

California State University, San Bernardino (CSUSB)
Nutrition and Food Sciences (NTFS) Program
Department of Health Science and Human Ecology
Didactic Program in Dietetics (DPD)
Student Handbook
February 2013 edition

The Department of Health Science and Human Ecology welcomes you as your major in the Nutrition and Food Sciences Program, a Bachelor of Science degree, which is also an accredited Didactic Program in Dietetics (DPD).

The Nutrition and Food Sciences (NTFS) Program developed this handbook, which contains important information and policies for students majoring in the Nutrition and Food Sciences Program at CSUSB. It covers most of the basic information about the CSUSB's program, the dietetics curriculum, relevant information to become graduates of NTFS program, career options, and necessary steps to become a Registered Dietitian (RD) after completion of the DPD courses. In addition to the material in this handbook, you will learn more about the program and career options in your DPD courses.

Please read this handbook, sign the last page (Appendix G), and give the signed copy to the instructor of the course that this handbook is being discussed (HSCI 225). A copy of this signed copy will be kept in the Program Director's office. Please keep a copy of this handbook as a reference while you are completing the NTFS program and refer to this as needed. If you have any questions about the policies and information enclosed, please do not hesitate to let us know.

Contact Information for NTFS and HSCI Department:

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Didactic Program in Dietetics (DPD)

The Didactic Program in Dietetics (DPD) provides the classroom (didactic) component or foundation knowledge necessary to become a registered dietitian (RD). Starting Fall, 2011, **graduates must complete all upper division HSCI courses and upper division support courses with a grade of C or better to graduate.** This is the requirement of the Department of Health Science and Human Ecology. *Note: Starting Fall, 2009, the University **will NOT** allow students to repeat a course with a grade C or better; therefore, please do well in your classes and get the A the first time you take the course and you don't have to worry about your GPA.*

Whether you receive the Verification Statement for DPD or not, all graduates will receive a diploma for Bachelor of Science Degree (BS) in Nutrition and Food Sciences (NTFS) so long as s/he successfully completes CSUSB's requirement for the degree (pages 64-71, Bulletin of Courses 2012-14).

Steps necessary to become a Registered Dietitian (RD)

Individuals must successfully complete **all three** steps to become a Registered Dietitian (RD):

Step one: Verification Statement (VS) from accredited DPD, which requires graduates of the BS degree in NTFS to complete all upper division HSCI courses and support courses with a grade of C or better. **However, your chance of getting into a supervised-practice program (aka dietetic internship) is greater if you do well in your DPD courses and maintain a high GPA.**

Step two: Verification Statement from a dietetic supervised-practice (DI or ISPP) Program, which requires DPD graduates to be accepted into an accredited supervised-practice program and successfully complete the competencies and requirements of the supervised-practice program.

Step three: Successfully pass the national Registration Examination administered by the Commission on Dietetic Registration (CDR). CDR requires candidates to submit original Verification Statements from both the DPD and DI Programs.

CSUSB's DPD and NTFS Program

Program Mission

The mission of the Nutrition and Food Sciences (NTFS) Program, which is a Didactic Program in Dietetics (DPD), at CSUSB is to provide quality education to graduates who can think critically, communicate effectively, embrace diversity, and demonstrate knowledge and practical skills to become competent and productive entry-level Registered Dietitians, or other nutrition and healthcare -professionals.

Program Goals & Outcomes

Goal 1: Prepare students to perform competently in a dietetic internship/supervised practice program to become entry level dietitians.

Goal 2: Prepare culturally sensitive entry-level dietitians/nutritionists

Accreditation status

The Nutrition and Food Sciences Program (DPD) at CSUSB is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly CADE. Contact information for ACEND is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60060-6995, phone: 800-877-1600, Ext.5400. The website for ACEND is:

<http://www.eatright.org/ACEND/>

In order to maintain the accreditation status, DPD must demonstrate that it meets its mission, goals, and measureable outcomes. Outcome measures include program retention and completion rates, placement in Dietetic Internships, graduate school placement, pass-rate on Registration Examination for Dietitians and responses on graduate and Internship Director surveys.

About the NTFS program at CSUSB

You will learn the foundation knowledge required to apply and be qualified for admission to an accredited dietetic internship program and to be eventually eligible to take a national exam, administered by the Commission on Dietetic Registration (CDR) to become a registered dietitian (RD). Upon completion of the DPD courses, you will learn foundation knowledge in chemistry, biochemistry and metabolism, anatomy and physiology, microbiology, food science, food preparation and foodservice, management, nutrition, assessment, medical nutrition therapy, community nutrition and relevant information necessary to meet the competencies for admission into a dietetic internship program. Applying the science of nutrition into healthy food choices for individuals, families, and groups requires the integration of multi-disciplinary, research-based knowledge.

The curriculum in the Nutrition and Food Sciences Program provides a broad and integrated academic program that is strongly grounded in science-based disciplines. The program emphasizes basic sciences, critical thinking, food and metabolism of the nutrients, and the application of theory to practice in dietetic profession as well as being able to communicate effectively.

DPD students begin with general education and basic courses in chemistry, biology, social sciences, and understanding of food and preparation techniques. Students, then, progress to organic and biochemistry, anatomy and physiology, microbiology, and courses that examine the nutritional and physical chemical properties of foods. In the junior and senior years, students take upper division courses in nutrition, metabolism, assessment, advanced nutrition topics, medical nutrition therapy, community nutrition, statistics, food science, and foodservice production and management. Throughout the program, students develop knowledge, skills, and abilities that foster personal and professional growth as lifelong learners, service, and working as team members in the dietetic and health profession.

The program courses are rigorous and require students to spend numerous hours outside the classroom to perform well in the classrooms. Therefore, students are encouraged to concentrate on the academic work; and depending on the courses, students are expected to perform 4 to 5 study hours for each hour (unit) spent in the classroom.

