

Keene State College

Public Health  
Nutrition Option:  
Didactic Program  
in Dietetics  
Student Handbook

**Public Health Department  
Keene, NH**

# TABLE OF CONTENTS

## Table of Contents

SIGNATURE PAGE.....	4
INTRODUCTION.....	5
NUTRITION OPTION MISSION STATEMENT .....	6
PUBLIC HEALTH/NUTRITION OPTION .....	6
ACCREDITATION STATUS.....	8
DPD PROGRAM GOALS AND PROGRAM OUTCOME MEASURES.....	8
ASSESSMENT OF OUTCOMES.....	9
ACEND Required Competencies and Verification Statement Information .....	10
Verification Statement Exam .....	13
PUBLIC HEALTH MAJOR/NUTRITION OPTION.....	15
PROGRAM COSTS .....	16
Keene State College Tuition & Fees.....	16
Additional Dietetic Program Expenses.....	16
Financial Aid .....	17
Scholarships .....	17
Insurance.....	17
ACADEMIC ADVISOR.....	17
CAMPUS-BASED ORGANIZATIONS .....	18
ACADEMY OF NUTRITION AND DIETETICS: STUDENT MEMBERSHIP.....	19
PROGRAM POLICIES AND EXPECTATIONS.....	20
Declaring your Major in Public Health Nutrition Option.....	20
Evaluation of Prior Learning.....	20
Requirements for Graduation and Completion of the Program .....	23
Academic Calendar and Leave of absence.....	23
Monitoring of Student's Performance.....	23
Student Remediation and Retention .....	24
ACCESS TO STUDENT SUPPORT SERVICES .....	24
Academic Probation, Suspension and Readmission .....	25
Protection of Privacy of Student Information and Access to Student Records.....	25
Student Conduct .....	25
Discrimination and Discriminatory Harassment Policy .....	26
Grievances and Complaints .....	26
Code of Ethics of the Dietetics Profession.....	27
Dress Code for Practical and Field Experiences .....	27
Tests and Immunizations .....	28
Background Checks and Drug Testing.....	28
POST-GRADUATION PLANS .....	28
DIETETIC TECHNICIAN REGISTERED .....	28
Instructions for Applying to take the Dietetic Technician Registered Exam.....	28
BECOMING A REGISTERED DIETITIAN .....	30
Requirements .....	30

DIETETIC INTERNSHIP APPLICATION PROCESS .....	31
Choosing Dietetic Internships to Apply To.....	31
Letters of Recommendation .....	32
Intent to Complete Requirements or Verification Statement.....	34
Transcripts.....	34
Standard Supervised Practice Application .....	35
Letter of Application/Personal Essay .....	35
Resumes .....	36
D & D Digital: Computer Matching .....	36
How Does DICAS Work?.....	36
For Non-DICAS Programs.....	37
Summary of Application Requirements of DICAS vs. Non-DICAS Applications.....	37
Dates to Remember for Students Applying for an Internship for April Match .....	40
Dates to Remember for Students Applying for an Internship for September Application Due Date with Match .....	41

## Important Please Read

The Public Health/Nutrition Option Didactic Program in Dietetics Student Handbook contains important information regarding the major, requirements, advising, policies and procedures.

Make sure you have read *The Public Health/Nutrition Option Didactic Program in Dietetics Student Handbook*.

Make sure you understand that you need to make an advising appointment every semester to assure that my courses are taken on time and in sequence for graduation in 8 semesters.

Make sure you understand that a dietetic internship/master's degree will not be provided as part of my Public Health/Nutrition Option degree.

Make sure you understand that acceptance into a dietetic internship/master's degree programs is competitive and not guaranteed.

Make sure you understand that a 3.0 is the typical minimum GPA for acceptance into dietetic internship/master's degree programs

Make sure you understand that a dietetic internship/master degree program will add an additional 1-2 years of costs and each program has a different fee structure.

Make sure you understand that to attend a dietetic internship/master's degree program or take the Dietetic Technician Registered Exam I must earn a DPD Verification statement in addition to my baccalaureate degree in PH Nutrition Option. To obtain the Verification Statement I must pass the Verification Statement Exam administered after the completion of all coursework. This exam is free and can be taken as many times as needed until passed.

Make sure you understand that beginning in January 2024 I will need to have a master's degree or attend a dietetic internship/master's degree program to take the Registration Exam for Dietitians

# INTRODUCTION

This Student Handbook is a guide to help answer your questions about the Public Health/Nutrition Option undergraduate Didactic Program in Dietetics (DPD). The handbook includes information on the program as well as the program specific policies and procedures. This handbook is intended as a supplement to the information found in the KSC College Catalog and KSC Student Handbook.

Please consult your faculty advisor should you need further clarification or have additional questions on any of the areas in this handbook.

## ***Program Faculty and Academic Leadership, Public Health – Nutrition Option***

Lisa J. Prospert, MS, RD, LD  
Program Director, Nutrition Option  
Associate Clinical Professor, Public Health  
Rhodes Hall 603-358-2915  
Email address: [lprospert@keene.edu](mailto:lprospert@keene.edu)

Dena B. Shields, MS, RD, LD  
Associate Clinical Professor, Public  
Health  
Rhodes Hall 603-358-2838  
Email address: [dsheilds@keene.edu](mailto:dsheilds@keene.edu)

Margaret Smith MS EdD  
Professor Public Health  
Co-Chair Public Health Department  
Rhodes Hall  
Email [Msmith@keene.edu](mailto:Msmith@keene.edu)

Amanda Hickey Ph.D  
Associate Professor Public Health  
Co-Chair Public Health Department  
Rhodes Hall  
Email: [ahickey@keene.edu](mailto:ahickey@keene.edu)

Karrie Kalich, Ph.D.  
Dean  
Rhodes Hall S111 603-358-2544  
Email address: [kkalich@keene.edu](mailto:kkalich@keene.edu)

## **NUTRITION OPTION MISSION STATEMENT (7.3b)**

The Keene State College Public Health/Nutrition Option provides an engaging and supportive learning environment that prepares students to pursue academic excellence, active citizenship, and meaningful work in the field of nutrition and health.

## **PUBLIC HEALTH/NUTRITION OPTION AND BECOMING A CREDENTIAL NUTRITION PROFESSIONAL (7.3d)**

The Public Health/Nutrition Option program is a Registered Dietitian preparation curriculum also referred to as a Didactic Program in Dietetics (DPD). A DPD program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Didactic Program in Dietetics (DPD) provides the classroom component of dietetics education, culminating in a B.S. degree.

After completing the degree additional education is needed to become a Registered Dietitian. The student must apply, be accepted and complete an (unpaid) accredited, post-baccalaureate supervised practice experience (dietetic internship), as well as complete a master's degree. Many of the dietetic internship programs combine the supervised practice experience (internship) with the master's degree. The final step to becoming an RD is to pass the Registration Examination for Dietitians administered by the Commission on Dietetics Registration.

Completion of the Public Health/Nutrition Option DPD coursework does not guarantee acceptance into post baccalaureate supervised practice dietetic internships.

If a student wishes to *become a Registered Dietitian* they need to work closely with their advisor, throughout all their academic years at KSC, so the advisor can assist them in developing an academic and professional resume that is competitive

### ***State Licensure (7.3d)***

Most States also require RDN's to also hold a license from that State in order to practice in that State. The State of New Hampshire does require that Registered Dietitians be licensed, and information related to the requirements can be found here: <https://www.oplc.nh.gov/board-licensed-dietitians>. It is the responsibility of the individual dietitian to determine if licensure is required in the State they wish to practice. The Commission on Dietetics Registration has general information on State licensure found here: <https://www.cdrnet.org/state-licensure>

### ***Nutrition Dietetic Technician Registered (7.3d)***

Graduates of the Public Health Nutrition Option DPD program have the opportunity to become credentialed nationally by the Commission on Dietetics Registration as a Nutrition Dietetic Technician Registered (NDTR) without further education or supervised practice. Nutrition and Dietetics Technicians Registered (DTR/NDTR) work independently or as a team member under the supervision of registered dietitians in a

variety of employment settings. These settings may include health care, business and industry, community/public health, foodservice, and research. Learn more about the NDTR credential and employment here: [NDTR Information](#)

### ***Students not interested in pursuing work as a Registered Dietitian or Diet Technician Registered (7.3d)***

Students not wishing to pursue work as a Registered Dietitian or Diet Technician Registered are not required to take the KSC Nutrition Option Verification Statement Exam. If in the future, after graduation, the graduate wishes to pursue the RDN/RD or NDTR/DTR credential they must contact the program director to discuss taking the KSC Nutrition Option Verification Statement Exam if they had not done so at the time of graduation.

