

STUDENT HANDBOOK

Combined BS/MS in Dietetics

Department of Nutritional Sciences

Texas Christian University

Fort Worth, TX 76129

2020-2021

DEPARTMENT OF
Nutritional Sciences



COLLEGE OF
SCIENCE & ENGINEERING



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This student handbook is intended to serve as a guide for students enrolled in the TCU Combined BS/MS in Dietetics. The contents within this handbook represent official communication of the program policies and procedures such as, but not limited to, admission requirements, graduation requirements, student scheduling, and supervised practice requirements. Students are expected to be familiar with the CDP policies and procedures, as well as policies relating to the University, such as the TCU Student Code of Conduct.

Also presented in this handbook are the CDP mission, program goals and student learning outcomes, administration of the academic program, information about the Academy of Nutrition and Dietetics, and student expectations and responsibilities.

This handbook is revised annually to stay consistent with information in the TCU Code of Student Conduct and the TCU Undergraduate Catalog. Each new edition supersedes all previous editions. Additional website information is included from the Academy of Nutrition and Dietetics, the Accreditation Council for Education in Nutrition and Dietetics, the Commission on Dietetic Registration, and the Texas Academy of Nutrition and Dietetics.

The most recent TCU CDP Student Handbook (updated May 2020) is available on the Department of Nutritional Sciences website at www.nutrition.tcu.edu. Website information was last updated in May 2020.

TCU Department of Nutritional Sciences, 2020-2021.

The TCU Combined BS/MS in Dietetics does not discriminate on the basis of personal status, individual characteristics or group affiliation, including but not limited to, classes protected under federal and state law.

Introduction to the Program

A Combined BS/MS in Dietetics (CDP), designed for those who wish to enter the dietetics profession, is an academic program in a U.S. regionally accredited college or university that culminates in a BS and MS in Dietetics. The CDP at TCU offers students the unique opportunity to acquire both the required didactic instruction (lecture and laboratory courses) and over 1,400 clock hours of supervised practice necessary to meet the Knowledge Requirements and Competencies for Entry-Level Dietitians as mandated in the Eligibility Requirements and Accreditation Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students who successfully complete the CDP receive verification and establish eligibility to write the Registration Examination for dietitians and apply for active membership in the Academy of Nutrition and Dietetics.

The CDP combines coursework emphasizing the foundation of dietetic knowledge (communications, physical and biological sciences, social sciences, research, food, nutrition, management and health care systems) and supervised practice experiences. The supervised practice experiences involve working with dietetics professionals to demonstrate performance in medical nutrition therapy, community nutrition, food service systems management, business/entrepreneurial dietetics, and nutrition education. The TCU CDP has a Nutrition Education Concentration. This concentration is consistent with resources (facilities and preceptors) in the Fort Worth/Dallas area and the need for nutrition education in this region. Nutrition education has long been a focus and strength of the TCU CDP, and supervised practice experiences include varied opportunities to build expertise in this area throughout the two-year program.

The TCU CP admitted its first class and was granted developmental approval in 1975. The program was granted initial accreditation in 1979 and reaccredited in 1989, 1999, 2011 and 2017. In 2019, the TCU CP submitted a substantive change report and received ACEND approval to change the two-year CP that culminated in a BS degree to a three-year CDP that culminates in both the BS and the MS degree. The CDP accepted applications from the first class of CDP students in February 2020 to begin the CDP in August 2020.

Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the CDP. In order to assess student potential for success, the TCU CDP has established admission criteria and criteria for ongoing continuation eligibility in the CDP.

