfilling the agreement. If the student fails to meet the performance criteria as defined in the agreement, the student and the director will be notified and provided with a copy of the documentation, which they will each sign. The director, with the student, and in consultation with the involved preceptor(s), will then develop a written agreement designed to resolve the identified deficiency. The student and the director will sign the agreement and any preceptors involved in implementing the agreement

The involved preceptors and director will document the student's success or failure in fulfilling the agreement. If the student fails to meet the performance criteria as defined in the agreement, the student and the program director will be notified and provided with documentation of such. The student, the Manager, and the program director will sign this document. A meeting of the Advisory Council will be convened within 15 working days to determine further action

Student Termination

In order to obtain a graduate degree, a student must have at least a 3.0 (B) cumulative graduate grade point average (GPA), and a cumulative graduate GPA of 3.0 (B) in all course work on the student's authorized degree program. The policies which follow deal with cumulative graduate GPA (where cumulative graduate GPA is defined to be all courses taken at CMU at the graduate level); the Office of Graduate Studies monitors overall graduate GPAs and follows these procedures when a student's cumulative graduate GPA is below a 3.0. When a student's cumulative graduate GPA falls below a 3.0, the student is placed on academic probation and the student's academic file is reviewed by the Office of Graduate Studies. Graduate students are given two semesters of enrollment after being placed on academic probation to raise their cumulative graduate GPA to the required 3.0. A semester in which all coursework is CR/NC, which does not contribute to the GPA, will not be counted as a semester of enrollment in determining probation status.

When a student is successful in achieving a 3.0 GPA within two probationary semesters of enrollment, they will be removed from probation. If a student does not raise their cumulative graduate GPA to a 3.0 within two semesters of enrollment after being placed on probation, the student will be dematriculated. If the student is in a degree program, the relevant department may specifically request an exception to policy. If the Office of Graduate Studies concurs, the student will be granted a third and final semester to raise their cumulative graduate GPA to a 3.0. However, three semesters of enrollment after being placed on probation is the limit on extension to the probation policy. The Office of Graduate Studies will also take into consideration course offering schedules that will affect a student's ability to repeat a course. Programs may have more rigorous requirements regarding length of probation indicated in their Bulletin description.

Given the time it takes to implement these procedures, it is possible that a student will be dematriculated after he/she has registered for classes and perhaps even started attending them. If that is the case, the student will be dropped from the classes and receive any eligible refund. Departments involved in clinical programs may evaluate students on the basis of their ability to relate successfully with clients. Students who do not meet the professional standards established by departments may be placed on probation, suspended, or dismissed from a program.

In cases where a student fails to satisfy departmental graduate program requirements, the Office of Graduate Studies, upon the recommendation of the advisor and the departmental chairperson or program coordinator, and after review of the student's academic progress, may remove the student from the graduate program. Examples of specific departmental requirements to be met by students include, but are not limited to the following: (1) writing competency; (2) the number of attempts made in passing comprehensive or qualifying exams; (3) the completion of required papers or theses; and (4) meeting university and departmental time limitations.

Students dismissed from graduate study, regardless of whether they were non-degree students or students pursuing a graduate certificate or degree, may petition for readmission no sooner than one academic year after the semester they were dismissed. Exceptions to this waiting period can be granted by the Office of Graduate Studies. A dismissed student can apply for either non-degree admission or admission to a graduate program. Admission as a non-degree student will be decided by the Office of Graduate Studies. Admission to a graduate program will be decided by the procedures normally used for that program. For additional information on graduate standards and retention, please visit the [Graduate Bulletin](#) policy.

Supervised Experiential Learning Documentation

Students admitted to the Option IV: Experiential Track – A Pathway to RDN must complete the “Weekly Summary of Experiences” form to track hours completed at each experiential learning site. This form should be signed by both the student and the supervising preceptor. The student is responsible for keeping a copy of this weekly form and for providing a copy to the graduate program director weekly. For hours granted for prior learning, the student must also complete the “Weekly Summary of Experiences” form and provide a signed copy to the graduate program director.

Supervised Experiential Learning Sites

All facilities that agree to supervise students admitted to the MSND Plan B: Experiential Track – A Pathway to RDN are required to have an affiliation agreement in place prior to the students start date. Affiliations will provide details of program evaluation, providing professional staff to supervise students learning experiences, providing facilities and supervised practices to help students achieve ACEND competencies, and for evaluating student performance. Evaluation and adequacy and appropriateness of supervised experiential learning sites is ongoing. Facilities are evaluated throughout and following the students placement based on verbal feedback from the student during the rotation and written feedback provided on the final rotation evaluation form. Affiliation agreements will be signed by the appropriate administrator at the facility and from Central Michigan University. Affiliation agreements will be stored by personnel at the Central Michigan University Licensing Office.



Support Services

Students admitted into any MSND program have access to Central Michigan University graduate student resources. These resources include the counseling center, food pantry, presentation skills center, statistical consulting center, student disability center, and the writing center. Additionally, graduate students have access to the CMU library, including academic journals, databases, research guides, and thesis support. Eligible graduate students seeking financial aid support, are encouraged to visit the Financial Aid for Graduate Students webpage for additional details. Students also have the option of setting up 1:1 appointments with their assigned academic advisor, the department and program director, and the SEL/DI manager.

Transportation

Each student must have a valid driver's license and access to reliable transportation in order to get to SEL sites, seminars, meetings, and field trips. The student is also responsible for carrying their own auto insurance, and all auto expenses incurred for gas, tolls, parking, meals, and housing to and from assigned SEL sites. Neither Central Michigan University nor the MSND SEL program is liable for accident or injury in transportation to and from supervised practice locations.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

APPENDIX A
Nutrition and Dietetics Faculty and Staff
Contact Information and Research Interests

Jeffrey Fisher, CEC, PhD; Associate Professor of Nutrition and Dietetics

Research: Health issues related to the food service industry, particularly in the area of food safety.