Many of our graduates that do not wish to become RDN/RD's or NDTR/DTR's pursue employment that does not require the DTR or RD credential including government programs such as WIC, community health, gyms, weight loss centers, food banks, schools, food service management, insurance companies etc. Others choose to complete their education in another professional medical career such as nursing, chiropractic, physician assistants, and naturopathic physicians.

### ***Employment Opportunities in Food and Nutrition***

<u>Clinical Nutrition</u> Cardiac Rehabilitation Nutrition Support Clinical Counseling Pediatrics Geriatrics Eating Disorders Long-term care  <u>Community Nutrition</u> Sports and Fitness Nutrition Nutrition Communications Nutrition Educator Prenatal and Lactation Nutrition Public Health Nutrition  <u>Government (FDA &amp; USDA)</u> Inspection, Regulation, Foods and Nutrition Legislation	<u>Food Industry</u> Food Service Management Food Product Development Sensory Evaluation Sensory Testing Laboratory Quality Control Food Packaging Recipe Development Food Processing  <u>Other Business/Industries</u> Pharmaceutical Industry Corporate Nutrition Nutrition Research Drug Nutrient Interactions – Toxicology Nutrient and Food Supplements Private Practice Consulting Health and Nutrition Journalism Teaching
--	---

\*Some of these opportunities require a Registered Dietitian and/or additional graduate course work

## **ACCREDITATION STATUS (7.3a)**

The Keene State College Public Health/Nutrition Option is currently granted initial accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Telephone 800-877-1600, ext. 5400 or visit <http://www.eatrightpro.org/resources/acend>

## **DPD PROGRAM GOALS AND PROGRAM OUTCOME MEASURES (7.3b,c)**

The Public Health/Nutrition Option has established program goals, program outcome measures, and student learning outcome measures which are utilized to monitor the effectiveness of the program. Results of all outcome measures are available upon request.

### **Goal 1 – Graduates will be prepared for supervised practice/dietetic internship experiences and advanced degrees**

1. At least 80% of students complete the program requirements within 6 years (150% of planned program length)
2. At least 35% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation
3. Of program graduates who apply to a supervised practice program, at least 50% percent are admitted within 12 months of graduation
4. Over a three-year period, 90% or more of dietetic internship directors will rate our graduates as “prepared” or “better prepared” for their internship experience compared to their peers; as measured by the graduate survey
5. Over a three-year period, 90% or more of graduates in supervised practice will rate themselves as “prepared” or “better prepared” for their internship experience compared to their peers

### **Goal 2 – Graduates will be prepared for nutrition and health related work**

1. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
2. Over a five-year period, 70% or more of graduating students will report having participated in department/campus clubs, organizations, or leadership opportunities
3. Over a five-year period 90% of students will participate in five different service-learning experiences during their undergraduate experience. Should we take out or use this to track on the form. Is this part of curriculum rather than an outcome
4. Over a five-year period 80% or more of our graduating students, not planning on attending supervised practice programs or further education, intend to remain in nutrition, community health or other health related field.



## **ASSESSMENT OF OUTCOMES**

The Public Health faculty complete outcome assessments annually. Data is compiled, reviewed in Nutrition Option meetings, and reported to the Nutrition Option Advisory Committee annually.

### **The KSC Public Health Nutrition Option DPD Curriculum (7.3h)**

The DPD curriculum combines courses in health promotion, community health, science, addictions, chemistry, biological and social sciences, and management with courses in foods and nutrition.

Given the sequential nature of the course work, it is essential to plan your program carefully. The suggested sequence of required courses is listed on page 12 and can be used as a reference but not as a substitute for advising meetings with your academic advisor every semester.

All students who have earned a minimum of a bachelor's degree, have completed all DPD course requirements as assessed by the program director, and wish to receive a DPD Verification Statement from our program so that they are qualified for a dietetic internship must also pass the KSC Nutrition Option Verification Statement Exam. This is a multiple-choice exam administered on set dates throughout the year on campus. Graduates may take the exam as many times as they want and there is no charge. It is strongly recommended that this exam be taken immediately after completing your bachelor's degree at the end of your last semester.

All courses in the dietetic curriculum teach knowledge and skills you will **use** in dietetics employment, and cover areas that are evaluated on the Registration Exam for Dietitians. The DPD Program is based on a collection of research data about what dietitians do in their jobs at entry-level and beyond entry-level. Required courses are designed to teach the knowledge and skills needed for entry-level employment. All accredited DPD program curriculums meet the same competencies. This assures that all graduates have met the minimum requirements to be eligible to sit for the Registration Exam for Dietitians upon completion of the supervised practice experience provided by an accredited dietetic internship.

# ACEND Required Competencies and Verification Statement Information

The Nutrition Option must meet competencies and learning activities required by ACEND in order for the graduate to earn a Verification Statement necessary to attend Dietetic Internships (supervised practice) or a combined dietetic internships master's degree programs (MSDI).

Listed below are an overview of learning activities and current competencies that will be met throughout the program

## Learning activities

- Learning activities prepare students for professional practice with patients/clients with various conditions including but not limited to overweight and obesity, endocrine disorders, cancer, malnutrition, cardiovascular disease, gastrointestinal disease, and renal disease
- Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures
- Learning activities must address and build competency in diversity, equity and inclusion ensuring that students have skills to recognize biases in self and others as well as embrace the diversity of the human experience.

## Core Knowledge for DPD Programs

Below is a table that lists the competencies that students must demonstrate, what course they are assessed in and what assignment is required.

Core Knowledge Statement		
<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>		
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	PH380	Compulsive Behavior Paper
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	PH 414	EAL Assignment
KRDN 1.3 Apply critical thinking skills.	PH 318	Case Study
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</b>		
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.	PH 382	Community Wellness Edu Project
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	PH 225	Governance/Scope of Practice group activity
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.	PH 216	Thrifty Menu Project
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	PH 414	Discussion Board
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	PH 414	Discussion Board
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	PH 216	Bias Self assessment and ethnic client case study examples
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	ISPH 285	Food Access assignment
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	PH 225	Governance/scope of prac assignment
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	PH 225	Defend a dietetics Position activity
<b>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</b>		
KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.	PH 414	Community partner project

Core Knowledge Statement		
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.	PH 382	Wellness Community Ed Proj
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	PH 382	MI Training Role Play and Wellness Community Education Proj
KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	PH414 416	Health Screen Skills in class activity
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	PH 215	Genetics, genomics homework assignment
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	PH 313	Menu Modification grp project
<b>main 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.</b>		
KRDN 4.1 Apply management theories to the development of programs or services.	PH 313	Exam questions
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	PH 313	Excel Assignment
KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	PH 414 416	CPT/ICD 9-10 codes on case studies
KRDN 4.4 Apply the principles of human resource management to different situations.	PH 313	Exam Questions
KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.	PH 313	ServSafe
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	PH 313	D/C Project
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	PH 313	Lean 6 Sigma White Belt Training
<b>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>		
KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-	PH 225	What I have what I need assignment

Core Knowledge Statement		
improvement.	PH 216	Cultural Self Assessment
KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	PH 473 PH485	Assignment to be determined
KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).	PH 485 or PH 473	Elevator pitch or advocacy related to Health Promotion Practice Project
KRDN 5.4 Practice resolving differences or dealing with conflict.	PH 216	Thrifty Menu Project Team evaluation
KRDN 5.5 Promote team involvement and recognize the skills of each member.	PH 216	Thrifty Menu Plan Team Evaluation
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	PH 473 PH485	Assignment to be determine

### ***Completion of Required Coursework for Verification Statement***

Attainment of the Verification Statement is dependent on the successful completion of competencies (DPD requirements) established by the Accreditation Council on Education for Nutrition and Dietetics. These competencies are reviewed and revised every five years and curriculum is adjusted accordingly. Students must complete all DPD requirements within six years of declaring their major as a Public Health Nutrition Option student to ensure all competencies are met. In the event that a student does not complete Nutrition Option requirements within six years they will be required to change to the most current catalog year for all major requirements.

