

# DIDACTIC PROGRAM IN DIETETICS HANDBOOK

3<sup>RD</sup> REVISION



## PURDUE UNIVERSITY

### 2009

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# **SECTION 1**

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## ***INTRODUCTION/FOUNDATION***

### **1.1 MISSION STATEMENT**

The Didactic Program in Dietetics mission is to academically prepare students for dietetics practice and promote professional development through discovery, learning and engagement. The program will provide curriculum and learning environment that will promote an admiration for life-long learning and a strong foundation in nutrition education. The College, Department and the Programs missions are in harmony with the University and with the Mission for the Dietetic Profession as stated in the Conceptual Framework for the Profession of Dietetics. Further refinements of these statements are inherent to the DPD program goals.

### **1.2 GOALS & OUTCOME MEASURES OF THE DPD**

1. Prepare students to be qualified and competent for the pursuit of a career related to dietetics and nutrition.
  - DPD Completion Rate Within 150% of time planned for completion (*Target Measure 99%*)
  - Supervised Experience Program Acceptance Rate Compared to National Acceptant Rate (*Purdue DPD >National Average*)
  - Passing RD Exam on 1<sup>st</sup> time (*>80%*)
  - Total Mean Scaled Score (*Purdue DPD >National Average*)
  - Nutrition Mean Scaled Score (*Purdue DPD >National Average*)
  - Foodservice Mean Scaled Score (*Purdue DPD >National Average*)
  - Become RD and/or obtain employment related to major, and/or enrolled in an accredited continuing education program (*At least 80%*)
  - Rating of Foundation knowledge Requirements of DPD Graduates (*80% will receive at least a satisfactory rating (3 or above)*)
2. Foster student involvement in the unique opportunities related to dietetics and nutrition to broaden their experiences and build upon learning experiences acquired through the DPD curriculum.
  - Application to the CPD program annually (*at least 20% of DPD students*)
  - Number of Double Majors (*33% of DPD students*)
  - Enrollment/Participation in Honors Program, Study Abroad, Seminars and Lectures, Corporate Internships, Executive in the Classroom (*at least 50% of DPD students in either/or experience*)

### **Goals and Outcome Measures continued**

3. Encourage and support the dissemination of relevant information regarding dietetics education, supervised experience programs, career options, employment opportunities, professional organizations, and other resources related to the field of dietetics and nutrition.
  - Utilization of F&N Website, F&N Bulletin Board, Jobs in Dietetics, Industrial Roundtable and HTM Career Day (*at least 80% of DPD students will use at least one of the employment assistance tools*)
  - DPD Student Attendance at Meetings (*At least 70% of DPD students who have a junior standing or above will attend meetings*)
4. Prepare and encourage students to utilize technology as related to the practice of dietetics and nutrition.
  - Rating of DPD graduates by employers (*>90% will receive at least a satisfactory rating (3 or above) in knowledge and skills in the use of technology related to dietetics/nutrition*)
  - Utilization of technology by DPD students/graduates (*>99% will report weekly usage of technology related to dietetics and/or nutrition*)
  - Utilization of technology in courses (*>99%*)

## **1.3 APPROVED/ACCREDITED PROGRAMS**

The DPD and the CPD are currently accredited by the Commission on Accreditation for Dietetic Education (CADE) of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 ( 312-899-5400). CADE is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The DPD was received its initial accreditation in 2008 and will be under review for accreditation again in 2018.

## 1.4 FOUNDATION KNOWLEDGE REQUIREMENTS AND LEARNING OUTCOMES FOR DPDS

The entry-level dietitian is knowledgeable in the five areas listed below. The foundation knowledge requirements precede achievement of the core competencies for dietitians, which identify the performance level expected upon completion of the supervised practice program.

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

#### Knowledge Requirement

- KR 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.
- KR 1.1a Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.
- KR 1.1b Learning Outcome: Students are able to use current information techniques to locate and apply evidence-based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systemic 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 Exceptions: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

#### Knowledge Requirement

- KR 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
- KR 2.1a Learning Outcomes: Students are able to determine effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.
- KR 2.1b Learning Outcomes: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.

- KR 2.2 The curriculum must provide principles and techniques of effective counseling methods.  
KR 2.2a Learning Outcomes: Students are able to demonstrate counseling techniques to facilitate behavior change.
- KR 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.  
KR 2.3a Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.  
KR 2.3b Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

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

**Knowledge Requirements**

- KR 3.1 The curriculum must reflect the nutrition care process, and include the principles and methods of assessments, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.  
KR 3.1a Learning Outcomes: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.
- KR 3.2 The curriculum must include the role of environment, food, nutrition and lifecycle choices in health promotion and disease prevention.  
KR 3.2a Learning Outcomes: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups
- KR 3.3 The curriculum must include education and behavior change theories and techniques.  
KR 3.3a Learning Outcome: Students are 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 system in the provision of services to individuals and organizations.**

**Knowledge Requirements**

- KR 4.1      The curriculum must include management and business theories and principles required to deliver programs and services.
- KR 4.1a      Learning Outcome: Students are able to apply management and business theories and principles to the development marketing and delivery of programs or services.
- KR 4.1b      Learning Outcome: Students are able to determine costs of services or operations prepare a budget and interpret financial data.
- KR 4.1c      Learning Outcome: Students are able to apply the principles of human resource management to different situations.
- 
- KR 4.2      The curriculum must include content related to quality management of food and nutrition services.
- KR 4.2a      Learning Outcome: Students are able to apply safety principles related to food and personnel and consumers.
- KR 4.2b      Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data in use in decision –making.
- 
- KR 4.3      The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
- KR 4.3a      Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.
- 
- KR 4.4      The curriculum must include content related to health care systems.
- KR 4.4a      Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

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

### **Knowledge Requirement**

- SK 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 populations.
- SK 5.2        The physical and biological sciences 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.
- SK 5.3        The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Courses content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

Evidence for student learning outcomes of students in the DPD include student progression in the curriculum, > 99% passing rate in the capstone courses (F&N 424, F&N 442, and F&N 520), and mean scaled total/sub scores on the RD examination greater than the national average.

## 1.5 CODE OF ETHICS

### ***Code of Ethics for the Profession of Dietetics as published in the August 2009 Journal of The American Dietetic Association***

The American Dietetic Association and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of The American Dietetic

Association only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The latest revision was approved on June 2, 2009.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

### **Preamble**

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

### **Application**

The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);

(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and

(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

### **Principles**

#### *Fundamental Principles*

**1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**

**2. The dietetics 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 perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

*Responsibilities to the Public*

**3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.** The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

**4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**

a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

**5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**

a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.

b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.

c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

**6. The dietetics practitioner does not engage in false or misleading practices or communications.**

- a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
- b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
- c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

**7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

*Responsibilities to Clients*

**8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**

**9. The dietetics practitioner treats clients and patients with respect and consideration.**

- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

**10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**

**11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).**

*Responsibilities to the Profession*

**12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.**

**13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**

**14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**

**15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**

a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.

b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

**16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**

**17. The dietetics practitioner accurately presents professional qualifications and credentials.**

a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.

b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

**18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment. *Clarification of Principle:***

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

*Responsibilities to Colleagues and Other Professionals*

**19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.**

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

## **SECTION 2**

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### ***Academic Regulations, Policies and Procedures***

#### **2.1 ACCEPTANCE INTO THE DPD**

##### **A. Incoming Students**

Incoming students are admitted into the DPD by the Purdue University Admission Criteria ([www.purdue.edu?admissions/undergrad/applying/crit\\_freshman.shtml](http://www.purdue.edu?admissions/undergrad/applying/crit_freshman.shtml)).

Factors that are reviewed for each applicant include:

- Overall grades in academic coursework
- Grades related to intended major
- Strength of student's overall high school curriculum
- Trends in achievement
- Class rank
- Overall grade point average
- Core grade point average (English, academic math, laboratory science, foreign language, speech)
- SAT or ACT score (including writing section)
- Personal Statement
- Ability to be successful in intended major
- Personal background and experiences
- Information provided by high school guidance counselor (or other school administrator)
- Time of year the student applies
- Space availability in the intended program

Subject matter expectations for the College of Consumer and Family Sciences include 6 semesters of math, 6 semesters of lab sciences, 8 semesters of English, 4 semesters of a foreign language and 6 semesters of social studies completed in high school.

##### **B. Change of Degree Option (CODO) Students**

Current students wishing to transfer into the DPD from another college must meet the Change Of Degree Option (CODO) requirements of the Foods and Nutrition Department. The criteria include:

- A minimum of 1 college semester completed
- Must be in good academic standing and complete an academic advisor interview
- Minimum GPA 2.5

- Students who have completed fewer than 37 hours must have earned at least a B in CHM 112 or a C in CHM 115.
- Students who have completed more than 36 hours must have earned at least a B in CHM 112 or a C in CHM 115. Additionally, they must attain a 2.5 average for FN 315 and CHM 257. If students elect to take CHM 255 and CHM 256 instead of CHM 257, they must attain a 2.5 average for FN 315, CHM 255 and CHM 256.

### C. Transfer Students

Transfer students from other universities are admitted into the DPD through criteria established by the Purdue Admissions Office. The criteria are as follows:

- Must satisfy the high school course requirement listed in 2.1 A
- Minimum GPA of 2.5
- **MUST** have completed at least one college –level chemistry course with a grade of C or higher.
- Completed minimum of 12-24 semester credits of college level ( not remedial) prior to enrollment at Purdue
- Evaluation of high school transcript
- SAT or ACT scores unless more than 24 college credits completed.
- Overall grades in academic coursework
- Grades related to intended major
- Ability to be successful in intended major
- Personal background and experiences
- Time of year the student applies
- Space availability in the intended program

Additional information regarding transfer credit for the DPD can be found in section 2.4.