Eligibility for admission to the TCU Combined BS/MS in Dietetics is based on successful completion of at least 60 semester hours with a cumulative GPA of at least 3.0 for Nutrition (NTDT) and an Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements, 45 semester hours of required prerequisites and major courses, and 200 hours of documented food or nutrition practical experience. Students must earn a grade of 'C-' or better in all NTDT and Associated Requirement courses taken prior to program admission. Application packets for the Combined BS/MS in Dietetics must be received by Feb. 1, and applicants are notified of provisional acceptance by April 15. Students must earn a grade of "C-" or better in all NTDT and Associated Requirement courses taken prior to program admission. Students who are provisionally accepted begin the program in August of the following academic year (typically the junior year). Final acceptance/enrollment in the CDP depends on successful completion of required prerequisite courses and summer requirements. The GRE is not required for this degree. Students who are accepted begin coursework and supervised practice the subsequent fall semester through NTDT 30144 Quantity Food Production. Final acceptance/enrollment in the CDP depends on successful completion of work in progress and required summer school prerequisites. Admission is made without regard to race, color, creed, sex, age, handicap, ethnic, religion, or national origin. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs.

A student's continuation in the CDP is contingent upon attainment of a strong academic record and successful completion of the program sequence.

In order to earn the BS in Dietetics degree, the student must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of "C-" or better in all NTDT courses and Associated Requirements, earn no more than 3 grades below a "B-" in the Associated requirements, complete a minimum of 126 hours, and meet all of the requirements of the university and college. *Students who do not meet all of these requirements for graduation of the BS in Dietetics or the requirements for admission into the graduate program may change their major to Nutrition or*

another major in order to graduate with a Bachelor's Degree but cannot continue in the Combined BS/MS in Dietetics. Students who do not meet all of the requirements to continue in the CDP have the option to pursue verification from the TCU Didactic Program in Dietetics (DPD) in order to be eligible to pursue a Dietetic Internship upon graduation and/or graduate with a BS in either Nutrition or Dietetics. Students must formally apply to the DPD and satisfy all DPD requirements for verification. Acceptance into the DPD is not guaranteed. Students are required to abide by all DPD policies and procedures. Students can graduate with a BS in Dietetics and begin the graduate program, but they will not earn verification to take the Registration Examination for Dietitians if they are unable to complete the graduate degree requirements and do not earn the MS in Dietetics degree. In order to earn the MS degree, the student must attain a minimum graduate NTDT GPA of 3.0 and earn a grade of “C-“ or better in all NTDT graduate courses. In addition, all final 50000- and 60000-level course grades will be included in the computation of the graduate GPA, but no more than two grades of “C+” or lower may be used in satisfying the degree requirements.

Students complete 12 hours of dual undergraduate/graduate credit toward the MS in Dietetics during the fourth year of undergraduate study. At the end of the fourth year, assuming that all other undergraduate graduation requirements are met, the student earns his/her BS degree in Dietetics. Beginning with the summer session following graduation in May and continuing with the fifth year of the CDP, the student completes the remaining 19 graduate credit hours (10 credit hours of coursework, 9 credit hours of supervised practice), toward the MS in Dietetics degree. Students may also choose to complete a thesis. This option requires that students take an additional 6 credit hours (3 hours of NTDT 70980 and 3 hours of NTDT 70990). Thesis students are required to complete all other coursework necessary for the MS in Dietetics and meet all of the same requirements for graduation and verification. Thesis students graduate within four years from enrollment into the CDP and are required to complete all other coursework and supervised practice necessary for the MS in Dietetics. Non-thesis students graduate within three years of program enrollment.

Students intending to pursue the CDP must earn a BS in Dietetics from TCU. In addition, all 30000-, 40000-, 50000- and 60000-level NTDT courses must be taken at TCU.

Information about costs for tuition and fees at both the undergraduate and graduate level are available through the TCU Office of Admission & Financial Aid. The undergraduate tuition is \$51,660/year for the 2020-2021 academic year. The graduate tuition is \$1,790/credit hour for the 2020-2021 academic year. Students may qualify for financial aid and/or loans. After the fourth year of the CDP, students receiving undergraduate financial aid will lose their funding. However, several types of graduate financial assistance are available to full-time graduate students. Additional detailed costs for students are outlined in the CDP Student Handbook and include approximately \$1,000-\$1,500 per year for travel to supervised practice sites, vaccinations, lab fees, photocopying, school and office supplies, textbooks, lab coats, malpractice insurance and professional dues. Students that pursue the thesis option must pay for six hours of additional graduate credit.

