Didactic Program in Dietetics
Department of Agriculture, Nutrition & Veterinary Sciences
University of Nevada, Reno
# Table of Contents

## Mission & Goals
- University 4
- Department (ANVS) 6
- Didactic Program 7

## Questions and Answers
- What is the Academy of Nutrition and Dietetics? 9
- What is a Registered Dietitian? 9
- What Are Educational and Professional Requirements for a Registered Dietitian? 9
- What Do You Study to Become a Registered Dietitian? 9
- Where Do Registered Dietitians Work? 9
- What Is the Salary Range for Registered Dietitians? 10
- ACEND: What Is It and Why Is It Important to Students? 10
- CDR: What Is It and Why Is It Important to Students? 11
- What is the Code of Ethics for the Profession of Dietetics? 11
- Why Become an Academy of Nutrition and Dietetics Student Member? 11
- What are Dietetic Practice Groups? 12
- What is the Northern Nevada District Dietetic Association? 13
- Student Nutrition Association 13

## Policies and Procedures
- Tuition and Fees 14
- Withdrawal and Refund of Fees 14
- Financial Aid, Scholarships 14
- Student Support Services at UNR 14
- Student Complaints 14
- Academic Advisors 15
- Insurance Requirements 16
- Liability for Safety in Travel 17
- DPD Retention and Remediation 17
- Code of Personal Conduct 17
- Disciplinary Termination Procedures 18
- Student Privacy 18
- Access to Personal Files 18
- Assessment of Prior Learning Credit 19
- Assessment of Transfer Credit 19
- Nutrition Course Descriptions 20
- Dietetics Requirements 22
- Recommended Class Schedule 23
- Graduation and DPD Completion Requirements 24
- Faculty Directory 25

## Dietetic Internships
Dietetic Internship at UNR 25
Related Employment 26
Strengthening Your Application 26
Verification/Intent to Complete Statement 28
Declaration of Intent 26
DICAS Application 30
Application Process for Dietetic Internship 30
Helpful Websites 31
Didactic Program in Dietetics
Department of Agriculture, Nutrition & Veterinary Sciences
University of Nevada, Reno

The Didactic Program in Dietetics at UNR is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (the Academy), 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60605-6995

(312) 899-0040, ext. 5400
www.eatright.org

NOTE: CONFIRMATION OF RECEIPT OF DPD STUDENT HANDBOOK

All DPD students will confirm during the required NUTR 271 Introduction to Dietetics course that they have received and agree to abide by all policies as set forth in the UNR DPD Student Handbook.

Forms will be completed online during this class.

The Mission and Goals Statement of the University of Nevada, Reno

The University of Nevada is a constitutionally established, land-grant university. The university served the state of Nevada as its only state-supported institution of higher education for almost 75 years. In that historical role, it has emerged as a doctoral-granting university which focuses its resources on doing a select number of things well. The University of Nevada, Reno offers a wide range of undergraduate and graduate programs, including selected doctoral and professional studies, which emphasize those programs and activities which best serve the needs of the state, region, and nation. By fostering creative and scholarly activity, it encourages and supports faculty research and application of that research to state and national problems.

In performing its mission, the University of Nevada, Reno resolves to:

- Offer high-quality programs in the arts, sciences, and in selected professions.
- Emphasize undergraduate, graduate, and professional programs which meet the needs of the citizens of Nevada.
- Maintain a select number of doctoral and organized research programs.
- Offer a range of applied, interdisciplinary and career-oriented programs at both the undergraduate and graduate levels.
- Provide community and public service programs through continuing education and cooperative extension.
- Contribute to the advancement and dissemination of knowledge that will help to improve society at the state, regional, and national levels.
- Reflect and respect the rich ethnic and cultural diversity of the citizens of Nevada in its academic programs, support programs, and in the composition of its faculty, administration, staff and student body.
- Reflect and respect the pattern of gender of the citizens of Nevada in its academic programs, support programs, and in the composition of its faculty, administration, staff and student body.

The University of Nevada, Reno in identifying its goals, has selected those which would be most
supportive of its mission:

Continually improve the quality of teaching, research, and public service activities.

- Recruit, develop, and retain faculty and staff of the highest caliber.
- Develop and maintain a graduate faculty under whose direction research, doctoral, and professional programs will gain national stature.
- Ensure that the university’s library, computing center, and telecommunications systems will be able to provide the resources attendant to the needs of the instructional and research programs.
- Identify and support centers of excellence.
- Enhance the research and public service capabilities of the university through increased collaboration with both the public and the private sectors, and by providing assistance to the state and local governments.

Develop a curriculum that is sensitive to change, but which places a special value on a liberal arts foundation.

- Assure that all students, either upon entering the university, or upon admission to degree programs, have acquired basic verbal, oral, computational, analytical, and computer skills.
- Provide all students with adequate and proper academic and career advising.
- Provide an opportunity for adults to upgrade their educational and professional backgrounds through continuing education courses and programs.
- Provide an institutional environment supportive of the internal quality of campus life.
- Offer a full range of student and support services which compliment the instructional process.
- Develop and maintain programs which recognize the valuable human resource provided by our students, faculty and staff.
- Maintain and utilize the physical plant at a level which enhances the programs and activities of the university.
- Utilize resources efficiently and effectively through prioritized allocations and reallocations.
- Develop strategic planning processes, involving the entire university community, which can anticipate future opportunities and problems.
- Develop the means to obtain funds from public and private sources that will provide the support required to achieve these goals.
- Maximize the use of private funds to provide a margin of excellence in designated program areas.

**Agriculture College (CABNR)**
The mission of the College is to educate students as they endeavor to enhance quality of life and economic vitality through the responsible use of plant, animal and other natural resources utilizing advances in biological technologies and the environmental sciences. Central to this mission is the protection, utilization and management of the soil, water, air, plant, animal, and human resources; the economic vitality of the agriculture industry; the development and implementation of technologies; and the quality of the environment. Of equal importance is a concern for the proper utilization of food in promoting healthier diets, as well as the social and economic well-being of individuals, families and society.
Department of Agriculture, Nutrition and Veterinary Sciences (ANVS) (Nutrition B.S. Degree)
Web site:
http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqiirwjtmgzghaa))/Default.aspx?article_list_id=29445

Mission statement:
The Mission of the Department of Agriculture, Nutrition and Veterinary Sciences (ANVS) is to demonstrate a commitment to excellence and innovation while meeting the needs of the citizens of the State of Nevada and the Nation. This mission is accomplished by the following:

- Provide strong educational programs in the disciplines of Agriculture, Nutrition, Veterinary Sciences and Rangeland Ecology and Management at the undergraduate, graduate degree and internship levels.
- Train students to meet state and national needs by increasing the work force of agriculturalists, nutritionists (nutritional science/dietetics) and animal healthcare professionals.
- Conduct innovative research in the departmental disciplines providing local, national and global impact
- Address critical issues identified by the citizens of the State of Nevada through continued teaching, scholarly activities and service.