### D. International Students

Admission expectations for international students are similar to those for freshman, with these exceptions:

#### **General Requirements & Eligibility**

Below you will find the general requirements for undergraduate admission to Purdue University. **The following documentation must be submitted in order to apply for an undergraduate program:**

1. International Undergraduate Student Application
2. Original or attested copies of original academic documents from all secondary and post-secondary schools attended mailed in a sealed envelope from a secondary school or examination board or university.
3. Check or credit card for \$30.00 drawn on a US bank to cover the application fee.
4. Evidence of graduation from a recognized secondary school.
5. One of the following test scores:

#### **TOEFL: Test Of English as a Foreign Language**

- Score of 550/213\*/79\*\* or higher (General)
  - score of 570/230\*/88\*\* or higher (Freshman Engineering)
- Purdue School Code: 1631 Dept. 00  
 \*Paper/Computer based exam  
 \*\* Internet based score (iBT)

**SAT: Scholastic Assessment Test**

- score of 480 or higher on the Critical Reading section. Students are strongly encouraged to submit SAT scores.
- Purdue School Code: 1631

**Ordinary Level of G.C.E or G.C.S.E:**

**General Certificate of Education or  
 General Certificate of Secondary Education**

- grade of at least B in English Language

**IELTS: International English Language Testing System**

- score of 6.5 or higher

**ACT: American College Test**

- score of 20 or higher on the English section
- Purdue School Code 1230

Additional information regarding transfer credit for the DPD can be found in section 2.4.

## 2.2 FEES

Fees associated with the DPD program are minimal with the exception of the University tuition and standard course textbooks. Each DPD student is required to purchase a lab coat that will be utilized throughout chemistry, biology and nutrition related labs. Students enrolled in F&N 520 are required to purchase the Nutrition Care Manual and become student ADA members. Travel cost will also be accrued for a field trip in F&N 205

- Lab Coat ~ \$25.00
- Travel = \$6.00
- Nutrition Care Manual (Students) = \$75.00 for a full year or \$40 for 1 semester
- American Dietetic Association Student Membership = \$49.00

## 2.3 ADDING OR CHANGING MAJORS

### A. OBTAINING A DOUBLE MAJOR

*(Adapted May 9, 2001 by the Faculty, Department of Foods and Nutrition)*

A double major expands both knowledge and skills and can result in increased employment opportunities. Students are encouraged to earn double majors between the DPD or the CPD and any other major in F&N. A student may graduate in only ONE of the two dietetics majors (DPD or CPD). A double major in the DPD and the CPD is NOT allowed. Very popular is the double major in the DPD or the CPD and Nutrition, Fitness, and Health (NFH).

Double majors can also occur between schools. A degree for each major is earned when courses for that major are completed. The double major is best accomplished with early planning to ensure the courses from both majors can be integrated into a manageable plan of study. Students who are interested in a double major outside the F&N department should let their advisor know as soon as possible so appropriate plans can be made to facilitate the degree.

If a student opts to graduate in one major and continues to finish the other major in the following semester, the student is no longer eligible for academic awards and honors within the department.

## **B. CHANGING MAJORS WITHIN DEPARTMENTAL PROGRAMS**

Students who elect to apply to the CPD for the Supervised Experience Program must follow the CPD application process. Students must apply and interview for the CPD. If accepted into the program the students major will then change from the DPD (DIDA) to the CPD (CRDT) Students who have a double major will be instructed on graduation options from the CPD Director.

## **2.4 TRANSFER CREDITS**

*(University Regulations Part 2, Section II, B.1)*

Transfer credit is credit earned at another accredited college or university and accepted by Purdue. The University will accept transfer credit only for work done at those institutions fully approved by a regional accrediting association of secondary schools and colleges or those whose regional accreditation designation is Associates/Vocational –Technical (A/V) when agreements with academic departments exist that specify courses or blocks of credit that will transfer into specific Purdue University degree programs. In addition to regional association approval, certain programs may require accreditation by professional organizations and/or societies before credit will be considered for transfer.

Students participating in college credit courses that are taught concurrently for high school and college credit during the regular school day by local secondary teachers must validate the *credit through the subject department*. The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the school head or his/her designated representative, in accordance with the regulations of the University faculty.

### **A. Acceptance of transfer credits into the DPD and receipt of verification statement**

A student transferring into the Didactic Program in Dietetics at Purdue University who wishes to receive an American Dietetic Association verification statement **must** complete the following courses in the West Lafayette DPD: F&N 330, F&N 424, F&N 436, F&N 437, F&N 438, F&N 442, F&N 453, F&N

520, F&N 530, and F&N 580. Students may seek an exemption, if they have completed a course they perceive is equivalent to one of the 11 aforementioned courses at another approved or accredited institution in one of the following ways:

1. Transfer credit as designated by the Credit Evaluation Office that is processed on official transcripts as a true equivalent in regards to matching content, prerequisites, and credit hours will receive approval of course for receipt of verification statement.
2. Transfer credit as designated by the Credit Evaluation Office is processed on official transcripts as “undistributed credit” must be evaluated by the department for course equivalence. Students maybe interviewed and course syllabus, material and other information must be provided to determine equivalency.
3. Students whose course credit is designated by the Credit Evaluation Office and processed on official transcripts as “undistributed credit” and denied course equivalence by the department due to lack of information, the student may request an exemption examination in the course to validate equivalency. It is the professor’s prerogative as to whether there can be credit established. The final exam, if comprehensive maybe used or one may be constructed from course material. Students must score at least a 70% on the examination to receive exemption, the usual grade to receive a “pass” at Purdue. Credit established by the exam for the West Lafayette course allows the student to fulfill the requirements of the DPD.
4. Transfer credit without examination for F&N courses required for the ADA verification statement may also be awarded on the basis of substantially equivalent experience, successful completion of a more advanced course, etc. at the discretion of the department head.

Students must complete at least 23 credit hours of the 31 cumulative hours of professional F&N courses at Purdue University’s West Lafayette campus. This credit requirement parallels itself with the University policy of completing at least 32 credits (25% of total F&N graduation requirements) of at least junior level standing required for graduation at Purdue University.

All other course required by the DPD to receive a verification statement follow the University’s policy for transfer credits as listed above.

## **B. International Credit Transfer**

All **international students** must have any course work taken outside the U.S. evaluated by an appropriate credentialing service and must also meet the policy as stated above. Evaluation of coursework outside the US **must** be given to the DPD Program Director **before** it can be determined which courses in the Purdue DPD must be taken to receive a verification statement. The program director can give international students a list of suggested

credentialing agencies and they are listed on the ADA web site ([www.eatright.org](http://www.eatright.org)). There is a fee for this service. The CDR website ([www.cdrnet.org](http://www.cdrnet.org)) has a listing of agencies which will evaluate international credits.

**C. Acceptance of transfer credits for F&N 205 and F&N 315**  
(Effective Date: January 1996)

Non-major courses in Foods and Nutrition, in which the student made an A or a B, will not be accepted as automatic substitutes for required major courses. This primarily applies to F&N 203 and F&N 303. Should the student take F&N 203 or F&N 303 before transferring to Purdue from ANY college or university, including regional campuses, they may establish credit in the required F&N 205/F&N 315 by exam OR they may take the course on the WL campus. There are no automatic exceptions to this policy.

**D. Transfer of Credits between Curricula**  
(University Regulations Part 2, Section II, E)

When students transfer into the DPD from another curriculum, the courses that have been acceptable in satisfying the degree requirements of the DPD shall be determined as follows:

1. An authorized representative of the dean of the school into which the student wishes to transfer shall cause to be entered upon forms provided by the registrar a list of those courses previously taken that may be used in satisfying the degree requirements of the curriculum into which the student is transferring. These courses shall include:
  - a. All courses completed, regardless of grade received, which are required courses in the curriculum to which he/she is transferring or which are substantially equivalent to, and are acceptable as substitutes for, such required courses.
  - b. Courses completed but not required for his/her new curriculum that are admissible for credit as elective courses in the new curriculum. The decision to transfer such credit for elective courses shall be made by the student at the time of transfer and upon the consent of an authorized representative of the dean of the school to which the student is applying for transfer.
2. A graduation index as of the date of transfer shall be computed using only grades in courses transferred as specified above.
3. When a student transfers between markedly different curricula within a school offering a single degree, the dean of the school shall be empowered to grant an exception that extends the benefits of this section.

## **2.5 ATTENDANCE**

*(University regulations Part 2, Section VI, A)*

The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable. Refer to University Regulations for policy specifics.

## **2.6 PREREQUISITE GRADE REQUIREMENTS**

F&N will enforce the passing of course pre-requisites to enroll in the next required class. Students receiving an "F" in a course pre-requisite will be automatically dropped from the subsequent course. F&N will enforce a grade of at least a "C" in F&N 330 as a prerequisite course to F&N 415. If a student receives a grade of "D" or "F" in F&N 330, the student will not be permitted to enroll in F&N 415.

## 2.7 GRADES IN F&N MAJORS

### A. FAILING OR POOR GRADES

*(Adopted Spring, 2007)*

Students receiving an "F" in a course will follow the standards as listed above in section 2.6. No credit is awarded for courses in which an "F" is awarded. Therefore, students have not met the major's requirements for graduation and must retake the course to meet graduation requirements. Due to the necessary sequencing to complete the F&N majors, receiving an "F" in a course that is a prerequisite for a later course may increase by up to 2 years the time needed to complete the major.

Students receiving a "D" will be asked to see their academic advisor to discuss their goals in F&N majors. Students are highly encouraged to retake any course in the DPD in which the grade received is a "D". Retaking a DPD course and receiving a higher grade will increase the student's probability of obtaining a Supervised Experience Program.

### B. GRADE SUBSTITUTIONS

*(University Regulations Part 2, Section VII, J, 2)*

With the consent of his/her academic advisor, a student may repeat a course not intended for repeated registrations. In the case of such a repeated course, only the most recent grade received shall be included in the graduation index. In the case of a course in which a conditional grade has been improved by examination or for which a course of substantially equivalent content and level, as designated and properly authorized by the department offering the original course, has been substituted, the most recent grade received shall be used. The grade in a remedial level course, as identified by the student's school may be deleted from the graduation index upon the recommendation of the student's school.

## 2.8 DROPPING COURSES

*(University Regulations Part 2, Section V, F)*

**Cancellation of Assignment.** Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.

No course assignment shall be cancelled within the last seven weeks of any semester or three and one-half weeks of a summer session.

<b>Week</b>	<b>Restrictions</b>
1-2	Approval of academic adviser; course will not be recorded
3-4	Approval of academic adviser; course will be recorded with grade of W
5-9	Approval of academic adviser. The instructor shall indicate whether the student is passing or failing ( <i>University Senate Document 91-5, February 24, 1992</i> ). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus ( <i>University Senate Document 93-14, September 26, 1994</i> ) Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W ( <i>University Senate Document 91-5, February 24, 1992</i> )
10-16	Course assignments cannot be cancelled during this period

The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.

