



**Nutrition and Dietetics Undergraduate Program
Student Handbook
Western Kentucky University**

Mission of the Nutrition & Dietetics Program

- The primary mission of the nutrition and dietetics program is to prepare students to compete for internships accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association that lead to eligibility for the Commission on Dietetic Registration of the American Dietetic Association Registration Examination and, thus, to “Registered Dietitian” designation. Students are provided educational experiences to prepare them to effectively fulfill duties of entry-level dietetics positions and to manage others who provide dietetic-related services. Students emerge from the program with information and management skills which enable them to creatively solve problems in the delivery of dietetic services.
- The Nutrition and Dietetics Program at WKU is accredited by the Commission on Accreditation for Dietetics Education (1-800-877-1600 ext 5400; American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995). The most recent program review was in 2010, and the program was granted continued accreditation. The next review and site visit is scheduled for 2014.

Program Goals

- The program will prepare students to effectively fulfill duties of entry-level dietetics positions and to manage others who provide dietetic-related services.
- The program will prepare students to successfully compete for supervised practice experiences that lead to eligibility for The American Dietetic Association Registration Examination.
- The program faculty will use and/or demonstrate relevant technologies and equipment for the purpose of instruction.
- The program will improve the quality of student support/information related to the major, career options, and related resources.

Outcome Measures related to each program goal may be found at the dietetic program website.

Student Learning Requirements and Outcomes

- Students will have abilities in:
 - Scientific and Evidence Base of Practice: integration of scientific information and research into practice.
 - Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.



- Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.
- Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations
- Additional information regarding the learning outcomes is available in the website area of required courses.

To become a Registered Dietitian, three requirements must be completed:

- Complete at least a bachelor's degree at an accredited college or university in the United States AND complete course work approved by the Commission on Accreditation of Dietetics Accreditation of the American Dietetic Association. Completion of the CFND concentration in nutrition and dietetics, within the HMD major, at Western Kentucky University allows for the completion of the bachelor's degree AND the necessary course work.
- Complete an internship that has been accredited by the Commission on Accreditation of the American Dietetic Association. Students apply to these programs in their last year at Western Kentucky University and complete the programs after graduating from the University. Entrance into internships is competitive. An undergraduate grade point average of at least 3.3 to 3.5, relevant work experience, and volunteer experience aid in the preparation for an internship.
- Pass a national examination administered by the Commission on Dietetic Registration of the American Dietetic Association.
- After gaining status as a registered dietitian, continuing professional education is needed to maintain registration status.

Program Costs

- Lab coat to be used in CFS 151, CFS 251 and CFS 464 - \$25 to \$40
- Lab fees for CFS 151 and 251- \$100 (\$50 per lab)
- Student liability insurance (if required by site) CFS 464 - \$35+
- TB skin test series - \$20 (if required by site)
- State police background check for CFS 464 (if required by site)- \$25
- Tuition – Kentucky Resident, Fall 2011 = \$4,042; Non-resident, Fall 2011 = \$10,008. Additional information concerning tuition may be found through the WKU Office of the Bursar.
- Other expenses and fees per semester, such as for meals (\$1040-\$1395), books (\$15-\$30 per credit hour), and more may be found through the WKU Office of the Bursar.

Transportation

- Students are responsible for transportation to any off-campus venues required for classes.



What is an Internship?

- Internships are the second step to becoming a registered dietitian. An internship is completed after the undergraduate degree is obtained.
- Internships are located in many universities, colleges and hospitals across the United States.
- A list of all internships is available on the website of the Commission on Accreditation of the American Dietetic Association, and from the undergraduate program director at WKU.
- In the third year of the nutrition and dietetics curriculum, students develop a list of supervised practice programs that may be of interest.
- In the last year of the program, students may wish to visit an internship.

Preparation for an Internship

- Nationally, there is a shortage of internship openings, compared to the number of students applying to internships. Currently, only about half of the students who apply nationally have a chance for placement into an internship.
- Internships each set application standards and guidelines. Thus, criteria for selection into different programs may vary from internship to internship. Some internships do require the GRE for program admission.
- **Earn excellent grades.** An undergraduate grade point average of at least a 3.3 to 3.5 is probably needed to be competitive for a supervised practice program. Having a strong GPA will not ensure that entrance into an internship is received. Internships also review the GPA of courses required for the major, and may also focus on the science-related GPA. The higher the GPAs, the better chance a student may have of gaining entrance into an internship. Internships set their own admission standards.
- **Gain relevant work experience.** Positions as dietary aides or diet assistants in hospitals, nursing homes and other healthcare facilities provide valuable experience. In these facilities, students also gain work experience as cooks and diet supervisors. Other work experience in the food service industry, such as server positions or cashiers in fast food restaurants, can be beneficial; however, the degree of importance placed on these types of work experience may vary from internship to internship.
- **Gain dietetic-related volunteer experiences,** as available. Examples of volunteer experiences include assisting with events sponsored by the health department, assisting with health and recruitment fairs at WKU or off-campus, and shadowing dietitians in the workplace. Other opportunities based on personal motivation and interest can also be completed.
- **Get involved in extracurricular activities.** Membership in the Hospitality & Dietetic Association, in Phi Upsilon Omicron Honor Society, and/or other on- and off-campus activities can be of benefit. Participation in such organizations and holding an office can increase your leadership and interpersonal skills and can provide volunteer opportunities.
- **Manage your time and prioritize.**
- **Be a respectful, conscientious student and employee.** When applying to supervised practice programs, you will need letters of recommendation. Practice



good interpersonal skills and work hard in classes and on the job. Be on time and have a positive attitude.

