University of Central Arkansas
Department of Family and Consumer Sciences
Didactic Program in Dietetics (DPD)
Student Handbook

Revised: 12/19/2012
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BACHELOR OF SCIENCE IN NUTRITION PROGRAM
(ACEND Accredited Didactic Programs in Dietetics)

The University of Central Arkansas Didactic Program in Dietetics is currently accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics (A.N.D.), 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 (Phone: 800/877-1600). Upon completion of the Bachelor of Science in Nutrition degree, also called the Didactic Program in Dietetics (DPD), students are eligible to apply for entry into a supervised practice program which will make them eligible to take the Registration Examination for dietitians. At the undergraduate level, this degree emphasizes the knowledge and skills essential for competent entry-level dietetics practice.

CREDENTIALING PROCESS
Supervised practice programs, which include dietetic internships, are available across the United States. Completion of one of these programs is required to become eligible to take the Registration Examination for Dietitians. To become an Registered Dietitian (RD), students must:

- Earn a Bachelor of Science degree in Nutrition, or related discipline, which includes a Didactic Program in Dietetics. At that time, students are provided with a verification statement that allows them to apply for entry into a supervised practice program.
- Successfully complete an ACEND accredited supervised practice program (dietetic internship).
- Pass the Registration Exam for Dietitians.
- Apply for state licensure (process varies by state)

Students may not apply for entry into a dietetic internship until the Didactic Program in Dietetics has been successfully completed. Likewise, students are not eligible to sit for the registration exam until they have successfully completed their supervised practice program.

MISSION
The mission of the Didactic Program in Dietetics / Nutrition (DPD) at the University of Central Arkansas (UCA) is to prepare graduates who have the academic preparation necessary for success in an internship in dietetics /nutrition and other career opportunities. This mission is accomplished by providing students with the concepts of the interdependence of human nutrition and food in the health and behavior of individuals and with a general foundation of food service systems management.
Program Goals
Program goals were developed by the DPD Faculty during Nutrition Faculty meetings. Every constituency participated in the process to develop goals including all DPD faculty members, FACS Department Chair, Dean of the College of Health and Behavioral Sciences, and the DPD Advisory Board.

The program will:
1. Prepare graduates to be competent for entry into supervised practice or other post-graduate programs through high-quality educational offerings.
2. Prepare competent nutrition practitioners.

Program Outcome Measures
Program outcome measures determined by ACEND and by the nutrition faculty and administration are identified below. Students and the public may request a copy of these program outcome measures by contacting the DPD Director, Dr. Nina Roofe at nroofe@uca.edu or 501-450-5955.

Program Completion
1. Over a five-year period, 80% of students enrolled in the professional courses in the third year of a bachelor-level DPD or first year of a graduate-level DPD that are expected to complete program/degree requirements within 150% of the time (three years) planned for completion (1.3.1).

Graduate Performance
1. Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
2. Over a five-year period, 80% of those applying to supervised practice programs the academic year they complete the program will be accepted.
3. Over a five-year period, 70% of those not applying to or accepted to supervised practice programs will be employed within three months of program completion.

Pass Rate
1. Over a five-year period, the one-year pass rate for DPD graduates taking the registration examination will be at least 80%.

Other Measures
Other measure of graduate and program performance appropriate to assess the full intent of the program mission and goals include:
1. Each fall and spring semester, senior nutrition majors will score an average of >80% on the DPD program competency exam.
2. Each academic year, Internship Directors will rate preparedness of individual students for the DI as “Satisfactory” or above at a rate of at least 80%.
3. Each academic year, employers will rate preparedness of individual students for employment as “Satisfactory” or above at a rate of at least 80%.
4. Each academic year, DPD graduates will agree to the statement, “The courses I took at UCA prepared me for the dietetic internship” at a rate of at least 80%.
5. Each academic year, 80% of DPD students will agree to the statement, “Overall, I rank my education experience in the nutrition department at UCA as excellent” (1.3.4).

ADMISSION TO UCA / STUDENT’S RIGHTS
Applicants may be considered for admission to an undergraduate program on the basis of graduation from an accredited high school, as college transfer students, by entrance examination, or through a combination of these criteria. DPD policies, procedures and practices related to student recruitment and admission comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity. The following statement appears on the undergraduate bulletin website [http://www.uca.edu/ubulletin/01/102.php](http://www.uca.edu/ubulletin/01/102.php) which reflects the position of the university:

“The University of Central Arkansas is an affirmative action/equal opportunity institution. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, disability, or other factors irrelevant to participation in its programs.”

Applications for admission to the University of Central Arkansas may be obtained by contacting:

**Office of Admissions**  
201 Donaghey Ave.  
Bernard Hall, Suite 103  
Conway, AR 72035  
Phone: 1.501.450.3128  
Fax: 1.501.450.5228

**Degree Awarded**  
Students will earn a Bachelor of Science in Nutrition degree upon completion of the 120 credit hour nutrition major. Students who have already earned an associate’s degree will earn the Verification Statement and the Bachelor of Science in Nutrition degree. Students who have already earned a baccalaureate degree or higher will earn the Verification Statement and earn credits toward the Master of Science degree.

