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Introduction
A Didactic Program in Nutrition and Dietetics (DPND) is an undergraduate nutrition or dietetics program that meets the accreditation standards set by the Academy of Nutrition and Dietetics; requirements set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This course work will ensure that students have the "Knowledge and Skills" required by ACEND to compete for a dietetic internship. Students must complete the Applied Nutrition degree and concentration with a GPA of at least 2.75 on a 4 point scale in order to earn a Verification Statement which qualifies them to apply for a dietetic internship that can be completed after graduation and completion of the DPND program. Graduates of a dietetic internship program can sit for a (computerized) national certification exam. At Cal Poly, the courses required for a B.S. in Nutrition following the Applied Nutrition concentration have been accredited to meet these requirements.

At Cal Poly, SLO, the didactic program can be completed as an undergraduate by completing the ‘Applied Nutrition’ concentration or as a graduate student by completing the required DPND courses within the plan of study for completion of the Masters degree. Masters students must complete a minimum of seven senior (400) level courses (28 units) at Cal Poly in order to earn a verification statement from Cal Poly.

The Nutrition Program office is located in Building 11 Room 244. The DPND Director is Arlene Grant-Holcomb, EdD, RD whose office is located in Building 24 Room 112. Dr. Grant-Holcomb’s office hours vary from quarter to quarter and are posted near her door or on the FSN website in a file that can be accessed from the ‘Faculty Office Hours’ Link

http://www.fsn.calpoly.edu/faculty-staff

Academic Calendar
Academic Calendars can be accessed from the university registrars website
http://registrar.calpoly.edu/content/acad_cal/index

Accreditation
The Didactic Program in Nutrition and Dietetics at California Polytechnic State University, San Luis Obispo is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606
Telephone (800) 877-1600 or (312) 899-0040
http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8156

Program Mission
The mission of the Didactic Program in Dietetics at Cal Poly is to provide students with the knowledge, skills, and resources needed to gather data, assess information, plan interventions, and evaluate outcomes appropriately to implement the nutrition care process in preparation for success in a dietetic internship and in the career of dietetics.
Program Goals

The goals of the didactic program in dietetics are:

To provide education in a learning environment that prepares graduates to demonstrate knowledge and skills producing the competencies needed to become entry-level dietitians.

**Outcome measures**

- Over a five-year period, the pass rate for program graduates taking the registration examination for the first time will be at least 80%
- Over a five-year period, 80% of those DPD graduates who apply to supervised practice programs will be accepted the academic year they complete the program
- Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
- Directors of dietetic internships rate 100% of our graduates as 'Satisfactory' or better on survey related to preparation in the foundation knowledge areas
- 90% of Applied Nutrition students will choose a 4 or 5 (scale 1=low 5=high) on ‘Graduating Senior Survey’ on questions specific to attainment of the foundation knowledge learning outcomes
- ≥70% of Senior Projects are ranked acceptable or exemplary (3, 4 on 4 pt scale)
- The Applied Nutrition curriculum meets all of the foundation knowledge learning outcomes

Program graduates demonstrate the knowledge, ethics, and technical skills needed for a successful career continuum in dietetics or in other professional fields

**Outcome measures**

- 75% of those who graduate in the Applied Nutrition concentration will qualify to receive a Verification Statement by having ≥ 2.75 higher education GPA
- 80% of the students in the Applied Nutrition concentration will complete the coursework for graduation within five academic quarters after completion of FSN 328–Nutrient Metabolism 1
- 60% of the program graduates who do not apply, or are not accepted to, supervised practice programs and who go to graduate school or seek employment in other fields will students will choose a 4 or 5 (scale 1=low, 5=high) on a scale of questions assessing satisfaction with current career preparation one year after graduation.
Core Knowledge for the RD/RDN

During the completion of the Didactic Program in Nutrition and Dietetics students will engage in a variety of learning activities and experiences designed to meet the core knowledge requirements established by ACEND. Learning experiences of students are enhanced by curricula that blend theory and application, reflecting Cal poly’s ‘learn-by-doing’ philosophy.

The following knowledge requirements are excerpted from the ACEND 2012 Standards for Didactic Programs in Nutrition & Dietetics pp 54-58

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

   **Knowledge**

   **KRD 1.1** The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

   Learning outcomes:
   
   a. Students must be able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.
   
   b. Students must be able to use current information technologies to locate and apply evidence-based guidelines and protocols. (Examples of evidence-based guidelines and protocols include the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.)

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

   **Knowledge**

   **KRD 2.1** The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

   Learning outcomes:
   
   a. Students are able to demonstrate effective and professional oral and written communication and documentation

   **KRD 2.2** The curriculum must provide principles and techniques of effective counseling methods. (Tip: Students must be able to demonstrate counseling techniques to facilitate behavior change.)

   **KRD 2.3** The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

   **Knowledge**

   **KRD 3.1** The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation. (Tip: Students must be able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions.)
KRD 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention. (Tip: Students must be able to develop interventions to affect change and enhance wellness in diverse individuals and groups.)

KRD 3.3 The curriculum must include education and behavior change theories and techniques. (Tip: Students must be able to develop an educational session or program/educational strategy for a target population.)

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

Knowledge

KRD 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KRD 4.2 The curriculum must include content related to quality management of food and nutrition services.

KRD 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice. (Tip: Students must be able to explain the impact of a public policy position on dietetics practice.)

KRD 4.4 The curriculum must include content related to health care systems. (Tip: Students must be able to explain the impact of health care policy and different health care delivery systems on food and nutrition services.)

