University Of Wisconsin Stevens Point

Student Handbook for the
UWSP Didactic Program in Dietetics

College of Professional Studies
Department of Health Promotion and Human Development
Dietetics Program

2012-2013
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Welcome and Introduction:
Welcome to the University of Wisconsin-Stevens Point Food and Nutrition (FN) Program. Your major is an exciting start to a career in food and nutrition at a campus that is focused on student success. As a dietetics student, you will build a foundation of science, humanities and social science courses with specialization in nutrition science, communication, food service, nutrition and management. In your upper level courses, you will have an opportunity to apply your knowledge and skills within the CPS café, UWSP campus, and the Portage County community working with professionals within the field.

The FN program is part of the School of Health Promotion and Human Development and includes the graduate degree of the Master of Science-Nutrition Science degree and the undergraduate degree of the Bachelor of Science-Didactic Program in Dietetics (DPD). Graduates of the dietetics program may work in the health care setting, food service management, research, food system development and community programs. Upon successful completion of the Dietetics program curriculum students are eligible to apply for a supervised internship at one of approximately 285 institutions across the country. Dietetics students exemplify academic excellence, as acceptance to a dietetic internship program is highly competitive, often requiring a grade point average of at least 3.0. Once the internship is completed, students may take the national registration examination to become a Registered Dietitian.

The Didactic Program in Dietetics at UWSP is accredited through 2012-2013 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for the Academy of Nutrition and Dietetics. Accreditation includes a report every 5 years and site visit every 10 years. Accreditation is your assurance that our program meets the high standards of practice that includes the necessary competencies for the knowledge of dietetics. The Academy is the advocate of the dietetics profession, serving the public through the promotion of optimal nutrition, health and well-being. For more information about accreditation and ACEND, contact Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, Ill, 60606-6995, 800/877-1600, ext. 5400. 312/899-0040 Fax: 312/899-4817 acend@eatright.org

Certain aspects of our program set us apart from other DPG programs and create alumni who are very competitive for dietetic internships and jobs. UWSP has a unique focus on sustainability and wellness, especially the seven dimensions of wellness. This focus gives the Food and Nutrition majors within the School of Health and Human Development support for innovative learning opportunities within the UWSP and central Wisconsin community. The UWSP dietetic program has a practicum in the CPS Café, a café entirely staffed by students and managed and mentored by Kim Beckham. There are also practicum experiences in community nutrition in Portage County and counseling practice within the UWSP Health Center.

UWSP and the surrounding community welcome your involvement. There are many campus student organizations that you can join and volunteer opportunities in Stevens Point to consider. UWSP also has the highest number of students than any University of WI campus who participate in travel abroad programs. These experiences broaden your knowledge and enhance your life in many ways. We encourage our students to take advantage of the many opportunities that UWSP offers.

Our primary goal is your success and entry into the food and nutrition profession. Ours graduates have successful careers as clinical dietitians, food service managers, community program directors, and business entrepreneurs. We look forward to celebrating your success as part of the UWSP community.

This handbook provides valuable and necessary information for your progression through our program. Please read through the handbook, especially the policies and procedures that guide your rights and responsibilities. The program director, Dr. Jasia Steinmetz, is available to answer any questions you have. She can be reached at Jasja.Steinmetz@uwsp.edu or 714.346.4087.

Faculty:
We are here to support your professional and personal development. All nutrition faculty have advanced degrees (Master or Ph.D.) with many being registered dietitians. Your advisor will get to know you more personally and will help you through the specifics of your UWSP career. Dr. Steinmetz is the administrator for the dietetics program and issues the verification statement. Please stop and see her for any questions you may have about the program or becoming an RD or DTR. Dr. Wetter is the administrator for our department, called the School of Health Promotion and Human Development or HPHD. She can answer questions about faculty, staff, and campus.

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
<th>Contact</th>
<th>Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jasja (Jayne) Steinmetz, PhD, CD, RD</td>
<td>CPS Room 202</td>
<td>(715) 346-4087 Fax: (715) 346-2720 E-mail: <a href="mailto:Jasja.Steinmetz@uwsp.edu">Jasja.Steinmetz@uwsp.edu</a></td>
<td>Community nutrition, geriatrics, sustainable food systems, and international nutrition</td>
</tr>
<tr>
<td>Dr. Annie Wetter, PhD</td>
<td>CPS Room 101</td>
<td>715-346-2830 E-mail: <a href="mailto:Annie.Wetter@uwsp.edu">Annie.Wetter@uwsp.edu</a></td>
<td>Community nutrition, geriatrics, sports nutrition</td>
</tr>
<tr>
<td>Sarah Gunnell, PhD, RD, CD</td>
<td>CPS Room 240A</td>
<td>(715) 346-4420 E-mail: <a href="mailto:Sarah.Gunnell@uwsp.edu">Sarah.Gunnell@uwsp.edu</a></td>
<td>Community nutrition, pediatric nutrition, and clinical nutrition</td>
</tr>
<tr>
<td>Deborah Tang, MS, RD, CD</td>
<td>CPS Room 240B</td>
<td>(715) 346-2749 E-Mail: <a href="mailto:Deborah.Tang@uwsp.edu">Deborah.Tang@uwsp.edu</a></td>
<td>Body image, clinical nutrition and sports nutrition</td>
</tr>
<tr>
<td>Kim Beckham, CHA, DM</td>
<td>CPS Room 125</td>
<td>(715) 346-2749 E-Mail: <a href="mailto:Kim.Beckham@uwsp.edu">Kim.Beckham@uwsp.edu</a></td>
<td>Food service management, culinary</td>
</tr>
</tbody>
</table>

**Program Director:**

The Program Director, Dr. Steinmetz, is your primary contact about the Dietetics Program. Her responsibilities include the following:

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

If you have questions or concerns about any aspect of the program, please stop and see Dr. Steinmetz.
Program Mission:

The specific mission of the Food and Nutrition programs, which includes the Master of Science-Nutritional Science and the Didactic Program in Dietetics (DPD) is to provide high quality learning opportunities to educate nutrition and dietetics professionals for placement in the national market, and to assist the UWSP community in understanding the role of nutrition in health promotion.

It is our intent to provide a high quality knowledge base for students to successfully pursue their career goals. The DPD is a professional degree program, approved by the Academy of Nutrition and Dietetics (AND) and subject to ongoing review, which provides the academic component required of students in the professional track to become a registered dietitian (RD) or dietetic technician, registered (DTR).

The RD and DTR are highly qualified health professionals recognized as the food and nutrition experts. This mission will be accomplished by the following goals and objectives.

Goals and Objectives of the Dietetics Program:

1. Attract and mentor academically capable and responsible students who are committed to becoming competent and contributing members of the nutrition profession.
   Objective: Students will meet high standards of entry-level professionals.
   Objective: Encourage professional development of dietetic students through advising the Student Association of Nutrition and Dietetics (SAND) and facilitating attendance at professional meetings

2. Maintain high quality, current, research-based learning opportunities in nutrition and dietetics for the UWSP community.
   Objective: Students will have increased opportunities for research involvement
   Objective: Students will have increased opportunities for learning in the following emphasis areas: critical thinking, diversity/global citizenry, sustainability

Program Outcomes and Assessment:

We continually assess our objectives to meet our goals and provide a quality education for our UWSP dietetic students. We use the following indicators of program success. A few of our assessment measures are reported here, please contact Dr. Steinmetz for a more assessment results, including a full report.

