

2023-  
2024

Didactic Program in Dietetics:  
Student Handbook

Department of Family & Consumer  
Sciences

Carson-Newman University  
Jefferson City, TN 37760

## Welcome to the Didactic Program in Dietetics!

Dear FND Student,

The Department of Family and Consumer Sciences wants to welcome you to the Didactic Program in Dietetics (DPD) at Carson-Newman University. If you have a passion for understanding the connection between a healthy diet and the body, you have chosen an exciting and challenging career path! Carson-Newman faculty want you to reach your fullest potential—both as a student while at Carson-Newman and afterwards as a graduate.

This handbook is designed to help you stay on track each year when you select courses with your advisor and to provide you a reference for scholarship opportunities, degree plans, internship/graduate school applications, and more. A suggested professional timeline or checklist is also included in the handbook so that you can make timely decisions in order to position yourself for success after graduation, e.g., finding that first job, being accepted into a graduate program, securing a dietetic internship, earning a credential. We believe in starting with the end in mind, so please read this handbook thoroughly and often! Of course, you also can meet with your advisor and other faculty whenever you have questions or need more information.

*Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.*

*In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). At present, graduates who successfully complete the ACEND-accredited DPD program at Carson-Newman University are eligible to apply to an ACEND-accredited supervised practice program.*

Sincerely,

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## OVERVIEW

### Mission Statement

*The mission of the Carson-Newman didactic program in dietetics is to provide excellent and diverse educational experiences aligned with the Accreditation Council for Education in Nutrition and Dietetics 2022 Accreditation Standards. It prepares graduates for supervised practice and/or graduate programs leading to eligibility for the CDR credentialing exam, registered dietitian nutritionists and to serve as educated citizens and worldwide servant leaders.*

### Goals and Measurable Outcomes

**Goal 1:** Graduates will be prepared with the knowledge, skills, and competencies to be successful in supervised practice, graduate programs, and/or related professions.

Over a three-year period:

- At least 80% of students complete program requirements within 150% of planned program length
- 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%
- 80% of graduates surveyed will evaluate their knowledge and skills as good or excellent preparation for professional work in foods, nutrition and dietetics.
- At least 80% of DPD graduates completing supervised practice programs will be employed in dietetics or related fields within 12 months of completion
- At least 80% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Of program graduates who apply to a supervised practice program, at least 70% are admitted within 12 months of graduation.
- At least 80% of SPP directors will indicate positive satisfaction with DPD graduates.

**Goal 2:** Graduates will be prepared to serve as educated citizens and worldwide servant leaders in the field of food, nutrition, and dietetics.

Over a three-year period:

- At least 90% of the DPD students will become members of the Student Academy of Nutrition and Dietetics (SAND) and/or student members of the Academy of Nutrition and Dietetics (AND).
- At least 75% of DPD graduates not continuing on to supervised practice will be employed in a food service or a nutrition related career or have enrolled in an advanced education program within 12 months of graduation.
- At least 75% of DPD graduates will indicate the program provided good or excellent preparation for becoming educated citizens and worldwide servant leaders in the field of food, nutrition, and dietetics.

### Accreditation Status

The foods, nutrition, and dietetics program at Carson-Newman University was granted approval in spring 1979 for its first class the fall semester 1979. The program became

accredited as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Dietetics (ACEND) in 2006. [ACEND](#) is located at the Academy of Nutrition and Dietetics (AND) headquarters at 120 Riverside Plaza, Suite 2000, Chicago, IL 60606; 800-877-1600. This accreditation permits students to be eligible to apply for an accredited Dietetic Internship during their senior year if they have met the required cumulative GPA of 2.8 or higher and have completed (or are in progress to complete) all required coursework to receive the degree in Foods and Nutrition with an emphasis in Dietetics. Students will receive an official Verification Statement (electronic plus 5 copies) that they have met all requirements and competencies of the Didactic Program in Nutrition and Dietetics.

Students who have an undergraduate degree in another area of study have the option of obtaining a Verification Statement only. The program director will review necessary documentation (i.e. transcripts, course syllabi, and/or course descriptions) in conjunction with the DPD course list to determine which courses the student needs to complete.

**Accreditation Information to Public:** Outcome data from the last ACEND Site Review (2016) are available to the public by sending a written request to DPD Director Jennifer Finley, MS, RDN, LDN, CN Box 71881, Jefferson City, TN 37760 or through email at [jfinley@cn.edu](mailto:jfinley@cn.edu).

### **ACEND Standards**

The ACEND 2022 Standards, which went into effect June 1, 2022, will be used for the next accreditation self-study and site visit scheduled for Spring 2024. The following pertains to Standard 3: Curriculum and Learning Activities, which is the basis for C-N's DPD coursework. The following KRDNs will be introduced and assessed throughout DPD courses:

#### **Standard 3.1: Curriculum and Learning Activities**

The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

I. The program's curriculum must include the following required components, including prerequisites:

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
2. Communication and documentation skills sufficient for entry into professional practice
3. Principles and techniques of effective education, counseling and behavior change theories and techniques
4. 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; and interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy, the Nutrition Care Process and clinical workflow elements
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Management theories and business principles required to deliver programs and services
8. Continuous quality management of food and nutrition services

9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10. Licensure and certification in the practice of nutrition and dietetics
11. Individual National Provider Identifier (NPI)
12. Health care delivery systems (such as accountable care organizations, managed care, medical homes, local health care agencies)
13. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
14. Food science and food systems, food safety and sanitation, environmental sustainability, global nutrition, principles and techniques of food preparation, and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations
15. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
16. Cultural humility, self-reflection, and diversity, equity and inclusion
17. Human behavior, psychology, sociology or anthropology

II. The program's curriculum must prepare students with the following core knowledge:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

**Knowledge**

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

**Knowledge**

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- 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.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

#### **Knowledge**

Upon completion of the program, graduates are able to:

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.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

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).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

#### **Knowledge**

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

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.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5: Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

### **Knowledge**

Upon completion of the program, graduates are able to:

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

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).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3.2 A curriculum map must be developed that:

- a. Identifies didactic courses which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge.
- b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

3.3 The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include the KRDNs that will be assessed in the course or rotation and the learning activities that facilitate achievement of the KRDNs.

- a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
- b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures.
- c. Learning activities must address and build competency in diversity, equity and inclusion. The program must ensure that students have the skills to recognize biases in self and others and embrace the diversity of the human experience.
- d. Learning activities must incorporate a variety of educational approaches necessary for delivery of curriculum content to meet learner needs and to facilitate learning objectives.



1. If any portion of the program is offered through distance education, the program assures regular and substantive interaction between students and faculty.

### **Admission Requirements into the DPD Program**

The DPD program follows Carson-Newman University's admission policy, which states that the university "does not discriminate on the basis of race, color, gender, national origin, disability, age, genetic information, or veteran status in provision of its education policies, programs, and activities."

Once the student meets university academic admission requirements, there are no additional requirements for admission to the Department of Family and Consumer Sciences. College admission requirements are listed in the current [Carson-Newman Undergraduate Catalog](#) (pg. 12). Requirements for admission to the Didactic Program Dietetics upper division courses are as follows:

- 1) C or higher is required in all FN courses; BIOL 207/208, 305/306, 316; CFS 206; CHEM 103/104, 301, 310; COMM 135/230; CS 135, 432; FCS 121; FCS 421; FCSE 424; MATH 201 and
- 2) a cumulative GPA 2.8\* or higher.
- 3) B or higher in FN 114, FN 214, FN 310.

