



DIDACTIC PROGRAM IN DIETETICS

STUDENT HANDBOOK

2009-2010

Kohrman Hall

Western Michigan University

TABLE OF CONTENTS

Subject	Page
Philosophy and Program Goals	4
Faculty	5
Program Description and Curriculum	10
Admission Requirements	10
Expenses	10
Additional Expenses	11
Financial Aid	11
Scholarships	11
Graduation Requirements	11
Degree Granted	11
Dietetic Registration	12
Academic Advising	12
Academic Advisor	12
Program Director	12
Accreditation/Approval Status	12
Dietetics Curriculum Requirement	13
Classification of Courses in the Dietetics Curriculum	14
Typical Course Sequence	15
Additional Study Opportunities	16
Independent Study	16
Field Experience	16
Summer Internship Programs	16
Course Descriptions	17
Didactic Program Policies	20
Code of Ethics for the Profession of Dietetics	20
Complaints Relative to Program Compliance	20
Dress Code for Food Laboratories	20
Internship	20
Declaration of Intent to Complete Degree and ADA-Minimum	21
Academic Requirements	
Verification Statement	21
Computer Matching Process	21
Prior Experience Policy	21
Graduates with a Plan IV Verification Statement	21
Transcripts	21
Placement of WMU Courses on the Supervised Practice Program	22
Application for the Dietetic Internship	
Career Opportunities in Dietetics	23
Employment Trends	23
Salaries	23

Subject	Page
Dietetics Student & Professional Organizations	24
Student Organization	24
Professional Organizations	24
The American Dietetic Association	24
The Michigan Dietetic Association	24
Southwest Michigan District Dietetic Association	25
Applying for Internships: Things You Need to Know and Do	26
Appendix A Sample Forms	32
Appendix B Employment Opportunities in Dietetics	35
Appendix C Volunteer and Work Opportunities	37
Appendix D Computer Matching Calendar	39
Appendix E Applicant Responsibility: Computer Matching Process	40
Appendix F Internship Availability and Computer Matching Statistics	42

PHILOSOPHY AND PROGRAM GOALS

Program Mission:

The program seeks to provide students with a broad perspective of the dietetics profession, with a solid foundation of knowledge required for the practice of dietetics, and with the opportunity to begin to develop professional skills. Dietetics is an applied field based on the foundation of life and social sciences. It is a continuously evolving, broad area of practice that includes clinical nutrition, community nutrition, and food service management. Professional skills including writing, interpersonal communication, counseling, problem solving, marketing, computer usage, research, and business are essential.

Program Goals and Objectives:

- The program will prepare graduates to become competent entry-level dietitians and professionals.
- The program will provide opportunities for students to engage in course embedded and voluntary service learning activities to begin developing professional skills that will prepare them for post-graduate internships and first professional employment.
- Through encouragement and support, program faculty and staff will increase the percentage of students who complete their dietetics program of study.

Faculty

Margaret Mcgovern

Degree	Institution	Major
M.A.	Western Michigan University	Career & Technical Education (in progress)
B.S.	University of California-Davis	Dietetics

PROFESSIONAL CERTIFICATION

Registered Dietitian (RD) with the American Dietetic Association

Professional Associations:

- ◆ American Dietetic Association
- ◆ Michigan Dietetic Association
- ◆ Southwest Michigan District Dietetic Association
- ◆ Geriatric Nutrition Practice group
- ◆ Consultant Dietitians in Health Care Practice group

Teaches:

- ◆ FCS 4660 Institutional Management

Interests:

Food service in long-term care facilities, exploring how large food service facilities operate

Office: Available by appointment only

Phone: 269-387-3704

Email: mamcgovern@juno.com

Maija Petersons

Degree	Institution	Major
Ph.D.	Ohio State University	Nutrition
M.S.	University of Wisconsin-Madison	Nutrition
B.S.	Stout State University	Dietetics

PROFESSIONAL CERTIFICATION

Registered Dietitian (RD) with the American Dietetic Association

Professional Associations:

- ◆ American Dietetic Association
- ◆ Southwest Michigan District Dietetic Association
- ◆ Michigan Dietetic Association
- ◆ Dietetic Educators of Professionals (Area II)

Teaches:

- ◆ FCS 5220 Nutrient Metabolism

Interests: Teaching excellence, eating disorders, awareness of aging and cultural diversity issues among allied health professionals.

Office: Available by appointment only

Phone: 269-387-3704

Email: mpeterso@wmich.edu

Arezoo Rojhani

Degree	Institution	Major
Ph.D.	University of Nebraska-Lincoln	Nutrition
M.S.	University of Nebraska-Lincoln	Nutrition and Foodservice Administration
B.S.	University of Maine at Presque-Isle	Life Sciences

PROFESSIONAL CERTIFICATION

Registered Dietitian (RD) with the American Dietetic Association

Professional Associations:

- ◆ American Dietetic Association
- ◆ American Institute of Nutrition
- ◆ Michigan Dietetic Association
- ◆ Southwest Michigan District Dietetic Association
- ◆ Dietetic Educators of Professionals (Area II) DPG
- ◆ Society for Nutrition Education

Teaches:

- ◆ FCS 1000 Career Seminar in Dietetics
- ◆ FCS 2600 Nutrition
- ◆ FCS 3680 Quantity Foods
- ◆ FCS 4680 Advanced and Experimental Foods

Program Director: Director of Didactic Program in Dietetics

Interests: Teaching excellence; metabolism and therapeutic uses of nutraceuticals; prevention and control of childhood obesity; food access and availability in rural communities; nutrition education targeted at low-income populations

Office: 3320 Kahrman Hall.

Phone: 269-387-3729

Email: rojhani@wmich.edu

Caroline Webber

Degree	Institution	Major
Ph.D.	Cornell University	Community Nutrition
M.P.H	University of Minnesota	Public Health Nutrition
B.S.	University of California- Berkley	Coordinated Program in Dietetics

PROFESSIONAL CERTIFICATION

Registered Dietitian (RD) with the American Dietetic Association

Professional Associations:

- ◆ American Dietetic Association
- ◆ Michigan Dietetic Association
- ◆ Southwest Michigan District Dietetic Association
- ◆ Society for Nutrition Education
- ◆ Dietetic Educators of Professionals (Area II) DPG
- ◆ Hunger and Environmental Nutrition DPG

Teaches:

- ◆ FCS 4600 Medical Nutrition Therapy I
- ◆ FCS 4610 Medical Nutrition Therapy II
- ◆ FSC 4630 Medical Nutrition Therapy Lab I
- ◆ FSC 4640 Medical Nutrition Therapy Lab II
- ◆ FCS 6100 Nutrition Across the Lifespan

Program Director: Director of Dietetic Internship Program

Interests: Medical nutrition therapy; community nutrition and public health; food access and availability in rural communities; sustainable food systems

Office: 3216 Kahrman Hall

Phone: 269-387-3710

Email: caroline.webber@wmich.edu

Lori Yelton

Degree	Institution	Major
M.S.	University of Chicago	Nutrition
B.S.	Michigan State University	Foods and Nutrition

PROFESSIONAL CERTIFICATION

Registered Dietitian (RD) with the American Dietetic Association

Professional Associations:

- ◆ American Dietetic Association
- ◆ Michigan Dietetic Association
- ◆ Southwest Michigan District Dietetic Association

Teaches:

- ◆ FCS 360 Lifespan Nutrition

Interests:

Prevention of eating disorders, pediatric nutrition, dispelling nutrition misinformation and promoting sensible approaches to weight management

Office: 3022 Kahrman Hall.