1. Goal: Attract and mentor academically capable and responsible students who are committed to becoming competent and contributing members of the nutrition profession.
   Objective: Students will meet high standards of entry-level professionals.

   a. 95% of students enrolled in the professional courses in the third year of the suggested DPD program are expected to complete the program/degree requirements within 150% of the time planned for completion. (6 semesters of full-time courses, 13-16 credit hours per semester)
   b. Average grades in senior level FN courses will be \( \geq 3.0 \) on a 4.0 point scale each year.
   c. Over a five-year period, 60% DPD graduates will apply to supervised practice programs within the academic year they complete the program.
   d. Over a five-year period, the first time pass rate for DPD graduates taking the registration examination will be at least 80%.
   e. DI directors will report satisfaction or above satisfaction on 95% of measured skills of UWSP graduates in internship programs.
   f. 85% of UWSP graduates who are dietetic interns will feel confident in their internship based on their UWSP education.

   Objective: Encourage professional development of dietetic students through advising SAND and facilitating attendance at professional meetings

   a. 50% of dietetic students will attend a professional meeting as UWSP students
   b. 60% of alumni who respond to our survey are involved in professional activities
2. Goal: Maintain high quality, current, research-based learning opportunities in nutrition and dietetics for the UWSP community.

   Objective: Students will have increased opportunities for research involvement

   a. 25% of students will be involved in direct research during their program completion.
   b. 85% of students will provide evidence of research methodology/interpretation skills in classroom activities, portfolio or projects.
   c. 80% of interns will score 3 or greater in research methodologies/interpretation of research and statistics question in the dietetic internship director surveys

   Objective: Students will have increased opportunities for learning in the following emphasis areas: critical thinking, diversity/global citizenry, sustainability

   a. 85% of students will achieve a 3 out of 5 scaled score in demonstrated critical thinking skills
   b. 50% of students will have direct community service, multicultural experience, service learning experience or field experience within another cultural setting as reported in courses and portfolios.
   c. At least 65% of alumni who respond to our survey, will rate UWSP as very good or excellent in preparing their careers with the skill to interact with a culturally or ethnically diverse people.
   d. 80% of interns will provide evidence of sustainable food system knowledge by a 3 or greater rating by internship directors on sustainability question in survey.
   e. 80% of interns will exhibit awareness and appreciation of cultural and social groups by scoring 3 or greater as reported by the internship director surveys.

Program Assessment and Successes:

The program uses a variety of measures for success. We ask you for your feedback throughout the program, both formally through the freshmen and senior surveys and informally through conversation. We survey alumni and internship directors to assess our success as a competitive program and to guide our program improvements. Our Food and Nutrition Advisory Committee meets with the faculty regularly to provide guidance and suggest upcoming professional knowledge and skills that we may consider including in our program.

Because an ACEND accredited internship is required for being eligible to take the RD exam, this is a necessary experience for most of our students. In recent years, the number of internship placements have not increased to meet the increase of students who are interested in dietetics. Internships are nationally competitive requiring students to be well-rounded and accomplished with a strong academic record, active volunteer experience and established work experience. Mentoring our UWSP dietetic students for success is our primary job as our students excel in their academic careers at UWSP, in their internships and their professional careers. Despite national internship placement rates of 50%, our five year internship placements rate is 55% and has been increasing. In 2011, 86% percent of our students who applied for internships were placed nationally. Here are the different internships where our students were accepted:

**May 2007 grads: Placement rate 75% (national placement: 61%)**

- OSF St. Francis Medical Center, Peoria IL
- Mount Mary, Milwaukee, WI
- University of New York-Buffalo
- U.S. Army internship

**May 2008 grads: Placement rate 62% (national placement: 61%)**

- Univ. of Virginia Health System, Charlottesville, VA
- Saint Mary's Hospital-Mayo Clinic, Rochester, MN
- Keene State College Dietetic Internship Keene, NH
Hunter College, NY
University of Wisconsin-Green Bay

**May 2009 grads: Placement rate: 10% (national placement: 50%)**
National Health Care Corporation, Murfreesboro, TN
IL State University

**May 2010 grads: Placement rate 50% (national placement: 50%)**
Mt. Mary, Milwaukee, WI
University of Wisconsin-Green Bay
OSF Saint Francis, Peoria, IL
Northern IL University, IL

**September 2010: Placement rate 100%**
Virginia Commonwealth University, Richmond VA

**May 2011 grads: Placement rate 56%, alumni 80%=Total UWSP 63% (national placement: 56%)**
University of Wisconsin-Green Bay
West Virginia University Hospital
Virginia Tech, Northern VA/Washington, DC
University of Texas School of Public Health
Vanderbilt University
Loyola University Medical Center, Chicago, IL
Mayo Clinic, Rochester, MN
Edward Hines Jr. VA, Chicago, IL
University of Maryland College Park, MD
Oregon Health and Sciences University, Portland OR

**Sept 2011: (Placement 33%, all alumni applied)**
University of IA

**May 2012 grads: Placement 86% (national placement,50%)**
Viterbo at LaCrosse
St. Louis DVA
Beth Israel Deaconness Medical Center, Boston, MA
Veteran Affairs Medical Center in Memphis, TN
UW-Madison
Montana State
UW-Green Bay
University of MI, (UMHHC), Ann Arbor, MI
UWSP Five year placement rate for graduating seniors: 55% (2007-2011)

UWSP dietetics students are very well prepared for their internships, as reported by interns and internship directors and evidenced by the 91% average pass rate for the past five years, and 100% pass rate for the past four years. Please see our excellent history of student success in becoming RDs with the 10 year history shown below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Year</th>
<th>Year</th>
<th>Annual Pass Rate</th>
<th>Running 5-Year Average Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>13</td>
<td>13</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2003</td>
<td>9</td>
<td>9</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2004</td>
<td>7</td>
<td>7</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2005</td>
<td>11</td>
<td>9</td>
<td>82%</td>
<td>95%</td>
</tr>
<tr>
<td>2006</td>
<td>10</td>
<td>8</td>
<td>80%</td>
<td>92%</td>
</tr>
<tr>
<td>2007</td>
<td>7</td>
<td>4</td>
<td>57%</td>
<td>84%</td>
</tr>
<tr>
<td>2008</td>
<td>5</td>
<td>5</td>
<td>100%</td>
<td>83%</td>
</tr>
<tr>
<td>2009</td>
<td>8</td>
<td>8</td>
<td>100%</td>
<td>83%</td>
</tr>
<tr>
<td>2010</td>
<td>6</td>
<td>6</td>
<td>100%</td>
<td>86%</td>
</tr>
<tr>
<td>2011</td>
<td>6</td>
<td>6</td>
<td>100%</td>
<td>91%</td>
</tr>
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Dietetics Program Requirements:
Access the online catalog: [Dietetics undergraduate program](#)

**Dietetics major, academic requirements:**
2. **Required collateral courses**, 48 credits: BIOL 101 or 160, 285, 333, 387; CHEM 105 and 106 (or 117), 220, 260; ECON 110; MATH 100 (unless exempt) and 355, PSYC 110; SOC 101 or ANTH 110.
3. **Additional courses to fulfill Bachelor of Science requirements**

**Dietetics major, academic standards:**
1. You must maintain a 2.75 cumulative GPA through graduation. Transfer students must have a 2.75 cumulative GPA to enter.
2. You must earn a B+ or better in FN 253 and a C- or better in CHEM 260 to continue in the dietetics major.
3. To be eligible for a verification statement, you must meet all Accreditation Council for Education in Nutrition and Dietetics (ACEND) competencies and earn a B- or better in all FN 400 level courses.

**Program retention and remediation:** If your GPA drops below 2.75, you will receive a letter and have one semester to raise your GPA above 2.75. You must meet with your advisor who can assist you in calculating the grades you need to reach this level. After 2 semesters below 2.75 you will be asked to leave the dietetic major.

