Student Handbook
2018-2019

Didactic Program in Dietetics

Accredited by the
Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Department of Health Sciences and Kinesiology
Georgia Southern University
Table of Contents

Part 1: Welcome

Acknowledgement of Student Handbook Signature Sheet
Welcome
What is a DPD?
ACEND Core Knowledge Requirements for the RD
Mission, Goals, and Objectives of the DPD (2014-2022)
Data from Objectives of the DPD (2008-2013)
Accreditation Status and ACEND Contact Information

Part 2: Route to Becoming a Registered Dietitian

DPD Academic Program
Purpose of a DPD
Other Emphases Available in the Nutrition and Food Science Major
Academic Requirements
  Dietetics Program (DPD) Application
  Timeline for DPD Admission Decisions
  Curriculum Check Sheet
  Suggested 4-year Course Sequence
  Course Rotation Chart (Two-year Sequence Chart)
  DPD Courses
Dietetic Internships
  Suggested Time Frame: Application to Internships
  Faculty Requirements for Reference Letters
  D & D Digital - Internship Matching Information
Timeline for Program Completion
Program Progression Requirements
Graduation Requirements
Verification Statements
Academic Support Assistance
Part 3: Making It Happen: Financial and Procedural Information

Tuition and Fees
Withdrawal and Refund of Tuition and Fees
Additional Costs
Scholarships
   Academy of Nutrition and Dietetics Foundation Scholarships
   Georgia Nutrition Council Scholarships
Academic Calendar
Procedures
   Complaints Within DPD Courses
   Concerns/Complaints/Comments About DPD Curriculum
   ACEND Procedure for Complains Against Programs
Feedback Opportunities
Protection/Privacy of Student Information
Student Access to Academic Files
Purpose of Practicums
Policies/Procedures for Practicums
Liability for Safety in Travel to/from Assigned Areas
Injury or Illness in a Facility for Supervised Practice
Acceptance of Transfer Credits
Disciplinary Procedures

Part 4: Becoming Part of the Profession

Code of Ethics for the Profession of Dietetics
Professionalism
Public and Professional Service Opportunities
Professional Memberships
   Academy of Nutrition and Dietetics (AND)
   Coastal Empire District Dietetic Association (CEAND)
   Georgia Nutrition Council (GNC)
   Georgia Public Health Association (GPHA)
Careers in Dietetics and Nutrition and Food Science
Part 1

Welcome
Welcome to the Didactic Program in Dietetics in the Department of Health Sciences and Kinesiology in the College of Health and Human Sciences. This handbook has been prepared for you as a guide to your academic program at Georgia Southern University and to assist you with many professional issues involved in your professional development for a career in dietetics.

It is YOUR responsibility to be knowledgeable about the information provided in this handbook.

Please read it carefully and refer to it frequently as you progress through your academic program and professional development while at Georgia Southern University.

If you have any questions, please contact your academic advisor or the Didactic Program in Dietetics (DPD) Director, Dr. Joelle Romanchik-Cerpovicz, at (912) 478-1420 or at jromchik@georgiasouthern.edu

I acknowledge the receipt of this Handbook and assume the responsibility for reading and following the outlined procedures.

__________________________________ (Student)

Signature

__________________________________ (Student)

Printed

_________________________ (Program Director)

Signature

_________________________

Date

This form must be signed and returned to the DPD Director at the time the Handbook is discussed with the student. The form will be placed in your permanent student file upon acceptance into the DPD.
Welcome

Welcome to the study of nutrition, food science, and dietetics at Georgia Southern University. This academic program is a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. This curriculum is offered by the Department of Health Sciences and Kinesiology in the Waters College of Health Professions. This handbook was prepared to serve as a guide to the academic program and to assist you in your professional development for a career in nutrition, food science, and dietetics.

The field of nutrition, dietetics, and food science is very exciting and challenging at the same time. The application of the didactic knowledge gained in this field is very rewarding as you’ll help to improve the health and well-being of the public.

The following faculty members are available to assist you as professional mentors. Please consult with any one of them about concerns you may have about the academic program or the profession in general. It is highly recommended you meet with faculty early in your academic program and become actively involved in the Student Dietetic Association activities. Upon acceptance into the DPD, students are highly encouraged to meet with the DPD Director each semester to assess their professional development as they complete requirements of the DPD.

Joelle Romanchik-Cerpovicz, Ph.D., RD, LD
Director, Didactic Program in Dietetics
Associate Professor of Nutrition and Food Science
Hollis Building, Room 1128B; (912) 478-1420
jromchik@georgiasouthern.edu

Padmini Shankar, Ph.D., RD, LD
Professor of Nutrition and Food Science
Hollis Building, Room 1124; (912) 478-5785
Pshankar@georgiasouthern.edu

Amy Jo Riggs, Ph.D., RD, LD
Associate Professor of Nutrition and Food Science
Hollis Building, Room 2121; (912) 478-7753
ajriggs@georgiasouthern.edu

Rebecca Black, MS, RD, LD
Clinical Instructor of Nutrition and Food Science
Hollis Building, Room 1103D
(912) 478-5060
rblack@georgiasouthern.edu
What is a DPD?

First Steps to Becoming a Registered Dietitian (RD)

A DPD is a Didactic Program in Dietetics.

As is explained on the Academy of Nutrition and Dietetics website (www.eatright.org), it is an educational program that “provides the required dietetics coursework leading to a bachelor’s...degree.” This coursework and degree are the first step toward becoming an RD. Upon completion of the DPD and degree, graduates receive a verification statement which allows them to apply for and, upon acceptance, complete an ACEND-accredited dietetic internship. After completion of this dietetic internship, graduates eligible to write the Commission on Dietetic Registration national Registration Examination for Dietitians examination. Upon successful completion of this examination, graduates are credentialed by Registered Dietitians (RD).

“Completion of the Dietetics Program (DPD) does not guarantee future credentialing as a registered dietitian. Graduates of the DPD must apply for and complete an ACEND-accredited dietetic supervised practice program and pass the credentialing examination for registration as a dietitian (RD) prior to being able to practice as an RD. Acceptance into an accredited dietetic supervised practice program is fiercely competitive.”

The DPD at Georgia Southern University is accredited by the:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-9431

1-800-877-1600 x5400
https://www.eatrightpro.org/acend
ACEND Core Knowledge Requirements for the RD (2017)

2017 ACEND Accreditation Standards
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.

4. 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.
Mission, Goals, and Objectives
DPD – Georgia Southern University
2017-2022

Mission of the Dietetics Program

The mission of the DPD at Georgia Southern University is to promote the integration of knowledge and skills in dietetics in preparation for supervised practice and eligibility for the Commission on Dietetic Registration credentialing exam to become a registered dietitian nutritionist (RDN).

Program Goals and Objectives

Program Goal #1
The program will prepare graduates to develop skills necessary to assume entry level positions in the field of dietetics and nutrition or in a profession which requires the application of skills learned in the Didactic Program in Dietetics.

Objectives:

Over a five-year period, at least 80% of graduates will have completed the DPD within three years (150%) from the time of their admission into the program.

Alumni achieve over a 5-year period a first time pass rate of at least 80% and a one-year pass rate of at least 80% on the RD exam.

Over a five-year period, at least 40% of graduates will apply for an ACEND-accredited dietetic internship program within 12 months of completing the program.

Over a five-year period, at least 50% of graduates applying for a dietetic internship within 12 months of completing the program will be accepted into a supervised practice program.

Over a five-year period, at least 40% of graduates not completing an ACEND-accredited dietetic internship the year they complete the program, will be either employed in the field of nutrition/dietetics/food science/food systems administration, or pursuing additional higher education within 6 months.

Over a five-year period, at least 80% of DPD graduates who have completed an ACEND-accredited dietetic internship program will be either employed in the field of nutrition/dietetics/food science/food systems administration or pursuing additional higher education within 6 months.
Over a five-year period, at least 80% of graduates completing a dietetic internship will receive an overall satisfactory or better rating from internship directors.

Over a five-year period, at least 80% of graduates will receive an overall satisfactory or better rating from employers within the field of dietetics on job performance.

Program Goal #2
The program will prepare graduates to participate in community service, research projects, and professional development and to assume leadership roles within the field of dietetics.

Objectives:
Over a five-year period, at least 50% of DPD students will participate in community service and/or research projects.

Over a five-year period, at least 50% of students will participate in professional development activities, including membership in professional organizations and/or will assume leadership roles within the field of dietetics.

Over a five-year period, at least 50% of DPD graduates will participate in community service and/or research projects.

Over a five-year period, at least 50% of graduates will participate in professional development activities, including membership in professional organizations and/or will assume leadership roles within the field of dietetics.
## Data from Objectives