A complete comprehension of the foundation knowledge is critical for student's performance in the advanced level courses; and students are expected to think **CRITICALLY** and apply the knowledge gained from each prerequisite course. Therefore, being able to regurgitate the material will not **ASSIST YOU** to do well in your classes and become a dietitian.

Note: In the DPD courses, you are learning the foundation knowledge that you will need to apply in the dietetic internship program. In the dietetic internship/supervised program, you will gain hands on experience under supervision of a Registered Dietitian. However, while you are completing the DPD courses, you are encouraged to volunteer to learn the role and functions of dietitians in various healthcare settings. You may earn HSCI 399 units for your community service experiences (refer to Appendix D for additional information). However, these units may not be used to fulfill upper division HSCI electives.

Portfolio for the DPD program

A portfolio is a compilation of material that you completed and your reflection/thoughts for each project or activity. Your portfolio may be used to showcase your work and accomplishments to potential employers or dietetic internship program. Some internship programs requires you to submit or bring a portfolio with you. The faculty in NTFS Program will use your portfolio to assess the program for summative assessment tool for accreditation and learning outcome.

You will develop an electronic portfolio starting with HSCI 225 and 273 courses. Instructions for the portfolio will be provided in HSCI 273 and contents for portfolio will be given in HSCI 225. See timeline for portfolio projects and the courses that they will be completed is listed in Appendix E.

The didactic program in dietetics (DPD) and the credentialing process for RDs?

After graduation and upon completion of a dietetic internship, the graduate of the DPD Program is eligible to take the national registration examination administered by CDR in order to become credentialed as a Dietetic Technician Registered (DTR). To become credentialed as a registered dietitian (R.D.), an undergraduate student must complete a dietetic internship or supervised practice in an accredited program and successfully pass the national registration examination for dietitians also administered by the CDR.

Verification Statement:

At this time, the NTFS Program has an open enrollment, where all students declaring NTFS as their major will complete all of the DPD required courses. You will be issued 5 copies of the Verification Statement at the time of completion and receipt of the original transcript with date of degree posted. Students may repeat courses to discount their grade following the University policies and guidelines stated in the 2012 to 14 University Bulletin of Courses (page 53-54).

In order to issue a Verification Statement, the DPD director needs a copy of the transcript, permanent address, and the last 4 digits of student's social security number. A form (Appendix F) with this information will be collected in the HSCI 444: Medical Nutrition Therapy 2 class. The DPD director will mail 5 copies of the VS with original signature to those successfully complete the DPD. Since ACEND and Dietetic Internship programs will only accept Verification Statements with the DPD Director's original signature after the student is accepted into their DI program, students will need to contact the DPD Director if additional Verification Statements are needed. The Verification Statements are valid for five years after graduation since many DI programs require DPD knowledge no later than 5 years. Students may need to contact the DPD director to find out what courses need to be completed for recency in education in order to receive a new VS from DPD.

The centralized application to DI programs (DICAS) is what many DI programs use to solicit applications from graduates of DPD. Your DPD Director will write a letter of recommendation and will complete the Intent to Graduate part of application for students still finishing up the DPD and DPD Director will complete your Verification Statement section of your DICAS application after you complete your degree and DPD requirements. You don't have to submit an original verification statement to the DI until you have been accepted into a DI program.

Form for declaration of intent to complete degree and/or ACEND minimum academic requirements:

This is a form provided by ACEND for program directors to document what courses a student still needs to take for VS, this is usually done in the last 2 quarters that a student is in a Student Handbook, Nutrition and Food Sciences Program at CSUSB 2013 Page 4 of 21

DPD program. Students must include this form in their internship applications for DICAS and if they are applying prior to completing the DPD courses and requirement. Here is the process to obtain this form:

1. Student obtains the form from the DPD Director, Dr. Chen-Maynard.
2. Student completes the form using the data from "Graduation Requirement Check" and submits it to Dr. Chen-Maynard along with a copy of your PAWS or graduation requirement check since you have yet to graduate or complete DPD. DPD Director will submit the courses are you are taking in the Winter quarter and courses yet to take in Spring. You will have a chance to check for accuracy before you accept the form. If you do not agree with the courses submitted for you, you may reject the form and let the DPD Director know what is missing or what needs to be changed.

Students with a baccalaureate degree from a non-DPD seeking a Verification Statement

Students with a bachelor's degree from an accredited university in the U.S. in a subject area outside of the DPD and wish to complete the program requirements for a verification statement at CSUSB, must contact the DPD director to develop an approved program of study.

International students wishing to obtain a verification statement from CSUSB for eligibility to apply for a DI program in the US must have your academic degree **validated as** equivalent to the bachelor's or master's degree conferred by **a U.S. regionally accredited college or university**. The CDR-approved nonprofit agencies that perform this specialized service are listed on the CDR website:

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_15744_ENU_HTML.htm

To have your transcript evaluated for Verification Statement from CSUSB, potential students may send a copy of the transcript along with a non-refundable donation check for \$25 (payable to CSUSB Foundation) to the Director of the NTFS Program. This course-by-course evaluation will determine how many classes are necessary to receive a Verification Statement from CSUSB and that requirements have been met. Since each DPD has different course requirements for its DPD verification statement, the evaluation is only effective for the CSUSB's program of study.

Academic Advising

The Department of Health Science and Human Ecology implemented a mandatory quarterly advising program. Therefore, all students must meet with their academic advisor to have the advising hold removed prior to registering for the following quarter in their studies. The NTFS Program provides individualized academic advisement to all of its students.