Dietetics Degree - Bachelor of Science (B.S.)
Dietetics is the science or art of applying the principles of nutrition to the feeding of individuals or groups under different economic conditions or for hygienic or therapeutic purposes. The Dietetics option provides students with a background in nutrition therapy, food service systems, food industry, business, education and/or research.

Completion of the Bachelor of Science degree with the dietetics option prepares students for the second step in becoming a registered dietitian (RD), a dietetic internship. Upon completion of the internship, students take a national examination to become registered.

The Didactic Program in Dietetics at the University of Nevada, Reno is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (formerly American Dietetic Association, ADA), and graduates are prepared to enter an accredited internship prior to taking the Registered Dietitian Examination.

<table>
<thead>
<tr>
<th>DPD Program Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Goal 1</strong></td>
</tr>
<tr>
<td>The DPD will prepare graduates capable of succeeding in an accredited dietetic internship (DI) program, a nutrition-related graduate program or professional school, and/or nutrition-related employment.</td>
</tr>
<tr>
<td><strong>Program Goal 2</strong></td>
</tr>
<tr>
<td>The DPD will prepare graduates capable of providing professional service in nutrition-related professional organizations and community programs.</td>
</tr>
<tr>
<td><strong>Program Goal 3</strong></td>
</tr>
<tr>
<td>The DPD will prepare graduates capable of serving culturally diverse communities.</td>
</tr>
</tbody>
</table>
Goal 1. The program will prepare DP graduates for entry-level nutrition careers and/or admittance to nutrition related postgraduate training programs.

Outcome measures
1.1 Over a five year period, 50% of Didactic Program (DP) graduates will apply to a supervised practice program within 12 months of graduation.
1.2 Over a five-year period, 60% of DP graduates applying to supervised practice programs will be accepted within 12 months of graduation.
1.3 60% of DP graduates who seek admission to postgraduate graduate schools or training programs will be accepted over a five year period.
1.4 80% of DP students enrolled in the third-year DPD classes will graduate within 150% of the planned time for program completion (3 years).

Goal 2. The program will prepare DP students who meet the Didactic components defined by the Accreditation Council for Education in Nutrition and Dietetics.

Outcome measures
2.1 Over a five-year period, the pass rate for program graduates taking the registration examination for the first time will be 80%.
2.2 80% of dietetic internship directors will rate DP graduates preparation for the internship as satisfactory.

Goal 3. The program will produce DP graduates with the knowledge and skill base to be successful professionals in the food and nutrition field.

Outcome measures
3.1 80% of DP graduates who are working in a job related to their undergraduate major will rate their undergraduate program preparation as satisfactory.
3.2 80% of employers of DP graduates in a job related to their undergraduate major will rate their preparation for entry-level employment as satisfactory.
What is the Academy of Nutrition and Dietetics?
With nearly 74,000 members, the Academy of Nutrition and Dietetics (AND) is the nation’s largest organization of food and nutrition professionals. The Academy of Nutrition and Dietetics serves the public by promoting optimal nutrition, health and well-being. Dietetics is the science and art of applying the principles of food and nutrition to health. It’s a vital, growing profession with many career possibilities. The Academy of Nutrition and Dietetics is the online resource for individuals and students interested in education and credentialing requirements for careers in dietetics and nutrition. The web address of the Academy is www.eatright.org/

What is a Registered Dietitian?
A registered dietitian is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential “RD.” In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. State requirements frequently are met through the same education and training required to become an RD.

What Are Educational and Professional Requirements for a Registered Dietitian?
Registered dietitians must meet the following criteria to earn the RD credential:

- Receive a bachelor’s degree from a U.S. regionally accredited university or college and course work approved by ACEND of the Academy of Nutrition and Dietetics (AND), formerly the American Dietetic Association
- Complete 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.
- Pass a national examination administered by the Commission on Dietetic Registration
- 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 the Academy (AND) and other medical and nutrition organizations and are recognized within the profession but are not required.

What Do You Study to Become a Registered Dietitian?
Students wishing to become registered dietitians study subjects including food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology, communications, biochemistry, physiology, microbiology, anatomy and chemistry.

Where Do Registered Dietitians Work?
The majority of registered dietitians work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health-care facilities. In addition, a large number of dietitians work in community and public health settings and academia and research. A growing number of registered dietitians work in the food and nutrition industry, in business, journalism, sports nutrition, corporate wellness programs and other non-traditional work settings.
Employment Settings
According to the U.S. Bureau of Labor Statistics, employment of registered dietitians is expected to grow about as fast as the average for all occupations 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 patients’ reduced lengths of hospital stay. Faster growth is anticipated in nursing homes, residential care facilities and physicians clinics.

Academy of Nutrition and Dietetics most recent survey of members shows RDs work in these settings:

<table>
<thead>
<tr>
<th>WORK SETTINGS FOR RDs</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitals (inpatient and acute care)</td>
<td>34.0</td>
</tr>
<tr>
<td>Clinics and ambulatory care centers</td>
<td>11.6</td>
</tr>
<tr>
<td>Community and public health programs</td>
<td>11.3</td>
</tr>
<tr>
<td>Extended care facilities</td>
<td>10.9</td>
</tr>
<tr>
<td>Consultation (primarily to health-care facilities)</td>
<td>6.3</td>
</tr>
<tr>
<td>College and university faculty</td>
<td>5.5</td>
</tr>
<tr>
<td>Other for-profit organizations and industries</td>
<td>4.7</td>
</tr>
<tr>
<td>Other non-profit organizations</td>
<td>4.5</td>
</tr>
<tr>
<td>Private practice (primarily to individual clients)</td>
<td>3.5</td>
</tr>
<tr>
<td>School foodservice (K-12 and college)</td>
<td>3.0</td>
</tr>
<tr>
<td>Consultation, primarily to other organizations</td>
<td>2.0</td>
</tr>
<tr>
<td>HMOs, physician and other care providers</td>
<td>1.7</td>
</tr>
<tr>
<td>Home care</td>
<td>1.1</td>
</tr>
</tbody>
</table>

What Is the Salary Range for Registered Dietitians?
As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. According to the Academy’s 2002 Dietetics Compensation and Benefits Survey, the median annual income for registered dietitians in the United States who have been working in the field for at least a year is $45,000. Salaries increase with experience. Many RDs, particularly those in private practice, business and consulting earn above $50,000.

ACEND: What Is It and Why Is It Important to Students?
ACEND is the acronym for the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. ACEND is the Academy’s accrediting agency for educational programs to become a RD. Dietetics is a unique profession of such complexity and benefit to the health of the population that it requires a defined educational process based on national standards. ACEND is responsible for setting the national standards for what dietetics students are taught, and for evaluating, recognizing, and publishing a list of education programs that meet these standards. The ACEND educational standards are developed and accepted by practicing dietetics and nutrition professionals nationwide. It means that the programs will provide the knowledge, skills and/or competencies you need for entry into the dietetics profession.