**Courses Offered in DPD (NUTR)**  
A course checklist, dietetic course prerequisites and a program completion plan is available at [http://www.uca.edu/facs/programs/nutrition.php](http://www.uca.edu/facs/programs/nutrition.php).

Courses offered in nutrition include:

**1300 NUTRITION IN THE LIFE CYCLE** A required course for the dietetic/nutrition and general FACS major, nursing, and other health-related majors. The course includes a study of principles and application of nutritional information for personal living and relevant information for the health professional. Lecture/discussion. Fall, spring.
2310 FOOD SCIENCE A required course for the dietetic/nutrition and general FACS major. The course includes basic scientific principles applied to food preparation and an analysis of nutritional value, cost, and service of food. Lecture/discussion and laboratory. Prerequisite: NUTR 1300. Fall, spring.

2311 MEAL MANAGEMENT A required course for the dietetic/nutrition and general FACS major. The course focus is the planning, buying, preparing, and serving family meals, food for special occasions, and entertaining. Lecture/discussion and laboratory. Prerequisite: NUTR 1300. Fall, spring.

3350 COMMUNITY NUTRITION A required course for the dietetic/nutrition major. A study of cultural and scientific aspects of food and nutrition as applied to the individual and community. Lecture/discussion. Prerequisite: NUTR 1300. Fall, spring.

3370 ADVANCED NUTRITION A required course for the dietetic major. A study of nutritive needs of the individual with emphasis on the roles of nutrients in the body. Family nutrition and the periods of pregnancy and lactation, infancy, childhood, adolescence, and adulthood are included. Lecture/discussion. Prerequisite: NUTR 1300. Fall, spring.

3380 FOOD ECONOMICS A required course for the dietetic/nutrition major. A study of problems confronting the dietitian in regard to quantity, quality, processing methods, intended use, and cost of food production. Attention is given to methods of food preservation, preparing food in quantity, organization, and evaluation. Lecture/discussion workshop. Prerequisite: NUTR 2310. Fall, spring.

3390 NUTRITION AND METABOLISM A required course for the dietetic/nutrition major. This course includes a study of the principles and application of macronutrient and micronutrient metabolism, focus on the major metabolic diseases, and relevant information for the health professional. Lecture/discussion. Prerequisite: NUTR 3370 and CHEM 1402. Fall, spring.

4301 RESEARCH IN FAMILY AND CONSUMER SCIENCES/NUTRITION A required course for the dietetic/nutrition major. The course includes a study of techniques for problem design, analysis, and evaluation in one of the specialization areas of family and consumer sciences. Workshop. Prerequisite: Senior Standing. Fall, spring.

4315 SPORTS NUTRITION A required course for the dietetic major and KPED athletic training program and a recommended elective for the FACS major. The course examines the nutritional needs of exercising individuals with a focus on wellness. Lecture/discussion. Prerequisite: NUTR 1300 or KPED 4300. Fall, spring.

4321 NUTRITIONAL SERVICES ADMINISTRATION A required course for the dietetic major. The course focus is on food service operations relating to management principles, methods of control, sanitation, and safety and training of food service personnel. Lecture. Prerequisite: NUTR 2310. Fall, spring.
4325 MEDICAL NUTRITION THERAPY I  A required course for the dietetic major. A study of nutrition as a medical specialty from the perspective of disease prevention and treatment, including nutritional assessment, patient interviewing strategies, medical terminology, and charting techniques. Lecture and laboratory. Prerequisite: NUTR 3370 and BIOL 2405. Fall, spring.

4330 WORKSHOP  An elective course for nutrition majors. Workshops are planned and conducted to cover varying areas of interests and needs. Prerequisite: Senior standing. On demand.

4335 NUTRITION SENIOR SEMINAR  A required course for nutrition majors. This course is designed to provide a comprehensive review of the nutrition curriculum including the nutrition care process, management and business theories, quality management of food/nutrition services, governance of the dietetics practice, fundamentals of public policy relevant to the dietetics profession and content related to health care systems. The course will provide opportunities for students to strengthen communication skills and improve ability to interpret professional literature. Lecture/discussion. Prerequisite: Senior standing. Fall.

4340 GERIATRIC NUTRITION  This course is designed to provide students with a comprehensive overview of nutritional needs of older adults. The topics will help students gain insight related to physiological changes, diseases and environmental factors affecting the nutritional status of aging adults. Prerequisites: NUTR 1300 and BIOL 2405. Fall.

4351 EXPERIMENTAL FOOD SCIENCE  A required course for the dietetic major. The course includes a study of physical and sensory evaluation and experimentation with properties of fats, carbohydrate mixtures, protein foods, and food additives. Lecture and laboratory. Prerequisite: NUTR 2310, 3370 and 4301. Fall, spring.


4395 NUTRITION: CONTEMPORARY ISSUES  A required course for nutrition majors and an elective course for FACS majors and other health-related majors. The course includes a study of the principles and application of sound weight-management programs; focus on the popular weight control diets, supplements/meal replacements, and programs and other relevant information for the health professional. Lecture and discussion. Prerequisite: NUTR 1300. Fall and spring.