Phone: 616-387-3706

Email: lori.yelton@wmich.edu

**DEPARTMENT OF FAMILY AND CONSUMER
SCIENCES
WESTERN MICHIGAN UNIVERSITY
BACHELOR OF SCIENCE: DIETETICS**

Western Michigan University's Didactic Program in Dietetics leads to a Bachelor of Science degree and is accredited by Commission on Accreditation of Dietetic Education of the American Dietetic Association. The Dietetics Program meets the American Dietetic Association's Standards of Education and graduates are eligible to apply for accredited internship programs. Students must complete the internship in order to qualify for certification as Registered Dietitians (RDs). Students apply for admission to internships and supervised practice programs during the last semester of their senior year. Appointment to internships is competitive. Students are selected on the basis of a variety of criteria including grade point average (GPA), work experience, and recommendation letters. Most internships require that applicants have a GPA of at least 3.0. Successful applicants from this program have had an average GPA of 3.5.

After registration, the dietitian is eligible for positions in hospitals such as those of clinical dietitian or food service administrator; for positions in commercial food establishments such as restaurants, hotels, industrial facilities, schools, colleges and universities, and the armed forces; for positions in food manufacturing companies such as Kellogg's, post, and Campbell soup company etc., for positions in food distribution companies such as Sysco, and Gordon Foods, and for positions in community health agencies.

Admission Requirements:

Students entering the Dietetics Program must meet all University admission requirements. Work experience in a dietetics-related setting is not required, but is highly recommended for all students in dietetics. If you already have a bachelor's degree in another discipline, you don't have to complete the equivalent of a second bachelor's degree in dietetics. However you are required to complete the courses that appear on the dietetics program curriculum guide. The number of courses you will need to take depends on your prior degree, as you may have already taken some of the "required related" and "science" courses. Generally those students that completed degrees in sciences; in particular the health sciences have fewer courses to take in order to complete program requirements. New admission requirements for the dietetics program will go into effect as of fall 2010.

Expenses:

The cost of an undergraduate education in Dietetics includes the standard expenses of tuition, fees, room, and board. The amount charged for tuition, fees, and University room and board is determined by the Board of Trustees and is subject to change. Additional expenses for Dietetics students will include fees for laboratory classes. These fees cover

the cost of materials used in the laboratories and, for some classes where students work with clients, liability insurance.

Additional Expenses

Besides the usual expenses of tuition, fees, books and supplies, room and board, Dietetics students will be assessed class-related fees for four FCS courses. The fees cover the cost of laboratory materials used in the class or the cost of liability insurance. The courses in which a fee is assessed are FCS 1650 Culinary Skills, FCS 4680 Advanced and Experimental Foods, FCS 4630 Medical Nutrition Therapy Lab I, and FCS 4640 Medical Nutrition Therapy Lab II. The fees for these courses will be assessed at the time of registration and are subject to change.

Financial Aid:

To apply for financial aid, one must visit the Student financial Aid Office website at www.wmich.edu/finaid or e-mail the office at finaid-info@wmich.edu or call the office at 269-387-6000. Financial Aid is usually based on need (family income), which is determined after review of the family financial form. Financial aid comes in many forms. Some financial aid must be paid back (loans) while other aid does not have to be repaid (grants).

Scholarships

Most scholarships are based on merit, which includes criteria such as grade point average, major, nationality, race, handicap, gender, hobbies, work experience, religion, residence, veteran status, or athletic ability. Western offers a variety of scholarships for students. These are outlined in the undergraduate catalog under Financial Aid and Scholarship and on-line at www.wmich.edu/finaid.

Department of Family and Consumer Sciences offers two scholarships annually to students majoring in Dietetics. These two scholarships are Chrystal Grady and Baker Scholarships. The due date for both of these scholarships is in early March of each year. In order to qualify for these scholarships students need to have a minimum of junior standing in the program and a GPA of 3.0 or higher. More information about these scholarships is available from the Department of Family and Consumer Sciences, 3226 Kohrman Hall.

Graduation Requirements

To graduate, students must meet University and Program requirements. The University requires that all students must earn a minimum GPA of 2.00 to qualify for graduation. In addition, to obtain a Verification of Program Completion Statement (from Program Director, Dr. Arezoo Rojhani) which is required in order to attend a postgraduate internship program, students must earn a grade of C or better in all courses in the Dietetics Curriculum..

Degree Granted:

Bachelor of Science in Dietetics.

Dietetic Registration:

Graduates of the Program are qualified to apply for positions in accredited internship programs that lead to dietetic registration. Placement into these post-baccalaureate practice programs is highly competitive and all qualified students may not receive appointments. Students apply to these programs, usually during the last semester of their senior year. Students are selected for these programs on the basis of a variety of criteria including grade point average (GPA), work experience, and recommendations. Most internships require that applicants have a GPA of at least 3.0. Successful applicants from this program have had an average GPA of 3.5.

Academic Advising:

Most required courses are offered only once a year. Planning course sequences with the assistance of the Academic Advisors in the College of Education Advising office is critical to the successful completion of study within the normal or desired time period.

Academic Advisor

College of Education Advising Office
2504 Sangren Hall 269-387-3474

The academic advisor can provide advice on many issues including:

- ◆ Registration
- ◆ Suggestions for electives, minors, and general education courses
- ◆ Course substitution recommendation
- ◆ Courses offered at other area Colleges and Universities that transfer to WMU as equivalent to the WMU courses
- ◆ Graduation check audit

Program Director

Dr. Arezoo Rojhani
3220 Kohrman Hall 269-387-3729

The program director can assist on matters regarding

- ◆ All course offerings in the dietetics program
- ◆ Procedures for applying to post-graduate dietetic internships
- ◆ Obtaining the “Intent to Complete Program” form
- ◆ Obtaining the “Program Completion Verification” statement
- ◆ Career opportunities

Accreditation/Approval Status:

Western Michigan University's Didactic Program in Dietetics is granted accredited by the Commission on Accreditation of Dietetic Education (CADE). Students graduating from the Dietetics Program will have met the Foundation Knowledge requirements and Learning Outcomes for Didactic Programs in Dietetics.

Curriculum Requirements:

The required courses in the dietetics curriculum meet all of the Foundation Knowledge and Skills requirements for Entry-Level Dietitians and are divided into three broad categories: **Foundation Courses, Professional Courses, and Communication Courses.** See the table on page 16 for the list of required courses that are found in each of these categories. The Foundation Courses are those in the life sciences and social sciences. Nearly all of these courses are prerequisites to professional courses; they are the foundation for developing the knowledge, skills, and attitudes needed by the entry-level dietitian. Most courses in this category are numbered at the 100 or 200 level to indicate that they should be taken during the first two years of the college program, well before the advanced-level professional courses. The Professional Courses are divided into two groups: Nutrition, and Food Service Management. These courses are further categorized into introductory and advanced level courses, with the introductory ones serving as prerequisites for the higher level ones. In the Professional Courses, students acquire the basic professional knowledge and skills essential for entry into a post-baccalaureate level internship program and then into an entry-level position as a Registered Dietitian.

The Communication Courses include not only those on written and interpersonal communications, but also on computer usage, mathematics, and teaching methods.

Program course selection is based on certain assumptions about Dietetics and the skills required for dietetic practice. First, Dietetics is an applied field based on the life and social sciences; a broad area of study encompassing nutrition, food science, and management; a broad area of practice that includes medical nutrition therapy, community nutrition, and food service management; and a continuously evolving area of study and practice. Secondly, it is assumed that skills such as interpersonal communication, problem solving, computer usage, marketing, research, and writing are essential for the practice of dietetics.