Phone | Email: 989-774-3403 | fisher2jj@cmich.edu

Michelle Gilleran, PhD, MS, RDN; Graduate Program Director

Phone | Email: 989-774-1428 | lito1mm@cmich.edu

Roschelle Heuberger, PhD, RD; Professor of Nutrition and Dietetics

Research: Nutritional status of older adults, artificial nutrition and hydration at the end of life, epidemiological relationships

Phone | Email: 989-774-3571 | heube1ra@cmich.edu

Leslie Hildebrandt, PhD, RDN; Professor of Nutrition and Dietetics

Research Interest: Research in the area of athletic nutrition

Phone | Email: 989-774-2514 | hilde1la@cmich.edu

Rawia Khasawneh, PhD, RD; Assistant Professor of Nutrition and Dietetics

Research: Nutrients and gene Interaction especially in regards to cancer prevention and progression.

Phone | Email: 989-774-2423 | khasa1r@cmich.edu

Yeonsoo Kim, PhD, RD; Associate Professor of Nutrition and Dietetics

Research: Inflammatory Potential of Diet, Young Adults' Eating Habits Focusing on Carbohydrate and Simple Sugar Consumption

Phone | Email: 989-774-3438 | kim7y@cmich.edu

Stephanie Schacher, MS, RDN, FAND, SEL/DI Program Manager

Phone | Email: 989-774-7605 | schac1st@cmich.edu

Najat Yahia, PhD, RD; Professor of Nutrition and Dietetics & NDS/DPD Program Director

Research: Lipid Metabolism, Obesity, Dietary Management of Metabolic Diseases

Phone | Email: 989-774-3458 | yahia1n@cmich.edu

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



APPENDIX B. TECHNOLOGY CHECKLIST
Central Michigan University
Master of Science in Nutrition and Dietetics
Plan B: Experiential Track – A Pathway to RDN
Technology Checklist

Check to see that you are able to perform the following skills prior to beginning the program. For questions, please feel free to contact the SEL Manager, Stephanie Schacher.

General Technology Tools

- _____ I am able to use a personal computer or laptop for completion of required work.
- _____ I can use a scanner to send and receive documents via the computer.
- _____ I am able to use a mobile or home phone to complete calls and receive voicemails.
- _____ I am able to download and install software or via a disc. I am able to install necessary add-ons and keep my software up to date. I understand licensing agreements.
- _____ I am able to complete basic trouble-shooting of my computer including re- booting the computer, loading paper, changing cartridges/toner, remove paper jams in printers.
- _____ I am able to monitor computer for basic hardware and software problems including virus, spam and “cookies”.

File Management

- _____ I can save a document in different file formats such as PDF, plain text and/or as an html/web page.
- _____ I am able to use basic software applications for either Windows or MAC OS Systems including analysis software.
- _____ I can back up a computer file using a(n):
 - o _____ internal computer hard drive
 - o _____ external hard drive
 - o _____ thumb drive
 - o _____ offsite cloud (includes Cybox, Google Drive, Dropbox, &/or Zoho)



Office Applications

_____ I can create, save, and print word processor documents using Microsoft Word, WordPerfect, Microsoft Works, Microsoft Excel, etc.

_____ I am proficient in word processing with use of fonts, type size, imbedding hyperlinks, and adding photos to documents.

_____ I am able to create a spreadsheet to track hours and complete evaluations.

_____ I understand how to use:

- o _____ Spell check (in documents and email)
- o _____ Literacy level check on documents when requested by instructors
- o _____ Grammar check
- o _____ Character length/count with and without spaces
- o _____ Word length/ word count

_____ I am able to use multi-media/presentation software such as PowerPoint, Keynote, and/or Prezi.

Communication Tools

_____ I can create, send, and respond to email.

_____ I can add attachments to an email that I am sending.

_____ I can download or save attachments from an email I have received.

_____ I can use an online calendar that includes project and task lists.

_____ I am able to use technology to schedule meetings and appointments, including for more than two people who live in different time zones.

_____ I can join an online webinar and participate using the listening and chat functions.

_____ I can use technology (computers, smart phones, etc.) to communicate such as, Microsoft Teams, Zoom, Webex, etc.

_____ I am able to conduct an online literature search using PubMed or other university based library scientific search engine on an assigned topic.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



Online and ACEND Resources

_____ I am able to use networks to navigate systems such as accessing my home email from various sites away from my home and/or via VPN: Virtual Private Networks that allow me to access my computer files from a remote site.

_____ I am able to access and locate information using the Academy's Evidence Analysis Library as an Academy student member level.

_____ I am able to access the Academy's online Nutrition Care Manual.

_____ I am able to find information online using a search engine (such as Google).

APPENDIX C.
WEEKLY SUMMARY OF EXPERIENCES

	Summary	Total Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Week Dates (XX/XX/XXXX – XX/XX/XXXX): _____

Weekly Totals: Clinical Hours _____ Community Hours _____ Foodservice Hours _____

Student Signature _____ Date _____

Preceptor Signature _____ Date _____

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

APPENDIX D

SAMPLE ROTATION EVALUATION FORM

This evaluation tool is to evaluate the overall performance of a student in the NDS 680 clinical rotation. One is to be completed by the supervising preceptor and one by the student (self-evaluation). The final evaluation should allow time to complete any necessary remedial work before leaving the rotation. If additional training is necessary, this evaluation, or portions thereof, may be used to assess the achievement of competency and performance indicator.

In completing the form, you will indicate a rating in accordance to the required competency level of Knows (K), Shows(S), and Does(D). A description of these competency levels are below in Table 1. Pay close attention to the competency level indicated next to each performance indicator. You will then indicate if the student met the competency at the required competency level using the rate in Table 2 below. Be sure to refer back to required activities the student completed throughout the rotation.