**DPD – Georgia Southern University**  
2008-2013

### Objective Data:

<table>
<thead>
<tr>
<th>Metric</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-year pass rate on the RD exam (5-year average)</td>
<td>95.2%</td>
</tr>
<tr>
<td>First-time pass rate on the RD exam (5-year average)</td>
<td>76.2%</td>
</tr>
<tr>
<td>Acceptance rate into dietetic internships</td>
<td>60.3%</td>
</tr>
<tr>
<td>Application rate for dietetic internships</td>
<td>44.1%</td>
</tr>
<tr>
<td>Employment rate for students not applying to an internship</td>
<td>33.8%</td>
</tr>
<tr>
<td>Percentage of graduates rated as Satisfactory or better by employers</td>
<td>100.0%</td>
</tr>
<tr>
<td>Percentage of graduates rated as Satisfactory or better by dietetic internship directors</td>
<td>90.5%</td>
</tr>
<tr>
<td>Completion rate of DPD in at least 150% planned time</td>
<td>95.1%</td>
</tr>
<tr>
<td>Percentage of students rating support and assistance provided by DPD faculty as satisfactory or better</td>
<td>97.3%</td>
</tr>
<tr>
<td>Percentage of students rating support and assistance provided by College advisement center as satisfactory or better</td>
<td>81.3%</td>
</tr>
<tr>
<td>Category</td>
<td>Percentage</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>DPD faculty who maintained competence within the field</td>
<td>100.0%</td>
</tr>
<tr>
<td>Nutrition and Food Science courses in the DPD with student to faculty</td>
<td>73.5%</td>
</tr>
<tr>
<td>ratios that did not exceed 45:1</td>
<td></td>
</tr>
<tr>
<td>Replacement or acquisition rate for equipment requested to maintain</td>
<td>80.0%</td>
</tr>
<tr>
<td>program quality</td>
<td></td>
</tr>
<tr>
<td>Students who indicated that resources were adequate for instruction and</td>
<td>99.6%</td>
</tr>
<tr>
<td>utilized effectively.</td>
<td></td>
</tr>
<tr>
<td>Students who participated in community service</td>
<td>46.2%</td>
</tr>
<tr>
<td>Graduates who participated in community service</td>
<td>11.8%</td>
</tr>
<tr>
<td>Students who participated in research projects outside of course</td>
<td>20.6%</td>
</tr>
<tr>
<td>requirements</td>
<td></td>
</tr>
<tr>
<td>Graduates who participated in research</td>
<td>7.4%</td>
</tr>
<tr>
<td>Students who participated in professional</td>
<td>9.7%</td>
</tr>
<tr>
<td>development activities</td>
<td></td>
</tr>
<tr>
<td>Students who assumed leadership roles within the field</td>
<td>11.4%</td>
</tr>
<tr>
<td>Graduates who participated in professional development activities and/or</td>
<td>47.1%</td>
</tr>
<tr>
<td>assumed leadership roles</td>
<td></td>
</tr>
</tbody>
</table>
Accreditation Status

The Didactic Program in Dietetics at Georgia Southern University is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition Dietetics.

ACEND Contact Information

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza
Suite 2000
Chicago, IL 60606-9431

1-800-877-1600 x5400
https://www.eatrightpro.org/acend
Part 2

The Route to Becoming a Registered Dietitian
Didactic Program in Dietetics
Academic Program

The coursework in the DPD prepares students with the foundation knowledge and skills and competency requirements prescribed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Following the successful completion of the academic program and graduation from a regionally accredited college or university, the graduate must successfully complete an ACEND-accredited internship and then pass the national Registration Examination in order to become a Registered Dietitian (RD). The purpose of registration is to protect the nutritional health, safety, and welfare of the public by encouraging high standards of performance for persons practicing the profession of dietetics.

“Completion of the Dietetics Program (DPD) does not guarantee future credentialing as a registered dietitian. Graduates of the DPD must apply for and complete an ACEND-accredited dietetic supervised practice program and pass the credentialing examination for registration as a dietitian (RD) prior to being able to practice as an RD. Acceptance into an accredited dietetic supervised practice program is fiercely competitive.”

All courses required to complete the DPD are listed on the following pages. A checklist is provided to use during advisement and during the scheduling of your courses throughout your academic program. Additional information such as course prerequisites and a suggested four year course sequence are provided. If you enroll as a Freshman and are accepted into the DPD in the second semester of your sophomore year and successfully complete all courses in the suggested sequence, the BS degree can be earned in four years (eight semesters). Careful planning with your advisor and following the course rotation and course sequence chart is necessary. Course descriptions for NTFS major courses are provided in the Georgia Southern University Catalog.

A curriculum checklist, a course sequence chart, as well as a two-year rotation of NTFS course offerings are also provided to assist you in keeping tract of grades and your academic progress.

All students wishing to pursue a degree in Nutrition and Food Science are advised in the Waters College of Health Professions Student Services Center located in the basement of the Hollis Building. Upon acceptance into the DPD, Dietetics students are required to adhere strictly to DPD course requirements.

While advisement for course registration is handled by the CHHS Advisement Center, career mentoring is always available and encouraged with either the DPD Director or any member of the DPD faculty. Students should plan to meet with the DPD Director to assess their progress through the DPD each semester.

Students should apply for graduation four semesters prior to completion of the academic program. The appropriate form “Requirements Needed for Graduation” should be picked up from the Registrar’s Office, completed and signed by your academic advisor and DPD Director and returned to the Registrar’s Office. A sample form is attached. Students must have their graduation clearance form countersigned by the DPD Director prior to submission to the Registrar’s Office. Failure to do so may result in a delay in graduation and a delay in the issuance of a verification statement from the DPD Director, a necessary component for the completion of a dietetic internship (if all DPD requirements are not met).
The Purpose of a DPD (Dietetics Emphasis)

The main purpose of the DPD is to prepare students with the foundation knowledge and skills and competency requirements prescribed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students who will complete an ACEND-Accredited Dietetic Internship and the Registration Examination for Dietitians, thereby practicing as Registered Dietitians. It is therefore expected that students who apply to the Dietetics program and complete the program will have similar goals.

Other Emphases Available in the Nutrition and Food Science Major

For students whose career goals in the field of nutrition and food science do not include the completion of an ACEND-accredited dietetic internship and the Registration Examination for Dietitians, the Nutrition and Food Science major at Georgia Southern University offers two other emphases which may be completed.

The curriculum sheets for each of these emphases appear on the Nutrition and Food Science webpage under the Waters College of Health Sciences at www.georgiasouthern.edu. In addition, career options for individuals with degrees in Nutrition and Food Science who may not be registered dietitians also appear on the final page of this Student Handbook.
Admission into the Georgia Southern University Didactic Program in Dietetics

For students admitted to Georgia Southern University and who declared Nutrition and Food Science/Dietetics as a major prior to Fall 2009, admission to the Didactic Program in Dietetics (DPD) is the same as the admission requirement for any student at Georgia Southern University. The admission requirements for the university are provided in the Georgia Southern University Catalog, 2016-2017, or at http://admissions.georgiasouthern.edu/

Current undergraduate Dietetics students must maintain a minimum grade point average (GPA) of 2.0 (“C”) and they must maintain a “C” or better in all required courses in the DPD (for students who declared NTFS as a major in Fall 2008 or afterward).

For students admitted into Georgia Southern University during or after Fall 2009, they must apply to the Dietetics emphasis (Didactic Program in Dietetics). Students must apply for admission to the DPD upon completion of at least 45 credit hours with a cumulative GPA of 3.0 and the following prerequisite courses with a minimum “C” grade: ACCT 2030, CHEM 1140 or CHEM 1145 (if declaring Pre-NTFS as a major in Fall 2012 or later), KINS 2531/2511, NTFS 2514, NTFS 2534, NTFS 3534, and STAT 2231. An application may be submitted while these courses are in-progress. In addition, applicants who declared NTFS as a major in Fall 2012 or more recently are required to pass a basic nutrition-based math examination and successfully complete an interview with the faculty of the program. The deadline for applying is February 15th for admission in the following Fall. For more information, please contact the DPD Director/Coordinator of the Nutrition and Food Science program.

It is also a good idea to make an appointment with the Director of the DPD as soon as possible after admission to the program. Bring documentation of any past courses taken at Georgia Southern University or from other institutions. The faculty advisor Director is available to assist you in developing a course sequence plan to complete the program.

As an entering freshman you can complete the dietetics program at Georgia Southern University in four years if you closely follow the course sequence. This plan specifies all required coursework including the University’s undergraduate core requirements. A course rotation guide for all NTFS courses is provided on subsequent pages of this handbook. This guide will assist you in selecting courses by semester.
Dietetics Emphasis Application Form

An Accreditation Council for Education in Nutrition and Dietetics (ACEND)-accredited Didactic Program in Dietetics (Academy of Nutrition and Dietetics)

Georgia Southern University, Department of Health Sciences and Kinesiology
P.O. Box 8076, Statesboro, GA 30460-8076

The following information must be submitted in FULL in a large flat brown envelope labeled with name and Eagle ID # to the Department of Health Sciences and Kinesiology Main Office, Room 2115, Hollis Bldg, Herty Drive, Georgia Southern Main Campus by 4:30 PM on the due date. If the due date falls on a weekend, applications are due on the next business day.

Application Deadline: February 15th (for admission the following Fall Semester)
Notification Deadline: April 15th

A. Current Student Information

Full Legal Name _____________________ Last ___________ First ___________ MI ___________
Eagle ID ____________________________ Mother’s Maiden Name ________________________
(Required by Academy of Nutrition and Dietetics)
Permanent Home Address: ___________________________________________________________
City _____________________ County _________________ State ________ Zip ______
Telephone (include area code) _______-____-_______
Campus Mailing Address (if different from above...will be used to send acceptance info)
_____________________________________________________________________________
Telephone where you may be reached during normal business hours: _____-____-_______
Georgia Southern E-mail Address: ______________ Non-Georgia Southern E-mail Address: ____________

B. Letter of Intent of Professional Quality

Please attach to this application a ONE to TWO PAGE typed response in 12 point Times New Roman font with 1” margins and doublespaced.
The letter of intent should address the following areas:
1. Why do you want to pursue the Dietetic Emphasis? What influenced your decision?
2. What are your short term professional goals?
3. What are your long term professional goals?
(*Any Letter of Intent that is considered not of professional quality by the faculty may be returned and the student will be required to reapply the following year.*)

C. Official Transcript

Please attach a complete official transcript including all transfer credit in a sealed envelope. For courses in progress, please print a WINGS copy of your transcript just showing this semester’s work. Please complete the checklist below to ensure that all prerequisite courses are completed with a “C” or better grade or are in-progress.

ACCT 2030: ______ Yes ______ No____ In progress
CHEM 1145: ______ Yes ______ No____ In progress
KINS 251/2511: ______ Yes ______ No____ In progress
NTFS 2514: ______ Yes ______ No____ In progress
NTFS 2534: ______ Yes ______ No____ In progress
NTFS 3534: ______ Yes ______ No____ In progress
STAT 2231: ______ Yes ______ No____ In progress

D. Final Requirements Upon passing an initial screening of materials above, you will be invited to complete an interview and nutrition writing sample and also take a nutrition and food science-based math exam, which must be passed prior to your acceptance into the program.

I hereby certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information will be sufficient cause for rejection or dismissal. Incomplete applications will not be considered.