A typical sequence of courses leading to graduation in four years is shown on pages 17-18.

CLASSIFICATION OF COURSES IN THE DIETETICS CURRICULUM

Foundation Courses

Life Sciences		Social Sciences	
BIOS 1120	Principles of Biology	PSY 1000	General Psychology
BIOS 2320	Microbiology of Infectious Diseases	SOC 2000	Principles of Sociology
BIOS 2400	Human Physiology		
CHEM 1100/1110	General Chemistry I / Lab		
CHEM 1120/1130	General Chemistry II / Lab		
CHEM 3700/3710	Introduction to Organic Chemistry / Lab		
CHEM 3550	Introduction to Biochemistry or FCS 5220 Topics in Nutrient Metabolism		

Professional Courses

Nutrition		Food Service Management	
FCS 1000	Career Seminar-DI/FSA	MKTG 2500	Marketing Principles
FCS 2600	Nutrition	FCS 1650	Culinary Skills
FCS 4600	Medical Nutrition Therapy I	FCS 3680	Quantity Foods
FCS 4610	Medical Nutrition Therapy II	FCS 4680	Advanced & Expr.Foods
FCS 4620	Community Nutrition	FCS 4660	Institutional Mgmt.
FCS 4630	Medical Nutrition Therapy Lab I		
FCS 4640	Medical Nutrition Therapy Lab II		
FCS 3600	Lifespan Nutrition		
PHI 3340	Biomedical Ethics and Society		

Communication Courses

Math 1110	Algebra II (Math 1180 Pre-calculus I recommended)
ENGL 1050	Thought and Writing
FCS 2250	Computer Applications or CS 105
COM 1700	Interpersonal Communication
CTE 3460	Education Skills for Non-school Practitioners

Skills Related Experiences and Activities in Courses

FCS 3420	Nutrition Website Development
CTE 3460	Nutrition Education in the Community
FCS 3680	Internship in Residence Hall Dining Services
FCS 3680	Field Trip to Gordon Food Service Facility and Gordon Food Show
FCS 4660	Food Service Facility Design and Management
FCS 4680	Experimental Research Project & Research Skills
Other exp.	continuing education programs on and off campus, Field trips and attendance at professional continuing education meetings, Student Dietetic Association volunteer activities, Dietetic Community Service Program

DIETETICS CURRICULLUM TYPICAL COURSE SEQUENCE

First Year (courses listed by semester or quarter)

Fall semester			Spring semester		
Math 1110	Algebra II	4	COM 1700	Interpersonal Communications	3
FCS 1000	Career Seminar-DI/FSA	1	PSY 1000	General Psychology	3
IME 1020/ENGL 1050	Tech Communications	3/4	CHEM 1100/1110	General Chemistry I / Lab	4
BIOS 1120	Principles of Biology	3	SOC 2000	Principles of Sociology	3
General Education		4	Elective		3
Total Credit Hours		15/16			16

Second Year (courses listed by semester or quarter)

Fall semester			Spring semester		
FCS 2250/CS 1050	Computer Applications	3	BIOS 2320	Microbiology of Inf Dis	4
FCS 1650	Culinary Skills	3	MKTG 2500	Marketing Principles	3
FCS 2600	Nutrition	3	CHEM 3700/3710	Intro to Organic Chem / Lab	4
CHEM 1120/1130	General Chemistry II / Lab	4	FCS 3600	Lifespan Nutrition	3
General Education		3			
Total Credit Hours		16			14

Third Year (courses listed by semester or quarter)

Fall semester			Spring semester		
FCS 4680	Advanced and Experimental Foods	4	CTE 3460	Education Skills for Non-School Practitioners	3
FCS 4660	Institutional Management	4	FCS 4620	Community Nutrition	3
BIOS 2400	Human Physiology	4	FCS 3680	Quantity Foods	4
General Education		3/4	General Education		3
Total Credit Hours		15/16	Elective		3
					16

Fourth Year (courses listed by semester or quarter)**Fall semester**

FCS 4600	Medical Nutrition Therapy I	4
FSC 4630	Medical Nutrition Therapy Lab I	1
PHIL 3340	Biomedical Ethics and Society	4
General Education		3
Elective		3
Total Credit Hours		15

Spring semester

FCS 4610	Medical Nutrition Therapy II	4
FSC 4640	Medical Nutrition Therapy Lab II	1
CHEM 3550	Intro to Biochemistry	3
General Education		4
Elective		3
Total Credit Hours		15

Total Credit Hours for Program 89

Total Credit Hours for Graduation 122

Curriculum Equivalent:

Number of weeks in semester or quarter excluding examination time 14

1 Credit = didactic hours/week 0.83 lecture hours/week (50 Minutes)

1 Credit = laboratory hours/week 2.0 laboratory hours/week

ADDITIONAL STUDY OPPORTUNITIES

Independent Study: FCS 5980 Independent Study allows students to explore interests in a particular area outside of a normal classroom setting. Independent study is not a substitute for regular courses, but an enrichment opportunity. A person who chooses to complete an independent study will study under the supervision and guidance of a consenting faculty member.

Field Experience: FCS 2020 Field experience is an opportunity to obtain academic credit for selected work experiences. These need to be work experiences that provide you with a substantial opportunity to develop professional skills. If you are interested in this option, see Dr. Rojhani for information on how to get started.

Summer Internship Programs: NACUFS Summer Food Service Internships. The National Association of College and University Food Service (NACUFS) offers summer work experience opportunities to students on a competitive basis. The work experiences are on college and university campuses across the country. In recent years, students from Western have participated in programs in Michigan, Connecticut, Utah, North Carolina, Pennsylvania, and Washington. See Dr. Rojhani for more information and application forms. Applications are generally due in mid-January of each year.

COURSE DESCRIPTIONS

FCS 1000 Career Seminar-DI/FSA

The purpose of this course is to teach about the profession of dietetics and to learn about the variety of job opportunities available in Dietetics and Food Service Administration. Credentialing process for dietetic practitioners and the process of applying to post-graduate supervised practice programs are also discussed.

FCS 1650 Culinary Skills

The purpose of this course is to teach basic cooking skills with emphasis on modern trends and techniques for home as well as food service operations. Basic food sanitation principles, menu planning, proper use and cleaning of kitchen tools and equipment, measurement techniques, serving size and yield information, recipe costing, planning and evaluating food budgets are discussed. Basic techniques of food preparation and service are covered emphasizing competency development in culinary skills.

FCS 2600 Nutrition

A study of the essential nutrients and their function in the human body. The metabolism of nutrients is discussed within the content of satisfying food choices that promote a healthy lifestyle. Students evaluate their own food habits and nutrient intake in relation to nutrient and dietary guidelines. Prerequisite: CHEM 1100/1110 or CHEM 1510/1520.

FCS 3600 Lifespan Nutrition

This course emphasizes application of nutrition principles to the stages of the life cycle. Skills in assessing and meeting nutrition needs of individuals and families are developed. Prerequisite: FCS 2600.

FCS 3680 Quantity Foods

This course examines principles of quantity food production. It includes a five-week laboratory practicum in the University Residence Hall Dining Services. Emphasis is on health and safety issues involved in producing food in quantity. Topics include: sanitation and safety, menu development, recipe standardization and cost controls, food purchasing and specifications, receiving, storage, inventory control, production control and forecasting. Prerequisites: FCS 1650, FCS 2600.