## 2.9 INCOMPLETE COURSE

*(University Regulations Part 2, Section VII, B)*

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete grade is not to be used as a substitute for a failing grade. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When an instructor reports a grade of incomplete, he/she shall file in the departmental office registrar's form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade. He/She shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade. The student must achieve a permanent grade in the course no later than the 12th week of the second subsequent semester of enrollment, or the incomplete grade will revert to a failing grade. (See Section VII-F.) If the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.

## **2.10 GRIEVANCE**

Students who have a grievance with the DPD are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved the grievance shall be forwarded to the Department Head and/or faculty for resolution.

Some grievances may be under the jurisdiction of the College and/or University. Grievance policies for the University shall be followed as outlined in the University Regulations. Grievance procedures may vary according to the subject of grievance (grades, harassment, etc)

## SECTION 3

### *SUPERVISED EXPERIENCE PROGRAM APPLICATION PROCESS*

#### 3.1 DPD MANDATORY MEETINGS

During the DPD students' academic career there are several mandatory meetings dispersed throughout the curriculum. These sessions are focused on developing a professional student, preparation for the supervised experience program application process and academic and professional development. The table below outlines each year in the DPD and the corresponding mandatory meetings.

<b>Classification</b>	<b>Meeting</b>	<b>Description</b>
Freshman	Annual Fall Undergraduate Meeting - October	<ul style="list-style-type: none"> <li>• Overview of DPD Education</li> <li>• Progression towards verification statement</li> <li>• Unique Opportunities</li> <li>• Application Process</li> <li>• Review of any DPD updates/changes</li> </ul>
Sophomore	Annual Fall Undergraduate Meeting - October	<ul style="list-style-type: none"> <li>• Overview of DPD Education</li> <li>• Progression towards verification statement</li> <li>• Unique Opportunities</li> <li>• Application Process</li> <li>• Review of any DPD updates/changes</li> </ul>
Junior	Annual Fall Undergraduate Meeting - October	<ul style="list-style-type: none"> <li>• Overview of DPD Education</li> <li>• Progression towards verification statement</li> <li>• Unique Opportunities</li> <li>• Application Process</li> <li>• Review of any DPD updates/changes</li> </ul>
	SPE callout – beginning of fall semester	<ul style="list-style-type: none"> <li>• SPE application process overview</li> <li>• Professional preparation for SEP</li> <li>• SEP application criteria</li> <li>• Computer Matching System</li> </ul>
Senior	Annual Fall Undergraduate Meeting - October	<ul style="list-style-type: none"> <li>• Overview of DPD Education</li> <li>• Progression towards verification statement</li> <li>• Unique Opportunities</li> <li>• Application Process</li> <li>• Review of any DPD updates/changes</li> </ul>
	SPE callout – beginning of fall semester	<ul style="list-style-type: none"> <li>• SPE application process overview</li> <li>• Professional preparation for SEP</li> <li>• SPE application criteria</li> <li>• Computer Matching System</li> </ul>
	SPE Application – mid fall semester	<ul style="list-style-type: none"> <li>• Specific application guidelines and procedures specific to Purdue</li> </ul>
	Individual SPE Application Review – 1 <sup>st</sup> week of spring semester	<ul style="list-style-type: none"> <li>• Individualized review of application by Program Director</li> <li>• Letter of Intent</li> </ul>
	Exit – Spring	<ul style="list-style-type: none"> <li>• Exit interview for comments</li> </ul>

### **3.2 LETTER OF INTENT**

A letter of intent will be issued to DPD students with the intent of applying to a SPE at the beginning of the spring or fall semester of their senior year, prior to graduation. These letters are necessary for the application process as it declares your intent to complete the courses prior to the start of the SPE.

### **3.3 LETTERS OF RECOMMENDATION**

Letters of recommendation for the application process must be sealed and provided to the PD with the application packet unless stated otherwise by SPE. After review of the applications, any extra letters of recommendation will be unopened and shredded by the PD and for no reason returned to the student. This policy is to ensure the confidentiality of the recommendation process.

### **3.4 SUPERVISED PRACTICE EXPERIENCE PROGRAM APPLICATION**

Applications for SPE are usually due approximately February 15<sup>th</sup>. The DPD Director requires that all students submitting applications attend all necessary meetings listed in 3.1. SPE Applications should be turned into the Director after October Break for review. Students will have the application returned during the final meeting prior to Winter Break. During Winter Break students should be revising application according to suggestion of the Director. The Director will then meet individually with applicants during the first week of the spring semester to review revisions and issue the letter of intent.

### 3.5 TIMELINE FOR 2010 SPRING APPLICANTS

- Take GRE
- Select Programs of Interest
- Request Application Packet
- Request Transcripts from Other Universities
- Draft Application Letter
- Strengthen Weakness Areas by Building Resume
- Request Off-Campus References
- Join Professional Memberships (WIDDA and ADA)

**Summer  
2009-October  
2009**

#### **DPD-DI Callout, September 2<sup>nd</sup>**

- Wednesday 9/2 @ 5:30pm SMTH 108
- All DPD Juniors and Seniors

#### **Before October 14<sup>th</sup>**

- Meet with Dr. Mobley or Mrs. Kennedy to discuss DI choices and answer questions regarding application
- Obtain transcripts from any other college of university attended

#### **October 14<sup>th</sup>**

- Submit DI packets to Dr. Mobley for initial review
- DI Ranking Sheet
- Each DI should have its own packet with ADA application complete, personal statement and requirements of DI.
- Must submit Writing Lab Verification Statement that your personal statements have been reviewed.

#### **DI Meeting – December 7<sup>th</sup>**

- Monday 12/7 @ 5:30pm, UNIV 001
- All DI applicants must attend
- DI packets will be returned to students
- Students must schedule an individual meeting with Dr. Mobley at this meeting for 1<sup>st</sup> week of 2<sup>nd</sup> semester.
- Students should request on-campus references

#### **Before January 11<sup>th</sup>**

- Correct and refine DI applications
- Secure all references
- Prepare for individual meeting with Dr. Mobley
- Request and obtain Purdue transcripts

#### **After January Meeting w/ Dr. Mobley**

- Alter application according to Dr. Mobley to receive declararion of intent.

#### **Before February 12<sup>th</sup>**

- Complete Computer Information D&D Digital

#### **Before February 16, 2010**

- Mail (certified) Application

**September  
2009-  
February  
2010**

### 3.6 VERIFICATION STATEMENTS

The signed verification statement documents that an individual has completed the requirements of a dietetics education program accredited or approved by the Commission on Accreditation for Dietetics Education. It is essential to the CADE dietetics education, CDR registration eligibility and ADA membership processes. Verification statements are signed by the program director and will be issued no later than four weeks after graduation.

#### A. Undergraduate Requirements for Verification Statement

Verification statements may be granted at the conclusion of each regular semester and summer session of the academic year. To gain a verification statement from Purdue University, a student shall satisfy the following requirements:

1. Students must receive credit for the following courses to fulfill the Knowledge Requirements required of the DPD.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit</b>
<b><u>Professional Courses</u></b>		
FN 106	Profession of Dietetics	1
FN 205	Food Science I	3
FN 315	Fundamentals of Nutrition	3
FN 330	Diet Selection and Planning	3
FN 424	Communication Techniques in FN	3
FN 436	Nutritional Assessment	2
FN 437	Macronutrient Metabolism in Human Health and Disease	3
FN 438	Micronutrient and Photochemical Metabolism in Human Health and Disease	3
FN 442	Foodservice Systems Management	2
FN 453	Food Chemistry	4
FN 520	Medical Nutrition Therapy	4
FN 530	Public Health Nutrition	2
FN 580	Geriatric Nutrition	2
HTM 212/OLS 274	Org. and Mgmt. in the Hospitality/Tourism Industry	3
HTM 291L	Quantity Food Production & Service Labs	2
HTM 311	Procurement Management for Foodservice	3
HTM 312/OLS 252	Human Resources Mgmt. for the Service Industries	3
<b><u>Physical, Biological Sciences, Mathematics</u></b>		
BIOL 203/301	Human Anatomy and Physiology	4/3
BIOL 204/302	Human Anatomy and Physiology	4/3
BIOL 221	Introduction to Microbiology	4
BCHM 307/CHM 333	Biochemistry	3
BCHM 309	Biochemistry Lab	1

CHM 111/115	General Chemistry	3/4
CHM 112/116	General Chemistry	3/4
CHM 257/ 255&256	Organic Chemistry	4/3/3
MA 159/153&154	Pre-calculus	5/3/3
STAT 301	Elementary Statistical Methods	3

### **Behavioral and Social Sciences**

ECON 210	Principles of Economics	3
PSY 120	Elementary Psychology	3
SOC 100	Introductory Sociology	3

### **Communication Courses**

COM 114	Fundamentals of Speech Communication	3
ENGL 106/108	First Year Composition	4/3

2. Undergraduates must complete the following courses in the West Lafayette DPD: F&N 330, F&N 424, F&N 436, F&N 437, F&N 438, F&N 442, F&N 453, F&N 520, F&N 530, and F&N 580 to receive an American Dietetic Association verification statement from Purdue University's DPD. Exceptions to completing these courses at Purdue are listed in Section 2 Part 2.4, A of this manual.
3. All undergraduate students must achieve a graduation grade point average of at least 2.0 to receive a verification statement.
4. If you wish to have credit for work experience, then you must register for F&N 350, Practicum in Dietetics-available for 1 credit, pass/fail - or F&N 590 and name it to fit the summer work experience. Either of these requires you work with a faculty member to facilitate the experience. **ALL MUST BE PRE-APPROVED.**

## B. Graduate Student Requirements for Verification Statement

1. Graduate students must complete the following courses to meet the FKS of the DPD to receive a verification statement.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit</b>
<b><u>Professional Courses</u></b>		
FN 106*	Profession of Dietetics	1
FN 205	Food Science I	3
FN 330	Diet Selection and Planning	3
FN 436	Nutritional Assessment	2
FN 442	Foodservice Systems Management	2
FN 453	Food Chemistry	4
FN 520	Medical Nutrition Therapy	4
FN 530	Public Health Nutrition	2
FN 580	Geriatric Nutrition	2
HTM 291L**	Quantity Food Production & Service Labs	2
HTM 212/OLS 274	Org. and Mgmt. in the Hospitality/Tourism Industry	3
<b>OR</b>		
HTM 312/OLS 252	Human Resources Mgmt. for the Service Industries	3
<b><u>Behavioral and Social Sciences</u></b>		
PSY 120	Elementary Psychology	3
<b>OR</b>		
SOC 100	Introductory Sociology	3

\*May substitute with professional development portfolio.