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

5. Support Knowledge: knowledge underlying the requirements specified above.

KRD 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.

KRD 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
Curriculum
The DPND program at California Polytechnic State University, San Luis Obispo (Cal Poly) meets the standards established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The curriculum is designed to meet all of the “Knowledge Requirements” for didactic programs in dietetics, described under “Core Knowledge” on the previous 2 pages. The curriculum includes general education courses that meet the university requirements for the BS Degree in Nutrition along with specific science and professional courses necessary to meet the DPND requirements and prepare students for supervised practice in dietetics after graduation. Graduates who have completed the applied concentration are also prepared to take the DTR credential exam and work as a BS DTR in healthcare, schools or WIC and are also qualified for careers in foodservice management and environmental health.

The curriculum is planned to be developmental with specific prerequisites and sequences to build foundational knowledge and skills. A flow sheet follows on the next page.

<table>
<thead>
<tr>
<th>DPND Professional Courses</th>
<th>DPND Science Courses</th>
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<tbody>
<tr>
<td>FSN 101 Orientation to Nutrition (1)</td>
<td>MCRO 221/224 Survey of Microbiology (L) (4)</td>
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<tr>
<td>FSN 121 Fundamentals of Food (L) (4)</td>
<td>CHEM 127 General Chemistry I (L) (4)</td>
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<td>FSN 210 Nutrition (4)</td>
<td>CHEM 128 General Chemistry II (L) (4)</td>
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<tr>
<td>FSN 230 Elements of Food Processing (L) (4)</td>
<td>CHEM 312 Survey of Organic Chemistry (L) (5) or CHEM 316 Organic Chemistry I (L) (5)</td>
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<tr>
<td>FSN 250 Food &amp; Nutrition: Customs &amp; Cultures (4)</td>
<td>CHEM 313 Survey Biochemistry &amp; Biotechnology (L) (5) or CHEM 371 Biochemical Principles (L) (5)</td>
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<tr>
<td>FSN 310 Maternal &amp; Child Nutrition (4)</td>
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<tr>
<td>FSN 315 Nutrition in Aging (4)</td>
<td>BIO 161 Intro to Cell and Molecular Biology (L) (4)</td>
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<tr>
<td>FSN 321 Culinary Mgt Principle and Practice (L) (4)</td>
<td>BIO 302 Human Genetics (4) or BIO 303 Survey of Genetics (4)</td>
</tr>
<tr>
<td>FSN 328 Nutrient Metabolism I (4)</td>
<td>ZOO 331 Human Anatomy &amp; Physiology I (L) (5)</td>
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<tr>
<td>FSN 329 Nutrient Metabolism II (L) (4)</td>
<td>ZOO 332 Human Anatomy &amp; Physiology II (L) (5)</td>
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<tr>
<td>FSN 343 Institutional Foodservice I (L) (3)</td>
<td>MATH 118 Pre-Calculus Algebra (4) or MATH 116 &amp; MATH 117 Pre-Calculus Algebra I, II (3) (3)</td>
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<td>**FSN 344 Institutional Foodservice II (L) (4)</td>
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<td>FSN 415 Nutrition Education &amp; Comm (4)</td>
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<td>FSN 416 Community Nutrition (4)</td>
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<td>FSN 417 Nutrition Counseling (4)</td>
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<td>FSN 420 Critical Evaluation of Nutrition Research (4)</td>
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<td>FSN 426 Food Systems Management (4)</td>
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<td>FSN 429 Clinical Nutrition I (L) (4)</td>
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<tr>
<td>FSN 430 Clinical Nutrition II (L) (4)</td>
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<td>FSN 461 Senior Project (3)</td>
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<tr>
<td>Econ 201 Survey of Economics (4)</td>
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<tr>
<td>PSY 201/202 General Psychology (4)</td>
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<tr>
<td>STAT 218 Applied Statistics in the Life Sciences (4)</td>
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</table>

**AY 2011-12 FSN 344 was changed to a 4 unit course with learning objectives related to accounting added and BUS 212 was dropped from the required courses. However if a student took FSN 344 prior to Fall 2011 and subsequently adopted the 2013/15 catalog BUS 212 is required for DPND verification as an elective.
**Schedule Planning**

Students enrolled as Freshmen who complete an average of 16 units each quarter can expect to complete the requirements for graduation in 4 (four) academic years. Addition of a minor course of study, a double concentration or study abroad is likely to add time to completion of the degree. The costs and benefits of these should be considered carefully.

Freshmen are blocked into required courses before the first quarter of enrollment at Cal Poly. Blocking considers courses that may have been taken at community college and/or advanced placement (AP) credit earned while in high-school. Students are provided with schedule options if they desire to make changes in the blocked schedule.

Students declare a major when applying to Cal Poly and therefore begin taking courses in Nutrition combined with general education and science courses during the first quarter of enrollment at Cal Poly. All new students (freshmen and community college transfer students as well as those who make a major change into the Nutrition program from another major) enroll in the one (1) unit *Orientation to Nutrition* course during their first Fall quarter. This course provides an orientation to the major, professional practice opportunities with a degree in nutrition, campus resources (covered in detail later in this handbook), department faculty and schedule planning. Students who enter the major after the Fall offering of FSN 101 *Orientation to Nutrition* should meet with the DPND director for schedule-planning advising until they are able to enroll in FSN 101.