The DPD courses are integrated into the requirement for the BS in NTFS (Appendices B and C). Most courses in the NTFS Program are only offered once a year and the courses are sequenced to allow full-time students to complete the program courses in 2 years after completion of the Chemistry and Biology prerequisite courses. Therefore, it is pertinent that the students stay on track in order to graduate in a timely manner. Students should make appointment with their advisor at least a week or two before their registration date for the next quarter. Students will bring a copy of work in progress (PAWS) when they come for their advising session. You do not need to print out a new PAWS each time, just make sure the grades are posted for each quarter completed. If you are a student athlete or enrolled in EOP, SAIL, etc. please see your academic advisor before you go to the advisors for those programs.

During the initial advising session, the faculty advisor will help students to evaluate lower division coursework to determine prerequisites needed for the NTFS major and develop a tentative program of study. You may bring a copy of the advising sheet or we can just write the courses you need on your PAWS.

At each quarterly advising session, your faculty advisor will assist you to develop a schedule of courses for the following quarter. Remember, you may not register until you are advised by the faculty and the advising hold is removed by the HSCI Department office staff. Also, please check to make sure that you don't have any other holds on your mycoyote.

Faculty Advisors: There are two tenured faculty members to serve as faculty advisors for NTFS majors:

Dr. Dorothy Chen-Maynard, RD, Director of the NTFS Program,
Room PS 315, Phone: (909) 537 5340,
email: dchen@csusb.edu

Dr. Joe Hughes, RD,
Room PS 313, Phone: 909 537 5418
Email: jhughes@csusb.edu

Dr. Chen-Maynard will advise students with last names from A to L, and Dr. Hughes from M to Z. Please check your *Mycoyote* for your registration date and contact your faculty advisor at least one week before that date for an advising appointment. A quarterly department advising hold is put on your registration account (except for summer session), so you will need to see an academic advisor to have that hold removed before you can sign up for your classes.

Expectations and Conduct of NTFS majors

Academic Integrity

All students are bound by **the Academic Honor Code**, which is based on the premise that each student has the responsibility to uphold the highest standards of academic integrity when doing anything related to the University. The student will refuse to tolerate violations of academic integrity from others, and will foster a high sense of integrity and social responsibility on the part of the University community. Please refer to the University Bulletin of Courses for policies on Plagiarism and Cheating (pages 53). Faculty may also refer to sections of the policy in the course syllabi as appropriate for the course.

Course Repeat

Please refer to the University Bulletin of Courses of Courses, page 53 to 54 (AY 2012-14), for the policy on repeat of courses. Students may only repeat a course once to have the first grade discounted. Student will only be allowed to repeat courses in which a grade of "C-" or lower was received. To repeat a course with C or better, students must go to Office of the Undergraduate Studies in U Hall and complete a petition form. View the full policy at www.ugs.csusb.edu/advising.

Student Services

There are many academic and support services available to students at CSUSB, for further information about these services log onto the University website: www.csusb.edu or refer to the University Bulletin of Courses under "Student Life" for additional information.

Grievance Procedure

Please refer to the University Bulletin of Courses (pg. 51, 2012-14) for Grade/Academic Grievance Procedures, the policy is also available on line:

<http://studentaffairs.csusb.edu./policies.html>

Similarly, students with grievance related to the DPD must the student need to consult the following individuals in the order provided. First consult with the instructor of the course for issue related to the course; if it is not related to a course, consult with DPD Director for a possible resolution. The next level of consultation is the Chair of Department of Health Science and the step after that is the Assistant Dean of College of College of Natural Sciences. PDC students may file complaint with the Assistance Dean of Palm Desert Campus. As a **final step and only** if the problem is not resolved, student may contact ACEND.

Admission requirements

Applicants must meet minimum requirements for admission to undergraduate programs as established by the California State University System. The student may apply on-line at the CSUSB's Admissions Office website at www.csusb.edu. Applications are accepted between October 1 and November 30 for the Fall quarter following the application process.

Costs and refund of fees

See the University Bulletin of Courses each year for an estimate of costs and fee schedule. Also refer to University Bulletin of Courses for credit/refund of fees (refer to the Fee Schedule of the Bulletin of Courses).

Estimated Quarterly Fees for Undergraduate Students California Resident (2012-13)

UNDERGRADUATE TUITION, RESIDENT STUDENT

TUITION (All Required) Fall 2012

0-6 Units Fall 2012 \$1058.00 + \$365.00

6.1+ Units Winter 2013 1824.00

0-6 Units Winter 2013 1058.00

6.1+ Units Spring 2013 1824.00

0-6 Units Spring 2013 1058.99

6.1+ Units Tuition Fee \$1824.00

Campus Charges \$ **365.00**

TOTAL \$1423.00

UNDERGRADUATE FEES PER QUARTER, RESIDENT STUDENT

Fee	0-6 Units	6.1+ Units
State University Fee (SUF) (required)	\$1058.00	\$1824.00
Mandatory Campus Fees (required)	\$356.00	\$356.00

TOTAL	\$ 1,414	\$2,180
POSTBACH/GRADUATE FEES PER QUARTER*, RESIDENT STUDENTS		
Fee	0-6 Units	6.1+ Units
State University Fee (SUF) (required)	\$ 1,302.00	\$ 2,246.00
Mandatory Campus Fees (required)	\$356.00	\$356.00
TOTAL	\$1,658.00	\$2,602.00

- **Masters in Business Administration (M.B.A)** program requires an additional \$169 per unit.
- **Masters in Accountancy (M.S.A.)** program requires an additional \$169 per unit.
- **Masters in Public Administration (M.P.A.)** online courses require an additional \$90 per unit.

Laboratory fees vary from \$10 to 25 per course and textbooks/equipment cost is about \$500 to \$700 per quarter. Parking is about \$102 per quarter for general students.

Non-residents (U.S. & International)

Non-resident tuition (in addition to fees listed for residents) applies to all non-residents of California including international (visa) students. Non-resident tuition is \$248 per unit; \$124 per 1/2 unit.