### ***Other KSC Requirements to Earn a Verification Statement***

#### ***Verification Statement Exam***

All students who have earned a minimum of a bachelor's degree, have completed all DPD course requirements as assessed by the program director, met all the KRDN competencies and learning activities and wish to receive a DPD Verification Statement to qualify for a dietetic internship/MSDI programs must pass the KSC Nutrition Option Verification Statement Exam. The intention of the exam is to better prepare students for either their supervised practice master's degree program or support the studying for the Dietetic Technician Registered exam.

The KSC Verification Statement exam requires students to review important content learned throughout their undergraduate coursework and is aligned to content typically found on the Registered Exam for Dietitians although at the knowledge level of an undergraduate rather than the practice level.

This is a multiple-choice exam is administered by the KSC Public Health Nutrition

Department with dates throughout the year. It is administered on campus using Canvas and graduates may take the exam as many times as they want and there is no charge. Please contact the program director or your advisor for the test administration schedule.

### ***Obtaining copies of your Verification Statement*** (8.2n)

Students who successfully complete the Nutrition Option and pass the **cumulative Verification Statement Exam** will be awarded a *Verification Statement* after their degree is conferred. This document is needed when applying to a Supervised Practice Program/MSDI programs the Verification Statement confirms that all requirements of the Didactic Program in Dietetics (DPD) have been met.

To receive a paper copy of the Verification Statement, the student must obtain and complete the Verification Statement Request Form available on the Nutrition Option Canvas site. The form should be submitted to the DPD Program Director by December 1<sup>st</sup> for December graduation, May 1<sup>st</sup> for May graduation and August 1<sup>st</sup> for August graduation. Students will receive three (3) Verification Statements within a month of successfully passing the Verification Statement Exam. They may request additional copies if needed from the DPD Director. In addition, one copy will be retained in each student's file.

# PUBLIC HEALTH MAJOR/NUTRITION OPTION

## 2022-2023 SUGGESTED COURSE SEQUENCE

### First Year

<u>Fall Semester</u>	Credits	<u>Spring Semester</u>	Credits
PH 101 Health & Wellness	4	BIO 230 Human Anatomy & Physiology I	4
INPH 175 Essentials of Nutrition Science*	4	IHCOMM 171 Public Speaking*	4
INCHEM 103 Fundamentals of Chemistry*	4	MATH 141 or ITW*	4
ITW* or MATH 141	4	ISP Course*	4

**Total Credits for Academic Year 32**

### Second Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
BIO 332 Human Anatomy & Physiology II	4	CHEM 220 Fundamentals of Organic Chemistry	4
ISPH 285 Health in Society	4	PH 215 Nutrition Science & Application	4
ISP or 310 Food Science	4	PH 225 Nutrition Profession	2
PH 216 Food Culture & Community Nutrition	4	PH 245 Research Methods	4

**Total Credits for Academic Year 30**

### Third Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
PH 240 Microbiology for Health Professionals or ISP	4	ISP Course* or PH 240 Microbiology	4
PH 318 Nutrition throughout the Lifespan	4	PH 482 Intro to Counseling	4
PH 310 Food Science or ISP	4	PH 313 Foodservice Mgmt.	4
PH 360 Physical Activity & Health <b>OR</b> PH 380 Addiction: Theory, Practice, & Research	4	PH 360 Physical Activity & Health <b>OR</b> PH 380 Addiction: Theory, Practice, & Research	4

**Total Credits for Academic Year 32**

### Fourth Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
ISP Course*	4	PH 416 Medical Nutrition Therapy II	4
PH 415 Nutritional Biochemistry	4	PH 473 Practicum: Nutrition	4
PH 414 Medical Nutrition Therapy I	2	PH 485 Health Promotion Practice <b>or</b> ISP <b>or</b> elective	4
PH 485 Health Promotion Practice <b>OR</b> PH 494/495 Public Health Capstone/Seminar: Public Health Research	4		

**Total Credits for Academic Year 26**

**TOTAL DEGREE CREDITS = 120**

**ISP = 40 Credits** \*Indicates Integrative Studies Program (ISP) Course

**Major Requirements = 96 Credits** (PH core [32 Credits] and Option [64 Credits]) 20 Credits can be applied toward ISP.

**Electives = 4 Credit** (Notes: accredited program) Upper Level Requirements = 54 Credits

## PROGRAM COSTS<sup>(7.3e)</sup>

### ***Keene State College Tuition & Fees***

A detailed description of costs related to tuition and fees, plus residence hall room and board are posted on the KSC website at:

<https://www.keene.edu/admissions/tuition/>

Since costs vary each year, students should refer to this site for the most up-to-date information related to costs.

Enrolling in more than 20 credits per semester will result in additional costs.

### ***Additional Dietetic Program Expenses***

The student may incur up to \$500 dollars per year of additional expenses for the following:

- Transportation expenses for field trips, practicum and projects for the following courses:
  - PH 313: Food Service Management
  - PH 385 Behavior Change or PH 382: Introduction to Counseling Skills
  - PH 416: Medical Nutrition Therapy
  - PH 473: Practicum
- Expenses for individual course materials, i.e., presentation posters, copying costs, computer disks, etc., should be expected.

Optional participation in the following would incur additional expenses:

- Transportation, meal costs, and registration fees should be expected if the student selects to attend professional meetings or practical experiences. Costs will vary.
- Membership into The Academy of Nutrition and Dietetics is suggested but not required. (\$58.00 per year).
- Most dietetic internship programs charge an application fee. The fees will vary, but most are between \$50 and \$100. These fees must be sent directly to the internship.
- Additional costs when applying for internships:
  - If the internship is participating in the Dietetic Internship Centralized Application system there is a fee of \$50.00 for the first application and \$25.00 for each additional application. Visit: <https://portal.dicas.org/> for more information.
  - It will cost \$55.00 to participate in the computer matching process via D & D Digital, a necessary step for internship acceptance. Visit: <https://www.dndigital.com/> for more information.



## ***Financial Aid***

To apply for financial aid, the student must visit the Student Financial Aid Office in Elliot Hall. Financial aid is usually based on need (family income), which is determined after review of one's family financial form. Financial aid comes in many forms. Some financial aid must be paid back (loans) while other aid does not (grants). Answers to all your financial aid questions can be found at: <https://www.keene.edu/admissions/aid/>

## ***Scholarships (7.3i):***

KSC Scholarship information can be found at: <https://www.keene.edu/admissions/aid/grants/>

The KSC Nutrition Option awards two scholarships for juniors who meet GPA requirements and demonstrate a commitment to community services. Students in their junior year will be notified of the availability of the scholarship and application guidelines. Nutrition Option faculty determine the award recipients.

- The Kalich Family Outstanding Nutrition Student Award Endowment
- Community Service Nutrition Scholarship

## ***Insurance While Participating in Practicum Placements***

Nutrition Option students are covered by a blanket professional liability insurance policy paid for by the University System of New Hampshire when participating in supervised field placement activities.

Health Insurance: The student is responsible for obtaining their own personal health insurance. Liability/Travel/Injuries: Travel either as part of the DPD Program or commuting time to field experience agencies is not covered by Keene State College and is to be covered by personal auto insurance.