\*\*Not required in enter Purdue's CPD for the experience program.

2. Exceptions to completing these courses at Purdue are listed in Section 2 Part 2.4, A of this manual.
3. This course list applies only for those who receive a MS or PhD degree from the INP at Purdue. If students decide to drop the graduate program and wish to continue with requirements for the DPD verification, the graduate student must follow policies outlined in Section 3.6A.
4. In order to provide a variety of flexible education models at baccalaureate, masters and doctoral degree levels and an array of experimental routes that satisfy entry-to-practice requirements, the Purdue DPD prides several avenues to complete the above courses:
  - Take the course.

- Be a TA in the course (except F&N 520) and receive a satisfactory evaluation.
    - As a TA, the student must participate in all lectures for the course and an additional TA evaluation form to evaluate student learning outcomes is required. The forms would be developed and evaluated by the DPD Director and the Instructor. The professor in charge will process a “credit established” which will be listed on the transcript. “Credit established” cannot be used for courses on the graduate plan of study. Continuing TAs are normally reassigned to the same course. In general, TAs are assigned as needed on a first come/first serve request basis.
  - Exempt by exam from the course, if offered.
  - Take the course via correspondence or independent study (for courses approved by the DPD Director and below 400 level)
5. All graduate students must achieve a graduation grade point average of at least 3.0 to receive a verification statement.

## SECTION 4

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### *APPENDICES*

## Appendix A

### QUESTIONS AND ANSWERS

#### Fall, 2009

This information is **VERY IMPORTANT READING**. It covers most of the basics you need to know about the dietetics curriculums at Purdue University.

- What do dietitians actually do?
- What's the DPD? the CPD?
- What electives should I take?
- Are the Purdue programs ranked?
- What GPA do I need to get a dietetic internship program?
- How do I decide between the Didactic and Coordinated Programs?

These and many more questions are discussed in this booklet. Please share this with your parents and anyone else interested in your major. This information is **NOT** meant to replace counseling sessions with your advisor. With your advisor you can plan a schedule to fit your individual needs, based on the course sequence for the major. This is particularly important if you are double majoring. Read this **BEFORE** you register. Then **ASK YOUR ADVISOR** any further questions you may have regarding dietetics.

**Stacey L. Mobley, Ph.D., R.D., CNSD**  
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Revised, January 2008

## **A. What is a Registered Dietitian?**

The Registered Dietitian (RD) credential is the only credential nationally recognized in foods and nutrition. The RD is marketed as the nutrition expert and the credential is required for most employment in the health care industry and preferred for many other employment opportunities in foods and nutrition. The credential is particularly important when nutrition counseling/advice is a component of the employment. Due to the marketing of the RD credential, expect to see it required even more in the future as necessary for employment.

## **B. How do I become a RD?**

The RD credential is earned after successfully passing a nationally administered exam. To be eligible to take the exam requires completion of two different components of study:

- 1) a classroom component (didactic)
- 2) a supervised practice component (experience).

## **C. What is the goal of the dietetics majors?**

The faculty goals for all F&N undergraduates are to assist them in gainful employment (if so desired), provide for their advancement in employment or academics, and/or their acceptance into professional or graduate study.

### **Goals specific to the Didactic Program in Dietetics (DPD) are to:**

- Prepare students to be qualified and competent for the pursuit of a career related to dietetics and nutrition.
- Foster student involvement in the unique opportunities related to dietetics and nutrition to broaden their experiences and build upon learning experiences acquired through the DPD curriculum.
- Encourage and support the dissemination of relevant information regarding dietetics education, supervised experience programs, career options, employment opportunities, professional organizations, and other resources related to the field of dietetics and nutrition.
- Prepare and encourage students to utilize technology as related to the practice of dietetics and nutrition.

### **Goals specific to the Coordinated program in Dietetics (CPD) are:**

- Prepare students to meet the competencies stated by CADE.
- Prepare students to successfully write the national examination for Registered Dietitians.
- Prepare students to practice effectively as entry-level dietitians in the areas of nutrition therapy, community and foodservice systems management.
- Prepare graduates for life-long learning and/or advancement in dietetics through professional activities and development.

The classroom component can be met by completion of a Didactic Program in Dietetics (DPD) or a Coordinated Program in Dietetics (CPD). The experience component can be met by completion of a CPD, or by a supervised practice program following the DPD. Supervised practice programs are currently Dietetic Internships (DI) and CPD's. All dietetic students are initially admitted to the DPD as the didactic courses for the DPD and CPD are essentially the same. The following questions and answers will discuss the uniqueness of each program.

#### **D. What's a Didactic program in Dietetics (DPD)?**

The Didactic Program in Dietetics (DPD) gives you the classroom component, culminating in a B.S. degree. When you complete the DPD, you will receive a verification statement. This verification is required for you to enter a dietetic experience program. The DPD must be followed, as a post-baccalaureate program, by a supervised practice (experience) program to qualify you to take the RD exam. Current supervised practice program Dietetic Internships (DI) or CPD's. The DPD Program Director is Stacey L. Mobley, Ph.D., R.D., CNSD. His office is 207 Stone Hall and his email is smobley@purdue.edu.

Applications to the practice programs occur in the senior year. (see F). The RD exam is taken after the experience program is completed. Experience programs are normally 10 - 12 months long. Therefore this option requires a total commitment of about five years. During the DPD, you have sufficient elective hours to accommodate other interests or to even double major. Appendix C shows a typical course sequence for the DPD and Appendix E a sequence for the combination of the DPD with the Nutrition, Fitness, and Health Major. Your advisor can show you how to combine the DPD with other majors.

#### **E. What's a Coordinated Program in Dietetics (CPD)?**

The Coordinated Program in Dietetics (CPD) combines the classroom and supervised practice component within the B.S. degree program, enabling the student to take the RD exam after graduation. If a student plans for the CPD beginning the 1st semester of the Freshman year, and is accepted into the CPD, then they can complete the CPD in 4 years and 2 summers. When you complete the CPD, you will receive a verification statement which then admits you to take the RD exam. Although the CPD can be completed in four years plus two summers, the program may change in the future to a 5 year program. The experiences occur during the last year, including a summer session, of the curriculum. The program requires a separate application during the last fall seminar of the DPD course work. The pre-requisites for the CPD are the same basic courses as the DPD. Applications are usually due in September and applicants chosen by Fall registration for entrance into the program as a junior during the last year of DPD course work. Approximately **1200 hours** of experiences outside the classroom provide the supervised practice component. The experiences are in and near the Lafayette area. Since you are not in the CPD until at least the junior year, there are no freshman and sophomores in the program. Due to the time requirement for the program, it is recommended that students do not also work during the semesters that include an experience component. There are no required electives in the CPD. If you wish to combine the CPD with another interest or major, you may do so by adding additional semesters to your

program. Appendix D shows a typical course sequence for the CPD. Your advisor can show you how to combine the CPD with other majors.

How do I decide between the Didactic Program, the Coordinated Program or an internship?

All students start in the DPD program. During the first two years you will have the opportunity to meet with and discuss both programs with students, faculty, and graduates. Some students may choose a program based on the academic competitiveness for admission. (See No. 7) Others may choose a program depending on the locale of the program or the finances needed for the different programs (CPD = minimal 8 semesters and two summer financial commitment; DPD = 8 semesters plus the experience year = a five year academic and financial commitment). Perhaps you desire to double major within four years or wish to have more time for on-campus activities while a senior. These desires might favor the DPD, plus an internship. Perhaps you need to complete all the education requirements for the certification as soon as feasible and are restricted in geography for the experience component. These desires might favor the CPD. Reasons for application are almost as varied as the students choosing them. Discuss these reasons with your advisor and students in each program.

The CPD Program Director is Carol J. Boushey, Ph.D., MPH, R.D. Her office is 202 Stone Hall and her email is [boushey@purdue.edu](mailto:boushey@purdue.edu).

Does an employer prefer one kind of preparation (Didactic plus experience OR Coordinated) over another?

No. Both routes are required to meet the same national standards and both routes culminate in taking the same examination and receiving the same credential. Appendix A lists the current knowledge and skill requirements for both the DPD and the CPD and the current competency statements for the CPD. The requirements are updated every 5 years.

How do I find out about the Coordinated Program? How many are accepted?

The CPD is discussed in F&N 106 the Freshman year. The callout for applications is early each fall semester. Look for signs outside the F&N office on second floor, Stone Hall. Applications are usually due in mid-September and selection is made by Fall registration. Currently the program is limited to 10 juniors and 10 seniors. Usually the 10 chosen each year is from an application pool of 12-15.

## **F. How do I find out about Dietetic Internship Experience Programs? How many are accepted?**

The official listing of programs is on the ADA web site: <http://www.eatright.org>. The DPD Director, Dr. Mobley, meets with junior and senior DPD majors early each fall semester to

discuss the actual application procedure and provides assistance during the application process, including a detailed information packet. Applications are usually submitted in the spring of the senior year for notification in April. (There is also a fall application period for December graduates.) Approximately 50% of seniors in the DPD apply for experience programs. The programs are very competitive (see #7). Over 90% of accepted applicants have over a 3.0 GPA in F&N and science courses. The Purdue ten year acceptance rate of those who apply averages 80%. In 2006, 79% of Purdue applicants were placed. This is higher than many dietetic programs at other colleges or universities. Nationally approximately 70% of students who apply are accepted into practice programs. Students may re-apply at the next application time if they are not initially accepted.