Table 1. Description of ACENDs Competency Levels

Competency Level
DOES: The student is able to perform the described action in an artificial or work situation
SHOWS: The student is able to apply the knowledge, skill, and judgement in an artificial or work situation
KNOWS: The student is able to demonstrate the required knowledge via oral or written assessment

Table 2. Performance rating

3	Very Competent	Student is fully competent and often exceeds entry level practice. The student shows a high degree of proficiency in meeting the expected competency level.
2	Competent	Student is competent and has consistently met the expected competency level.
1	Improvement Possible	Students performance is inconsistent, knowledgeable but needs review, meets entry level standards periodically and/or only in certain areas, and not fully met the expected competency level.
0	Improvement Required	Performance is consistently below entry level and the student has not met the expected competency level. Additional training needed.
NO	No Opportunity to Observe	The intern's experiences have not included an opportunity to practice a particular skill.

Important: A written rationale or justification must be provided for scores of 0, 1 and 3 on the evaluation. Other written comments are encouraged as much as possible to explain and justify scores, to identify specific areas for improvement, and to highlight areas of strength.

Validation: O - Direct Observation; SP - Simulated Practice; T-Pre or Post Test; V - Verbalized/Demonstrated; P - Projects/Activities

	Performance Indicator	3	2	1	0	Validation Method	Rationale for Score
Unit 1: Foundational Knowledge							
Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.							

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

1.5	1.5.4 Analyzes the correlation between mental health conditions and nutritional health. (S)						
1.9	1.9.1 Critically evaluates evidence-based literature to inform decisions about use of complementary and integrative nutrition. (S)						
	1.9.2 Applies an understanding of the impact of complementary and integrative nutrition on drugs, food, disease states and wellness. (S)						
	1.9.3 Identifies indications, use and contraindications of complementary and integrative nutrition. (K)						
1.11	1.11.1 Interprets and communicates medical terminology to non-health professional audiences. (D)						
	1.11.2 Uses acceptable medical abbreviations and appropriate medical terminology in all forms of communication. (D)						
1.13	1.13.1 Analyzes appropriate data in electronic format to make best decisions related to nutrition and diet. (S)						
	1.13.2 Evaluates accuracy and reliability when accessing and evaluating nutrition information in electronic format. (S)						
	1.13.3 Operates nutrition informatics systems in practice. (D)						
	1.13.4 Uses electronic databases to obtain nutrition information and evaluate credible sources in decision making. (D)						

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

APPENDIX E. ORIENTATION CHECKLIST
Central Michigan University
Master of Science in Nutrition and Dietetics
Plan B: Experiential Track – A Pathway to RDN
Orientation Schedule and Checklist

Prior to Orientation:

- ☐ Review and discuss the following: dress code, time to meet, directions to facility and meeting location, parking, pre-rotation assignments or readings, and any resources to bring (ex. laptop, books, lab coat, etc.), required medical forms and clearances
- ☐ Student may share with the preceptor any activities or projects to be completed during the rotation.

Orientation Day 1:

- ☐ Virtual group meeting with Dr. Michelle Gilleran, the graduate program director, to discuss the student handbook, rotation curriculum, and student expectations
- ☐ Individual meetings with Dr. Michelle Gilleran to discuss personalized goals and answer any questions

Orientation Day 2:

- ☐ 9am – 12 pm virtual group meeting with Stephanie Schacher, the DI/SEL program manager, to discuss supervised practice experience, point of contact, and student expectations
- ☐ 1pm – 4pm students to meet with rotation preceptor on site to review the following:
 - ☐ Student expectations regarding professionalism, punctuality, illness, inclement weather, and any personal issues such as religious observances, personal obligations, and pre-planned personal events
 - ☐ Daily time to arrive and depart, meal and break times
 - ☐ Communication preference, frequency, and method/tools (email, phone, etc.)
 - ☐ Location of the policy and procedure manual & when to refer to it
 - ☐ Print or highlight pertinent policies for use during rotation
 - ☐ Clarify the student's goals for the rotation and any potential challenges
 - ☐ A typical day at the rotation
 - ☐ Student's schedule for the entire rotation including each preceptor that student will be with
 - ☐ Computer access and login details
 - ☐ Review of resources, such as electronic medical record, software used, and communication tools
 - ☐ Site specific trainings or learning modules to be completed
 - ☐ Procedures during fire alarms, emergency disasters, safety, HACCP, etc.

Orientation Day 3:

- ☐ Provide a tour of the facility
- ☐ Introduce student to staff, administrators, and essential personnel
- ☐ Students to review with the preceptor the following information:
 - ☐ Rotation ACEND competencies
 - ☐ Learning activities and projects expected to be completed during the rotation
 - ☐ The mid and final rotation preceptor and student evaluations
 - ☐ Tracking rotation hours
 - ☐ Previous experience and rotations already completed

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

APPENDIX F.
ACEND COMPETENCIES AND PERFORMANCE INDICATORS

Unit 1: Foundational Knowledge Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.	
1.1 Applies an understanding of environmental, molecular factors (e.g., genes, proteins, metabolites) and food in the development and management of disease. (S)	1.1.1 Analyzes the usefulness and limitations of epidemiological, clinical and other study designs and identifies trends in diet and disease. (S) 1.1.2 Demonstrates general understanding of nutrition and genetics, as it relates to health conditions. (K) 1.1.3 Communicates epidemiological evidence related to the relationship between diet and the development of disease. (S) 1.1.4 Demonstrates an understanding of research techniques and processes used to study the relationship between molecules (e.g., genes, proteins, metabolites) and microbes with disease states. (K) 1.1.5 Identifies the influence of food consumption on the development of diseases. (K)
1.2 Applies an understanding of anatomy, physiology, and biochemistry. (S)	1.2.1 Analyzes the impact of food and nutrition on physiological processes. (S) 1.2.2 Integrates knowledge of anatomy, physiology, and biochemistry to make decisions related to nutrition care. (S)
1.3 Applies knowledge of microbiology and food safety. (S)	1.3.1 Applies food safety principles of microbiological food spoilage and strategies for controlling microbial growth. (S) 1.3.2 Implements key principles and practices to make foods safe for consumption at all stages during the flow of food. (S)
1.4 Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food. (S)	1.4.1 Analyzes the role of fundamental chemistry and organic chemistry principles on food, human health and metabolism. (S) 1.4.2 Integrates nutritional biochemistry knowledge to make informed food and nutrition decisions for optimal health. (S) 1.4.3 Evaluates the chemical nature and composition of food on food quality, acceptability and compatibility. (S)
1.5 Applies knowledge of patho-physiology and nutritional biochemistry to physiology, health and disease. (S)	1.5.1 Examines nutritional biochemical indicators specific to the disease process. (K) 1.5.2 Interprets and analyzes the effect of diet, fluids, electrolytes and nutritional status on the development and progress of the disease process. (S) 1.5.3 Interprets and analyzes the effects of disease, clinical condition and treatment on nutritional health status. (S) 1.5.4 Analyzes the correlation between mental health conditions and nutritional health. (S)
1.6 Applies knowledge of social, psychological and environmental aspects of eating and food. (S)	1.6.1 Formulates food and nutrition services considering psychological and social factors to meet the needs of individuals, communities and populations. (S) 1.6.2 Articulates the impact of nutritional health on psychiatric disorders. (S) 1.6.3 Integrates knowledge of maximizing sustainability, food and water waste, reusable/ biodegradable items, local and global produce sourcing and access to food. (S) 1.6.4 Analyzes the environmental factors affecting access to services and/or adequate nutrition. (S)
1.7 Integrates the principles of cultural competence within own practice and when directing services. (D)	1.7.1 Demonstrates knowledge of the cultural competence models. (K) 1.7.2 Applies knowledge of foods eating patterns and food trends. (S)