## ***Withdrawal and Refund of Tuition and Fees (8.2p)***

Policies and procedures for tuition and refunds can be found at: <https://www.keene.edu/life/services/accounts/resources/refunds/>

# **ACADEMIC ADVISOR**

The Nutrition Option is strongly committed to academic advising. Every student in the Nutrition Option is assigned an advisor at the time they declare their major. It is the student's responsibility to meet with their advisor every semester during course selection to discuss their progress toward program completion. Faculty post office hours and will see students at other times by appointment. Advisors are helpful in guiding curriculum choices, assisting students in exploring their interests, planning for internship applications, and navigating through academic life. Students should feel free to meet with their advisor anytime during the semester, not only during course selection. Additionally, students have unlimited access through their MyKSC account

where they can track their progress.

During course selection weeks, advisors will email advisees with information on scheduling advising appointments. It is the student's responsibility to sign up for a course advising appointment. All students are **STRONGLY** encouraged to work with their advisor on course selection to ensure proper course sequencing and timely program completion.

It is important for students to feel comfortable with their advisor. Your advisor will provide assistance with:

- Planning a schedule of required courses
- Providing feedback to the student on their progression through the program and requirements for program completion
- Connecting students to academic supports
- Providing information about scholarships, student organizations, professional organizations, and job openings
- Making plans for future endeavors and post-graduation employment
- Providing support for dietetic internship and graduate school applications
- Identifying and marketing individual students' strengths
- Communicating pre-professional and professional expectations
- Nurturing professional growth and development

## CAMPUS-BASED ORGANIZATIONS

Public Health/Nutrition Option students are encouraged to participate in campus-based organizations to broaden and enrich their academic experience. Below is a list of suggested student organizations; contact information for these and all student organizations can be found at: <https://www.keene.edu/life/si/programs/student-organizations/listing/>.

### ***Student Nutrition Association at Keene State College***

All students studying nutrition and dietetics are strongly encouraged to join the Student Nutrition Association at Keene State (SNAKS). SNAKS meets twice each month. Its purpose is to provide a framework for meaningful student involvement in the area of nutrition and to stimulate interest in the profession of dietetics and nutrition. The organization emphasizes the goals of education, service, and peer connections. To become a member, a student must take the initiative to attend two meetings and then request membership. To maintain membership, you must attend four meetings and two activities per semester.

### ***The Hungry Owl***

*The Hungry Owl is an on-campus resource that provides free food and personal care items to students, faculty and staff through a food pantry, satellite pantry locations and other projects. All*

*KSC students are encouraged to utilize the Hungry Owl. Public Health students are encouraged to volunteer in this community service organization as it provides an opportunity for work that has real impact in the KSC community. Options for volunteers include working in the pantry, assisting with tabling at special events, completing grants, asking for donations from local community organizations, etc. and may be tailored to the student's desire for a specific experience.*

### ***Eta Sigma Gamma***

All Public Health students with a minimum 3.4 grade point average are invited to join in the fall of their junior year. Eta Sigma Gamma, the national honorary for Health Education, has a rich history of serving students in the profession through teaching, service, and research.

### ***Public Health Club***

All students from the KSC community are eligible to join the Public Health Club. The purpose of the organization is to support and assist in the development of health promotion and wellness programs on campus. The goal is to increase awareness of the importance of developing and maintaining physical, emotional, and mental health among students, faculty, and staff.

## **ACADEMY OF NUTRITION AND DIETETICS: STUDENT MEMBERSHIP**

The Academy of Nutrition and Dietetics (The Academy) and its state affiliates such as the New Hampshire Academy of Nutrition and Dietetics are the only associations which represent registered dietitians. They exist to foster the highest of standards in dietetics practice and to promote the registered dietitian as being the most qualified food and nutrition professional.

Membership in The Academy entitles one to receive the *Journal of the Academy of Nutrition and Dietetics*, as well as other supplemental publications. It also entitles one to membership benefits such as reduced rates at conferences and materials sold in The Academy's eatrightStore. The individual also becomes a member of the state affiliate. Student members also receive an e-newsletter called *Student Scoop*.

Any student interested in becoming a member of the Academy should see the DPD Program Director for an application. The Academy can be found online at <https://www.eatright.org/>.

# PROGRAM POLICIES AND EXPECTATIONS

## ***Declaring your Major in Public Health Nutrition Option***

Students declare their Public Health Nutrition Option major by scheduling an appointment with one of the Nutrition Option faculty members. Prior to completing the declaration of major form, the faculty advisor will discuss the major and student's interest in becoming a Registered Dietitian. Post graduate requirements for becoming a Registered Dietitian and the role their academic advisor will have helping to prepare them for this step if they choose to take it. The faculty advisor and the student will then complete declaration of major form and file it with the Registrar's office

## ***Evaluation of Prior Learning (7.31/8.2i)***

**Purpose of the Policy:** To ensure consistent review of prior learning for prospective students who are interested in the Nutrition Option at Keene State College. This includes:

- a. A transfer student who has completed college course work at another institution and is looking to transfer coursework toward a baccalaureate degree in Public Health with an option in Nutrition.
- b. A baccalaureate and/or master's degree in another area of study, with interest in pursuing nutrition to obtain a verification statement (i.e. either obtaining a baccalaureate degree in Public Health/Nutrition Option from Keene State or completing required coursework for a verification statement).
- c. A baccalaureate and/or master's degree in nutrition from another country, with interest in pursuing nutrition to obtain a verification statement (i.e. either obtaining a baccalaureate degree in Public Health with an option in Nutrition from Keene State or completing required coursework for a verification statement).

**Person Responsible for the Policy:** The Program Director oversees policy; all Nutrition Option faculty are responsible for implementing the policy.

### **Procedure Details:**

1. All students who are interested in the Public Health/Nutrition Option will contact the Program Director.
2. The Program Director will assign a Nutrition Option faculty advisor to the student.

**TRANSFER STUDENTS:** For students interested in pursuing a baccalaureate degree in Public Health, the student must meet with a general academic advisor in Academic and

Career Services for an evaluation of official transcript(s) and transfer of courses into Keene State's Integrative Studies program. Keene State College Academic Policies will apply to matriculated transfer students (e.g. completion of Integrative Studies, completion of major requirements, minimum number of credits required to be completed at Keene State College for a baccalaureate degree, upper-level requirement, etc.).

- a. Once students have met with a general academic advisor, they will then meet with a Nutrition Option faculty advisor to review transcripts, courses accepted by Keene State to meet Integrative Studies requirements, and additional completed courses that may meet Public Health core and Nutrition Option requirements. Course descriptions and syllabi from the transferring institution are used to assess equivalencies.
- b. If credit is requested for prior work and life experience, Nutrition Option faculty advisors will follow Keene State College's policy on "Process of Assessment of Non-College Learning."  
<https://www.keene.edu/administration/policy/detail/non-college-assessment/>
- c. Appropriate paperwork (i.e. course substitutions, course waivers) will be completed by the Nutrition Option faculty advisor for those courses that meet Public Health core and Nutrition Option requirements, the Nutrition Option handbook will be provided with review of admission criteria to the Option, and declaration of major paperwork will be completed.

**VERIFICATION STATEMENT/SECOND DEGREE STUDENTS:** If students with a completed baccalaureate and/or master's degree wish to obtain a verification statement from the Nutrition Option, initially they will meet with the Program Director for review of transcripts from the institution where the degree(s) was obtained.

- a. The DPD Director will review minimum requirements for obtaining a verification statement which includes:
  - i. Living within a commutable distance to the College.
  - ii. Completion of courses at Keene State with a minimum requirement being PH416 *Medical Nutrition Therapy*.
  - iii. Registration for courses occurs through Continuing Education unless the student chooses to matriculate.
  - iv. Successful completion of the Keene State Nutrition Option Verification Statement Exam.
- b. The Program Director will review course descriptions and syllabi from the transferring institution to assess equivalencies.
  - i. Transfer credits for required nutrition courses may be accepted with a

stipulation of successful completion of competency specific assignments that are typically completed when this course is taken at KSC. The program director or Nutrition academic advisor will determine if a competency specific assignment is required and it will be the student's responsibility to complete the assignment successfully before a course substitution will be granted.