\*Please be aware that GPA's above 3.2 improve the student's likelihood of securing a supervised practice program after graduation, which is required to earn the RDN credential. Carson-Newman University does not offer a Dietetic Internship or Supervised Practice Program. **The student will need to complete and submit an official application by August 16<sup>th</sup> (the first day of classes for fall semester) of his/her junior year (Appendix, p. 23) to the DPND Director in person or mailed to: DPD Director, CN Box 71881, Jefferson City, TN 37760.**

### **Who is a Registered Dietitian/Nutritionist?**

A registered dietitian/nutritionist (RD or RDN) has the educational background necessary to deliver reliable nutrition advice and care.<sup>1</sup> To become an RDN, one must complete approximately 60 credit hours in nutrition, food science, and other related subjects; complete 1200 supervised hours in an accredited Dietetic Internship (DI); and pass a national examination administered by the Academy of Nutrition and Dietetics. Once credentialed, one must also maintain up-to-date knowledge and registration by participating in required continuing education activities.<sup>2</sup> The RD/RDN credential will qualify a person to receive licensure to practice in the state(s), if required by that state, in which he/she is employed. A Registered Dietitian/Nutritionist is expected to abide by the fundamental principles of the [Code of Ethics established by the Academy](#):

- *Dietetics practitioners conduct themselves with honesty, integrity, and fairness.*
- *Dietetics practitioners support and promote high standards of professional practice (for the benefit of clients, the public, and the profession) by reporting perceived violations of the Code of Ethics.*<sup>3,4</sup>

As future professionals, Carson-Newman DPD students will be expected to uphold these standards set forth by the Academy and to follow and abide by the principles of academic honesty and integrity as published in the [C-N Eagle Student Handbook](#).

### **Careers and Salaries in Dietetics**

Professionals in dietetics apply principles of food and nutrition to maintain health, improve or manage chronic disease, improve athletic performance, and help people make healthful food choices. This field is a growing profession that can offer many exciting and rewarding career pathways. Dietitians work in a variety of settings and can be specialized within the field.

Some examples include:

- Clinical and Medical Nutrition Therapy
- Community Nutrition and Public Health
- Corporate Wellness
- Food Industry, Regulatory, and Product Development
- Food Service Management
- Media and Journalism
- Research
- Private Practice and Consultation
- Sports Nutrition

According to the Academy's Compensation and Benefits Survey of the Dietetics Profession<sup>5</sup> (2019), salaries are typically commensurate with educational level and experience. Potential earnings of entry-level dietitians in the traditional settings can earn up on average up to \$68,600 per year - a five percent increase since the Academy's most recent survey in 2017.<sup>5</sup> These salaries are only average reported salaries of dietitians throughout the United States, so keep in mind that cost of living and supply vs. demand for your place of residence can impact compensation. It has also been reported that dietitians are expected to see a 21% growth by 2022 (Osborn, 2015). Compensation levels for RDNs also depend on the number of years of experience, level of supervisory responsibility and budget responsibility, and specialization or practice area. Clinical and community positions with little to no supervisory responsibilities typically earn less than dietitians in non-traditional roles such as food service management, education, and research. Salaries for sports dietitians, research institutions, and corporate wellness dietitians can be quite lucrative, but often these positions require extensive and specialized experience, additional credentials, and are not considered entry-level.<sup>5</sup>

## Pathways to Become a Registered Dietitian/Nutritionist

A person can become a RD/RDN by a variety of possible pathways:

1) **A Coordinated Program in Dietetics (CPD)** which provides a bachelor's or master's degree program that meets all dietetics coursework and provides the supervised practice hours. A CPD should be accredited through ACEND. The student must then pass the national Registration Examination for Dietitians<sup>3</sup> which is administered by the Academy.

OR

2) **A Didactic Program in Dietetics (DPD)**, such as what Carson-Newman offers, that is accredited through ACEND and provides all dietetic coursework to earn a Bachelor's degree.

Plus

**A Dietetic Internship (DI)** that is accredited through ACEND and provides a minimum of 1000 supervised practice hours. After successful completion of the DI, the student is eligible to sit for the national Registration Examination for Dietitians.<sup>3</sup> **Carson-Newman University does not offer a dietetic internship program at the current time.**

3) **A future education model (FEM) graduate program** in Nutrition and Dietetics (GP). This pathway consists of graduate-level coursework and supervised experiential learning incorporated into a one graduate degree program. When you graduate from a GP, you satisfy both the degree and supervised practice requirements to be eligible to take the national RDN exam. This option is not available at Carson-Newman.

When the student passes the Registration Examination for Dietitians, he or she can now use the credential RD or RDN. This credential also allows the RDN to receive licensure in the state(s) in which he or she chooses to practice. Please note that licensure requirements vary by state. An overview of these requirements by state can be found on the Commission for Dietetic Registration's [website](#).

### An Introduction to the Dietetic Internship Application Process

FND students will begin the graduate program and/or supervised practice program application process late fall semester through January of their senior year. However, it is important for them to plan their four-year academic program with purpose and intent in order to be well qualified for a program. A strong GPA (above 3.2), solid GRE examination score (if required), and evidence of professional leadership, community service, and pertinent work experience will strengthen the student's application.

According to data from the [ACEND website](#), during the 2023 match process, the preselect and computer match processes yielded a combined 85% match rate. Whereas the number of slots has greatly increased in recent years, it is still vitally important that students prepare themselves accordingly to be competitive and follow the established guidelines published by

ACEND for improving their chances of placement at programs of their choice. The step-by-step DI application process and an application task list provided by the Academy are addressed later in this handbook (p. 19) and the Appendix (p. 32) respectively.

## BEING A DPD STUDENT AT CARSON-NEWMAN

### Working with your Advisor

October and March are advising times for the University. Advisors will notify you to schedule an appointment with them. Please review FN/D curriculum map as well as your program progress on MyCN prior to your appointment.

You can find the curriculum map/spreadsheet and four-year suggested timeline at the end of this document (Appendix, pp. 20-22), but they are also available in the Family and Consumer Sciences main office. The Administrative Assistant or your advisor can help you find these. It is the student's responsibility to come prepared with suggested classes he/she would like to take each semester using the curriculum map as the guide. Your advisor will want to discuss your academic goals, summer course plans, possible work and volunteer experiences, and any concerns that you may have about your progress through the program. All students are encouraged to make appointments with their advisor at any time during the academic year to discuss concerns or questions that arise. ***Students are not advised to drop or add courses without their advisor's knowledge and approval, even if this will not affect course load.*** Doing so may cause a student to become ineligible to enter the DPD program on time and compromise the expected graduation date.

### Program Costs and Laboratory Fees

Family and consumer science majors will be responsible for tuition, room and board, and meal costs listed in the current [\*Carson-Newman Undergraduate Catalog\*](#) (pg. 19). Foods, nutrition, and dietetics majors will also be responsible for the following additional estimated costs:

- Laboratory Coat \$25.00-\$40.00
- Student Membership fee to Academy \$58.00/year (join junior year at latest) and optional local chapters (\$10.00/year) and possible specialized practice groups (\$10-25/year)
- Student chapter of Academy (SAND) may require nominal membership and activity fees (approx. \$10/year)
- Laboratory Fees for FN 310, FN 313, FN 316, CS 432 will each have a fee ranging from \$50.00 to \$150.00
- Honors Banquet Attendance every Spring if you apply for departmental scholarships ~ \$25.00/Spring Semester
- Travel to professional conferences could be additional and will vary depending on location of the conference but not required by the student.

**Admission and Eligibility to the DPD Program at C-N**

By the first day of classes of fall semester of your junior year or sooner, an application to continue in the DPD program must be submitted (Appendix, p. 23-24). For entrance, a DPD student must hold a cumulative GPA of 2.8 or higher, have a B or higher in all lower division FN coursework and a C or higher in chemistry and biology coursework. Please discuss this application process with your advisor during spring semester of your sophomore year.