<b>Supervised Experience Program Acceptance Rate Compare to National Acceptance Rate</b>		
<b>Year</b>	<b>Purdue</b>	<b>National</b>
2004	93%	72%
2005	97%	70%
2006	81%	70%
2007	64%	59%
2008	83%	51%
2009	81%	<50%

**G. How important are my grades in this curriculum?**

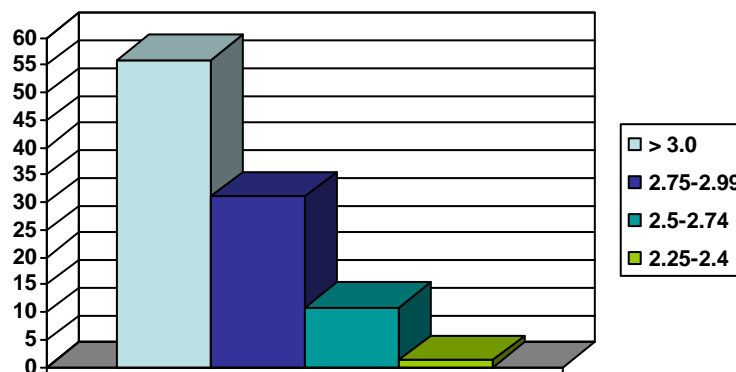
Although the total picture of your record (grades, work experience, recommendation, activities, etc.) is important, the aspect of grades cannot be minimized. Both the CPD and Dietetic Internship programs publish minimum GPA's to apply, and to remain, in the program. The CPD and internship programs will NOT accept applications from students with less than the stated GPA to apply to the program. With respect to internships, Dr. Mobley has an additional resource which lists the range of GPA's accepted into internships the last several years. Because the acceptance may partially depend on the applicant pool, usually the GPA's of those accepted is higher than the published minimum. In general internship programs have primarily accepted students with GPA's that average 3.0. Additionally internships seem to prefer grades above a C in major courses, e.g. the F&N courses and sometimes, science courses. See the table below that depicts the minimum GPAs for SEP.

Our CPD program currently has an application GPA of 2.5. Although the GPA to APPLY to the CPD is lower than that of most internships, this does NOT mean it is a program of

lesser quality. This does mean that we can allow for the fact that our curriculum is challenging, and are comfortable accepting applications from students with less than a 3.0 overall GPA. An internship must accept students from many different DPD curriculums as well as by computer match, although they control which students are put on their match list. In actuality the GPA's of those accepted into the CPD have consistently included the highest in our department and in our school. However, the CPD program does not automatically select into the program those applicants with the highest GPA's. Rather the program seeks to match an applicant who will be a good fit for the CPD.

Generally, there are 12-15 applicants to the CPD, and currently the program accepts 10 each year. Internships get applications of 30-100 and 4-12 are accepted.

### Minimum Grade Point Averages for Dietetic Internships



#### **H. Are there plans to change the Purdue curriculums in the near future?**

Both the DPD and the CPD were completely revised in 1998 with minor revisions in 2003. Both programs submit a self-study to the Commission on Accreditation for Dietetic Education (CADE) of the American Dietetic Association for accreditation. This will next be submitted in fall of 2007. All beginning students, including transfer and CODO's, must follow the most current curriculums. Revisions occur regularly to stay in compliance with standards. The knowledge, skill, and competency requirements for the DPD and the CPD are listed in Section 1.4 of this handbook.

#### **I. Are the Purdue programs approved or accredited?**

The DPD and the CPD are both currently accredited by the Commission on Accreditation for Dietetic Education (CADE) of The American Dietetic Association, 120 South Riverside

Plaza, Suite 2000, Chicago, Illinois 60606-6995 ( 312-899-5400). CADE is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The Purdue DPD will under review for accreditation again in 2018.

This process requires a detailed description of how the Purdue curriculum meets national standards. The directors of the DPD and CPD program will be glad to share with you a document called a self-study which describes how the Purdue DPD and CPD meets the national standards.

The CADE will review complaints that relate to a program's compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Purdue DPD or CPD Directors or CADE at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606. Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address. The CADE phone number is 312-899-5400.

## **J. How do the Purdue dietetics programs rank?**

The 1998 Gorman Report ranks the Purdue dietetics program #4 out of 127. Not all programs in the U.S. are ranked. The difference between the 1st & 4th ranked programs was .08.

## **K. How many required courses versus electives are in the majors? What electives should I take?**

The number of elective hours varies with the DPD and the CPD. The DPD has approximately 25 hours of electives which is ample to combine with any other F&N major and/or other interests. The earlier a student decides to concentrate their electives, the easier it is to plan them into a workable schedule. The CPD does not have planned elective hours. However, you may add additional hours if you wish electives. If you wish to combine the CPD with other majors or interests, it will take longer than four years to complete. Although it may seem like five years is a long time, it is really a short time when you think of it as the initial commitment for a return of 40 years in a career!

Electives may be used to take any course you wish for general interest or they may be concentrated in an area of specific interest to enhance your skill development in a particular area. Particularly good would be a double major in F&N in Business; Nutrition Science; Nutrition, Fitness and Health; or HTM. You may wish to take the professional courses to apply to medical, dental, physical therapy school, etc. These can all be incorporated into the DPD portion of your plan of study. Ask your advisor to suggest electives related to your

interest. Some general suggestions categorized by potential interests are listed here.

These suggestions are not all inclusive and preference may be given to majors in the curriculums that require them. Also the courses listed may have pre-requisites which you must take. Some courses may not be offered every semester.

If interested in clinical specialization, science oriented graduate school programs, health care environment:

BIOL 301 & 302	Human Design, Anatomy and Physiology
ENGL 421	Technical Writing
BCHM 561 & 562	Biochemistry
BHS 520 & 521	Physiology
HK 445	Principles of Epidemiology
MDCH 401	The Nature of Cancer
SOC 573	The Human Side of Medicine
SOC 574	Social Org. Health Care
PHIL 111	Ethics
PHIL 270	Biomedical Ethics

If interested in wellness, fitness, etc.:

HK 200	Healthful Lifestyles
HK 219	Personal and Community Health
HK 220	Death, Dying, Human Health
HK 226	Contemporary Women's Health
HK 233	Stress & human Health
HK 280	First Aid
HK 208	Prevention/Treatment Athletes Injuries
HK 253	Principles of Motor Development
HK 261	Applied Anatomy & Kinesiology
PSY 251	Health Psychology

If interested in counseling:

COM 318	Principles of persuasion
COM 320	Small Group Discussion
COM 325	Interviewing: Principles and Practice
PSY 251	Health Psychology
PSY 380	Behavior Change Methods
PSY 440	Psychology of Attitudes and Attitude Change

If interested in marketing, sales, entrepreneurial prospects:

F&N 400	Executive in the Classroom
COM 250	Mass Communication and Society
COM 252	Journalistic Writing
COM 253	Introduction to Public Relations
COM 256	Introduction to Advertising
COM 314	Advanced Public Speaking
COM 351	Mass Communication Ethics
COM 453	Reporting of Science News
ENGL 420	Business Writing
ENGL 421	Technical Writing
AGEC 331	Principles of Selling Agriculture Business
AGEC 424	Financial Management of Agriculture
AGEC 430	Agriculture and Food Business
MGMT 323	Introduction to Marketing Analysis

If interested in food science:

FS 340	Introduction to Food Law and Regulations
F&N 540	Food Regulations
F&N 536	Current Topics in Food Science
F&N 534	Sensory Evaluation of Foods
PHYS 218 or 220	General Physics

If interested in foodservice systems management:

HTM 361	Contract and Institutional Foodservice Management.
HTM 191	Foodservice Sanitation
HTM 313	Hospitality Career Planning
HTM 341	Cost Controls in Food Service and Lodging
HTM 323	Foodservice Layout and Design
HTM 391	Specialty Foodservice/Catering
HTM 392	Classical Cuisine

#### **L. What is the current job demand for dietitians?**

The job demand is primarily for the RD credentialed professional. Job demand in dietetics has been very good and is expected to increase. In 2004, 50,000 jobs employing R.D. were reported. The employment of dietitians is expected to grow faster than the average for all occupations through the year 2014, as a result of increasing emphasis on disease prevention through improved dietary habits. Specialized training in Renal or Diabetic nutrition management or a master's degree should experience good employment opportunities. The web site to check for updates is [www.bls.gov/oco/ocos077.htm](http://www.bls.gov/oco/ocos077.htm). Like all majors, some areas of the country may be more saturated than others. Check the bulletin board outside the F&N office on 2nd floor Stone for employment opportunities. As a service to you, the department subscribes to a national employment listing publication which is posted each month. In addition, we receive and post job opportunities on our web site. Check it regularly.

### **M. How much money will I make as a RD?**

Median annual earnings of dietitians and nutritionists were \$43,630 in May 2004. The middle 50 percent earned between \$35,940 and \$53,370. The lowest 10 percent earned less than \$27,500, and the highest 10 percent earned more than \$63,760. In May 2004, median annual earnings in general medical and surgical hospitals, the industry employing the largest number of dietitians and nutritionists, were \$44,050.

According to the American Dietetic Association, medical annualized wages for registered dietitians in 2005 varied by practice area as follows: \$53,800 in consultation and business; \$60,000 in food and nutrition management; \$60,200 in education and research; \$48,800 in clinical nutrition/ambulatory care; \$50,000 in clinical nutrition/long-term care; \$44,800 in community nutrition; and \$45,000 in clinical nutrition/acute care. Salaries also vary by years in practice, education level, geographic region, and size of the community.

Salaries vary greatly with locale and with whether or not the employment responsibilities are primarily a job, or include additional responsibilities related more to a career.\* The highest salaries are for career employments and these often require more education and/or specialization. For example, if you are going to always live in one location, and that location is limited in upward mobility employment for RD's, you may receive yearly adjustments, but your salary may see slow growth. If you are mobile, can move into different aspects of the dietetics profession, your salary will usually grow with you.

Employment which is career-oriented, specialized, and administrative generally commands a higher salary (\$50,000-\$100,000). These positions are usually not entry-level.

\*A career includes a job but is generally distinguished by there being the opportunity for upward mobility, and a number of additional responsibilities. Expect to spend 50-60 hours per week in career employment.

### **N. Where do RD's work?**

In the broad application of the field, anywhere there is food or health, there is a potential need for a RD. This includes business, government, media, health care, and all aspects of the food industry. For a specific listing of job opportunities, see the most current issue of *Jobs In Dietetics* which is posted on the board outside the second floor F&N offices in Stone.

Currently approximately two-thirds of the profession is employed in the health care industry. This statistic will probably remain stable except more of the health care employment in the future may be with wellness rather than with sickness. Health care employment will continue in specialized areas such as: diabetes, nutrition support and renal. Employment opportunities continue to increase in private practice and consultant

practice, most of which are in health care, the food industry, and in "entrepreneurial" kinds of opportunities. See table below for breakdown of primary practice settings.