The schedule-planning portion of the *Orientation to Nutrition* course includes an orientation to the curriculum, prerequisites and sequential courses along with practice drafting a schedule plan and orientation to “Poly Planner.” Students are required to have their draft schedules reviewed by a Nutrition Peer Advisor before submitting to the instructor. This facilitates an early connection with the Peer Advising Center as an important resource related to schedule planning. The instructor provides specific feedback and correction, if needed, to each student.

The flow chart on the next page is one of the resources used to help students with schedule planning.

The flow chart is given with the following disclaimer:
“Limited course offerings may be necessary. Prerequisites may change at any time. Please check 2013-15 online catalog FSN office or website for changes.”
# Food Science and Nutrition Department Faculty and Staff

[http://www.fsn.calpoly.edu/faculty_staff.html](http://www.fsn.calpoly.edu/faculty_staff.html)

<table>
<thead>
<tr>
<th>Faculty</th>
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<th>Phone Extension</th>
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<tr>
<td>Berner, Dr. Louise</td>
<td>11-225</td>
<td>62565</td>
<td>lberner</td>
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<tr>
<td>Castro, Dr. Luis</td>
<td>11-241</td>
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<td>Derelian, Dr. Doris</td>
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<td>Wagman, Molly</td>
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### Administration & Staff

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<thead>
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<th>Staff</th>
<th>Office</th>
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<th>Email</th>
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<tbody>
<tr>
<td>Choudhury, Dr. Gour</td>
<td>11-243</td>
<td>62660</td>
<td>gchoudhu</td>
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<tr>
<td>Coleman, Brandon</td>
<td>24-107H</td>
<td>67358</td>
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<tr>
<td>Herring, Julie</td>
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<td>62031</td>
<td>jherring</td>
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<td>Jones, Dwayne</td>
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<tr>
<td>Montalban, Pamela</td>
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<td>Victorino, Jill</td>
<td>11-244</td>
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**Didactic Program Policies**

Policies and procedures that govern the DPND program are formulated by the DPND director in collaboration with the Food Science and Nutrition faculty and department head with consideration of ACEND standards and Cal Poly / College of Agriculture Food and Environmental Sciences (CAFES) policies and procedures.

**Academics**

Any student enrolled in the Nutrition major is eligible to select and complete the Applied (accredited) concentration. The University requires a minimum 2.0 overall grade point average (GPA) and passing grades in all required courses in order to earn a B.S. degree. Considering the competitive dietetic internship application environment we have set a higher GPA standard to earn a Verification Statement. **A minimum 2.75 cumulative GPA qualifies students for a Verification Statement.** A verification statement is required for students who plan to take the BS-NDTR exam or apply for dietetic internship in order to become an RD/RDN.

Considering the importance of foundational comprehension and the GPA requirement for Verification Statement we advise students to retake courses with low grades as soon as possible. University policy allows students to retake any course with a grade of C- or lower. Some dietetic internships and graduate programs will not consider applicants with less than a “C” grade in any DPND course. Up to 16 units may be re-taken to achieve passing and/or improved grade that replaces the lower grade in their GPA calculation.

[http://www.registrar.calpoly.edu/content/registration/repeats](http://www.registrar.calpoly.edu/content/registration/repeats)

After graduation students may retake DPND courses if suitable equivalents can be found. Enrolling in or retaking DPND courses at other colleges/universities should be discussed with the DPND director and must be approved by the DPND director for DPND credit. DPND courses retaken after graduation do not have an impact on the Cal Poly GPA but can improve DPND GPA if higher grades are earned and if official transcripts are submitted to the DPND director.

Applied nutrition students may take 1 (one) general education (GE) for Credit/No Credit grading. This must be a course that is not identified as a DPND course. Students should confirm this choice with an academic advisor or the DPND Director before choosing Credit/No Credit grading.
Administration and management

The director of the DPND Arlene Grant-Holcomb, EdD, RD. Dr. Grant-Holcomb is a full-time Nutrition faculty member appointed by the department head. Dr. Grant-Holcomb’s office is in building 24 room 112. Office hours are updated quarterly and can be found on the FSN website http://www.fsn.calpoly.edu/ in the navigation pane at the ‘Faculty Office Hours’ link. Telephone is 805-756-5495 and email aгранtho@calpoly.edu

The DPND director must be an RD/RDN. Responsibilities of the DPND Director include a full teaching load and program responsibilities that include but are not limited to each of the following: (excerpted from ACEND standards for Dieterics Education Programs)

1. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled students/interns (such as program admission, retention and completion policies)
2. Student recruitment, advisement, evaluation and counseling
3. Maintenance of program accreditation, including timely submission of fees, reports and requests for major program changes
4. Maintenance of the program’s student records, including student advising plans and verification statements; verification statements must be kept indefinitely
5. Maintenance of complaints about the program received from students/interns or others, including disposition of the complaint
6. On-going review of program’s curriculum to meet the accreditation standards
7. Communication and coordination with program faculty, preceptors and others involved with the program
8. Facilitation of processes for continuous assessment of program and student learning outcomes

Assessment of Prior Learning

The Office of Academic Records evaluates all courses taken at other colleges/universities for academic credit in each student’s declared major. If a student does not receive credit for a course previously taken and feels that the course is substantially the same as a required Cal Poly course, the student may submit a course substitution that explains the rationale, includes catalog descriptions of the completed course and the course for which substitution is requested and a copy of the syllabus for the completed course. The FSN department substitution committee, which includes the DPND director, may approve the course substitution if the learning objectives, teaching and learning methods and rigor are determined to be comparable. The substitution committee does not consider non-academic work for academic credit.