**Eligibility to Apply for a Dietetic Internship**

To earn a Verification Statement and a BS in Foods and Nutrition with an emphasis in Dietetics, your overall graduating GPA must be 2.8 or higher and you must earn a C or higher in all DPD designated courses. It is advised to make a B or higher in all FN coursework. A DPD designated course can be repeated to replace a low grade. FND students must also complete a 150-hour externship (FN 466) under a Registered Dietitian/Nutritionist preceptor and a one-semester cooperative management learning experience in Duncan Hall Cooperative Management & Housing Laboratory (CS 432) during their junior or senior year.

Each DPD student will complete a degree course plan in MyCN after 96 hours have been completed. This requirement must be completed before you can begin the FN 466 Field Experience in FND. For courses that have not been completed, you will enter the semester and year in which you plan to take the course. The most recent curriculum is outlined on page 9 and a curriculum map and spreadsheet can also be found in the Appendix (p.20-21). If any changes occur in the curriculum during your four years, you will continue to follow the catalog and curriculum map for the academic year in which you entered the program. Exceptions may occur when or if courses are not offered anymore, in which case your advisor, DPD Director, and the Registrar will find appropriate course substitutions.

**DPD Courses that Require Some Planning***FN 466 Field Experience in Foods, Nutrition, and Dietetics*

This course involves finding a preceptor who is a registered dietitian and works privately (not for the University) in a nearby community or near your place of residence (if taken during the summer). You will need to begin searching and networking with professionals your junior year. Some students choose to take this course during the summer between junior and senior years, so that it can be completed in a reasonable time frame (6-8 weeks), rather than trying to complete it with a regular semester load. However, it is important to work with your advisor to ensure you remain in compliance with Course Program of Study (CPOS) requirements to maintain financial aid. You will typically have a better experience and be able to observe more at the field site if you are going more than once or twice a week. You will be provided with an electronic copy of the C-N FCS Internship/Field Experience manual, which houses forms and evaluations that must be completed prior to or during the field experience. You will need to provide a copy of the manual for your field experience preceptor. There are forms that must be completed and signatures obtained from all parties involved prior to starting the field experience, because Carson-Newman will provide a professional liability insurance policy on you are while enrolled in the course. The student may or may not receive monetary compensation for the field experience; this is a decision between the intern and the employer.

More information will be provided at the annual FCS Internship/ Field Experience Department Meeting at the beginning of the fall semester.

Please remember, when you are in a field experience, you are representing Carson-Newman, and therefore expected to uphold University policies and procedures that are published in the [C-N Eagle Student Handbook](#). You will want to wear a lab coat and/or nametag or follow any dress code policies the organization sets for you as a student extern.

In order to enroll in FN 466, all FN (FND and FN) students must have completed 64 credit hours and be in good standing with the University.

*FN 310: Principles of Food Preparation and Management and  
CS 432: Cooperative Management and Housing*

These two courses are currently taught from 10:30 am–1:15 pm on Tuesdays and Thursdays. FN 310 is a prerequisite for CS 432, and FN 310 will be routinely taught fall semesters only and only occasionally offered spring semesters. Your advisors will typically reserve spots for you one to two years in advance, please make sure you ask that your reservation has been made to take the class in time for graduation. However, we ask that you remain flexible to what semester that you take the course because we must ensure that all majors in FCS can take this course prior to their graduation deadline. Your advisor will work with you to honor your first request; however, we need flexibility from all FCS students on when you should register for either of these two classes.

### **Technology Requirements**

Carson-Newman University operates its own network in which students, staff, and faculty can access email and other online platforms used in the daily functions of its programs. C-N's academic programs, including DPD courses, utilize the online learning platform, Canvas. Students must have access to Canvas in order to access, complete, and submit assignments. Checking email daily is also an important part of campus communication. Therefore, all students must have access to electronic devices and internet connections. Students may use their own devices and connect to the university WIFI system. Students may also use campus computers, which are located in Stephens-Burnett Library and Blye-Poteat Hall as well as other computer labs around campus. Regardless of device used, students must comply with the technology-related policies found in the [C-N Eagle Student Handbook](#) on page 47.

Occasionally, DPD faculty may have an off-campus recruitment visit or conference to attend. In order to avoid disruptions to the course schedule, faculty may opt to record and post lectures or alternative learning assignments on the online learning platform to take the place of an in-person class meeting. These situations will be communicated with students in advance.

In the event that an examination is on Canvas, students will be proctored in person to verify the identity of the student taking the exam.

### DPD Degree Requirements

A Bachelor of Science in Foods and Nutrition with an Emphasis in Dietetics will be earned when all 120 credit hours in General Education (44 hrs.), Family and Consumer Sciences Core (7 hrs.), FND Specialization (34 hrs.), Supporting Disciplines (29 hrs.), and the remaining six credit Elective hours have been satisfied.

#### **Bachelor of Science in Family and Consumer Sciences with an Emphasis in Foods, Nutrition, and Dietetics**

Liberal Arts Requirements	(44 hours)
Liberal Arts 101 (or 102 for transfer students)	2
Religion 101, 102	6
English 101*	3
Communications 135 or 230*	3
Math 201*	3
Biology 207*, 208*	8
Child and Family Studies 206* (FCS Core)	3
CS 135* (FCS Core)	3
English 201*, 301	6
Fine Arts	3
History 133, 134, or 135	3
FCS 421* (Senior Capstone) (FCS Core)	1
Family and Consumer Sciences Core	(7 hours)
FCS 121 Prof Orientation*	1
CS 135 Pers and Family Management*	(3)
FMD 141 Design, Culture, and Near Env*	3
CFS 206 Hum Devel through Life Span*	(3)
FN 214 Science of Nutrition**	3
FCS 421 Senior Seminar*	(1)
Foods, Nutrition, and Dietetics Requirements	(63 hours)
CS 432 Cooperative Mgt & Hsg*	4
FCSE 424 Meth Teach*	2
FN 114 Food & Culture**	3
FN 310 Prin Food Prep & Mgt**	4
FN 311SL Nutr Ed & Comm*	3
FN 313 Quantity Food Systems*	4
FN 316 Exp Food Science*	4
FN 411 Adv Nutrition*	3
FN 412 Med Nutrition Therapy*	3
FN 421 Seminar in FND*	1
FN 466 Field Experience FND*	3
BIOL 305 Medical Terminology I*	2
BIOL 306 Medical Terminology II*	2
BIOL 316 General Microbiology*	4
CHEM 103 Gen Chem I*	4
CHEM 104 Gen Chem II*	4
CHEM 301 Organic Chem I*	4
CHEM 310 Survey of Biochem*	3
Business Elective (ACCT 201, FIN 201, or MGT 301)	3
PSY 101/102	3
<u>Electives</u>	<u>(6 hour)</u>
<b>Total need for graduation</b>	<b>120 hours</b>

\* requires a C or higher

\*\* required a B or higher

Please see Appendix pg. 25 for FND Curriculum Map.

## **Transfer Students and Assessment of Prior Learning**

Students that transfer work from another school can submit some coursework to the DPD Director to be considered for substitution of C-N coursework. However, all upper level (300 and 400 level) professional nutrition courses or FCS core classes at Carson-Newman University cannot be transferred from other institutions. These include, but are not limited to, FN 310, FN 311, FN 313, FN 316, FN 411, FN 412, FN 421, FCSE 424, CS 432 and FCS 421. In order for other courses to be considered for equivalency, the student will need to provide transcripts, copies of syllabi, assignments, and/or exams to provide documentation and review by instructor and/or chair of the academic department that teaches the course, but also the DPND Director and the Registrar. Also, all coursework must be completed within five years of receiving a Verification Statement.

