



**Student Handbook**

**For the**

**Didactic Program in Dietetics**

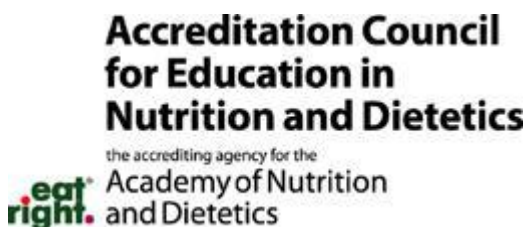
**2020-2022**

**Academic Years**

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The University of Maryland Eastern Shore's Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics



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Chicago, IL 60606-6995,  
800/877- 1600 ext. 5400  
Email: ACEND@eatright.org  
<https://www.eatrightpro.org/acend>

### Welcome Dietetics Students – 2021 – 2022 Academic Year

Welcome to the University of Maryland Eastern Shore (UMES). The Dietetics Program at UMES is a concentration within the Department of Human Ecology and is designed to prepare students for careers in nutrition and dietetics. This is an exciting time to be involved in the study of food and nutrition because so much attention is being focused on the relationship between diet and health. It is my hope you will find dietetics an exciting and rewarding career choice.

The UMES undergraduate program in dietetics (DPD) underwent a program review November 16 & 17, 2015 by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) to reaffirm continuation of our program accreditation. The DPD program is currently accredited for a maximum of 25 third- and fourth-year students. During the ACEND July 25-27, 2018, meeting, the ACEND Board continued the accreditation status for a full seven years ending December 31, 2021. However, because of the COVID pandemic, the ACEND board has extended the accreditation term to December 2022. Therefore, the next scheduled review by the ACEND board will be in 2022 with a virtual site visit scheduled for fall 2021.

ACEND has determined that the program, while fully accredited, needed to enhance efforts to improve student pass rate on the dietetic registration exam. Efforts to improve program and student performance include policies to enhance student academic achievement and leadership skills. One important policy is that students will only be issued a Verification Statement upon graduation if they have achieved a grade point average (GPA) of 2.75 or higher. Students obtaining a program Verification Statement will be eligible to take the Dietetic Technician Registration exam (NDTR) or apply to a dietetic internship.

Beginning spring semester 2017, the UMES DPD program adopted the 2017 ACEND Accreditation Standards and Core Knowledge Requirements which are listed on pages 10 & 11 of this handbook.

Please contact me if you have any questions. It is the responsibility of all dietetic students to carefully read this handbook. The UMES website for the program can be located at: <https://www.umes.edu/HE/Content/Dietetics/>

*Malinda D Cecil*

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**-Important Notice-**

*\*\*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). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. 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). Graduates who successfully complete the ACEND-accredited DPD program are eligible to apply to an ACEND-accredited supervised practice program and upon completion may apply to take the CDR credentialing exam to become an RDN.*

*In most states, graduates also must obtain licensure or certification to practice.*

*For more information about state licensure requirements click here, <https://www.cdrnet.org/state-licensure>*

*For more information about educational pathways to become a RDN click here, <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>*

## Introduction to the UMES Dietetics Program - What is the study of dietetics?

*“Dietetics is the science and art of applying the principles of food and nutrition to health. Dietetics is the science of how food and nutrition affect human health. The field of dietetics has a strong emphasis on public health and a commitment to educating all Americans about the importance of making proper dietary choices.”*

<https://explorehealthcareers.org/field/nutrition-dietetics/>

***“It's a vital, growing profession with many career possibilities.” Academy of Nutrition and Dietetics***

## Career Opportunities

Students who pass the Dietetic Registration Exam and become a Registered Dietitian Nutritionist may apply for state licensure where applicable to be able to work in specific areas of practice. Registered Dietitians Nutritionists are employed by public health services, hospitals and medical centers, food and nutrition services, communications, information technology, food retail, industry/corporate entities, private practice, non-profit advocacy, and policy organizations, and local, state, national, and international agencies for research and education. Since food and nutrition is interwoven in all aspects of society, one is only limited by his or her Imagination as to where to apply nutrition and dietetic skills.

## The U.S. Bureau of Labor Statistics

“Employment of dietitians and nutritionists is projected to **grow 8 percent from 2019 to 2029**, much faster than the average for all occupations. The role of food in preventing and treating diseases, such as diabetes, is now well known. More dietitians and nutritionists will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health.” <https://www.bls.gov/>

## Human Ecology Degree – Dietetics Credentialing

The Department of Human Ecology is fully accredited through the American Association of Family and Consumer Sciences (AAFCS). **It offers a degree in Human Ecology with a concentration in dietetics and a minor in chemistry.** A Baccalaureate degree is conferred upon completion of a minimum of 120-123 hours of course work-depending on the year in which a student enrolled (see dietetics program of study).

The path to becoming a Registered Dietitian Nutritionist (RDN) requires successful completion of the dietetics concentration within the Department of Human Ecology housed in the School of Agriculture and Natural Sciences at the University of Maryland Eastern Shore (UMES). The dietetics curriculum is based on the accreditation standards established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure students are prepared with the necessary entry level knowledge and skills for the dietetics profession. Completion of the dietetics curriculum provides students with a Verification Statement that confers “eligibility” to pursue both an ACEND accredited dietetic internship (supervised practice) and the Nutrition and Dietetics Technician Registration (NDTR) credentialing exam offered through the Commission on Dietetic Registration (CDR). Upon successful completion of a post-baccalaureate ACEND accredited dietetic internship prior to January 1, 2024, students are eligible to take the national credentialing exam to become a Registered Dietitian Nutritionist (RDN) if requirements are submitted into CDR’s Processing System (REPS) before **12:00 midnight CT, December 31, 2023**. Beginning January 1, 2024, individuals will be required to complete both an ACEND accredited supervised practice, as well as obtain a master’s degree to be eligible to take the CDR credentialing exam to become a Registered Dietitian Nutritionist (RDN). Currently, there are no restrictions as to the type of master’s degree a student completes.

## **PROGRAM PHILOSOPHY AND ADHERENCE TO THE ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS**

The philosophical tenets and programmatic focus for all concentrations within the Dept. of Human Ecology is to support the mission of the 1890-land grant university. This mission is carried out through teaching, inquiry, and community service. Students are challenged to make contributions that will enhance the quality of life for individuals and families in diverse societies. Additionally, students develop skills that empower individuals to cope with change, explore new technologies, and manage resources wisely. Learning is viewed as a life-long activity.

Consistent with this overall departmental philosophy of excellence is the idea that dietetics education is designed to prepare students to become experts in the interrelationship between food-nutrition and health. Dietitians translate food and nutrition research into information the consumer can use to enhance health and prevent diet related disease. The dietetics concentration promotes an active learning environment that combines foundational knowledge about food and nutrition with experiential learning opportunities. Students practice skills in both the classroom and practicum settings, along with additional undergraduate research opportunities. Faculty members and students are encouraged to seek new learning opportunities outside the classroom and share this information in both formal and informal settings. The departmental faculty members strive to provide educational experiences that promote the development of self-confidence, leadership skills, and professionalism. The ethical practice of dietetics is promoted through coursework and the opportunities to work with competent, credentialed practitioners in the field during practicum experiences.

Students enrolled in the Dietetics Concentration are expected to abide by the Academy of Nutrition and Dietetics Code of Ethics which can be found on the Academy's website: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

## **UNIVERSITY NONDISCRIMINATION POLICY AND DIVERSITY AND INCLUSION STATEMENT**

Federal law prohibits the University of Maryland Eastern Shore from discriminating on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the application of Federal laws and non-discrimination policies to university programs and activities may be referred to:

Office of Institutional Equity and Compliance  
Early Childhood Research Center, Suite 1129  
Princess Anne, MD 21853  
410-651-7848

OR  
Philadelphia Office  
Office of Civil Rights  
U.S. Department of Education  
The Wanamaker Building

100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

The University of Maryland Eastern Shore promotes Diversity, the inclusion of all groups that constitute our campus community and an awareness of the intersectionality that ensues. The University encourages conversations and activities that promote Diversity awareness, encourages intercultural communication, and strives to recruit and retain a culturally diverse student body, faculty, and staff.

## UNIVERSITY DISABILITY STATEMENT

The instructor must receive a letter from the Student Disability Services before any accommodations can be granted. Students capable of success, regardless of their disabilities, are admitted to the university. UMES faculty and staff work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services. At the time of registering for disability services, the student must bring documentation to support their claimed disability. The documentation must be within three years and provided by a licensed professional with expertise in the special disability area. If you have questions about disability services or accommodations, please contact Jason Casares at (410) 651-7848 or [jacasares@umes.edu](mailto:jacasares@umes.edu). The Student Accessibility Services office is located in the Early Childhood Research Center, Room 1129.

## DPD PROGRAM MISSION, GOALS AND OBJECTIVES

**Mission:** *To provide an engaging learning environment that fosters a desire for improving the quality of life for diverse communities and prepares students for supervised practice, leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist (RDN).*

<https://www.umes.edu/HE/Content/Dietetics/>

**Goal 1:** The DPD program will prepare graduates with the knowledge and skills for successful entry and completion of supervised practice.