______________________________ __________________________
Signature Date
Timeline for DPD Admission Decisions

**Dietetics Emphasis Application Submitted by Deadline**  
February 15th

What happens next to the application?

**Step 1**
Pre-screening by the Director  
Yes/No Decision on Meeting Requirements

A. GPA requirement  
B. Pre-requisite courses with “C” or better grade

If all above requirements are met or will be by the end of the semester that the application is submitted…  
Steps 2-6 will be completed.

**Step 2**
Director submits to NTFS Faculty Committee for Review

<table>
<thead>
<tr>
<th>C. Letter of Intent</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubric Criteria</td>
<td></td>
</tr>
<tr>
<td>Why pursuing dietetics emphasis</td>
<td></td>
</tr>
<tr>
<td>Short term professional goals</td>
<td></td>
</tr>
<tr>
<td>Long term professional goals</td>
<td></td>
</tr>
<tr>
<td>Proper use of language</td>
<td></td>
</tr>
</tbody>
</table>

**Step 3**
Student has appointment with Director to complete…

(**Attendance at these examinations is mandatory for consideration into the program. Exams are given on either the fourth Friday in February or the first Friday in March from 1:30-2:30 PM. The exact date will be determined in January 2018.)

D. Math Exam  
E. Writing Sample

**Step 4**
Writing sample will be reviewed by NTFS Faculty Committee

<table>
<thead>
<tr>
<th>Writing Sample</th>
<th>Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubric Criteria</td>
<td></td>
</tr>
<tr>
<td>Scope of Practice/Ethics recognized</td>
<td></td>
</tr>
<tr>
<td>Accuracy of Answer</td>
<td></td>
</tr>
<tr>
<td>Ability to express oneself</td>
<td></td>
</tr>
<tr>
<td>Proper use of language</td>
<td></td>
</tr>
</tbody>
</table>

**Step 5**
Student has interview with NTFS Faculty Committee  
(**Attendance at the interview is mandatory for consideration into the program. The interview will be held on either the fourth Monday in March or the first Monday in April between 10:20 and 2:20 PM. The exact date will be determined in January 2018.)

F. Interview  
Rubric Criteria

<table>
<thead>
<tr>
<th>Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Express Oneself</td>
</tr>
<tr>
<td>Teamwork</td>
</tr>
<tr>
<td>Flexibility and Learning</td>
</tr>
<tr>
<td>Ethical Practice/Scope of Practice</td>
</tr>
</tbody>
</table>

**Step 6**
All scores are summarized.  
A minimum of 77 points overall score is required for acceptance into the Dietetics emphasis.  
Student is notified of acceptance decision by Dietetics Director.  
April 15th
<table>
<thead>
<tr>
<th>Course</th>
<th>Sem</th>
<th>Grade</th>
<th>Credits</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1200</td>
<td>Fall</td>
<td></td>
<td>2</td>
<td>Complete MATH 1101</td>
</tr>
<tr>
<td>ENGS 1102</td>
<td>Fall</td>
<td></td>
<td>3</td>
<td>Complete MATH 1111 or higher</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>Fall</td>
<td></td>
<td>3</td>
<td>Complete 1 required lab science</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Fall</td>
<td></td>
<td>4</td>
<td>Principles of Chemistry I (BI)</td>
</tr>
<tr>
<td>PHYS 1101</td>
<td>Fall</td>
<td></td>
<td>4</td>
<td>American Government</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fall 2022 Program Map**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem</th>
<th>Grade</th>
<th>Credits</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>CHEM 3400</em></td>
<td>Spring</td>
<td></td>
<td>4</td>
<td>Complete CHEM 3400</td>
</tr>
<tr>
<td><em>ENGS 2102</em></td>
<td>Spring</td>
<td></td>
<td>3</td>
<td>Complete STAT 2103</td>
</tr>
<tr>
<td><em>CHEM 2102</em></td>
<td>Spring</td>
<td></td>
<td>3</td>
<td>Complete PHYS 2102</td>
</tr>
<tr>
<td><em>PHYS 1101</em></td>
<td>Spring</td>
<td></td>
<td>4</td>
<td>Introduction to Physics I</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

**Fall 2022 Program Map**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem</th>
<th>Grade</th>
<th>Credits</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>CHEM 3400</em></td>
<td>Fall</td>
<td></td>
<td>4</td>
<td>Complete CHEM 3400</td>
</tr>
<tr>
<td><em>ENGS 2102</em></td>
<td>Fall</td>
<td></td>
<td>3</td>
<td>Complete STAT 2103</td>
</tr>
<tr>
<td><em>CHEM 2102</em></td>
<td>Fall</td>
<td></td>
<td>3</td>
<td>Complete PHYS 2102</td>
</tr>
<tr>
<td><em>PHYS 1101</em></td>
<td>Fall</td>
<td></td>
<td>4</td>
<td>Introduction to Physics I</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
Admission Criteria

1. Attain admission to the Southern University at New Orleans.
2. Have a minimum of 45 credit hours completed upon applying to the program.
3. Achieve a minimum overall grade point average (GPA) of 3.0 or better on all full-time work attempted.
4. Complete a minimum of the following courses with a minimum grade of "C":
   - ACCT 3000
   - KINS 2511
   - NTR 5534
   - STAT 2231
   - CHEM 1164
   - KINS 2511
   - NTR 5534
   - STAT 2231
   Note: Students are required to be enrolled in courses during the application semester.
5. Students transferring from an ACEND accredited Didactic Program in Dietetics from another school are required to have their transcripts evaluated by the Didactic Program in Dietetics (DPD) Director who is responsible for offering this Didactic program to the committee of dietetics dietetic curriculum remain to be broken and which dietetic courses receive equivalent credits. Adequate time must be allowed for scheduling clinical and non-clinical. Students from other institutions are bound to dietitian and non-clinical requirements of the Dietetics program at Georgia Southern University.

**Note that minimum requirements are NOT a guarantee of acceptance into the program.**

Application Process for Admission to Master of Science

Application is made for the fall semester. The following completed Admission Package must be submitted to the DPD Director for the candidates to be considered:

**Application deadline: February 15, 2023** (if this date falls on a weekend or holiday, then the application is due the next working day)

1. **Official Application**
2. **Letters of Intent**
3. **Verification of grades with official transcripts of all schools attended including this university (W/NOS accepted); mid-term verification of grades for all required courses in progress. Students in the process of completing any prerequisite courses for the emphasis will be required to submit a mid-term grade from the professor. Final acceptance into the program is contingent upon the final grade received in the course.
4. **Completion of an interview with Didactic Program in Dietetics faculty, basic nutritional science examination, and nutrition-related professional skills assessment.

**Program Prerequisites:**

1. Students must earn a minimum grade of "C" in all courses with major requirements including remaining areas.
2. Students must maintain a 2.8 overall GPA. A student transferring with a B or 1.8 institutional GPA will be permitted to continue on probation for one semester. If the student's GPA remains below 2.8 after the probation semester, the student will be dropped from the program.
3. Students must complete the courses in sequence and complete all prerequisites. If a course is dropped or delayed, then the student will be out of sequence and graduation will be delayed. These students may also be required to complete the dietetic internship depending on circumstances, availability of space, and time elapsed between classes.
4. Students transferring from the Nutrition and Food Science: Dietetics emphasis from other majors must meet the same academic requirements and admission criteria as students in the Dietetics emphasis. Students in the Dietetics emphasis must be able to graduate within the traditional four-year period. In addition, students who transfer in with less than a "C" grade will be required to take all prerequisite courses to meet the completion requirements.

Completion of the Capstone course and successful completion of the internship is essential for students in the Dietetics emphasis. Graduates of the DPD must complete an ACEND-accredited dietetic internship program in order to be eligible to take the Commission on Dietetic Registration Exam. Students must be able to pass the examination prior to being able to practice as an RD. Acceptance into an accredited dietetic internship program is competitive.

**ACEND-DACET Accredited Program in Dietetics (DPD)**


Rev. 1/20/20
## Tentative Course Rotation for Nutrition and Food Science
#### 2017-2019

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Fall 17</th>
<th>Spring 18</th>
<th>Summer 18</th>
<th>Fall 18</th>
<th>Spring 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Practice Strategies</td>
<td>NTFS 2514</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nutrition and Health</td>
<td>NTFS 2530</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Introductory Food Science</td>
<td>NTFS 2534</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Human Nutrition</td>
<td>NTFS 3534</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Life Cycle Nutrition</td>
<td>NTFS 3535</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Meal Management</td>
<td>NTFS 3536</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Advanced Food Science</td>
<td>NTFS 3537</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Quantity Food Systems Administration</td>
<td>NTFS 3538</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sports Nutrition</td>
<td>NTFS 3630</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainable Foods</td>
<td>NTFS 3631</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Food Practicum</td>
<td>NTFS 3730</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>International Studies Abroad in HK</td>
<td>NTFS 4195S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Nutrition Therapy</td>
<td>NTFS 4533</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Nutrition Therapy I</td>
<td>NTFS 4534</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Community Nutrition</td>
<td>NTFS 4535</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Metabolic Nutrition</td>
<td>NTFS 4536</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Experimental Food Science</td>
<td>NTFS 4537</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Medical Nutrition Therapy II</td>
<td>NTFS 4538</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nutrition and Food Science Senior Seminar</td>
<td>NTFS 4610</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dietetics Senior Seminar</td>
<td>NTFS 4611</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cultural Foods</td>
<td>NTFS 4630</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Directed Individual Study</td>
<td>NTFS 4899</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Didactic Program in Dietetics Courses

Included in the curriculum to complete the Bachelor of Science degree with a major in Nutrition and Food Science, is a series of courses specifically designed or selected to meet the Foundation Knowledge Requirements and Learning Outcomes required by our accrediting body, the ACEND, (as of 2017).

On the next page is a list of the current Didactic Program in Dietetics (DPD) courses for this program as of Fall 2016. Any student who matriculated into the Nutrition and Food Science major in Fall 2016 or later is following this curriculum. Courses counted as part of the DPD may be from both within and outside the major. These courses fulfill the Accreditation Standards of the Academy of Nutrition and Dietetics which are provided on subsequent pages.