• Only graduates from an accredited/approved academic program (DPD) are able to apply for accredited dietetic internships (DI) leading to the RD examination.
• Only graduates from an accredited DI or Coordinated Program are able to take the RD exam.
CDR: What Is It and Why Is It Important to Students?
The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy of Nutrition and Dietetics. The purpose of the Commission is to serve the public by establishing and enforcing standards for certification and by issuing credentials to individuals who meet these standards. The CDR has sole and independent authority in all matters pertaining to certification including but, not limited to standard setting, establishment of fees, finances and administration. CDR offers certification as dietetic technicians, registered (DTR), registered dietitians (RD), board certified specialists in pediatric nutrition (CSP), board certified specialists in renal nutrition (CSR), board certified specialists in gerontology nutrition (CSG), and board certified specialists in sports dietetics (SSD).

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

DPD students are expected to become familiar with and follow the Academy (AND) Standards of Professional Responsibility, the Academy Scope of Dietetics Practice Framework, and the Academy Standards of Professional Performance, and the Code of Ethics for the Profession of Dietetics in all professional activities associated with the Program.

http://www.eatright.org/HealthProfessionals/content.aspx?id=6867

Student Conduct.
Any incident of either academic professional misconduct will be handled between the student and the supervising faculty member and/or the DPD Director. Failure to resolve the issue of misconduct may involve consultation with the Program faculty, the department chair and/or the Dean, depending on the nature of the severity of the misconduct.

Why Become an Academy of Nutrition and Dietetics Student Member?
Students enrolled in an ACEND accredited/approved dietetics program may join as a student member of the Academy of Nutrition & Dietetics. The annual fee is $50.00. The online application is available at http://www.eatright.org/students/join/. Benefits of student membership in the Academy include networking, leadership opportunities, free state dietetic association membership, monthly Journal of the Academy of Nutrition and Dietetics, student publications, scholarships, and reduced rates on products and conferences.

What are Dietetic Practice Groups?
Dietetic practice groups are professional interest groups within the Academy of Nutrition and Dietetics. As divisions of the national organization, DPGs actively engage in a program of work that is consistent with ACEND’s mission, vision, philosophy and position.

Current Academy Dietetic Practice Groups:
**Behavioral Health Nutrition DPG** BHN Members are the most valued source of food and nutrition services for persons with addictions, mental illness, developmental disabilities and eating disorders. **Clinical Nutrition Management DPG** Managers who direct clinical nutrition programs across the continuum of care. **Diabetes Care and Education (DCE) DPG** Members involved in patient education, professional education and research for the management of diabetes mellitus. **Dietetic Technicians in Practice DPG** Dietetic Technicians, Registered, dietetic technician educators and others who are interested in Dietetic Technician, Registered practice and issues that directly affect the Dietetic Technician, Registered. **Dietetics in Health Care Communities DPG** Practitioners typically employed under contract who provide nutrition consultation to acute and long-term-care facilities, home care companies, healthcare agencies and the foodservice industry. **Dietitians in Business and Communications (DBC) DPG** Food and nutrition practitioners who work for or consult with corporations, businesses, and organizations, or who are self-employed or business owners. **Dietitians in Integrative and Functional Medicine DPG** Food and nutrition practitioners that promote the integration of conventional nutrition practices with evidence-based alternatives, including functional and integrative medicine and nutrition genomics. **Dietitians in Nutrition Support (DNS) DPG** Practitioners integrating the science of enteral parenteral nutrition to provide appropriate nutrition support to individuals in inpatient and outpatient settings, including transplantation, home care, and pediatrics. **Food & Culinary Professionals DPG** Members who promote food education and culinary skills to enhance quality of life and health of the public. **Healthy Aging DPG** Practitioners who provide and manage nutrition programs and services to older adults in a variety of settings. **Hunger and Environmental Nutrition DPG** Members who promote optimal nutrition and well-being for all people, now and in the future, acknowledging the interdependence of food and water security, health agriculture and the environment. **Infectious Diseases Nutrition DPG** Dietetics professionals sharing cutting-edge information on nutrition management of Infectious Diseases and providing an avenue for research, monitoring and advocacy for nutrition intervention. **Management in Food and Nutrition Systems DPG** Food and nutrition care managers generally employed in institutions, colleges, and universities; includes directors of departments of facilities and administrative dietitians and technicians. **Medical Nutrition Practice Group DPG** Name Change! (Formerly Dietitians in General Clinical Practice). Practitioners who practice a wide range of Medical Nutrition Therapy across the continuum of care in a variety of settings. **Nutrition and Dietetic Educators and Preceptors (NDEP) DPG** Educators of dietetic practitioners for entry and advanced levels of dietetics practice. **Nutrition Education for the Public (NEP) DPG** Practitioners involved in the design, implementation and evaluation of nutrition education programs for target populations. **Nutrition Educators of Health Professionals (NEHP) DPG** Members involved in education and communication with physicians, nurses, dentists, and other health care professionals. **Nutrition Entrepreneurs (NE) DPG** "Experts in the Business of Nutrition." Members include a diverse group of dietitians with entrepreneurial interests, such as starting a private practice, writing books and/or finding a business niche. Features six Specialty Groups: Authors, Speakers, Coaches, Corporate Health, Business and Internet Technology, and Private Practice.
**Oncology Nutrition DPG** Nutrition professionals involved in the care of cancer patients, cancer prevention and research.

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

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

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

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

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

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

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

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

**Women’s Health and Reproductive Nutrition DPG** Practitioners addressing women's nutrition care issues during the reproductive period until the onset of menopause.

**What is the Northern Nevada District Dietetic Association?**
The Northern Nevada Dietetic District Association (NNDDA) is a non-profit organization of registered dietitians, dietetic technician, registered and dietetic students of Nevada who work with the public by promoting optimal nutrition, health and well-being. Being a student member will offer many networking opportunities with the local nutrition professionals. For more information, email nndieteticassociation@gmail.com

**Student Nutrition Association**
Any student interested in the field of nutrition or has a focus on the field of dietetic is encouraged to participate in membership. The purpose of the University of Nevada, Reno Student Nutrition Association (SNA) is to help prepare nutrition students for their post graduate endeavors. The association serves as a networking forum, offers guidance and support for students’ concerns, and introduces students to professionals in various areas of the nutrition field. Members will establish an affiliation with the Northern Nevada District Dietetic Association (NNDDA) and Nevada Dietetic Association (NDA). They will be presented opportunities to integrate service and volunteer for experiences pertinent to the goal of dietetics. For more information, email nevadasna@gmail.com

For more information contact Judith Ashley at jashley@cabnr.unr.edu
Policies and Procedures

The following policies and procedures were developed collaboratively by the Chair of the ANVS Department, DPD Director, and nutrition faculty.

Tuition and Fees
The most current tuition and fee rates are available on the Student Financial Services Web site. Schedules of charges reflect tuition as determined by residence status, curriculum of choice, and number of hours taken. Students should be aware that other fees, such as laboratory fees, course fees, parking decals, etc. are not included on the schedule of charges. The university reserves the right to change tuition and other charges without notice as necessitated by university or legislative action.

Withdrawal and refund of tuition fees
Dietetic students follow the University guidelines for withdrawal and refund of tuition and fees.