Tuition and Fees
The most current tuition and fee rates are available on the Student Financial Services Web site (http://uca.edu/studentaccounts/tuition-fees/). Schedules of charges reflect tuition as determined by residence status, curriculum of choice, and number of hours taken. Students should be aware that other fees, such as laboratory fees, course fees, parking decals, etc., are not included on the schedule of charges. The university reserves the right to change tuition and other charges without notice as necessitated by university or legislative action. Withdrawal or refund of tuition and fees
is determined by the Student Accounts Department, 

Anticipated Costs
DPD students should anticipate the following costs of enrollment and participation in various professional development activities:

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<th>Semester</th>
<th>Year</th>
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<tr>
<td>Tuition* and Fees</td>
<td>$3666.05</td>
<td>$7332.10</td>
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<tr>
<td>Room, Board, and PO Box</td>
<td>2685.00</td>
<td>5370.00</td>
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<tr>
<td>Books and Supplies</td>
<td>500.00</td>
<td>1000.00</td>
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<td>ADA Student Membership</td>
<td>50.00</td>
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<td>SDA Membership</td>
<td>10.00</td>
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<td>ArDA Annual Meeting**</td>
<td>50.00 (student rate, 2 days)</td>
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<td>FNCE Annual Conference**</td>
<td>200.00 (student registration + hotel, travel, and meals)</td>
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<td><strong>TOTALS</strong></td>
<td><strong>$856.05</strong></td>
<td><strong>$14,012.10 + travel to FNCE</strong></td>
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*In-state tuition costs for 2012-2013 academic year. Out of state pay additional $183.25 per credit hour.

**Attendance at ArDA and FNCE are not required, but strongly encouraged as individual student budgets allow.

Financial Aid, Scholarships, and Title IV Funds
Financial aid information is available at http://www.uca.edu/financialaid/. The Department of Family and Consumer Sciences Alumni Association provides several scholarships each year to deserving students. Scholarship criteria and application information is available at http://www.uca.edu/facs/scholarships/. The UCA DPD Program is housed in a US college or university and accredited in good standing by a US regional institutional accrediting body for higher education and is therefore approved to administer the following Title IV funds: Federal Stafford loans including Grad and Parent Plus, Perkins loans, Pell Grants, Supplemental Educational Opportunity Grants, ACG and SMART Grants and are administered through the Financial Aid Department at http://www.uca.edu/financialaid/.

Academic Advising
Academic advising is every student’s best source of information about academic programs, procedures and sequence of taking courses at the University of Central Arkansas. Academic advising services are a vital aspect of the university's active commitment to student's academic success. Thus, the university expects all students to participate in the academic advising process throughout their careers at the University of Central Arkansas.

Nutrition faculty academic advisors include:
Mary Harlan, EdD, RD, LD: maryh@uca.edu
Debie Head, MS, RD, LD: dhead@uca.edu
Nina Roofe, PhD, RD, LD: nroofe@uca.edu
Melissa Shock, PhD, RD, LD: melissas@uca.edu
**Academic Calendar**
The academic calendar is available on the Registrar’s website at [http://www.uca.edu/registrar/academiccalendar.php](http://www.uca.edu/registrar/academiccalendar.php). The DPD program adheres to the UCA academic calendar in regards to all course offerings, vacation and holidays.

**STUDENT DIETETIC ASSOCIATION AT UCA**
The Student Dietetic Association (SDA) at the University of Central Arkansas (UCA) was established in November, 1998. Since it was founded, the organization has been involved in several campus and community-wide activities. In addition, SDA at UCA disseminates information on careers in dietetics across the state.

The Student Dietetic Association at UCA meets monthly and a guest speaker is featured at each meeting. Speakers have included dietetic internship directors, current dietetic interns, and a representative from UCA's Career Services office to share information on resume writing and job hunting. SDA also maintains a bulletin board and a Facebook page to showcase current nutrition topics and activities. The goals of SDA include providing nutrition information to the public and community service activities. The organization is meant to serve as a support system for dietetic students.

The Student Dietetic Association at The University of Central Arkansas is for any undergraduate or graduate student who is a major in Nutrition or minor in Family and Consumer Sciences with an emphasis in Nutrition. Also, any student who has not declared a major and has an interest in Nutrition is welcome to attend. Dues are $10 per year ($5 per semester). Students may join at any time during the semester by attending one of the scheduled meetings, or contact one of the SDA officers or the faculty advisor.

Faculty Advisor – Dr. Nina Roofe
nroofe@uca.edu
office: 450-5950

Meeting Dates
SDA meets the first Tuesday of each month during the academic year at X period (1:40-2:30) in McAlister Hall Room Mirror Room.

**STUDENT MEMBERSHIP IN THE ACADEMY OF NUTRITION & DIETETICS**
Students enrolled in an ACEND accredited/approved dietetics program may join as a student member of the Academy of Nutrition & Dietetics. The annual fee is $50.00. The online application is available at [http://www.eatright.org/students/join/](http://www.eatright.org/students/join/). Benefits of student membership in AND include networking, leadership opportunities, free state dietetic association membership, monthly *Journal of the Academy of Nutrition and Dietetics*, student publications, scholarships, and reduced rates on products and conferences.
STUDENT SUPPORT SERVICES AT UCA
The office of Student Services is open from 8:00 a.m. to 4:30 p.m. weekdays to assist individual students and student groups in pertinent matters including health, counseling, testing, and disability support. Information for the services is available at http://www.uca.edu/student/. Before a student at UCA is awarded financial aid, he/she must complete an Entrance Interview and Financial Literacy counseling. Contact information for Financial Aid is located at http://www.uca.edu/financialaid/.