<b>Practice Area</b>	<b>% of RDs</b>
Clinical Nutrition – Acute care/inpatient	29%
Clinical Nutrition – Ambulatory care	14%
Clinical Nutrition – Long Term Care	11%
Community	11%
Food and Nutrition Management	13%
Consultation and Business	11%
Education and Research	7%

Traditional employment positions:

- Clinical Dietitian, General Patient Care
- Clinical Dietitian, Specializing in Nutrition Support, Diabetes, Renal, Oncology, Pediatrics, Cardiovascular
- Administrative Dietitian, General Foodservice Systems Management and Clinical Services
- Administrative Dietitian, Specializing in Procurement, Personnel, Foodservice Production
- Consultant Dietitian, General Clinical and Administrative responsibilities in Extended Care facilities, small hospitals, retirement centers.
- Consultant Dietitian, "Entrepreneurial" jobs \*\*(see below)
- Community Dietitian, General with programs, e.g. WIC, MCH, Head Start, State Board of Health Programs, USDA and HHS positions, Trade associations.
- Consultant Dietitian in private business venture
- Contract Foodservice Management Companies such as Art Mark, Sodexo

Other traditional employment positions:

- School Foodservice
- Sales and marketing (Food & Pharmaceutical)
- Wellness, Food Industry
- Correction Institutions
- Nutrition Education positions, e.g., Dairy Council, Meat Board Nutrition, Weight Watchers.
- National Associations e.g., American Dietetic Association
- Publications and magazines (Better Homes & Gardens, Good Housekeeping, Cooking Light, etc.)
- Book companies e.g., Oxmoor House, Better Homes & Gardens

- Computer software companies
- Foodservice equipment companies
- Grocery Store Chains, national/regional level
- Airline Foodservice
- Catering
- University Wellness, sports programs

Entrepreneurial\*\* opportunities:

- Spas
- Leisure industry (cruise ships, health vacations, etc.)
- Clinical Research Organizations
- Professional Athletic Teams
- Olympic Organization
- Media Industry (CNN, major newspapers, etc.)
- Legislative and lobby groups
- Nutrition interest groups
- Free Lance Author
- Zoo nutritionist!

\*\*Entrepreneurial ventures are most recent avenues of employment which may eventually become standard employment areas. Initially these types of employment are limited in number and are dependent on self-marketing and creation of the employment opportunity. An example of a former entrepreneurial opportunity in dietetics which is now standard employment is the consultant dietitian.

For additional job ideas check <http://www.sne.org> and click on Resources and Relationships and click again on Careers in Human Nutrition & Dietetics.

## O. What kinds of jobs can I get without the RD certification?

Although most of the job market is for the RD, there are also opportunities open to the dietetics major who does not complete the requirements to be a RD. If you do not become an RD, you need to be more open to different kinds of positions and to different locations to secure them. Some opportunities for non-RD's will also offer upward mobility and career possibilities.

Actual examples of employment of DPD majors who did not become RD's include:

- Diet Technician
- Foodservice Supervisor
- Sales and marketing within the health or food industry
- Catering

- Foodservice Systems Management e.g. College or University Foodservice or Contract Foodservice Management Company e.g., Sodexo, ARAMARK
- Jobs in public health programs e.g., WIC, Head Start
- School food service
- Nutrition education positions e.g., Dairy and Nutrition Council
- Nutrition, Fitness, and Health positions

Check employment listings on the bulletin board outside second floor F&N office for further opportunities. The national newsletter, *Jobs in Dietetics*, regularly posts opportunities for non-RD's as well as for RD's.

If you double major in a related area (F&N in Business, Nutrition/Fitness/Health), employment opportunities in these areas are open to you.

### **P. Is summer employment important?**

Yes! In today's employment environment, anything you can do to enhance your resume is important. Many supervised experience programs require at least one summer employment related to dietetics. A survey showed 85% of successful applicants to experience programs had more than 1 summer of work experience. Foodservice systems experiences are appropriate as well as working in the health care environment. Information on Summer employment is included in F&N 106, and it is on the department web site. Postings are on the F&N bulletin board. The F&N Society frequently has one program highlighting students who discuss their Summer employment and the Fall undergraduate meeting always discusses Summer work.

You can even earn a credit for summer experience. Ask your advisor about F&N 350, Practicum in Dietetics.

### **Q. Are there scholarships available for dietetic majors?**

Check the F&N web site for scholarship opportunities. It is updated annually. Scholarships specific to dietetics majors are available for juniors and seniors from the American Dietetic Association. From the Indiana Dietetic Association there are scholarships for juniors in the CPD and Seniors in the DPD who are accepted into an experience program. In addition within the state, some district dietetic associations offer scholarships. These are announced in all F&N classes dietetics majors take, as well as posted outside the second floor F&N office. Once posted, see the undergraduate secretary, Joanie, for applications. Most applications are available in late Fall/early Winter for usual deadline dates of December-April. The CFS Office of Student Services also has scholarship information (110 Stone) for students in any major. Watch for e-mails reminding you of scholarship opportunities.

### **R. What else can I do to enhance my learning in this major? **STUDY!****

The most important thing you can do is to study and master the material. Strive for a

minimum GPA of 3.0 overall with a minimum of B grades in F&N and science courses. The courses in the DPD curriculum are designed to teach specific knowledge and skills; not to be easy. Students need to give as much time to the courses in F&N as students do in other demanding curriculums on campus like pharmacy, science, etc. To do well in foods and nutrition courses generally requires a substantial amount of study time to master the material. The usual "rule of thumb" is you should spend about 3 hours outside of class for each hour inside class. This is a good general guide but will vary with individuals. Often students tell professors they studied "really hard" for a test on which they performed poorly. On further questioning, the professor finds "really hard" meant 3 or 4 hours the night before the exam. This might have worked in high school, but may not work in college. This is not long enough for most students to master the material at an acceptable level in F&N courses. Information in F&N courses is meant to build in the development of concepts and maturity in understanding the subject matter.

It is important to remember the information in earlier courses when taking later courses. In other words, don't emphasize quickly memorizing the course content just to pass an exam, but rather emphasize learning the content to begin building the base for the knowledge and skills you need as a professional. Every curriculum will have some memorization required to master the basic language of the curriculum. In dietetics, tools such as the exchange lists, dietary guidelines, calculations for assessments, good sources of nutrients, etc. are all examples of specific concepts you will need to commit to memory. But since this is your major, you should enjoy learning these facts and figures to be able to use them correctly. Studying is hard work! This is your job while in school.

### **CAMPUS WORKSHOPS AND SEMINARS TO FACILITATE LEARNING**

Take advantage of all opportunities available to you to enhance your learning and help you secure good study habits and grades. These include the free workshops offered regarding time management, test taking skills, reading skills, note taking, problem solving, reading efficiency, etc. Even if you are good at these tasks, there is always new information to be learned. These workshops are posted on the bulletin board outside the F&N office on 2nd floor Stone Hall. The workshops are repeated the first of each semester, and are even available on tape to allow for flexibility.

### **DEPARTMENTAL ASSISTANCE**

Take advantage of all opportunities available to you such as attending the annual Fall departmental meeting. Departmental meetings are planned to give you additional helpful information about summer jobs, etc. Also remember your advisor can help give you additional suggestions or assist you in finding a tutor if necessary. Bulletin boards outside the F&N office, second floor, STON often address specific information on dietetics.

### **CAMPUS GROUPS**

Join groups which enhance your learning as well as socialization and leadership skills. For example, join the F&N Society. This F&N student group benefits students by having speakers in to help understand the major and career options. This may help define specific area of interest or help decide between the different dietetic programs. Also association with other majors in the department is a way to begin to understand the broad aspects of

various careers in foods and nutrition. If you become an officer, this membership enhances your leadership development. You may also wish to join the Food Science club as a means to get to know students in this major. Dietitians and Food Scientists will work together more closely in the future as the food industry seeks to deliver products more related to nutritional health and standards. If your interest is in foodservice systems management, join the HTM Society.

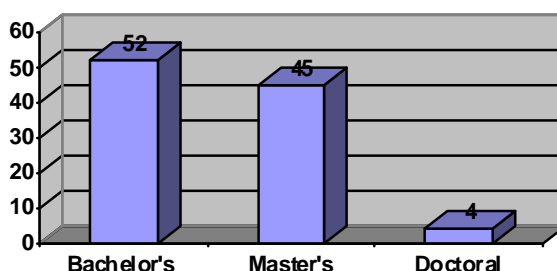
## PROFESSIONAL ASSOCIATIONS

Join your professional association, The American Dietetic Association, as an associate member. For a small fee, you will receive the monthly *Journal of The American Dietetic Association* as well as other mailings sent to dietetic professionals. Articles in the journal are often assigned in junior/senior classes. Other informative articles specific to students are often included in the journal. For example, these are articles about what experience programs look for in an applicant which gives you tips on your application. As a member of ADA, you will also have the opportunity to join practice groups which specialize in various areas in dietetics. This is a good way to help decide if you have a special inclination for one area of practice over another. You may join ADA on the web site [www.eatright.org](http://www.eatright.org).

### S. What about graduate school and this major?

The dietetics curriculums are very good preparation for graduate school and a large number of our graduates have completed graduate degrees at both the MS and PhD levels. Several have even returned to school to complete the pre-requisites and then entered medical school. Nationally, large percentages (about 50%) of RD's have graduate degrees. Getting a graduate degree is not necessary for entry-level employment in dietetics, but will open up additional opportunities for the RD, particularly career opportunities. In some areas of the country having an advanced degree will almost be standard since many RD's in that area will have earned one. Some of the types of employment which normally require graduate degrees include federal and state government, educational institutions, and clinical specialists e.g., nutrition support specialist, and selected industry and management jobs.

**RD's Highest Degree Attained**



Can graduate work substitute for any of the didactic or supervised practice experience needed to take the RD exam?

A few of the graduate courses can substitute for undergraduate course work, but at the

present time, graduate work cannot substitute for any of the supervised practice experience.

## **T. What's a dietetic technician?**

A dietetic technician completes an Associate degree (two year program of study) which includes classroom (didactic) work as well as an experience component. The graduate of these programs also takes an examination to be credentialed as a Dietetic Technician Registered (DTR). These individuals generally work under a RD to perform routine duties at the technical level. Some hospitals will employ B.S. dietetics majors without the DTR credential as a dietetic technician. Other health care positions require the actual DTR credential for employment.

## **U. What is the difference between a "nutritionist" and a Registered Dietitian?**

When you hear the term "nutritionist", you must ask for more information to verify the qualifications of the person using this title. Unlike the R.D credential, there is no national standard and credential associated with "nutritionist". This means anyone can legitimately call themselves by this title with or without any educational preparation in foods and nutrition. The term nutritionist could be appropriately used if the person were educated in nutrition. For example, a RD is also a nutritionist as well as university professors and researchers in foods and nutrition. Sometimes the title is actually used for employment titles for RD's in some settings e.g., Public Health, clinical specialties, and in state and federal government. However, since the term is not regulated or credentialed, it is also often used by people without any training who may actually do harm by giving inappropriate advice. Therefore, when you hear the term "nutritionist" you need to request more information about the person's qualifications before you can feel secure with the advice you are getting.