- **Objective 1.1:** At least 80% of program students complete the program/degree requirements within 3 years (150% of the program length)
- **Objective 1.2:** 50% of DPD graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- **Objective 1.3:** 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- **Objective 1.4:** 50% of graduates who respond to the senior exit survey will report that they are satisfied with the DPD program on average 3.0 or higher (5.0 scale; 5-strongly agree to 1-strongly disagree).
- **Objective 1.5:** 50% of graduates who respond to a survey will rate that their coursework prepared them for supervised practice on average 3.0 or higher (5.0 scale; 5-strongly agree to 1-strongly disagree).
- **Objective 1.6:** 50% of supervised practice directors who respond to a survey will rate program graduate's knowledge and preparation for supervised practice on average 3.0 or higher (5.0 scale; 5-strongly agree to 1-strongly disagree).

**Goal 2:** The DPD program will prepare graduates to become competent entry-level Registered Dietitian Nutritionists.

- **Objective 2.1:** The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for Dietitian Nutritionists is at least 80%.
- **Objective 2.2:** 50% of program graduates will be employed in dietetics, foods and nutrition, or a related area within 12 months of completing supervised practice

## DPD OUTCOMES DATA

Program outcomes data are available upon request. Contact the DPD Director, Dr. Malinda Cecil at [mdcecil@umes.edu](mailto:mdcecil@umes.edu).

**BECOMING A REGISTERED DIETITIAN NUTRITIONIST - ACEND 2017 CORE KNOWLEDGE REQUIREMENTS  
UPDATED EVERY 5-YEARS**

**The UMES DPD will be transitioning to the ACEND 2022 Accreditation Standards June 1, 2022**

**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 Use 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 professional dietitian nutritionist 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 Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

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 in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

**Domain 3. Clinical and Customer 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 to make decisions, identify nutrition-related problems and determine and evaluate nutrition 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 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics



## **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 and interpret financial data.

KRDN 4.3 Describe 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 Describe safety principles related to food, personnel, and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

### **Description of Learning Activities**

**5.3** 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 these learning activities with the associated 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, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
- c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives

## **ADMISSION TO THE UNIVERSITY AND THE DIDACTIC PROGRAM IN DIETETICS (DPD)**

Program admission requirements are the same as those for the University. **The dietetics concentration in the Dept. of Human Ecology does not have a Distance Education component.**

**Undergraduate Students:** <https://www.umes.edu/Admissions/Pages/Freshman/>

**Transfer Students:** <https://www.umes.edu/Admissions/Pages/Transfer-Students/>

**International Students:** <https://www.umes.edu/Admissions/Pages/International-Students/>

**\*It is important to note, international students are not eligible for financial aid**

**Admission Forms:** <https://www.umes.edu/Admissions/Pages/Forms/>

**Enrollment Management and Student Experience:** <https://www.umes.edu/Student/>

**Student Services:** <https://www.umes.edu/Registrar/Pages/Student-Services/>

**Financial Aid:** <https://www.umes.edu/FinancialAid/>

**Richard A. Henson Honors Program:** <https://www.umes.edu/Honors/>

“The primary mission of the Honors Program at the University of Maryland Eastern Shore is to offer high-achieving and motivated undergraduates the opportunity to participate in student-centered learning experiences that promote intellectual growth, cultural appreciation, professional focus, leadership development, and civic participation.”

## TRANSFER STUDENTS FROM OTHER DEPARTMENTS

Students desiring to transfer into the Department of Human Ecology from another program on campus or outside the University must have a 2.5 GPA (C+). Completion of the "Request for Change of Major" must be signed by the transferring Department Chair prior to approval by the Department for which transfer is being sought. The Department of Human Ecology Programs require that all students maintain a "C" in each course of their Program Core and Program Electives and a "C" average in General Education and Supportive Course Requirements.

## ASSESSMENT OF PRIOR LEARNING

Students may apply for Credit by Examination under specific conditions outlined in the document link below. Otherwise, there is no other policy for assessment of prior learning. Information about applying for Credit by Exam can be found on the UMES Registrar’s website:

<https://www.umes.edu/uploadedFiles/DEPARTMENTS/Registrar/Content/Credit%20by%20Exam%20Policy.pdf>

## TRANSCRIPT EVALUATION

Students who have attained a Baccalaureate degree or master's degree and wish to pursue a career in dietetics may contact the dietetic Program Director, Malinda D. Cecil, PhD, RDN, LDN at [mdcecil@umes.edu](mailto:mdcecil@umes.edu) to inquire about transcript evaluations to assess educational requirements. A cumulative GPA of 2.75 is required to enter the dietetics program to ensure the minimum GPA for a Verification Statement has been met.

## UMES TUITION, FEES AND FINANCIAL AID

Tuition and Fees (including refund information): <https://www.umes.edu/Comptroller/Pages/Tuition-and-Fees/>

Financial Aid: <https://www.umes.edu/FinancialAid/>

Scholarship Opportunities: Human Ecology Department Scholarships and USDA Land Grant Scholarships

<https://www.umes.edu/HE/Land-Grant-Scholarship-Program/>

### Additional Costs may include:

- Laboratory Fees ..... \$25.00 - \$50.00
- Academy of Nutrition and Dietetics Student membership ..... \$58.00
- Background checks for Practicum may cost between ..... \$40 and \$100
- Dietetic Centralized Application Service (DICAS) ... \$50 for 1<sup>st</sup> DI application and \$25 for each additional application
- D & D Digital Matching fee ..... \$55 registration fee to participate in the DI matching process
- Individual Dietetic Internship application fee – separate from DICAS .... \$50 -\$100

## UMES ACADEMIC CALENDAR

- <https://www.umes.edu/Academic/Pages/UMES-Academic-Calendars/>

## ENROLLMENT IN THE DPD

Students admitted to UMES must select a major and those enrolled in the Department of Human Ecology must also designate a concentration. **Students complete the Declaration of Major form with a designated concentration in Dietetics as a freshman or transfer student and will then be assigned an advisor. DPD students are required to**

**become student members of the Academy of Nutrition and Dietetics by their junior year** as part of their professional development and ability to access the Evidenced Analysis Library and position papers. The current student membership fee is \$58 <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

**Students who designate dietetics as their concentration are required to follow the recommended course sequence for the DPD program. The concentration in dietetics also confers a minor in chemistry.**

### **COURSE DESCRIPTIONS FOR THE DIDACTIC PROGRAM IN DIETETICS (DPD)**

The UMES Didactic Program in Dietetics seeks to provide graduates with the knowledge and skills required to succeed in a post-baccalaureate supervised practice program and graduate work. The program of study provides comprehensive nutrition and dietetic coursework, as well as a strong emphasis on biology and chemistry-related courses that provide a strong foundation for understanding food composition, advanced human nutrition, and medical nutrition therapy concepts. The program must fit into the larger context of the requirements necessary to complete a Bachelor of Science degree at UMES.

**Required Major Courses within the Dept. of Human Ecology for the Dietetic Concentration include:**

#### **Foundational Courses:**

NUDT 210 NUDT 211 NUDT 212

#### **Years 3 and 4:**

NUDT 300 NUDT 305 NUDT 310

NUDT 401 NUDT 402 NUDT 310 NUDT 391 NUDT 392 NUDT 471

NUDT 472 NUDT 473 NUDT 475 HUEC 370 HUEC 463 HUEC 474 and HUEC 495 – Senior Seminar

#### **Dept. of Hotel and Tourism Management course:**

FMGT 101- Foodservice Sanitation Course

#### **Department of Natural Sciences courses:**

BIOL 118/120 BIOL 231/233 BIOL 232/234 BIOL 301/303

CHEM 111/113 CHEM 112/114 CHEM 211/213 CHEM 212/214 and CHEM 341/343

**DEPARTMENT OF HUMAN ECOLOGY  
DIETETICS CURRICULUM**

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

Student Number: \_\_\_\_\_

(Recommended Course Sequence - 2020-2022)