If you meet the requirements for the Bachelor of Science, you will get the UWSP Bachelor of Science-Dietetics degree. There are additional requirements as part of being an accredited dietetics program. You must meet all the requirements to receive a verification statement after graduation. These include a grade or B- or better in all the 400 level courses. Keep in mind you need a 3.0 GPA to apply to internships and be competitive, but a higher GPA is better. If
you get a D in a required course, you will have to repeat it if you want an internship, so the goal is always to do well initially.

The sooner you declare the dietetic major, the easier a 4-year plan is. A dietetic major is required to register for some courses, to receive important notices and emails, and to be able to reserve a seat for science classes such as CHEM 220 and CHEM 260.

**Dietetics Advising Checkpoints**

<table>
<thead>
<tr>
<th>Foundation Science Courses</th>
<th>Stipulations for Verification Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 105 or 117</td>
<td>Repeat course if grade below C-</td>
</tr>
<tr>
<td></td>
<td>Alternatively, earn a grade above C- in CHEM 106. Repeat CHEM 106 if grade is below C-.*</td>
</tr>
<tr>
<td>CHEM 106 or 117</td>
<td>Alternatively, earn a grade above C- in CHEM 220. Repeat CHEM 220 if grade is below C-.*</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>Alternatively, earn a grade above C- in CHEM 260.*</td>
</tr>
<tr>
<td>CHEM 260</td>
<td>Earn a grade of C- or above to stay in the major.</td>
</tr>
<tr>
<td></td>
<td>Option to retake CHEM 260 for re-entry into major.</td>
</tr>
<tr>
<td>BIO 285</td>
<td>Earn a grade of C- or above to stay in the major.</td>
</tr>
<tr>
<td>BIO 387</td>
<td>Alternatively, demonstrate competency by earning an A- or above in FN 457 and FN 455.*</td>
</tr>
<tr>
<td>BIO 333</td>
<td>Earn a grade of C- or above to be eligible for verification statement.</td>
</tr>
<tr>
<td></td>
<td>If final grade is below C-, demonstrate competency by passing Serv-Safe certification exam.</td>
</tr>
</tbody>
</table>

*Requires contract between advisor and student to clarify stipulations.

**HPHD, Academic Standards**

1. You may declare a major in dietetics, family and consumer sciences, or health promotion at any time.
2. You must maintain a 2.75 cumulative GPA through graduation for dietetics, family and consumer sciences-teacher education option, and health promotion majors. Transfer students must have a 2.75 cumulative GPA to enter. In the dietetics major you must have a B+ or better in FN 253 and a C- or better in CHEM 260 to continue in the major.

**Advising:**

Students are not allowed to register without electronic approval to register from their advisor or after peer advising.

The HPHD Department addresses academic requirements, degree planning, and academic advising through our Peer Advising Center. Students are assigned faculty advisors as soon as they are accepted into their intended major; in dietetics after the student has passed organic chemistry (CHEM 220 or 325.) Transfer students are usually assigned a faculty advisor upon arrival at UWSP.

Peer advising takes place in CPS 218 with sign up outside the advising office, CPS 216. Advising times are generally Monday through Thursday 4-7:00pm and last approximately 30 minutes. Advising sessions are held for 3-4 weeks, prior to registration time.
Look on the upper left hand side under Column 1 of your degree progress report to see who your advisor is. If it says *HHPD Advising Cntr*, you are to sign up as stated above. If it states the name of a *faculty member*, you will be contacted by that faculty member and will schedule an advising appointment with them.

The DPR can be found by going to the MyPoint homepage ([www.uwsp.edu](http://www.uwsp.edu)), selecting the Academics tab, and clicking on View Degree Progress Report, Student DPR.

For the advising meeting, students should bring: two copies of your DPR, pen/pencil, your planner or calendar, and at least 1 possible schedule of courses for the semester and the next few semesters. Having a few semesters planned out allows for trouble shooting and creating a college experience outside of coursework that will enhance your career potential and focus your personal interests. Study abroad should be considered several semesters in advance to plan for dietetic courses.

It is always recommended to have well thought out and written-down career goals. Once you have future goals for 3 years and 5 years post graduation you can plan. Often you need experience to apply for those goals and you should have multiple plans to achieve these.

In advising, students are responsible for:
- determining a course of study that satisfies the requirements defined for the appropriate degree in the UWSP catalog;
- scheduling and appearing promptly for appointments with the advisor when necessary (at least once each semester);
- preparing for an advising session by having the necessary forms available and a list of questions and courses (and alternatives) needed;
- being knowledgeable about policies, procedures, and requirements as published;
- being prepared to discuss personal values and goals as they relate to academic and career-related needs;
- following through with appropriate action after the advising meetings; and
- accepting responsibility for the academic decisions to be made.

**Faculty and Academic Staff Who Serve as Advisors are Responsible for:**

- providing timely and accurate advising on academic and career matters;
- making advising readily available;
- maintaining necessary files on advisees for monitoring progress toward advisee’s educational goals;
- conveying information on academic requirements, policies, and procedures;
- assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities;
- helping the student
  - examine course offerings in the major;
  - relate these to courses in the student’s broader field of study;
  - understand the graduation requirements for the chosen curriculum;
- tailoring the advising approach to individual students and making referrals appropriate to their needs and interests;
- being responsive to discussions of students’ personal values and goals as they relate to academic and career-related needs; and
- being sensitive to issues relating to the student’s retention as UWSP, and making appropriate referrals when necessary/possible.

**Policies and Procedures:**

**Scheduling and program calendar**: The academic year includes two 16-week sessions (fall and spring) and summer sessions of varying course lengths (4-8 weeks). Click on [Scheduling and program calendar](http://www.uwsp.edu) for important dates.

**Protection of privacy of student information**

*Student Safety and FERPA*
The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all educational institutions that provide educational services to students. The guidelines outlined here are to help faculty and staff continue our compliance efforts with FERPA.

- **Sensitive Data Protection Initiative (SDPI)**
- **Employee Confidentiality Agreement**

While FERPA protects a student's privacy and educational records, it does not bar university officials from sharing critical information about troubled students with appropriate parties. Instructors who see their students on a regular basis are often the first to observe serious personal problems or troubling behavior. University officials, including faculty and instructional staff, are permitted and encouraged to share information about a student who is or might be considered a risk to him or herself or others.

The University of Wisconsin-Stevens Point is committed to the protection and confidentiality of student educational records. The University annually notifies students of their rights under FERPA and takes great measures to protect the privacy and disclosure of student educational records as print or electronic documents. For more information, go to the UWSP FERPA website to review additional policies and guidelines.

**Test-Out Policy**

The School of Health Promotion and Human Development will offer test-out for all its general degree requirement (GDR) courses: HD 166, 261, 265, 367, 381; FN 151, 357; HP/W 102, 103, 106, 107, 110, 142, 143, 148, 149, 206, 207, 208, 248, 299. The comprehensive written examinations will be based on materials normally covered in the course. Grading will be pass/fail with the minimum passing grade equivalent to the most recent class average grade.

If you wish to take a test-out exam, first confer with the HPHD unit head. Then confer with the faculty member who most recently taught the course who will inform you in writing of the required minimum passing score prior to administering the exam and provide the results to you in writing within two weeks of taking the exam. You may take a test-out exam only once.

**GDR Test-Out and Credit-by-Exam Policy**

You may test-out and/or receive credit-by-exam for any General Education (GDR) course at UWSP, except for Writing Emphasis courses.

When you pass an approved test in a GDR course, the requirement to enroll in the course is waived. You don't earn credit when you test out, but the course applies toward fulfillment of that GDR. For example, if you test out of Communication 101, you satisfy the Communication 101 GDR without enrolling in the course. Each department that offers courses for general degree requirement credit has its own policy for test-out and/or credit-by-exam. Each policy states:

1. Whether you will be testing out of the requirement or also receiving credit.
2. The process for making exam arrangements.
3. The type of exam, passing grade, any additional requirements, and whether you can take the exam more than once.
4. Fees, if any. UWSP will charge a flat fee of $20 per application to test-out or receive credit-by-exam for GDR courses for which departments devise their own exams. This should be paid to the department administering the test upon application for the exam.