FCS 4600 Medical Nutrition Therapy I

A focus on the development of individual nutrition care plans using the techniques of nutrition assessment, interpretation of laboratory data, and calculation of energy, protein, and fluid requirements. Medical Nutrition Therapy will be discussed for disorders of the upper and lower GI tract and for the use of enteral and parenteral nutrition support regimens. Also included is drug-nutrient interactions and associated medical terminology. Case studies allowing integration of MNT principles are a prominent feature of the course. Prerequisites: FCS 2600, BIOS 2400, CHEM 3700/3710. **AND** the course must be taken with FCS 4630.

FCS 4610 Medical Nutrition Therapy II

This course is a continuation of FCS 4600 and examines the Medical Nutrition Therapy for disorders of the liver, biliary, renal, cardiovascular, endocrine, and pulmonary systems. In particular the nutritional management of diabetes, heart disease, renal disease, neoplastic diseases, HIV/AIDS, critical care, and eating disorders are discussed. Case studies allowing integration and practice of MNT principles are a prominent feature of the course. Prerequisites: FCS 4600, dietetic major or consent of instructor. **AND** the course must be taken with FCS 4640.

FCS 4620 Community Nutrition

This course will use online technology to engage students in the study of nutrition in the community. Students will study the structure of community nutrition programs including the roles of government, health care, economics, and public policy. Each student will have the opportunity to engage in a community-based nutrition project that will be conducted over a 15-week period in three phases. These include: community nutrition resource assessment, study of community profile, nutrition education activity, and community-based nutrition intervention plan development. Prerequisite: FCS 2600, FCS 3600.

FCS 4630 Medical Nutrition Therapy Lab I

This course provides students the opportunity to develop skills necessary for the performance of nutrition assessment via anthropometric measurements, biochemical laboratory analysis, physical assessment and the nutrition history. Nutrition counseling and interviewing skills will also be introduced as well as documentation and charting. Students will also be introduced to parenteral and enteral products and will practice calculating individual formulations. This course is designed as a “hands on” approach to allow practical application of material presented in the Advanced Nutrition course. The Course must be taken with FCS 4600.

FCS 4640 Medical Nutrition Therapy Lab II

This course provides students the opportunity to provide further development and application of the skills needed for the medical nutrition therapy of liver and gallbladder disease, diabetes, cardiovascular disease, renal disease, cancer, stress/hypermetabolism, eating disorders and weight management. The Course must be taken with FCS 4610.

FCS 4660 Institutional Management

Study and application of the multiple systems involved in the management of foodservice operations in a variety of settings. Prerequisite: FCS 2600.

FCS 4680 Adv and Exp Foods

Understanding the physical and chemical properties of foods by use of objective and subjective testing methods. Prerequisites: FCS 1650, CHEM 1100/1110.

FCS 2250 Computer Applications

An introduction to the essentials of microcomputer usage. The student will gain application skills in word processing, spreadsheets, databases, and operating systems. The impact of computer usage in society and ethical computer behavior will also be covered as well as terminology, electronic communications, and hardware and system components.

CTE 3460 Education Skills for Non-school Practitioners

Analysis of the teaching-learning process for dietitians. Included are interpersonal communications (written and verbal) and education skills, interviewing and counseling techniques, teaching methods for the delivery of one-on-one instruction as well as to small and large groups and to diverse populations. Throughout, the use of up-to-date technology will be employed and students will be expected to work collaboratively with members of the class, the educational community and the community at large.
Prerequisite: FCS 260.

Department of Family and Consumer Science

DIDACTIC PROGRAM POLICIES

➤ **Code of Ethics for the Profession of Dietetics**

Was approved by the American Dietetic Association's House of Delegates on June 2, 2009 (Journal of the American Dietetics Association, 2009, 109 (8):1461 and is available on the Commission on Dietetic Registration web page at http://www.eatright.org/ada/files/COE_09.pdf . All students must comply with the university standards of academic integrity as well as the Code of Ethics for the Profession of Dietetics.

➤ **Complaints Relative to Program Compliance**

The Commission on Accreditation for Dietetics Education (CADE), is American Dietetic Association's (ADA) accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered (DTR). CADE's main mission is to establish and enforce Standards of Education (<http://www.eatright.org/cade/standards.html#standards>) for nutrition/dietetics education which ensures sustained quality and continued improvement of dietetics education programs. CADE will review complaints that relate to a program's compliance with the accreditation standards. However, it is not the policy of CADE to intervene on behalf of individuals or act as court of appeal for individuals in cases of faculty and staff dismissal, appointment, and promotion and students admission disputes.

Copies of the accreditation standards as well as the commission's policy and procedures for submission of complaints can be obtained from the CADE staff at 216 West Jackson Blvd. Suite 800, Chicago, IL 60606 or by calling 1-800-877-1600 (ext. 4872). For more information on Code of Ethics for the Profession of Dietetics and accreditation standards for dietetics programs visit the ADA web site <http://www.eatright.org> and in particular the CADE section <http://www.eatright.org/cade>

Written complaints regarding the program's compliance with the accreditation standards can be mailed to the CADE Chair at the above address.

Dress Code for Food Laboratories

All dietetics students must adhere to the following dress code:

- ◆ White chef's coat or white laboratory coat or bib aprons
- ◆ No jewelry
- ◆ No finger nail polish or artificial finger nails
- ◆ Hairnet or white chef's hat
- ◆ Non-slip, flat sole shoes with enclosed toes

INTERNSHIP

Declaration of Intent to Complete Degree and ADA-Minimum Academic Requirements

A standardized form submitted with the internship application which shows the anticipated program completion date and a list of the CADE minimum course requirements that have not been completed yet but will be completed by the end of the academic term. Applicants are to obtain this form from their Didactic Program Director (See sample Declaration of Intent to Complete Degree form in Appendix A).

Verification Statement

A standardized form verifying that CADE-minimum academic requirements have been met. This form is submitted to an internship when requirements have been completed, prior to enrolling in the program. Applicants are to obtain this form from their Didactic Program Director (See sample Verification Statement form in Appendix A).

Computer Matching Process

Appointment to internships is done through a computer matching process, which is administered by D&D Digital systems. Most internships participate in computer matching. The computer matching application form and procedures are available on-line at the D&D Digital website at <http://www.dnndigital.com/>. As of spring 2010 all applicants to dietetic internships are required to complete and submit computer matching application and fees on-line. (See applicant responsibilities during computer matching process in Appendix D).

Prior Experience Policy

Students with prior knowledge in a particular subject matter can contact Career Services for information on how to obtain academic credits by examination.

Graduates with a Plan IV Verification Statement

Such graduates are no longer eligible for CADE accredited or approved supervised practice programs. However subsequent graduate work might qualify them towards meeting the DPD requirements. Dr. Rojhani, the DPD program director, can provide advice on determining course work that would need to be completed in order to be eligible for the DPD verification statement.

International students, who wish to obtain a verification statement, must have their academic credits evaluated. Undergraduate and graduate WMU courses can be used towards meeting the DPD requirements.

Transcripts

Transcripts should be ordered from the registrar's office. It is important to verify that all incomplete grades have been converted to letter grades prior to ordering, as this will affect the GPA.