FRESHMAN YEAR																
First Semester						Second Semester										
Course	Course Title / Area	Credits	Sem	Grade	Cr. Earned	Course	Course Title / Area	Credits	Sem	Grade	Cr. Earned					
CHEM 111	Principles of Chemistry I	3				BIOL 118	Intro to Bio: Allied Health	3								
CHEM 113	Principles of Chemistry I Lab	1				BIOL 120	Intro to Bio: Allied Health Lab	1								
ENGL 101	Basic Composition I	3				CHEM 112	Principles of Chemistry II	3								
HUEC 100	First Year Experience Seminar	1				CHEM 114	Principles of Chemistry II Lab	1								
PSYC 100	Introduction to Psychology	3					English Proficiency Exam ( <b>Requirement discontinued as of Spring 2021</b> )	0								
MATH 109	College Algebra or Higher	3				ENGL 102	Basic Composition II	3								
						EXSC 111	Personalized Health & Fitness	3								
						NUDT 210	Elements of Nutrition	3								
<b>Total:</b>						14					0					
						<b>Total:</b>					17					0
SOPHOMORE YEAR																
First Semester						Second Semester										
Course	Course Title / Area	Credits	Sem	Grade	Cr. Earned	Course	Course Title / Area	Credits	Sem	Grade	Cr. Earned					
BIOL 231	Human Anatomy & Physiology I	3				BIOL 232	Human Anatomy & Physiology II	3								
BIOL 233	Human Anatomy & Physiology I Lab	1				BIOL 234	Human Anatomy & Physiology II Lab	1								
CHEM 211	Fundamentals of Organic Chemistry I	3				CHEM 212	Fundamentals of Organic Chemistry II	3								
CHEM 213	Fundamentals of Organic Chemistry I Lab	1				CHEM 214	Fundamentals of Organic Chemistry II Lab	1								
ENGL 203	Fundamentals of Contemp Speech	3				NUDT 212	Scientific Principles of Food II	3								
	AREA I	3					AREA I	3								
NUDT 211	Scientific Principles of Food I	3				SOCI 101	Introduction to Sociology	3								
<b>Total:</b>						17					0					
						<b>Total:</b>					17				0	
JUNIOR YEAR																
First Semester						Second Semester										
Course	Course Title	Credits	Sem	Grade	Cr. Earned	Course	Course Title / Area	Credits	Sem	Grade	Cr. Earned					
CHEM 341	Biochemistry	3				ENGL 305	Technical Writing	3								
CHEM 343	Biochemistry Lab	1				MATH 210	Elementary Statistics	3								
FMGT 101	Applied Food Service Sanitation	2				NUDT 310	Nutrition Ed & Counseling	3								
HUEC 370	Professional Development	2				NUDT 392	Adv. Human Nutrition Sciences II	3								
NUDT 300	Essentials of Nutrition Practice	1				BIOL 301	Microbiology ***	3								
NUDT 305	Nutrition in the Life Cycle	3				BIOL 303	Microbiology Lab ***	1								
NUDT 391	Adv. Human Nutrition Sciences I	3														
<b>Total:</b>						15					0					
						<b>Total:</b>					16				0	
SENIOR YEAR																
First Semester						Second Semester										
Course	Course Title	Credits	Sem	Grade	Cr. Earned	Course	Course Title	Credits	Sem	Grade	Cr. Earned					
	Elective	2				HUEC 463	Food, Clothing & Culture	3								
HUEC 474	Research Methodology	2				HUEC 495	Senior Seminar in Human Ecology	1								
NUDT 401	Medical Nutrition Therapy I	3				NUDT 402	Medical Nutrition Therapy II	3								
NUDT 471	Foodservice Systems Management	3				NUDT 473	Community Nutrition	3								
NUDT 472	Foodservice Systems Management Lab	2				NUDT 475	Senior Practicum	3								
<b>Total:</b>						12					0					
						<b>Total:</b>					13				0	

Req. Credits	TOTAL CREDITS	Earned Credits
121		0

- Area I = Arts & Humanities
- Area II = Social & Behavioral Sciences
- Area III = Sciences
- Area IV = Mathematics
- Area V = English Composition
- Area VI = Emerging Issues

\*\* The list of approved courses will vary by semester. SEE YOUR ADVISOR.  
 \*\*\* AMIC 324 - Agricultural Microbiology may be substituted for BIOL 301+303  
 Students need 12 alternative credits: Online, summer, winter, internships, independent studies.

**NOTE: Students choosing to do a minor should consult with the relevant minor department & their advisor.**

Advisor: \_\_\_\_\_

Student: \_\_\_\_\_

12 Date: \_\_\_\_\_

## STUDENT ADVISING PROCEDURES

Beginning in the students' freshman year or the semester in which they transfer, students will be formerly advised at least once each semester and given a copy of the DPD course sequence. This document will be used to inform the student of their academic requirements and will be a roadmap for their progression through the Dietetics concentration. Students also will have the opportunity to contact their advisor at any time during their tenure at UMES to schedule a meeting. Students may also be assigned an auxiliary advisor their freshmen year through the Center for Access and Academic Success (CAAS) <https://www.umes.edu/CAAS/>. **Students also have rights to access their records under the STUDENT NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).**

### Formal Assessment of Student Learning

Methods of assessment of student learning are clearly mentioned in each course syllabus and reviewed by DPD faculty at the start of each semester. Grading methods, number of points possible and methods of assessment are all part of the course syllabus. Students in NUDT 472 – Foodservice Systems Management Lab and NUDT 475 – Senior Practicum may have additional assessments by preceptors during their field placement experiences.

Periodic informal evaluation conferences may be held with faculty, Department Chairperson and Program Director. The purpose of the conferences is to guide you and assist you in developing as a healthcare provider. The Program Director will evaluate your progress toward meeting the goals of the program at the end of each semester and the beginning of a new semester. All evaluations will protect the student's right to privacy.

### Student Attendance Policy

DPD students shall abide by the UMES class attendance policy: ***The University expects all students to take full individual responsibility for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly because consistent attendance offers the most effective opportunity for students to gain command of the concepts and materials of their courses of study.***

### Online Testing Policy

Students are required to use Respondus Lockdown Browser and Monitor during on-line testing or have a proctored on-line test. <https://www.umes.edu/CITOL/Content/Instructional-Software/>

## PROGRAM RETENTION AND REMEDIATION PROCEDURES

Students are encouraged to become involved in the Human Ecology Club, induction into Kappa Omicron Nu, and Department service-learning projects. Each student is also required to become a student member of the Academy of Nutrition and Dietetics and participate in local, state, and national meetings when possible to integrate them into both the department and the profession of dietetics.

Since the DPD Program is part of the Department of Human Ecology, we follow the same Departmental goals for academic success. One of the Department goals is to enhance and promote high academic standards and performance. The strategies that are used to accomplish this goal are:

- Establish recitation sessions for courses with low performance.
- Enhance participation in the early alert system to identify struggling students.
- Analyze the GPA at different levels
- Identify failing students at mid-term (D+F) to create a plan to improve grades 1.2.4 Review department curriculum every two years
- Reducing the number of students repeating core courses.
- Eighty percent of our Human Ecology students will pass all departmental courses with a "C" or better.
- Identify current pass rates of introductory/foundation courses
- Assess student academic progress at week 4 from the beginning of the semester.

Student academic records are reviewed after each semester and students who do not maintain the required GPA of 2.75 for a Verification Statement are counseled and referred to academic support through CAAS and their academic coach. In most situations, the DPD advisor will develop a personal academic improvement plan and contract with the

student on specific activities designed to improve his or her academic standing. A series of advising meetings will be schedule with the student to review progress on the plan. Students who do not earn a minimum of 70% on a KRDN objective will be given another opportunity to meet that learning objective during their senior practicum and reviewed by the DPD director. It is a department requirement that students must repeat courses in which they have received a "D" or lower. The University has additional resources for tutoring through the Center for Access and Academic Success (CAAS), an Early Alert Academic Referral Form, and *Starfish* system. If a student continues to have difficulty maintaining the minimum GPA of 2.75 for a Verification Statement, the student may be advised to consider transferring into other concentrations within the Department of Human Ecology such as Family and Consumer Sciences or Child Development.

While every effort is made to support student retention, there are academic probation and dismissal policies which can be found at: <https://www.umes.edu/Registrar/Pages/Student-Services/UMES-Policy-on-Academic-Probation-and-Dismissal/>

## Application for Graduation

<https://www.umes.edu/Registrar/Pages/Student-Services/Application-for-Degree/#:~:text=Students%20who%20expect%20to%20graduate,of%20the%20application%20for%20degree>

## POLICY FOR ISSUANCE OF A VERIFICATION STATEMENT

A student must be in good standing with the University and have completed the DDP course sequence with at cumulative GPA of 2.75 or higher at the time of graduation.

**It is important to note that successful completion of the Didactic Program in Dietetics and receipt of a Verification Statement does not guarantee acceptance into a dietetic internship.** Students who successfully complete the knowledge requirements, as outlined by ACEND, but DO NOT enter and complete a dietetic internship are qualified to sit for the Registration Examination to become a **Nutrition and Dietetic Technician, Registered (NDTR)**.

## STUDENT GRIEVANCE PROCEDURES

Students with grievances, complaints, concerns, or problems are encouraged to speak with the Program Director. If the problem cannot be resolved at this level, the student should put the grievance in writing and make an appointment with the Department Chair to discuss the problem. To reach the Department Chair, please dial 410-651-6055. When possible, student concerns are handled at the Department level. However, the student may pursue progressive recourse through the Office of the Dean (School of Agricultural and Natural Sciences), Office of the Provost and Vice President for Academic Affairs or the Office of the President. All decisions are made in accordance with the policies and procedures outlined by the Board of Regents and the laws of the State of Maryland. Some discretionary powers may rest with the president's office, as prescribed by policies of the Board of Regents of the University System of Maryland.