For details on test-out procedures for specific courses visit [http://www.uwsp.edu/news/uwspcatalog/general.htm#test_out](http://www.uwsp.edu/news/uwspcatalog/general.htm#test_out)

**Prior Learning Assessment**

If you have had experiences equivalent to college level learning which relate to coursework at UWSP, you may receive college credit for these experiences. For example, you might be eligible to gain academic credit for prior learning from your past employment, volunteer work, publications, or your participation in seminars, workshops, job-related training programs, or military training programs. For further information, contact the Student Academic Advising Center, Room 103, Student Services Center, 715-346-3361. The university is currently working on a college
course where you will be guided by a faculty member to complete a portfolio which demonstrates the learning experiences you have for courses you wish to receive credit.

**Transferred Credits**
We use only the credits and grade points you earn at UW-Stevens Point in determining your cumulative grade point average. However, transfer credits and grades are included in the calculation of the grade point average in most majors and minors and in the determination of graduation honors.

You may use credits with grades of D or better that transferred from an accredited institution toward graduation. You may also use them to meet your requirements and prerequisites for specific courses, but not necessarily toward your major.

Because different institutions use different course numbering systems, we may not consider a course numbered 300 or above at another institution to be equivalent to a course we number 300 or above here. Direct any questions about the transfer of your credits to the Admissions Office, Room 102, Student Services Center.

If you earn the last credits toward your degree at another college or university, have a transcript of these credits sent to our Registration and Records Office, UW-Stevens Point, 1108 Fremont Street, Stevens Point WI 54481-3897, within 30 days after the date of the UW-Stevens Point graduation. If you fail to meet this deadline, your degree will not be awarded until the next graduation.

**Repeating Courses**

A. **Repeating a course at UWSP that was originally taken at UWSP.**

You may repeat a course in which you received a D+, D, or F if you receive online authorization from your adviser and the chair of the department in which the course is offered BEFORE you register for the course. If you are a graduate student and need to repeat a graduate course, you must have the written authorization of the dean of the college offering the course.

A second repeat of a course in which you received a D+, D, or F requires written authorization from the dean of the college, in consultation with your adviser and the department chair in which the course is offered, BEFORE you register for the course.

You may not repeat a course in which you received a grade of C- or better. Your dean, in consultation with the department chair, may grant an exception on appeal only for extenuating circumstances. You must obtain written authorization from your adviser, the chair of the department and the dean of the college in which the course is offered BEFORE you register for the course.

If you repeat a course which you had initially completed here, we figure only the credit and grade you earn in your last attempt in your cumulative grade point average. However, we do not expunge your original grade from your transcript. On the Degree Progress Report (DPR), the major GPA and the overall GPA will be recalculated using the grade earned in your last attempt and the first attempt course and grade will be listed in the "Courses Not Applicable." category. This applies only when the original attempt and the repeat are taken at UW-Stevens Point.

Be sure to have your request authorized BEFORE registering for the course. Any repeat not authorized before enrolling in the course will result in the repeat being expunged from your record.

B. **Repeating a course at another institution that was originally taken at UWSP.**

Grades of D or better may NOT be repeated at another institution. Courses in which you received grades of F at UWSP may be repeated at another institution. Courses repeated at another institution will not replace a grade on your UWSP transcript or be used to recalculate the cumulative grade point average on your transcript. However, courses repeated at another institution will replace a grade on your Degree Progress Report (DPR) and it will be used to recalculate the major GPA and the overall GPA on the DPR.
C. Repeating a course at UWSP that was originally taken at another institution.

Grades earned at another institution may be repeated at UWSP provided you follow the same approval process as if the original grade was earned at UWSP. If approved, the previous attempt earned at the other institution will be removed from your UWSP transcript and Degree Progress Report (DPR).

Student Grievances:

The Office of Student Rights and Responsibilities protects your rights as a student. If you believe that your rights have been violated, or if you have questions concerning your rights, write or visit the office in Room 139 Delzell Hall, or call 715-346-2611.

You have the responsibility to act appropriately and responsibly. If your actions conflict with the welfare and integrity of UW-Stevens Point or disregard the rights of other members of the university community, including guests and visitors to the campus, you will face student conduct disciplinary proceedings.

You will find copies of the University of Wisconsin System disciplinary procedures and UWSP’s institutional policies under these procedures (Chapter UWSP 17) on the Web at http://www.uwsp.edu/admin/stuaffairs/rightsandresponsibilities.aspx and at each residence hall desk, the Reserve Desk of the Learning Resources Center, the Information Desk of the Dreyfus University Center, the offices of all academic deans, and the Office of Student Rights and Responsibilities. We urge you to read Chapter UWSP 17, which is part of our contract with you, since it describes what constitutes violations of appropriate conduct on campus and at university activities.

Process for Filing and Handling Student Complaints

Purpose: To assure all dietetic students have a procedure to render complaints without retaliation.

Procedure: Students are advised to first speak directly with their instructor but in the event that the student is not satisfied they may then direct their complaint to the department chair or the college dean.

If a student feels in any way that he or she is being discriminated against, they should contact the chair or the dean directly.

If the student is still not satisfied with the outcome, they should contact the Vice Chancellor of Academic Affairs. In the event that the issue cannot be resolved at the campus level, students can contact The Accreditation Council for Education in Nutrition and Dietetics (ACEND) as a last resort. The ACEND contact information: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. 312.899.0040, ext. 5400. www.eatright.org/acend

Notification of the State of Wisconsin Complaint Process for Program Integrity

Contact Information for Program Integrity Complaints:

Pursuant to the United States Department of Education’s Program Integrity Rule, an individual may file a complaint against any of University of Wisconsin System’s public institutions alleging a violation of one or more of the following categories with the University of Wisconsin System Administration (“UWSA”).

• Complaints that allege a violation of state consumer protection laws that include but are not limited to fraud and false advertising;
• Complaints that allege a violation of state law or rule relating to the licensure of postsecondary institutions; and/or
• Complaints relating to the quality of education or other State or accreditation requirements.

Under the UWSA policies and procedures, an individual should utilize the institution's internal complaint or review policies and procedures through the Office of Student Affairs or Office of the Provost prior to contacting the UWSA. If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system as a whole warrants an immediate review by the University of Wisconsin System Administration, please contact the University of Wisconsin System Administration - Office of Academic, Faculty and Global Programs (AFGP),
Academic Honesty:
The policies and procedures spelled out in our Community Rights and Responsibilities publication provide for a sense of order for all while respecting the dignity and rights of individuals. Through these policies, civility within our learning community is affirmed, diversity is pursued, the importance of each person is honored and well defined procedures guide behavior for the common good.

UWSP 14.01 STATEMENT OF PRINCIPLES. The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 ACADEMIC MISCONDUCT SUBJECT TO DISCIPLINARY ACTION. (1) Academic misconduct is an act in which a student:
(a) Seeks to claim credit for the work or efforts of another without authorization or citation;
(b) Uses unauthorized materials or fabricated data in any academic exercise;
(c) Forges or falsifies academic documents or records;
(d) Intentionally impedes or damages the academic work of others;
(e) Engages in conduct aimed at making false representation of a student's academic performance; or
(f) Assists other students in any of these acts.
(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

For more information on student academic standards and the disciplinary process, visit:

Assessment of Student Learning:
To assure all dietetic students are provided feedback throughout the program
1. Each individual instructor is responsible for establishing the specific course requirements and provides students with a course syllabus in which the grading scale is outlined.
2. Each student has access to their unofficial transcript through the campus student Information system (SIS) which enables students to monitor academic performance on an ongoing basis
3. Students in the DPD are encouraged to meet regularly with their course instructors and advisor to discuss any concerns regarding academic performance.
4. It is strongly recommended that students who desire to obtain the DPD verification statement retake required courses in which less than a C grade has been earned.