- ii. Students with foreign degrees must first contact an independent foreign degree evaluation agency for transcript and degree equivalency before transcript review will be initiated by the Program Director. Examples of independent agencies can be found at:

<http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>

- c. If credit is requested for prior work and life experience, the Program Director will follow Keene State College's policy on "Process of Assessment of Non-College Learning." <https://www.keene.edu/administration/policy/detail/non-college-assessment/>

- i. For students interested in pursuing a second baccalaureate degree in Public Health, the first step is to meet with a general academic advisor in Academic and Career Advising for an evaluation of official transcript(s) and transfer of courses into Keene State's Integrative Studies program. Keene State College Academic Policies will apply to matriculated transfer students (e.g. completion of Integrative Studies, completion of major requirements, minimum number of credits required to be completed at Keene State College for a baccalaureate degree, upper-level requirement, etc.).

#### **AN INDIVIDUAL WITH DOCUMENTED PROFESSIONAL EXPERIENCE WITHOUT**

**COLLEGE COURSEWORK:** For students interested in pursuing a baccalaureate degree in Public Health, the first step is to meet with a general academic advisor in Academic and Career Advising for a review of Academic Policies that apply to matriculated students (e.g. completion of the Integrative Studies program, completion of major requirements, minimum number of credits required to be completed at Keene State College for a baccalaureate degree, upper-level requirement, etc.).

- a. Once students have met with a general academic advisor, they will then meet with a Nutrition Option faculty advisor to review requirements for a baccalaureate degree in Public Health with an option in Nutrition.
- b. If credit is requested for prior work and life experience, Nutrition Option faculty advisors will follow Keene State College's policy on "Process of

Assessment of Non-College Learning.”

<https://www.keene.edu/administration/policy/detail/non-college-assessment/>

- c. Successful complete of competency-based assessments may also be required

The Nutrition Option handbook will be provided with review of admission criteria to the Option, and declaration of major paper work will be completed

## ***Requirements for Graduation and Completion of the Program***

***(8.2m)***

KSC Public Health/ Nutrition Option students must complete 120 credits including Integrated Studies courses to be eligible to graduate. They must complete all required courses. Students must through their MyKSC complete a request to *Apply to Graduate*. The Registrar's office will complete an audit of the student's records to verify that the all requirements for graduation are met. Information as to deadlines and specifics concerning graduation can be found on the KSC website at:

<https://www.keene.edu/administration/policy/detail/graduation-requirements/>

## ***Academic Calendar and Leave of absence (8.2q & 7.3g)***

The Nutrition Option follows the Keene State College academic calendar that which can be found at: <https://www.keene.edu/news/events/categories/academic/>.

Policy related to taking a leave of absence can be found here:

<https://www.keene.edu/administration/policy/detail/leave/>

## **Monitoring of Student's Performance (8.1a and 8.1j)**

Course syllabi for all Public Health Nutrition option required courses include the evaluation method used in the specific course. Evaluation methods may include exams, case studies, presentations, individual and team projects, etc. Students receive a letter grade for the course. Students can self-monitor their progress in a particular course through the course Canvas page and overall progression toward the Nutrition Option degree requirements in their MyKSC Self Service Degree Progress webpage.

Dietetics faculty and program director will monitor academic progress of dietetic students regularly through academic advising meetings and assessment results of core competency. Discussion in advising meetings will include but are not limited to:

- Grades in currently enrolled courses
- Need for course retake
- Overall GPA and goal of a 3.0 or higher for internships and masters degrees post-graduation
- Any KRDN core competencies that still need remediation and plans to complete them
- Access to academic supports such as tutoring, writing center, math center, testing support and disability services as needed

- Access to mental health supports as needed
- Current post graduate interests and referral to Career Advising as needed

## **Student Remediation and Retention (8.1b)**

Students struggling in a course can be referred by any faculty member to KSC CARES. The CARES website provides more information about the program  
<https://www.keene.edu/administration/student-affairs/dean-of-students-office/ksc-cares/>

The mission of CARES is to promote the academic engagement, success, and retention of students through a residence-based strategy. With the goal of establishing a culture of academic and personal success and well-being. If a Nutrition Option student is referred to CARES by any faculty member in a course they are currently teaching because of academic struggles the student's Nutrition Option advisor is informed.

The Nutrition Option advisor will also reach out to the student to check in on how they are doing and if there are any supports the advisor can connect them too. If a student fails a course discussions on retaking courses and what is needed for success are conducted and the student's schedule is adjusted.

## **ACCESS TO STUDENT SUPPORT SERVICES (8.2k,t)**

Support Services available to students are listed in the KSC Student Handbook.. Below is a list of some of these services and direct links to their websites.

A full list of Academic Supports can be found in the KSC Student Handbook here:  
<https://www.keene.edu/administration/policy/detail/handbook/support/>

Some examples of academic supports are:

- Through the Aspire program, the College offers an array of support services to students such as ongoing and individualized learning skills instruction in time management, note-taking, and test-taking. More information can be found at: <http://www.keene.edu/aspire/>
- Library Resources:
- Technology Resources: The Information Technology (IT) Group (*Second floor, Elliot Center*) provides a wide range of technology services and support for the students, staff, and faculty of Keene State College.
- Academic and career support is provided by Academic and Career Advising and information on their services is located at: <https://www.keene.edu/academics/aca/>

Health and Wellness Supports include:



- The Center for Health and Wellness provides a variety of health services. Information can be found at:  
<http://www.keene.edu/chw/>
- Support for emotional, personal, and social needs can be found at:  
<https://www.keene.edu/life/services/counseling/>

A full list of Campus Services & Resources can be found here:

<https://www.keene.edu/administration/policy/detail/handbook/services/>

### ***Academic Probation, Suspension and Readmission (8.2i)***

To remain in the program the student must maintain a 2.0 average or higher to avoid academic probation and suspension as outlined in the KSC academic policies found at <https://www.keene.edu/administration/policy/detail/academic-probation/>

Other policies pertaining to student academic standing, termination, and re-admittance can be found at the following web pages:

<https://www.keene.edu/administration/policy/detail/academic-standing/>  
<https://www.keene.edu/admissions/apply/>

### ***Protection of Privacy of Student Information and Access to Student Records(8.2r,s)***

Pursuant to the passage of the Family Educational Rights and Privacy Act of 1974 20 U.S.C. 1232g (the "Buckley Amendment") and subsequent amendments and clarifications by the U.S. Senate Joint Resolution No. 40, the Board of Trustees of the University System of New Hampshire adopted a policy which assures a student access to education records which pertain to matriculation within Keene State College. In general, the law provides that: Student records are confidential, with the exception of predetermined public directory information.

The specifics of the policy can be found at:

<https://www.keene.edu/administration/policy/detail/ferpa/> And here:  
<https://www.keene.edu/administration/policy/detail/student-records/>

Faculty advisors use Self Service to course advise, program plan and record pertinent information related to advising meetings. Students have access to Self Service through their MyKSC.

### ***Student Conduct***

The entire Student Conduct Code is found in the Student Handbook at:

<https://www.keene.edu/administration/policy/detail/handbook/code/>. In brief, Keene State College regards students as adults and expects them to accept responsibility for their behavior, whether acting individually or in a group. Students are expected to be considerate of the rights of others and conduct themselves in a manner that is

consistent with the values embraced by the College and reflected in its various policies, contracts, rules, and regulations.

The student's rights and responsibilities are also outlined in the Student Handbook and can be found at:

<https://www.keene.edu/administration/policy/detail/handbook/rights/>.

Keene State College believes that with rights come responsibilities. Students have the right to expect the College to foster an environment which advances your intellectual and personal growth. As a member of the Keene State College community, you have a responsibility to assist in creating an atmosphere conducive to this growth.