The student can also contact ACEND for matters associated with accreditation grievances (phone: 800/877-1600, ext. 5400). For more information on filing complaint with ACEND, please visit the following website: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

\*The DPD program is responsible for keeping a confidential chronological record of all student complaints and resolutions related to ACEND accreditation standards for a period of seven years.

## STUDENT PRIVACY AND NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

**Students have access to their records and the University abides by FERPA.**

[https://www.umes.edu/uploadedFiles/\\_DEPARTMENTS/Registrar/Content/Student%20Notification%20of%20Rights%20under%20FERPA.pdf](https://www.umes.edu/uploadedFiles/_DEPARTMENTS/Registrar/Content/Student%20Notification%20of%20Rights%20under%20FERPA.pdf)

## SENIOR PRACTICUM EXPERIENCE AND PROFESSIONAL DRESS AND BEHAVIOR

Dietetic students are required to take NUDT 475 Senior practicum. This is considered the Senior Capstone Experience in the DPD. It is designed to give students an opportunity to experience a variety of practice areas in the field of dietetics. Students are not substitute labor for absent employees, nor are they paid for the any activities performed during their practicum experience. However, students are required to keep track of practice hours and have them signed off by the supervising professional.

**Students are not required to find their own experiential learning for the senior practicum. This is the responsibility of the instructor for the practicum. Students also do not receive any monetary compensation for their activities during the senior practicum and are not replacements for a facility's employees.**

All students are expected to dress professionally and abide by facility standards during the practicum, no jeans or revealing tight fitting tops, comfortable shoes with non-slip sole. Lab coats and hair nets may be required in a faculty. Students are encouraged to always act professionally. Students whose conduct does not comport to the expected behavior risk being dismissed from the field experience. Students have the right to appeal these dismissals. Students are asked to report disputes or concerns about issues or treatment during a filed experience to the Program Director who will assist in resolving disputes or address concerns. Completion of a Health Record may be required – See Appendix A.

### HIPPA Requirements

During your various rotations it is imperative that you keep all information confidential. This information includes but is not limited to medical information about patients, patients which are in various facilities, billing information, costs from vendors, free and reduced lunch students, students attending various schools, contact information for clients, and computer access codes and passwords at rotations. When preparing your practicum assignments please remember to remove the patient's name and/or number for submission in your portfolio. Your portfolio is a public document. You may be required to attend an employee training session and asked to sign an agreement at assigned rotations concerning your HIPPA compliance.

### Drug Screens and Criminal Background Checks

Increasingly more healthcare facilities and institutions are requiring drug testing and criminal background checks. Currently, only one facility in the DPD program has a requirement for drug screening and a criminal background check. Students are not routinely charged for these services. However, should there be changes in this policy students will be informed verbally and through electronic communication by the instructor prior to the course the beginning of the class. A disclaimer is also included in the course syllabus notifying students of the potential charge for drug screens and background checks. Typically, these services cost between \$40 and \$75. Efforts will be made to keep these costs at a minimum should it be necessary to collect fees from students for these services.

### Health Insurance

The University provides health services through the Charles R. Drew Health Center on campus. However, it does not provide options for health insurance. Services are offered on site and through the Hawk Health Line by iSelectMD for both on campus and off campus students. Students are required to submit a health history and immunization record. Currently, the University System of Maryland has a mandatory COVID-19 vaccination requirement for fall 2021 unless students complete the appropriate medical or religious exemption form available on the Human Resources webpage under form library <https://www.umes.edu/HR/Pages/Faculty/Staff-Form-Library/>

## UNIVERSITY LIABILITY INSURANCE

The University of Maryland Eastern Shore provides liability insurance for students in the dietetics program during external learning experiences such as practicum and field trips. It is through *TDC Specialty Underwriters- State of Maryland Allied Health SPL* – covering students in the University of Maryland, Eastern Shore's Dietetic Programs. The list of facilities is reviewed and updated annually. This insurance covers the student for acts, which may cause injury to



clients, employees, or visitors in the facility. Certificates of liability insurance are issued to all facilities used in the program. A list of facility certificates is available upon request.

When students become ill or require emergency care while in the field during any class activity, they must contact both their instructor and preceptor in that facility when possible and seek medical attention immediately. In the event of an accident, the DPD accident form must be completed; a copy of which can be found in Appendix B.

### **Liability for Safety in Travel**

Students are generally required to arrange their own transportation to a facility during the foodservice systems management lab and senior practicum and have automobile insurance in compliance with state law. When the entire class is going on a field trip, the program will provide transportation for the group. Students will be required to complete the Waiver of Liability and Hold Harmless Agreement prior to the travel available on the Enrollment Management website and Student Experience: <https://www.umes.edu/Student/>

[https://www.umes.edu/uploadedFiles/ DEPARTMENTS/Student/Content/request.pdf](https://www.umes.edu/uploadedFiles/DEPARTMENTS/Student/Content/request.pdf)

Lack of transportation to a facility is not a valid excuse for missing days from the experience. Students are asked to report problems with transportation immediately. The program will try to assist the students with the problem when possible.

## **SUPERVISED PRACTICE AND GRADUATE SCHOOL**

### **Applying to Dietetic Internships, graduate school, and the University of Maryland Eastern Shore Dietetic Internship Pre-Selection Option**

As stated in the DPD program mission, students are being prepared for supervised practice and eventual passage of the national dietetic credentialing exam. The University of Maryland Eastern Shore (UMES) allows undergraduate DPD students from UMES to apply to the UMES Dietetic Internship via a pre-select option. The UMES Dietetic Internship accepts a maximum of 2 students via the pre-select option during the student's senior year. Students may also consider graduate programs that fulfill both the supervised practice and graduate degree requirements coming in 2024.

During the student's senior year, they will be encouraged to take the following steps:

- Continue researching dietetic internships and/or graduate programs such as combined master's and dietetic internships
- Examine the UMES Dietetic Internship Preselect process and application found in Appendix C.
- If students elect to apply through the Dietetic Centralized Application Service (DICAS), they are encouraged to start the process before the end of the fall semester to ensure all individuals selected for references have been notified, transcripts have been requested, and they have met with the DPD director to review their application process, DPD course list, letters or intent, and their personal statements. Students are informed about the matching process for a dietetic internship and given instructions on how to apply to D&D Digital to participate in the matching process. Websites for DICAS and D&D Digital are below:
- Dietetic Internship Centralized Application Service - DICAS <https://portal.dicas.org/>
- Academy of Nutrition and Dietetics Internship Matching (D&D Digital) <https://www.dnddigital.com/>

## **CALENDAR FOR THE DPD STUDENT**

The academic calendar is posted on the UMES website and can be accessed at the following web address:

<https://www.umes.edu/Academic/Pages/UMES-Academic-Calendars/>

UMES usually holds an Open Houses for students interested in the dietetic internship during the month of January. If you would like to attend, please talk to Dr. Cecil or Mr. Kirtsos.



## SUGGESTED TIMELINE FOR 2021-2022 ACADEMIC YEAR

### Junior Year

March	Meet with advisor to pre-register for senior year classes and review degree audit to ensure all course requirements will be met by anticipated date of graduation.
April - May	General meeting for all DPD rising seniors to discuss internship options, personal statements and application processes including deadlines for UMES pre-select and DICAS applications for fall and spring Match, letters of recommendations, and transcripts.

### Senior year

July – January	Complete dietetic internship applications through DICAS & D&D Digital
July 17 <sup>th</sup>	DICAS opens for fall match
July-September	Complete DICAS application and sign-up for D&D Digital for fall match
September 30 <sup>th</sup>	December Commencement applications due in Registrar’s Office
September 25	DICAS application closes for fall match – D&D Digital ranking completed
October	Winter/Spring Pre-registration advising. Meet with DPD Director to discuss internship interests for spring match. Select at least three to five internships/graduate programs of interest.
November	DPD Director meets with students to review DI application requirements, DICAS, and matching process.
November 7 <sup>th</sup>	Applicant Notification Day for fall internship match
November 8 <sup>th</sup>	Appointment Day - Notification of DI Directors of acceptance
November 11 <sup>th</sup>	Posting date for open positions
November	Deadline for submitting Clearance Form for December graduation
November – January	Encourage attendance at internship open houses as practical
January	DPD Director reviews Computer Matching process with seniors
February 15 <sup>th</sup>	Deadline to sign-up for computer matching for both D&D Digital and DICAS
April 3 <sup>rd</sup>	Applicant Notification Day for spring internship match April
April 4 <sup>th</sup>	Appointment Day - Notification of DI Directors of acceptance
April 7 <sup>th</sup>	Posting date for programs with open positions. Seniors not matched are encouraged to consider open positions and/or discuss with the DPD director alternative routes to dietetic registration and the application process to sit for the NDTR exam.
May	Complete exit interview, contact information and paperwork for DTR exam, if applicable

### Website for future Dietetic Internship Match Information and Dates

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

## ENROLMENT MANAGEMENT AND STUDENT EXPERIENCE

UMES has a variety of student services and student organizations, service clubs, and leadership opportunities. Information can be found at the website listed below. In addition, students may also access student support services through both Enrolment Management and Student Experience <https://www.umes.edu/Student/Content/Student-Experience/> and Academic Affairs <https://www.umes.edu/Academic/>.