Information needed when preparing application packets for dietetic internship programs

- Obtain current information (within past three to six months) from programs of interest.
- Follow program directions very carefully.
- Apply to at least 6 or 7 programs. You only have as many options as you create for yourself. Do NOT apply to programs that you will not really be willing to attend.
- Talk to your program director at WKU about the application process and attend meetings concerning the application process.
- Read the complete information about the computer matching policy and procedures used to apply to most dietetic internships at the website of The American Dietetic Association.
- **Verification Statements versus Declarations of Intent:** If you have graduated, you will receive a Verification Statement. If you have NOT graduated, you will receive a Declaration of Intent, that identifies the courses needed to complete program and graduation requirements. After graduating and before attending an internship, you should receive a Verification Statement. The verification statement will be mailed to you following completion of program requirements and graduation. Thus, you will need to provide the program director at WKU with a mailing address that the verification statement can be sent to you.
- To be eligible to receive a Verification Statement, all program and university requirements at WKU must be completed. These requirements are specified in and the WKU undergraduate catalog.
- **D&D Digital Systems Computer Matching:** Most supervised practice programs participate in computer matching. An applicant rank orders his or her choices for an internship. A single fee for computer matching is charged. Computer matching forms may be obtained from the WKU didactic director or may be requested directly from D&D Digital.

Policies protecting the rights of students

- Information concerning withdrawal and refund of tuition and fees may be found in the undergraduate catalog.
- Information concerning the student academic calendar at WKU may be found on WKU's webpages.
- Information concerning the privacy of information, access to personal files, liability for travel required for any courses, student grievance procedures, and other student rights and responsibilities, such as potential causes for disciplinary actions or termination from the university may be found in the undergraduate catalog and the WKU student handbook.
- Basic guidelines regarding access to student files/educational records are found in the undergraduate catalog and are based on the Family Educational Rights and Privacy Act (FERPA).



- The basic WKU policy on Academic Dishonesty (WKU Catalog) is that “Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case to the Office of the Dean of Student Life for disciplinary sanctions.”
- The general contents of the WKU student handbook include:
 - Maintenance of Student Records / Statement of Compliance
 - Student Life Policies on Student Rights and Responsibilities
 - Alcohol & Drug Abuse Prevention and Intervention Session (Prime for Life) & Western Kentucky University as a Drug-Free Institution

 - Code of Student Conduct
 - Conditions for Appeals
 - Disciplinary Actions/Sanctions
 - Hearing Procedures & Hearing Procedures
 - Policy on Parental Notification
 - Procedures Followed in Disciplinary Cases: Student Conduct Hearing Flowchart
 - Purpose of the Code of Student Conduct
 - Rights and Responsibilities
 - Sanction Determination & Off-Campus Jurisdiction
 - Academic Standing
 - Appeal Procedure
 - Campus & Community Resources
 - External Computer Use and Ethics Policy
 - Procedure for Withdrawal
 - Registration
 - Room Entry-Inspection Search and Seizure
 - Schedule Changes
 - Standards of Conduct
 - Statement of Financial Delinquency
 - Statement of Policy and Principles for Residence Hall Living
 - Student Complaint Procedure
 - Technology Ethics Policy
 - Tornado Safety
 - Transcripts
 - Vehicle Parking and Traffic Regulations

- Although not required to have health insurance, all students at WKU are advised to do so. When in off-campus facilities for required learning experiences, neither the facility nor WKU is responsible for any costs related to student illness or injury. More information regarding health services available at WKU may be found in the undergraduate catalog.



Student support services

- Relevant information regarding student support services is provided in the undergraduate catalog and includes:
 - Student Disability Services
 - Student Health Service
 - Office of Diversity Programs
 - Counseling and Testing Services
 - Department of Financial Assistance

Evaluation of Student Learning and Progress

- Within each course for the Nutrition & Dietetics program, students will receive feedback following the completion of assignments, quizzes and/or exams; this feedback will occur during the course and consist of comments and grades written on assignments and exams by instructor.
- Final course feedback will occur with receipt of the overall course grade, which may be viewed online through the TOPNET system at WKU.
- A grade of C or better is required for all nutrition and dietetics specific courses.
- Review of student progress by the academic advisor will occur in advising sessions held prior to the scheduling of courses each semester.