FIELD-RELATED WORK EXPERIENCE
Students enrolled in the DPD program are encouraged to seek field-related work experience under the direction of a Registered Dietitian at times that do not distract from course work (e.g., summers, winter break). Examples of field-related work experience sites include:

- Hospitals
- Nursing homes
- Health Department clinics
- Foodservice operations
- Wellness Centers
- Food Companies

POLICIES AND PROCEDURES
The following policies and procedures were developed collaboratively by the Chair of the FACS Department, DPD Director, FACS nutrition faculty, and the UCA Registrar.

Code of Professional Conduct
Student roles and responsibilities change as the student progresses through the Bachelor of Science in Nutrition program. Each year of education brings the student closer to becoming a practitioner, and therefore each year brings added responsibilities. The student’s education is not just about learning content, it also includes values, skills and attitudes including the importance of becoming a self-directed learner who is responsible for his/her own education. Faculty will review this code in all nutrition classes at the beginning of each term and set a professional example in their conduct and work performance.

- All students must comply with the university standards of academic integrity as well as the Code of Ethics for the Profession of Dietetics by the Academy of Nutrition and Dietetics, at http://www.eatright.org/codeofethics/
- Students present themselves professionally when representing the department or the university in the community.
- Students present themselves professionally in their use of social media.
- Students demonstrate good moral character traits including honesty, integrity, kindness, and work ethic.
- Students adhere to “Dress for Success” guidelines when representing the department or the university in the community and when conducting oral presentations (closed-toe, low heeled shoes; skirts and dresses at least bottom of knee length; shirts tucked in with a belt
when appropriate; no sleeveless shirts; no jeans unless trouser / dress jeans with shirt tucked in; no low-cut shirts or screen print shirts; well-fitting clothes—no skin tight and no saggy pants/jeans).

- Acts of unprofessional conduct will not be tolerated, including but not limited to falsifying reports, scholarship applications, internship or graduate school applications, or resumes; plagiarism; illegal use of alcohol or controlled substances; sexual misconduct; and immodest speech or dress.
- Any infringement of this code will be handled according to the policies of the university.

**Student Privacy**

All UCA students, including all DPD students, are protected under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are asked to given their consent to authorized representatives of UCA for the release of academic records and any personally identifiable information. All nutrition faculty are required to comply with FERPA regulations.

DPD students may be asked to consent to research studies on campus by signing a written consent form. All research conducted at UCA must first obtain approval from the Instructional Review Board.

**Access to Personal Files**

Students are allowed access to their advising file upon request from the FACS Department Chair, Administrative Assistant, Academic Advisor, or instructor.

**Filing and Handling Complaints / Grievances** (per UCA Student Handbook online at [http://uca.edu/student/files/2011/06/student_handbook.pdf](http://uca.edu/student/files/2011/06/student_handbook.pdf))

A student who wishes to appeal the final grade in a course should first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or of the faculty member, through the levels of appeal listed below. If the student feels the instructor has acted in a way that suggests retaliation, the student should bring this to the attention of the Department chair and proceed with the chain of command as outlined below. At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal. Within the general framework of this policy, a department or college may establish its own procedures for reviewing such appeals. Any appeal concerning an assigned grade must be made within one calendar year of the time the grade was awarded.

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost

This policy includes recourse to an administrator other than the DPD director and prevents retaliation.
Assessment of Prior Learning Credit
No credit will be given for certifications which do not include course work. All course credits considered for transfer credit will be evaluated by the UCA Registrar and FACS faculty.

International students must provide official transcripts in English to the DPD Director and to the UCA Registrar for evaluation on an individual basis. A third-party professional credentials evaluation service report is required.

Assessment of Transfer Credit
Students transferring to UCA from another college or university in the United States will provide official transcripts to the university and to the DPD Director for review.

International students must provide official transcripts translated into English and notarized. This may be completed by an organization such as the World Education Service, www.wes.org, the International Education Research Foundation, www.ierf.org or by www.cedevaluations.com.

This evaluation should include:

a. **U.S. degree equivalence** – Is the foreign degree(s) equivalent to a B.S. degree in the U.S.? Please make sure the evaluation report states the degree equivalence “from a “regionally accredited” institution in the US.

b. **Semester units received for each course taken.**

c. **Translation of grades** (e.g. %, etc.) received to letter grades (A,B,C,D,F,P,etc.)

This process may take 1-2 months depending on the information provided to the agency.

Formal Assessment of Student Learning
Formal assessment of student learning is made during each course of the DPD program. Grades on individual assignments, quizzes or exams, and end of course letter grade provide an assessment of the student’s mastery of the material in each course.