Please refer to this list of courses as you complete your internship applications. In addition, the form on the next page is required to be submitted with internship applications processed through DICAS (Dietetic Internship Computerized Application System).
**DPD Course List**
*Required Supplemental Form*
To Be Completed By the DPD Program Director

<table>
<thead>
<tr>
<th>DPD Program Institution:</th>
<th>Georgia Southern University (#4906)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPD Director:</td>
<td>Joelle Romanchik-Cerpowicz, PhD, RD, LD</td>
</tr>
<tr>
<td>Website for Course Catalog:</td>
<td><a href="http://em.georgiasouthern.edu/catalog/UndergraduateCatalog/index.htm">http://em.georgiasouthern.edu/catalog/UndergraduateCatalog/index.htm</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DPD Professional Courses</strong></th>
<th><strong>DPD Science Courses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NTFS 2514: Professional Practice Strategies</td>
<td>BIOL 2240: Microbiology with Lab</td>
</tr>
<tr>
<td>NTFS 2534: Introductory Food Science</td>
<td>CHEM 1145: General Chemistry I with lab</td>
</tr>
<tr>
<td>NTFS 3534: Human Nutrition</td>
<td>CHEM 1146: General Chemistry II with lab</td>
</tr>
<tr>
<td>NTFS 3535: Lifecycle Nutrition</td>
<td>CHEM 3341: Organic Chemistry I with lab</td>
</tr>
<tr>
<td>NTFS 3536: Meal Management</td>
<td>CHEM 3342: Organic Chemistry II with lab</td>
</tr>
<tr>
<td>NTFS 3538: Quantity Food Systems Admin.</td>
<td>CHEM 3530: Principles of Biochemistry</td>
</tr>
<tr>
<td>NTFS 3537: Advanced Food Science</td>
<td>KINS 2531: Anatomy and Physiology I</td>
</tr>
<tr>
<td>NTFS 3730: Quantity Food Practicum</td>
<td>KINS 2511: Anatomy and Physiology Lab I</td>
</tr>
<tr>
<td>NTFS 4534: Medical Nutrition Therapy I</td>
<td>KINS 2532: Anatomy and Physiology II</td>
</tr>
<tr>
<td>NTFS 4535: Community Nutrition</td>
<td>KINS 2512: Anatomy and Physiology Lab II</td>
</tr>
<tr>
<td>NTFS 4536: Metabolic Nutrition</td>
<td>KINS 2533: Pathophysiology</td>
</tr>
<tr>
<td>NTFS 4537: Experimental Food Science</td>
<td>STAT 2231: Statistics</td>
</tr>
<tr>
<td>NTFS 4538: Medical Nutrition Therapy II</td>
<td></td>
</tr>
<tr>
<td>NTFS 4610: NTFS Senior Seminar</td>
<td></td>
</tr>
<tr>
<td>HLTH 2510: Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>ACCT 2030: Survey of Accounting</td>
<td></td>
</tr>
<tr>
<td>PSYC 1101: Introduction to Psychology</td>
<td></td>
</tr>
</tbody>
</table>

*List effective for students who matriculated into the program of study in Fall 2016 or later.

**Or equivalent substitute course(s) as approved by the DPD Director**
Dietetic Internships

The most common route to becoming a registered dietitian (RD) is completing an accredited dietetic internship. Internships follow completion of a Bachelor of Science degree program that meets the academic requirements of ACEND. The Georgia Southern University Nutrition and Food Science program meets these requirements.

A Verification Statement will be issued to you by the Program Director upon completion of your BS degree and all DPD requirements. This standardized form verifies that you have met the dietetic undergraduate academic requirements and this form needs to be submitted with the internship application. If you have not completed your academic requirements when you apply for an internship, a Declaration of Intent Form will be provided by the Program Director to accompany your internship application.

The AND website www.eatright.org, under “Accreditation/Dietetics Education” and then under the sub-tab “Accredited Education Programs” provides a list of accredited dietetic internships. The duration of these internships ranges from 6-12 months and will contain at least 1,200 supervised practice hours. Some are combined with a Master's degree program.

**In Spring 2009, ACEND reported that there is a shortage in the number of CADE-accredited internship seats across the United States which continues despite an increase in the number overall internship seats in recent years. As an applicant, please be aware that you are not guaranteed an internship and available seats for internships will be highly competitive. A higher GPA (>3.3 overall) and multiple work and volunteer experiences will increase your competitiveness when applying for an internship.**

Completion of the Dietetics Program (DPD) does not guarantee future credentialing as a registered dietitian. Graduates of the DPD must apply for and complete an ACEND-accredited dietetic supervised practice program and pass the credentialing examination for registration as a dietitian (RD) prior to being able to practice as an RD. Acceptance into an accredited dietetic supervised practice program is fiercely competitive.

Procedures for Filing Applications for Dietetic Internships

You must be prepared to be nationally competitive for internship placement. Applying for an internship requires a lot of preparation time. The number of internships to which you may apply is not limited. However, before making your selections, you need to assess your qualifications realistically and apply accordingly. The internships that are in more favorable geographic locations or pay stipends or are more well-known, typically attract more applicants and are therefore more competitive. The cost per application typically ranges between $50-$100.
The competition for an appointment in a dietetic internship is keen. You must begin early in your academic program to put together a quality package of grades, work experience, and involvement in student activities and volunteer service. It is important to get to know the DPD faculty members and for them to know you. You will most likely ask them to provide letters of reference to accompany your applications for internships as well as for job applications. Dietetic Internship boards commonly require letters of reference from the Program Director, from faculty who teach your major courses, and from persons who have worked with you as a volunteer or in paid employment. Your letters of reference should be detailed and give an accurate picture of who you are. Most internships use a standard Dietetic Internship Computerized Application System (DICAS) which can be accessed at https://portal.dicas.org. Please note that access to this site may not be available at certain times of the year when application to dietetic internships is not in process.

“Prior work experience” seems to determine who will get an internship if the GPA, references, and letter of application are of similar quality. You need to develop a good work record in jobs related to dietetics and food service. Rather than taking classes in the summer, you might want to consider working or volunteering in a hospital, nursing home or restaurant as a dietary aide or a clerk, and/or in the production and service areas of a food service operation.

You academic advisor and the DPD Program Director will assist you in assembling your application packet. However, the final responsibility rests with you. Your letter of application should present an articulate, dynamic picture of who you are. Internship applications should be neat and well written. It is particularly important to be able to state your professional goals clearly and concisely. You should make sure that each application is filled out carefully. It is your responsibility to make sure that directions are followed, plenty of time is allowed for references to be received, that your applications are complete, and that all deadlines are met!

**Graduate Record Exam**

Graduate Record Exam (GRE) scores are often required especially for internships combined with graduate programs. For information, visit the GRE web site at www.gre.org. Make sure you allow plenty of time for your chosen internship to receive your GRE scores. It takes up to 4-6 weeks to process your scores. Scores are valid for 5 years.

You can take the GRE once per calendar month up to 5 times a year. Prior to taking the exam, you will be asked to which sites you wish to have your scores sent. Three sites can be chosen free of charge. There will be an additional cost for additional sites and if you decide to have your scores sent later.

To prepare for taking the GRE you can purchase GRE practice software at most bookstores or you may download free practice tests from the website. You may also receive information from the Testing Office at Georgia Southern University.
Suggested Time Frame
Application to Internships

Applying for an internship involves extensive research, time, and money. It is never too early to start preparing for this stage of your education. It is important for you to apply for an internship within 5 years of completion of your DPD program. If you wait longer, you will need to take a series of “refresher” courses.

Freshman to Senior Year:

*It is very important to maintain a cumulative GPA of 3.0 or better.

*It is also very important to make an effort to get to know your DPD faculty since you will be depending upon them to write your letters of recommendation.

*If you haven’t already done so, start developing a resume.

*Throughout your academic tenure, be an active participant of student organizations as well as volunteer at sites within the clinical, community, and administrative areas of dietetics. Volunteer experience is vital to your success.

Sophomore to Junior Year:

*Go to the Academy of Nutrition and Dietetics website (www.eatright.org) to view the available listing of internship sites.

*Research internship programs to which you may want to apply. Ask alumni, faculty and community professionals for their opinions/suggestions. If a GRE score is required, check into when the exam is offered. Consider taking the exam in your Junior year in case you want to retake it to increase your scores.

Senior Year – Fall Semester:

*Narrow your choices to about 5-8 programs. Correspond with these programs and ask for more specific information. Read all fine print to see if you meet all of the requirements of the site.

*Gather your transcripts. Write to each college/university you’ve attended and request a copy of your transcript. These transcripts are an important component of the application packet. A transcript must document all colleges/universities attended.

*Familiarize yourself with the Dietetic Internship Computerized Application System (DICAS) at https://portal.dicas.org Most internships use this centralized application system. It is typically open until about mid-September for Fall internship applications and then reopens from about early December until mid-February for Spring internship application submissions.
Senior Year – Mid January:

*Applications are due in mid-February for internships. Be sure that all required information is complete. Declaration of Intent to Complete Degree and/or Verification forms must be included in the application packets. These forms can be obtained from the Program Director and should be requested by mid-January.

*You must also prioritize internship preferences at this time. The ACEND internship selection process includes a computerized system that matches a student’s choice (1,2,3…etc.) with the internship programs’ choices for student interns. The matching process is administered by D&D Digital Systems, a private computer firm (www.dnndigital.com). The DPD Program Director will also give you a packet of information explaining all of the directions for submitting the required materials. There is a cost for this service and the matching service is required for most internship applications you submit.

*You are given an opportunity to give permission to release your name to internship boards who may have openings if you are not matched with the internships you chose. This service is free and provides you with a second opportunity to participate in an internship program if you do not match in the first match. It is certainly to your advantage to participate in this opportunity.