University tuition and fees, including mandatory fees, optional fees, payment, fee refunds
http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqirwjtmgzghaa))/Default.aspx?article_list_id=28860

University refund of fees, including date of refunds, exceptional circumstances, insurance, nonresident tuition, registration fees, food service and housing, and special fees.
http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqirwjtmgzghaa))/default.aspx?article_list_id=28896

Financial Aid, Scholarships
Financial aid information is available on the UNR website.

Student Support Services At UNR
The office of student conduct is open weekdays to assist individual students and student groups in pertinent matters including health, counseling, testing, and disability support. Information on the services is available at student support section of the website.

Student Complaints.

The complaint policy for dietetics students mirrors the University grievance policy and is as follows:
• Students should first speak to the DPD Program Director unless the issue is about the program director then the student may go directly to the Chair of the Department (ANVS).
• If the complaint is not resolved by the DPD Program Director the student has the option to meet with the Chair of the Department (ANVS).
• If the complaint is not resolved by the Chair then the student has the option to meet with the Dean of the College or his representative (CABNR).
• If the complaint is not resolved by the Dean then the student has the option to meet with the Provost’s Office.

• If a student complaint is not resolved and the specific compliant relates to a program’s compliance with the accreditation/approval standards then the student may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to submit a formal complaint. http://www.eatright.org/cade/complaints.html
ACEND will review complaints that relate to a program’s compliance with the accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education and programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Council’s policy and procedure for submission of complaints may be obtained by contacting the Education staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 or by calling (312) 899-0040, ext. 5400

Academic Advising
Academic advising is every student’s best source of information about academic programs, procedures and sequence of taking courses at UNR. Academic advising services are a vital aspect of the university’s active commitment to student’s academic success. All students should participate in the academic advising process throughout their studies at UNR.

Academic Advisors are assigned alphabetically by the last name of the student as follows:

Bachelor's Program in Dietetics and Nutrition Science

A to C: Judith Ashley  jashley@cabnr.unr.edu
D to G: Jamie Benedict  jamieb@cabnr.unr.edu
H to Ma: Marie-Louise Ricketts  mricketts@cabnr.unr.edu
Mb to R: Karon Felten  kfelton@cabnr.unr.edu
S to X: Stan Omaye  omaye@cabnr.unr.edu

The academic calendar is available on the Registrar’s website at Calendar

The DPD program follows the UNR academic calendar for all course offerings, vacation and holidays. Dietetic specialization is on the ANVS Department website.

How You and Your Faculty Advisor Should Work Together
The advising process is designed to help students as they make important decisions related to their academic progress at the University. In CABNR, each student is assigned to an advisor. As a recently admitted student, you should become familiar with the advising process. Below are some guidelines to follow throughout the year.
When to See Your Advisor:
- To discuss any problems which might affect your academic performance.
- To select courses for the upcoming semester.
- To discuss your academic progress.
- To discuss dropping a class.
- To discuss career considerations.
- To find out more about a particular major and/or option.
- To file your graduation application.

How to See Your Advisor:
Become familiar with your advisor's office hours/schedule.
Whenever possible, call to make an appointment instead of dropping by without one.
Right before registration is typically the busiest times for advisors. Make an appointment as soon after Class Schedules come out as possible to avoid the rush.
If you just don't feel comfortable with your assigned advisor, don't hesitate to ask to change.

What You and Your Advisor Should Do:
You should:
- Contact and keep in touch with your advisor.
- Make and keep appointments or call if it is necessary to change or cancel an appointment.
- Come with specific questions in mind.
- Come with necessary materials (pencil/pen, class schedule, DARS report, etc.).
- Ask about other sources of information.
- Be open concerning school work, study habits, academic progress.
- Prepare a preliminary schedule of classes you think you might want to take the next semester prior to your appointment.
- Make the final decisions concerning options discussed.

Your advisor should:
- Keep appointments or call if it is necessary to change or cancel an appointment.
- Provide accurate and specific information.
- Have resource materials on hand (UNR catalog, advisor's manual, etc.)
- Suggest other resources that may be of assistance to you.
- Listen and help you solve problems.
- Check your schedule for appropriate selection of courses.
- Suggest options in terms of courses, majors, options, careers, etc.

Formal Assessment of Student Learning
Formal assessment of student learning is made during each course of the DPD program. Grades on individual assignments, quizzes or exams, and end of course letter grade provide an assessment of the student’s mastery of the material in each course.

Insurance Requirements
Student Insurance. The dietetics student is responsible for obtaining his/her personal health and professional liability insurance. Students enrolled at UNR for six or more credits pay a mandatory health fee at the time of registration. Students at UNR taking fewer than six credits may voluntarily pay the health fee. Students can purchase coverage during registration or at the Cashier's Office in
Liability for safety in travel to or from assigned areas.

Travel to off campus sites. Dietetic students are responsible for their own transportation to or from any off campus sites that are offered as part of a nutrition class.

Student Insurance: The University of Nevada, Reno currently has in place student accident insurance that provides limited coverage for any registered student at UNR who is injured while participating in any university sponsored and supervised off campus school activity. The coverage also applies to injuries incurred while traveling to or from these activities (with the exception of play or practice of intercollegiate sports, including club sports). The benefits provided include reimbursement for medical/dental expenses, and payment for loss of life, limbs or sight. The maximum benefit provided is $10,000 and the medical/dental coverage is secondary to any other insurance the student may have. In order to file a claim a student should call the controller's office at 784-4166 to obtain a claim form.

DPD Retention and Remediation

The dietetics program follows the University undergraduate academic standards. Students are expected to maintain satisfactory academic progress throughout their University career. Academic progress is affected by semester and cumulative University GPA. Undergraduate students who have less than a 2.0 semester and/or less than 2.0 cumulative University of Nevada GPA are making unsatisfactory academic progress, which may lead to academic actions. Credits and coursework from other institutions do not alter the University GPA. Our college defines release from program probation after the student is advised by a nutrition faculty advisor.

Undergraduate Academic Standards
http://www.cis.unr.edu/ecatalog/default.aspx?article_list_id=25402

University Requirements for Registration Procedures
http://www.cis.unr.edu/ecatalog/default.aspx?article_list_id=26198

Code of Professional Conduct

Each year of education brings a student closer to becoming a practitioner. The student’s education includes values, skills and attitudes including the responsibility of becoming a self-directed learner responsible for his/her own education. Faculty will set a professional example in their conduct and work performance.

*All students must comply with the university standards of academic integrity as well as the Code of Ethics for the Profession of Dietetics by the Academy of Nutrition and Dietetics, at http://www.eatright.org/codeofethics/
*Students should present themselves professionally when representing the department or the university in the community.
*Students should present themselves professionally in their use of social media.
*Students should demonstrate good moral character traits including honesty, integrity, kindness, and work ethic.
*Acts of unprofessional conduct will not be tolerated, including but not limited to falsifying reports, scholarship applications, internship or graduate school applications, or resumes.
*Any infringement of this code will be handled according to the policies of the

**Disciplinary/Termination Procedures**

Student Disciplinary Procedures.
The dietetics program follows the university policy that students charged with violations of university and/or residence hall regulations may be subject to disciplinary action. Disciplinary procedures can involve a formal resolution that takes place through a hearing before an individual hearing officer or a student conduct hearing board.
http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqiirwjtpmgzhhaa))/default.aspx?article_list_id=29165

Dismissal from the University.
The dietetics program follows the university procedure that students who are on academic probation for three consecutive regular semesters and fail to raise their cumulative University of Nevada GPA above the Academic Probation (2.0) will be dismissed from the University. After one year, an undergraduate student who has been dismissed may return to the University only on the basis of evidence that underlying conditions have materially improved and he or she is now capable of academic success. The appropriate criteria for this is determined by College along with the nutrition faculty advisor.