### UMES Student Handbook

<https://www.umes.edu/uploadedFiles/DEPARTMENTS/Student/Content/Student%20Handbook%202017%20-%202018.pdf>

\*A list of the Department of Human Ecology Organizations can be found in Appendix D

## STUDENT SUPPORT SERVICES

- Academic Support – Center for Access and Academic Support (CAAS)  
<https://www.umes.edu/CAAS/Default.aspx?id=11378>
- Office of Services for Students with Disabilities (OSSD)  
<https://wwwcp.umes.edu/oie/accessibility-at-umes/>
- Office of Equity and Compliance  
<https://wwwcp.umes.edu/oie/>
- The Frederick Douglas Library  
<http://www.umes.edu/FDL/Default.aspx?id=1538>
- Information Technology Center  
<https://help.umes.edu/helpdesk/WebObjects/Helpdesk.woa>
- Student Health Services  
<https://www.umes.edu/StudentHealth/>
- Career and Professional Development Center  
<https://www.umes.edu/Careers/>
- The Writing Center  
<https://www.umes.edu/WritingCenter/>
- Counseling Center  
<https://www.umes.edu/CounselingCenter/>
- Wellness Center  
<https://www.umes.edu/WellnessCenter/>
- Barnes and Nobel College campus bookstore  
<https://umes.bncollege.com/shop/umes/home>

## UMES Code of Conduct and Student Values

The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe and uphold and accept these values as standards of conduct. These include honor, personal and academic integrity, mutual respect for personal and

property rights of others, justice, freedom, diversity, leadership, civility, courtesy, fairness, spirituality, and loyalty to the University. We have established this Code of Student Values, which forms the model of conduct for student members of our academic community. The student conduct policy manual can be accessed at <https://stg15.umes.edu/ConductAffairs/Content/Code-of-Conduct/>

## Prohibited Conduct

The following conduct is prohibited by the University of Maryland Eastern Shore and subject to disciplinary action in accordance with the Student Code of Conduct. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed acts, which may include suspension and/or expulsion from the University. Students and student organizations are responsible for the conduct of their guest(s) on, or in university property and at functions sponsored by the University, and may be disciplined for a guest's violation of this Student Code of Conduct. Pursuant to the University's parental notification policy, parents or guardians will be notified when students under the age of twenty-one (21) receive disciplinary sanctions for abuse and/or misuse of alcohol, and drugs, or for arrest. Please note the list on the next page is not an exhaustive list, a more complete list is available in the Student Code of Conduct.

### Prohibited Activities at the University of Maryland Eastern Shore

1. Computer Misuse and Dishonesty
2. Forgery, Fraud, and Dishonesty
3. Improper Possession, Use or Abuse of Alcoholic Beverages
4. Drugs
5. Discriminatory Conduct
6. Violence to Persons
7. Theft, Vandalism, Destruction and Abuse of Property
8. Disruptive, Disorderly, or Reckless Conduct
9. Possession of Dangerous Weapons, Firearms, or Explosives
10. Violations of Residence Life and Housing/Rules and Regulations
11. Cellular Telephone and Pagers in the Classroom
12. Obstruction of the free flow of pedestrian or vehicular traffic
13. Arson
14. Harassment
15. Sexual Assault
16. Stalking
17. Illegal Gambling or Wagering
18. Hazing
19. On or Off Campus Event Related Misconduct

## IMPORTANT UNIVERSITY REGULATIONS WHICH APPLY TO STUDENTS

The following behavior may result in referral to the UMES campus Conduct System for appropriate action. Typically, disciplinary sanctions will be imposed not only for individual misconduct that demonstrates a disregard for institutional behavior standards, but also for conduct that indicates disregard for the rights and welfare of others as members of an academic community. Such conduct may ultimately call into question the student's membership in the University community, either because he/she has violated elementary standards of behavior necessary for the maintenance of an educational milieu or because his/her continued presence at the University adversely affects the ability of others to pursue their educational goals.

• **Violation of Fire Regulations** - This includes failure to comply with evacuation procedures, tampering with fire-protection apparatus, use or possession of fireworks or firearms, use of open-flame devices or combustible materials which endanger the safety or well-being of the University community, or unauthorized use of electrical equipment.

- ***Behavior Which Jeopardizes the Safety or Well-Being of Other Members of the University Community or Persons Coming onto University Property*** - This includes physical harassment of, or interference with, fire fighters, police officers, or other persons engaged in the performance of their official duties; physical abuse or threatening physical abuse of any person on university property; and/or forcible detention of any person on University property.
- ***Unauthorized Possession, Use, or Distribution of Alcoholic Beverages on or in University Property*** - University policy, consistent with State and County Laws, restricts on-campus use of alcoholic beverages in specified areas.
- ***Possession, Use, Sale or Distribution of Illegal Drugs or of Drugs for Which the Required Prescription Has Not Been Obtained*** - This includes possession, use, distribution, sale, manufacture of, or processing of, illegal or un-prescribed narcotics, drugs, and/or hallucinogenic substances.
- ***Destruction, Theft, Attempted Theft or Impairment of Personal or University Property*** - Disciplinary action may include a requirement of restitution.
- ***Unauthorized Possession or Use of University Keys*** - Keys to rooms or buildings on the university campus may be obtained only through official channels.
- ***Unauthorized Entry into or Presence in a University Building or Facility*** - Except for properly scheduled use, classroom, administration, and recreation buildings are closed to general student use on holidays, Saturday afternoons, Sundays, and after 12:00 midnight during the week. Students may use a building or facility for a specified purpose upon written permission from a member of the faculty, with approval of the academic or administrative officer normally having control over such building or facility. Such permission may also be revoked or withdrawn.
- ***Plagiarism, Cheating and Other Academic Irregularities*** - A student who violates accepted academic procedure may be referred to the Department Chairman or to an Ad Hoc Committee on Academic Dishonesty.
- ***Falsification, Forgery or Modification of Any Official University Record*** - Identification card, absence excuses, parking stickers, transcripts, examinations, grade cards, admission applications, etc. are all Official University records. Tampering with any of these records may invoke conduct actions.
- ***Actions on the Part of Students Which Substantially Obstruct, Disrupt, or Interfere with Non-Academic Activities on University Premises by Members or Authorized Non-Members of the University Community.***
- ***Obstruction of, Disruption of, or Interference with Any University Activity of an Academic Nature*** - Discipline in the classroom is the responsibility of the faculty member in charge of the class. Misbehavior of a type that interferes with the educational efficiency of a class will be considered sufficient cause for suspending a student from the class. If a student is suspended from class for disciplinary reasons, he/she should report immediately to the Department Chair. The Department Chair will investigate the incident and will report it to the Academic Dean, who will in turn report it to the Vice President for Academic Affairs to determine whether or not past disciplinary action has been taken against the student. The Department Chair will then write a letter to the student indicating the disposition of the case. The student will be required to present this letter to the instructor who suspended him/her before he/she can be readmitted to class. A copy of this letter will be sent to the Chair of the Student Judiciary Council.
- ***Failure to Meet Financial Obligations to the University*** -This includes refusal to pay delinquent accounts and use of worthless checks or money orders as payment to the University for tuition board, fees, library fines, traffic penalties, etc.
- ***Violations of University Housing Regulations.***
- ***Violations of University Campus Traffic Rules and Regulations.***

#### **Suspension of Students and Organizations from University Activities and/or Facilities**

Suspension from University activities and facilities occurs when a student breaks the University's Code of Student Conduct. The person in charge of a unit of the University directly related to the code violation (the person in charge of a department, division, organization building, facility, or unit such as the Dining Hall, Student Center, etc.) may recommend suspension of any student or organization from a facility, pending action by the Conduct Board, which adjudicates all such incidents and notifies the student(s) of the disposition of the case. A file of such actions is kept in the office of the conduct administrator.

#### **Academic Honesty:**

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor receive assistance during quizzes, examinations, or other class exercises. Because the university takes academic honesty seriously, penalties for violations may be severe, including failing the course and possibly being dismissed from the university. Students accused of academic dishonesty will be given due process before disciplinary action is taken. **Please request most current policy and procedure followed when academic dishonesty accusations are lodged by faculty against students from the faculty member, the academic advisor, or the department chair.**

Cheating and plagiarism are two of the most common forms of academic dishonesty and are described below:

**Cheating** includes but is not limited to:

- a. giving answers to others in a testing situation without permission of the instructor;
- b. taking or receiving answers from others in a test situation without permission of the instructor;
- c. having possession of test materials without permission;
- d. taking, giving, or receiving test materials prior to tests without permission;
- e. having someone else take a test or perform an assignment for you;
- f. submitting as your own work, work done by someone else;
- g. permitting someone else to submit your work under that person's name;
- h. falsifying research data or other research material;
- i. copying with or without permission any work, e.g., essays, short stories, poems, etc., from computer, hard drive or discs and presenting them as your own.