### ***Discrimination and Discriminatory Harassment Policy*** (8.1d)

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of discrimination and discriminatory harassment. Discrimination and Discriminatory Harassment (including sexual harassment) is antithetical to the standards, values, and mission of Keene State College and will not be tolerated. Such conduct interferes with the mission of the College by diminishing access to education and employment; compromising the free and open exchange of ideas; and impeding relationships among students, faculty, and staff.

All persons shall have equal access to the College's programs, facilities, and employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, gender expression, marital status, veteran's status, disability, or other legally protected characteristic. No member of the campus community may engage in behavior within the jurisdiction of the College that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in campus life. All members of the campus community share responsibility for preventing and reporting discrimination and harassment, cooperating in any investigation which might result, and maintaining confidentiality. The entire policy including reporting of harassment can be found in the KSC Student Handbook <https://www.keene.edu/administration/policy/detail/discrimination/>

### ***Grievances and Complaints*** (8.2g,h)

The complaint policy for students in the Nutrition Option include the following steps

1. Students must first speak with the DPD program director, unless the issue is about the program director; then the student may go directly to the Chair of the Public Health Department.
2. If the complaint is not resolved by the DPD Program Director, the student has the option to meet with the Chair of the Public Health Department.
3. If the complaint is not resolved by the Chair, then the student has the option to meet with the Dean of Sciences, Sustainability, & Health.
4. If the complaint is not resolved by the Dean, then the student has the option

to meet with the Vice President of Academic Affairs (VPAA).

5. If the complaint is not resolved by the VPAA and the specific complaint relates to a program's compliance with the accreditation/approval standards, then the student may contact Accreditation Council for Education in Nutrition and Dietetics (ACEND) to submit a formal complaint:  
<http://www.eatrightpro.org/resource/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procedure-for-complaints-against-accredited-programs>

*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 800/877-1600, ext. 4872.

### **Code of Ethics of the Dietetics Profession**

Dietetics students should also become familiar with the Code of Ethics for the Nutrition and Dietetics Profession of which is available at:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

All members of the Academy of Nutrition and Dietetics and registered dietitians are bound to abide by this code of ethics. Students should expect to follow the Code while enrolled in their didactic program and internships.

### **Dress Code for Practical and Field Experiences**

- If a student is placed in a practicum or field experience, they are expected to dress in accordance with the standards of the facility in which they are working.
- The following are not considered professional attire and should not be worn: miniskirts, shorts, jeans, any clothing which would be worn in a gym or to a club, clothing with commercial graphics, flip-flops, tight clothing, low cut necklines, and any clothing that reveals the midsection of the body such as cropped tops or low-slung pants.
- Clothing should be clean and pressed and professional.
- Jewelry should be simple and kept to a minimum.
- Most hospitals require a lab coat when involved in a clinical experience.
- If your experience is in foodservice, you most likely will be asked to wear a hair restraint of some sort and to keep your fingernails short and unpolished. You may also be asked to limit the jewelry you wear. Foodservice establishments typically require closed-toe, rubber-soled shoes. Please check prior to your experience to see what is allowed.
- For males, some facilities allow well-trimmed beards while others may require

beard restraints if you work with food.

### ***Tests and Immunizations***

Some field experience or practicum facilities may require students to show proof of testing for tuberculosis and the completion of a series of Hepatitis B vaccines. Further, some may require proof of a tetanus shot within a certain time period or a measles titer. Some facilities may have other requirements, such as ServSafe certification, which students obtain in the PH 313 Foodservice Management course.

### ***Background Checks and Drug Testing***

Students working in facilities with youth or in hospital settings may be asked to complete a criminal background check or submit to drug testing. The majority of the facilities utilized by KSC will conduct their own background checks and drug testing; however, in the event the student is required to obtain their own background check or drug testing, they will be responsible for any cost.

## **POST-GRADUATION PLANS**

### ***DIETETIC TECHNICIAN REGISTERED***

Students wishing to take the Dietetic Technician Registered Exam must have an earned bachelor's degree in Public Health Nutrition option and the DPD Verification Statement by passing the Verification Statement Exam. Graduates must then contact the DPD program director to complete paperwork necessary to obtain eligibility and complete paperwork needed to take the exam.

### ***Instructions for Applying to take the Dietetic Technician Registered Exam***

Application for the Dietetic Technician Registered Exam Instructions:

1. Provide the Program Director your email address.
2. Once your degree is conferred you must request an official copy of your transcript. This must be sent directly to the Program Director in paper form—NOT electronic.
3. If you have received your copies of your Verification Statement, include one copy. If you have not received them yet, email Justine Gaskamp at (Justine.gaskamp@keene.edu) and ask her to hold a copy for the Program Director to use with the application.

4. Send all of the above to the Program Director postmarked no later than **June 10<sup>th</sup>**. Any application sent after June 10<sup>th</sup> will be held until the semester begins in August.

The Nutrition Option Program Director (Lisa Prospert) will begin the electronic approval process in REPS system of The Commission on Dietetics Registration by the end of the third week in June. You will be sent an email asking you to complete demographic information that you must complete before final approval. Once this is completed, in approximately 10 days to three weeks, the Commission on Dietetics Registration will notify you of your eligibility acceptance. You are then able to contact Pearson Vue to schedule the exam anytime within the next year.

Expect to study for several months for this exam. There are a few study materials available aside from DTR Study Buddy at <http://www.dtrstudybuddy.com/>. The Commission on Dietetics Registration also provides an overview of the exam in a booklet as well as a study guide found [https://www.pathlms.com/cdr/courses?category\\_ids%5B%5D=6772](https://www.pathlms.com/cdr/courses?category_ids%5B%5D=6772)

# BECOMING A REGISTERED DIETITIAN

## *Requirements*

- Completion at a minimum of a Bachelor's degree in dietetics or a related field from an accredited college or university and a Verification Statement.
- Completion indicates that the student has met all requirements of a given program and those of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Completion of Didactic Program in Dietetics (DPD) requirements in a program approved/accredited by the Commission on Accreditation for Dietetics Education.
- The DPD Program at Keene State College is the first step to becoming a registered dietitian (RD). The pathway consists of completing the DPD Program, earning a Bachelor's degree and obtaining a Verification Statement of Completion.
- After you have earned your degree and your DPD verification statement, you will then need to complete a supervised practice experience by completing an ACEND-accredited internship.
- Beginning in January 2024, an earned Master's degree will also be required.
- You will then be eligible to take the Examination for Dietetic Registration to become credentialed as an RD. Passing the exam will credential you as an RD.
- Licensure is typically also required to practice and is State specific. It is the responsibility of the RD to determine if State licensure is required. The Commission on Dietetics Registration has some overview information that will help you explore licensure in your state. <https://www.cdrnet.org/state-licensure>

## **Important Notes**

- Students are required to meet the DPD requirements for the catalog year in which they declared their major.
- Students who are readmitted into the college after an absence will be required to meet the requirements of the plan that is in effect when they reenter the program.
- **A career as a Registered Dietitian requires a total commitment of five-six years of education. This includes DPD course work, the post graduate internship, master's degree and passing the Registration Exam for Dietitians.**

# DIETETIC INTERNSHIP APPLICATION PROCESS

## ***Choosing Dietetic Internships to Apply To***

It is suggested that you talk with your PH 473: *Practicum* instructor and your Nutrition Option faculty advisor about the choices you are making. Most students apply to one to six programs, depending on both geographic and financial considerations. The faculty believe that **choosing the right programs** and **choosing programs outside New England** increase your success in acceptance. Including at least one program for which you exceed the selection requirements is also important.