**Undergraduate Academic Standards**
http://www.cis.unr.edu/ecatalog/default.aspx?article_list_id=25402


**Student Privacy**
All UNR students, including all DPD students, are protected under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are asked to give their consent to authorized representatives of UNR for the release of academic records and any personally identifiable information. All nutrition faculty are required to comply with FERPA regulations. DPD students may be asked to consent to research studies on campus by signing a written consent form. All research conducted at UNR must first obtain approval from the Institutional Review Board. This policy includes recourse to an administrator and prevents retaliation.

**Access to Personal Files**
Dietetic students follow the University guidelines for access to personal files.

**University disclosure of student education records and directory information.**
The confidentiality and security of student educational records are of primary importance to the University. Information about disclosure of this information that is followed by the Nutrition (Dietetic) and DPD Program can be found at:

http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqirwjtmpmgzghaa))/Default.aspx?article_list_id=28975

**University registration and records.**

Information about student registration and records, including academic advising, requirements for registration, class absences, grades and examinations, undergraduate academic standards, requirements, and transcript of records can be found at:

http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqirwjtmpmgzghaa))/Default.aspx?article_list_id=28841

**University regulations for student records.**

Information on confidentiality and release of information; and retention and disposition of student records can be found at:

http://www.cis.unr.edu/ecatalog/(S(nohdoxetgqirwjtmpmgzghaa))/Default.aspx?article_list_id=28858

**Assessment of Prior Learning Credit**

No credit will be given for certifications which do not include course work. All course credits for transfer credit will be evaluated by the UNR Registrar and ANVS faculty. International students must provide official transcripts in English to the DPD Director and to the UNR Registrar for evaluation on an individual basis. A third-party professional credentials evaluation service report is required.

**Assessment of Transfer Credit**

Students transferring to UNR from another college or university in the U.S. will provide official transcripts to the university and to the DPD Director for review. International students must provide official transcripts translated into English and notarized. This may be completed by an organization such as the World Education Service, [www.wes.org](http://www.wes.org) the International Education Research Foundation, [www.i erf.org](http://www.i erf.org) or by [www.cedevaluations.com](http://www.cedevaluations.com).
Nutrition Course Descriptions (Check UNR catalogue for all pre-requisites)

121 HUMAN NUTRITION (3+0) 3 credits Principles of nutrition and their application to well balanced diets. Four laboratory sessions are included each semester. Prerequisite: Core mathematics requirement or Co requisite: Math 128 or higher.

220 FOOD SERVICE SYSTEMS MANAGEMENT (2+3) 3 credits Organization and operation of food services; management principles; food service personnel; labor laws; regulatory agencies; food cost control; record keeping.

221 QUANTITY FOOD PURCHASING (3+0) 3 credits Food purchasing for food service systems, understanding of cost factors, marketing factors, food laws, quality standards and basic manufacturing processes.

223 PRINCIPLES OF NUTRITION (3+0) 3 credits Nutrient functions and bases for nutrient requirement at the cellular level. Prerequisite: CHEM 121, an organic chemistry class.

325 FOOD AND CULTURE (3+0) 3 credits Determinants of food choices and the meaning of food in the context of various cultures, as they contribute to the establishment of a cultural identity. (Diversity course.)

326 PRINCIPLES OF FOOD SCIENCE (3+0) 3 credits Concentration on the selection of foods and the chemical and physical properties of foods that affect their preparation and acceptability. Prerequisite CHEM 121, 220A.

370, 670 NUTRITION IN THE LIFE CYCLE (3+0) 3 credits Relationship between nutrient needs, development and feeding practices throughout life cycle: pregnancy and lactation, infancy, childhood, adolescence and late life. Prerequisite: NUTR 223

400, 600 SPECIAL PROBLEMS 1 to 5 credits Individual study or research in nutrition. Maximum of 10 credits.

NUTR 426, 626 MEDICAL NUTRITION THERAPY (2+3) 3 credits Modification of the normal diet for the prevention and treatment of diseases. Prerequisite: NUTR 223, BIOL 223/224.

427, 627 MEDICAL NUTRITION THERAPY II (2+3) 3 credits Modification of the normal diet for the prevention and treatment of diseases. Prerequisite: NUTR 426.

428, 628 NUTRITION COUNSELING (0+3) 1 credit Application of the principles and techniques involved in interviewing, assessing and providing nutrition counseling. Prerequisite: NUTR 223. Corequisite: NUTR 426,626 or NUTR 427, 627.

451, 651 PRINCIPLES OF HUMAN NUTRITION AND METABOLISM (3+0) 3 credits Major dietary nutrients and their digestion, absorption, metabolism, regulation and role in human disease states. Prerequisite: CHEM 121, 122, an organic chemistry class. NOTE: this course is not currently offered, BCH 400 is now required to replace this course.
452, 652 ADVANCED NUTRITION (3+0) 3 credits Examination of physiologic/biochemical functions of major nutrients. Prerequisite: NUTR 451 or BCH 400.

470, 670 COMMUNITY NUTRITION (2+3) 3 credits Programs, policy, nutrition assessment, planning and evaluation in the community setting. Prerequisite: NUTR 223, NUTR 370.

471/670 APPLIED COMMUNITY NUTRITION (0+3) 3 credits Contribute to the nutritional health of local community through service learning. Prerequisite(s): NUTR 370; NUTR 470/670.

485, 685 NUTRITION RESEARCH AND CONTEMPORARY ISSUES (1+6) 3 credits Develop and work through a research problem in nutrition. Discuss contemporary research issues including ethics, research design and grantsmanship. Nutrition majors only. (Major capstone course.) For more information contact Judith Ashley at jashley@cabnr.unr.edu

**Dietetics Requirements**
Courses Offered in DPD (NUTR)
A course checklist, dietetic course prerequisites and a program completion plan is available at the UNR website.
Dietetics Suggested Course Sequence see [Department website and catalogue](#)

Nutrition (Dietetic) Recommended Schedule - Total Credits (120 credits)

**First Year - First Semester (14 credits)**
- ENG 101 – Composition I (3 credits)
- MATH 128 – Precalculus and Trigonometry (5 credits)
- PSY 101 – General Psychology (3 credits)
- NUTR 220 – Food Service Systems Management (Fall Semester Only) (3 credits)