Attendance

Attendance is expected at every class and lab session and most instructors take attendance. Classes begin at the posted start time. Building professional skills begins with prompt and consistent class attendance and communication. If students must be absent due to illness or emergency an email or call to the instructor is appropriate to keep them informed. Attendance at the first class meeting is critical as instructors can drop students who miss the first class meeting.
**Change of Major**
Students should review major change requirements for the major of interest and meet with an academic adviser to discuss how the major aligns with the student’s plans and goals. Students wishing to change into the Nutrition Major should review the major change requirements found on the FSN Minors page linked here [http://www.fsn.calpoly.edu/minors.html](http://www.fsn.calpoly.edu/minors.html)

**Declaration of Concentration**
All students in the FSN 101 Orientation course are given information about each of the nutrition concentrations and associated career options. Students are required to declare a concentration during Fall quarter as one of the conditions for ‘Credit’ in the FSN 101 course. Students declare a concentration by sending an email to cpdots2@calpoly.edu from their calpoly.edu email address. The registrar will not accept emails from any other email sources, only calpoly.edu.

1. The email subject line should include: Last name “Concentration Declaration”
2. Email body must contain the student’s first and last name, EMPL ID#, major, catalog year and desired concentration.
3. Allow 6 – 8 weeks for the Evaluations office to process the information.
4. The major and concentration will both appear on the degree progress report. The DPR will populate the concentration courses as they are completed.
5. Students may change their concentration using the same email message system.

**Electronic Mail Account**
All Cal Poly students are given instructions for accessing their student ‘portal’ and email accounts upon acceptance of admission to the university. Instructions for forwarding your @calpoly.edu mail to an existing email account can be found at the following link [http://servicedesk.calpoly.edu/content/accounts_passwords/index](http://servicedesk.calpoly.edu/content/accounts_passwords/index)

Emails from faculty related to courses, the FSN department related to registration, course offerings, advising and other topics and the university related to registration, emergency alerts and other topics are all important methods of communication and should be reviewed when received.

**Dress Code and Safety**
Every class that includes the preparation of food or activities in food preparation and/or food processing has specific dress code and food safety practices that will be reviewed in detail at the first class or laboratory meeting (FSN 121, 230, 321,343,344). At a minimum, students must wear loose fitting ankle length pants, shirt that covers the shoulders and tummy, apron or lab coat, enclosed shoes and hair must be confined in a bonnet or hair net. Students may not wear nail polish, artificial nails or jewelry (except plain band wedding ring), during lab portions of these courses. Nutrient Metabolism, Chemistry, Biology, Anatomy and Physiology labs also have specific lab safety requirements that will be explained during the first week of class.

**Accident / Injury response and reporting**
Instructors orient students to safe work practices and monitor performance to promote a safe environment however if a student is injured or involved in an accident the university policies and procedures for response, investigation and treatment are found at this link [https://afd.calpoly.edu/riskmgmt/nonvehicleaccident.asp](https://afd.calpoly.edu/riskmgmt/nonvehicleaccident.asp)
**Maximum Program Completion Time**  
(Maximum Terms of Eligibility)  
Undergraduate nutrition students must complete their program within 6 years [150% of the published timeframe allowed for the degree (4 years)]. *Students who fail to complete the requirements are placed on SAP (Satisfactory Academic Progress) disqualification and are not eligible for future financial aid for the subsequent term(s).*

The financial aid website provides additional program completion timeline details for transfer students, those who study abroad and other exceptions.  
http://financialaid.calpoly.edu/_finaid/policies/sap.htm

**Evaluation of progress**  
Many, but not all, faculty use an online gradebook in the Learning Management System (PolyLearn) that shows individual grades for assignments and exams throughout the quarter so that students can monitor their grades until and including when the final grade is calculated. Final grades are submitted no later than 4:00 pm Tuesday following the end of each final exam period and available for students to view the Wednesday following the end of each final exam period. Grades are visible by term in “Poly Profile” along with a graphic similar to the example here titled “Academic Progress” which displays your required course completion as a percentage of the total required.

As classes are completed each student’s “Degree Progress Report” (DPR) is also updated. This is a different online resource also accessible from the student portal that includes every class required for completion of the degree and each class is coded according the following chart. The DPR will include classes taken at Cal Poly and will also show credit for classes taken at community colleges or other universities. Students are encouraged to check their DPR at the end of every term and especially after submitting transcripts from other schools to be sure appropriate credit has been given.

**Academic Probation**  
Students who earn less than a 2.0 GPA cumulatively or in any quarter are placed on academic probation and required to work with their assigned academic advisor to develop an action plan
to improve academic success. The plan is individualized to meet the unique needs of each student and usually involves repeating classes with grades less than ‘C’, self-reflection on study habits and needs, reduced course load, workshops related to time management, study skills, test-taking, reading for comprehension and referrals for counseling or medical screening. Students with 2 consecutive quarters on academic probation are subject to disqualification. Students who have been disqualified are eligible for readmission after a successful period of remediation that usually involves 2 semesters of prescribed coursework at the community college of their choice. Academic probation and disqualification are managed and directed by the College of Agriculture, Food & Environmental Sciences (CAFES) Advising Center.