Other costs specific to dietetics

There are laboratory fees in various classes in NTFS and supporting courses. In addition, membership to the Academy of Nutrition and Dietetic (AND) is strongly encouraged and the benefits outweigh the cost of the membership fee for the Academy is \$55 per year, which includes membership for California Dietetic Association. Membership benefits and information for students along with the application may be obtained at www.eatright.org. NTFS students are also encouraged to join Inland District Dietetic Association (IDDA) and CSUSB's Nutrition Student Association (NSA), each organization charges membership fee for students at \$15 per year. Membership application for IDDA may be access at www.dietitian.org/idda. NSA membership application may be access from the NSA website at <http://health.csusb.edu>.

Complaint Process

The University Ombudsman, Tera Bisbee, is located in the Santos Manuel Student Union Room 202B, 909 537-5635. To complain about the Nutrition and Food Sciences Program, you may contact the Department Chair, Dr. Marsha Greer, PhD, CHES, in PS 226, 909 537 5339, or mgreer@csusb.edu. You may also contact the Assistant Dean of College of Natural Sciences in BI 107, 909 537 5300. PDC students may contact the Assistant Dean of PDC to file a complaint.

As the last resort, you may file complaints (only after exhaustion of the complaint process mentioned above) about the Didactic Program in Dietetics with the ACEND at the Academy of

Nutrition and Dietetic. The address is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-377-1600 X 5400. The AND website is www.eatright.org.

Acceptable Behavior Applicable to the Academic Setting

The following are general acceptable behaviors related to etiquette that may be helpful to you in the classroom and when interviewing for class assignments, career employment or internships.

- Dress appropriately in the laboratory as indicated by your instructor. Please pay attention to your personal hygiene and care. Please trim your nails and NO artificial/acrylic nails are allowed in the food preparation courses.
- Communications by e-mail should use proper grammar and punctuation. Do NOT use text message language and always check for spelling and mistakes. Effective communication styles are critical to be successful in academic and professional settings.
- Turn off your cell phone in class, interviews, or other professional meetings.
- Please be sure that your cell or answering machine message is professional and appropriate.
- Do not use your personal email address if it does not identify you, e.g. pinky, cutie, chick, etc. may identify your personality, but it does not tell the receiver who you are and they are unprofessional. Always check your email regularly so you may respond in a timely manner.
- Check your personal websites, facebook, myspace, etc. for appropriateness of information about you on the website. Your future employer or internship may Google you and you don't want them to find any embarrassing information about you.
- If you have any questions in class, please do not hesitate to ask; remember, no question is dumb and all class members may learn from your questions. However, please DO take your turn and allow others to ask their questions as well.
- Please try come to class on time and do not leave class early, these activities can be disruptive and denotes lack of interest and respect on your part. In the case of an interview, being late could cause the entire interview schedule to change and will be reflected negatively in your evaluation. It may indicate that you are not sensitive to people other than yourself. (Remember, perception is just as important as reality).
- Always make an appointment to speak to someone whether you are going to interview them for a class project, seeking volunteer position, or to talk about career options, etc.
- Show up to your appointment on time (if not 5 minutes early) and call them if you need to reschedule or if you are running late. **DO NOT just not show up** because you are going to be assessed as being unprofessional and rude for not respecting them. Dress appropriately for the interview even if it for a volunteer position.
- For any commitment you make, even if it is a volunteer position, you need to follow through and take it like a real job. Ask for clarification if needed and do the best you can. You are making an impression for future internship position or employment, so give it your best. Other CSUSB students are riding on your coat tail; so if you leave a bad impression, others may not have a chance to volunteer there (yes, we know that you are not paid, but you still have to leave a great impression).
- Always thank someone when they have assisted you. In the case of an interviewer, always write them a formal, handwritten thank you note after an interview. Being able to follow through is important and others will remember you; and also denotes that you have learned the etiquette of being a professional.
- Dress impeccably for interviews, best to be conservative and wear a suit; dress for the job you want not, the position you have. In general, the principle about jewelry and make up is "less is

more.” If you have visible piecing in areas besides the ear lobes, please remove them in preparation for the interview; and also, don’t forget to cover the tattoos.

- In general, address adults older than you by their proper title and name. Companies, internships, etc. likes people who will represent them well, which includes knowing the proper way to address others. For example, refer to the individuals as Dr., Mr., or Mrs. by their last name instead of calling them by their first name, unless you are given permission to do so.

What should I do to apply for Dietetic Internship (DI) program?

In HSCI 446: Senior Seminar course, you will learn about dietetic internship programs and work on the DI application packet throughout the quarter. By the time your internship application is due on February 15, you should have plenty of time to put your application packet together before the deadline. A standard DI application packet is used by many DI programs, which is now completed on line by DICAS. Many DI programs require secondary application and fee so please review the website carefully about the requirements. In addition to the application packet on DICAS, which requires a personal statement, 3 letters of recommendation, resume, and other documents. A set of strong letters of recommendation is an important part of your packet and many DI programs specify individuals what they want in the letters and from whom the letter should come from. One of the letters should come from your DPD director, therefore, it is important that s/he knows who you are.

The same time that you are going to submit your DI application on DICAS, you need to go to D and D Digital and rank the programs that you are applying to in the order that you wish to be matched. The URL for D and D Digital is <http://www.dnddigital.com/>

Some DI Programs accept students for their January start date with application deadline at the end of September. Please refer to the ACEND website for accredited programs at www.eatright.org

How to get letters of reference from professors/professionals?

Many students need letters of recommendation. Most professors are glad to write them with ample notice. Students, who apply to internships, usually need three or more recommendation letters. Check with graduate schools and internship directors for exactly how many letters of reference are needed. Most often, the letters are intended to assist selection committees in assessing Applicant’s performance and inter-personal skills.