1. Identify which internships you are interested in applying to using the following resources to get started:
  - i. Go directly to the website for each program you are interested in to assist you in making your final decision.
  - ii. The **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** has a list of all internships and MSDI programs. Visit: <https://www.eatrightpro.org/acend>.
  - iii. The applicant guide is a searchable database and is available in Canvas under the Nutrition Option course.
2. Download/copy each program's specific application guidelines. Look specifically for the following:
  - i. If they are an MSDI program do they require the GRE's
  - ii. Are they utilizing the Dietetic Internship Centralized Application System (DICAS)?
    - If so then obtain the following information:
    - What is their application fee and where to send it?
    - Does the program require additional materials to be sent directly to them?
    - Do they have specific requirements for who must write your letters of recommendations?
    - What is the application deadline? (Internships may have a deadline for materials that differs from the DICAS or D&D digital.)
  - iii. If NOT utilizing the Centralized Application (DICAS):
    - What is the application fee?
    - What exactly do they want included in the final application packet?
    - Do they have specific requirements for who must write your letters of recommendations?
    - Where to send the application packet?
    - What is the application deadline?

3. Suggested timeline for the process of selecting an internship for April Matching:
  - i. Narrow choices down to a maximum of 10 programs by the end of September and meet with faculty advisor.
  - ii. Narrow choices down to one to six programs by mid-October and meet with faculty advisor again.
  - iii. Formally request recommendation letters (in writing) on or before the last Friday in October.
    - Check to see if any programs have an early application deadline (prior to the second week in February)
  - iv. Provide all required recommendation materials to the writers by the Monday in December designated as Reading Day. (see below)
  - v. Complete the “Intent to Complete Requirements Form” found on Canvas and provide a copy to Justine Gaskamp at [Justine.gaskamp@keene.edu](mailto:Justine.gaskamp@keene.edu) by the Monday in December designated as Reading Day. This form, once completed, will identify what classes you still need to take for graduation and verification statement, and when you will be taking them. It looks like this:

*Spring Semester*

PH 410 Applied Research in Food Systems

GEOG 101: Introduction to Geography

*January*

CLEP: American History

*Summer:* one social science course

- vi. Please indicate how many if any of these internships are NOT using DICAS. You will only need to submit signed hard copies of this form for programs **not** using DICAS; however, ALL students applying to internships must submit a completed copy of the Intent to Complete Requirements Form by Reading Day to Justine Gaskamp at [Justine.gaskamp@keene.edu](mailto:Justine.gaskamp@keene.edu)

### ***Letters of Recommendation***

1. Consider your letter of recommendation writers very carefully. Think about your relationship with the faculty member, employer, etc. For example, here are some questions to consider:
  - i. Did you have a strong and positive presence in particular courses that you had with the faculty member?
  - ii. Did you actively contribute to the classroom environment?
  - iii. What was the outcome of your work for those classes?
2. Have a back-up plan if someone does not feel comfortable speaking on your behalf.
3. Please note that some faculty will only write a limited number of letters.



4. **You must formally make your request in writing via email by the last Friday in October.**
5. **By the Monday in December designated as Reading Day**, provide letter of recommendation information to your writers. This includes:

If nutrition faculty are writing a letter of recommendation for you, please include all of the following:

- i. A list of all the internships and their corresponding directors.
- ii. A clear note if any programs you are applying to are using an earlier deadline date.
- iii. Complete the Standard Recommendation Form by filling out page 2 (evaluating yourself). Include a narrative EXPLAINING your self-evaluation (ranking). This reminds the letter writers of your accomplishments (courses, field experiences, employment).
- iv. Unofficial transcript
- v. Resume
- vi. A phone number where you can be reached over break.

For each recommendation writer, place a copy of all of your materials in a separate manila envelope or a single email with your name and their name on it and give it to them **before** the deadline of Reading Day in December.

**For programs USING DICAS** you will also be sending an email to your letter writers through the DICAS website, which will give them access to the electronic version of the evaluation form for them to complete.

**For programs NOT using the DICAS:**

- i. Complete signed waivers for every program you are applying for that is not using DICAS.
- ii. Remind each letter writer (particularly all non-nutrition faculty) they will need to provide you with individual letters for each internship and place each letter in a sealed and signed (across the back flap) envelope.
- iii. If an internship uses a recommendation form other than the standard form, you'll need to provide a copy of this.
- iv. Your recommendations may be ready for your pick-up when you return from break. Some faculty members will have individual times when they will complete letters; clarify with them their timeframe and please be patient. If you will not be picking up your signed and sealed letters, you must provide a self-addressed stamped manila envelope so your letters can be mailed back to you.

Please provide letter writers with all of the necessary information **by READING DAY.**

**Materials will not be accepted after the Monday in December designated as Reading Day. Please do not ask for an exception as it will not be granted.**

### ***Intent to Complete Requirements or Verification Statement***

1. If you have not graduated, then you must submit an **Intent to Complete Requirements** form as outlined above.
2. If you have already graduated, you do not need to complete the ADA Intent to Complete Requirements form. For those programs that do not use DICAS, you will submit in your application a copy of your signed verification statement sent to you after graduation. For those using DICAS, you will submit an electronic request for Verification Statement to Lisa Prosper, Program Director, at [lprosper@keene.edu](mailto:lprosper@keene.edu).

### ***Transcripts***

Order your transcripts as soon as the most recent semester grades are included on the official transcript or, in the case of a graduate, after the degree has been conferred on the transcript.

KSC policy is to wait two weeks prior to sending out a transcript request. If you want to have the transcript sent out sooner, you must contact them by telephone after placing the electronic request. (<http://www.keene.edu/registrar/transcripts/>)

#### **For Programs using DICAS**

If applying to programs using the DICAS, only one set (total) of transcripts needs to be ordered. The official transcripts are sent directly to DICAS – Transcript Dept., PO Box 9118, Watertown, MA 02472.

#### **For Programs not using DICAS**

1. A complete set of transcripts is needed for each program you apply to that is NOT using the Centralized Application system.
2. ORDER Official Transcripts from KSC—this can be done online or through the Elliot Center. INCLUDE THE CURRENT FALL SEMESTER in your request. Request these transcripts NO LATER than the last day of the fall semester.
3. ORDER Official Transcripts from any other colleges or universities attended. Order these ASAP. It is suggested that you order these transcripts by the middle of the fall semester to allow ample time for processing and arrival. You should order extra copies for your files.

## ***Standard Supervised Practice Application***

### **For Programs using DICAS**

For programs using DICAS, you will complete the Standard Application online.

### **For Programs not using DICAS**

If the internship is NOT using DICAS and does not provide the standard application on their website, you can access all standard materials from the Nutrition Option Canvas site or as a last resort contact Lisa Prospert.

Take your time filling out the application and be sure to proofread, proofread, and proofread!

You must complete **ALL** sections even if you believe that your resume has the information. Not all programs look at the resume or the resume does not have all the details they want.

If you have taken classes at another college and these credits have been applied to KSC, you will need to include these grades when calculating your overall GPA.

## ***Letter of Application/Personal Essay***

You must write a different personal essay for each program. There will be similarities but it is critical that you communicate to each program why you want them and why they should want you.

### **For Programs using DICAS**

Programs using DICAS will require answers to the following questions in the personal statement:

1. Why do you want to enter the dietetics profession?
2. Discuss experiences that have helped to prepare you for your career.
3. What are your short-term and long-term goals?
4. What are your strengths and weaknesses or areas needing improvement?
5. What other information do you consider important for the selection decision?

### **For Programs not using DICAS**

Programs NOT using DICAS will have directions on their website on what they want in their personal statements.

### **General Guidelines for your personal statement**

- Be certain to follow directions and respond to what they are asking!
- Be sure to use the resources of the College to assist you in writing, editing, and proofreading this letter. Make an appointment at Academic and Career

Advising.

- Please remember: Nutrition Option faculty **do not** read letters of application as it is to the student's benefit to have an outside reader.

## **Resumes**

### **For Programs using DICAS**

A professional resume is required for the completion of the DICAS application. Resume writing is discussed in *PH 494: Public Health Capstone*, *PH 485 Health Promotion Practice* and in *PH 473 Practicum*. Academic and Career Advising will also provide assistance in writing, editing, and proofreading your resume.

### **For Programs not using DICAS**

Check the program's website to identify the need for a resume in your application packet.