## **Formal Assessment of Student Learning**

KRDNs (found on pg. 3-5) are listed on the syllabi for the course(s) in which they are covered. Students are made aware when learning activities pertain to specific KRDNs. Prompt and specific feedback is given to students following the completion of activities that measure competency of the following KRDNs. Each DPD course will have a set of defined learning outcomes and pre-determined learning activities to achieve course objectives. Direct and indirect assessment methods such as standardized exams, case studies or problems, portfolios, oral performances, research papers, and discussions or interviews can be employed. Students will be provided assessment rubrics for larger assignments to disclose expectations for optimal student performance.

## **Retention and Remediation**

The DPD program requires the student to maintain a 2.8 overall GPA and a C or higher in all DPD required courses. This is assessed by the DPD director prior to admission to the program. A grade of "D" constitutes failure in foods, nutrition, and dietetics. In most cases, a student must repeat the failed course before taking any other required foods, nutrition, and dietetic courses. This can lengthen the normal progression through the DPD curriculum and extend the normal four-year period (with 15-17 credit hours/semester or total of 120 hours) required to earn a BS in Family and Consumer Sciences with an emphasis in Foods, Nutrition, and Dietetics. This information is also stated in the [C-N Undergraduate Catalog](#) (pg. 104) and the FND curricular map (Appendix, p.25-26).

In order to maintain financial aid eligibility, students must comply with federal Course Program of Study (CPOS) guidelines, which are outlined in the [C-N Undergraduate Catalog](#) (pg. 22), as well as the Time Limit for Completion of Degree Requirements (pg. 48). Aligning with these federal and university requirements, the DPD at C-N's goal is for students to complete required coursework within 150% of the time planned.

If a student is not progressing through the program in a manner that is conducive of the student's resources, the student may be advised toward another major in order to complete an academic degree in a more suitable manner. This may include dropping the dietetics



emphasis. Advisement may also include changing majors entirely based on the student's best interests academically and professionally. Students are referred to the Student Success Center for career counseling as appropriate. For other majors, or if a FND student chooses to elect the non-dietetics FN track, normal progress requires the student to be in good academic standing (minimum GPA of 2.0).

A student can be placed on academic probation and/or suspension when the student does not meet the minimum C-N and cumulative GPA required for the number of hours attempted. If this occurs, a student will be required to meet with a Student Success Center staff member and develop an Academic Recovery Plan. This information is detailed in the [C-N Undergraduate Catalog](#) (pg. 38).

### **General University Academic and Program Policies and Procedures**

The DPD program follows C-N's undergraduate academic calendar. The current [academic calendar](#) (pg. 4) is always available in the most recent *Carson-Newman Undergraduate Catalog* and on the [registrar's page](#) of the university website.

Please find policies regarding general University admission, retention, and withdrawal and refund of tuition and fees on the University website and/or in the current [C-N Undergraduate Catalog](#).

The DPD Program at Carson-Newman follows and adheres to the University's policies and procedures regarding [Students Rights and Responsibilities](#) as outlined and explained in the most current *Carson-Newman Eagle Student Handbook* (2023-2024) and [C-N Undergraduate Catalog](#). This includes but is not limited to the [University Code of Conduct, involuntary withdrawal, grade appeals, disciplinary procedures, academic dishonesty, community life and worship expectations, disciplinary sanctions and appeals](#). Administrative Policies and Procedures that affect all C-N students are also addressed in full and will be followed according to the *C-N Eagle Student Handbook*. It is important that a DPND student is also specifically aware of the following policies:

#### Protection of Privacy:

The Family Education Rights and Privacy Act (FERPA) of 1974 guarantees the students' right of access to his/her files and records (with limited exceptions) and prohibits disclosure of information without the students' written consent. The DPD program adheres to all requirements of this federal mandate as outlined in the [Carson-Newman Eagle Student Handbook](#) but also directly posted on the University website at: [Family Education Rights & Privacy Act](#)

#### Access to Student Support Services:

The University website ([Resources](#)) provides a complete listing for all support services offered by the university. These include services for [counseling](#), [disabilities](#), [Student Success Center](#), as well as assistance with [information technology](#) and [library services](#). Each of the services will provide assistance to a student and adhere to established policies and procedures that will protect a student's right to privacy.

### Student Complaint and Grievance Policy:

The general grievance procedure is found on the University website and in the [Carson-Newman Eagle Student Handbook](#) on page 42. Some grievances may be immediately under jurisdiction of the University, and University policies as specified in the *CN Eagle Student Handbook* would be followed. However, if a DPD student has a complaint or grievance with the DPND program, he/she should first seek resolution with the individual with whom the complaint exists. If satisfactory resolution is not obtained, the student can then present the grievance formally and in writing (use DPD Student Complaint and Grievance Form found in Appendix, p.27) with the DPD Director first, and then to the Chair of the Department of Family and Consumer Sciences. If the complaint is not resolved in a fair and professional manner within a reasonable time frame, then a formal complaint can be made with the Office of the Vice President for Student Affairs. A student needs to follow the procedure as outlined in the [Carson-Newman Eagle Student Handbook](#) and obtain and complete the General Complaint and Grievance Form from the Office of Student Affairs. Every attempt will be made to determine an outcome of the grievance within 30 days of the request. The student has the right to make a complaint, informally or formally, and at any stage of this grievance policy process, without the fear of retaliation toward the student or another student. If the student suspects that retaliation has occurred, the same procedure for filing a complaint may be followed, or the student can contact the Office of the Vice President for Student Affairs directly (865-471-3235).

If a student has followed the proper procedure as outlined above and still believes that the matter has not been resolved, the student has the right to file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Written complaints may be sent to ACEND, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606. The phone number for ACEND is 800-877-1600, ext. 5400; the website is <https://www.eatrightpro.org/acend>; and the email address is [ACEND@eatright.org](mailto:ACEND@eatright.org). The procedure is outlined in detail on [ACEND website](#).

Student Liability Insurance: This is required when you complete the FN 466: Field Experience in Foods, Nutrition, and Dietetics. The University will carry a liability policy on you once you are registered for the course and have completed the signature page forms, the externship proposal, submitted your résumé, and completed your MyCN degree course plan. There is no cost to the student at this time. This coverage is a blanket policy to cover injury or illness that occurs while in a facility and professional liability while participating or conducting services under the preceptor's guidance and direction. You must have personal automobile liability insurance for travel to field sites. Faculty or staff will not provide transportation to facilities to complete the FN 466 course. All field trips that are offered as experiential learning activities of other DPD courses will require volunteer attendance in accordance with the C-N university policy and it will be the student's responsibility to submit an alternative assignment if the student elects not to travel to these sites.

## PROFESSIONAL DEVELOPMENT FOR THE DPD STUDENT

### ***Academy of Nutrition and Dietetics (AND) and state and local chapters***

The Academy of Nutrition and Dietetics (AND) is the largest national organization of credentialed food and nutrition professionals. This professional organization can provide you, as a student member, many benefits. Current annual fees for students are set at \$58 per membership year (June 1 – May 31). Student membership gives you access to the professional website, monthly electronic and hard copies of the *Journal of the Academy of Nutrition and Dietetics* (a peer-reviewed research journal), a subscription to the *Food & Nutrition* professional magazine, online access to the Evidence Analysis Library (EAL), and other professional resources important for building your résumé and planning your career path.

Academy members also receive discounted registration fees to the annual meeting and conference. Once you join, you become an automatic member of the state affiliation (TAND) and are eligible to join your local chapter. The Knoxville Academy of Nutrition and Dietetics (KAND) is the closest chapter you may want to join in order to network with local dietitians. (Student membership for KAND is \$10 per membership year.) This local chapter can be found at [www.eatrightknox.org](http://www.eatrightknox.org). You may also find it beneficial to join the local chapter in your hometown for networking purposes.