General guidelines for approaching faculty for letters:

Personally contact the faculty members, who know you and someone you feel can write a strong letter of support for you. Remember they have posted office hours. For those faculty who HAVE AGREED to write you a letter of recommendation, provide them with a manila envelope which has your name, address, and phone number on the outside and include in it the following:

1. Your resume,
2. An unofficial copy of your transcript,
3. A photo, a copy of your ID photo may do (especially important if you have already graduated),
4. A self assessment or a list of your strengths and weaknesses,
5. A note reminding the faculty of courses you took under him/her, when, and whether they served as your advisor or knew you in some other capacity (volunteer work under their direction, clubs for which they were the advisor or other),
6. Indicate how many copies of the recommendation are needed, how to seal or sign the envelope, and to whom these are to be sent. The faculty member will provide letterhead envelopes, but it is your responsibility to address these and return them to the faculty member.

Especially note any special directions, e.g. having the faculty member sign across the flap of the sealed envelope.

7. If a special form is required for a particular school or internship, include a copy of the form as well as the original. Sign the confidentiality statement, if there is one.

8. Indicate the deadline date by which your application packet must be postmarked.

9. For the DPD Director, please include a list of programs that you are applying to and the number of intent to complete form or verification statement.

Generally, **REQUESTS FOR RECOMMENDATIONS SHOULD BE SUBMITTED AT LEAST THREE WEEKS BEFORE YOUR DEADLINE**, to give the person adequate time to prepare a letter for you. Requests for dietetic internship letters must be made before the end of Fall quarter (for the February application deadline) or by the end of summer term (for the September application deadline).Be sure to check with each faculty member separately, s/he may have additional requirements and deadlines.

What are the graduation procedures required by the college?

At the beginning of the senior year, request a graduation requirement check from the Office of Records and Registration, Office of the Registrar's, University Hall, first floor. Deadline for June graduation is usually the first work day of November. If you miss the deadline, there is a late fee in addition to the grad check fee!!! It is extremely important you apply for graduation at the Registrar's Office during the first week of Fall quarter for deadlines. See the University Bulletin of Courses for specific deadlines. You will not graduate unless you apply for graduation. When you apply for graduation, at that time, you will receive an information packet-detailing cap and gown ordering and commencement ticket pick-up dates. If you are not going to graduate in June, you will need to file a graduate requirement check 2 quarters before you graduate.

Students with bachelor degree wanting to combine the DPD courses with a Master's Degree Program

If a graduate student already has a Bachelor degree in a non-Nutrition discipline, please contact the DPD Director for a transcript evaluation to assess courses needed to be completed at CSUSB. Copies of the transcripts and there is a fee of \$25 for this service. A graduate student must also complete all DPD courses prior to starting a dietetic internship program. It is also important to note that a student may have to take extra classes if any classes required were taken more than five years old. Upon completion of all upper division NTFS classes with a grade of B- or higher, or all DPD requirements as determined by the DPD director, the student will receive 5 copies of the verification statement for completion of DPD. The DPD director needs official transcripts showing completion of coursework; she also needs a permanent address and the student's social security number prior to issuing the verification statements.

GRE requirement

The Graduate Record Exam (GRE) is a standardized test utilized by many graduate programs as an admissions criterion. The exam consists of seven 30 minute timed subtests measuring verbal, quantitative, and analytical abilities. Many graduate schools combine the verbal and quantitative scores to set a cut off for admission. Students may get additional information about the GRE at the FSU testing services office on the 4th floor or Jack Brown Building. Information about the GRE is also available at the following website www.gre.org

CSUSB Website: To view the University Bulletin of Courses, visit our website at: <http://csusb.edu>. The Office of the Registrar is University Hall, first floor. For more information

about the University or about admissions, write or call: The Office of Admissions, CSUSB, 5500 University Parkway, San Bernardino, CA 92407.

For more information about the Department call or write us:

Nutrition and Food Sciences Program, Department of Health Science and Human Ecology, 5500 University Parkway, San Bernardino, CA 92407, 909 537 5339, website: <http://health.csusb.edu>.

To Learn More About The Commission On Accreditation for Dietetics Education write or call as **indicated:** Address: CADE, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. Internet: www.eatright.org/cade, Phone 800/877-1600, ext 5400

To Learn More About Dietetics in NTFS: Contact the Program Director, Dr. Dorothy Chen-Maynard, RD. Her office is in Physical Sciences Building, Room 315. She can also be reached at 909 537 5340 or by email at dchen@csusb.edu. You may also want to visit our Department web site at <http://health.csusb.edu> or the University website at www.csusb.edu and click on catalog and undergraduate programs.

Registered Dietitians as Professionals

Registered dietitians (RDs) are experts in food and nutrition and they have met the following criteria to earn the RD credential:

- They completed a minimum of a B.S. degree at a US regionally accredited university and course work approved or accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).
- They completed a CADE accredited dietetic internship (DI) program.
- They passed a national examination administered by the Commission on Dietetic Registration (CDR) of the ADA
- They complete continuing professional education requirements to maintain registration.

RD's help people to learn about food, nutrition, and to make wise food and lifestyle choices that will keep them healthy or work with people with disease conditions to improve their quality of life. RD's work with the public, healthcare professionals, people with special needs, chefs, media, and they may also be involved in research and education.

Registered Dietitians are trained in all five areas of dietetic profession:

1. Acute care and long term care settings: in and out patient of hospitals and clinics, additional graduate degree may be required for advanced skills and knowledge.
2. Community and public health settings: public health programs including Women, Infants, and Children program.
3. Foodservice and management: schools, universities, restaurants, and public eating facilities where dietitians maintain production, menus, food safety, etc.
4. Education and research: this area requires additional graduate degrees where a dietitian may teach or perform research in a college, university, or medical facilities and settings
5. Consultant, private practice, or entrepreneurial dietitian: a dietitian may work for him/herself and may specialized in a specific area of nutrition or entrepreneurial setting.