**First Year - Second Semester (16 credits)**
- CHEM 121A – General Chemistry I AND
- CHEM 121L – General Chemistry Laboratory I (4 credits)
- ENG 102 – Composition II (3 credits)
- NUTR 221 – Quantity Food Purchasing (Spring Semester Only) (3 credits)
- COM 113 – Fund Speech Communication OR COM 329 – Business/Prof Speaking (3 credits)
- Core Fine Arts (3 credits)

**Second Year - First Semester (16 credits)**
- BIOL 190 – Cell & Molecular Biology (3 credits)
- BIOL 223 – Human Anatomy and Physiology I (4 credits)
- CHEM 122A – General Chemistry II AND
- CHEM 122L – General Chemistry Laboratory II (4 credits)
- CH 201 – Ancient and Medieval Cultures (3 credits)
- NUTR 271 – Introduction to Dietetics (Fall semester only) (1 credit)
- Free elective (1 credit)

**Second Year - Second Semester (14 credits)**
- BIOL 224 – Human Anatomy and Physiology II (4 credits)
- CHEM 220A – Introductory Organic Chemistry Lecture (3 credits)
- CHEM 220L – Introductory Organic Chemistry Lab (1 credit)
- Free Electives (3 credits)

**Third Year - First Semester (16 credits)**
- BIOL 251 – General Microbiology (4 credits)
- MGT 323 – Organization and Interpersonal Behavior (3 credits)
- NUTR 223 – Principles of Nutrition (3 credits)
- NUTR 326 – Principles of Food Science (3 credits)
- Free Elective (3 credits)

**Third Year - Second Semester (16 credits)**
- NUTR 370 – Nutrition in the Life Cycle (Spring semester only) (3 credits)
- CH 203 – American Experiences and Constitutional Change (3 credits)
- PSY 210 – Statistical Methods (APST 270 is OK with advisor permission) (3-4 credits)
- Free Elective (6-7 credits)
- Take 7 credit electives if PSY 210 taken. Take 6 credits electives if APST 270 taken.

**Fourth Year - First Semester (14 credits)**
- NUTR 426 – Medical Nutrition Therapy I (Fall Semester Only) (3 credits)
- NUTR 451 – Principles of Human Nutrition and Metabolism (Fall Semester Only) (4 credits)
- NUTR 470 – Community Nutrition (Fall Semester Only) (4 credits)
- CHS 310 – Health and Wellness Communications (3 credits)

**Fourth Year - Second Semester (14 credits)**
- HDFS 438 – Children and Families in a Multiethnic Society (3 credits)
- NUTR 452R – Advanced Nutrition (Spring Semester Only) (3 credits)
- NUTR 427R – Medical Nutrition Therapy II (Spring Semester Only) (3 credits)
- NUTR 485R – Nutrition Research and Contemporary Issues (Spring Semester Only) (3 credits)
- Free elective (2 credits)
## Dietetics: Major Requirements for a Bachelor of Sciences (used for DPD GPA calculation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Science Courses</strong></td>
<td></td>
</tr>
<tr>
<td>BIOL 190</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIOL 223</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL 224</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIOL 251</td>
<td>Microbiology</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>Introductory Organic Chemistry</td>
</tr>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td>NUTR 220</td>
<td>Food Service Systems Management</td>
</tr>
<tr>
<td>NUTR 221</td>
<td>Quantity Food Purchasing</td>
</tr>
<tr>
<td>NUTR 223</td>
<td>Principles of Nutrition</td>
</tr>
<tr>
<td>NUTR 271</td>
<td>Introduction to Dietetics</td>
</tr>
<tr>
<td>NUTR 326</td>
<td>Principles of Food Science</td>
</tr>
<tr>
<td>NUTR 370</td>
<td>Nutrition in the Life Cycle</td>
</tr>
<tr>
<td>NUTR 426</td>
<td>Medical Nutrition Therapy I</td>
</tr>
<tr>
<td>NUTR 427</td>
<td>Medical Nutrition Therapy II</td>
</tr>
<tr>
<td>NUTR 451</td>
<td>Principles of Human Nutrition and Metabolism OR BCH 400</td>
</tr>
<tr>
<td>NUTR 452</td>
<td>Advanced Nutrition</td>
</tr>
<tr>
<td>NUTR 470</td>
<td>Community Nutrition</td>
</tr>
<tr>
<td>NUTR 485</td>
<td>Nutrition Research and Contemporary Issues (capstone)</td>
</tr>
<tr>
<td><strong>Other Required Courses</strong></td>
<td></td>
</tr>
<tr>
<td>COM 113</td>
<td>Fundamentals of Speech Communications OR Com 329</td>
</tr>
<tr>
<td>CHS 310</td>
<td>Health and Wellness Communication</td>
</tr>
<tr>
<td>HDFS 438</td>
<td>Children and Families in a Multiethnic Society (capstone)</td>
</tr>
<tr>
<td>MGT 323</td>
<td>Organization and Interpersonal Behavior</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Statistical Methods OR APST 270 OR STAT 152</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>Consult with advisor to select appropriate courses</td>
</tr>
</tbody>
</table>
Graduation and DPD Completion Requirements

In order to receive the BS Degree in Nutrition, the following graduation requirements must be met:

- Completion of all courses required for BS in Nutrition degree, including general education courses with no incomplete grades (see current degree requirements online at (URL).)
- Completion of at least 120 semester hours of unduplicated credit, of which at least 60 semester hours must be credit from a four-year baccalaureate degree granting institutions and at least 30 semester hours must be credit from UNR.
- Completion of at least 40 semester hours of upper division credit (300 or 400 level), including at least 35 semester hours of upper division work in the major field (nutrition).
- Completion of a minimum of 2.0 grade point average cumulatively.
- Student must pay all fees owed to the university.
- Student must complete all graduation-related paperwork including graduation application.

POST-GRADUATION OPTIONS

Several options are available to graduates with the Bachelor of Science in Nutrition (Dietetics) degree including:

*Dietetic Internship

*Dietetic Technician, Registered Exam

*Graduate School

*Related Employment

DPD students should discuss their individual goals and options with their academic advisor. The following pages provide checklists and additional information regarding each option.

Dietetic Internship

Information regarding all dietetic internships in the U.S. can be found at http://www.eatright.org/students/education/di.aspx

Interns are required to complete a minimum of 1200 clock hours of supervised practice.

For information on graduate programs at other universities, students should contact those universities directly.
Faculty Directory

Ashley, Judith
Associate Professor, DPD Director
Location: 110 Fleischmann, Sarah
Clinical Nutrition Education and Practice
Office: (775) 784-6444 Email: jashley@cabnr.unr.edu

Benedict, Jamie
Associate Professor, Graduate Director
Location: 216B Fleischmann, Sarah
Office: (775) 784-6445 Email: benedict@unr.nevada.edu

Felten, Karon
Instructor/Lecturer, DI Director
Location: 215B Fleischmann, Sarah
Office: (775) 784-6446 Email: kfelten@cabnr.unr.edu

Ricketts, Marie-Louise
Assistant Professor
Location: 105 Max Fleishmann Agriculture
Office: (775) 784-6442 Email: mricketts@cabnr.unr.edu

Omaye, Stanley
Professor
Location: 005 Fleischmann, Sarah
Office: (775) 784-6447 Email: omaye@unr.edu

Pritsos, Chris
Professor, Department Chair
Location: Department Office, Max Fleishmann Agriculture
Office: (775) 784-6443 Email: pritsos@unr.edu

Dietetic Internship at UNR.