Even as a student, you can seek leadership opportunities at the local, state, and even at the national level, so check these out by visiting the professional organizations' websites. What better way to stand out, if you plan to apply for a DI. Another benefit to the professional organizations is an additional source of scholarship awards for qualified students. Please visit the [AND website](#) in order to join the Academy as a student member for \$58.00 per year. Membership renews every April/May, so consider joining at the end of your sophomore year because **you will be strongly encouraged to join the national organization as a rising junior before you take FN 311SL, FN 411, FN 412, and FN 421.**

### ***Student Academy of Nutrition and Dietetics (SAND)***

This is Carson-Newman's chapter of the national organization. As a freshman, you are automatically an official member of SAND, but it is up to you to be active by attending regular meetings and serving in a leadership capacity for the organization. This organization is led and planned by its members, the students. Faculty are only advisors to guide the group and assist when needed. This student chapter will have two to three regular meetings each semester; however, serving on the board may require additional meeting times. The mission and goals of the organization are to provide professional networking and development activities for student members and opportunities for all enrolled foods and nutrition students to share their knowledge and passion for good nutrition with each other, the campus, and surrounding communities. Every April, the SAND members will elect the positions for the Board for the next academic year (all may not be filled each year):

- President (Organization leader and legislative duties)
- Vice President (Assists president with administrative duties)
- Treasurer (over fund-raising, T-shirt committee)
- Secretary (minutes, email communication, and historian)
- Public Relations Chair (social media and information bulletin board)

The president of the current year will submit a renewal application for next year's charter with the Student Government Association and Student Activities Office. Since the DPD program fluctuates in enrollment, sometimes students will be elected to serve the organization in more than one capacity.

### **Building your Professional Portfolio**

A professional portfolio is beneficial in assessing a student's knowledge and growth throughout the program. Collecting all graded assignments from your DPD coursework will be necessary in order to create a professional portfolio. Some dietetic internship programs may request to see these submissions in all or in part. Therefore, it is imperative that you keep good records of your work and hold them in one file (both digital and hard copies). Instructors may also retain original copies of work, so you can request copies from them when needed. You can scan in graded work in order to retain a digital copy if you prefer. Your portfolio will be collated and finalized for submission in your FN 421: Seminar in FND, which is taken the fall semester of your senior year. The instructor(s) may suggest or determine which materials need to be included in your portfolio submission, but a typical list of DPD assignments is provided below:

- FN 114: Foodways paper and presentation
- FN 214: Dietary analysis project
- FN 310: Meal management project and student demonstration outline/recipe/script, additional assignments as desired
- FCSE 424: Community needs assessment
- FN 311: Community needs assessment, lesson plan, educational activity, public policy assignment, and EAL assignment
- FN 313: 1-Week cycle menu, standardized/HACCP recipe, in-service project, and other assignments
- FN 316: Experimental food research project (paper and poster)
- FN 411: Nutritional supplement project, indirect calorimetry assignment, parenteral nutrition interpretation, and substrate metabolism team project
- FN 412: Separate assignments for counseling session, case study presentation, nutrition care process (NCP), diabetes mellitus, and coding and reimbursement
- FN 421: Electronic portfolio
- FCS 421: Résumé, senior data sheet
- FN 466: Externship project or other work
- Optional:* CS 432 Project

## Scholarship and Award Opportunities

In addition to federal and state financial aid opportunities described in the [C-N Undergraduate Catalog](#), students in the FCS department and specifically FND students have a variety of scholarship opportunities. FND students are encouraged to apply to any scholarships for which they are qualified. Some suggested scholarships and tentative deadlines include the following:

- **C-N FCS Departmental Scholarships and Awards** (deadline mid-January for FCS scholarships application), awarded annually to all classifications; awards do not require applications. Scholarship and award criteria are described in the *FCS Student Handbook* or by request.
- **Academy Foundation Awards** (<https://www.eatrightfoundation.org/apply-for-funding/scholarships> ) will usually have a deadline around February 1<sup>st</sup> or as late as mid-March. There are different awards and scholarships for undergraduates of junior standing, enrolled dietetic interns, and graduate students, but all require Academy membership and U.S. citizenship. Awarded amounts can range from \$500 to \$10,000. You can also call the Academy Foundation at 1 (800) 877-1600, ext. 4767 or [Foundation@eatright.org](mailto:Foundation@eatright.org) for more information.
- **Tennessee Academy of Nutrition and Dietetics (TAND) Scholarship** application and information can be located at <http://eatright-tn.org/Scholarships> . This scholarship requires Academy membership. Due dates can occur late fall and occasionally early spring.
- **Knoxville Academy of Nutrition and Dietetics (KAND) Scholarship** also requires memberships in the Academy and the Knoxville Chapter (KAND). You can find information on this scholarship by visiting the KAND website ([www.eatrightknox.org](http://www.eatrightknox.org)).

## Completion of DPD Program and Issuance of Verification Statement

Upon successful completion of all C-N and DPD requirements, students are awarded the Bachelor of Science degree in Foods and Nutrition with an emphasis in Dietetics. The degree requires 120 credit hours with 44 hours in general education, 7 hours in the FCS core (7 additional hours of FCS core courses are included within general education requirements), 34 hours of DPD specialization courses, 23 hours of natural science courses, 3 hours of social science, 3 hours of business, and 6 hours of free electives.

Upon confirmation of eligibility, the DPD director prepares six verification statements and mails them through the USPS to the DPD graduate. One is also scanned in color and emailed to the graduate as an electronic file. Verification statements are issued within one week of the University's deadline for posting of final grades.

## APPLYING FOR A DIETETIC INTERNSHIP AND MORE

Because graduate school and supervised practice programs are competitive, it is imperative that students be intentional about their studies, work experience, and campus extracurricular activities throughout their college experience. The application process can begin during junior year or beginning of senior year. Below are tips that may help students improve their chance of securing a placement:

### Decide If and Where You Will Apply for a Dietetic Internship:

- During fall semester of your senior year or earlier, begin your research by using the [Directory of Accredited DI Programs](http://www.eatrightpro.org/acend) which is available at the ACEND website <http://www.eatrightpro.org/acend>. The DPD director may also have a digital copy of information on accredited programs, but it is up to the student to request more updated information from the school or institution directly.
- Email programs directly to ask for application guidelines, requirements, and other information about the program. You may also want to schedule tours or attend any internship forums that are offered at conferences or other professional meetings. Never visit a program unannounced and remember to use professional etiquette in all communication with program staff and directors. Every November, the SAND organization will attend a dietetic internship forum that is hosted by East Tennessee State University or a virtual DI Forum hosted by NDEP (Nutrition and Dietetic Educators and Preceptors). Many internship programs will have representatives share information about their program and be available for a Q&A session at the end of the forum.
- You should select ACEND accredited programs only and then evaluate them for different criteria that are important to you:
  - Type of institution (location, size, research, affiliations, national reputation)
  - Areas of specialization that are offered above and beyond the general scope of competencies that all programs must offer. Some programs will have more intensive experiences in critical care, gerontology, pediatrics, diabetes, foodservice management, exercise science, and sports nutrition.
  - Graduate school is another important criterion to evaluate. You will have to apply for graduate school and be accepted; be aware that this will lengthen your internship requirement up to 2 years or more.
  - Length of internship can vary from 6 months to one year. Most will be 9-12 months because they must provide a minimum of 1000 supervised hours.
  - Types of rotations and program experiences are usually explained in the program literature or website. This information will help you confirm specialization areas the program has indicated.