Senior Year – Mid-April:

*You will be notified by e-mail around early-April of the matching results. If you receive a match, the dietetic internship program will be listed. A match means that using your priority choices and the dietetic internship choices, you have been selected to accept an appointment to the program. Only one match can occur. No alternate matches are made.

*If the applicant was matched to an internship program, she/he must call the program director to confirm the acceptance of the internship appointment usually within 24 hours of notification. If you don’t confirm acceptance during this time period, your appointment will likely be revoked.

*If you do not match the first time, contact the Program Director for the list of internships that did not meet their fill, submit an application to internships you are interested in, and wait for the notification. Above all, DON’T give up!
2017-2018 Faculty Requirements of Students
ACEND-Accredited Dietetic Internship Recommendations
**Intent to Complete the Program Forms**

Dr. Joelle Romanchik-Cerpovicz: **Intent to Complete Program Forms and/or Recs**
(Hollis, 1128B, 478-1420, jromchik@georgiasouthern.edu)

1. By November 30th, you need to submit the following to me in a large brown envelope with your name, phone number and e-mail address on it:
   a. A current resume, including all relevant paid and volunteer work in the field
   b. A current career goal statement
   c. Unofficial transcripts from all of the schools you’ve attended, including Georgia Southern
   d. A typed list of the internships to which you’re applying, including director’s names
   e. For internships using DICAS, I’ll receive an e-mail indicating that I’ll need to complete a recommendation for you. Please include these internships in your overall list of places you’re applying and indicate that their references are *on-line*.
   f. For internships/graduate schools with paper recommendations, include enough hard copies of the waiver page of the recommendation to cover all of the internships to which you’re applying. **Signatures should be original on each form and the rest of the waiver page should also be completed.**
   g. White business envelopes, type-addressed, to each of the internships requiring hard refs.
   h. An electronic copy of the recommendation form (e-mail to me by November 30th) for internships wanting hard refs.

2. After I have all of your information (by November 30th) and after you note in DICAS that you’d like an Intent to Complete the Program Form and a Recommendation (submit my email address), I’ll work on your Intent to Complete the Program Form and Recommendations over the Christmas holidays. You can pick up any hard copies of recommendations on or after the first day of classes in January.

3. On the first day of classes in January, I’ll also give you an ”Intent to Complete the DPD” form which you’ll need to include with each of your internship applications requiring paper application.

Dr. Amy Jo Riggs: (Hollis, Room 2121A)

Requirements for Letters of Recommendation

1. If you would like me to write you a letter of recommendation, you will need to let me know BEFORE the holiday break. You have until December 6th, to contact me and ask me to write a letter.

2. I will need an updated resume, your most current unofficial transcript, a list of where you will be applying (please include which program requires me to submit my letter on-line and which ones, if any, require it to be printed out and sealed in an envelope), and a brief statement letter. The letter should include why you decided to major in Nutrition and Food Science, what you would like to do with the degree after the internship, what you feel you have done outside of the classroom to support your passion for this field, your strengths and weaknesses, and what your short-term and long-term goals are in this field.

3. All of the above information should be put in a large folder or envelope with your full name on it. Again, if you are applying to any programs that require a different application other than the DICAS one, please provide the application (or website) AND an addressed envelope for that program.

4. I will have your letters completed and ready for you to pick up by January 31st. You can contact me at this date to arrange a time to come and pick them up.
Dr. Padmini Shankar: (Hollis, Room 1124 B) Recommendation Letter Requirements

Please submit the following information (TYPED) and documents to Dr. Shankar in an envelope before the end of Fall semester

1. Your UPDATED resume
2. Current Unofficial transcript
3. Signed WAIVER FORM/S (if applicable)
4. A list of the internships you are applying to
5. Provide links to websites for electronic copies (or) Hard copies of recommendation forms
6. A list of classes you have taken with Dr. Shankar, the semester you took the class and the grade you made in it (e.g. NTFS 2534 Introductory Food Science, spring 2005, grade C)
7. State three of your major strengths and three of your weaknesses/areas for improvement.
8. A brief career statement that includes information on the following:
   - What led you to major in nutrition
   - What are the extracurricular activities (volunteer work, research, paid job) you have been involved in during your tenure at Georgia Southern?
   - What are your short-term and long-term goals after you graduate?
9. Labeled business envelopes addressed to the program/s you are applying to

You can pick-up your letter/s on or after January 31st.

Ms. Rebecca Black: (Hollis, Room 1103D) Requirements for recommendation letters

Before the end of Fall semester, please submit the following in a brown envelope or folder with your name on it:

1. your resume
2. unofficial transcripts from all schools you have attended
3. career goal statement
4. a list of the internships you're applying to
5. recommendation forms (links to electronic copies)
6. signed original hard copies of the waiver forms for each of them
7. addressed envelopes (please type labels-no handwritten envelopes) specific to each internship

I'll work on your recommendation letters during the break but will not finish them until I have met with you during the beginning of Spring semester. Therefore, please set up an appointment with me (before Fall semester ends) for the second or third week of Spring semester. At that appointment, please bring your portfolio to our meeting. If you have not finished your portfolio, bring samples of your projects from your nutrition classes for me to see.

I will complete the recommendations by January 31st.
D&D Digital

After applying to dietetic internships, you must also register with D&D Digital and prioritize your choices for an internship. Based upon internship selections of applicants for their programs, D&D Digital will either match you with one internship on your list or if no matches occur with an internship, you will be notified of “no match”.

Students are encouraged to “release their name” at the time of matching to allow internships with openings, referred to as “Second Round” Matching, to consider your application.

Please access the D&D Digital Website at https://www.dnddigital.com/ to register and remember that you will not be selected by any internship participating in this matching if you do not register your selections with D&D.

Timeline for Program Completion

If a student declares NTFS as a major in their freshman year at Georgia Southern University and completes all course requirements without requirement to repeat courses, the program completion time is expected to be four years for a full-time student.

If a student transfers to Georgia Southern University or deviates from the planned program of study, it is very possible that a longer completion time for the DPD may be required. The maximum time a student may take for completion of coursework is five years after admission to the DPD.

Program Progression Requirements

Program progression requirements for the DPD are detailed on page 2 of the enclosed curriculum check sheet for the program. It is in the best interest of students for their timely progression and completion of graduation requirements to review and understand these progression requirements. Please feel free to contact the DPD Director if you have any questions about them.

Students will be assessed each semester by the DPD Director to make sure that they are progressing in a timely manner and not at risk of failing or not progressing through the program. Students will be counseled as necessary in ways to encourage their successful completion of the DPD. Some forms of assistance that may be suggested are given below.
Program Graduation Requirements

After acceptance into the Dietetics program and within four semesters of completion of degree requirements, students are required to apply for graduation with their academic advisor and the Registrars Office.

Once sequence charts indicating program completion date are completed by the academic advisor, they will be reviewed by the DPD Director. When all DPD course requirements are met on the curriculum map shown in this handbook as well as all BS degree requirements for the DPD program, graduates will receive

1. A diploma and transcripts verifying their degree from Georgia Southern University.

2. A verification statement from the DPD Director indicating completion of DPD requirements.

Verification Statements

Verification of degree requirements after completion of the final semester at Georgia Southern usually takes the Registrar’s Office six weeks. Within four weeks after that date, the DPD Director will issue the verification statement to the graduate. Verification statements will be mailed to the permanent student address on file at the time of the completion of the DPD.

Academic Support Assistance

For students who are struggling to meet progression requirements for the DPD or in other ways as they complete their professional training, several options for assistance are available at Georgia Southern University.

For academic counseling, please consult with your academic advisor in the Waters College of Health Professions Advisement Center at (912) 478-1931 or the DPD Director, Dr. Joelle Romanchik at (912) 478-1420.

Additionally, support services are available through the Academic Success Center (tutoring) at (912) 478-5371 and the Counseling and Career Development Center on campus at (912) 478-5541.

For support with regard to financial aid, please contact the Office of Financial Aid at (912) 478-5413.

For any other needs, please contact the DPD Director, who would be happy to assist you in finding the help that you need to complete the DPD.
Other Emphases Available in the Nutrition and Food Science Major

For students whose career goals in the field of nutrition and food science do not include the completion of an ACEND-accredited dietetic internship and the Registration Examination for Dietitians, the Nutrition and Food Science major at Georgia Southern University offers two other emphases which may be completed.

The curriculum sheets for each of these emphases are available on the Nutrition and Food Science website for the Waters College of Health Professions. In addition, career options for individuals with degrees in Nutrition and Food Science who are not registered dietitians also appear on the final page of this Student Handbook.
Part 3
Making It Happen: Financial and Procedural Information
Georgia Southern University
Tuition & Fees

Tuition and Fees charged by Georgia Southern University are approved by the University System of Georgia annually. Changes in tuition and fee rates are typically effective fall semester each year. The tuition and fees listed on the links below provide an estimate of tuition, fees, housing, meals, books and supplies. Actual costs are determined when a student registers for classes each semester and are based on student level, residency, credit hours, miscellaneous course fees, housing and meals. Actual charges will appear on the student's online invoice via WINGS at https://my.georgiasouthern.edu. Additional information regarding Tuition and Fees is available on the Board of Regents of the University System of Georgia website at www.usg.edu/student_affairs/tuition/.
### Georgia Southern University