	1.7.3 Identifies challenges that arise when different cultures, values, beliefs and experiences exist between clients/patients and nutrition and dietetics professionals. (S) 1.7.4 Identifies and implements strategies to address cultural biases and differences. (D) 1.7.5 Applies culturally sensitive approaches and communication skills. (D) 1.7.6 Develops awareness of one's own personal beliefs, values and biases to better serve clients/patients of different cultures and backgrounds. (S)
1.8 Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy. (S)	1.8.1 Identifies the classifications of nutraceutical pharmacological agents and the action of the body. (K) 1.8.2 Demonstrates understanding of pharmacokinetics, absorption, clearance, drug metabolism, latency period, drug and supplement metabolism, accumulation, half-life, and routes of administration. (S) 1.8.3 Identifies potential drug and food interactions based on physiological responses to pharmacological agents and takes appropriate actions. (S)
1.9 Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness. (S)	1.9.1 Critically evaluates evidence-based literature to inform decisions about use of complementary and integrative nutrition. (S) 1.9.2 Applies an understanding of the impact of complementary and integrative nutrition on drugs, food, disease states and wellness. (S) 1.9.3 Identifies indications, use and contraindications of complementary and integrative nutrition. (K)
1.10 Applies knowledge of math and statistics. (S)	1.10.1 Chooses appropriate statistical methods, performs statistical analysis and interprets results in various data analysis situations. (S) 1.10.2 Communicates information on statistical methods, results and interpretation, both orally and in writing. (S) 1.10.3 Applies math skills to perform food and nutrition calculations. (S)
1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. (D)	1.11.1 Interprets and communicates medical terminology to non-health professional audiences. (D) 1.11.2 Uses acceptable medical abbreviations and appropriate medical terminology in all forms of communication. (D)
1.12 Demonstrates knowledge of and is able to manage food preparation techniques (D)	1.12.1 Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures. (K) 1.12.2 Converts recipes and ingredients based on client/patient's preferences or dietary needs. (D) 1.12.3 Develops recipes and menus and increases or decreases quantities served from the recipe. (D) 1.12.4 Evaluates recipes using sensory evaluation methods. (D)
1.13 Demonstrates computer skills and uses nutrition informatics in the decision making process. (D)	1.13.1 Analyzes appropriate data in electronic format to make best decisions related to nutrition and diet. (S) 1.13.2 Evaluates accuracy and reliability when accessing and evaluating nutrition information in electronic format. (S) 1.13.3 Operates nutrition informatics systems in practice. (D) 1.13.4 Uses electronic databases to obtain nutrition information and evaluate credible sources in decision making. (D) 1.13.5 Uses technology and informatics skills proficiently to aggregate data, enhance practice and client/patient care. (D)
1.14 Integrates knowledge of nutrition and physical activity	1.14.1 Evaluates, integrates and communicates nutritional requirements across the life cycle. (D) 1.14.2 Identifies nutritional risk factors across the life cycle. (D)

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

in the provision of nutrition care across the life cycle. (D)	1.14.3 Teaches the benefits of physical activity across the life cycle to individuals, groups and populations. (D) 1.14.4 Explains and takes into consideration how nutrients, nutritional supplements and hydration influence physical activity and wellness. (K)
1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. (S)	1.15.1 Recognizes and communicates the cause of disease and nutrition risks. (K) 1.15.2 Identifies, prioritizes and implements health risk reduction strategies for individuals, groups and populations. (S) 1.15.3 Examines the influence of the determinants of health on health and wellness. (S) 1.15.4 Designs food and nutrition activities for various audiences considering factors relevant to individuals, groups and communities. (S) 1.15.5 Applies behavior change theories for nutritional health promotion and disease prevention. (S)
1.16 Gains a foundational knowledge on public and global health issues, policies and nutritional needs. (K)	1.16.1 Examines the trends, policies and current issues that impact public and global health from existing, new and reemerging diseases that spread through immigration, travel and global trade. (K) 1.16.2 Examines the impact of global food supply and sustainability and related factors. (K) 1.16.3 Examines how globalizing processes impact nutrition, nutrition education and nutrition related diseases in developing countries. (K)
Unit 2: Client/Patient Services	
Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.	
2.1 to assess, develop, implement and evaluate products, programs and services. (D)	2.1.1 Conducts or coordinates an assessment of the environment, competitive landscape and stakeholder opinions to identify and evaluate data needed to make decisions regarding nutritional products, programs and services. (D) 2.1.2 Designs nutritional products, programs or services that promote consumer nutritional health, dimensions of wellness, and lifestyle management. (D) 2.1.3 Creates a work plan or project plan to implement nutritional programs and services or launch products. (D) 2.1.4 Conducts an evaluation of a product, program or service by analyzing reasons for variance from expected outcomes and implements new strategies as appropriate. (D)
2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations. (D)	2.2.1 Considers all client/patient factors when selecting, developing nutrition screening tools. (D) 2.2.2 Evaluates the validity and reliability of the nutrition screening tools and modifies based on current evidence-informed practice. (S) 2.2.3 Leads the implementation of nutrition screening tools in collaboration with other health professional (D) 2.2.4 Prioritizes care based on results of screening considering complexity of care needs (D)
2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings. (D)	<u>Nutrition Assessment</u> 2.3.1 Selects and implements nutrition assessment tools for individuals, groups or populations. (D) 2.3.2 Interviews client/patient to collect subjective information considering the determinants of health. (D) 2.3.3 Conducts a nutrition focused physical exam. 2.3.4 Takes a food and nutrition related medical history. (D) 2.3.5 Assesses physical activity and history of physical activity. (D) 2.3.6 Collects, assesses and interprets anthropometric measures and body composition. (D)