## Dietetic Internship Centralized Application Process (DICAS):

**\*\*Please note that the DICAS process is changing for the 2024-25 academic year.\*\***

- You will begin the application process for most Dietetic Internships through this national application online program. Each program should explain the application process thoroughly on its website or provide application materials to you upon request. Use the Academy's checklist and review the [Applicant Guidelines](#) as published on the ACEND website (<http://www.eatrightpro.org/acend>) to help you complete the DICAS DI application successfully.
- DICAS system requires \$50.00 for the first application and \$25.00 for each additional application. You will need to set up an account at [DICAS](#).
- Most programs follow the February deadline (for April matching/start date in August), but some will have a September deadline (for November matching/start date the following spring). You must determine when the applications will be due and the computer matching application in which you will participate.
- Within the DICAS system, your DI application will consist of these components:
  - Academic record and GPA (cumulative and DPND specific courses). You will also need to provide separate GPA's for business, science, and FND specialization courses.
  - Letters of Reference from three persons. You will need to enter their names and titles, email address, and contact information so that DICAS can send them the online recommendation form, which they will complete for you. You can ask your advisor to see a blank recommendation form so that you can understand what applicant attributes DI programs are seeking.
  - Extracurricular Activities that emphasize your interest in the field, leadership, and academic success.
  - Work experience and volunteer service in the community, especially that which is pertinent to the field.
  - Letter of Intent/Personal Statement. This letter is crafted by you and must indicate your passion for the field, why you want to be a Registered Dietitian/Nutritionist, explain your strengths and areas that need improvement. After you have drafted your letter, you can request recommendations on structure, organization of your ideas, and general proofing from the C-N Writing Laboratory or any faculty member; however, the letter should remain in your voice and not be written by anyone but yourself. It is suggested that you craft this letter in Word so that you can upload it into the DICAS application. Use a simple, professional font and standard spacing and formatting so that it will be compatible with the DICAS system. You can write more than one letter if you want to tailor them for each internship. Just be sure you upload the correct letter to the correct program!



- Ranking of the DI programs in the order of preference. DICAS will submit your rankings through [D&D Digital Computer Matching](#) for a fee of \$65. You can reorder your rankings for a specified time frame, but you cannot add additional choices once the deadline has passed. Withdrawal of your application must be completed by the specified deadline.
  - Securing an internship will depend on both your ranking and the program's selection of their next internship class. It is often this ranking that can cause well-qualified students not to secure an internship. Programs will not know how the student has ranked each DI program. A student will not be matched to a program to which he/she did not apply. It is advised that you DO release your name in case of a non-match. You will then be given second round matching instructions, and programs will provide additional instructions for applicants.
- If you are matched. On Notification Day (usually early April), students can login to D&D Digital to determine if they have been matched with a DI program. The student will need to call the internship director by 5 pm on the date indicated to confirm acceptance.
- Additional application materials that will be required to be completed through DICAS or mailed to the program by a certain deadline:
  - **Declaration of Intent to Complete Form** (pending graduation) or **Verification Statement** (graduated students) from the Director of the DPD Program
  - *GRE score (if required by program)*
  - *Graduate School Application and Letters of Recommendation* from references
  - *Official transcripts* from Carson-Newman
  - Additional application program fees specific to program
- Some supervised practice programs do not participate in the DICAS computerized application database program and will require a DI application that consists of the same information but with paper submission of letters of recommendation and the applicant's supporting documentation. Please see your advisor and the DPD Director for assistance with this process. You will want to start this process earlier for these programs because everything needs to be submitted with sufficient lead time to meet the application deadline.
- Tips for successful completion of the DI program application include the following:
  - Excellent grammar, spelling, and punctuation
  - Well-organized letter of intent that demonstrates proper salutation and correct formatting
  - Excellent communication and business etiquette with the program directors (this includes email correspondence, telephone interviews, and personal tours)
  - A well-prepared résumé and digital portfolio that is "ready to send" to programs that may request these in addition to the other materials (this can be very important for the second round matching process if non-matched on first round)
  - Materials and preparation for possible phone interviews



- *If you are not matched.* Then move to plan B. You will begin searching for employment. Seek employment in the field or closely related to the field. Your advisors can help direct you to possible job opportunities in the field. Continue to refine your résumé and create two or more versions, so that you can apply to many types of positions. You may also want to think about graduate school. Consider taking the Registration Examination for Registered Dietetic Technicians, DTR (information about this credential follows) and also consider taking the Certification in Family and Consumer Sciences (CFCS). You can see the AAFCS Student Unit Faculty Advisor about this exam and when testing will be held on campus or help you find a testing site. You can always reapply for internships for the November match (deadline mid-September) or the following spring.

### **Eligibility to Become a Dietetic Technician, Registered (DTR)**

As of June 1, 2009, all graduates of a Didactic Program in Nutrition and Dietetics who possess a bachelor's degree are eligible to sit for the registration examination for Dietetic Technician, Registered (DTR). This credential can improve your potential to work in the field of nutrition and dietetics, and it will require continuing education to maintain. Successfully passing this examination can also demonstrate to dietetic internship programs that you are committed to work in this field, have the aptitude to succeed in the internship, and be able to successfully pass the RDN exam on your first attempt. It can also provide the credential to work in a clinical setting while pursuing graduate school and seeking a DI opportunity at a later date. Please visit the [Commission on Dietetic Registration](#) (CDR) website to find information about the application process to earn this credential. You will need to gather the following items:

- *Registration Eligibility Application for the Registration Examination for Dietetic Technicians: Didactic Program in Dietetics Graduates*
- DTRE Misuse Form
- Official transcript that shows degree conferred
- Photocopy of the Academy membership card if a member
- Non Carson-Newman email address for completion of a brief online survey

### **Certification in Family and Consumer Sciences (CFCS)**

As a graduating senior you will be eligible to sit for Certification in Family and Consumer Sciences (CFCS) generalist credential or the CFCS\_FN specialist credential. This requires an application fee and for you to schedule a time to take the exam. The AAFCS Student Unit Faculty Advisor will announce when this test will be administered during spring semester of your senior year. Please discuss with her about how to apply and study for this exam.

### **Graduate School**

Although Carson-Newman does not offer graduate study in nutrition, graduates of the DPND Program at Carson-Newman are well qualified to apply for graduate study at Carson-Newman in other majors or at other institutions. You can visit the Academy's website for a listing of

advanced degree programs in nutrition. However, many other fields can complement your undergraduate study in Foods, Nutrition, and Dietetics. These could be food science, psychology, business, biochemistry, biology, exercise science, and journalism.

By the year 2024, the Commission of Dietetic Registration (CDR) will make eligibility to sit for the Registration Examination for Dietitians include successful completion of an advanced degree (Master's degree or higher). This information will help you plan your academic goals accordingly. Continue to stay abreast of changes in this policy by visiting the appropriate Academy websites and discuss with your faculty advisors in the DPD program.

Graduate study will build upon your undergraduate knowledge base and develop your critical thinking skills, research skills, and the ability to write and present research. Each school and program will have defined entrance requirements and its own application process to complete. You can explore this academic path your senior year and consult with your faculty advisor or the DPD Director.