#### 2022-2023 Tuition and Fee Schedule by Residence

<table>
<thead>
<tr>
<th>Residence</th>
<th>In-State Tuition</th>
<th>Out-of-State Tuition</th>
<th>Total Fee</th>
<th>Resident</th>
<th>Non-Resident</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>$4,010.00</td>
<td>$9,950.00</td>
<td>$12,760.00</td>
<td>$4,010.00</td>
<td>$9,950.00</td>
<td>$12,760.00</td>
<td>$12,760.00</td>
</tr>
<tr>
<td>19</td>
<td>2,517.50</td>
<td>2,775.50</td>
<td>5,293.00</td>
<td>2,517.50</td>
<td>3,015.00</td>
<td>5,532.50</td>
<td>5,532.50</td>
</tr>
<tr>
<td>18</td>
<td>2,389.75</td>
<td>2,696.75</td>
<td>5,086.50</td>
<td>2,389.75</td>
<td>3,015.00</td>
<td>5,394.75</td>
<td>5,394.75</td>
</tr>
<tr>
<td>17</td>
<td>2,151.00</td>
<td>2,491.00</td>
<td>4,642.00</td>
<td>2,151.00</td>
<td>3,015.00</td>
<td>5,166.00</td>
<td>5,166.00</td>
</tr>
<tr>
<td>16</td>
<td>1,913.25</td>
<td>2,313.25</td>
<td>4,226.50</td>
<td>1,913.25</td>
<td>3,015.00</td>
<td>4,938.25</td>
<td>4,938.25</td>
</tr>
<tr>
<td>15</td>
<td>1,675.50</td>
<td>2,135.50</td>
<td>3,811.00</td>
<td>1,675.50</td>
<td>3,015.00</td>
<td>4,686.50</td>
<td>4,686.50</td>
</tr>
<tr>
<td>14</td>
<td>1,437.75</td>
<td>1,897.75</td>
<td>3,335.50</td>
<td>1,437.75</td>
<td>3,015.00</td>
<td>4,452.75</td>
<td>4,452.75</td>
</tr>
<tr>
<td>13</td>
<td>1,199.00</td>
<td>1,709.00</td>
<td>2,908.00</td>
<td>1,199.00</td>
<td>3,015.00</td>
<td>4,214.00</td>
<td>4,214.00</td>
</tr>
<tr>
<td>12</td>
<td>960.25</td>
<td>1,420.25</td>
<td>2,380.50</td>
<td>960.25</td>
<td>3,015.00</td>
<td>4,025.25</td>
<td>4,025.25</td>
</tr>
<tr>
<td>11</td>
<td>721.50</td>
<td>1,181.50</td>
<td>1,903.00</td>
<td>721.50</td>
<td>3,015.00</td>
<td>3,734.50</td>
<td>3,734.50</td>
</tr>
<tr>
<td>10</td>
<td>482.75</td>
<td>863.75</td>
<td>1,346.50</td>
<td>482.75</td>
<td>3,015.00</td>
<td>3,557.75</td>
<td>3,557.75</td>
</tr>
<tr>
<td>9</td>
<td>244.00</td>
<td>545.00</td>
<td>789.00</td>
<td>244.00</td>
<td>3,015.00</td>
<td>3,259.00</td>
<td>3,259.00</td>
</tr>
<tr>
<td>8</td>
<td>105.25</td>
<td>286.25</td>
<td>391.50</td>
<td>105.25</td>
<td>3,015.00</td>
<td>3,220.25</td>
<td>3,220.25</td>
</tr>
<tr>
<td>7</td>
<td>66.50</td>
<td>187.50</td>
<td>254.00</td>
<td>66.50</td>
<td>3,015.00</td>
<td>3,280.50</td>
<td>3,280.50</td>
</tr>
<tr>
<td>6</td>
<td>28.00</td>
<td>108.00</td>
<td>136.00</td>
<td>28.00</td>
<td>3,015.00</td>
<td>3,244.00</td>
<td>3,244.00</td>
</tr>
<tr>
<td>5</td>
<td>20.00</td>
<td>80.00</td>
<td>100.00</td>
<td>20.00</td>
<td>3,015.00</td>
<td>3,235.00</td>
<td>3,235.00</td>
</tr>
<tr>
<td>4</td>
<td>13.75</td>
<td>55.75</td>
<td>69.50</td>
<td>13.75</td>
<td>3,015.00</td>
<td>3,228.75</td>
<td>3,228.75</td>
</tr>
<tr>
<td>3</td>
<td>10.00</td>
<td>40.00</td>
<td>50.00</td>
<td>10.00</td>
<td>3,015.00</td>
<td>3,115.00</td>
<td>3,115.00</td>
</tr>
<tr>
<td>2</td>
<td>7.50</td>
<td>30.00</td>
<td>37.50</td>
<td>7.50</td>
<td>3,015.00</td>
<td>3,082.50</td>
<td>3,082.50</td>
</tr>
<tr>
<td>1</td>
<td>5.00</td>
<td>20.00</td>
<td>25.00</td>
<td>5.00</td>
<td>3,015.00</td>
<td>3,020.00</td>
<td>3,020.00</td>
</tr>
</tbody>
</table>

#### Tuition and Fee Schedule by Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Fee</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Education</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Engineering</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

#### Residence halls

- **Sells Hall**
  - In-State: $3,000.00
  - Out-State: $3,500.00
- **Barnes Hall**
  - In-State: $3,200.00
  - Out-State: $3,700.00

#### Additional Information

- **Tuition and Fee Information**: For more details, please contact the Georgia Southern University Financial Aid Office.
- **Residency Requirements**: For eligibility, please contact the Admissions Office.
- **Financial Aid**: Available for eligible students. Contact the Financial Aid Office for details.
- **Scholarships and Grants**: Opportunities available for academic excellence, financial need, and other criteria.
- **Payment Plan Options**: Available for tuition and fees. Applications can be found online or at the Business Office.
- **Fee Waivers**: Eligible for certain circumstances. Consult with the Office of Financial Aid for information.

### Additional Notes

- All fees are subject to change without notice.
- Students are responsible for all applicable charges.
- Payment plans and installment options are available through the Business Office.
- For more information, please contact the Office of Student Affairs.
Withdrawal and Refund of Tuition and Fees

Students who are unable to attend a semester for which they have registered must formally withdraw from that term by notifying the Registrar’s Office by completing the Voluntary Cancellation/Withdrawal Form located at http://em.georgiasouthern.edu/registrar/students/withdrawal/ For questions, please call (912) 478-5152. This will remove your name from the rolls and relieve you of your responsibility to pay tuition and fees for the term.

Additional Costs (Approximate)

1. Estimated Textbooks, lab manuals, and class notes ~$700.00/semester
2. Instructional materials and lab supplies/fees ~$75.00/course
3. Lab Coat and Hat/Hairnets ~$50.00
4. Professional Memberships
   - Academy of Nutrition and Dietetics ~$50.00/year
   - Coastal Empire Academy of Nutrition and Dietetics ~$15.00/year
   - Georgia Nutrition Council ~$10.00/year
5. ServSafe Food Protection Manager Certification (course and exam) ~$150.00
Academy of Nutrition and Dietetics: Scholarships/Financial Aid

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group's information listed on this site.

Scholarships Offered Through the Academy of Nutrition and Dietetics Foundation

Scholarships, including funds set up by many of the affiliate (state) dietetic associations and dietetic practice groups, are available to encourage eligible students and members to enroll in dietetics programs. All Academy Foundation scholarships require Academy membership; some may require specific dietetic practice group membership and residency in a specific state. While all students are eligible for most Academy Foundation scholarships, some are specifically for dietetics students who are members of underrepresented groups.

Student Scholarship and Financial Aid Information »

Eligibility and Application Information

Scholarships awarded by the Academy Foundation are generally for Academy members enrolled in the junior or senior year of a baccalaureate or coordinated program in dietetics or the second year of study in a dietetic technician program, a dietetic internship program or a graduate program. One application form is used for all Academy Foundation scholarships. The number of scholarships available and their dollar amounts vary from year to year based on total donations. Scholarships are awarded in amounts ranging from $500 to $3,000. The majority of the scholarships awarded are for $1,000.

Scholarships Offered by Other Academy Groups

Scholarships from the dietetic practice groups and the affiliate and district dietetic associations generally require membership in that group or residence in its area. Individuals interested in scholarships offered by the DPGs and affiliate or district dietetic associations should contact these groups directly for more information.

Free International Financial Assistance and Resources Directory

The Academy of Nutrition and Dietetics Foundation has released the third edition of the Academy Foundation Directory of Resources for International Food, Nutrition, and Dietetics Professionals. This publication was made possible through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management. The 90-page directory is a reference for U.S. and international students and professionals who are seeking funding for professional study, work experience, or research in their home country or abroad. The publication lists more than 100 groups offering financial assistance and features education organizations, loan programs, literature and Internet resources.

Other Sources of Financial Aid

Financial assistance is essential for many students enrolled in dietetics education programs. Information about student aid should be sought from the financial aid office or administrator at individual institutions. Additional sources include the state higher education agency and local civic, professional and community organizations or foundations. Detailed information about federal grants and loans administered by the United States Department of Education is available via the Internet at www.studentaid.ed.gov.
Georgia Nutrition Council Scholarships

The Georgia Nutrition Council offers two $500.00 scholarships each year to worthy students pursuing undergraduate and graduate degrees in Nutrition, Dietetics, and Food Science or ACEND-accredited Dietetic Internships. The Holly B. Alley Scholarship and the Rita Waters Scholarship are awarded each February at their annual conference. More information about the scholarships is available at www.gagncc.org
## Academic Calendar

### FALL 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2</td>
<td>Academic Standards Committee meeting, 1:00 p.m.</td>
</tr>
<tr>
<td>August 3</td>
<td>Armstrong Campus - New Faculty Orientation</td>
</tr>
<tr>
<td>August 5</td>
<td>Academic Year Begins</td>
</tr>
<tr>
<td>August 8</td>
<td>Employee Tuition Assistance Program (YAP) registration for Fall 2018, via the web beginning at 8:30 a.m.</td>
</tr>
<tr>
<td>August 8</td>
<td>University Fall Convocation (for Faculty and Staff)</td>
</tr>
<tr>
<td>August 8</td>
<td>Academic Standards Committee meeting, 2:00 p.m.</td>
</tr>
<tr>
<td>August 9</td>
<td>Armstrong Campus - Residence Hall Move In for First Year Students, 8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>August 10</td>
<td>Armstrong Campus - Residence Hall Move In for Returning and Transfer Students, 8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>August 10</td>
<td>Statesboro Campus - Operation Move-In at the RAC, 8:30 a.m. - 5:00 p.m. and 5:30 p.m. - 10:00 p.m in the residence halls</td>
</tr>
<tr>
<td>August 11</td>
<td>New Student Orientation and Registration for Undergraduate Students - NOTE: Enrolled and former students should refer to WINSS (<a href="http://em.people.southern.edu/registrar/resources/registrationtimes/">http://em.people.southern.edu/registrar/resources/registrationtimes/</a>) for specific registration times.</td>
</tr>
<tr>
<td>August 13</td>
<td>Fee payment deadline for Fall 2018, (First Day of University Classes)</td>
</tr>
<tr>
<td>August 13</td>
<td>Full Term, Classes Begin, Attendance Verification must be completed on the first class meeting day</td>
</tr>
<tr>
<td>August 13</td>
<td>Final date for graduate students to apply for Fall 2018 graduation</td>
</tr>
<tr>
<td>August 13-16</td>
<td>Full Term, Drop/Add</td>
</tr>
<tr>
<td>August 17</td>
<td>$100 Late Registration Fee begins</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day Holiday - Administrative offices closed - No classes</td>
</tr>
</tbody>
</table>