## **V. What's a licensed dietitian or a certified dietitian?**

Licensure is a state mandated requirement for selected professionals. States vary as to which professionals they require to be licensed. For example, a pharmacist, physician, nurse, lawyer must have a state license to practice their professions. Licensure generally specifies the kinds of services the bearer of the license can give, thus protecting the public from receiving those services by a person that is not or licensed. Certification is a state credential which recognizes, or certifies, the professional credential. Currently 31 states require licensure and 14 require certification dietitians. You may see a dietitian use the initials LD or CD after their RD to indicate this status. Several states which surround Indiana require licensure, e.g., Ohio and Illinois. In Indiana dietitians are certified.

At this time, a RD is automatically qualified to make application to be a LD or a CD. The RD must pay for the state application and it will be required for most practice settings in the state, but the RD does not usually need to do additional qualifying coursework or

experience. State and federal regulations often specify that a professional be licensed or otherwise recognized by the state for delivery of services when state and federal monies are involved. Therefore, it is generally seen as beneficial for RD's to also be additionally state credentialed if the state in which they work offers it.

**W. I am thinking of transferring to Purdue for the dietetics programs. Are there special considerations I should know?**

Yes. It is important you contact Stacey Mobley, the DPD Director, AS SOON AS POSSIBLE when you are considering transferring into the Purdue program. While generally it is possible to transfer many of the courses required the freshman and sophomore year from other Purdue campuses or other colleges and universities, you are only assured of this if you have pre-determined what you are taking will be accepted at the West Lafayette campus. In general a course is not considered equivalent unless it has the same pre-requisites as the Purdue course. There are specific policies established by the department on acceptance of credit in F&N courses from other campuses and colleges. (See Section 2.4 of the Handbook) Additionally, schools with the quarter system do not directly transfer into the semester system, which is the system at Purdue. To prevent loss of credits and a longer academic commitment, the earlier you plan for your transfer, the better you can be accommodated.

**X. What is required for an RD to maintain their credential?**

Evidence of continuing growth related to the profession is required to maintain the RD credential in addition to a fee assessed annually by the Commission on Dietetic Registration, the credentialing agency of The American Dietetic Association. Continuing education activities have included attending professional meetings and seminars, taking additional course work, doing individual self studies on topics related to dietetics, etc. The RD credential maintenance changes to include self assessment and evaluation with individual plans of how to show growth in one's individual professional area. The expansion of ways to show evidence of continual growth is monitored on a five year basis. The complete requirements are discussed in F&N 106.

**Y. Can I study abroad in dietetics?**

YES! The Faculty encourages all majors to take advantage of study abroad opportunities. These opportunities are excellent ways to help prepare you for an increasing global community. CFS offers many international programs. The earlier you plan for this experience, the easier it is to fit it in your academic plan. In some cases you can save electives for a semester & take those while studying abroad. In curriculums with many sequenced courses, you may want to do a study abroad experience in the summer. CFS has several study abroad fairs each year. Watch for these to be posted & let your advisor know of your interest. Currently formalized study abroad opportunities are available with Ireland and Australia!

## Z. General Rules of Etiquette Applicable to the Academic Setting

The following are general rules of etiquette, applicable to the academic setting. They may be helpful to you in the classroom and in interviewing for summer and career employment.

1. In general, address adults older than you by their proper name, i.e., Dr. \_\_\_\_\_ or Mrs. \_\_\_\_\_. It is considered poor etiquette to address adults by their first name unless they have specifically given you permission to do so. NEVER address an interviewer, prospective employer or internship director by their first name or write to them as "Dear (first name)". This would indicate you do not know general rules of etiquette and can cost you the position you are seeking. Companies, internships, etc. wish people who will represent them well and that includes knowing etiquette. Etiquette in interviews, including table manners, is carefully scrutinized with regard to whether or not you project the "right" image. When interviewing includes mealtimes, it is suggested you review general etiquette related to table manners. When writing a letter for employment, intern position, etc., review principles of business letter writing. NEVER use personal stationary (in colors or with designs or flowers) for this purpose and NEVER use notebook paper! All communication should be professional. Communication by e-mail should use proper grammar and punctuation. Communication with a potential experience program or job should use the format of a formal letter. Do not use abbreviations (such as "u" "r" for "you are") or small case letter (such as i for I). Always use correct English.
2. When you are expecting a call about an interview, **PLEASE** be sure your answering machine message is completely professional. Interviewers expect they may get an answering machine, but they are completely turned off when they get a message with loud music and lots of voices with singing or silliness. By your senior year, they are expecting a professional image to be projected, and telephone etiquette is important to their company's image. An inappropriate answering message can mean you are moved down on the priority list or not considered for the position at all!
3. Please ask questions in classes, seminars, etc. No question is a poor one and all class members learn from questions and responses. In general don't continue to ask additional questions until all others who wish to ask questions have done so. In other words, take your turn.
4. Please do not arrive late or leave early when you have an interview appointment or are attending a class. This is disruptive to the entire class and/or meeting you are attending. In the case of an interview, it forces the entire schedule to change. In class it denotes lack of interest and respect on your part. This will be reflected in the professors' evaluation of you when they complete recommendations on your behalf. It also indicates you are not sensitive to people other than yourself.
5. Please do not talk with others during a session, e.g., during class, or a meeting or seminar. This is **VERY** disruptive to other class members who wish to pay attention. Class members often complain about disruptive side conversations on course evaluations. Additionally you cannot pay attention while you are talking and may miss important points

that will later be on an exam. In terms of etiquette, this is simply considered rude. Rude students will not receive the best recommendations and employers and internships do not want rude employees.

6. Always thank someone when they have assisted you by providing a recommendation, writing a letter on your behalf, interviewed you for a job, etc. Simply saying "Thank you" may be sufficient or if the person was especially helpful, a note is appropriate. In the case of an interviewer, **ALWAYS write them a formal thank you note** after an interview. It can be as simple as just expressing your appreciation for the interview, or you may include reiterating interest in the position and that you will look forward to a response. Small kindnesses are impressive and are remembered! They denote you have learned the etiquette of a professional as well as the academic knowledge and skills!

7. Dress impeccably for interviews. Since you never know what little aspect will turn a specific interviewer "on" or "off", leave no aspects uncovered! (One interviewer had a rule they never employed females who wore open toed shoes, regardless of the style, to an interview!) Obviously you would wish to pay attention to major grooming e.g. clean clothes and groomed hair, but don't neglect the "little things" like polished shoes, groomed nails, minimal make-up, tailored (and usually small) jewelry. In general, remember the principle of "less is more".

For gentlemen, there is not a replacement for the business suit. If interviewing for management positions or in law or banking, the dark suit with a white shirt is the standard. In other positions, e.g., a position as a wellness or fitness coordinator, you could choose a pastel shirt or add a more interesting tie than in law or banking, or even be appropriate in a sport coat.

For ladies, the standard is a dark business suit in law or finance and a business suit which may be of a color for positions in other businesses and/or industry. To allow for your own uniqueness, you can individualize a business suit with a small colorful scarf or a carefully selected pin. For an RD position in a health care setting or an interview in an area of fitness/wellness, tailored dresses or skirts/blouses are appropriate when you pair them with a tailored blazer. Young adult magazines frequently discuss proper clothing and etiquette for interviews, etc. You may wish to consult them. Whatever you choose be sure you are comfortable in your clothes. If you aren't, you will not be comfortable in the interview.

8. Remember your performance in and out of class becomes your recommendation! On recommendations faculty are asked to rate many characteristics that are observed in contacts with you. These include, but are not limited to, the following: punctuality, positive nature, team player, leadership skills including delegating duties when officer, paying attention to detail, accepting criticism in a mature fashion and taking responsibility for own performance, initiative, adaptability, reaction to stress, motivation, organization and time management skills.

## **Appendix B**

### **Job Activities for Entry-level Dietitians**

In 2000, a Dietetic Practice Audit\* was conducted to update the kinds of activities dietitians perform in their employment setting. Additionally the audit reported on how the activities are likely to change in the future. In 2004, a Needs Assessment \*\* was conducted. Both of these provide you with valuable information about the profession.

The practice audit indicated dietitians continue to work in a variety of settings, concentrated in acute-care, long-term-care, and community settings. Dietitians perform a variety of functions with the most common being clinical services, foodservices, nutrition information, and public health functions. Many activities dietitians perform are specifically related to their place of employment, and the level of responsibility increases within various activities and with years of experience. Employers of dietitians did not see dramatic changes for the future, but did see expansion of responsibilities for dietitians in the future.

Although the level of responsibility may vary, particularly as related to increased years of practice, general areas of activity dietitians are involved in include the following:

- Nutrition screening and assessment
- Provision of nutrition care to individuals
- Procurement and materials management
- Nutrition education for public groups
- Quality improvement
- Human resource management
- Computer information systems
- Financial Management
- Research
- Provision of enteral nutrition to patients
- Provision of parenteral nutrition to patients
- Managing patient/client follow-up
- Education and training of health professionals/students
- Nutrition program planning
- Nutrition education and counseling of individuals
- Food production, distribution, and service
- Menu planning for groups
- Safety and sanitation
- Marketing

\*Rogers, D., B. Leonberg, C. Broadhurst. 2000 Commission on Dietetic Registration Dietetics Practice Audit. J. Am Diet Assoc 102(2)270-292, 2003.

\*\* Report on the American Dietetic Association/ADA Foundation/Commission on Dietetic Registration 2004 Dietetics Professionals Needs Assessment. J Am Diet Assoc 105(a) 1348-1355, 2005.