A competency exam covering all content areas of the DPD curriculum is given in the NUTR 4335 Nutrition Senior Seminar Course. This competency exam is used to assess student learning in the students’ final year before graduation and to identify content areas for review in the NUTR 4335 Nutrition Senior Seminar course. This competency exam provides valuable feedback for the DPD curriculum to use in program evaluation in regard to coverage of ACEND’s Foundation Knowledge and Competencies. The expectation is that students will score an average of >80% on the exit exam. Results of the student’s scores on the competency exam are used to guide content in the NUTR 4335 Nutrition Senior Seminar course.
DPD Retention and Remediation
In order for students to remain in the DPD program, the student must continue to be enrolled in courses as outlined for the BS in Nutrition Degree or be a post-Baccalaureate student (see http://www.uca.edu/facs/programs/nutrition.php) with
- a minimum of a 2.0 grade point average,
- a minimum of 15 credit hours in their major at UCA,
- of the last 30 semester hours offered for graduation, at least 24 must be completed in residence at the university, and
- post- Baccalaureate students must complete a minimum of 15 credit hours at UCA.

Students may be required to take remedial coursework by the university upon admission based on the student’s ACT score. Undergraduate students may repeat up to four classes for grade forgiveness or for the purpose of grade point average calculations. This does not apply to post-Baccalaureate or graduate students.

Disciplinary / Termination Procedures
Students may face disciplinary or termination procedures for violating the policies as outlined in the Student Handbook (http://uca.edu/student/files/2011/06/student_handbook.pdf) including academic and/or personal misconduct.

Graduation and DPD Completion Requirements
In order to receive the BS Degree in Nutrition the following graduation requirements must be met:

1. Completion of all courses required for BS in Nutrition degree, including general education courses, with no incomplete (X) grades (see current degree requirements online at http://www.uca.edu/facs/programs/nutrition.php
2. Completion of at least 120 semester hours of unduplicated credit (excluding UNIV credit), of which at least 60 semester hours must be credit from four-year baccalaureate degree granting institutions and at least 30 semester hours must be credit from UCA, and at least 15 semester hours in the major must be from UCA. Of the last 30 semester credit hours required for the degree, at least 24 semester hours must be UCA credit.
3. Completion of at least 40 semester hours of upper division credit (3000 and 4000 level), including at least 12 semester hours of upper division work in the major field.
4. Completion of special degree requirements stipulated for the baccalaureate degree (B.S.).
5. Completion of a minimum of 2.0 grade point average in the Major and cumulatively.
6. Student must pay all fees owed to the university.
7. Student must complete all graduation-related paperwork including graduation application.
8. The University of Central Arkansas does not impose a time limit on completion of a Bachelor of Science Degree. However, if a student does not take courses for a calendar year, he/she will come back in under the current catalog requirements.
**Verification / Intent to Complete Statement Procedures**

The following criteria must be met before a statement of verification of completion of the DPD program will be provided:

1. Student must complete all degree requirements for the B.S. in Nutrition degree or for post-Baccalaureate students, completion of DPD requirements with a minimum of 15 credit hours in nutrition / FACS courses completed at UCA.
2. Student must return any borrowed departmental materials.
3. Students must request verification (or intent to complete statement for a degree in progress) at least three weeks prior to the D & D Digital deadline and/or graduation and must provide the DPD Director with a permanent mailing address (see below). Students may contact Nina Roofe, PhD, RD, LD by e-mail at nrooque@uca.edu, by fax at 501-450-5958, or by regular mail at 201 Donaghey Avenue, McAlister Hall 100, Conway, AR 72035.
4. The date on the verification statement will reflect the date the DPD requirements were completed, i.e. as of month/day/year requirements were completed.
5. For post-Baccalaureate students, the date of completion of all DPD requirements will be recorded, as well as the date of the original degree.
6. For DPD verification statements more than five years old, the following courses may be required: Nutrition in the Lifecycle, Medical Nutrition Therapy I and II, Nutrition and Metabolism, Community Nutrition, and Nutrition Services Administration if taken more than five years prior to the date for which student is requesting the verification statement.

Upon completion of above criteria and verification of degree awarded (typically within one month of graduation), the DPD Director will provide the requesting Dietetic Internship one verification statement and will provide the student five written and signed verification statements. The Dietetic Internship will receive the verification statement electronically. The student’s verification statements will be mailed to the student at the mailing address provided to the DPD Director within 30 days of confirmation of degree awarded or DPD requirements completed. The student will add their Social Security Number (SSN) to any verification statements they wish to provide employers or schools. All students who complete the B.S. in Nutrition degree requirements will receive by mail the written verification statements in a timely manner, not just those applying to Dietetic Internships.

**Confirmation of Permanent Mailing Address for Verification Statement Mailing**

Student Name: ____________________________

Student ID #: _____________________________

Graduation Date (Term / Year): ___________________

Permanent Mailing Address (include zip code):

____________________________________________

____________________________________________
**Confirmation of Receipt of DPD Student Handbook**

The following form must be completed by all DPD students each academic year. Students who transfer to the program during an academic year will be asked by their nutrition faculty advisor to complete the online form during their academic advising session. The forms will be kept in the DPD Director’s office. During each advising section, the nutrition faculty advisor should confirm with the nutrition major that they have completed this form and if not, ask the student to complete the online form and notify the DPD Director.