Placement of WMU Courses on the Supervised Practice Program Application for the Dietetic Internship (DPD Courses)

BIOS 1120 Principles of Biology
MATH 1110 Algebra II
BIOS 2320 Microbiology of Infectious Diseases
BIOS 2400 Human Physiology
CHEM 1100/1110 General Chemistry I / Lab
CHEM 1120/1130 General Chemistry II / Lab
CHEM 3700/3710 Introduction to Organic Chemistry / Lab
CHEM 3550 Introduction to Biochemistry
Or
FCS 5220 Nutrient Metabolism
FCS 1000 Career Seminar-DI/FSA
FCS 1650 Culinary Skills
FCS 2250 Computer Applications or CS 1050
FCS 2600 Nutrition
FCS 3600 Lifespan Nutrition
FCS 3680 Quantity Foods
FCS 4600 Medical Nutrition Therapy I
FCS 4610 Medical Nutrition Therapy II
FCS 4620 Community Nutrition
FCS 4630 Medical Nutrition Therapy Lab I
FCS 4640 Medical Nutrition Therapy Lab II
FCS 4680 Advanced & Experimental Foods
FCS 4660 Institutional Management
CTE 3460 Education Skills for Non-School Practitioners
PHIL 3340 Biomedical Ethics
MKTG 2500 Marketing Principles
PSY 1000 General Psychology
SOC 2000 Principles of Sociology
IME 1020 Technical Communications or ENGL 1050
COM 1700 Interpersonal Communication

CAREER OPPORTUNITIES

The opportunities open to a student graduating with a B.S. in Dietetics are endless! Some careers may require an R.D. or additional schooling, others may not. Dietitians have a wide range of options to choose from in pursuing a professional career. Positions can be found in hospitals, long term care facilities, restaurants, hotels, pharmaceutical industry, food manufacturing companies (e.g. Kellogg or Kraft), schools, colleges and universities, the armed forces, community health departments and WIC programs. There are also job opportunities available in sports nutrition, consulting, research, private practice, and even as a World Health Care Worker (Peace Corps Volunteer). Dietetics graduates may also choose to go on to graduate school, medical, dental, or even veterinary school.

The future professions/careers open to dietitians are only limited by a person's courage and imagination. It is essential that as a student you do not allow yourself to be bound to already existing areas. If there is already a career you feel is perfect for you, that is great! But, experts in dietetics also need to carve their own niches in the professional world. New opportunities are opening everywhere. For more information on employment opportunities in dietetics see Appendix C.

EMPLOYMENT TRENDS

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow about as fast as the average for all occupations through the year 2014 because of 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 patients' lengths of hospital stay. Faster growth, however, is anticipated in nursing homes, residential care facilities, and physician clinics.

SALARIES

According to ADA's 2007 Dietetics Compensation and Benefits Survey, half of all RDs in the US who have been working full-time in the field for five years or less earn between \$42,000 and \$55,000 per year. 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 many RDs, particularly those in management, business, and consulting earn incomes above \$86,000. In 2006 the average salary for a dietitian working full time in Michigan was \$ 45,000. As of Sept. 2007, the average base salary for a typical dietitian working in the Grand Rapids and Kalamazoo area is \$48,964. The expected income for a dietitian working in the Detroit area is \$53,251.

DIETETICS

STUDENT & PROFESSIONAL ORGANIZATIONS

Students are encouraged to get involved with the dietetic associations at the university, district state and national level. For more information on membership in dietetic associations contact the undergraduate program director Dr. A. Rojhani in room 3320 Kohrman Hall, or by e-mail rojhani@wmich.edu, or by phone @ 269-387-3729.

Student Organization

Student Dietetic Association (SDA) is the active student group in which dietetics majors participate. Membership in SDA is the stepping stone for involvement in the profession. SDA provides the students with the opportunity

- *to interact with fellow dietetics majors.*
- *to refine leadership skills.*
- *to stay informed about events hosted by district dietetic association.*
- *to find out about scholarships/fellowships provided through the state and national dietetic associations as well as other organizations.*
- *provide service to the community.*

Monthly meetings provide a vehicle for planning, and coordinating the associations' activities.

Professional Organizations

The American Dietetic Association (ADA): The American Dietetic Association is the nation's largest professional organization for dietitians (See Appendix F and visit ADA web site at www.eatright.org). As a student enrolled in a dietetic program in an accredited university, but not yet eligible for active membership, you have the opportunity to become an affiliate member of the organization. Benefits of membership include:

- The American Dietetic Association Journal
- ADA Courier - a monthly newsletter regarding professional activities
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and merchandise
- Annual Meeting
- Dietetic practice groups
- Membership in state association
- Job announcements

To become a member, obtain an application from Dr. Rojhani or by visiting the ADA web site www.eatright.org. Currently membership dues are \$49.00.

The Michigan Dietetic Association (MDA): The Michigan Dietetic Association is Michigan's professional organization for dietitians. Students who are ADA Affiliate Members are automatically members of the State Association. Some of the advantages include:

- Newsletters and publications
- Annual Meeting
- Dietetic practice groups for practitioners and educators
- Networking
- and more....

By becoming a MDA member one can improve his/her marketability through networking and getting to know dietitians in one's own area. ADA members are automatically members of MDA. Visit the www.eatrightmich.org for more information about the state dietetic association.

Southwest Michigan District Dietetic Association (SWMDDA): SWMDDA, one of the state district dietetic associations, can provide students a good opportunity to attend professional meetings, interact with dietitians, and develop professionally. Visit the www.swmdda.com for more details. The membership fee for students is nominal and the rewards are both professional and personal growth. To become a member, obtain an application form from Dr. Rojhani. Currently membership dues are \$12.00.

Applying for Internships: Things You Need to Know and Do

Applying for internship programs is a key step in achieving RD status. Below are answers to some of the frequently asked questions about the application process. They should give you a good start in understanding the terms and procedures involved. For more information, talk to Dr. Rojhani.

When I receive my B.S. degree in Dietetics from Western Michigan University, will I be a Registered Dietitian?

No. Completion of an accredited program meets only academic requirements for registration eligibility. Other eligibility requirements are completing a supervised practice experience or internship and successfully passing the National Registration Examination for Dietitians.

What else do I have to do to become a Registered Dietitian?

You must complete a supervised practice program in dietetics that has been approved or accredited by the American Dietetic Association. There are currently two routes to registration:

- (1) Completion of an accredited dietetic internship following graduation
- (2) Enrolling in an accredited Coordinated Program

What is a Dietetic Internship and how do I apply for one?

A Dietetic Internship is a supervised practice program accredited by ADA that allows you to get hands-on experience in a hospital, other clinical and foodservice facilities, and in a community setting. Most internships are of 10-12 months duration, and include 1200 hours of supervised work experience. Many offer graduate credits and some give you the option to study for a Master's degree. To receive an internship appointment, a student should have a competitive GPA (3.0 or higher), be active in student professional organizations, and have dietetic-related work experience. The Program Director, Dr. Arezoo Rojhani, can give you more information about applying for an internship, but the general procedure is as follows:

*Internship Application Deadlines	February	September
*Internship Appointment Dates	April	November
*Internship Starts	August, or September	January or February

A student who plans to graduate in April or June will probably want to apply in February for a program that begins in August or September. If a student is graduating in December, he/she will probably apply in September to a program that begins in January or February. Majority of internships accept applications only once a year, in February.

The Program Director, Dr. Rojhani, assumes the primary role in the department for assisting students with the Dietetic Internship application process.

What is a Coordinated Program?

A Coordinated Program provides for the integration of academic requirements with supervised practice within an academic program. Each program is accredited by the American Dietetic Association and culminates in a minimum of a Baccalaureate degree. These programs provide for the achievement of knowledge and skill requirements through an integrated approach. WMU does not have a Coordinated Program. Some Coordinated Programs accept students who already have a baccalaureate degree into their program.

Where can I obtain more information about the supervised practice experience?

Detailed information about each internship program is available in the “Applicant Guide to Supervised Practice Experience”. Each listing provides the name and address of the Program Director so that you can write for more information. The WMU dietetics program has a copy of this document. In recent years many programs have placed the program related information on the Internet. You can also visit the ADA web site at www.eatright.org for a listing of dietetic internships in different states. Additional information is available from Dr. Rojhani.