Representative Job Titles Related to this Major: Nutrition Consultant, Sports Dietitian, Public Health Nutritionist/Dietitian, Clinical Dietitian, Nutritionist, Foodservice Director, Nutrition Educator, Sports Nutritionist, Clinical Managers, and others.

Representative Employers: Hospitals, Public Health Organizations and Clinics, Nursing/convalescent Homes, Long Term Care Facilities, Social Service Agencies, School Districts, Pharmaceutical Companies, Food Manufacturers & Processors, State & Federal Research Labs, Private Practice, Schools, Universities, Government Agencies, and Trade Associations.

Please refer to the FAQ page of the NTFS website for additional information about the dietetic profession.

Appendix A

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO 2/013
Department of Health Science and Human Ecology
Nutrition and Food Sciences Program/Didactic Program in Dietetics

ADVISING RECORD

Date: _____

Student's Name: _____ Coyote SID Number: _____

Local Address: _____
city zip code

email addresses: _____ Local/cell Phone No. (____) _____

Permanent Address (if different) _____

Tel. No.: Work: (____) _____ Permanent phone () _____

Prev. Degree(s)/institutions attended: _____

GPA: _____ Previous Major(s): _____

Class status: Fr. Soph. Jr. Sr. Grad. Anticipated date of graduation _____

CSUSB Bulletin year for graduation (for GE) _____ NFS major declared? Yes No
if no, please declare the major

ASAP.

Transfer credits awarded by CSUSB _____ units Ethnic background (for ADA data) _____

I do not wish to respond to the question. _____

I do not wish to respond _____

Related work experience: _____

Professional goal(s): _____

Acad. qtr/year	Suggested classes	Comments	Advisor's initial/date
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Appendix B

Suggested Schedule for Students Majoring in Nutrition and Food Sciences/Didactic Program in Dietetics

Department of Health Science and Human Ecology

The NTFS program at CSUSB is granted developmental accreditation status by the ACEND as the Didactic Program in Dietetics (DPD). The address for the ACEND is the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-4876, website is <http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/ACEND.html>

Note: Many major courses are only taught once a year in a given quarter and in order to receive the verification statement, you must complete all the courses with a grade of C or better, which is also a requirement for the HSCI majors. The following schedule is for your reference only and the quarter(s) that the class is offered is shown in (). *The HSCI Department has a **quarterly mandatory advising** so you must see a NTFS academic advisor quarterly to remove the “advising hold” before you can register for that quarter.*

FRESHMAN YEAR

Work on general education (GE) requirements and the following courses in your first year. Concentrate on completing your 100 level GE requirements: Math 110, English, COMM 120, and Critical Thinking.

SOC 100 or PSYC 100: The Study of Society/Intro to Psychology (4) (F,W,Sp,Su)

HSCI 120: Health and Society: An Ecological Approach (5) (F,W,Sp)

SOPHOMORE YEAR

Continue to work on lower division GE requirements and those courses listed in the freshman year. In addition, complete Chemistry 205, 206, and 207 as well as BIOL 223 and 224 by the end of sophomore year since they are prerequisites to core nutrition courses.

Fall Quarter: CHEM 205: Fundamental of Chemistry I: General Chem. (F)

May take HSCI 225: The Dietetic Profession (F)

HSCI 244: Introduction to Culinary Arts (2) (F, Sp)

HSCI 273: Software Applications in the Health Sciences (3) (F,W,Sp)

Winter Quarter: CHEM 206: Fundamentals of Chemistry II: Organic Chem. (W)

HSCI 245: Introduction to Food Science (may wait until Jr. yr.) (W)

BIOL 223: Human Physiology & Anatomy I (W, Su)

Spring Quarter: CHEM 207: Fundamentals of Chemistry III: Biochemistry (Sp)

BIOL 224: Human Physiology & Anatomy II (Sp, Su)

If you do not get into BIOL 223 in the Winter quarter, you must plan to take both BIOL 223 and 224 in the summer. If you do not have A and P and General, Organic, and Biochemistry (GOB) done, you will not be able to take HSCI 350 in the Fall. If you took the GOB course sequence in a community college, you may take CHEM 207 in the Spring of your first year of DPD courses. Please see your advisor if you have any questions or concerns about this prerequisite.

JUNIOR YEAR

Continue to work on general education requirements with major courses. Complete the following courses (require completion of 90 lower division units) during the academic year:

NSCI 306: Expository Writing for the Natural Sciences (F,W,Sp,Su)

HSCI 315: Statistics for Health Professionals (4) (F,W,Sp, Su)

MGMT 302: Management and Organizational Behavior (F,W,Sp,Su) **OR** PSYC 302

HSCI 399: Comm. Service Project (see your advisor)-does not count as upper div. elective

Fall Quarter HSCI 225: (if not taken previously) (1 unit, F)

HSCI 350: Principles of Nutrition (4 units, F)

HSCI 244: Introduction to Culinary Arts (in not taken already) (2 units, F, Sp)

*HSCI 385: Cultural Foods (4 units, F)
HSCI 315: Statistics for Health Sciences (4 units, F,W,Sp,Su)

Winter Quarter HSCI 245 (if not taken previously) (5 units, W)
HSCI 365: Nutrition Through Life Cycle (4 units, W)
*HSCI 382: Nutrition for Health, Fitness and Sports (4 units, W) elective
HSCI 273: Software Applications in the Health Sciences (4 units, F,W,Sp)

Spring Quarter HSCI 345: Advanced Food Science (5 units, Sp)
*HSCI 344: International Nutrition (4 units, Sp) elective
HSCI 384: Nutrition Assessment and Research (2 units, Sp)
MGMT 302: Management and Organizational Behavior (4 units, F, W, Sp, Su)