By completing the online form [https://www.uca.edu/web/forms/manage_form.php](https://www.uca.edu/web/forms/manage_form.php) students confirm that they have received and agree to abide by all policies as set forth in the UCA Student Handbook.

**POST-GRADUATION OPTIONS**

Several options are available to graduates with the Bachelor of Science in Nutrition degree including:

- Dietetic Internship
- Dietetic Technician, Registered Exam
- Graduate School
- Related Employment

DPD students should discuss their individual goals and options with their academic advisor. The following pages provide checklists and additional information regarding each option.

**Dietetic Internship**

Information regarding all dietetic internships in the United States can be found at [http://www.eatright.org/students/education/di.aspx](http://www.eatright.org/students/education/di.aspx). For information on graduate programs at other universities, students should contact those universities directly.

**Dietetic Internship at UCA**

Accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND), the program meets competencies for eligibility to write the A. N. D. Registration Exam to become a Registered Dietitian (RD). Program information is available at [http://www.uca.edu/facs/programs/Internship_Info_updated_for_2011_match.pdf](http://www.uca.edu/facs/programs/Internship_Info_updated_for_2011_match.pdf).

Interns are required to complete a minimum of 1200 clock hours of supervised practice. This is accomplished by completion of the four practicums during summers I and II, (twelve weeks each summer) and six additional weeks of practice between the two summers. During the six week period, interns are required to complete nutritional assessments under the supervision of a Registered Dietitian, as well as participate in an assigned research study.

Other assignments will serve to compliment the learning outcomes. By utilizing twelve weeks each summer with the remaining hours spread over two semesters, interns are able to achieve positive outcomes with progressive learning, thereby completing competencies and successfully completing
the program. Upon completion of all requirements, interns will be granted a verification statement for eligibility to write the Registration exam to become a Registered Dietitian (RD). The program area of concentration is Community Nutrition, using standardized Eligibility Requirements and Accreditation Standards and Competencies for Dietetic Internships. Planned learning experiences will include, but are not limited to, public and university school settings, community hospitals, local health departments, specialty clinics, wellness facilities, retirement and extended care facilities, and cooperative extension service.

A wide variety of experiences in a community setting will serve to enhance learning and is in keeping with the mission statement of the internship. A pool of approximately 40 facilities with qualified preceptors is available for rotation experiences in the area.
The **deadlines** to submit your online application through the Dietetic Internship Centralized Application System (DICAS) are detailed below:

**September 25, 2012 BEFORE midnight for the Fall 2012 match,**  
**February 15, 2013 BEFORE midnight for the Spring 2013 match,** and  
**September 25, 2013 BEFORE midnight for the Fall 2013 match.**

<table>
<thead>
<tr>
<th>DATE COMPLETED</th>
<th>PREPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review current directory of Dietetic Internships available online at <a href="http://www.eatright.org">www.eatright.org</a> under Students tab.</td>
</tr>
<tr>
<td>2.</td>
<td>Obtain current application materials from chosen internship programs AS SOON AS POSSIBLE. Review and follow ALL instructions carefully.</td>
</tr>
<tr>
<td>3.</td>
<td>Register for and take the Graduate Record Exam (GRE) for admission at <a href="http://www.ets.org/gre/">http://www.ets.org/gre/</a>. The GRE exam should be taken as soon as possible because it takes some time to get your scores which must be included on your application.</td>
</tr>
<tr>
<td>4.</td>
<td>Applicants must have a DICAS account: Register with DICAS at <a href="http://www.eatright.org/CADE">www.eatright.org/CADE</a>. Select Computer Matching, and then programs participating in DICAS. Internship priorities should be selected carefully. No changes will be accepted after you click submit. There is a $40.00 fee for the first school and a $20.00 fee for each additional school.</td>
</tr>
<tr>
<td>5.</td>
<td>Applicants must input the schools attended on DICAS (grades don't have to be input in order to request the transcript).</td>
</tr>
<tr>
<td>6.</td>
<td>Applicants must print out the school-specific and applicant-specific transcript request form (this contains the bar code which is scanned with the transcript and how each transcript is &quot;linked&quot; to the correct DICAS applicant account).</td>
</tr>
<tr>
<td>7.</td>
<td>Applicants must request original transcripts from their registrar and include the DICAS transcript request form with the bar code. Request OFFICIAL transcripts from ALL colleges/universities you have attended to be sent to the program(s) for which you are applying. With DICAS, the transcripts are sent to DICAS.</td>
</tr>
<tr>
<td>8.</td>
<td>Enter your courses* taken at each college/university exactly as it is on your transcript (prefix, number). If you are a grad/post-bac student taking (or have taken) any undergraduate course for the DPD, you will note those courses as well as any graduate courses completed as part of the GPA calculation for DICAS.</td>
</tr>
<tr>
<td>9.</td>
<td>If you apply to a program that does not participate in DICAS, you still must register with DICAS in case you do not get accepted and wish to apply to another program in the clearing house (formerly called “second round”) that does participate in DICAS.</td>
</tr>
<tr>
<td>10.</td>
<td>A MINIMUM OF 3.0 GPA IS REQUIRED FOR ADMISSION INTO MOST POST-GRADUATE DIETETIC INTERNSHIP PROGRAMS. Check the requirements of each DI to which you wish to apply. GPA Calculator: <a href="http://uca.edu/advising/gpa-calculator/">http://uca.edu/advising/gpa-calculator/</a></td>
</tr>
</tbody>
</table>
**DICAS APPLICATION: INTENT TO COMPLETE OR VERIFICATION STATEMENT**

11. Request the “Declaration of Intent to Complete” form or the “Verification Statement” from your DPD Director at least **1 month prior** to the deadline for your match (see above dates).