The dietetic program is encourages life-long learning with continual self-reflection. Your education and professional development is your responsibility. You will be documenting your educational path and discuss your professional development through the electronic portfolio on Desire 2 Learn (D2L). The purpose of this E-portfolio is to describe and
document the knowledge, talent, and skills you acquire throughout your UWSP career. This starts with your first courses and the evidence accumulates along the way leading to a full-fledged learning E-Portfolio which is presented in FN 400 during a mock interview. It is easier to reflect along the way than to look back as a senior. These portfolios include pictures and other evidence to support your knowledge in specific dietetic areas and can be altered from a learning portfolio into a portfolio for use in job applications. The e-portfolio is only accessible from D2L while you are enrolled at UWSP, but the portfolio can be saved in PDF or HTML format and exported. It is always a good idea to keep a folder on your computer with pictures and documents you use in your portfolio so you can easier create another portfolio in the future. The steps for exporting your e-portfolio are as follows

1. Go into presentation, select edit mode (pencil icon). Click on Export (green arrow) on the grey navigation bar.

2. Choose Export HTML version of presentation (wait for it to download). It will be in a compressed (zipped) format.

3. Right click on the file and choose “save target as”. Save to your desktop.

4. Exit out of D2L.

5. Go to your desktop where your file was saved. Double click on the icon. Under Folder Tasks, choose “Extract all files”. Follow the prompts until it is finished. A new folder will be created on your desktop.

6. Double click on the new folder; you will see a file folder with a number. Double click on the folder and an e index HTML folder will appear. You can right click on this folder to rename the document (such as “your name’s ePortfolio”). You should be able to see your complete ePortfolio. Save your ePortfolio to a flash drive or burn to a CD. You now have a portable ePortfolio!

7. It is best to complete your edits and revisions in D2L before exporting your ePortfolio. Although it is possible to make edits on your exported ePortfolio, the current system assigns numbers to the artifacts rather than the titles you have entered which makes it difficult to identify for editing purposes.

A large part of the portfolio is the reflections: these are completed in several FN courses, at the end of each school year, and are also tied to specific experiences. Reflections are valuable; they can give you confidence in your abilities and are a way to demonstrate your knowledge. The 4-prompt reflection categories are split into different classes with a critical thinking value rubric for reflection. Through reflection prompts given in FN courses, professors can assess your critical thinking, give feedback on your progress, and fulfill the requirement by CADE, the DPG accreditation body, of mastery of a set list of skills. These competencies can be found in the appendix.

Verification Statement:

The signed verification statement document indicates that an individual has completed the requirements of a dietetics education program accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). It is essential to the ACEND dietetics education, CDR registration eligibility and Academy membership processes as follows:

- To establish eligibility for a Dietetic Internship program
  The completion of ACEND Didactic Program requirements and at least a bachelor’s degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter a CADE-accredited Dietetic Internship program. When the Director of a Didactic Program in Dietetics signs a verification statement, she/he also is verifying that the individual has completed at least a baccalaureate degree from a U.S. regionally accredited college/university or foreign equivalent.

- To establish eligibility to write the registration examination for dietitians and dietetic technicians
  * A verification statement is required by the Commission on Dietetic Registration upon completion of the Coordinated Program, Dietetic Internship and Dietetic Technician Program to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
  * Not applicable if individual completed the name/address verification form for Program Director to submit via CDR software.
To establish eligibility for Academy membership
A verification statement is required when applying for Academy Active membership.

To receive a verification statement, in addition to fulfilling the requirements of the Bachelor of Science - Dietetics

- you must demonstrate the competencies as described in the syllabus for each FN course as determined by the instructor;
- you must earn a B- or better in your FN 400 level courses.

If you meet the requirements of the Bachelor of Science-Dietetics degree but do not fulfill either of the two conditions above, then you will receive an undergraduate diploma in dietetics but not a verification statement.

Getting Involved:

Get involved early! Internships and companies look for experiences outside the classroom in applicants. Start a list of all your activities and volunteer experiences including date, duration, tasks done, and skills used. This will make it easier for writing your resume and applications. Look at the bulletin board on the 2nd floor CPS for job openings and volunteer opportunities. Any opportunity, even if it is not directly related to nutrition, strengthens your soft skills. You do not have to do everything; rather choose selectively to strengthen your skills for a specific career goal. As long as you can show your skills, anything counts, even a job at a shoe store.

Freshman year: Shadow dietitians in clinical, community, and foodservice areas. Join clubs related to your interests such as SAND or SACS. Get to know your professors! They hear about opportunities and help you navigate your four years. Look into a summer job related to nutrition such as summer camp or NACCUPS internship. Try to find your specific nutrition interests.

Sophomore year: Continue in your clubs, consider taking a leadership role. Join professional organizations such as the Wisconsin Academy for Nutrition and Dietetics, Academy for Nutrition and Dietetics, Society for Nutrition, Education and Behavior and the American Public Health Association. These organizations have student membership fees that include journal subscriptions. Attend nutrition conferences; SAND attends WDA every year. Work at the CPS café or University Dining Services. Think about study abroad either during a semester or during the summer.

Junior year: You have had 2-3 years of nutrition courses, put it to good use volunteering in the community such as with the Boys and Girls club, the county grants, and information booths at festivals. Many of these opportunities happen in SAND. Look into a summer job related to the field of nutrition you most prefer.

Senior year: Make sure you don’t overload yourself. Stay involved, but remember to focus on your classes and avoid senioritis. Be the leader in your organizations.

Student Association of Nutrition and Dietetics (SAND)

This organization is for those students interested in gaining practical experience in the field of Dietetics. The chapter meetings focus on career issues, program development, and communication skills. In addition, the chapter organizes trips to hospitals, community organizations and professional conferences. You can network with other undergraduates and learn about internships and job opportunities.

CPS Café

is a unique food service business open to the public. Dietetic students operate the Café and experience all aspects of food service operation and management.

CPS Café offers the best natural and organic foods. The menu focuses on healthy eating choices. The food is sourced from sustainable local farms and the café uses green-sustainable practices in the operation. Fair trade coffees and bakery from scratch are featured every morning. Vegetarian and handmade soups, organic ranged meats and roasted organic vegetables are offered for lunch.

Research
The School of Health Promotion and Human Development at UW-Stevens Point offers a variety of undergraduate research opportunities available to motivated students who would like to deepen their understanding of the research method or of a particular topic being studied. Interested HPHD students are teamed with faculty members based on shared interests, and they work side-by-side on research projects in their field. Some of the research projects require student volunteer hours, while others provide academic credit or paid work experiences. Becoming involved in undergraduate research will help students gain a deep understanding of the topic being studied and applied skills in research methods. It will also provide an invaluable collaborative experience that will be helpful in finding post-college research and career opportunities.

**Study Abroad**

Study abroad is an excellent opportunity to discover new cultures. There are semester long, summer long, and 3-4 long trips to consider depending on room in your schedule. Plan for these in your 4-year coursework plan. Favorites of dietetic students include the culinary tour of Greece and the health focused tour of Austria. Both are 3-4 week long trips.