Revised 7/30/2
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 28</td>
<td>Full Term, Last day to submit required academic alerts in core areas A–E and other courses for which departments have opted to require them</td>
</tr>
<tr>
<td>October 6</td>
<td>Homecoming, Classes canceled beginning at 2:00 p.m. on Friday, October 6th</td>
</tr>
<tr>
<td>October 8</td>
<td>Full Term, Last day to withdraw without academic penalty; See the Policy for Limiting Individual Course Withdrawals for additional information (<a href="http://em.georgiasouthern.edu/registrar/students/withdrawal/">http://em.georgiasouthern.edu/registrar/students/withdrawal/</a>)</td>
</tr>
<tr>
<td>October 22</td>
<td>SARC (Student Accessibility Resource Center) Early Registration for Spring 2019 and Summer 2019 begins</td>
</tr>
<tr>
<td>October 25</td>
<td>Final date for undergraduate students to apply for Fall 2018 graduation</td>
</tr>
<tr>
<td>October 29</td>
<td>Early Registration for Spring 2019 and Summer 2019 begins (Students should view WINGS for Individual dates and time)</td>
</tr>
<tr>
<td>November 9</td>
<td>Final date to hold terminal or comprehensive examination, theses, and dissertation defenses</td>
</tr>
<tr>
<td>November 15</td>
<td>Final deadline for University System of Georgia full-time employees to apply for the Employee Tuition Assistance Program (TAP) for Spring 2019</td>
</tr>
<tr>
<td>November 16</td>
<td>Deadline to submit electronic theses and dissertations to College of Graduate Studies for final format review</td>
</tr>
</tbody>
</table>
| November 19-23 | Thanksgiving Holidays for students, Residence halls open—Administrative offices open  
November 19-21, closed November 22-23 for Thanksgiving Holidays                        |
| November 30  | Full Term, Last Day of Classes                                                                                                                     |
| December 1-6 | Full Term, Final Exams                                                                                                                             |
| December 7   | Deadline to submit final verified (approved) electronic theses and dissertations to College of Graduate Studies                                     |
| December 7   | Commencement for Statesboro Campus Undergraduate and Graduate students at Paulson Stadium, Statesboro, 1:00 p.m.                                  |
| December 7   | Residence halls close at 12:00 noon for students not participating in Graduation (Centennial Place, Freedom's Landing, University Villas residents and Armstrong Campus open for students who sign up) |
| December 8   | Commencement for Armstrong and Liberty Campus Undergraduate and Graduate students at Armstrong Sports Center, Savannah, 10:00 a.m. and 1:30 p.m.      |
| December 8   | Statesboro Campus - Residence halls close at 12:00 noon for students participating in Commencement activities (permission required)             |
| December 9   | Armstrong Campus - Residence halls close at 12:00 noon for students participating in Commencement activities (permission required)              |
| December 10  | Winter Break for students begins                                                                                                                  |

*Revised 7/30/20.*
<table>
<thead>
<tr>
<th><strong>SPRING 2019 Full Term</strong></th>
<th><strong>Date</strong></th>
<th><strong>Event</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>November 15</td>
<td>Final deadline for University System of Georgia full-time employees to apply for the Employee Tuition Assistance Program (TAP) for Spring 2019</td>
<td></td>
</tr>
<tr>
<td>December 12</td>
<td>Employee Tuition Assistance Program (TAP) registration for Spring 2019, via the web beginning at 8:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>Dec 24-Jan 1</td>
<td>Winter Break – Administrative offices closed</td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day Holiday - Administrative offices closed - No classes</td>
<td></td>
</tr>
<tr>
<td>January 7</td>
<td>Academic Standards Committee meeting, 1:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>January 9</td>
<td>Academic Standards Committee meeting, 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>January 10</td>
<td>Residence hall check-in, 12:00 noon at the Residence halls</td>
<td></td>
</tr>
<tr>
<td>January 11</td>
<td>New Student Orientation and Registration for Undergraduate Students – NOTE: Enrolled and former students should refer to WINGS (<a href="http://em.georgiasouthern.edu/registrar/resources/registrationtimes/">http://em.georgiasouthern.edu/registrar/resources/registrationtimes/</a>) for specific registration times.</td>
<td></td>
</tr>
<tr>
<td>January 14</td>
<td>Fee payment deadline for Spring 2019, (First Day of University Classes)</td>
<td></td>
</tr>
<tr>
<td>January 14</td>
<td>Full Term, Classes Begin, Attendance Verification must be completed on the first class meeting day</td>
<td></td>
</tr>
<tr>
<td>January 14</td>
<td>Final date for graduate students to apply for Spring 2019 graduation</td>
<td></td>
</tr>
<tr>
<td>January 14-17</td>
<td>Full Term, Drop/Add</td>
<td></td>
</tr>
<tr>
<td>January 18</td>
<td>$100 Late Registration Fee begins</td>
<td></td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Jr. Holiday - Administrative offices closed - No classes</td>
<td></td>
</tr>
<tr>
<td>March 1</td>
<td>Full Term, Last day to submit required academic alerts in core areas A-E and other courses for which departments have opted to require them</td>
<td></td>
</tr>
<tr>
<td>March 11</td>
<td>Full Term, Last day to withdraw without academic penalty; See the Policy for Limiting Individual Course Withdrawals for additional information (<a href="http://em.georgiasouthern.edu/registrar/students/withdrawal/">http://em.georgiasouthern.edu/registrar/students/withdrawal/</a>)</td>
<td></td>
</tr>
<tr>
<td>March 18-22</td>
<td>Spring break for students – Administrative offices open – Residence halls open</td>
<td></td>
</tr>
<tr>
<td>March 29</td>
<td>Final Date for Undergraduate students to apply for Spring 2019 and Summer 2019 graduation</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>SARC (Student Accessibility Resource Center) Early Registration for Fall 2019 begins</td>
<td></td>
</tr>
<tr>
<td>April 3</td>
<td>Honors Day, Nessmith-Lane Conference Center 8:30 a.m. Classes beginning at 8:00 and 9:00 a.m. will not be canceled</td>
<td></td>
</tr>
<tr>
<td>April 5</td>
<td>Final date to hold terminal or comprehensive examination, theses or dissertation defenses</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>April 8</td>
<td>Early Registration for Fall 2019 begins (Students should view WINGS for individual date and time)</td>
<td></td>
</tr>
<tr>
<td>April 15</td>
<td>Final Deadline for University System of Georgia full-time employees to apply for the Employee Tuition Assistance Program (TAP) for Summer 2019</td>
<td></td>
</tr>
<tr>
<td>April 17</td>
<td>Employee Tuition Assistance Program (TAP) registration for Summer 2019, via the web beginning at 8:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>April 19</td>
<td>Deadline to submit electronic theses and dissertations to College of Graduate Studies for final format review</td>
<td></td>
</tr>
<tr>
<td>May 3</td>
<td>Full Term, Last Day of Classes</td>
<td></td>
</tr>
<tr>
<td>May 4-9</td>
<td>Full Term, Final Exams</td>
<td></td>
</tr>
<tr>
<td>May 10</td>
<td>Deadline to submit final verified (approved) electronic theses or dissertations to College of Graduate Studies</td>
<td></td>
</tr>
<tr>
<td>May 10</td>
<td>Statesboro campus residence halls close for non-graduating students, 12:00 noon</td>
<td></td>
</tr>
<tr>
<td>May 10</td>
<td>Armstrong campus residence halls close for non-graduating students, 12:00 noon</td>
<td></td>
</tr>
<tr>
<td>May 11</td>
<td>Commencement – To Be Determined</td>
<td></td>
</tr>
<tr>
<td>May 11</td>
<td>Armstrong campus residence halls close for graduating students, 12:00 noon</td>
<td></td>
</tr>
<tr>
<td>May 11</td>
<td>Statesboro campus residence halls close for graduating students, 5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
Procedure for Complaints
Within DPD Program Courses

If you have an issue within a particular DPD course at Georgia Southern University, please follow these suggestions in order to resolve the dispute.

1. For issues within particular courses or concerning grade disputes, talk to your professor. Try to resolve the issue at this level. The professors in the DPD program are willing to listen. Please remember too that anyone you approach beyond this level is going to first ask if you spoke to your professor.

2. If you feel that your course or grade issue was not resolved after speaking to the professor, please talk to the Associate Chair of our department, Dr. John Dobson. Her office is in Room 2115 in the Hollis Building and he can be reached by phone at (912) 478-0200.

3. For still unresolved issues, please feel free to then approach our Dean. Our Dean is Dr. Steve Rossi. His office is also in the Hollis Building. He can be reached at 478-5322.

4. It is the ACEND policy that complaints against a program only be filed with the accrediting body once all channels at the institution are exhausted. If you feel that such a complaint is necessary, please contact ACEND.

5. All disputes filed with the DPD will be handled in a manner that prevents retaliation.

Procedure for Concerns or Comments about the DPD Curriculum

If you have a concern or comment you would like to share about the DPD curriculum, please contact the DPD Director, Dr. Joelle Romanchik-Cerpovicz, at jromchik@georgiasouthern.edu, (912) 478-1420, or the Hollis Building, Room 1128B.
Procedure for Complaints Against Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Updated January 2010
Feedback Opportunities

Students are encouraged to provide feedback about the DPD curriculum, policies, and procedures at any time to the DPD Director, Dr. Joelle Romanchik-Cerpovicz.