## Appendix C

### Course Sequences for DPD

#### Effective Fall, 2007

#### Suggested Sequence Didactic Program in Dietetics

<b>First Semester</b>		<b>Second Semester</b>	
CHM 115 or 111	4-3	ENGL 106	4
COM 114	3	CHM 116 or 112	4-3
PSY 120	3	MA 154*	3
MA 153*	3	SOC 100 or ANTH 105	3
F&N 105	1	CDFS	3
F&N 106	1	210	
<b>Total</b>	14-15	<b>Total</b>	16-17
<b>Third Semester</b>		<b>Fourth Semester</b>	
BIOL 203 (or 301 if already had BIOL)	3	BIOL 204 or 302	3
CHM 257	4	BCHM 307 or CHM 333	3
HTM 212 or OLS 274	3	BCHM 309	1
F&N 205	3	STAT 301	3
F&N 315	3	BIOL 221	4
		ECON 210	2
<b>Total</b>	16	<b>Total</b>	16
<b>Fifth Semester</b>		<b>Sixth Semester</b>	
F&N 453	4	F&N 442	2
F&N 330 (or 7th semester)	3	Electives	11
HTM 312 or OLS 252	3	F&N 437	3
HTM311	3		
Electives	3		
<b>Total</b>	16	<b>Total</b>	16
<b>Seventh Semester</b>		<b>Eighth Semester</b>	
F&N 438	3	F&N 520	4
F&N 330	3	F&N 530	2
F&N 436	2	F&N 580	2
F&N 424	3	HTM 291L	2
Electives	3-5	Electives (as needed to = 130)	
<b>Total</b>	14-16	<b>Total</b>	10

\*MA 153 & 154 can be replaced with MA 159 (5)  
March 2006

## Appendix D

### Course Sequences for CPD\*

Freshman -1		Freshman -2	
CHM 115 or 111	4-3	CHM 116 or 112	4-3
COM 114	3	ENGL 106 or 108	4-3
BIOL 203/301	3-4	SOC 100 or ANTH 100	3-3
MA 153 or 159	3-5	MA 154	3
F&N 105	1	BIOL 204/302	3-4
Recommended: F&N 106	1	(move up CDFS 210 if MA completed)	
<b>Total</b>	14-18	<b>Total</b>	15-18

**NOTE:** Organic Chemistry MUST be taken in the summer as a prerequisite to BCHM in the fall

### SUMMER SESSION

CHM 257 or equivalent	4
Optional: a 3 credit course such as STAT 301	3
<b>Total</b>	4 or 7

Sophomore -1		Sophomore -2	
PSY 120	3	ECON 210	3
BCHM 307 or 333	3-3	BIOL 221	4
BCHM 309	1	F&N 437	3
F&N 315	3	CDFS 210	3
F&N 205	3	HTM 312** or STAT 301	3-3
STAT 301 or HTM 312**	3-3	HTM 212**	3
Recommended: F&N 106	1		
<b>Total</b>	16-17	<b>Total</b>	19

**\*\*An alternative to HTM 312 is OLS 252 and alternative to HTM 212 is OLS 274**

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<b>Junior -1</b>		<b>Junior -2</b>	
<b>F&amp;N 330</b>	3	<b>F&amp;N 442</b>	2
<b>F&amp;N 438</b>	3	<b>F&amp;N 520</b>	4
<b>F&amp;N 436</b>	2	<b>F&amp;N 530</b>	2
<b>HTM 311</b>	3	<b>F&amp;N 424</b>	3
<b>F&amp;N 453</b>	4	<b>F&amp;N 580</b>	2
<b>Apply for CPD</b>			
<b>Total</b>	15	<b>Total</b>	16

**IF ACCEPTED INTO THE CPD, SUPERVISED PRACTICE YEAR IN THE CPD**

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<b>Senior -1</b>		<b>Senior -2</b>		<b>Summer Session</b>	
<b>F&amp;N 426</b>	3	<b>F&amp;N 461</b>	12	<b>F&amp;N 465 (Module 1and 2)</b>	6
<b>F&amp;N 443</b>	9				
<b>Total</b>	12	<b>Total</b>	12	<b>Total</b>	6

**GRADUATION IN AUGUST**

**\*Following this sequence is not a guarantee of CPD acceptance. IF NOT ACCEPTED INTO THE CPD, courses left to take to graduate in the DPD include: HTM 291L (2) and elective courses to equal 130 hrs. With completion of the DPD, a student is eligible to apply for a Dietetic Internship outside of Purdue.**

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## Appendix E

### Suggested Sequence for Double Major: Nutrition Fitness & Health and DPD\*

<b>First Semester</b>		<b>Second Semester</b>	
MA 153**	3	ENGL 106	4
CHM 111 or 115	3-	CHM 112 or 116	3-
F&N 106	4	HK 215	4
F&N 105	1	MA 154	3
PSY 120	1	SOC 100	3
COM 114	3		3
ELECTIVE	3	TOTAL	
TOTAL	3		
	17-		16-
	18		17
<b>Third Semester</b>		<b>Fourth Semester</b>	
BIOL 203	3	BIOL 204	3
CHM 257	4	BIOL 221	4
F&N 205	3	HTM 212/OLS 274	3
STAT 301	3	F&N 315	3
HK 266	3	HTM 311	3
TOTAL		TOTAL	
	16		16
<b>Fifth Semester</b>		<b>Sixth Semester</b>	
HK 368	3	CDFS 210	3
F&N 330	3	HK 385	3
HTM 312/OLS 252	3	F&N 442	2
ECON 210	3	HK 468	3
BCHM307/309	4	HK 421	3
		F&N 437	3
TOTAL	16	TOTAL	17
<b>Seventh Semester</b>		<b>Eight Semester</b>	
F&N 438	3	F&N 415	2
F&N 436	2	F&N 520	4
F&N 488	3	F&N 530	2
HK 422	3	F&N 580	2
HTM 291L	2	F&N 424	3
F&N 453	4		
TOTAL	17	TOTAL	16

\* If interested in the CPD, complete the double major before entering the CPD

\*\* **MA 159 (5) can replace MA 153 & 154**

# Appendix F

## 2007-2008 Dietetic Practice Groups

Selecting a DPG below will allow you to read more about the group. If you have any questions, you can e-mail the ADA Practice Team at [practice@eatright.org](mailto:practice@eatright.org), or by phone at 800/877-1600, ext. 4815.

Behavioral Health DPG (Formerly Dietetics in Developmental and Psychiatric Disorders DPG) Leading the future of dietetics practice in Behavioral Health Care.

Clinical Nutrition Management DPG Managers who direct clinical nutrition programs across the continuum of care.

Consultant Dietitians in Health Care Facilities DPG Practitioners typically employed under contract who provide nutrition consultation to acute and long-term-care facilities, home care companies, healthcare agencies and the foodservice industry.

Diabetes Care and Education (DCE) DPG Members involved in patient education, professional education and research for the management of diabetes mellitus.

Dietetic Educators of Practitioners (DEP) DPG Educators of dietetic practitioners for entry and advanced levels of dietetics practice.

Dietetic Technicians in Practice DPG Dietetic Technicians, Registered, dietetic technician educators and others who are interested in Dietetic Technician, Registered practice and issues that directly affect the Dietetic Technician, Registered.

Dietetics in Physical Medicine and Rehabilitation DPG Practitioners who provide nutrition support, counseling, and education to clients undergoing rehabilitation in inpatient and outpatient centers, group homes, transitional living centers and industry.

Dietitians in Business and Communications (DBC) DPG Food and nutrition professionals who are working for or consulting with local or global corporations, businesses or organizations in food, nutrition, communications, public relations, and healthcare industries, or who are self employed or business owners.

Dietitians in Nutrition Support (DNS) DPG Practitioners integrating the science of enteral and parenteral nutrition to provide appropriate nutrition support to individuals in inpatient and outpatient settings, including transplantation, home care and pediatrics.

Food & Culinary Professionals DPG Members who promote food education and culinary skills to enhance quality of life and health of the public.

Healthy Aging DPG (Formerly Gerontological Nutritionists DPG) Practitioners who provide and manage nutrition programs and services to older adults in a variety of settings — community, home, healthcare facilities and education and research facilities.

HIV/AIDS Dietetic Practice Group DPG Dietetics professionals sharing cutting-edge information on nutrition management of HIV/AIDS and providing an avenue for research, monitoring and advocacy for nutrition intervention.

Hunger and Environmental Nutrition DPG HEN DPG members lead the future in sustainable and accessible food and water systems through dietetics education, research and action.

Management in Food and Nutrition Systems DPG Food and nutrition care managers generally employed in institutions, colleges, and universities; includes directors of departments of facilities and administrative dietitians and technicians.

Medical Nutrition Practice Group DPG Practitioners who practice a wide range of Medical Nutrition Therapy across the continuum of care in a variety of settings.

Nutrition Education for the Public (NEP) DPG Practitioners involved in the design, implementation and evaluation of nutrition education programs for target populations.

Nutrition Educators of Health Professionals (NEHP) DPG Members involved in education and communication with physicians, nurses, dentists, and other health care professionals.

Nutrition Entrepreneurs (NE) DPG Nutrition Entrepreneurs (NE) DPG. "Experts in the Business of Nutrition." Members include a diverse group of dietitians with entrepreneurial interests, such as starting a private practice, writing books and/or finding a business niche. Features six Specialty Groups: Authors, Speakers, Coaches, Corporate Health, Business and Internet Technology, and Private Practice.

Nutrition in Complementary Care (NCC) DPG Dietetics professionals interested in the study of alternative and complementary therapies.

Oncology Nutrition DPG Nutrition professionals involved in the care of cancer patients, cancer prevention and research.

Pediatric Nutrition DPG Practitioners who provide nutrition services for the pediatric population in a wide variety of settings.

Public Health/Community Nutrition DPG Nutrition professionals who provide nutrition services to all age groups in a community setting.

Renal Dietitians DPG Practitioners who provide medical nutrition services to chronic kidney disease patients in dialysis facilities, clinics, hospitals, university settings and private practice.

Research DPG Members who conduct research in various areas of practice and are employed in the different practice settings of dietetics.

School Nutrition Services DPG School foodservice directors and nutrition educators employed in child nutrition programs, and corporate dietitians working in companies supplying products or services to school foodservice operations.

Sports, Cardiovascular and Wellness Nutritionists (SCAN) DPG The SCAN DPG is leading the future of dietetics by promoting healthy, active lifestyles through excellence in dietetics practice in sports, cardiovascular, and wellness nutrition and the prevention and treatment of disordered eating.

Vegetarian Nutrition DPG Nutrition professionals in community, clinical, education or foodservice settings who wish to learn about plant-based diets and provide support to individuals following a vegetarian lifestyle.

Weight Management DPG The Weight Management DPG supports the highest level of professional practice in the prevention and treatment of overweight and obesity throughout the life cycle.

Women's Health DPG (Formerly Women's Health and Reproductive Nutrition DPG) Practitioners addressing women's health and nutrition care issues throughout the life cycle.