**Plagiarism** is the act of presenting as your own creation works actually created by others. Plagiarism consists of:

- a. taking ideas from a source without clearly giving proper reference in a way that identifies the original source of the ideas and distinguishes them from your own;
- b. indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference in a way that identifies the original source and distinguishes the paraphrased material from your own compositions;
- c. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as your own creation.

#### **University Dress Code**

The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's affairs, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role for values and ethics. The continuous demonstration of appropriate manners and dress ensures that University of Maryland Eastern Shore students meet the very minimum standards of quality achievement in the social, physical, moral, and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. Students may be denied admission to various function, and facilities if their manner of dress is inappropriate, and facilities if their manner of dress. On this premise students at the University of Maryland Eastern Shore are expected to always dress neatly. The

following are examples of inappropriate dress for dining and classroom attendance, they include but are not limited to Pajamas, caps, do-rags, midriffs or halters, mesh shirts, netted shirts, tube tops or cutoff tee shirts Students should contact the Office of Public Safety for more information and a copy of the report.

All students should wear shoes with non-slip soles during their senior practicum experience. Lab coats and hair nets may be required in a faculty. Students are encouraged to always act professionally. Students whose conduct does not comport to the expected behavior risk being dismissed from the field experience. Students have the right to appeal these dismissals. Students are asked to report disputes or concerns about issues or treatment during a field based experience to the Program Director who will assist in resolving disputes or address concerns.

## Frequently Asked Questions about Becoming a Registered Dietitian Nutritionist

This information does not replace counseling sessions with the DPD Director. You can plan with your advisor a schedule to fit your individual needs, based on the course sequence for the concentration. Ask the DPD Director if you have any further questions regarding the DPD program (dietetics concentration) or how to become an RDN.

### 1. What is a Registered Dietitian Nutritionist?

The Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) credential are the only credentials nationally recognized in foods and nutrition. The RD or RDN is marketed as the nutrition expert and the credential is required for most employment in the healthcare industry and preferred for many other employment opportunities in the field of food and nutrition. The credential is particularly important when nutrition counseling/advice is a component of the employment. Due to the marketing of the RDN credential, expect to see it required even more in the future as necessary for employment.

### 2. How do I become an RDN?

The RDN credential is earned after successfully passing a nationally administered exam. To be eligible to take the exam requires completion of three different components of study beginning January 1, 2024:

- 1) Evidence of course work in an ACEND accredited program (didactic)
- 2) A supervised practice component (pre-professional experience/internship) and issuance of a Verification Statement
- 3) Completion of a master's degree for eligibility to take the credentialing exam after December 31, 2023

Fact sheet on Becoming an RDN

<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/registered-dietitian-nutritionist-fact-sheet>

### 3. What is a Didactic program in Dietetics (DPD)?

The Didactic Program in Dietetics (DPD) gives you the classroom component, culminating in a B.S. degree at UMES. When you successfully complete the DPD and meet all graduation requirements, you will receive a verification statement. This verification is required for eligibility to apply to a dietetic internship program/supervised practice. The DPD must be followed by an ACEND accredited post-baccalaureate supervised practice experience to become eligible to take the RDN credentialing exam. Current supervised practice programs are:

#### **Dietetic Internships (DI), Graduate level Coordinated Programs or Individualized Supervised Practice Pathway (ISPP)**

Applications to the supervised practice programs occur in the senior year. The RDN credentialing exam is taken after the experience program is completed. Experience programs are normally 10 - 12 months long. Therefore, this option requires a total commitment of about five years. Beginning January 1, 2024, a graduate degree, along with an ACEND accredited supervised practice will be required for exam eligibility.

#### **4. How do I find out about Dietetic Internships or Other Post Baccalaureate Experience Programs? How many are accepted?**

There are several hundred programs. The Program Director during the application process, and this is now done through the Dietetic Computerized Application System or DICAS. Applications can be submitted twice a year. Once in September of the senior year for notification in November for December graduates. This is commonly known as the fall match. Then again in February of the senior year for notification in April for graduates. This is commonly known as the spring match. Matching is also done through a computerized system handled by D& D Digital. Nationally, approximately 50% of seniors in the DPD who apply for pre-professional experience are matched. These programs are very competitive. Students may re-apply at the next application time if they are not initially accepted. Once you have gone through a match process and did not receive an appointment to an internship, you are eligible to participate in a second-round match or an individualized Supervised Practice Pathway. The DPD director can provide more information about these options. Below is a website link for more information about accredited programs and educational options

<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

#### **5. How important are my grades in this curriculum and volunteer and/or work experience?**

Although the total picture of your record (grades, work experience, recommendation, activities, etc.) is important, the aspect of grades cannot be minimized. Dietetic Internship programs publish minimum GPAs to apply, and to remain, in the program. Because the acceptance may partially depend on the applicant pool, usually the GPAs of those accepted is higher than the published minimum. In general, Internship programs have primarily accepted students with GPA's that average 3.0. Additionally, internships seem to prefer grades above a C in major courses. An internship must accept students from many different DPD curriculums, although they control which students are put on their match list.

Most supervised practice programs require or at least consider work and volunteer experience. The field of dietetics is rapidly growing so many preceptors expect new interns to have some experience working in a community, foodservice, or clinical settings. Work or volunteer experience is wonderful preparation for the fast-paced career of dietetics and can enhance adjustment to internship rotations which in many programs, can vary greatly throughout the program. It also builds professional skills and begins the process of career networking.

#### **6. What is the current job demand for dietitians?**

The job demand is primarily for the RDN credentialed professional. Job demand in dietetics has been very good and is expected to increase. Statistics from the U.S. Bureau of Labor Occupational Outlook Handbook reports that employment of dietitians and nutritionists is to increase 20 percent through 2020 which is a faster rate than average for all occupations. As with many healthcare occupations, salaries and job opportunities will vary depending on the geographical location of employment, some areas of the country may be more saturated than others or have higher costs of living which often translates into higher salaries. The web site to check for salary updates is:

<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>

#### **7. How much money will I make as an RDN?**

Salaries vary greatly with locale and whether the employment responsibilities are primarily a job, or include additional responsibilities related more to a career. The median salary for dietitians was \$61,270 in 2019. The highest salary for that year was ~ \$74,900 and the lowest 25 percent made ~\$50,220. The highest salaries are for career positions, and these often require more education and/or specialization. For example, if you are going to always live in one location, and that location is limited in upward mobility employment for RDN's, you may receive yearly adjustments, but your salary may see slow growth. If you are mobile, can move into different aspects of the dietetics profession, your salary will usually grow with you. Employment which is career-oriented, specialized, and administrative generally commands a higher salary (\$70,000-\$100,000). These positions are usually not entry-level.

There are also part-time positions which vary in salary but offer flexibility. Approximately 20 percent of dietitians work



part-time. Many of these positions are found in long-term care or in community-based feeding programs. Recent healthcare legislation and CMS decisions may open even more opportunities for full and part-time employment.

## 8. Where do RDN's work?

In the broad application of the field, anywhere there is food or health, there is a potential need for a RD. This includes business, government, media, health care, and all aspects of the food industry. Currently, approximately two-thirds of the profession is employed in the health care industry. This statistic will probably remain stable except more of the health care employment in the future may be with wellness rather than with sickness. Health care employment will continue in specialized areas such as: diabetes, nutrition support, renal and bariatric surgery. Employment opportunities continue to increase in private practice and consultant practice, most of which are in health care, the food industry, and in "entrepreneurial" kinds of opportunities. Below are listed examples of employment in dietetics:

### Traditional employment positions:

- Clinical Dietitian, General Patient Care
- Clinical Dietitian, Specializing in Nutrition Support, Diabetes, Renal, Oncology, Pediatrics, and Cardiovascular
- Administrative Dietitian, General Foodservice Systems Management and Clinical Services
- Administrative Dietitian, Specializing in Procurement, Personnel, Foodservice Production
- Consultant Dietitian, General Clinical and Administrative responsibilities in Extended Care facilities small hospitals, and retirement centers.
- Consultant Dietitian, "Entrepreneurial" jobs \*(see below)
- Community Dietitian, General with programs, e.g. WIC, MCH, Head Start, State Board of Health Programs, USDA and HHS positions, Trade associations.
- Consultant Dietitian in private business venture
- Contract Foodservice Management Companies such as Compass Group; Aramark and Sodexo

### Other traditional employment positions:

- School Foodservice
- Sales and marketing (Food & Pharmaceutical)
- Wellness, Food Industry
- Correction Institutions
- Nutrition Education positions, e.g., Dairy Council, Meat Board Nutrition, Weight Watchers.
- National Associations e.g., Academy of Nutrition and Dietetics
- Publications and magazines (Better Homes & Gardens, Good Housekeeping, Cooking Light, etc.)
- Book companies e.g., Oxmoor House, Better Homes & Gardens
- Computer software companies
- Foodservice equipment companies
- Grocery Store Chains, national/regional level
- Airline Foodservice
- Catering
- University Wellness, sports programs

### Entrepreneurial\*\* opportunities:

- Spas
- Leisure industry (cruise ships, health vacations, etc.)
- Clinical Research Organizations
- Professional Athletic Teams
- Olympic Organization
- Media Industry (CNN, major newspapers, etc.)
- Legislative and lobby groups
- Nutrition interest groups
- Free Lance Author
- Zoo nutritionist!