Dr. Romanchik has an office in the Hollis Building, Room 1128B. Office hours are posted on the door each semester. If you’re unable to come during office hours, please email her at jromchik@georgiasouthern.edu or call her at (912) 478-1420 to arrange a different time to speak with her.

In addition to being able to speak or provide written comments to the DPD Director about the program, students are given the opportunity to provide more formal written feedback about the DPD on an Exit Survey which is conducted at the end of NTFS 4538: Medical Nutrition Therapy II.

To assess the quality of the program, the DPD also seeks formal feedback from its graduates by routinely surveying graduates during their dietetic internship and early employment after graduation.

Protection/Privacy of Student Information

The DPD at Georgia Southern University works within the Family Educational Rights and Privacy Act (FERPA – 1974) to ensure the integrity and confidentiality of student records.

The DPD utilizes the following guidelines to maintain, report, and make available information included in student educational records.

1. The DPD Director, faculty, and administrative staff may have access to all the information necessary to do their jobs for your educational interest.
2. We use a “need to know” rather than a “right to know” approach when accessing student educational records.
3. We will not disclose any information about any student to anyone who does not need this information to do his or her job at the University.
4. Requests for professional references for students will be completed only upon written request by the student.
5. We will take reasonable precautions to safeguard access to student information, including shredding documents and keeping sensitive materials under lock and key in the DPD Director's Office.
6. We will not display student grades publically in association with names, social security numbers, or other personally identifiable information.
7. We will only keep student records necessary for the completion of our academic jobs.
Student Access to Academic Files

Students have the right to review their DPD academic file and may access their files at any time upon submission of a written request to the Program Director.

Purpose of Practicums

Students will complete one practicum course in the DPD: NTFS 3730: Quantity Food Practicum. A practicum in dietetics is intended to allow students to apply knowledge obtained in didactic courses. The practicum should expose students to practical applications of classroom theory, in this case, in food service facilities.

As is the policy of ACEND in its 2012 Standards and similarly, is a policy of the DPD at Georgia Southern University, students shall not be used to replace employees. If you feel that your educational experience in our practicum course was compromised by such practice, please promptly inform the instructor of the course as well as the DPD Director. Your report shall be kept strictly in confidence and not held against you in any way.

Policies/Procedures for Practicums

Required practicum documents, including copies of all of the following (submitted as a single document through email and as a hard copy in class, are due the first day of the semester for the practicum course in which you are enrolled.

- ServSafe Food Protection Manager Certification

As you will be working in several practicum sites throughout the community over the course of the semester, you will be acting as a representative of the university. Therefore, it is required that you maintain a high level of professionalism and follow all course policies and procedures for the practicum that you are enrolled in. Disciplinary action may be taken, at the discretion of the instructor and as noted in their course syllabus, should this professionalism not be maintained.

Practicum attire will be determined by the instructor of the specific course in which you are enrolled. Cell phone use is strictly prohibited during practicums, unless the practicum site supervisor deems it necessary for completion of your practicum.

It is expected that food safety and sanitation procedures, in adherence with what was learned in ServSafe, be practiced at all times during each practicum.
Liability for Safety in Travel to/from Assigned Areas

Students may be required to travel to and from campus as part of coursework in the DPD. Students must have their own transportation and carry automobile insurance. Students assume liability for safety for all travel in private vehicles to supervised practice sites in courses such as NTFS 3730: Quantity Food Practicum. Students are required to follow all State of Georgia laws and regulations; more information about driver licensure and insurance requirements is available at: http://www.dds.ga.gov/rules/index.aspx. Liability while traveling in a university-owned vehicle is covered by Georgia Southern University.

Injury or Illness in a Facility for Supervised Practice

Students who become injured or ill during completion of coursework in a supervised practice site (ex. – for NTFS 3730: Quantity Food Practicum) should notify their instructor immediately. Expenses incurred from an injury or illness while at a supervised practice site are the responsibility of the student. If the illness or injury is due to negligence on the part of the facility, the student may file a personal injury claim against the facility.
Acceptance of Transfer Credits

Transfer credits for non-DPD courses in the Nutrition and Food Science major requirements will be assessed for comparability of educational experiences by the Admissions Department of Georgia Southern University using reciprocal agreements with other University System of Georgia (USG) institutions. For coursework completed at non-USG institutions, students may petition the acceptance of the course using forms provided by academic advisors at the time of their first advisement prior to starting Georgia Southern University (Petition for Academic Exemption Form).

For DPD coursework completed at other institutions, the DPD uses the policy published in the Georgia Southern University catalog on the Nutrition and Food Science major: Dietetics Emphasis program page and which also appears on page 2 of the program curriculum sheet. It reads..."Students transferring in from an ACEND accredited Didactic Program in Dietetics from another school are required to have their transcript(s) evaluated by the Didactic Program in Dietetics (DPD) Director who is responsible for determining which dietetics courses remain to be taken and which dietetics courses receive transfer credit. Adequate time must be allowed for scheduling, review, and notification. Students from other institutions are bound by admission and progression requirement of the Dietetics program at Georgia Southern."

Disciplinary Procedures


Students violating this Code of Conduct in any activity both, within or outside, the classroom, where they are a representative of the university, will be reported to the Dean of Students for disciplinary action by the university.
Part 4

Becoming Part of the Profession
Code of Ethics for the Profession of Dietetics

Students are expected to obtain a copy of the Code of Ethics for the Profession of Dietetics and follow it throughout their tenure in the Dietetics Program at Georgia Southern University as well as throughout their professional career in dietetics. This Code of Ethics is available from the Journal of the American Dietetic Association (American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues; Journal of the American Dietetic Association (2009); 109:8; 1461-1467.

Professionalism

Beyond violations to the Student Code of Conduct, the DPD at Georgia Southern University expects a certain level of professionalism from students in all situations where they are representing the university and their future profession of dietetics.

Within the classroom, individual professors will dictate what they expect with regard to professionalism. These requirements of individual professors will vary and will include things such as attendance and dress policies while in class and lab to professional conduct when in class and representing the university at practicum sites.

A few professional conducts expected in every course are...

1. No cell phone use or texting or use of any other electronic devices not directly related to the educational experience at hand will be tolerated.
2. Professors expect to be addressed professionally when they’re spoken to by students.
3. Dress should be modest and appropriate to the course being taken or the event being attended. Your professor will instruct you further if you need clarification.
4. Respect for others when they are talking within classes is expected, whether the individual is another student or the professor.
5. Students are also expected to arrive to classes and events on time and stay for its entirety.
Public and Professional Service Opportunities

Students in the DPD are expected to participate in public and professional service. There are several benefits to such service. First and foremost, by choosing dietetics as a career path, you chose a service-based profession, whereby registered dietitians help individuals and groups maintain or improve their health through proper nutrition. Secondly, acceptance into a dietetic internship is a highly competitive process, whereby some internships encourage service to the public and profession and others require it.

For these reasons, it’s in your best interest to become actively involved in service to your profession and the public now. Some suggestions for getting started are given below. Please take the philosophy of starting service early in your training and doing it frequently throughout not only your training in the DPD but your professional career after graduation.

*Join a professional organization which will allow you service opportunities*
  Membership information is provided on the following pages for the…
  - Academy of Nutrition and Dietetics
  - Coastal Empire Academy of Nutrition and Dietetics
  - Georgia Nutrition Council
  - Georgia Public Health Association

*Join student organizations related to dietetics which will allow you service opportunities*
  - Student Dietetic Association (See Dr. Riggs – Faculty Advisor)
  - Student Food Science Association (See Dr. Shankar – Faculty Advisor)

*Volunteer at local health departments, nursing homes, hospitals, food banks, and farmers markets.*

Professional Memberships

It is essential to your continued professional development to become an active student member in a professional organization. Membership information for students is available at each of the following organization’s websites.

**Academy of Nutrition and Dietetics**

www.eatright.org

**Coastal Empire District Dietetic Association (CEAND)**

Please see Dr. Romanchik, DPD Director, for current membership form.

**Georgia Nutrition Council (GNC)**

www.gagnc.org

**Georgia Public Health Association (GPHA)**

www.gapha.org
Careers in Nutrition and Food Science

Graduates who obtain a degree with a major in nutrition and food science can pursue a variety of careers. Some of the professions require either a graduate degree or registered dietitian (RD) qualifications. To be a registered dietitian, completion of an ACEND-accredited dietetic internship and passage of the registration exam is required following completion of the Didactic Program in Dietetics (DPD). For those who choose not to become an RD at this time, there are interesting professions that require a nutrition and food science degree.

Registered Dietitian Professions

- **Management Dietitians:** Work in healthcare institutions, schools, and restaurants; Case managers for disease management (insurance companies)
- **Clinical Dietitians:** Work as a member of a healthcare team in hospitals, long term care facilities, health maintenance organizations, and other healthcare facilities
- **Community Dietitians:** Work in public and home health agencies, daycare facilities, health/recreation clubs, and government nutrition programs
- **Consultant/Private Practice Dietitians:** Work under contract for several healthcare businesses or manage their own business
- **Research Dietitians:** Work for a variety of organizations conducting research or dietary surveys

Professions for Non-Registered Dietitians

- **WIC Nutritionist** (*Note: Some health districts require the RD credential)
- **Nutrition writer for health newsletters, magazines, or other media**
- **Nutrition writer for Internet, including nutrition articles**
- **Contributing writer for nutrition or health-related Internet company**
- **Develop nutrition software**
- **Nutrition assistant in a hospital, clinic, or other healthcare business**
- **Speaker for health/nutrition topics**
- **Restaurant/catering management**
- **Nutrition assistant in research**
- **Food Scientist**
- **Health Inspector**
- **Nutrition/Pharmaceutical Sales Representative**
- **School Nutrition Director** (*Note: Some school districts require the RD)