	2.3.7 Orders, collects and interprets biochemical tests. (D) 2.3.8 Analyzes diagnostic test results relevant to nutrition (e.g. diagnostic imaging related to fluoroscopy, swallowing evaluation, enteral feeding tube placement). (D) 2.3.9 Identifies signs and symptoms of nutrient deficiencies or excesses. (D) 2.3.10 Determines barriers that might influence a client/patient's nutritional status. (D) 2.3.11 Determines accuracy and currency of nutrition assessment data. (D) 2.3.12 Identifies patient appropriate validated formula and performs calculations to determine nutritional requirements. (D) <u>Nutrition Diagnosis</u> 2.3.13 Analyzes and synthesizes nutrition assessment data to inform nutrition diagnosis(es) and nutritional plan of care. (D) 2.3.14 Devises PES (problem, etiology and sign/symptom) statement and outlines reasons for professional opinion cause and contributing factors. (D) 2.3.15 Prioritizes the nutrition diagnosis(es). (D) <u>Nutrition Intervention</u> 2.3.16 Develops an individualized plan of care that addresses nutritional care needs, diagnosis and client/patient nutrition goals in collaboration with the client/patient and team members. (D) 2.3.17 Orders nutrition prescriptions to address nutritional goals. (D) 2.3.18 Implements the nutrition plan of care or nutrition intervention with the client/patient and other team members. (D) <u>Monitoring/Evaluation</u> 2.3.19 Monitors and evaluates impact of nutrition intervention on the nutrition diagnosis. (D) 2.3.20 Develops and applies nutrition care outcome indicators to measure nutrition intervention. (D) 2.3.21 Assesses client/patient's compliance with nutrition intervention. (D) 2.3.22 Identifies barriers to meeting client/patient's nutrition goals and makes recommendations to modify the nutrition plan of care or nutrition intervention, and communicates changes to client/patient and others. (D) 2.3.23 Summarizes impact of nutrition interventions on client/patient's nutrition outcomes, considering client/patient-centered care. (D) 2.3.24 Identifies, analyzes and communicates reasons for deviation from expected nutrition outcomes. (D) 2.3.25 Evaluates the availability of services to support access to nutrition care and to help meet client/patient nutrition goals. (D) 2.3.26 Documents all elements of the nutrition care process following professional standards and organizational policies. (D) 2.3.27 Demonstrates coding and billing procedures to obtain payment for nutrition services under alternate health care payment models. (D)
2.4 Implements or coordinates nutritional interventions for individuals, groups or populations. (D)	<u>Medical Nutrition Therapy</u> 2.4.1 Manages medical nutrition therapy for clients/patients. (D) 2.4.2 Applies and integrates understanding of foundational sciences to manage medical nutrition therapy, diet and disease management. (D) 2.4.3 Applies foundational science knowledge and medical nutrition therapy principles to establish, order, manage and evaluate the need for nutrition support when prescribing and administering nutritional oral, enteral and parenteral diets. (D) 2.4.4 Considers and applies all relevant factors when recommending the use of oral nutritional supplements. (D)

	2.4.5 Refers/transfers care to relevant professionals when client/patient needs or required interventions are beyond personal competence or professional scope of practice. (D) <u>Education</u> 2.4.6 Applies education theories, adult learning, pedagogy and education principles when developing, modifying, delivering or implementing education materials. (D) 2.4.7 Assesses audience's readiness to learn and identifies barriers to learning. (D) 2.4.8 Develops or modifies nutrition education materials or delivery methods to meet the needs of the audience. (D) 2.4.9 Develops and provides evidence-informed nutritional wellness and therapeutic diet education to variety of audiences. (D) 2.4.10 Translates basic to advanced food and nutrition science knowledge into understandable language tailored to the audience. (D) 2.4.11 Communicates complex nutrition information to broad and diverse audiences. (D) 2.4.12 Evaluates effectiveness of nutrition education and makes modifications as required. (D) <u>Psychological Counseling and Therapies</u> 2.4.13 Assesses client/patient's nutritional needs and appropriateness for the recommended counseling or therapy. (D) 2.4.14 Applies counseling principles and evidence-informed practice when providing individual or group sessions. (D) 2.4.15 Identifies the indications, contraindications, benefits, risks and limitations of the counseling or therapy. (K) 2.4.16 Demonstrates understanding of transference and counter transference in the therapeutic relationship. (K) 2.4.17 Demonstrates awareness of various appropriate counseling techniques. (K) 2.4.18 Evaluates effectiveness of the counseling or therapy and makes modifications as required. (D) 2.4.19 Refers/transfers client/patient to appropriate health professionals when counseling therapy or client/patient's mental health issues are beyond personal competence or professional scope of practice. (D)
2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy (S)	2.5.1 Applies knowledge of foundational sciences and disease when determining the appropriateness of the therapy. (S) 2.5.2 Demonstrates awareness of food and drug interactions. (S) 2.5.3 Assesses client/patient factors to determine the client/patient's indication for the nutrition-related pharmacotherapy. (S) 2.5.4 Considers client/patient factors, nutritional impact, indications, side effects, contraindications, benefits, risks, alternatives and foundational sciences when prescribing, recommending and administering nutrition related drug therapy. (S) 2.5.5 Critically analyzes the potential negative effects of the nutrition therapy or supplement and determines the required knowledge, skill and judgment required to manage negative outcomes. (S) 2.5.6 Prescribes, recommends and administers nutrition related pharmacotherapy adhering to the professional standards and evidence-informed practice. (S) 2.5.7 Applies the standard of practice, legislation, organizational policies and evidence-informed practices for prescribing. (S) 2.5.8 Applies the principles of safe drug administration. (S) 2.5.9 Monitors the response and the effects of the nutrition related drugs on the individual and takes the required action to make modifications or adjustments. (S)