The TCU CDP is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040 ext 5400.

Program Director and CDP Faculty

CDP Director

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Joan Denton, MS, RDN, CCMS	Bass 1201	817-257-7309
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*Faculty Advisor. The CDP Director serves as the advisor to each CDP student. In this capacity, the CDP Director will be available to provide advisement regarding course registration, general academic progress, and career planning. Students are required to consult with their advisor on a regular basis, at least once each semester.

Combined BS/MS in Dietetics Mission Statement

The mission of the Combined BS/MS in Dietetics program is to support the missions of the University, college and department by fostering a rigorous academic curriculum culminating in a Master of Science degree with a concentration in nutrition education that prepares students to be scientifically competent, accountable and ethically responsible citizens who are prepared to be productive leaders and research-literate professionals and entry-level registered dietitian nutritionists within the global community.

Department of Nutritional Sciences Mission Statement

The mission of the Department of Nutritional Sciences is aligned with the CDP mission and is congruent with the missions of the college and University. The mission of the TCU Department of Nutritional Sciences is to support the mission of the University, college and programs within the department and to provide a distinctive program of study in all areas of nutrition and dietetics within a liberal arts setting. The faculty of the Department affirm their commitment to the education of broadly informed, scientifically competent, self-educating, and ethically responsible citizens who are capable of entering successful careers in food science, nutrition, and dietetics and are also cognizant of the needs of the community and society at large.

College of Science and Engineering Mission Statement

The mission of the College of Science and Engineering is to foster knowledge of and curiosity about science, mathematics, and engineering by offering personalized, rigorous instruction that emphasizes research and internship opportunities.

TCU Mission Statement

To educate individuals to think and act as ethical leaders and responsible citizens in the global community.

<p>The Texas Christian University Combined BS/MS in Dietetics is currently granted accreditation by the Accreditation Council on Education in Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606 312/899-0040, ext. 5400</p>
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Program Goals - Combined BS/MS in Dietetics

Program Goal #1 - To prepare graduates to practice as entry-level Registered Dietitian Nutritionists (RD/RDN).

Objective Measure 1.a: At least 80% of program students complete program/degree requirements within four and a half years (150% of the program length). *

Objective Measure 1.b: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. *

Objective Measure 1.c: Seventy percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. *

Program Goal #2 - To prepare graduates to secure employment and/or post-graduate education

Objective Measure 2.a: Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation. *

Objective Measure 2.b: On the *Employers of Post-Graduates Survey*, 70% of employers of program graduates (alumni) who complete the survey will rate the preparedness of the graduate to work in an entry-level dietetic position as "good" to "excellent". *

*ACEND required objectives

TCU CDP Policies and Procedures

Program Overview

1. The Combined BS/MS in Dietetics Program (CDP) is a dual undergraduate and graduate level Coordinated Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates of the CDP who are verified by the CDP Director are eligible to apply for active membership in the Academy of Nutrition and Dietetics and to write the registration examination for dietitians. Because of the rigorous accreditation process, the program has approved curricula which assure that, upon program completion and verification, students will have achieved the ACEND required knowledge requirements and competencies.
2. The TCU CDP provides an academic program that integrates both Bachelor and Master level didactic instruction with supervised practice experiences. Program length is seven semesters (fall and spring of the junior and senior undergraduate years, and summer, fall and spring to complete the MS degree following acquisition of the BS degree). Semesters will incorporate a combination of lecture-based classes plus supervised practice experiences. During the junior fall and spring, students acquire Supervised Practice hours through completion of NTDT 30144 Quantity Food Production and NTDT 40000 Research Practice, respectively. During the senior fall and spring students complete Supervised Practice at least two days per week (Tuesday, Thursday) in dietetics practice in the areas including, but not limited to, community dietetics, food systems management, school foodservice, and nutrition education. During the three semesters of the fifth year (including the summer), at least four days per week will be spent in dietetics practice in the areas including, but not limited to, medical nutrition therapy, community nutrition, nutrition education, culminating/capstone experience, leadership, and professional development.