Field trips
Field trips or field experience are included in many DPND courses as an excellent method for integrating theory with practice. Field trip expectations will be described in the course syllabus and usually at the first class or lab meeting, if required. And a ‘Student Participation Agreement” that can be found at the following link along with other field trip information will be provided by the instructor and completed by each student before field trip(s) take place.
http://afd.calpoly.edu/riskmgmt/fieldtrips.asp

Insurance
As a result of registering and paying fees, all Cal Poly students are entitled to outpatient medical services at no additional charge. This link to the Health and Counseling Services web site includes details on services, location and hours of operation.
http://hcs.calpoly.edu/content/health/medical_services

Student complaints/grievances
The university has a formal grievance policy for all students described at the link below.
http://www.catalog.calpoly.edu/academicstandardsandpolicies/academicstandards/#StudentGrievances
Complaints/concerns about specific DPND course structure, rigor, management, grading, academic integrity and similar issues should first be brought to the attention of the instructor in person or in writing. Most problems or mis-understandings can be resolved through direct personal communication. If the problem or concern persists the student may use the university grievance policy linked above or may bring their complaint to the DPND director.

The option to talk and problem-solve with the DPND director is open to all students, by appointment or during drop-in office hours, however if the student expects action / investigation, their complaint/concerns should be summarized in writing. Depending on the nature of the complaint the DPND director will investigate and/or collaborate with instructors, the department head, academic advisor, campus police and other relevant individuals, keeping the student’s identity confidential when possible. The DPND director will keep a file of the complaint and the resolution, though details of the resolution may not be able to be shared with the student.

Student conduct
The University and the FSN department is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff.
Every student should read and be familiar with the university policies related to conduct and each student’s rights and responsibilities. Individual instructors may include additional requirements for classroom behavior that will be included in course syllabi.

http://www.osrr.calpoly.edu/standardsforconduct/title5.asp

Student Privacy
The university and the FSN department abide by all Family Educational Rights and Privacy Act (FERPA) standards. Students receive an annual announcement that explains FERPA standards. The standards can also be reviewed at the link that follows

http://www.registrar.calpoly.edu/content/stu_info/ferpa_use

Verification statements
Verification statements are issued after degrees are posted, to students who complete the B.S. Nutrition curriculum following the Applied concentration, with a 2.75 GPA or better. Verification statements will be issued to Masters students after completion of all required DPND courses with at least a 2.75 GPA. A minimum of 28 DPND course units must be completed at Cal Poly in order to receive a verification statement from Cal Poly. Courses that must be taken at Cal Poly include FSN 415, FSN 416, FSN 417, FSN 420, FSN 426, FSN 429 and FSN 430.

The verification statement is documentation of successful completion of an accredited Didactic Program in Nutrition and Dietetics (DPND). Six verification statements, signed by the DPND director, are mailed to graduates at the address in Poly Profile. A cover letter that describes the use and value of a DPND verification statement and eligibility with steps to achieve the BS – NDTR credential is included.
Verification statements should be filed with other important documents like diplomas and birth certificates. An additional signed verification statement remains permanently filed in the students departmental file.

Volunteer activities
Diverse experiences related to dietetics are important to the professional development of dietetics practitioners and a variety of volunteer experiences will be available every academic year and should also be explored during breaks in locations outside of San Luis Obispo to add to the variety and diversity of experiences. Volunteerism is not observing or shadowing it is an opportunity to serve and contribute to an organization while also developing collaboration, communication, problem-solving and other important professional skills and abilities.

Experiences related to foodservice, healthcare and community nutrition are especially valuable to students pursuing a career in dietetics and while paid positions in foodservice are readily available that is not the case with community nutrition or healthcare so volunteering in these areas is an excellent way to gain experience and serve organizations that benefit the community. Be alert to announcements or emails from instructors about specific volunteer opportunities. As your schedule for each quarter is set after registration this is a good time to consider a quarter-long commitment to a local organization if you see that you’ll have a morning or afternoon open. Talk with your FSN instructors if you’re ready to make a quarter-long commitment, they may know of specific needs or be able to direct you to community organizations that appreciate our student volunteers.
Service learning is integrated throughout the curriculum and many times a connection made while serving in a class can lead to volunteer or even paid employment. While volunteering is important, academics is the top priority so if schedules do not allow for volunteering during the academic year, breaks are good opportunities to serve as a volunteer and most of the faculty are great sources of information about volunteering.

**Professional associations**
Student membership in the Academy of Nutrition and Dietetics is recommended and encouraged but not required. The membership year begins June 1 and student membership is $50 per year. Information about Academy student membership is available from the DPND director, DI director and most other faculty and from the Academy web site http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141
Benefits of Academy membership includes electronic and by mail subscription to the Journal of the Academy of Nutrition and Dietetics, daily emails with “Knowledge Center” summary of nutrition / dietetics related publications, professional networking, reduced prices on Academy sponsored events and eligibility for Academy Foundation and Practice Group scholarships. Students and even graduates may continue student membership until credentialed as a professional member (BS-NDTR or RD/RDN).

**Resources**

**Academic Skills Center**
The Academic Skills Center is located in Kennedy Library Room 112 and sponsors a variety of seminars and workshops to support student success. Workshops are well publicized and open to all students. http://sas.calpoly.edu/asc/

**Career Services**
Career services provides resources and support throughout student’s years at Cal Poly and after, in the form of resume and cover-letter writing advising and workshops, interview workshops and practice, career fairs and professional networking. Students may drop in or make appointments for specific kinds of support. http://www.careerservices.calpoly.edu/

**Center for Community Engagement**
The Center for Community Engagement supports faculty and their service-learning needs and plans usually in the local community and works directly with students as the university link to ‘Alternative Breaks’ and ‘Americorps’ http://deanofstudents.calpoly.edu/content/communitycenter/index