How much does a supervised practice program cost?

Costs vary widely, so a student should check with each program about required expenses. All accredited internships that are associated with regionally accredited university graduate programs qualify for government-sponsored loan programs. Students should check the “Applicant Guide to Supervised Practice Experience” to see if financial aid is available at a specific Dietetic Internship. Several scholarship opportunities are available to help to defray the costs of the supervised practice experience. Do not rule out entering an internship program because of the cost; often the higher salary received by an R.D. justifies the financial sacrifice needed to get this experience.

What is the next step after completion of a supervised practice experience to meet requirements to become a Registered Dietitian?

One must apply to take the National Registration Examination for Dietitians. Commission on Dietetic Registration (CDR) uses computer adaptive registration examination process. This allows examinees to schedule testing throughout the year. The cost of the test is \$200. Re-testing is available six weeks following the previous test date. CDR’s testing agency, ACT, INC subcontracts with Sylvan Learning corporation to administer the test at over two hundred test sites nationwide. A list of current Sylvan Learning test sites is available through the Commission on Dietetics Registration (CDR) of ADA. Upon successful completion of the exam, you are a Registered Dietitian, R.D.

What is a Licensed Dietitian?

Some states require that dietitians be licensed by the State Examining Board. In many states the requirements for licensure are identical to those for Dietetic Registration. After passing the Registration Examination for Dietitians, one would apply to the State Examining Board for licensure, if the state has this requirement, and pay the prescribed fee. Licensure will soon become required for practice as a dietitian in the state of Michigan.

What does the Dietetic Internship Selection Committee look for when choosing students for their program?

The primary factors the Selection Committees review in the application are grade point average, work or volunteer experience, letters of recommendation, and the application letter. Individuals who are still in their undergraduate dietetics program can concentrate on strengthening these areas before they actually apply for a supervised practice program.

One way to make a favorable impression in the review process is to have a complete, neat application packet. Your letter of application is important since it depicts traits such as maturity and communication skills. Some programs also assess a student's qualities by conducting personal or telephone interviews as part of the application process. Individuals should prepare their supervised practice program application forms carefully. Selection committees look at the appearance, completeness, and absence of grammatical and typographical errors in the application as a reflection of the applicant.

How can students prepare their credentials to be competitive for a Dietetic Internship appointment?

Although a student has no guarantee of receiving a Dietetic Internship appointment, there are several areas that one can work on throughout the undergraduate years to be more competitive for an appointment. These areas are as follows:

Grades: **Approximately a 3.5 GPA or better.** Because many programs require a specific minimum grade point average (GPA), striving for good grades in your undergraduate dietetics and science courses is important. If you are applying to a Dietetic Internship that offers the option to complete a master's degree, you may also be required to submit your Graduate Record Examination (GRE) scores.

Work Experience: Paid and/or volunteer. Hospital dietary is considered the best. Other dietetic-related experiences such as college foodservice, camp foodservice, nursing home foodservice, and community nutrition programs, such as WIC and Expanded Food and Nutrition programs, are considered very good. Many other types of work experience can be very valuable. The Dietetic Community Service Program (DCSP) offered through the Department of Family & Consumer Sciences offers the students the opportunity to acquire the work experience necessary for success in getting matched to supervised practice programs. For more information about DCSP visit <http://www.wmich.edu/coe/fcs/dietetics/dcsp/index.htm>

Letters of Recommendation: Required from two of your professors (one in nutrition and one in foodservice management/food science) and a work supervisor, preferably an R.D.

In general, being able to relocate is an advantage with respect to receiving an appointment to dietetic internships. Applicants will have more choices if they are not locked into one geographic location. Individuals who apply to programs in heavily populated areas of the country also limit their chances for selection since a large number of applicants are competing for positions in these locations.

What can I do as a junior to be prepared for applying to internships next year?

If you plan to apply to internships in 2009/2010, here is a list of what you should be doing over the summer and in the fall to be prepared for the application due date. Most internship applications will be due about mid-February.

1. Write for information about and applications for internships. Write the person listed as the internship director on the program's web page or in the Applicant Guide to supervised Practice Experience using correct business format since your letter will probably be kept on file. If you call an internship for these materials, please be business-like. Identify yourself and the reason for your call. Keep in mind that many internship programs nowadays display much of the program related information on their web page.
2. Start gathering information and papers that will be needed for the application. These include:
 - ◆ The application form (available in Microsoft Word on the dietetic home page under "Application Form").
 - ◆ Official transcripts from all universities and colleges attended.
 - ◆ Letters of recommendation (available in Microsoft Word on the dietetic home page under "Recommendation Form")
 - ◆ Letter of application.

Each application must have three letters of recommendation: one from a nutrition professor, one from a food science or food management professor, and one from another professional, preferably an R.D. Some internships will let you submit more than three letters of recommendation.

3. If you have not had dietetics-related work experience, it is not too late to begin. Internship selection committees consider work experience very seriously in evaluating internship candidates. It need not be paid work; volunteer experiences in hospitals, nursing homes, or other health care or food service organizations count, too. It may be better to approach the dietitian in the facility first. Tell the dietitian that you are a dietetic student looking for work experience. Also see the description of the Dietetic Community Service Program <http://www.wmich.edu/coe/fcs/dietetics/dcsp/index.htm> (WMU's voluntary internship program for dietetic students). There is also a list of some volunteer and work opportunities in dietetics in and around Kalamazoo area in Appendix D, if you choose to pursue obtaining work experience on your own.
4. In the fall, decide on the internships to which you will apply. Rank order your choices. Appointment to internships is done through a computer matching process which is administered by D&D Digital systems. All internships participate in computer matching. You can access the computerized matching application form from the D&D Digital web site (www.d&d.digital.com). D&D Digital will only accept on-line submissions of computer matching information as of Spring 2010. Please also see the computer matching calendar and the applicant responsibilities during computer matching process in Appendices D and E.
5. Set aside some money. Most internships charge a non-refundable application fee. The computerized matching fee is separate and is paid to D&D Digital directly.

Please also visit http://www.eatright.org/internship_suggestions for additional information.

How do students get help with the Dietetic Internship application process?

Students interested in applying to Dietetic Internship should see Dr. Rojhani at the beginning of the fall semester to get started on the application process.

How many programs can I apply to?

It is recommended that you apply to 5-6 internships, although you may apply to as many programs as desired. However, it is important for individuals to apply to only the program(s) that they are really interested in attending. If the intern rejects an appointment, he/she has prevented another individual from being considered or selected for the appointment.

What do you do if you don't receive a Dietetic Internship appointment?

Competition for receiving an appointment to internships has become fierce in recent years. A review of the data on the demand for dietetic internships in relation to the number of available positions indicates that the supply is not keeping up with demand (see Appendix F). When students submit an application to a Dietetic Internship, they need to realize that the selection process is no reflection on them personally. One is competing for an appointment but does not know against whom they are competing. In essence, information provided on numerous documents is the student's means of competition.

If a student does not receive an appointment, they should contact the Program Director, Dr. Rojhani, immediately so that she can suggest alternatives and can help the student think through the situation. Some times dietetic internship programs end up with unmatched positions after the initial matching results are released by D&D Digital. This provides the students who did not initially receive a match an opportunity to apply for the unmatched positions. Several of the WMU students have been appointed to dietetic internships via this alternate route during the "second round of matching" during the past years. The dietetic faculty in the Department of Family and Consumer Sciences are interested in and concerned about students and can be very helpful in providing support.