**Past events:**

UWSP Dietetics Alumni Conference

"DIETITIANS AND NUTRITIONISTS: PIONEERS FORGING HEALTHY COMMUNITIES
UWSP ALUMNAE MAKING A DIFFERENCE
FRIDAY, FEBRUARY 12, 2010"

**Future events:**

WDA conference
April 17-19, 2013
Holiday Inn in Stevens Point

**Student Resources:**

**Tutoring Services**

With a staff of 125-150 peer tutors, the Tutoring-Learning Center (TLC), located in the lower level of the Learning Resources Center, 346-3568, offers tutoring to students in most majors. Each academic year, nearly 25 percent of the student body, from freshmen to graduate students, participate in tutorials with TLC peer tutors. TLC Tutorial Programs

- **Writing and Reading.** Students work one-on-one with trained peer writing and reading consultants on assignments for university classes.
- **Content-Area Tutoring.** Students meet individually or in small groups with tutors for courses in mathematics, sciences, natural resources, accounting, and Foreign Languages.
- **Computer Guide Program.** Students meet with trained undergraduates with expertise in software applications to assist them with their computing and software learning needs.
- **Reading in the Disciplines Program (RID).** Some university courses with challenging reading offer a one-credit "reading in the discipline" class in which peer facilitators lead small discussion sections.
- **English '57 Series.** In this one-credit independent writing course (English 157, 257, or 357), students explore various kinds of writing in one-on-one sessions with peer tutors.

**Financial Aid:**

Students are encouraged to apply for the free application for federal student aid (FAFSA). The sooner after January 1st you apply, the greater chance of federal aid. Eligibility is based upon income and support comes in the form of scholarships, work study, subsidized loans, and unsubsidized loans.

**Student Support Services, Disability Services, and Veterans Affairs**

These are available to those who qualify. Check your eligibility here:

http://www.uwsp.edu/multicultural/sss/inrto.htm
Registered Dietitian:

A Registered Dietitian (RD) is a professional who provides reliable, objective nutrition information, separates facts from fads, and translates the latest scientific findings into easy-to-understand nutrition information. The letters "RD" after a person's name signify that he/she has completed academic and practical experience requirements established by the Commission on Dietetic Registration and has passed the national examination. A recent report from the Academy of Nutrition and Dietetics documented the growing number of jobs held by dietetics professionals, the diversity of job settings and practice areas in dietetics, and the increases in income levels in dietetics.

What is the difference between a registered dietitian (RD) or dietetic technician, registered (DTR) and a nutritionist?

The "RD" and "DTR" credentials can only be used by dietetics practitioners who are currently authorized by Commission on Dietetic Registration to use these credentials. These are legally protected titles. Individuals with these credentials have completed specific academic and supervised practice requirements, successfully completed a national registration examination, and maintained requirements for recertification.

All RDs and DTRs study nutrition and applications to food and health. Some RDs or DTRs call themselves nutritionists. However, the definition and requirements for the term "nutritionist" vary. Some states have licensure laws that define the scope of practice for someone using the designation nutritionist.

SALARIES AND JOB OUTLOOK

According to Academy's 2011 Dietetics Compensation and Benefits survey, the 50%ile earning for 1-4 years of experience is $45,200 and the 75%ile is $52,000. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs. The highest paying jobs within the profession were:

- Executive-level professional $100,000
- Public relations and or marketing $93,000
- Sales representative $90,000
- Director of nutrition $82,300
- Director of clinical nutrition $73,000
- Director of food and nutrition services $74,000
- Research and development nutritionist $75,900
- Clinical nutrition manager $70,000
- Consultant, communications $68,500

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however, is anticipated in nursing homes, residential care facilities and physician clinics.
<table>
<thead>
<tr>
<th>Program Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td><a href="http://www.uwsp.edu/busaffairs/ar/Pages/tuitionrates.aspx">http://www.uwsp.edu/busaffairs/ar/Pages/tuitionrates.aspx</a></td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$36.00 per course (FN 206 and FN 346)</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$12.00 (FN347)</td>
</tr>
<tr>
<td>Apron and Beret</td>
<td>$33.20</td>
</tr>
<tr>
<td>*ServSafe Food Handler Certificate</td>
<td>$15.00</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics (formerly ADA)</td>
<td>$40.00 for the first and $20 for subsequent programs</td>
</tr>
<tr>
<td>DICAS application fee</td>
<td>$40.00 for the first and $20 for subsequent programs</td>
</tr>
<tr>
<td>D &amp; D Digital Matching fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Immunizations, TB test, and titers</td>
<td>Varies TB tests are administered freely at the Student Health Services. Costs vary with any tests and your insurance coverage.</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics (formerly ADA)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Member Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>SAND Membership</td>
<td>$10.00</td>
</tr>
<tr>
<td>Wisconsin Association of Nutrition and Dietetics (WAND) meeting</td>
<td>$300.00 (estimated)</td>
</tr>
<tr>
<td>Insurance</td>
<td>Accident and health insurance varies with coverage.</td>
</tr>
<tr>
<td>Drug testing and criminal background checks, if required by supervising practice facilities.</td>
<td>No cost. We do not place you in facilities that charge a fee for background checks for students. Drug testing is not required in the field work experiences, therefore there is no charge.</td>
</tr>
</tbody>
</table>

**ServSafe Food Handler Certificate Requirement:**

Students in the dietetics major must obtain basic food safety training prior to enrolling in FN 346, Advanced Foods. Students must successfully complete the ServSafe® Food Handler online course and assessment offered through the National Restaurant Association. The total cost of the online course and assessment is $15. Information and course registration can be accessed via the following link:


Once the course has been started, students have 60 days to complete and take the assessment. Results are available immediately after passing the assessment and a certificate will be available for printing. Verification of training completion must be documented by posting your certificate in the food service page of your ePortfolio and submitted to the FN 346 instructor on the first day of class.

**Insurance Liability**

Health and accident insurance is your personal responsibility for activities both on and off campus. The State of WI / UWSP provides no health or accident insurance for students and no personal property insurance. Lab fees cover any equipment damage occurring within the lab courses.

**Refund Schedule for Tuition and Fees**

You must send written notification to the Registrar’s Office as soon as you decide to cancel your enrollment or withdraw from UW-Stevens Point. There is no fee assessed if you cancel your registration prior to the first day of the semester.

See the section of this catalog entitled *Withdrawing from UW-Stevens Point* for further information on this subject. If you choose to withdraw from a class, you may get full or partial reimbursement. See the course catalog, under “Withdrawal” for the table of course fee reimbursement based on when you withdraw from a class. Reimbursement is based on the number of weeks within the semester that you were enrolled in the class.

[http://www.uwsp.edu/acadaff/Catalog%20PDF/currentcatalog.pdf](http://www.uwsp.edu/acadaff/Catalog%20PDF/currentcatalog.pdf)
Educational & Professional Requirements to become a Registered Dietitian (RD)

- **Completed a minimum of a bachelor’s degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s website at [www.cdrnet.org](http://www.cdrnet.org).
- **Completed continuing professional educational requirements** to maintain registration.
- Refer to diagrams of two pathways on pages 21 and 22.
High School – Pathway to RD

High School Diploma

- Apply to a university or college that offers a CADE-accredited or approved Didactic Program in Dietetics (DPD) or Coordinated Program (CP)

Options:
- Enroll in a CADE-accredited or approved DPD Program
- Apply for Student ADA Membership

Complete DPD Program and obtain bachelor’s degree in dietetics

- Apply to CADE-accredited Dietetic Internship
- Supervised practice experience

Complete DI Program and Receive Verification Statement

Options:
- Enroll in a CADE-accredited CP Program
- Complete CP Program and obtain bachelor’s degree in dietetics and receive Verification Statement for completion of supervised practice experience
- Includes supervised practice experience

Apply for Active ADA Membership

Apply for Registration Eligibility with CDR (Through Program Director)

RD Exam

State licensure or certification, if applicable
Career Changer (2nd degree) Pathway to RD