**DICAS APPLICATION: REFERENCES**

12. Request references from advisor/faculty/employers at least **1 month prior** to the deadline for your match (see above dates).

13. References will be completed online through DICAS, but you must ask the person ahead of time and obtain the email address they wish to use to complete the reference.

14. **You may only select three references for each DI**, but these can be different for each DI. The applicant will not see the references after completed but will be able to check the application to see if the references have been submitted.

15. Provide your updated resume for each person you ask to complete your references. Include information concerning your GPA, work experience, school activities, honors received, courses you took with them and which year/semester, etc.

**DICAS APPLICATION: PERSONAL STATEMENT**

16. Compose your personal statement in Word, proofread, and spell check. Cut and paste this statement into the online application. **Each program may have different requirements!**

**GENERAL INSTRUCTIONS**

17. Complete the remaining sections of the DICAS application: upload resume, input work experience, volunteer activities, honors, etc.

18. Carefully proof all materials you upload. You can go in and out of the DICAS application program as often as you want until you click Submit. Once you click “Submit” it is submitted and **CANNOT be retrieved**. It is recommended you submit well before your midnight deadline. Computer glitches happen at the most inopportune times!

**D & D DIGITAL MATCHING**

19. Register with D&D Digital at [www.dnddigital.com](http://www.dnddigital.com). This requires a $50.00 fee.

20. Matching Results: D & D Digital Systems will notify you by posting your matching results on their web site at 6:00 pm on November 6, 2012 for the fall 2012 match; April 9, 2013 for the spring 2013 match; and November 5, 2013 for the fall 2013 match.

**ACCEPTANCE!**

21. Notify the Internship Director of the school to which you matched of your agreement to accept the Dietetic Internship appointment within **48 hours of notification**.

22. After you complete all requirements for the verification statement (B. S. in Nutrition or for the post-Baccalaureate student, the DPD requirements), you are required to send an original signed copy of your verification statement directly to the Director of your Dietetic Internship.

23. After selection and acceptance of an internship position, the intern will request original transcripts to be sent to that institution.

**NO MATCH**

19. If you do not receive a match, contact your DPD Director the Monday after your notification day for a “waiting” list of openings at other internships. These lists will be available two days after the notification day for each match. If you wish to apply in the clearing house you must proceed quickly to be considered and you must already be registered with DICAS.
Always have a “Plan B” ready in the event you do not receive an internship appointment on the first try. Graduate school and work experience are beneficial for the next opportunity to apply to an internship. DO NOT be discouraged—think positively and know your advisors are willing to assist you!

*The following classes are entered into the DICAS application for your GPA calculation for UCA DPD applicants:

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Science Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 2341 Lifespan Development</td>
<td>BIOL 1400 Biology</td>
</tr>
<tr>
<td>FACS 3311 Resource Management</td>
<td>BIOL 2405 Human Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>FACS 3372 Personal &amp; Family Finance</td>
<td>BIOL 2411 Microbiology</td>
</tr>
<tr>
<td>NUTR 1300 Nutrition Life Cycle</td>
<td>CHEM 1402 Chemistry for Health Sciences</td>
</tr>
<tr>
<td>NUTR 2310 Food Science</td>
<td>CHEM 2450 Intro Organic &amp; Biochemistry</td>
</tr>
<tr>
<td>NUTR 2311 Meal Management</td>
<td></td>
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<tr>
<td>NUTR 3350 Community Nutrition</td>
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<tr>
<td>NUTR 3370 Advanced Nutrition</td>
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<tr>
<td>NUTR 3380 Food Economics</td>
<td></td>
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<tr>
<td>NUTR 3390 Nutrition / Metabolism</td>
<td></td>
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<tr>
<td>NUTR 4301 Research in FACS</td>
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<tr>
<td>NUTR 4315 Sports Nutrition</td>
<td></td>
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<tr>
<td>NUTR 4321 Nutrition Services Administration</td>
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<tr>
<td>NUTR 4325 Medical Nutrition Therapy I</td>
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<tr>
<td>NUTR 4335 Nutrition Senior Seminar</td>
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<tr>
<td>NUR 4351 Experimental Food Science</td>
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<tr>
<td>NUTR 4374 Medical Nutrition Therapy II</td>
<td></td>
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<tr>
<td>NUTR 4395 Nutrition: Contemporary Issues</td>
<td></td>
</tr>
<tr>
<td>FACS 3456 Methods</td>
<td></td>
</tr>
<tr>
<td>PSYC 2330, SOC 2321 or MATH 2311 Statistics</td>
<td>(Revised 12-2012)</td>
</tr>
</tbody>
</table>
Dietetic Technician, Registered (DTR) Exam Information
The following information has been summarized for you from the Commission on Dietetic Registration’s website. Please visit www.cdrnet.org to find additional information as well as exam study materials.