For additional job ideas check out: <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/dietetic-careers>



## 9. What kinds of jobs can I get without the RDN certification?

Although most of the job market is for the RDN, there are also opportunities open to the dietetics major who does not complete the requirements to be an RDN. If you do not become an RD, you need to be more open to different kinds of positions and to different locations to secure them. Some opportunities for individuals who are not credentialed will also offer upward mobility and career possibilities. There is also other credentials graduates may pursue such as Dietetic Technician Registered after completing the DPD <https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification> and/or the Certified Dietary Manager and Certified Food Protection Professional: <https://www.anfonline.org/become-a-cdm/cdm-cfpp-credential>

Actual examples of employment of DPD majors who did not become RDN's include:

- Diet Technician
- Foodservice Supervisor
- Sales and marketing within the health or food industry
- Catering, Foodservice Systems Management e.g., College or University Foodservice or Contract Foodservice Management Company e.g., Sodexo, ARAMARK
- Jobs in public health programs e.g., WIC, Head Start
- School food service
- Nutrition education positions e.g., Dairy and Nutrition Council
- Fitness, and Health positions
- Non-profit food advocacy groups

## 10. Is summer employment important?

Yes. In today's employment environment, anything you can do to enhance your resumé is important. Many supervised experience programs require at least one summer employment related to dietetics. A survey showed 85% of successful applicants to internship programs had more than 1 summer of work experience. Foodservice systems experiences are appropriate as well as working in the health care environment.

Take advantage of all opportunities available to you to enhance your learning and help you secure good study habits and grades. These include the free workshops offered regarding time management, test taking skills, reading skills, note taking, problem solving, reading efficiency, etc. Even if you are good at these tasks, there is always new information to be learned.

## 11. Is it important to join the Academy of Nutrition and Dietetics (AND)?

Yes, this is very important, and students are encouraged to join by May of their junior year – use this link to access student membership information for the Academy of Nutrition and Dietetics

<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>.

The Academy of Nutrition and Dietetics (AND) welcomes student members. For a reduced fee, you will receive the monthly *Journal of the Academy of Nutrition and Dietetics* as well as many mailings and electronic sources of information sent to dietetic professionals. Articles in the journal are often assigned in junior/senior classes. Other informative articles specific to students are often included in the journal, for example, tips on completing an employment application. As a member of AND, you will also have the opportunity to join practice groups that specialize in various areas in dietetics. This is a good way to help decide if you have a special inclination for one area of practice over another. You may join AND on the web site. In addition, the AND Foundation offers many scholarships each year. You must be a member of AND to be eligible for these scholarships.

## 12. What about graduate school and this major?

The DPD is a very good preparation for graduate school and several graduates have completed graduate degrees at both the master's and PhD levels. The DPD can also be a route to enter medical, nursing, and PA programs. Nationally,

surveys indicate a high percentage (over 50%) of RDN's hold graduate degrees. At this time, getting a graduate degree is not necessary for entry-level employment in dietetics, but will open additional career opportunities for the RDN. In some areas of the country having an advanced degree will almost be standard since many RDN's in that area will have earned one. Some of the types of employment which normally require graduate degrees include federal and state government, educational institutions, clinical specialties, and selected industry and management jobs. Research studies indicate higher job satisfaction and frequently higher salaries (although not always) among dietitians who have earned graduate degrees.

### **13. Can graduate work substitute for any of the didactic or supervised practice experience needed to take the RD exam?**

A few of the graduate courses can substitute for undergraduate course work, but at the present time, graduate work cannot substitute for any of the supervised practice experience, although many universities have Master of Science (MS) programs that incorporate an internship experience with the MS coursework.

### **14. What's a dietetic technician?**

A dietetic technician completes an Associate degree (two-year program of study) that includes classroom (didactic) work as well as an experience component. The graduate of these programs also takes a national examination to be credentialed as a Nutrition and Dietetic Technician Registered (NDTR). These individuals generally work under a RD to perform routine duties at the technical level. Some hospitals will employ B.S. dietetics majors without the DTR credential, as a dietetic technician. Other health care positions require the actual DTR credential for employment. Currently, graduates of a DPD who have received a Verification Statement are eligible to sit for the Dietetic Technician Registration Exam. (DTR). Discuss this option with your DPD director.

### **15. What is the difference between a "nutritionist" and a Registered Dietitian Nutritionist?**

When you hear the term "nutritionist", you must ask for more information to verify the qualifications of the person using this title. Unlike the RD credential, there is no national standard or credential associated with "nutritionist". This means anyone can legitimately call themselves by this title with or without any educational preparation in foods and nutrition. The term nutritionist could be appropriately used if the person were educated in nutrition. For example, an RDNN is also a nutritionist as well as university professors and researchers in foods and nutrition. Sometimes the title is used for employment titles for RDN's in some settings e.g., Public Health, clinical specialties, and in state and federal government. However, since the term is not regulated or credentialed, it is also often used by people without any training who may do harm by giving inappropriate advice. Therefore, when you hear the term "nutritionist" you need to request more information about the person's qualifications before you can feel secure with the advice you are getting.

### **16. What's a licensed dietitian or a certified dietitian?**

Licensure is a state mandated requirement for selected professionals. States vary as to which professionals they require to be licensed and in a specific area of practice. For example, a pharmacist, physician, nurse, lawyer must have a state license to practice their professions. Licensure generally specifies the kinds of services the bearer of the license can give, thus protecting the public from receiving those services by a person that is not or licensed. Certification is a state credential that recognizes, or certifies, the professional credential. You may see a dietitian use the initials LD or CD after their RDN to indicate this status. Some states combine the licensure credential for both nutritionist and dietitian making the initials LDN – Licensed dietitian nutritionist. At this time, an RDN is automatically qualified to make application to be a LD, LDN or CD where applicable. The RDN must pay for the state licensure, but the RDN does not usually need to do additional qualifying coursework or experience. State and federal regulations often specify that a professional be licensed or otherwise recognized by the state for delivery of services when state and federal monies are involved. Therefore, it is generally seen as beneficial for RDN's to also be additionally state credentialed if the state in which they work offers it. It is important to understand licensure laws vary from state to state and in some instances, licensure may be required in one practice setting but not in another. So, if you move out of state, be sure to check the licensure laws in your new state of residence.

### **17. What is required for an RDN to maintain the credential?**

Life-long learning is an expected outcome of dietetics education. The profession requires evidence of continuing growth every five years to maintain the RDN credential. In addition, the Commission on Dietetic Registration (CDR), the credentialing agency of The Academy of Nutrition and Dietetics, assesses an annual fee to maintain the RDN credential. Continuing education activities may include attending professional meetings and seminars, taking additional course work, doing individual self-studies on topics related to dietetics, etc. The *Journal of the Academy of Nutrition and Dietetics* routinely includes one or two articles about which one can answer questions to earn continuing professional education. Maintenance of the RDN credential now requires the completion of a self-assessment and an individual learning plan along with at least one credit in ethics. Please see the CDR website for more information.

<https://www.cdrnet.org/>

### **18. What is state licensure and what is required to maintain it?**

Many states require licensure to practice dietetics. However, the laws and requirements vary from state to state. Information on the CDR website provides information on which states require licensure: <https://www.cdrnet.org/state-licensure>

States designate a specific licensure period and most require a specific number of continuing education hours to maintain the license in addition to a licensure fee. As with maintenance of the RDN credential, verification of continuing education is required. It is therefore important to keep a record of continuing education hours and all certificates of training.