If you do not receive an appointment after going through the second round of matching discussed above, it is wise to begin to re-evaluate your credentials, identifying strengths and weaknesses (of which we all have) and begin to think about ways to better highlight strengths and to improve on areas that need strengthening. These individuals should review their previous application packet and see how they can improve their written communication on the next application(s). Letters of recommendation may be one area where improvement can be made. These letters should highlight strengths that are not evident in your general application packet. Talking with the individuals(s) who will write your letter(s) of recommendation and providing them with a short autobiography may help them to identify or focus on your specific talents. Repeating a course to improve upon a previously earned low grade could also be helpful. To summarize:

- ◆ Evaluate how you can improve your qualifications
- ◆ Look at additional Dietetic Internship
- ◆ Reapply
- ◆ Obtain a job in a dietetics-related area

Another way to enhance your application and improve your chances of receiving an appointment to a dietetic internship is to obtain certifications and credentials that are related to your work, such as the Dietetic Technician Registered (DTR). Changes in eligibility requirements for the Dietetic Technician Registered exam now allow DPD graduates to sit for the DTR exam. To increase your chances of passing the exam, you should consider getting supervised-practice hours toward the DTR through an accredited Dietetic Technician Program that is specifically

designed for DPD graduates who would like to become certified as DTRs. If one is not in your area, you may want to consider a distance Dietetic Technician Program. For more information, please visit <http://www.eatright.org/CADE-DTP>.

Don't give up! "There is life after the Dietetic Internship application process" and there are alternatives. Persistent qualified applicants nearly always find placement.

Appendix A

Sample Forms

**DECLARATION OF INTENT TO COMPLETE
DEGREE AND/OR CADE MINIMUM
ACADEMIC REQUIREMENTS**



**COMMISSION ON ACCREDITATION
FOR DIETETICS EDUCATION**

American Dietetic Association
216 West Jackson Boulevard
Chicago, IL 60606-6995

Based upon courses already completed, projected courses listed below, and completion of at least a baccalaureate degree, the following applicant will meet the minimum academic requirements for the Didactic Program in Dietetics accredited/approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association.

Applicant's name: _____

College or University Didactic Program in Dietetics: _____

Degree granted or to be granted: _____

Month/Year Degree completed or to be completed: _____

College or University conferring Degree, if different from above: _____

Attach official transcript(s) for courses completed to date.

LIST COURSE(S) AND DATES(S) OF PROJECTED COMPLETION
CADE Minimum Academic Requirements

Electives:

Didactic Program Director Name: _____

Director's Signature: _____

Applicant's Signature: _____

Date: _____



COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

American Dietetic Association
216 West Jackson Boulevard
Chicago, IL 60606-6995

VERIFICATION STATEMENT

(See Instructions On Reverse Side)

I verify that the individual indicated below entered and completed the requirements of the specified dietetics program at a time when the program was accredited or approved by the Commission on Accreditation for Dietetics Education of the American Dietetic Association.

Last Name	First Name	Middle or Maiden Name
Social Security #	Month/Day/Year individual completed the program	

Type of Program (check one)

- | | |
|-----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Didactic Program in Dietetics | <input type="checkbox"/> Coordinated Program |
| <input type="checkbox"/> Dietetic Internship Program | <input type="checkbox"/> Dietetic Technician Program |
| <input type="checkbox"/> Preprofessional Practice Program | |

Original Signature of Program Director (Do not sign with black ink)	Name of Institution		
Name	4-Digit Program Code Number (listed in the Registration Examination Handbook for Candidates)		
Title	Address		
Division/Department			
Date (on or following the date of program completion)	City	State	Zip

(Individual and Program Director: See Instructions on Reverse Side)

©American Dietetic Association, 2000

8/00 AEP SO

Appendix B

Employment Opportunities in Dietetics

Registered Dietitian

A Food and Nutrition Expert



EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

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

- *Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by the [Commission on Accreditation for Dietetics Education](#) (CADE) of The American Dietetic Association (ADA).*
- *Complete a CADE-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies. Typically, a practice program will run six to twelve months in length.*
- *Pass a national examination administered by the [Commission on Dietetic Registration](#) (CDR).*
- *Complete continuing professional educational requirements to maintain registration.*

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

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

COLLEGE COURSE WORK

Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology, and communication to science courses such as biochemistry, physiology, microbiology, anatomy, and chemistry.

EMPLOYMENT OPPORTUNITIES

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as an RD.

RDs work in:

- *Hospitals, HMOs or other health care facilities*, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- *Sports nutrition and corporate wellness programs*, educating clients about the connection between food, fitness, and health.
- *Food and nutrition-related businesses and industries*, working in communications, consumer affairs, public relations, marketing, or product development.
- *Private practice*, working under contract with health care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, or athletes, nursing home residents, or company employees.
- *Community and public health settings* teaching monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.
- *Universities and medical centers*, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- *Research areas* in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Appendix C

Volunteer and Work Opportunities

As explained previously in this handbook, work experience, whether volunteer or paid, is an important criteria in selecting students for post-graduate internships. Recognizing the need for formalizing the process of seeking volunteer work experiences by the students, the Dietetics Program in collaboration with the South West Michigan District Dietetic Association has established a Dietetic Community Service Program (DCSP). Although participation in this program is not required for graduation at this time, it is highly recommend that the students participate in the program. For additional information visit the DCSP website at <http://www.wmich.edu/coe/fcs/dietetics/dcsp/index.htm>

Volunteer and Employment Opportunities in the Kalamazoo Area

Dietitians at these facilities hire students or accept dietetics students as volunteers.

<u>Facility</u>	<u>Type of Experience</u>	<u>Contact person</u>	<u>Telephone number</u>
Family Health Center WIC	Community	Irene Allgaier	349-2647
Kalamazoo County WIC	Community	Diana Iffland	373-5002
Calhoun County WIC	Community	Diane Hazard	966-1230
Battle Creek Health System Volunteer & Employment	Food service	Gloria Zunker	616-964-5986
Borgess Medical Center Volunteer & Employment	Clinical	Joyce Ross	226-8251
Bronson Methodist Hospital Volunteer and Employment	Clinical	Diane Delhey	341-6734
Friendship Village Employment	Food Service	Craig Fowler	381-0560 ext 407
Calhoun County Medical Facility Volunteer & Employment	Food service	Susan Beckett	616-962-5458
Heartland Health Care Center Volunteer & Employment	Food service & Clinical	Ask to be transferred to foodservice	375-4550
Battle Creek VA Medical Center Volunteer	Clinical	Karen Maye	616-966-5600 ext5207
Tendercare Nursing Home (11th St.) Employment	Food service	Bonnie	375-2020
Tendercare Nursing Home (Portage) Employment	Food service	Angie	323-7748
Three Rivers Area Hospital	Food Service & Clinical	Margaret Tilbury	616- 278-1145ext397
Merrill Residence Employment	Food Service	475 W Lovell	Apply in person
Directors Hall Employment	Food Service	600 Golden Drive	Apply in person
Project GIVE	Senior Services	Pat Jensen	382-0515 ext 124
Michigan State University Extension Family Nutrition Program	Community	Leatta Byrd	383-8833
Michigan State University Extension Expanded Food Nutrition Program	Community	Leatta Byrd	383-8833

APPENDIX D
Computer Matching Calendar

APPENDIX E

Applicant Responsibility: Computer Matching Process

All complete computer matching information, including computer matching dates with deadlines, is on the ADA/CADE Web site at www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_2408_ENU_HTML.htm

APPLICATION PHASE

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the ADA Web site or from ADA staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not ADA staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Register for the computer match on the D&D Digital Web site at www.dnddigital.com. Pay the computer match fee (\$50.00) with a credit card and submit your prioritized list of selected dietetic internships by the deadline date.