## APPENDIX

**Student Name:** \_\_\_\_\_

**Major:** Foods & Nutrition with Dietetics Emphasis

**Faculty Advisor:** \_\_\_\_\_

**Department:** Family & Consumer Sciences

Freshman Year - Fall Semester		
Course	Credit	Grade
LA 101SL Intro to Lib Arts	2	
BTS 101 Old Testament	3	
CHEM 103 Gen Chem I*	4	
ENG 101 Writing & Lit*	3	
FCS 121 Prof Orientation*	1	
FN 114 Food & Culture*	3	
<b>Total</b>	<b>16</b>	

Freshman Year - Spring Semester		
Course	Credit	Grade
BTS 102 New Testament	3	
CHEM 104 Gen Chem II*	4	
CS 135 Pers & Fam Mgt&	3	
ENG 201 Writing & Lit II*	3	
Fine Arts	3	
<b>Total</b>	<b>16</b>	

Sophomore Year - Fall Semester		
Course	Credit	Grade
BIOL 207 Hum Anat. & Phys I	4	
CHEM 301 Organic Chem I*	4	
CFS 206 Hum Dev Lifespan	3	
FN 214 Sci of Nutrition	3	
<b>Total</b>	<b>14</b>	

Sophomore Year - Spring Semester		
Course	Credit	Grade
BIOL 208 Hum Anat. & Phys II	4	
CHEM 310 Survey Biochem*	3	
FMD 141 Design, Culture, Env	3	
FN 310 Prin of Food Prep	4	
<b>Total</b>	<b>14</b>	

Junior Year - Fall Semester		
Course	Credit	Grade
COMM 135 or 230	3	
MATH 201 Statistic Concepts	3	
BIOL 305 Med Term i*	2	
FCSE 424 Methods of Teach	2	
FN 316 Exp. Food Science	4	
<b>Total</b>	<b>14</b>	

Junior Year - Spring Semester		
Course	Credit	Grade
ENG 301 Writing & Lit	3	
BIOL 306 Med Term ii*	2	
BIOL 316 Gen Microbiology	4	
FN 311 Nutr Ed & Comm	3	
FN 313 Quantity Food Sys*	4	
<b>Total</b>	<b>16</b>	

Senior Year - Fall Semester		
Course	Credit	Grade
HIST 133, 134, or 135	3	
Business elective	3	
FCS 421SL Senior Seminar	1	
FN 421 Senior Seminar in FND	1	
FN 411 Advanced Nutr*	3	
Elective	3	
<b>Total</b>	<b>14</b>	

Senior Year - Spring Semester		
Course	Credit	Grade
CS 432 Coop Mgt Housing	4	
FN 466 Field Exp FND*	3	
FN 412 Med Nutr Therapy*	3	
PSY 101 or 102*	3	
Elective	3	
<b>Total</b>	<b>16</b>	

**Notes:**

Total number of hours required for degree must equal or exceed 120.  
 Courses numbered 300 or 400 taken from a 4 year college must equal or exceed 36. Credits from a 4.0 college must equal or exceed 60. Minimum hours from C-N = 32 C-N GPA, Cum GPA and GPA required in major must equal or exceed 2.8 to be admitted to DPD upper division coursework and to graduate with verification statement.  
 \*All DPD courses require a C or better with a B or better in FN 114, 214, 310

2023-2024

**DEPARTMENT OF FAMILY & CONSUMER SCIENCES**

A MAJOR in Foods & Nutrition with Dietetics Emphasis

(a) General Education		+Family & Consumer Sciences Core		+Specialization		+Supporting Disciplines		+Unrestricted Electives	
<u>Hours</u>		<u>Hours</u>		<u>Hours</u>		<u>Hours</u>		<u>Hours</u>	
<b>Liberal Arts</b>		FCS 121 Prof Orient	1	FN 114 Food & Culture	3	<b>Natural Sciences</b>			
LIB ARTS 101	2	CS 135 Pers Fam Mgt	(b)	FN 310 Prin Food Prep & Mgt	4	BIOL 305, 306			
		FMD 141 Design,		FN 311 Nutr Ed & Comm	3	Term I, II	4		
<b>Biblical Traditions</b>		Culture, & Near Envir	3	FN 313 Quant Food Sys	4	BIOL 316 Gen Microbiol	4		
REL 101	3	CFS 206 Human Develop	(b)	FN 316 Exp Food Sci	4	CHEM 103 Gen Chem I	4		
REL 102	3	FN 214 Science of Nutr	3	FN 411 Adv Nutrition	3	CHEM 104 Gen Chem II	4		
	6	FCS 421SL Senior Seminar	(b)	FN 412 Med Nutr Therapy	3	CHEM 301 Org Chem I	4		
<b>Communications</b>				FN 421 Seminar in FND	1	CHEM 310 Biochem	3		
COMM 135 OR 230	3			FN 466 Field Exp FND	3		23		
ENG 101	3			CS 432 Cooperative Mgt & Hous	4				
	6			FCSE 424 Meth Teach	2	<b>Social Science</b>			
<b>Math and Science</b>						PSY 101 or 102	3		
BIOL 207, 208	8								
MATH 201	3								
	11								
<b>Personal/Social Responsibility</b>						<b>Business Elective</b>	3		
CFS 206	3					ACCT 201 Prin of ACCT or			
CS 135	3					FIN 201 Intro Fin Mgt or			
	6					MGT 301 Essentials Mgt			
<b>Enhance World Perspective</b>									
ENG 201	3								
ENG 301	3								
ENG 310, MUS 133,									
ART 210, TH 110 or									
Music Ensembles	3								
HIST 133, 134, or 135	3								
	12								
<b>Senior Capstone</b>									
FCS 421SL	1								
<b>Totals</b>	<b>44</b>		<b>7</b>		<b>34</b>		<b>29</b>		<b>6</b>

**Notes** a. Select from Liberal Arts Core Requirements unless specified; b. Liberal Arts Credit =120hrs.

### Four-Year Suggested Timeline for the DPD Student

	Freshman	Sophomore	Junior	Senior
<b>Academic &amp; Advising</b>	<p><b>Complete:</b> CHEM 103* &amp; 104* FN 114** FCS 121* REL 101 &amp; 102, LA 101 or 102</p> <p><b>Ideal to complete:</b> ENG 101* &amp; 102*</p>	<p><b>Complete:</b> BIOL 207* &amp; 208* CHEM 301* &amp; 310* CFS 206* CS 135* FN 214** FN 310**</p> <p><i>Will apply for admission to upper division DPD courses spring semester advising session (GPA of 2.8 needed to continue). Transfer students from other CN programs or schools will need to have transcripts evaluated by DPD Director for DPD equivalency of courses; other university courses will be evaluated by the CN Registrar's Office.</i></p>	<p><b>Complete:</b> BIOL 316* Business elective MATH 201</p> <p><i>Attend FCS Internship/Field Experience Department Meeting &amp; start search for FN 466 site. Complete paperwork by due date announced at meeting.</i></p> <p>FN upper division courses (FN 311SL, * FN 313, * FN 316, * FN 411, * FN 412*) will be completed based on rotation of courses being offered.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Take FCSE 424* fall semester before FN 311SL is taken</li> <li>- Retain all FN course projects or assignments for portfolio resubmission in FN 421.</li> </ul>	<p><b>Complete:</b> CS 432 FCS 421SL (fall) FN 421 (fall)</p>
<b>Professional Extra - curricular</b>	<ol style="list-style-type: none"> <li>1) Join SAND and participate in one activity per semester</li> <li>2) Attend AAFCS Student Unit majors meeting/ activities</li> </ol>	<ol style="list-style-type: none"> <li>2) Volunteer for a SAND board and/or AAFCS Student Unit position</li> <li>3) Continue to participate in these student organizations and others on campus</li> <li>3) Join Academy as student member at end of sophomore year.</li> </ol>	<ol style="list-style-type: none"> <li>1) Definitely need to serve on the SAND board and seek other leadership roles on campus. Consider running for President-Elect in order to be President your senior year.</li> <li>2) Join the Academy as a student member early fall semester if you haven't already.</li> </ol>	<ol style="list-style-type: none"> <li>1) Serve on the SAND board and in other leadership roles.</li> </ol>
<b>Scholarship And DI/Graduate School Preparation</b>	<ol style="list-style-type: none"> <li>1) Plan to present FN 114 Food &amp; Culture Project at RCP Day (April) &amp; save this project for your portfolio</li> <li>2) Apply for CN-FCS Scholarships and other scholarships- application usually due in November. Attend spring Honors Banquet.</li> </ol>	<ol style="list-style-type: none"> <li>1) Save FN 214 and FN 310 projects for portfolio</li> <li>2) Apply for CN-FCS Scholarships and other scholarships. Attend spring Honors Banquet.</li> </ol>	<ol style="list-style-type: none"> <li>1) Begin reviewing the ACEND Directory of accredited dietetic internship programs and attend any open houses or DI forums that you find.</li> <li>2) See the Office of Academic Success about the Graduate Record Examination (GRE) to take exam in summer.</li> <li>3) Apply for CN-FCS Scholarships and other scholarships. Attend spring Honors Banquet.</li> <li>4) Review Academy checklist for DI application with advisor.</li> </ol>	<ol style="list-style-type: none"> <li>1) Have GRE taken before Thanksgiving</li> <li>2) Begin DI application process</li> <li>3) Present at RCP Day (April).</li> <li>4) Attend/present at a professional conference at state or national level (AAFCS, TAFCS, AND, TAND)</li> <li>5) Apply for Academy scholarships and other for DI/graduate school.</li> <li>6) Review Academy checklist for DI application with advisor.</li> </ol>
<b>Summer and Work/Service Experience</b>	Secure volunteer or paid work in related field	Secure volunteer or paid work in related field. Discuss online or summer courses for summer term with advisor	<ol style="list-style-type: none"> <li>1) Enroll and complete FN 466</li> <li>2) Consider taking BIOL 305/306 over summer term</li> </ol>	Prepare for DI over summer or seek employment or graduate school.