# **Appendix A**

## **Student Health Examination Record**

UNIVERSITY OF MARYLAND EASTERN SHORE  
Princess Anne, Maryland  
Department of Human Ecology

**STUDENT HEALTH EXAMINATION RECORD**

Name \_\_\_\_\_ M S W D Date of Birth \_\_\_\_\_

Notify in case of Emergency \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s): Residence ( ) \_\_\_\_\_ Office ( ) \_\_\_\_\_

Student: Have you had any of the following? (Please check and explain "YES" answers)

PERSONAL HISTORY	YES	NO	COMMENTS
Allergy			
Arthritis			
Malignant disease			
Diabetes			
Heart Disease			
High Blood Pressure			
Tuberculosis			
Stroke			
Other Diseases			

IMMUNIZATION INFORMATION	YES	NO	Date of last Booster
MMR (after 1980)			
RPR or STS			
PPD Skin Test			
Hepatitis #1			
Hepatitis #2			
Hepatitis #3			

I certify that the above information is correct.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*See reverse side**

To Be Completed by Physician

PHYSICAL EXAMINATION

Ears
Eyes
Teeth
Nose and Throat
Skin
Scars
Heart
Lungs
Abdomen
Hernia
Extremities
Menstrual History
Blood Pressure
Temperature                      Pulse                      Respirations

Physician:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

# **Appendix B**

## Accident Form

UNIVERSITY OF MARYLAND EASTERN SHORE

**DPD Accident Form**

Date of Accident: \_\_\_\_\_

Time of Accident: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Name:		Age:
Home Address:		
Residence Address:		
Home Phone:		Residence Phone:
Place of Accident (On or Off Campus and location in facility. Explain):		
Describe what occurred:		
Injuries Sustained:		
Witness Name:		Witness Phone:
Witness Address:		
First Aid Provided:    Yes    No		
First Aid Provided by Whom:		
Referral To: (Health Services, Emergency Room, Physician):		
Name of Person Completing Form:		
Title of person Completing the form:		

**Injury at Assigned Rotations**

All injuries and/or accidents must be reported to the assigned preceptor and program director as soon as possible. The intern should obtain emergency medical care. An accident report will be completed as soon as possible and submitted to the facility preceptor, where the accident occurred, and a copy will be faxed to the program director. Please complete the facility accident form and the University of Maryland Accident Form. Students are responsible for all medical costs and treatment related to the occurrence.

6/2013



## **Appendix C**

### **UMES Dietetic Internship Pre-Select Application**



5. Have you ever reneged on a DICAS internship match agreement (i.e., refused to attend or left an internship program that you obtained through the DICAS Match or Clearinghouse) without prior approval from DICAS and the internship site?

Yes No

6. Have you ever been convicted of an offense against the law other than a minor traffic violation?

Yes No

7. Have you ever been convicted of a felony?

Yes No

If you responded YES to any of the above questions, please attach a letter explaining each.

	DPD Science			DPD Professional			Total		
	Credits	Quality Points	GPA	Credits	Quality Points	GPA	Credits	Quality Points	GPA
Freshman									
Sophomore									
Junior									
Senior									
Total									
Overall									

**List all Colleges Attended**

College Name	City and State	Credits	Quality Points	GPA

**Degrees**

College Name	Major	Status	Dates Attended	Graduation Date	Anticipated Graduation Date

List all courses taken in each university/college. Note the university/college at the top of each section.  
University/College:





**Extracurricular and/or Sports Activities**

Activity Name: Date: Hrs./Week:  
Hrs./Year:  
Description of Activity:

Activity Name: Date: Hrs./Week:  
Hrs./Year:  
Description of Activity:

Activity Name: Date: Hrs./Week:  
Hrs./Year:  
Description of Activity:

Activity Name: Date: Hrs./Week:  
Hrs./Year:  
Description of Activity:

Activity Name: Date: Hrs./Week:  
Hrs./Year:  
Description of Activity:

**Honors and Awards**

Name of Award: Date Awarded:  
Describe requirements of each award and honor:

Name of Award: Date Awarded:  
Describe requirements of each award and honor:

Name of Award: Date Awarded:  
Describe requirements of each award and honor:

**Volunteer Experience**

1. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Volunteer:  
Duties you performed:

2. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Volunteer:  
Duties you performed:

3. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Volunteer:  
Duties you performed:

**Work Experience**

1. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Paid:  
Duties you performed:

2. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Paid:  
Duties you performed:

3. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Paid:  
Duties you performed:



**Experience for Academic Credit**

1. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Academic Credit:  
Duties you performed:

2. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

Academic Credit:  
Duties you performed:

3. Position:  
Supervisors Name:  
Supervisors Phone:

Employer:  
Supervisors Title:

Date:  
Hrs./Wk:  
# weeks:  
Total Hours:

**Certifications Received**

1. Name of Certification:  
Certifying Organization:  
Date Received:

2. Name of Certification:  
Certifying Organization:  
Date Received:

**Professional Memberships**

1. Name of Organization:  
Involvement with Organization:  
Date Received:

2. Name of Organization:  
Involvement with Organization:  
Date Received:

3. Name of Organization:  
Involvement with Organization:  
Date Received:

**Professional Conferences, Symposiums and Workshops Attended**

1. Name of Organization:  
Topics Discussed:  
Date:

2. Name of Organization:  
Topics Discussed:  
Date:

3. Name of Organization:  
Topics Discussed:  
Date:

**A complete preselect application must include all of the following or will be deemed incomplete:**

1. A letter of intent from the DPD Director or original signed verification statement, not a copy.
2. Three (3) letters of recommendation. One must be from the DPD Director. Please ask the individual to sign their name across the seal of the envelope. Recommendations will not be accepted otherwise.
3. A current, updated resume.
4. An official transcript including first semester senior grades mailed to Michael Kirtsos, MS, RDN, CSSD, LDN University of Maryland Eastern Shore Dietetic Internship Director, 2107 Richard A. Henson Center, Princess Anne, Maryland 21853.
5. A typewritten application and a separate personal statement. In the personal statement include a discussion of your interest in the profession, short-term and long-term career goals, an explanation regarding your attributes and why you are uniquely suited for this program
6. \$50 non-refundable application fee made out to UMES.
7. Qualified applicants will be contacted for a personal interview via e-mail or phone.
8. Application must be received by January 8.
9. Submit application via e-mail to [mkirtsos@umes.edu](mailto:mkirtsos@umes.edu).
10. All UMES undergraduate pre-select applicants must meet the established criteria for selection into the DI program, including overall GPA, academic performance in DPD Science and Professional courses, work, and volunteer experiences in the field of nutrition and dietetics, positive feedback from letters of recommendation, and performance during the telephone interview.

## Verification Document for the University of Maryland Eastern Shore Dietetic Internship

This application is for the University of Maryland Eastern Shore Dietetic Internship for the \_\_\_\_\_year beginning in September.

I certify that the enclosed information and statements are correct and complete. I certify that the information related to my college attendance and credits are accurate. The essay submitted with this application is my original work. I further certify that any information submitted on my behalf, including letters of recommendation, is authentic. I understand that providing false information in this application will result in denial of admission and/or expulsion from the program. The application fee is non-refundable for any reason and pre-selection candidates are not guaranteed acceptance in the internship.

I realize that the institution reserves the right to withdraw an offer of admission if I fail to maintain a 3.0 GPA or if I fail to maintain satisfactory scholastic standing for work in progress or if final records fail to show successful completion of courses or degrees required for admission.

I understand that the information in this application is the property of the University of Maryland Eastern Shore. I give permission to officials of the University of Maryland Eastern Shore and those assigned on the selection committee to review enclosed the documents. I understand that all documents will be treated confidentially and will only be disclosed to the selection committee.

Name of applicant (print) \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX D**

### Human Ecology Student Organizations

## **Department of Human Ecology Organizations**

**The Human Ecology Club** represents the Human Ecology Department through service- learning projects, community service and activities on campus, as well as the surrounding communities. Membership is open to all Human Ecology students.

**Kappa Omicron Nu (KON)** Honor Society is the national honor society for Family and Consumer Sciences majors. KON membership confers both honor and obligation. The honor is in recognition of integrity, high standards of scholarship and the promise of a future filled with achievement. The obligation involves earnest and loyal efforts toward the advancement of scholarship, personal development, leadership skills, and maintenance of the organization's high-performance standards.

KON membership is open to undergraduate and graduate students with a declared major in a Family and Consumer Sciences discipline. All students must meet established criteria and guidelines for membership eligibility (3.0 Cum GPA, completion of 8 credit hours in Family and Consumer Sciences area, sophomore standing).

# STUDENT ACKNOWLEDGEMENT FORM



SCHOOL of AGRICULTURAL AND NATURAL SCIENCES  
*Department of Human Ecology*

**Student Acknowledgment of DPD Handbook,  
Admissions and Verification Statement Issuance Policies**

I, \_\_\_\_\_ acknowledge receipt of the student handbook for the Didactic Program in Dietetics (DPD). I have reviewed its contents and understand the eligibility requirements for admission into the DPD concentration within the Department of Human Ecology. I have read the policy for the issuance of a Verification Statement and understand it requires completion of the DPD course sequence with a cumulative GPA of 2.75 or higher at the time of graduation. I also acknowledge that successful completion of the DPD concentration and receipt of a Verification Statement do not guarantee acceptance into a post baccalaureate dietetic internship and that eligibility to take the national dietetic credentialing exam will require both successful completion of supervised professional practice, such as a dietetic internship, and a master's degree as of January 1, 2024.

Student Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

DPD Director: \_\_\_\_\_

Date: \_\_\_\_\_

\*Student is to sign acknowledgement and give document to the DPD Director to be placed in the student's file

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[www.umes.edu/he](http://www.umes.edu/he)  
2101 Richard A. Henson Center Princess Anne, Maryland 21853 Tel: (410) 651-6056/6061  
Fax: (410) 651-6285