**Disability Resource Center (DRC)**
The DRC provides information and support services to Cal Poly students with permanent and temporary disabilities. Services are extensive and can be reviewed at their website http://drc.calpoly.edu/
Information Technology Services (ITS)
ITS supports all computing, information technology and communication on the Cal Poly Campus and throughout the Cal Poly portal and learning management system. The ITS service desk can be contacted by phone, web or in person for all issues related to technology, email, passwords, and more. http://servicedesk.calpoly.edu/content/computing_support/about_us/goals_mission

Library
Kennedy Library is the resource hub for all Cal Poly students, with an extensive print book and periodical collection along with online databases of peer-reviewed journals and other periodicals. Course reserve materials are available from the circulation desk. The library has quiet space for individual study and group collaboration. The library also has several computer labs and a technology center with laptops and iPads available for check-out. An orientation to the library is part of the FSN 101 course. http://lib.calpoly.edu/

Supervised Practice Application Support (SPAS) - Website
The SPAS website is a password-protected resource, specifically designed to support the dietetic internship application process. Students are oriented to the SPAS website and receive the password and login during the FSN 101 orientation course. The site is password-protected because it serves as a repository for the Applicant Guide to Supervised Practice, alumni profiles, links to recorded seminars and workshops and other copyrighted or subscription information not appropriate for the general public. The university subscription to ‘Jobs in Dietetics’ can also be found within the SPAS website.

This resource supports current students and graduates who may be applying for dietetic internship one or more years after graduation. The SPAS website does not take the place of personal advising but is a supplement to the advising process that is available to students and graduates 24 hours a day and 365 days a year. SPAS is linked from the FSN home page. http://fsn.calpoly.edu/

Scholarships
This link is to the most current information about scholarships. http://financialaid.calpoly.edu/_finaid/types_aid/scholarships.htm

By clicking on the “Cal Poly Scholarships and Awards” link students are directed to a page with this menu.

By next clicking the link to College of Agriculture, Food & Environmental Sciences (CAFES) students can view specific scholarships for which they might be considered. Keep in mind the list is extensive because all majors in CAFES are included here. The only way to be considered for a scholarship based on financial need is to complete the FAFSA by the beginning of March of each academic year. Check this web link for the exact deadline.
The Academy of Nutrition and Dietetics Foundation offers a large number of scholarships to student members based on merit or specific areas of study. Joining the Academy as a student member is a good first step towards qualifying for an Academy Foundation Scholarship. Click on the link below for Academy Foundation scholarship information.

http://www.eatright.org/ACEND/content.aspx?id=7934&terms=scholarship

Professional practice with a degree in Applied Nutrition

**Becoming a Nutrition and Dietetic Technician, Registered (BS-NDTR™)**

All students who complete the B.S. in Nutrition – Applied Concentration and earn a Verification Statement are eligible and qualified to take the exam to earn the BS-NDTR™ credential. The cover letter included with verification statements includes instructions for submitting the DTR eligibility application. The same information can be found at the CDR website under “Pathway III”

http://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietetic-technicians

Candidates must complete the ‘Exam candidate Survey’ linked from the DTR eligibility application. Candidates must print both the eligibility application and the DTRE mis-use form, fill out completely in blue ink and mail to the DPND program director at

Food Science & Nutrition
1 Grand Ave
San Luis Obispo, CA 93407

The DPND director verifies the candidate has earned the verification statement and submits the application to CDR. Within 10 business days the candidate will receive confirmation and information from CDR about eligibility to take the credentialing exam.

**Applying for Supervised Practice (Internship) Programs in dietetics**

There are two (2) application seasons for Supervised Practice programs (September & February application deadlines). Some students apply during their senior year and others wait and apply one or more years later in order to save money, get professional experience, allow time to clarify their goals and many other personal reasons. The process should be approached strategically and thoughtfully. Students will learn the strategy and details of the process throughout their years at Cal Poly, beginning in the FSN 101 orientation class and concluding in the FSN 463 Professional Practice in Dietetics senior seminar and individual advising. There are also meetings every Fall quarter to review the details for students not enrolled in FSN 463.

The core elements of the application process include

1. Login to SPAS and review the recorded seminar titled “Dietetic Internship Application Process Workshop” on the ‘External Resources’ page if not enrolled in the FSN 463 seminar.
2. Download the DPND course list that corresponds to the correct catalog cycle from SPAS ‘Documents’ page.
3. Create a DICAS account https://portal.dicas.org/
4. Enter all of the contact, personal and background information.
5. Enter DPND colleges attended.
6. Submit official transcripts from all colleges/universities where DPND courses have been taken, directly to DICAS.
7. Some combined MS/DI programs require additional official transcripts be submitted to the university graduate program. Review the website application instructions carefully.

8. Get official or unofficial transcripts to use for input of course name, units and grade earned. Enter courses term by term in chronological order.
   a. As of the Spring 2014 application season Spring quarter will appear before Winter quarter – a modification to correct this has been proposed to DICAS. Program directors understand this glitch and students should not worry about this anomaly.
   b. It’s possible that some terms there will not be DPND courses to enter if the student took general education or elective courses.