Program Application and Admission

3. Students must attain junior status and meet the Program admission requirements outlined in the TCU Catalog, the Department of Nutritional Sciences website at www.nutrition.tcu.edu, and the TCU CDP Student Handbook, to be accepted into the CDP. Eligibility for admission to the CDP is based on successful completion of at least 60 semester hours with a minimum 3.0 GPA (on a 4.0 scale) in required Nutrition (NTDT) classes and an Associated Requirements GPA of 2.75, no more than 3 grades below a 'B-' in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food or nutrition practical experience, and an application packet. Students must earn a grade of 'C-' or better in all NTDT and Associated Requirement courses taken prior to program admission. Admission is made without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law.
4. All students must pass a criminal background check upon provisional acceptance into the CDP and an additional background check and drug screening test prior to the start of the junior, senior and fifth years to be eligible for the Program. Costs for the tests are the responsibility of the student. Students may be required to take additional drug tests and/or background checks as required at individual supervised practice sites. The costs of such additional screening are the responsibility of the site.
5. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to enroll in the first semester of CDP courses or result in removal from the Program. Failure to comply with admission requirements may delay enrollment into or result in dismissal from the CDP.
6. To be formally admitted, students who have been granted provisional acceptance must apply for graduate school admission during the fall semester of their second year of the program, which is typically the senior year. Current graduate application fees apply. Students must comply with all University and College requirements for graduate students to gain admission. Conditional admission to the MS in Dietetics program is granted to applicants who have completed all admission formalities, have a superior undergraduate record but who have not completed undergraduate requirements. Conditional admission

will be changed to unconditional admission when the necessary prerequisites and/or admission formalities are fulfilled. Students must abide by all program policies and procedures in order to continue in the MS in Dietetics program.

7. Students accepted into and enrolled in the TCU CDP will be assigned an advisor. The TCU CDP Director serves as the academic and career advisor for all Program students. Students are required to attend at least one advising appointment each semester while enrolled in the Program, during which the student and CDP Director will discuss academic progress, degree requirements, and career opportunities.

Students are responsible for bringing their GPA calculation sheets and their TCU Degree Progress Reports to their advising sessions. It is the student's responsibility to complete the GPA calculation sheet accurately.

Additional communication between student and advisor and other announcements will most often occur via the TCU email. Students are encouraged to check their TCU email on a daily basis.

28. With the exception of the flu vaccination, proof of all other immunizations must be provided by newly accepted CDP students in April following acceptance into the CDP. Thereafter, proof of up-to-date immunizations must be provided each August by established CDP students. With the exception of newly accepted student immunizations, proof of completion of the following must be provided by the student to the CDP Director by August 1st each year in the CDP in order to maintain status as a CDP student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, and varicella), a passed annual physical examination given by a medical professional, CPR certification, a negative PPD skin test (testing for tuberculosis), background check, drug screen, Academy membership, food handler's card, and transcripts from universities of CDP required (transfer) courses taken during summer school. A student who is enrolled less than full-time (12 hours) must also provide documentation that he or she has health insurance. A student may be dismissed from the program if all required documentation is not provided by this deadline. Seasonal flu vaccinations will be arranged upon availability of the vaccine in the fall semester by the CDP Director. Students are required to comply with all vaccination requirements. Costs for these services and requirements are incurred by the student.

29. In addition, students must be in compliance with the TCU Medical History-Immunizations Policy. More information can be found on the Brown-Lupton Health Center's website:

<https://healthcenter.tcu.edu/forms/>.

8. The [costs](#) for tuition, fees, and books change annually and are variable. Information regarding current TCU [tuition rates](#) may be found on the TCU financial aid website at <http://financialaid.tcu.edu/what-is-the-cost/>. Information about [costs](#) for tuition and fees at both the undergraduate and graduate level are available through the [TCU Office of Admission or Financial Services](#). Students may have access to [financial aid](#). After completion of the undergraduate degree, students receiving undergraduate financial aid will lose their funding. However, several types of [graduate financial assistance](#) are available to full-time graduate students and [graduate financial aid](#) may be available. More detailed costs for students are outlined in the Combined BS/MS in Dietetics Student Handbook and include approximately \$1,000-\$1,500 per year for travel to supervised practice sites, vaccinations, lab fees, photocopying, school and office supplies, textbooks, lab coats, malpractice insurance and professional dues.