COMPUTER MATCHING PHASE

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who **do not receive a computer match** must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

APPENDIX F
Internship Availability and Computer Matching Statistics

Availability of Dietetic Internship Positions

Student-Guidance Document

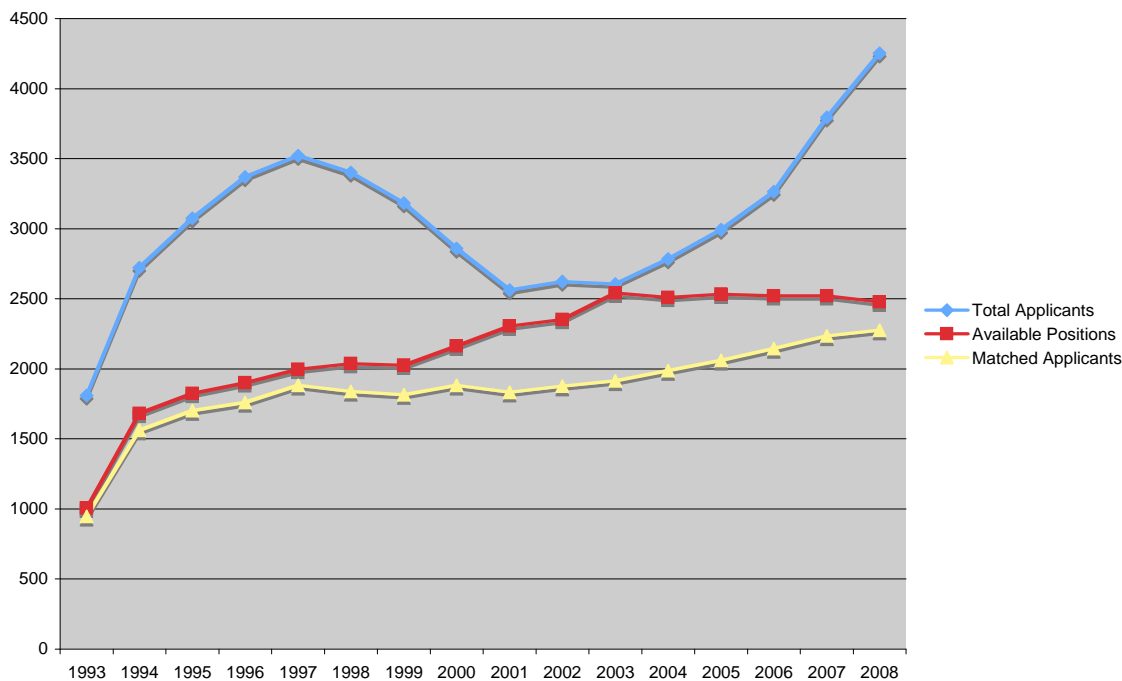
August 1, 2009

Commission on Accreditation for Dietetics Education

the accrediting agency for the
.eat right. American Dietetic Association

A review of the data on the demand for dietetic internships in relation to the number of available positions indicates that the supply is not keeping up with demand. The data are being provided, by the Commission on Accreditation for Dietetics Education (CADE), so that students who are currently enrolled in Didactic Programs in Dietetics (DPD) or those who are considering becoming a Registered Dietitian (RD) are aware of this situation in order to make informed career decisions. To summarize the chart showing the *Supply and Demand for Dietetic Internships since 1993*, demand for internships rose to a peak in 1997, followed by a downturn that bottomed out in 2001. Since then, the demand has been rising and now exceeds the 1997 high with no significant increase in the number of positions since 2003. *Data on the April 2009 First-Round Match* suggest no change in the trend in 2009. As a result, competition for internships is fierce.

Supply and Demand for Dietetic Internships since 1993



Data on the April 2009 First-Round Match

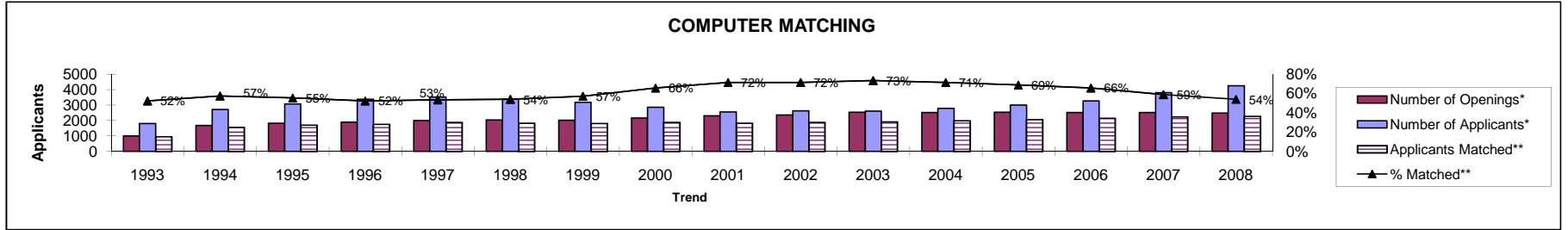
		Applicants		Positions	
Matched to Internships		2056	(50%)	Filled DI Positions	2056 (94%)
Not Matched to Internships		2064	(50%)	Unfilled DI Positions	139 (6%)
Total		4120	(100%)	Total	2195 (100%)

DPD students pre-selected for internship positions without computer matching: 128

Although CADE has no authority to mandate an increase in the number of Dietetic Internship programs, it is firmly committed to working with the education community and the dietetics profession to make more positions available as soon as possible and to develop a long-term solution that enables all qualified students to complete their education and sit for the RD exam. In the meantime, current and prospective dietetics students should visit the following link http://www.eatright.org/internship_suggestions for suggestions to improve their chances at getting a dietetic-internship position.

Percent change in number of openings, applicants, and applicants matched to DI Programs participating in Computer Matching Process (April/November)

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	% chge '93/'08	% chge one year
Number of Openings*	1005	1681	1,824	1,900	1,995	2,036	2,026	2,163	2,305	2351	2542	2509	2533	2522	2520	2476	146%	-2%
Number of Applicants*	1811	2722	3,075	3,370	3,522	3,400	3,184	2,859	2,561	2622	2607	2782	2992	3263	3795	4252	135%	12%
Applicants Matched**	947	1561	1,702	1,761	1,884	1,838	1,817	1,882	1,832	1877	1916	1989	2062	2144	2235	2275	140%	2%
% Matched**	52%	57%	55%	52%	53%	54%	57%	66%	72%	72%	73%	71%	69%	66%	59%	54%	104%	-8%



APRIL MATCH ONLY	2001	2002	%Chge	2,003	%Chge	2004	%Chge	2005	%Chge	2006	%Chge	2007	%Chge	2008	%Chge
Number of Openings*	2070	2099	1%	2227	6%	2266	2%	2312	2%	2281	-1%	2289	0%	2283	0%
Number of Applicants*	2301	2376	3%	2319	-2%	2484	7%	2662	7%	2855	7%	3354	17%	3765	12%
Applicants Matched**	1664	1696	2%	1729	2%	1819	5%	1869	3%	1941	4%	2032	5%	2081	2%
Unfilled Positions	406	403	-1%	498	24%	447	-10%	443	-1%	340	-23%	257	-24%	190	-26%
% Matched**	72%	71%	-1%	75%	4%	73%	-2%	70%	-4%	68%	-3%	61%	-11%	55%	-9%

*Number of openings, applicants and number of matched students includes preselects

	2003	2004	2005	2006	2007	2008
Preselect students	77	101	124	114	147	133

**Per cent matched does not include positions filled after the match date.