	2.5.10 Consults and refers/transfers client/patient to the appropriate health professional when client/patient's needs are beyond personal competence or professional scope of practice. (S)
Unit 3: Food Systems Management Applies food systems principles and management skills to ensure safe and efficient delivery of food and water	
3.1 Directs the production and distribution of quantity and quality of food products. (D)	3.1.1 Manages or oversees the planning, designing and coordination of meals to ensure delivery of nutritionally sound meals. (D) 3.1.2 Analyzes the workflow design and makes recommendations for modifications or approves for implementation. (D) 3.1.3 Communicates the organization's mission and how work activities impact the services and organization. (D) 3.1.4 Establishes and analyzes policies and performance measures for quality and quantity of work. (D) 3.1.5 Implements systems to report on local, state and federal compliance. (D) 3.1.6 Directs and analyzes the evaluation of foodservice production and services to inform, change, and/or budget resources and department or corporate direction. (D) 3.1.7 Establishes a culture that is ethical and free of safety and health hazards. (D) 3.1.8 Investigates and optimizes opportunities to reduce the environmental impact of foodservice operations and to enhance sustainability. (D)
3.2 Oversees the purchasing, receipt and storage of products used in food production and services. (D)	3.2.1 Follows a matrix or measures to evaluate the need for financial, technical and equipment resources for the provision of foodservices. (D) 3.2.2 Applies ethical decision making to determine the need for reduction or increase in resources. (D) 3.2.3 Creates internal or external professional relations and/or agreements to solve problems in foodservice operations. (D) 3.2.4 Acts as a departmental and organizational liaison between contractual parties involved. (S) 3.2.5 Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation. (K) 3.2.6 Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines and regulations. (D) 3.2.7 Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand. (D)
3.3 Applies principles of food safety and sanitation to the storage, production and service of food. (D)	3.3.1 Maintains currency in and follows applicable legislation and guidelines. (D) 3.3.2 Incorporates the required safety and nutritional health policies and procedures in the organization's mission and policies. (D) 3.3.3 Develops a plan to minimize vulnerabilities in the food supply chain. (D) 3.3.4 Takes into consideration food allergies when preparing menus and foods. (D)
3.4 Applies and demonstrates an understanding of agricultural practices and processes. (S)	3.4.1 Has a working knowledge of different agricultural food production systems and related terminology and concepts including potential nutritional impact. (K) 3.4.2 Understands the local and global food markets and applicable nutrition regulations. (S) 3.4.3 Identifies and supports partnerships with local and global food growers and producers. (S)
Unit 4: Community and Population Health Nutrition Applies community and population nutrition health theories when providing support to community or population nutrition programs.	

4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs. (D)	4.1.1 Recognizes how determinants of health, epidemiological findings, health disparities, political interest, availability of resources, and accessibility influence the nutritional health and well-being of a community and population. (D) 4.1.2 Conducts community and population based assessments considering all relevant factors. (D) 4.1.3 Identifies the resources and connects with partners needed for sustainability of the program. (D) 4.1.4 Develops and implements a program considering relevant data addressing the nutrition needs of the community or population. (D) 4.1.5 Interprets and uses nutrition surveillance and global health and safety data. (D) 4.1.6 Evaluates the program using measurement indicators and outcomes. (D) 4.1.7 Communicates evaluation findings, outcomes, recommendations and research findings to promote change and justify program. (D)
4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. (D)	4.2.1 Interprets legal terminology used to establish nutrition regulations and policies for populations. (K) 4.2.2 Navigates governmental, intergovernmental and nongovernmental organizations to promote nutrition legislation and regulations that address public, population and global nutrition health. (D) 4.2.3 Analyzes political interests and their impact on program development, goals and objectives. (D)
Unit 5: Leadership, Business, Management, and Organization Demonstrates leadership, business and management principles to guide practice and achieve operational goals.	
5.1 Demonstrates leadership skills to guide practice. (D)	5.1.1 Exhibits self-awareness in terms of personality, learning, leadership style and cultural orientation. (S) 5.1.2 Demonstrates understanding of social cues and team dynamics. (K) 5.1.3 Communicates at the appropriate level and understands emotions and emotional situations. (D) 5.1.4 Develops conversational and interpersonal skills. (D) 5.1.5 Reflects on situations and critically evaluates outcomes and possible alternate courses of action. (D) 5.1.6 Understands the mentoring role and practices mentoring and precepting others. (D)
5.2 Applies principles of organization management. (D)	5.2.1 Establishes operational plan considering budget, inventory control, labor and regular daily tasks. (D) 5.2.2 Aligns plans with the organizational strategic plan, mission and vision. (D) 5.2.3 Assigns responsibilities to various team members according to scope of practice and personal competence. (D) 5.2.4 Sets and monitors clear targets for team members, departments and the organization aligned with common objectives and goals. (D) 5.2.5 Demonstrates an understanding of how individuals and groups interact within the organization. (D) 5.2.6 Takes into consideration individual and organizational culture and behaviors when planning and managing. (D) Management 5.2.7 Engages in, manages or leads human resource activities adhering to applicable legislation and regulations. (D) 5.2.8 Integrates change management theories and conflict resolution skills to manage and promote positive change. (S) 5.2.9 Uses persuasive communication skills to influence or produce a desired outcome during negotiations and conflict resolution discussions. (D)