The UNR Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the DI program meets competencies for eligibility to write for the Registration Exam to become a Registered Dietitian (R.D.). Program information for the UNR DI and all DI Programs is available at www.eatright.org under the Students tab.

Contact Karon Felten, UNR DI Director for further information kfelton@cabnr.unr.edu
NOTE: Always have alternative plans ready in the event you do not receive an internship appointment on the first try. Graduate school and work experience are beneficial for the next opportunity to apply to an internship. DO NOT be discouraged – think positive and know your advisors are willing to help you!

Related Employment:

Graduates with the B. S. degree in Nutrition (Dietetics) who do not choose to pursue the Dietetic Internship have career opportunities available including:

*State Department of Health providing education, resources and educational materials in the area of nutrition to other health professionals, organizations, programs and the general public.

*Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities helping to treat and prevent disease.

* Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.

*WIC programs, public health agencies, Meals on Wheels and community health programs, developing and teaching nutrition classes for the public.

*Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.

*Food companies, contract food management companies or food vending and distributing operations developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

Strengthening your Application

At the completion of the baccalaureate degree, you may apply for a dietetic internship as the next step to becoming a Registered Dietitian. It is a competitive process. To help you in securing an internship, you need to think about the following:

I. Your Academic Achievements

All internships look at the academic performance of the applicants. The Academy application form asks for cumulative and DPD (didactic program in dietetics) GPAs with separate calculations for science, elective and other categories of coursework as well. Individual programs may have different emphases in weighting GPA as part of their evaluation. Some programs may have a minimum GPA requirement, but for most, 3.0 constitutes an implied minimum. While it is important to maintain a high grade point average (GPA), remember that internship directors consider more than your grades. To build an impressive application, you should start early.
II. Field-related Work Experience
Students enrolled in the DPD program are encouraged to seek field-related work experience under the direction of a Registered Dietitian at times that coordinate with course work. Examples of field-related work experience sites include: hospitals, nursing homes, health department clinics, foodservice operations, wellness centers, food companies.

III. Extracurricular Activities
Selection committees look for well-rounded candidates who are involved in diverse activities such as student government, clubs, sports, sororities/fraternities, and professional organizations such as the Academy (AND) and the UNR Student Nutrition Association. These activities reflect your individuality. Involvement in outside activities also shows that you have interpersonal and organizational skills. Take leadership roles in these activities, if possible.

III. Volunteer Experience
Volunteer work is a great way to give back to your community and explore new opportunities and interests. Choose those that complement your work and extracurricular activities. Volunteer opportunities include food pantries, hospitals, Supplemental Food Program for Women, Infants, and Children (WIC), and service and religious organizations. Academic advisors are also good resources as they are often knowledgeable about on- and off-campus opportunities.

IV. Networking
It is never too early to start making professional contacts. Nutrition professionals are usually more than willing to speak with interested students. It may be easier to start by introducing yourself to the person sitting next to you at a meeting. As you gain confidence, approach conference speakers and presenters. Get involved with your local and state dietetics associations. Attend association meetings and get to know dietitians in your area. Look for conferences and/or presentations to attend in your area. In many cases, students are encouraged to attend and are offered a reduced rate for registration. Shadow a dietitian, whether at a local hospital, WIC center, or outpatient facility. This will not only help you make connections, but can also help you determine your professional interests.

V. The Application Process
It is very important to begin to gather information about internship programs several months in advance of the program deadline for receipt of the application. Many programs have individual web sites and the Academy web site, www.eatright.org may be helpful. Remember that the application process is a two-way exercise: you need to make sure the internship meets your needs as well as your meeting the requirements of the internship. When selecting and ranking your programs of choice you should consider the Program Emphasis. All dietetic internships (DIs) will provide experience in the core competencies: nutrition therapy, community, food service systems management, and business/entrepreneurship. If you are unsure of the area you would like to specialize in, choose a program with a broad emphasis that will give you exposure to many different areas in the field. If you have a specific professional interest, look for a program that will offer you more exposure in this area. Consider the length and comprehensiveness of the experiences provided. Become a member of the Academy. With this membership, you receive the Journal of the Academy of Nutrition and Dietetics. Reading the Journal will expose you to ongoing research in the profession so that you can explore your areas of interest.
Steps to follow include:
Start by looking at the current Academy Directory of Internship Programs at their website. This will provide phone numbers, websites, email addresses, and the names of contacts for the specific internship.

From the listing of current internship programs, you can select those of interest to you and contact them for more detailed information and application materials. Look for things like length of the program, number of interns they accept, special emphases and features, fees and tuition or availability of stipend, total cost of the program, and location of the program.

When you receive the application materials, generate a final list. Most students now apply to 4-6 programs, but remember that each program has a non-refundable application processing fee.

The application packets will give you more information about the programs and help you decide on your final choices. At this point, it is also helpful to a) call the internship director with some specific questions about the program so you can learn as much as possible about the program and make contact personally with the program; b) if at all possible, visit the program (call ahead and make a specific appointment, don't just drop by), and/or c) visit with dietitians in the community who interned at the programs you are interested in. Deadlines for application according to the Academy calendar are usually mid-February for a summer start date and mid-September for a January start date. All applications will require the following:

**Verification/Intent to Complete Statement Procedures**

The following criteria must be met before a statement of verification of completion of the DPD program will be provided:

- Student must complete all degree requirements for the B.S. in Nutrition degree or for post-Baccalaureate students, completion of DPD requirements.
- Student must request verification (or intent to complete statement for a degree in progress) at least three weeks prior to the D&D Digital deadline and must provide the DPD Director with a permanent mailing address. Students may contact Judith Ashley, PhD, MSPH, RD by email at jashley@cabnr.unr.edu or by regular mail at University of Nevada Reno, CABNR, ANVS Department mailstop 202, Reno NV 89557
- The date on the verification statement will reflect the date the DPD requirements were completed, i.e., as of month/day/year requirements were completed.
- For post-Baccalaureate students, the date of completion of all DPD requirements will be recorded, as well as the date of the original degree.
- For DPD verification statements more than five years old, some Nutrition courses may be required if taken more than five years prior to the date for which the student is requesting the verification statement.

Upon completion of the above criteria and verification of degree awarded (typically within one month of graduation), the DPD Director will provide the requesting Dietetic Internship one verification statement and will provide the student three completed and signed verification statements for his/her personal file to use when applying for state licensure/certification, membership in the Academy, etc. The Dietetic Internship will receive the verification statement electronically, but an original signed verification form from the DPD Director is also needed. The student's verification statements will be
mailed to the student at the mailing address provided to the DPD Director within 30 days of confirmation of degree awarded or DPD requirements completed. The student will add the last four numbers of their Social Security Number (SSN) to any verification statements they wish to provide employers or schools. All students who complete the B.S. in Nutrition (Dietetics) degree requirements will receive by mail the written verification statements in a timely manner, not just those applying to Dietetic Internships. An original signed Verification form will be kept in the Department office and the office of the DPD Director.