SENIOR YEAR

Fall Quarter HSCI 465: Foodservice Production (5 units, F)
HSCI 441: Nutritional Biochemistry (4 units, F)
HSCI 446: Senior Seminar (1 unit, F)
*HSCI 385: Cultural Foods (4 units, F)
Capstone course

Winter Quarter HSCI 442: Advanced Nutrition (2 units, W)
HSCI 443: Medical Nutrition Therapy 1 (W)
HSCI 467: Foodservice Systems Management (W)
*HSCI 382: Nutrition for Health, Fitness and Sports (W)
Capstone course

Spring Quarter HSCI 444: Medical Nutrition Therapy 2 (Sp)
HSCI 445: Community Nutrition (S)
*HSCI 344: International Nutrition (Sp)
Capstone course

*Recommended Courses to fulfill 8 units of upper division HSCI requirements

HSCI 385: Cultural Foods (F)
HSCI 382: Nutrition for Health, Fitness and Sports (W)
HSCI 344: International Nutrition (Sp)
HSCI 367: Human Disease Mechanisms (F, W, Su)
HSCI 470: Health Behavior (W, Sp)
HSCI 430: Food-Borne Illnesses and Their Prevention (Sp, every other year)

Note: HSCI 399 units may NOT be used for Upper Division HSCI elective course.

Please note that you will need to take 2-3 major courses each quarter, GE or other major courses should be taken simultaneously to complete the degree requirement. It is anticipated that you will be able to complete your major courses in 2 years after completion of the Chemistry and Biology courses. Please keep in mind that most of the core courses in Nutrition and Food Sciences are **only offered once a year** and prerequisites are enforced in each class. Therefore, please stay on track and do well in your classes so that you will not have to wait another year to complete your program.

If you have completed all of your GE courses, you may want to declare a minor or complete a certificate program to enhance your studies.

12/09 dcm

Required Courses for Nutrition and Food Sciences Majors		Unit	Grade	Qtr taken	Evaluation of Transfer Credit
Student ID Number _____					Entering Date: Previous School(s):
Required Lower Division courses (qtr offered) (50 units)					
HSCI 120	Health & Society: An Ecological Approach (F W Sp) +	5			
HSCI 225	The Dietetic Profession (F)	1			
HSCI 244	Introduction to Culinary Arts/Skills (F)	2			
HSCI 245	Introduction to Food Science (W)	5			
HSCI 273	Software Applications in the HSCI (F W Sp)	3			IST 101 may be substituted with permission
CHEM205	Fund. of Chem. I: General Chemistry (F W Sp) +	5			
CHEM206	Fund. of Chem. II: Organic Chemistry (W)	5			
CHEM207	Fund. of Chem. III: Biochemistry (Sp)	5			
BIOL 100	Topics in Biology: not required, may be a prerequisite	5			
BIOL220	Principles of Microbiology (F W Sp Su)	5			
BIOL 223	Human Physiology and Anatomy I (W, Su)	5			
BIOL 224	Human Physiology and Anatomy II (Sp, Su)	5			
PSYC100	Introduction to Psychology + (F W Sp Su) OR	4			
SOC 100	The Study of Society + (F W Sp Su)	4			
Math 110	College Algebra (required after Fall 2009)	4			

Required Upper Division Courses (62 units)					
HSCI 315	Statistics for Health Sciences (F W S)	4			Math 305 may be substituted with permission
HSCI 345	Advanced Food Science (Sp)	5			
HSCI 350	Principles of Nutrition (F) Prereq CHEM 205, 206, 207, BIOL 223, 224	4			
HSCI 365	Nutrition Throughout the Life Cycle (W)	4			
HSCI 384	Nutrition Assessment and Research Methodology (Sp)	2			
HSCI 441	Nutritional Biochemistry and Metabolism (F)	4			
HSCI 442	Advanced Nutrition (W)	2			
HSCI 443	Medical Nutrition Therapy 1(W)	4			
HSCI 444	Medical Nutrition Therapy 2 (Sp)	4			
HSCI 445	Community Nutrition (Sp)	4			
HSCI 446	Senior Seminar (F)	1			
HSCI 465	Foodservice Production and Procurement (F)	5			
HSCI 467	Foodservice Systems Management (W)	5			
MGMT302	Management and Organizational Behavior (FWSpSu)	4			
NSCI 306	Expository Writing for the NSCI + (FWSpSu)	4			
HSCI 399	Community Service Projects, max 6 units for credit (may not be used for upper division HSCI elective)				Portfolio Status: <input type="checkbox"/> personal statement <input type="checkbox"/> PowerPoint Presentation abstract <input type="checkbox"/> research paper <input type="checkbox"/> Lay article <input type="checkbox"/> Resume <input type="checkbox"/> flier <input type="checkbox"/> Brochure <input type="checkbox"/> Web Page <input type="checkbox"/> diet analysis (manual) <input type="checkbox"/> diet analysis (data base/practice) <input type="checkbox"/> organization chart <input type="checkbox"/> cycle menu <input type="checkbox"/> job description <input type="checkbox"/> RD practice

8 Units of Electives					
HSCI 344	International Nutrition ()	4	Other items as appropriate:		
HSCI 382	Nutrition for Health, Fitness, and Sports ()	4			
HSCI 385	Cultural Foods ()	4			
HSCI 595	Independent Study for Dept Honor				

Dept. honors? Yes ___ No ___ HSCI 595 with A grade participation in Nutrition Bowl _____

Calculate GPA: multiply course units by grade point multiplier for each course, add the points for all courses and divide the total by the number of units completed
Example: B in a 4 unit course: 4 X 3.0 = 12
C+ in a 5 unit course 5 X 2.3 = 11.5 12 + 11.5 = 23.5 23.5 / 9 units = GPA

Grade Point Multiplier: A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 F = 0.0

SUGGESTED COURSE SEQUENCE for 2 years with completed CHEM and BIOL requirements version: 4/2012dcm

FALL YEAR ONE	WINTER YEAR ONE	SPRING YEAR ONE
HSCI 225, 244, 350, 315 or NSCI 306	HSCI 245, 365, 273, 315 or NSCI 306, HSCI 120	HSCI 345, 384, MGMT302, capstone
FALL YEAR TWO	WINTER YEAR TWO	SPRING YEAR TWO
HSCI 441, 446, 465, HSCI elective, capstone	HSCI 442, 443, 467, HSCI elective	HSCI 444, 445, HSCI elective, capstone,

Appendix D

HSCI 399 Guidelines for Nutrition and Food Sciences Program

You will need to volunteer 30 hours per quarter for 1 unit of HSCI 399; and you may take up to a total of 6 units of HSCI 399 for credit on your transcript. However, as the department policy, HSCI 399 units cannot be counted toward your upper division HSCI elective credits.