What is a DTR?
A DTR is an individual trained in food and nutrition and is an integral part of the health-care and foodservice management teams. They work independently or in teams with registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. Many work environments require that an individual be credentialed as a DTR.

What career opportunities are available for DTRs?
DTRs work in the following areas:

- Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities helping to treat and prevent disease and administering medical nutrition therapy as an important part of health-care teams.

- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.

- WIC programs, public health agencies, Meals on Wheels and community health programs, developing and teaching nutrition classes for the public.

- Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.

- Food companies, contract food management companies or food vending and distributing operations developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.
DIETETIC TECHNICIAN, REGISTERED (DTR) EXAM CHECKLIST
Students who have completed the DPD program since 1991 may sit for the DTR Exam.

Please follow the directions below to establish eligibility to take the registration examination for dietetic technicians.

1. Access the application form and complete your personal information online. http://www.cdrnet.org/pdfs/DTRPathway3.pdf Print off the completed form and sign it. Do NOT complete the area that requires DPD Program Director verification.

2. Complete the survey via the link on the application form. You must use the same e-mail address on the survey that you enter on the application for a match. Failure to complete the survey will result in your application not being processed as they are linked together. The survey link is on the application; however, here it is to expedite the process: http://ecom.eatright.org/CRMS/survey.asp

3. Print the DTRE Mis-Use Form and sign it. http://www.cdrnet.org/PDFs/DTRE%20%20Mis-Use%20%20Updated%204-09.pdf

4. Contact your DPD program director to inform him/her that you will be sending the application form and the DTRE Mis-Use Form for them to complete. You may also have to supply a final B.S. degree transcript and a signed, original DPD Verification Statement.

5. Please review everything with your program director before you send in the application and DTRE Mis-Use forms to your program director.

6. Your program director will be submitting the completed information via the CRMS Online System and pdf process.

Graduate Studies at UCA
The graduate program in Family and Consumer Sciences leads to the Master of Science degree. The program is designed to serve the needs of qualified students preparing for Family and Consumer Sciences careers in business, education, hospitals, industry, government, community agencies, and for entering a doctoral program in Family and Consumer Sciences or in a related discipline. Specific information is available at http://www.uca.edu/facs/programs/ms.php.

UCA Graduate School Admission Procedures
Admission to the M.S. degree in Family and Consumer Sciences requires the student to have a baccalaureate degree in Family and Consumer Sciences or an allied area and meet entrance requirements for graduate school. In addition to entrance requirements for the graduate school, satisfactory scores on the General Section of the Graduate Record Examinations (GRE) must be submitted. For students wishing to pursue a specific graduate program, the admission process involves a mutual decision between the Graduate Dean and the appropriate department. Application materials may be obtained by contacting the Graduate School and requesting copies.
of the form Application for Admission to Graduate Study; application forms are also available on
the web at http://uca.edu/graduateschool/admission-process/

Transmission of these forms, the required application fee, official transcripts of all undergraduate
and graduate work, and required test scores (GRE) to the Graduate Office normally will
complete an application for admission. Application materials are shared with the department for
a recommendation about whether to admit a student to graduate studies and under which type of
admission.

Applications are retained on students who are admitted but do not enroll for three years. After
three years, these credentials are discarded, making it necessary to reapply for admission and
furnish all credentials again for evaluation. The credentials of applicants who were denied
admission are also retained for three years.

Graduate School Office
201 Donaghey Ave.
Torreyson West, Room 328
Conway, AR 72035
Phone: 1.501.450.3124
Fax: 1.501.450.5678

Related Employment
Graduates with the B. S. degree in nutrition who do not choose to pursue the Dietetic Internship
have career opportunities available including:

- State Department of Health providing education, resources and educational materials
  in the area of nutrition to other health professionals, organizations, programs and the
  general public.
- Cooperative Extension Service providing educational programs and research-based
  information to the people of Arkansas (or other states) including agricultural programs,
  family financial management and youth education.
- Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-
  care programs and research facilities helping to treat and prevent disease and
  administering medical nutrition therapy as an important part of health-care teams
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities,
  corporations and hospitals, managing employees, purchasing and food preparation and
  preparing budgets within foodservice operations.
- WIC programs, public health agencies, Meals on Wheels and community health
  programs, developing and teaching nutrition classes for the public.
- Health clubs, weight management clinics and community wellness centers, helping to
  educate clients about the connection between food, fitness and health.
- Food companies, contract food management companies or food vending and
  distributing operations developing menus, overseeing foodservice sanitation and food
  safety and preparing food labeling information and nutrient analysis.
Helpful Websites
Academy of Dietetics & Nutrition: www.eatright.org
Accreditation Council for Education in Nutrition & Dietetics: www.eatright.org/CADE
Graduate Record Exam: http://www.ets.org/gre/
University of Central Arkansas (UCA): www.uca.edu
UCA nutrition page: www.uca.edu/facs
UCA undergraduate catalog: http://www.uca.edu/ubulletin/
UCA academic calendar: http://www.uca.edu/registrar/academiccalendar.php