	5.2.10 Understands and respects roles and responsibilities of inter professional team members. (D) <u>Controls</u> 5.2.11 Collects, understands and analyzes financial data to support fiscally responsible decision making. (D) 5.2.12 Conducts cost effectiveness and cost benefit analyses to identify ways to meet budget priorities. (D) 5.2.13 Analyzes components of a productivity system including units of service and work hours and makes recommendations. (D) 5.2.14 Sets controls to analyze the progress and effectiveness of the operational plan and budget. (D) 5.2.15 Collects and analyzes data to evaluate outcomes and determine if established goals and objectives are met. (D) 5.2.16 Reevaluates the plan to make modifications to ensure positive outcomes and that goals and objectives are met. (D) <u>Time Management</u> 5.2.17 Applies principles of time management to monitor and enhance personal productivity and productivity of others. (D) 5.2.18 Prioritizes activities to effectively manage time and workload. (D) <u>Motivation and Recognition</u> 5.2.19 Promotes team involvement and values the skills of each member. (D) 5.2.20 Models behaviors that maximize group participation by consulting, listening and communicating clearly. (D) 5.2.21 Takes innovative approaches to build support and maintain a diverse workforce. (D) 5.2.22 Coaches and advises team leaders on resolving differences or dealing with conflict. (D)
5.3 Applies project management principles to achieve project goals and objectives. (D)	5.3.1 Leads the development and completion of a project plan and budget. (D) 5.3.2 Identifies the project strengths, weaknesses, opportunities and threats. (D) 5.3.3 Identifies and manages potential and real risks to the plan, individuals or organization. (D) 5.3.4 Conducts regular review of project to note strengths and opportunities for improvement and to implement adjusted actions. (D)
5.4 Leads quality and performance improvement activities to measure evaluate and improve a program services products and initiatives. (D)	5.4.1 Identifies and communicates quality and/or performance improvement indicators and benchmarks using evidence-informed practice. (D) 5.4.2 Develops quality and/or performance improvement measurement tools and analyzes data to inform baselines and to identify root causes and potential solutions. (D) 5.4.3 Develops, implements and communicates a quality and/or performance improvement action plan for further improvement and monitors impact. (D) 5.4.4 Develops, implements and communicates an ongoing measuring and monitoring system to ensure ongoing quality and performance improvement. (D) 5.4.5 Applies change management theories and principles to effectively implement change. (D)
5.5 Develops and leads implementation of risk management strategies and programs. (D)	5.5.1 Assesses potential and real risks to an individual, group and or organization. (D) 5.5.2 Identifies and takes action to manage, reduce and or eliminate risk to self, others and the organization. (D) 5.5.3 Develops risk management plans and protocols. (D)
Unit 6: Critical Thinking, Research and Evidence-Informed Practice Integrates evidence-informed practice, research principles, and critical thinking into practice.	

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>

6.1 Incorporates critical thinking skills in practice. (D)	6.1.1 Considers multiple factors when problem solving. (D) 6.1.2 Incorporates the thought process used in critical thinking models. (D) 6.1.3 Engages in reflective practice to promote change and continuous learning. (D)
6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research. (D)	6.2.1 Identifies, explains and applies the steps of the scientific method and processes. (D) 6.2.2 Articulates a clear research question or problem and formulates a hypothesis. (D) 6.2.3 Identifies and demonstrates appropriate research methods. (D) 6.2.4 Interprets and applies research ethics and responsible conduct in research. (D) 6.2.5 Collects and retrieves data using a variety of methods (qualitative, quantitative) and technologies. (D) 6.2.6 Analyzes research data using appropriate data analysis techniques (qualitative, quantitative, mixed). (D) 6.2.7 Translates and communicates research findings and conclusions through a variety of media. (D)
6.3 Applies current research and evidence-informed practice to services. (D)	6.3.1 Uses research terminology when communicating with other professionals and publishing research. (D) 6.3.2 Critically examines and interprets current research and evidence-informed practice findings to determine the validity, reliability and credibility of information. (D) 6.3.3 Integrates current research and evidence-informed practice findings into delivery of safe and effective nutrition care. (D) 6.3.4 Analyzes and formulates a professional opinion based on the current research and evidence-based findings and experiential learning. (D)
Unit 7: Core Professional Behaviors	
Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.	
7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services. (D)	7.1.1 Demonstrates ethical behaviors in accordance to the professional Code of Ethics. (D) 7.1.2 Engages in self-reflective practice activities to develop and maintain ongoing competence and professional behaviors. (D) 7.1.3 Adheres to nutrition related legislation, regulations and standards of practice. (D) 7.1.4 Applies client/patient-centered principles to all activities and services. (D) 7.1.5 Identifies and takes steps to manage unethical, incompetent and unsafe behavior. (S) 7.1.6 Practices in a manner that respects diversity and avoids prejudicial treatment. (D) 7.1.7 Adheres to legislative requirements and facility/employer guidelines regarding protection of privacy and security of information. (D) 7.1.8 Maintains confidentiality and security in the sharing, transmission, storage and management of protected health information. (D)
7.2 Uses effective communication, collaboration and advocacy skills. (D)	7.2.1 Applies effective and ethical communication skills and techniques to achieve desired goals and outcomes. (D) 7.2.2 Works with and facilitates intraprofessional and interprofessional collaboration and teamwork. (D) 7.2.3 Participates in advocacy activities to change or promote new legislation and regulation. (D) 7.2.4 Selects mode of communication appropriate to the messaging to meet the needs of the audience. (D)

APPENDIX G.

Preceptor and Facility Information Form

Thank you for your interest in applying to the Central Michigan University Master of Science in Nutrition Dietetics Plan B: Experiential Track – A Pathway to RDN program. This is a 1.5 year program that combines synchronous online coursework with supervised experiential learning (SEL) at clinical, foodservice, and community locations. In order to fulfill the programs expectations, students must identify preceptors and SEL sites **prior to applying** to the program. For more information on what a preceptor and SEL site is, please see the MSND Plan B: Experiential Track – A Pathway to RDN Student Handbook.