9. Input GRE score if taken.
10. Enter DPND director’s name and email contact and specify “Declaration of Intent” (students still taking classes) or “Verification Statement” (students who have graduated and received a verification statement).
11. Input awards received.
12. Input experiences (paid, volunteer and practicum). Include location, dates, supervisor’s name and description of duties / responsibilities. Room here for more details than on resume.
13. Upload personal statement(s), individualized and linked to each program applied to.
14. Upload resume
15. Enter name and email contact information for references.
16. Certify the application
17. Enter program designations for every program applied to.
18. Create a D & D Digital account, enter programs and rank in order of preference.
   https://www.dnddigital.com/
19. Submit application fees to programs and service fees to DICAS and D&D Digital
## Recommended Dietetic Internship Preparation Timeline

### Freshman Year
- **Focus on academics**
- Explore volunteer / work opportunities as time allows
- Join the nutrition club / explore other special interest clubs
- Join the Academy of Nutrition and Dietetics as a student member
- Plan dietetics-related summer work experience – consider Bearskin Meadow Diabetes Camp – 8 weeks – paid ([www.dyf.org](http://www.dyf.org))
- Get to know nutrition faculty
- Build E-Portfolio framework in FSN 121

### Sophomore Year
- Continue focus on academics – better to take fewer units and do well
- Retake any DPND courses with less than ‘C’ grade
- Consider becoming a “Health Ambassador” (KINE 290)
  - [http://stride.calpoly.edu/content/programs/health-ambassadors](http://stride.calpoly.edu/content/programs/health-ambassadors)
- Add artifacts and reflections to E-Portfolio
- Plus all freshman year recommendations

### Junior Year
- Continue focus on academics & all freshman/sophomore recommendations
- Explore SPAS (Supervised Practice Application Support) password protected website – password and login given during FSN 101 - SAVE
- Explore Academy (eatright.org) website for professional interest information and dietetic internship links
  - [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473)
- Attend the Fall DI Application workshop and the Spring “Getting ready for your senior year” workshop
- Paid part-time employment in foodservice, community nutrition or healthcare. Campus Dining, ASI Children’s Center and Sierra Vista Regional Medical Center are the major employers of nutrition students.
- Plan to attend FNCE Fall of senior year
- Consider applying to be a ‘Peer Health Educator” for all of senior year.
  - [http://www.hcs.calpoly.edu/content/pulse/teams](http://www.hcs.calpoly.edu/content/pulse/teams)
- Consider who you will ask for letters of recommendation for DI or grad school – Don’t wait for the last minute to build relationships with faculty.
- Take the GRE exam summer before senior year
- Consider summer and other travel plans in light of internship site visits and open house schedule – plan ahead.
- Plus all freshman / sophomore recommendations

### Senior Year
- Enroll in FSN 463 – Professional Practice in Dietetics – Fall quarter only
- Attend FNCE Dietetic Internship recruitment fair and conference sessions
- Narrow internship choices
- Select and request references for DI application before close of Fall quarter
| Begin building DICAS application Fall for submission Winter quarter |
| Request official transcripts sent to DICAS during Fall quarter - Cal Poly transcripts as soon as Fall quarter grades are final |
| Update and polish E-Portfolio |
| Finalize/submit DICAS application and D & D rankings by mid-February |
| Formulate a ‘Plan B’ in case of ‘no match’ |

**Becoming a Registered Dietitian (RD/RDN™)**

From the Academy website [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143)

Registered Dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- **Completed a minimum of a bachelor’s degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.

- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s website at [www.cdrnet.org](http://www.cdrnet.org).

- **Completed continuing professional educational requirements** to maintain registration.

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

Students should also be aware that beginning in the year 2024, a Master’s degree will be required for the entry-level RD/RDN practitioner. Credentialed RD/RDNs will be ‘grandfathered’ in and will not be required to earn a Master’s degree however the employment environment may be affected by new practitioners entering the field with advanced preparation.

**Employment opportunities for the RD/RDN™**

Information from [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143)

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD. RDs work in:

- **Hospitals, HMO’s or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and
correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.

- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician’s assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public

**Employment opportunities for the BS-NDTR™**

Information from [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144&terms=dtr](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144&terms=dtr)

Dietetic technicians, registered work independently or as a team member under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research.

Many work environments require that an individual be credentialed as a DTR. DTRs work in:

- **Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities** helping to treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy as an important part of health-care teams.
- **Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals**, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- **Women, infant, children (WIC) programs, public health agencies, Meals on Wheels and community health programs**, developing and teaching nutrition classes for the public.
- **Health clubs, weight management clinics and community wellness centers**, helping to educate clients about the connection between food, fitness and health.
- **Food companies, contract food management companies or food vending and distributing operations** developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

**Employment opportunities for the graduate not interested in RD / DTR**

Graduates in the applied nutrition concentration who decide not to pursue the RD or DTR credential are qualified to pursue employment in foodservice management, restaurant management, food or pharmaceutical sales, environmental health, public health, WIC and with additional study elementary or single subject teaching credential and other health professions including nursing, physician’s assistant, occupational therapy, chiropractic and many other professions.
Tuition and fees
This link is to the most current tuition and fees for undergraduate students at Cal Poly.
http://afd.calpoly.edu/fees/fall2014u.asp

Information about withdrawal and refund of tuition or fees can be found at the following link
http://catalog.calpoly.edu/financialinformation/