Students are informed of these costs prior to and upon admission into the Program. Additional information regarding financial aid may be accessed from the TCU Office of Financial Aid:

<http://www.fam.tcu.edu/>.

Program Completion Requirements and Verification Policies

9. All Program students are required to meet the University, College of Science & Engineering, and the CDP curriculum requirements to graduate with both the Bachelor of Science and the Master of Science degrees in the CDP. A complete description of the University and the College of Science & Engineering official degree plans for both graduate and undergraduate programs is provided in the TCU Catalog at

<http://catalog.tcu.edu>. A copy of the Unofficial Degree Plan for the CDP is also found in the CDP Student Handbook.

10. In order to earn the BS in Dietetics degree, the student must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of 'C-' or better in all NTDT courses and Associated Requirements, earn no more than 3 grades below a 'B-' in the Associated Requirements, and meet all of the requirements of the University and College. The Associated Requirements include the following courses or their equivalents: CHEM 10113 - General Chemistry I, CHEM 10125 - General Chemistry II, CHEM 30123 - Organic Chemistry, BIOL 20234 - Microbiology, BIOL 20214 - Physiology, PSYC 10213 - General Psychology, SOCI 20213 - Sociology, ECON 10223 - Microeconomics OR ECON 10233 - Macroeconomics, MATH 10043 - Elementary Statistics, MANA 30653 - Survey of Management, and MARK 30653 - Principles of Marketing.

If a student does not meet all of these requirements for graduation of the BS in Dietetics or the requirements for admission into the graduate program, the student may change his/her major to Nutrition or another major in order to graduate with a Bachelor's Degree, but cannot continue in the Combined BS/MS in Dietetics.

Students who do not meet all of the requirements to continue in the Combined BS/MS in Dietetics have the option to pursue verification from the TCU Didactic Program in Dietetics (DPD) in order to be eligible to pursue a Dietetic Internship upon graduation and/or graduate with a BS in either Nutrition or Dietetics. Students must formally apply to the DPD and satisfy all DPD requirements for verification. Acceptance into the DPD is not guaranteed. Students are required to abide by all DPD policies and procedures.

11. Subject to University requirements, the TCU Department of Nutritional Sciences will accept the following transfer courses from other colleges/universities towards verification when a C- or above is earned in the course:
 - a. General Chemistry 1 and 2 and lab(s)
 - b. Physiology and lab
 - c. Principles of Food Prep (for credit as NTDT 10103 Food Prep)
 - d. Microbiology and lab
 - e. Nutrition and Diet Therapy (for credit as NTDT 20403 Nutrition)
 - f. Marketing
 - g. Management
 - h. Micro/Macroeconomics
 - i. Sociology and/or Psychology
12. The TCU CDP does not grant credit or supervised practice hours for prior learning, self-organized volunteer activities, or self-organized professionally-related activities.
13. The CDP does recognize courses if accepted for transfer credit by the University. However, all 30000, 40000, 50000, and 60000 level Nutritional Sciences courses must be taken from the TCU Department of Nutritional Sciences. The CDP Director will informally evaluate students' transcripts to determine credit for CDP requirements. The Registrar's office evaluation of transfer credit supersedes that of the CDP Director.
14. No student will receive verification with a D, F, I, Q, P, NC in a required CDP or an Associated Requirements course. Students may not enroll in any required CDP course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
15. Students can graduate with a BS in Dietetics and begin the graduate program, but they will not earn verification to take the Registration Examination for Dietitians if they are unable to complete the graduate degree requirements and do not earn the MS in Dietetics degree. In order to earn the MS degree, the student must attain a minimum graduate NTDT GPA of 3.0 and earn a grade of 'C-' or better in all NTDT graduate courses. In addition, all final 50000- and 60000-level course grades will be included in the computation of the graduate GPA, but no more than two grades below a 'B-' may be used in satisfying the degree requirements.