Prior to applying, please spend time completing the following form. This form should be completed and provided when you apply to the MSND Plan B: Experiential Track – A Pathway to RDN program. Completing this form will also be helpful for finalizing an affiliation agreement with the identified facility and Central Michigan University. The affiliation agreements must be signed by the appropriate facility administrators before the start of the students SEL rotation.

Tips:

- **Primary Preceptor:** As a primary preceptor, this person will provide and coordinate supervision throughout the program. This person will also be responsible for communicating with the MSND program director, and for completing rotation and activity evaluation forms and for providing overall student performance feedback.
- **Secondary Preceptor:** As a secondary preceptor, this person will be responsible for supervising, mentoring, and educating the student. A secondary preceptor can assist with completing rotation and activity evaluations form if the activity or competency was completed under their supervision.
- **Additional Preceptors:** Other preceptors should be aiding in the students success of the program, and participating in the students learning experience. Additionally, other preceptors should be able to provide feedback on the students' performance to both the student and the primary preceptor.

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

<https://www.cmich.edu/program/nutrition-dietetics-ms>



The form below should be completed as you are identifying where your SEL site is and the designated preceptor that will supervise you. Please fill in the preceptors contact information in the appropriate box. Of note, one preceptor may serve more than one role in the program. You do not need multiple preceptors for each SEL rotation. Students will be completing an estimated 40 hours per week at each SEL location.

Planned Experiences	Timeline	Preceptor Contact Information (facility name, address, phone, email)	Name of Preceptor(s)
Clinical Experience – Facility Name(s):			
Orientation Acclimated with facility, preceptors, policies and procedures, facility trainings and modules (~40 hours, should be completed in first week)	~600 hours X 16 week Semester		
Outpatient (Private Practice RD) Outpatient, also called ambulatory, refers to clinics where a patient can visit for an appointment and then is free to leave after completing the appointment. General focus should be on providing Medical Nutrition Therapy (MNT) and use of the Nutrition Care Process (NCP) for conditions including but not limited to: overweight/obesity; disordered eating; developmental, intellectual, and behavioral health; surgical; neurological and endocrine disorders; cancer; malnutrition; cardiovascular, gastrointestinal, and renal disease (~96 hours or 3 weeks)			
Inpatient (Hospital RD) Inpatient refers to a hospital stay where patients are staying for a medical treatment or is being monitored due to serious ailments. Patient types			

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
 Mount Pleasant, Michigan 48859

P 989.774.2613 | E NDS@cmich.edu



should include but not limited to: overweight/obesity; disordered eating; developmental, intellectual, and behavioral health; surgical; neurological and endocrine disorders; cancer; malnutrition; cardiovascular, gastrointestinal, and renal disease (~259 hours or 8 weeks) Intensive Care Unit (Hospital RD) Intensive care units are wards with special staff, equipment, and standards. These units are intended to provide provision of care to critically ill patients with close monitoring to sustain life (~64 hours or 2 weeks) Staff Relief (Hospital RD) Staff relief allows the student to work independently. Students are responsible for ½ - 1 patient care unit and should practice as an “entry level RD” requiring minimum supervision by the preceptor (~64 hours or 2 weeks)			
Foodservice Administration Experience – Facility Name(s):			
Hospital Setting (Hospital Foodservice) Hospital foodservice provision involves development of nutritious meals for patients admitted to the hospital. Long-term Care Setting (Foodservice)	~300 hours X 16 week semester		

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

P 989.774.2613 | E NDS@cmich.edu



CENTRAL
MICHIGAN UNIVERSITY

Long-term care facilities are locations that can provide patients with supportive care so they can live as independently and safely as possible. There are different levels of long-term care such as nursing homes, assisted living, or in-home care. These locations provide patients living in the facility with daily meals. Similar to hospital foodservice, the primary goal to provide patients with nutritious meals. School Setting (Public school, University Foodservice) School foodservice provides students with breakfast and lunch meals. Most schools provide large quantities of food, either hot or cold. The primary goal is to nourish the student and to be mindful of allergies and cultural differences that may exist. *For each foodservice location, the experiences should be similar and involve the following: Food production and service systems, supply and procurement, menu development, quality control/management, leadership, food safety and sanitation, information management, collaboration with personnel, and performance improvement are primary focuses of this rotation.			
Community Experience – Facility Name(s):			
Community nutrition experiences include resources available to the public, such as food pantry, food banks, health department, WIC (women, infants, and children), or MoW (Meals on Wheels). This	~330 hours X 16 week semester		

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

P 989.774.2613 | E NDS@cmich.edu



CENTRAL
MICHIGAN UNIVERSITY

experience should involve focus on behavioral changes at the individual or group level, examination of public policies and legislative matters related to nutrition, and nutrition program development and implementation.			
--	--	--	--

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859
P 989.774.2613 | E NDS@cmich.edu



APPENDIX H.
Degree Plan Form

Student's Name:

Student No.

Advisor:

Bulletin Year

Instructions: Program competence must be demonstrated by either a CMU course or transfer credit. Transfer credit should **not** be entered on the degree plan until the credit is officially awarded. All degree requirements must be completed within a seven-year period prior to the date of graduation. To change this plan, a program plan amendment must be submitted and approved by the graduate program director and the students advisor.

MSND Program (circle one)	Option I - Plan A: Thesis (31 credit hours) Option II - Plan B: Dietetic Internship (37 credit hours) Option III - Plan B: Coursework (33 credit hours) Option IV - Plan B: Experiential Track A Pathway to RDN (37 credit hours)	
Course	Credits	Semester
Total Credit Hours		

Student Signature:

Advisor Signature

Date:

NUTRITION AND DIETETICS

Wightman 108, Central Michigan University
Mount Pleasant, Michigan 48859

P 989.774.2613 | E NDS@cmich.edu