1. Find a site to volunteer and you need to have a dietitian (RD) supervise your volunteer work. The site should give you some experience in dietetic related work in the acute or long term care, community, outpatient or specialty clinic or care facility, foodservice in school, hospital or worksite. Talk to the dietitian in charge to find out what you will be doing and set up hours that can be workable for both parties. There may be some office tasks but you should not spend the whole 30 hour filling, answering phone, etc that are strictly office related job. However, you may be asked to do a phone or patient related survey related to dietary or nutrition care/service, which would be appropriate as a project. (For those doing the nutrition counseling on campus, you will be supervised by one of the instructors. You will need to show up at the times that you signed up and if you can't make it, please call the fitness center 909 537 BFIT and your partner so that one of you can be there, please keep a log of what you did for each week that you are there).
2. You should set up a date to volunteer where you can be there for more than 4 hours each day, anything shorter than that you won't have enough time to do a task or a project.
3. Submit a proposal to your program director by second week of the quarter with your name and the following information:
 - a. Name with contact information such as address, phone number of the facility
 - b. Name of the person(s) who will be your supervisor(s) and his/her contact information
 - c. What are you going to be doing there? Any specific job, task or project?
 - d. Number of hours that you plan to volunteer at the site.
 - e. Any other relevant information should be included.
4. Do your volunteer tasks and keep a journal of your time spent there and what you did each time you were there, it does not have to be a long journal entry. Have your supervisor sign and date it before you leave the facility.
5. Submit a report during the finals week to your program director at CSUSB. The report should include the following information:
 - a. Your name and contact information including email address.
 - b. Name of the facility and the name(s) of your supervisor(s) and their contact information.
 - c. The journal that you kept related to your volunteering at the facility; and your supervisor(s)' signature(s).
 - d. What did you learn from your experience there? How has the experience enriched your knowledge, skill, etc.
 - e. Any comments? Would you have done anything differently? If this were your job site, would you be happy there? Would you have done any thing differently?

Appendix E: Portfolio assignments

Assignments for port folio	HSCI course	HSCI courses 2
Personal statement of prof goals	225 Dietetic Prof	446 senior seminar
Resume	225 Dietetic Prof	446 senior seminar
Interview dietitian	225 Dietetic Prof	
Diet Analysis (not computer assisted)	350 Prin of Nut	
Diet analysis of someone else	365 Life Cycle	
Diet analysis of an athlete	382 Sports Nut (elect)	
Abstracts of journal article	350 Prin of Nut	
Research paper	441/442 Nutr Biochem	
Grant proposal	445 Comm Nutr	
Cycle Menu	465 foodservice prod	467 foodservice mgmt
Recipe Analysis	465 foodservice prod	467 foodservice mgmt
Web page	273 Computer Software	
Flier	273: Computer Software	
Power Point presentation	273: Computer Software	
Presentation for lay public	445 Comm Nutr	
Cultural Presentation and handout	385 Cult Foods	
Brochure	273: Computer Software	445: Community Nutr.
Lay article	442: Adv Nutr	
Organizational Chart	467 Foodservice mgmt	
Meal Planning	224 Intro to Culinary Arts	

portfolio will be presented in HSCI 225

mid point check in HSCI 446

final submission in HSCI 444

it was suggested that students post their port folio on Black Board.

Appendix F

CSUSB Nutrition and Food Sciences Contact Information for Verification Statement



Please **print clearly** and give to the instructor of the class or Program Director, Dr. Chen-Maynard so that we can issue 5 copies of the verification statement to you after you complete your degree.

Name: _____ **Date:** _____

Local Address: _____
City zip code

Permanent Address (if applicable): _____
City zip code

Phone numbers: (____) _____ (____) _____
Home cell

Email address: _____ **Coyote ID number:** _____

Social Security Number (needed for verification statement) _____

Anticipated date of graduation: _____

Comments (you may use the back side for additional space):

Please keep this portion for your records. I am going to need an official transcript indicating that you completed the degree; so please make arrangements to have that transcript to me ASAP so I can mail 5 original Verification Statements to you. Thank you for coming to CSUSB and we wish you the best in your professional career. It has been a pleasure having you as a Nutrition and Food Sciences major. We need to maintain communications with you for 5 years past graduation so we will be sending you periodic surveys for program evaluation. Please watch for the request and complete the survey to help us maintain a quality didactic dietetic education program.

Please contact Dr. Chen-Maynard if your contact information changes and please do not hesitate to contact us if we can assist you in any way (for example, reference for a job, letter of recommendation, etc.) DPD Contact information: email address: dchen@csusb.edu, phone number (909) 537-5340. Department of Health Science and Human Ecology, CSUSB, 5500 University Parkway, San Bernardino, CA 92407

Appendix G
Agreement/Signature Form

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
Nutrition and Food Sciences Department, Didactic Program in Dietetics

I have access to a copy of the Student Handbook for the DPD/NTFS majors and I am familiar with its contents.

Name (print) _____

Signature: _____

Date: _____

Faculty witness: _____