16. Students complete 12 hours of dual undergraduate/graduate credit toward the MS in Dietetics during the fourth year of undergraduate study. At the end of the fourth year, assuming that all other undergraduate graduation requirements are met, the student earns his/her BS degree in Dietetics. Beginning with the summer session of the fourth year and continuing with the fifth year of the Combined BS/MS in Dietetics program, the student completes the remaining 19 graduate credit hours (10 credit hours of coursework, 9 credit hours of supervised practice), toward the MS in Dietetics degree. Students intending to pursue the CDP must earn a BS in Dietetics from TCU.
17. Students may choose to pursue the thesis option. This option requires that students take an additional 6 credit hours (3 hours of NTDT 70980 and 3 hours of NTDT 70990). Thesis students are required to complete all other coursework necessary for the MS in Dietetics and meet all of the same requirements for graduation and verification. The thesis option must be completed within a four year period in the CDP following enrollment in the program. Students that are unable to complete the thesis within four year of beginning the program must formally request an extension from the CDP Director and the NTDT Graduate Director.
18. An affiliation agreement between TCU and off-campus learning sites, such as hospitals, school districts, outpatient clinics, etc. utilized for supervised practice education must be executed before students may attend supervised practice experiences at these off-campus sites. The *TCU Educational Affiliation Agreement for Student Internships and Clinical Experience* is the preferred agreement to use. Approval and signature authority of affiliation agreements resides in the Provost's Office and is delegated to the Associate Provost of Academic Affairs Planning and Budgeting. However, if approved by TCU Associate Provost of Academic Affairs Planning and Budgeting, the experiential site's agreement, or an amended version of the *TCU Educational Affiliation Agreement for Student Internships and Clinical Experience*, may be used. No students may attend an off-campus learning site unless a new agreement has been executed or an expired agreement has been renewed.
19. Each student must accumulate a minimum of 1402 hours of supervised practice during the seven semesters of the program. Supervised practice involves learning experiences in which dietetics knowledge, understanding, and theory are applied to real-life situations under the direct supervision of a registered dietitian and/or other food/nutrition/dietetics/healthcare professionals. No student will receive verification unless the minimum 1402 hours of supervised practice have been accomplished and all Knowledge Requirements and Core Competencies for the RDN have been achieved.

Rotation Focus Area/Course	Semester	MINIMUM number of hours in Setting
Quantity Food Production • NTDT 30144 Quantity Foods – 20 hours	Semester 1 (NTDT 30144)	20
Community • NTDT 40303 SP I – 14 hrs/week*14 weeks • NTDT 60303 Advanced SP I -- 30 hrs/week*1 week • NTDT 60324 – Advanced SP III – 30 hrs/week*5 weeks	Semester 3 (NTDT 40303) Semester 5 (NTDT 60303) Semester 7 (NTDT 60324)	376
Food Systems Management/School Nutrition • NTDT 40313 SP II -- 14 hrs/week*14 weeks	Semester 4 (NTDT 40313)	196
Clinical/Medical Nutrition Therapy • NTDT 60303 Advanced SP I – 30 hrs/week*4 weeks • NTDT 60313 Advanced SP II – 30 hrs/week*14 weeks (includes four hours of simulation) • NTDT 60324 Advanced SP III – 30 hrs/week*2 weeks	Semester 5 (NTDT 60303) Semester 6 (NTDT 60313) Semester 7 (NTDT 60324)	600
Culminating/Capstone/Leadership • NTDT 60324 Advanced SP III – 30 hrs/week*7 weeks	Semester 7	210
TOTAL MINIMUM HOURS		1402