1. Holds a bachelor’s or master’s degree in another field
   - Contact Director of a CADE-accredited or approved Didactic Program in Dietetics (DPD) or Coordinated Program (CP)
     - To evaluate previous degree, course-work and transferable credits, if any

2. Enroll in a CADE-accredited or approved DPD Program
   - Complete DPD Program and obtain Verification Statement, second bachelor’s or master’s
     - Apply to CADE-accredited Dietetic Internship
       - Supervised practice experience
     - Complete DI Program and Receive Verification Statement
   - Apply for Student ADA Membership

3. Enroll in a CADE-accredited CP Program
   - Complete CP Program and obtain Verification Statement, second bachelor’s or master’s degree
     - Includes supervised practice experience

4. Apply for Active ADA Membership

5. Apply for Registration Eligibility with CDR (Through Program Director)

6. RD Exam

7. State licensure or certification, if applicable
Dietetic Internship:

After successful completion of a DPD and with a verification statement from the DPD director, students are eligible to apply for a dietetic internship. This is required to take the registration exam to become an RD. Internships are available across the United States and while they all must meet the same competencies, many have different focuses and may require GRE scores or are connected to a master’s program. Internship directors are looking for diversity; for example Wisconsin programs won’t accept only instate students. The national placement rate is around 50%, but individual success rate depends on your qualifications and the internship. Some internships are competitive, especially if they are paid or at a prestigious institution. By researching the internships and finding the number of applicants from past years, you can easily find less competitive internships. Make sure your GPA and GRE scores are above the minimum required by the internship. Find something about you that stands out! This will benefit you in more areas than internships. Many internships strongly suggest tours and visits. The more you research an internship, the better you can write about it in your cover letter. Most internship applications are done through an online system, DICAS, in conjunction with a computerized matching program, D&D Digital. This streamlines the system with a single application being sent to multiple internships. Make sure your application is flawless.

Letters of Reference:

Make sure your letters of recommendations and references are from people who can accurately assess the quality of your work and your character and are willing to write a positive letter of reference. Always ask for a positive letter, you want this reference to enhance your application. If you are in doubt, ask the person or choose a different reference. Vague or mediocre letters are not an asset to your application either, so make sure the person knows you well enough. Tips for better letters: Get to know your professors! Always do your best work and cultivate good relationships with your advisors, teachers, employers, etc. Never ask for a letter from someone for whom you have done poor work for or have been in trouble with. Make sure the people who are writing your letter of recommendation are doing so because they believe in you, not because they feel obligated. Ask for letters in advance and offer to provide the person with additional information or discuss the internship and letter. It is always preferred to ask for a reference in person as opposed to via email and to give the person an opportunity to decline. If the person declines, he or she probably would not have written a letter you would want in your application.
Letter of Recommendation Information Form

This form should be used to provide additional information for individuals writing recommendation letters for you. Remember that the more information you provide, the more detailed your reference can be on your behalf.

Your Name: _____________________________ Your Major: ________________________

Phone number: ___________________________ E-mail address: ____________________
(Where you can easily be reached)

Reason(s) for requesting a reference (please be as specific as possible):
______________________________________________________________________________

1. Professional Goals
   a. What are your professional goals?
   b. What do you see yourself doing after graduation?
   c. What are your short-term goals?
   d. What are your long-term goals?
   e. What do you consider to be your strengths?
   f. What do you consider to be your weaknesses or area for improvement?

2. Academic Record
   a. What is your cumulative grade point average?
   b. What is your grade point average in your professional courses (related to your major)?
   c. If you are getting a secondary major or minor, explain your goals/objectives for your selection of this additional emphasis.

3. Work Experience
   a. List ALL of the PAID work experiences you have had during the last four years or attach a resume.

   Employer | Responsibilities | Dates
   --------- | --------------- | -------
   b. Has your employment been necessary to financially contribute to your education expenses or has it been primarily for personal spending money and/or experience?
   c. List any VOLUNTEER (non-paid) work experiences, particularly those related to your major. Indicate whether this is an on-going activity or one-time activity. Also, indicate if the activity was on your own or part of a group (such as a sorority or fraternity function, church group function, etc.)
   d. List other activities that you are involved in such as clubs, Greek organizations, church affiliations, etc., and indicate your level of involvement including leadership/officer positions.

4. Review your ePortfolio, make necessary updates and revisions. Send an ePortfolio invitation to your reference.
5. Please list or discuss anything else that you believe would contribute to a well-rounded reference letter about yourself. If someone were to only see your resume, what would you want him or her to know?

6. Other Considerations:
   a. Go to [http://www.uwsp.edu/reg-rec/pdf/LETTER%20OF%20RECOMMENDATION%20RELEASE.pdf](http://www.uwsp.edu/reg-rec/pdf/LETTER%20OF%20RECOMMENDATION%20RELEASE.pdf) and fill out the UWSP Letter of Recommendation Release Form. This is important so that the person writing the recommendation letter is aware if you are choosing to not have certain information released.
   b. Be sure that your reference understands what the recommendation is for (scholarship, internship application, job application, graduate school, etc.) Allow at least a 3-4 weeks time frame for completion of the letter.
   c. Do you need a formal letter of recommendation or is there a form that needs to be filled out, or BOTH?
   d. Make sure the individual serving as your reference has an updated copy of your resume.
   e. If a letter is needed, to whom should it be addressed to and what is the person’s title and address?
   f. Is the recommendation to be returned to YOU or is it to be mailed directly to the person to whom the letter is addressed? When is the deadline for the recommendation? Typically there are guidelines about the final postmark date by which the application packet will be accepted. If materials are coming back to you to be compiled into one packet, build in enough lead-time for you to get everything done by the deadline.
   g. Remember that recommendations “carry more weight” if you have waived the right to see the letter or form after it has been completed. If you have a recommendation form, be sure to fill it out and indicate that you are waiving the right to see the form after completion. If there is not a form but just a letter to be written, ask the person writing the recommendation to put the letter in a sealed envelope and have the person sign their name across the back flap. This is a universally recognized sign that the contents are confidential and you as the applicant have not seen it. This is particularly important if you are expected to collect all your recommendations into one packet and mail everything at the same time.
   h. Be sure to ask people who really KNOW you to serve as a reference. If you are one student in a class of fifty or more and have not had a lot of personal interaction with the instructor, it may be difficult for that faculty member/instructor to write a strong letter unless you have interacted with them a lot. It is challenging to write a good letter for someone you do not know very well. Sometimes the letter comes out sounding vague or non-committal, which can end up not being very helpful.
   i. Remember to never list someone as a reference without speaking to them first!
Registration Exam for Dietitians:

After completion of a dietetic internship, you can take the registration exam to become a RD. This exam is geared toward entry-level dietitians and covers knowledge learned in your DPG coursework and the internship. (Test Specification - Effective January 1, 2012)

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<thead>
<tr>
<th>Percent of Exam</th>
<th>I. Principles of Dietetics</th>
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<tr>
<td></td>
<td>A. Food Science and Nutrient Composition of Foods</td>
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<td>B. Nutrition and Supporting Sciences</td>
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<td>C. Education and Communication</td>
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<td>D. Research</td>
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<td>E. Management Concepts</td>
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<th>Percent of Exam</th>
<th>II. Nutrition Care for Individuals and Groups</th>
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<td>A. Screening and Assessment</td>
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<td>B. Diagnosis</td>
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<td>C. Planning and Intervention</td>
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<td>D. Monitoring and Evaluation</td>
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<th>Percent of Exam</th>
<th>III. Management of Food and Nutrition Programs and Services</th>
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<td>A. Functions of Management</td>
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<td>B. Human Resources</td>
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<td>C. Financial Management</td>
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<td>D. Marketing and Public Relations</td>
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<td>E. Quality Improvement</td>
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<th>Percent of Exam</th>
<th>IV. Foodservice Systems</th>
<th>17%</th>
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<td>A. Menu Development</td>
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<td></td>
<td>B. Procurement, Production, Distribution, and Service</td>
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<td>C. Sanitation and Safety</td>
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<td>D. Equipment and Facility Planning</td>
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<td>E. Sustainability</td>
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Career Opportunities:

As a Registered Dietitian:

**Community Dietitian:** work for government & public health agencies

**Research Dietitian:** work in laboratories, food and pharmaceutical companies, universities and hospitals, directing or conducting experiments

**Educator Dietitian:** work in colleges and technical institutions educating about the science of food and nutrition

**Clinical Dietitian:** work in hospitals, HMO’s, clinics and nursing homes as part of a medical team, home health

**Management Dietitian:** work in foodservice departments of hospitals, schools, day care centers, correctional facilities, nursing homes and restaurants

**Consultant Dietitian:** have your own business; work in health care facilities, medical clinics, nursing homes, private industry, health clubs, consumer affairs, public relations, marketing or product development

Additional:

**START WITH A DEGREE IN DIETETICS, AND THEN USE SKILLS FOR A DEGREE IN RELATED PROFESSION**

- Master’s of Public Health (MPH)
- Business (MBA)
- Chiropractor (DC)
- Dentist (DDS)
- Law (JD)
- Naturopathic Doctor (ND)
- Occupational Therapist (OT)
- Physical Therapist (PT)
- Physician (MD or DO)
- Physician Assistant (PA-C)
- Pharmacist (RPh or PharmD)
- Podiatrist (DP)
- Veterinarian (DVM)

A recent report from the Academy of Nutrition and Dietetics documented the growing number of jobs held by dietetics professionals, the diversity of job settings and practice areas in dietetics, and the increases in income levels in dietetics. These do not necessarily require being a RD. Opportunities are available as:

- **Administration:** direct food service operations in hospitals, nursing homes, schools, universities, business and industry, restaurants, and correctional institutions. Some specific duties may include:
  - planning nutritious and attractive menus, purchasing food, controlling food service budgets as well as managing food service workers.
- **Education:** educate about nutrition.
- **Community:** work with nutrition services in the community such as directing or planning Meals-on-Wheels programs, or other community related nutrition programs.
- **Clinical:** develop and implement nutrition programs, evaluate the results, report results, may specialize in a certain area
- **Consultant:** may own their own business, or contract with health care or food companies, provide services to foodservice or restaurant managers, food vendors, distributors, athletes, nursing home residents, or company employees.
• **Dietetic Director:** plan and direct nutrition services for an institution or healthcare facility. Determine quality and quantity of foods, plan and prepare menus, supervise planning of menus for therapeutic diets and possibly supervise other employees.

• **Public Health Nutritionist:** counsel and advise public to improve quality of life through healthy lifestyle, healthy eating habits. (ex: WIC program for women, infants, and children).

• **Research:** conduct or direct research for government agencies (ex: FDA), food companies, pharmaceutical companies, universities, or hospitals. Conduct studies in order to answer nutrition questions, find alternative foods or determine validity of nutrition recommendations.

• **Corporate Wellness Dietitian:** help encourage healthy behaviors among workers in a certain corporation-establish programs or educate the important relationship between food, fitness, and health, and how to maximize performance and reduce healthcare costs or sick days.

• **Food Systems Manager:** Supervise and oversee all dietary and related food services functions such as storage and preparation of food, supplies and equipment, maintenance of food service areas, purchasing of food, kitchen supplies and equipment, supervising food service employees as well as managing diet and menu planning.

• **Professor:** teach others about the science of foods and nutrition; may participate in wellness programs, promoting wellness and nutrition on campuses or in the classroom.

• **Chef:** plan menus, estimate amounts to prepare, cooking food in restaurants or hotels, may specialize in a particular area

• **Store Manager:** (ex: Food and Beverage Controller) plan, organize, direct sales activities for businesses or industrial firms. Food beverage controller compiles and computes amounts and costs of foods that are purchased and sold in order to create summaries.

• **Health Educator:** educate the public and students about nutrition and proper diet.

• **Cook:** prepare and plan menus.

• **Nutritionist:** develop, test, and promote food products, suggest new products, promote improvements, and direct promotions for companies, dealers, manufacturers or other uses.

• **Agribusiness positions:** organize and conduct programs to advise and instruct farmers or other individuals involved in industry.

• **Food Industry positions:** serve as advisory staff to corporate management on nutrition related aspects of production, such as:
  - o product development
  - o advertising
  - o consumer economics
  - o legislation
  - o marketing
  - o public relations
  - o analysis of nutrition contents of food for labeling
  - o communications
  - o preparing literature to be distributed
  - o writing articles for the news media

• **Food and Drug Testers and Inspectors:** perform standardized, qualitative and quantitative tests to determine physical and chemical properties of foods or beverages, in order to assure they are in compliance with preset governmental or company standards.

• **Food Technologist:** develop new food products and improve existing food products as well as set standards for producing, packaging and marketing food.

• **Dietetic Technician:** work independently or team up with RDs in various environments such as: health care, business and industry, schools, hospitals, foodservice, research, correctional facilities, restaurants, health clubs or public health agencies. (Southern Illinois University)

• **Sports nutrition:** educating clients about the connection between food, fitness and health.
APPENDIX

Definitions:

**Didactic Program in Dietetics (DPD):** An academic program in a regionally accredited college or university culminating in at least a bachelor’s degree. The program is approved by the Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition and Dietetics (ACEND) to meet the minimum academic requirements for registration eligibility and AND membership.

**Dietetic Internship (DI):** A formalized post bachelor’s degree educational program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. The curriculum of the program is designed to meet the supervised practice experience requirements for registration eligibility and AND membership. Some programs include the opportunity to complete graduate course work while enrolled in the program.

**Coordinated Program:** A formalized bachelor’s or master’s degree program in dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. The curriculum is designed to coordinate academic and supervised practice experiences to meet the requirements for registration eligibility and AND membership.

**RD - Registered Dietitian:** A dietitian who has completed the registration eligibility requirements established by the Commission on Dietetic Registration, successfully passed the Registration Examination for Dietitians, and meets continuing education requirements.

**Critical Thinking:** active and reflective reasoning that integrates facts, informed opinions and observations. Critical thinking transcends the boundaries of formal education to explore a problem and form a hypothesis and a defensible conclusion.

**Nutrition Care Process:** systematic problem-solving method that registered dietitians use to critically think and make decisions to address nutrition related problems and provide safe and effective quality nutrition care; consists of four distinct, but interrelated and connected steps: (a) Nutrition Assessment, (b) Nutrition Diagnosis, (c) Nutrition Intervention, and d) Nutrition Monitoring and Evaluation. (see Lacey K, Pritchett E. Nutrition Care Process and Model: ADA adopts road map to quality care and outcomes management. J Am Diet Assoc. 2003;103:1061-72.

**Verification Statement:** form completed by the director of the accredited or approved dietetics education program, indicating that a student has successfully fulfilled the requirements for completion of the program in accordance with institutional policies.
Links:

UWSP Sites:

UWSP home page

Academic Information

Undergraduate courses

Graduate Program

Professional Associations/Organizations Sites:

Wisconsin Academy of Nutrition and Dietetics (WAND)

Academy for Nutrition and Dietetics (Academy) The largest association of RD and DTRs.

UWSP Student Association of Nutrition and Dietetics (SAND)

ADA Community of Interests - National dietetic student organization, ADA membership required

School Nutrition Association

The National Association of Colleges and University Food Services

Society for Nutrition, Education and Behavior The largest nutrition information of nutritionists and some RDs and DTRs.

American Public Health Association

American Society for Parenteral and Enteral Nutrition