## Food & Nutrition DPD Program Application

### Instructions:

1) Students that are in their sophomore year will complete the following application by the first day of classes of the fall semester junior year or sooner. Transfer students must also complete this application as soon as possible depending on when they transfer in to the major or to CN.

2) You can obtain some information from the Registrar's Office and/or your current advisor. Use the checklist to ensure that your application is complete. It is suggested to obtain all the information and documentation that you need prior to leaving campus for the summer after your sophomore year. Attach all of the following documents together in the following order:

- \_\_\_ Letter of application indicating your professional goals and aspirations and why you want to become a FND/DPND major and continue to pursue the route to become a RDN. The letter can also state your plans, perhaps already discussed with your advisor, to remedy prerequisites, low course grades in required DPD coursework. Please summarize volunteer, paid work, and scholarship or other academic achievements that you have had while at CN or at another school.
- \_\_\_ Completed following application form with ACT score (advisor may have this or find information from the CN Registrar) and your advisor's signature.
- \_\_\_ Transcripts from all schools attended after high school and an unofficial current CN transcript (you may request copies from Registrar or your advisor).
- \_\_\_ ACT Score

3) Submit this application in person or mail, or email containing one document (please scan all documents together into one and save as a .pdf file format) by the first day of classes, fall semester of your junior year. You should mail the application to the DPD Director, Family and Consumer Sciences, CN Box 71881, Carson-Newman University, Jefferson City, TN 37660 or email the scanned document.

## Food & Nutrition DPD Program Application

Name \_\_\_\_\_  

Last
First
MI
Maiden Name

Current mailing address \_\_\_\_\_  

Street
City
State
Zip
Local Telephone

Permanent Address \_\_\_\_\_  

Street
City
State
Zip
Permanent Phone

Student ID number \_\_\_\_\_ Current email address \_\_\_\_\_

Academy Membership Number if member or indicate when you plan to join \_\_\_\_\_ (you are encouraged to join your junior year because you can use the website for class assignments in FN 311SL, FN 411, and FN 412).

Current Memberships in Campus/Student Organizations and Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List or describe current work or volunteer service activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Colleges or Universities Attended*	Dates attended	Reason for Leaving Or Degree Received
---------------------------------------	-------------------	--

_____	_____	_____
_____	_____	_____

- If you are transferring from another school or program, make sure your advisor has copies of transcripts or have them sent to the Registrar to complete your files.

ACT Score \_\_\_\_\_

I certify that I have met the grade requirements of a minimum of a *C* in all DPND courses taken to this point and a *B* in FN 114, FN 214, and FN 310. My cumulative Grade Point Average is at or above 2.80 at the time of this application. If you have not met these grade requirements, then you must address how you plan to remedy these requirements in your cover letter. (Sign and attach your letter of application).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Degree Plan and Application for Graduation**

Please see advisor as these documents are now completed on MyCN.

Carson-Newman University  
Department of Family and Consumer Sciences  
Didactic Program in Dietetics (DPD)  
DPD Student Complaint and Grievance Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Summary of Complaint:

Submit to DPD Director  
Blye-Poteat Hall  
CN Box 71881

Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Date received (office use only): \_\_\_\_\_

### Task List for DI Application Process for Spring Matching

Review this with your advisor and/or DPND Director to establish beginning and deadline dates. For those applying after graduation, adjust dates accordingly. Do not ignore any of these steps or deadlines.

To Do Steps:	Begin Date	Suggested Deadline	Check when completed
1. Obtain application materials from at least FOUR Dietetic Internship programs, 10 months prior to desired appointment date.			
2. Obtain information to take the Graduate Record Examination (GRE) and complete the application to take the GRE the summer between junior and senior year.			
3. Request the <i>Declaration of Intent to Complete</i> form from the DPND Program Director to complete in DICAS if you are applying to DI before graduation. If you are applying after you have graduated you will have a <i>Verification Statement</i> (plus 5 copies) given to you. These are standardized forms that must be submitted with the application materials.			
4. Request references from three individuals (advisor/faculty/supervisor) and once accepted, obtain their contact information necessary for the DICAS application. Be sure to provide a copy of your résumé and a senior data sheet if available to your references. Inform them in writing of deadlines for references to DICAS and to any graduate schools.			
5. Request official transcripts from C-N Registrar (and other schools) to be sent to DICAS or to you for submission with application materials (send after fall senior year grades are posted).			
6. Begin Personal Statement mid-September and have this completed by end of fall semester, senior year for spring match.			
7. Application completed with DICAS (and other programs) by end of January, senior year). <ul style="list-style-type: none"> <li>• Pay application fee(s) with DICAS</li> <li>• Check that transcripts have been received by DICAS</li> <li>• Check on status of references; send reminders if needed.</li> <li>• Upload Personal Statement</li> <li>• Complete entire application</li> <li>• Discuss and confirm ranking of DI programs for the D&amp;D Digital matching.</li> </ul>			
8. Follow-up on applications to graduate schools; make sure all deadlines have been met.			

## References

1. Position of the Academy of Nutrition and Dietetics: The role of nutrition in health promotion and chronic disease prevention. *J Acad Nutr Diet*. 2013; 113: 972-979.
2. Whitney, E and Rolfes, S. *Understanding Nutrition*. Stamford, CT: Cengage Learning, 2019.
3. Academy of Nutrition and Dietetics. <http://www.eatright.org>. Accessed September 12, 2015.
4. Academy of Nutrition and Dietetics. Ethics opinion: Registered dietitian nutritionists and nutrition and dietetics technicians, registered, are ethically obligated to maintain personal competence in practice. *J Acad Nutr Diet*. 2015; 115 (5): 811-814.
5. Academy of Nutrition and Dietetics. *Compensation and Benefits Survey of the Dietetics Profession 2019*. Chicago, IL: Academy of Nutrition and Dietetics, 2019.
6. Osborn, K. 2015. The 25 most promising jobs for millennials. Accessed at <http://time.com/money/4013359/best-jobs-mellennials/> on 9 September, 2015.
7. U.S. News and World Report 100 Best Jobs. Accessed at [Dietitian and Nutritionist - Career Rankings, Salary, Reviews and Advice | US News Best Jobs](#) on 12 April 2021.