## ***D & D Digital: Computer Matching***

The majority of internship programs utilize D & D Digital to match your internship preferences to the program's preferences. Assume that all programs use D & D Digital unless the website tells you otherwise. You must sign in to D & D Digital and rank your internship preferences before the February application deadline. If you do not do this, then you will not get an internship even if you have sent in an application. Here are the instructions for D & D Digital:

1. Go to the D & D Digital web site for on-line application materials at:  
<https://www.dnddigital.com/>
2. Don't forget to fill this out and submit by the deadline indicated – this is mailed separately from your applications.
3. Carefully rank each of your internships, complete the release form, and submit to D & D Digital by the due date, which is in February for the spring match. Confirm all deadlines.

Information on Computer Matching: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>

## ***How Does DICAS Work?***

1. DICAS may be accessed at <https://portal.dicas.org/> or by email at [DICASinfo@DICAS.org](mailto:DICASinfo@DICAS.org). DICAS will be available in December for the spring match. The online application must be completed by 11:59 p.m. Central Time on the February due date for the spring match, or in September for the fall match. The fee to use DICAS is \$50 for the first application submitted and \$25 for each

additional application.

2. When completing the application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same individuals as references for each application.
3. Applicants who apply to internships using DICAS will be asked to complete a personal statement. You will be able to write more than one personal statement and select different statements for different internships and there is a 1,000-word limit for each.
4. Applicants must also register online for computer matching at <https://www.dnndigital.com/> and select dietetic internship priority choices by 11:59 p.m. Central Time on the February due date for the spring match. There is a \$50.00 computer matching fee that will be required at that time.

### ***For Non-DICAS Programs***

Utilize the program's individual application requirements as outlined on their website.

### ***Summary of Application Requirements of DICAS vs. Non-DICAS Applications***

	<b>For Programs Utilizing DICAS</b>	<b>For Programs Not Utilizing DICAS</b>
Dietetic Internship Program Application	Complete in DICAS	Obtain and complete the <u>Dietetic Internship Program Application</u> from the program requiring a written Application.
Transcripts	Request an official transcript be sent to: DICAS Transcript Department PO Box 9118 Watertown, MA 02472	Request a copy of your official transcript for each program you are applying for that is not using the centralized system and include in your application packet.

	For Programs Utilizing DICAS	For Programs Not Utilizing DICAS
Grade Calculations	<ul style="list-style-type: none"> <li>Students must convert their letter grades into numerical grades. Use the following conversions: A (4.0), AB (3.5), B (3.0), BC (2.5), C (2.0), CD (1.5), D (1.0), and F (0.0)</li> <li>Enter courses and numerical conversion into DICAS and it will automatically calculate the DPD GPA.</li> </ul>	<ul style="list-style-type: none"> <li>Complete the <u>Dietetic Internship Program Application</u> DPD grade section and calculate your DPD GPA as instructed on the Application using this conversion for letter grades: A (4.0), AB (3.5), B (3.0), BC (2.5), C (2.0), CD (1.5), D (1.0), and F (0.0).</li> </ul>
Recommendations	<ul style="list-style-type: none"> <li>Identify who you would like to write your recommendations and formally ask them by the deadline.</li> <li>Complete request for recommendations within DICAS.</li> </ul>	<ul style="list-style-type: none"> <li>Identify who you would like to write your recommendations and formally ask them by the deadline.</li> <li>Provide copies of the recommendation form along with your self-reflection and resume to your recommenders.</li> <li>Make arrangements to pick up recommendations to include in your final packet.</li> </ul>

	<b>For Programs Utilizing DICAS</b>	<b>For Programs Not utilizing DICAS</b>
Intent to complete or Verification Statements	<ul style="list-style-type: none"> <li>• Complete Nutrition Option form requesting this information and submit to the Public Health administrative assistant by the deadline on the form.</li> <li>• Complete request within DICAS.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Nutrition Option form requesting this information and submit to the Public Health administrative assistant by the deadline on the form.</li> <li>• Include the correct form in your final packet.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• If the program you are applying to requests additional information, mail it separately to the program by the deadline date.</li> <li>• Send the Internship Application fee directly to the internship.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize each individual program's website to identify what else must be included in the final application packet and make sure all are included.</li> </ul>
D & D Digital	Complete the registration for D & D Digital and pay the fee. <a href="http://www.dnndigital.com/">http://www.dnndigital.com/</a>	Complete the registration for D & D Digital and pay the fee. <a href="http://www.dnndigital.com/">http://www.dnndigital.com/</a>
Fees	<ul style="list-style-type: none"> <li>• Once your DICAS application is complete you will be required to pay \$40.00 for the first internship you are applying to and \$20.00 for each additional internship.</li> <li>• You must send the Internship-specific application fee to the address provided on their website by the application due date.</li> <li>• The D &amp; D Digital fee of \$50.00 is paid directly to them when you register.</li> </ul>	<ul style="list-style-type: none"> <li>• You must send the internship-specific application fee to the address provided on their website by the application due date.</li> <li>• The D &amp; D Digital fee of \$50.00 is paid directly to them when you register.</li> </ul>

## ***Dates to Remember for Students Applying for an Internship for April Match***

### **Summer between Junior and Senior year**

- Study and take Graduate Record Exam (GRE)

### **September:**

- Meet with your nutrition advisor to discuss your application choices (maximum of 10).
- Arrange to take the GRE exam if you are considering programs that require them.

### **Mid-October:**

- Narrow your choices to one to six and meet with your nutrition advisor again to discuss your choices.
- Order transcripts for non-DICAS programs from other colleges and universities.
- Study for the GRE exam.
- Research DICAS.
- **Last Friday in October:** Last day to formally request a letter of recommendation from Nutrition faculty.

### **November 1<sup>st</sup>:**

- Download the internship application forms from each program's web site. Begin to complete application forms.
- Begin to make appointments at the Center for Writing and at Academic and Career Advising to assist you with your resume and letters of application/personal essay.

### **December Reading Day:**

- Last date to submit INTENT TO COMPLETE REQUIREMENTS FORM materials to Justine Gaskamp. Justine.gaskamp@keene.edu
- Last day to submit recommendation materials to all other Nutrition faculty.  
\*\* No exceptions will be made. Please do not ask.
- Don't forget to order your KSC official transcripts for DICAS and non-DICAS programs.

### **December-Mid-February:**

- Work on and finalize all application materials.

### **Mid-February:**

- Last day to submit D & D Digital form and DI applications (be sure to check the D&D web site for exact date and DIs that may have an early deadline!).



## ***Dates to Remember for Students Applying for an Internship for September Application Due Date with Match***

### **May** (Prior to graduation or leaving for the summer):

- Meet with your nutrition advisor to discuss your application choices (maximum of 10).
- Submit an intent to complete requirements form if you will be graduating in December to Justine Gaskamp [Justine.gaskamp@keene.edu](mailto:Justine.gaskamp@keene.edu)
- Formally request recommendations from Nutrition Option Faculty.
- Arrange to take the GRE exam if you are considering programs that require them.

### **Mid-July:**

- Narrow your choices to one to six and email your nutrition advisor or other faculty to discuss your choices.
- Order transcripts for non-DICAS programs from other colleges and universities.
- Take the GRE exam if you intend to.
- DICAS system opens mid-July; begin your DICAS application.
- Deadline for requesting a letter of recommendation from Nutrition faculty is the end of the second week in July.

### **August 1<sup>st</sup>:**

- If utilizing DICAS, complete the following:
  - Reference requests
  - Intent to complete requirements or Verification Statement requests
- Continue working on your DICAS application. Academic & Career Advising can assist with your resume, personal statement, and preparation for interviews.

### **First week in September:**

- If you are graduating in December, meet with your faculty advisor to review your program selections and to answer any questions you may have.

### **Last week in September:**

- Confirm due dates for application materials and submit the following by that due date.
- D & D Digital registration and program selections.
- DICAS application completed and submitted to programs.

### **Mid-late October:**

- You may reorder your D & D Digital preferences. Confirm the last available date for doing this.

### **November 1<sup>st</sup>:**

- Check your match results on D & D Digital.