Glossary

<p>| Academy | Academy of Nutrition and Dietetics – The Academy of Nutrition and Dietetics is the world’s largest organization of food and nutrition professionals. The Academy is committed to improving the nation’s health and advancing the profession of dietetics through research, education and advocacy. |
| Accreditation | Process by which programs or institutions are reviewed and evaluated against specific standards to ensure that the program meets established standards. |
| ACEND | Accreditation Council for Education in Nutrition and Dietetics – the Academy’s accrediting agency for education programs. ACEND exists to serve the public by establishing and enforcing standards for the educational preparation of dietetics professionals and by recognizing dietetics education programs and education providers that meet these standards. ACEND has sole and independent authority in all matters pertaining to accreditation of programs and providers of entry-level through specialist and advanced practice education, including but not limited to standard setting, establishment of fees, finances, and administration. |
| BS-NDTR | Bachelor of Science prepared – Nutrition and Dietetic Technician, Registered – This is a new designation in 2014 |
| Commission Dietetic Registration (CDR) | The Academy’s certification and credentialing agency. CDR protects the public through credentialing and assessment processes that assure the competence of registered dietitian nutritionist and dietetic technician, registered. CDR has sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances, and administration. |
| Concentration | There are 3 concentrations (emphasis or specialized area of study) within the nutrition major. Students are encouraged to declare their concentration as early as possible so the DPR accurately reflects progress in the major. |
| D &amp; D Digital | Organization that manages the matching and ranking of dietetic internships |
| DICAS | Dietetic Internship Centralized Application Service – Service that enables a single application to be shared with one or more selected internships for consideration and matching. |
| Didactic | Teaching approaches that rely on information being provided to students in a structured manner through a second-hand source such as a teacher, readings or other media rather than through demonstration, laboratory or other forms of experiential learning |</p>
<table>
<thead>
<tr>
<th><strong>Didactic Program in Nutrition and Dietetics (DPND)</strong> [formerly known as Didactic Program in Dietetics (DPD)]</th>
<th>An education program that provides the required dietetics coursework to meet ACEND’s core knowledge requirements to prepare graduates for an Internship Program in Nutrition and Dietetics. Graduates of ACEND-accredited didactic programs who are verified by the program director may apply for supervised practice experiences to establish eligibility to sit for the registration examination for dietitians. Currently ACEND, The Academy and this department use both the DPD and DPND terminology.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disqualification (DQ)</strong></td>
<td>Academic Probation (AP) has different levels based on GPA (below a 2.0 in any of the 3 GPAs) The final level is disqualification and the students may submit an appeal. If an appeal is not submitted or is denied, students must attend a community college and meet certain requirements prior to applying for re-admission.</td>
</tr>
<tr>
<td><strong>DPR</strong></td>
<td>Degree Progress Report – accurate student record of course requirements – accessible through student portal</td>
</tr>
<tr>
<td><strong>FNCE</strong></td>
<td>Food and Nutrition Conference and Exhibition – the annual meeting and conference of the Academy of Nutrition and Dietetics</td>
</tr>
<tr>
<td><strong>ICMA</strong></td>
<td>Individual Change of Major Agreement – students can request to change into a major and need to meet with the academic adviser to review the major change requirements and complete the online form/contract. New students (freshmen or transfer) must wait one quarter prior to starting an ICMA contract.</td>
</tr>
<tr>
<td><strong>Internship program in nutrition and dietetics (also known as dietetic internship – DI – and/or supervised practice)</strong></td>
<td>An education program that provides at least 1,200 hours of required supervised practice experiences to meet ACEND’s competency requirements to become an RD/RDN. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for the credentialing examination.</td>
</tr>
<tr>
<td><strong>Poly Planner</strong></td>
<td>Found on Poly Profile. Tool used by students to plan a long-term course schedule. Students should check the catalog and other advising tools as Poly Planner does not consider prerequisites.</td>
</tr>
<tr>
<td><strong>Poly Profile</strong></td>
<td>Unofficial listing of coursework and lists courses in order of completion with quarterly, Cal Poly and Higher Education GPA</td>
</tr>
<tr>
<td><strong>Practicum</strong></td>
<td>At Cal Poly the lab, activity or service learning portion of courses that requires applied or practical work that supports and reinforces the learning objectives of the course.</td>
</tr>
<tr>
<td>RD/RDN</td>
<td>Registered Dietitian / Registered Dietitian Nutritionist. The CDR defines the registered dietitian (RD) or registered dietitian nutritionist (RDN) as an individual who has met current minimum (baccalaureate) academic requirements with successful completion of both specified didactic education and supervised-practice experiences through programs accredited by the ACEND of the Academy of Nutrition and Dietetics and who has successfully completed the Registration Examination for Dietitians. To maintain the RD or RDN credential, the RD or RDN must comply with the Professional Development Portfolio (PDP) recertification requirements (accrue 75 units of approved continuing professional education every 5 years).</td>
</tr>
<tr>
<td>Strategic plan</td>
<td>A systematic process of envisioning a desired goal or objective and translating that vision into a step-by-step plan to achieve the goal.</td>
</tr>
<tr>
<td>Verification Statement</td>
<td>The form completed by an ACEND program director, indicating that a student or intern has successfully fulfilled the requirements for completion of the program in accordance with institutional, CDR and ACEND policies.</td>
</tr>
<tr>
<td>Volunteer</td>
<td>A person who offers their time, abilities and service to an organization or cause without pay or other compensation.</td>
</tr>
<tr>
<td>WIC</td>
<td>Short for “Special Supplemental Food and Nutrition Program for Women Infants and Children”</td>
</tr>
</tbody>
</table>
Didactic Program in Nutrition and dietetics
Student handbook

Confirmation of receipt and review of this handbook

My signature below indicates that I have been oriented to the DPND Handbook. I know where and how to access it or have downloaded my own copy. I have read the handbook. I agree to abide by the policies in this handbook throughout my enrollment in the Nutrition Major, Applied Concentration.

This form will be maintained in my student file in the program office.

___________________________________________
Printed name of DPND student

___________________________________________  _____________________
Signature of DPND student      Date