**Declaration of Intent**

Students applying to a DI program can receive from the DPD Director a “Declaration of Intent” to complete the DPD and the degree program if they are in their last semester of studies. If notified by DICAS electronically, the DPD Director will complete this “Declaration of Intent” when requested by a student on the DICAS website for application to DI programs. In order for the DPD Director to complete this request when received from DICAS, the student is asked to submit a complete list of classes in which she is currently enrolled including a statement that he/she will notify the DPD Director if there is any change in this list. The DPD Director will then enter these classes into the form on DICAS as required.

**Official transcripts** are needed from *all* institutions you have attended for college credits.

- **Letters of recommendation.** Normally you will need three recommendations. Internships prefer professional letters; personal letters from friends or a religious figure may not be appropriate. Ask people who know you personally as well as academically. Choose people who will write a positive, but accurate reflection of your character, work ethic, and potential as a nutrition professional. If the individual you are asking does not know the DI application process, take the time to explain it to them, including submitting their letter through DICAS. Allow adequate time for the person you ask to complete the recommendation, at least one month in advance is best. Keep in mind that you may not be the only student requesting a recommendation. Provide a list of the names and websites of each DI programs on your application list so that the person writing your letter of recommendation can be familiar with the individual programs. Put together a packet of information about yourself. This could include your resume, a list of your strengths and weaknesses, professional goals, unofficial transcript, and/or personal statement.

- **Computer Matching.** Most Academy approved dietetic internships (DIs) select applicants through a computer matching process. Computer matching is coordinated by D&D Digital Systems, and follows the Academy spring and fall DI application deadlines. A form from D & D Digital is required. On this form, you will indicate your first, second, etc. choices for an internship. The forms are available online at [http://www.dnddigital.com/ada/adaform.pdf](http://www.dnddigital.com/ada/adaform.pdf).

You will send materials (release card, mark/sense preferences card, $50 check or money order) to D&D Digital Systems by certified mail. A US Postal Service Return Receipt Requested is recommended to ensure delivery on or before the postmark deadline. Applicants must allow sufficient turn-around time to submit the card by D & D's postmark deadline.
A personal letter of application should follow the format on DICAS. It will indicate your career goals, why you want to become a Registered Dietitian, and what strengths you would bring to a particular internship. Highlight achievements and leadership roles. Discuss career goals or career interests that you would like to pursue. You can customize each personal statement for each program application on DICAS. State why you are interested in a specific program, and what you hope to gain by attending the program. Student Services provides workshops to help with this letter. Again, this is very important since in many cases, it will be the first contact a reviewer has with you. Ask someone whose opinion you respect and who will objectively comment to read it and make suggestions. The DPD Director will also help with the finalization of your personal letter.

Other program forms. Some DIs require an additional application, separate from the standard Academy application, or may use a modified version of the Academy application. Review instructions carefully, including the information on a separate processing fee. If you are applying to an internship program that has a combined advanced degree/DI program, there may be a separate application for the graduate program that includes a GRE score.

After the initial applications are screened, some applicants may be asked for an interview, either in person or by telephone. For any personal interviews, think about potential questions ahead of time. Get as much information as you can about the interview in order to prepare. For example, it will be helpful to know if you will be asked personal questions, nutrition questions, and/or to provide a writing sample. Ask who will be conducting the interview. Use resources such as career services or books to help prepare for the interview. Prepare answers to common interview questions. Compose questions to ask during the interview. If the interview is in person, dress appropriately, be timely, and consider bringing a portfolio. A portfolio could include a resumé, writing samples, and/or education materials. If it is a telephone interview, make sure you have a quiet, comfortable place to sit during the interview. Do whatever you can to ensure that there will be no distractions so that you can give your full attention to the interview.

Applications submitted by the DICAS centralized online application procedure

- Applicants will request a “Declaration of Intent” or "Verification Statement” from the DPD Director. The DPD Director will complete these forms online in response from an email from DICAS. The applicant will approve with an electronic signature. If you are accepted into a DI Program, an original signed hard copy of the final “Verification Statement” from the DPD Director must be sent to the internship director for their records.
- Official transcripts from all institutions you have attended for college credits will be sent to the centralized DICAS system. If you are accepted into a DI Program, hard copy of final transcripts must also be sent to the internship director for their records.
- Three Letters of recommendation (two faculty and one employer) will be submitted electronically through the DICAS centralized on-line application procedure. Selecting references is very important - be sure that you make the right choices. You will need the emails of the these three persons to submit through DICAS.
- Match form - a form from D & D Digital is required separate from your application on DICAS. On this form, you will indicate your first, second, etc. choices for an internship. The forms can be available online at [http://www.dnddigital.com/ada/adaform.pdf](http://www.dnddigital.com/ada/adaform.pdf)
- A personal statement must be submitted online. Refer to the Application Process on what this should contain and how to submit it electronically. Ask someone whose opinion you respect and who will objectively comment to read it and make suggestions.
Selected applicants can view their acceptance on Match days in November and April and must respond to confirm acceptance the DI program where they were accepted. Match results will be posted on the D&D Digital Systems website site at the time indicated using CST. A personal login and password will be issued to each applicant prior to Match day. Individuals who match to a program must contact their internship director to either accept or decline the match on Appointment Day, which is usually within 48 hours of Match Day.

Individuals who do not receive a match will have an opportunity to reapply to the programs with vacancies that choose to accept new applicants to fill these spots. D&D Digital Systems will post the list of programs with openings on their web site the day after Appointment Day. Contact each program to determine their reapplication procedure. Check out the list of dietetic internship (DI) programs with openings.

Above all, know the rules of the game. Successful applications involve much more than GPA and work experience. Information, careful preparation and adequate time to do the job are essential ingredients as well.

For more information and assistance, please contact UNR DPD Director Judith Ashley at jashley@cabnr.unr.edu

Helpful Websites

Academy of Dietetics & Nutrition, [www.eatright.org](http://www.eatright.org)

Accreditation Council for Education in Nutrition & Dietetics, [www.eatright.org/ACEND](http://www.eatright.org/ACEND)

Graduate Record Exam, [http://www.ets.org/gre/](http://www.ets.org/gre/)

University of Nevada Reno, [www.unr.edu](http://www.unr.edu)

UNR nutrition degree, [http://www.cabnr.unr.edu/anvs/bs_dietetics.aspx](http://www.cabnr.unr.edu/anvs/bs_dietetics.aspx)

Becoming a Registered Dietitian (RD) from the Academy of Nutrition and Dietetics

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

Becoming a Dietetic Technician, Registered (DTR) from the Academy of Nutrition and Dietetics

[http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144)

Information for Graduating Students interested in becoming a Dietetic Technician from the Commission on Dietetic Registration

[http://www.cdrnet.org/programdirector/graduatingstudent1dt.cfm](http://www.cdrnet.org/programdirector/graduatingstudent1dt.cfm)