20. Students must maintain supervised practice time logs which are signed by their preceptors. It is the responsibility of the student to ensure that adequate hours are completed and recorded on their time logs each semester. Time logs are provided to the CDP Coordinator. At the end of each semester, the CDP Coordinator ensures that supervised practice hours are entered into individual student records with the assistance of the administrative assistant. An ongoing supervised practice record is maintained for each student over the course of the CDP.
21. It should be understood that the purpose of supervised practice is for students to gain work experience and competence in a variety of dietetics settings under the direct supervision of food/nutrition/dietetics professionals. As stated in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", students should in no case be used to replace regular staff and employees.
22. CDP students are not paid by TCU as part of the program. However, if a student is provided compensation for supervised practice by staff at that facility, the program will not prohibit the student from accepting compensation. Neither the CDP Director nor CDP Coordinator will be involved in the compensation agreement between a student and staff at the supervised practice site.
23. Students in the CDP are required to join the Student Nutrition and Dietetic Association (SNDA) at TCU, the Academy of Nutrition and Dietetics, Texas Student Dietetic Association (TSDA) and participate in affiliate-related professional activities on the local level when available. Academy membership information may be found online at <http://www.eatright.org>.

Students are required to attend various professional seminars and meetings. A calendar will be provided to students with dates noted for the Academy and the Texas Academy of Nutrition and Dietetics (TAND) annual meetings. Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional dietetics organizations and to attend professional meetings. Some meetings/shows/presentations are scheduled in lieu of scheduled class times. Students are required to attend these professional activities some of which will be held in the Fort Worth/Dallas area. Travel expenses incurred are the responsibility of the student.

24. Program students are required to travel to the Texas Academy Public Policy Workshop and Nutrition Day at the Capitol when the workshop is scheduled by the Texas Academy of Nutrition and Dietetics. Travel expenses incurred are the responsibility of the student.
25. Students are required to join the TCU Chapter of the Food Recovery Network (FRN). Students are required to be active members in the organizations and take part in activities as assigned by the CDP Coordinator and Director each semester.
26. If at any point during the CDP the student requires more than one week away from the Program for injury, illness, personal or family matters, the student may request a written leave of absence from the program. The CDP Director will grant a leave of absence on an individual basis. Approval of a leave of absence is not guaranteed. The student should request the leave of absence as far in advance as possible. Students must contact TCU Campus Life and provide documentation in order to have a leave of absence approved by the CDP Director. The student should remain in close contact with the CDP Director and CDP Coordinator during this time. Before returning, the Director in conjunction with the CDP Coordinator will reschedule the student's rotation; however, the original sites may change. If a student requires a leave of absence for physical, mental or emotional health needs, the student must have a medical release form to begin or return to full program activities. There is no penalty for taking an approved leave of absence; however, the CDP must be completed within the allotted time within three years of program enrollment and each of the course obligations and competencies must be achieved. Students pursuing the thesis option will take an additional 6 credit hours (3 hours of NTDT 70980 and 3 hours of NTDT 70990). Thesis students are required to complete all other coursework necessary for the BS and MS in Dietetics within three years of program enrollment and must complete the six thesis hours within four years of enrollment in the CDP. If a leave of absence is prolonged, the student may be required to withdraw from the Program.

27. Students will sign a transcript release form prior to graduation with their MS degrees that allows the CDP Director to order official transcripts from the TCU registrar following graduation. Students who complete all established TCU CDP requirements will receive six copies of the verification statement. The verification statements will be provided to the student either by mail or in person after official transcripts are received by the CDP Director that provide proof of completion of a Master's Degree. Students can expect to receive verification statements within approximately 14 days following graduation.

Program Curriculum and Assessment of Academic Performance

28. Students should be familiar with the educational philosophy of the Department of Nutrition Sciences. It is the desire of the faculty in the Department of Nutritional Sciences to help students achieve their fullest potential in acquiring knowledge and developing skills for professional applications in nutrition and dietetics practice. Providing students with access to a wide variety of learning experiences supports different learning styles and creates an opportunity for individual discovery and synthesis of knowledge related to the science of nutrition. The role of the NTDT faculty is to provide students with tools that foster self-discovery and professional development, result in the acquisition of knowledge from evidence-based research, and cultivate life-long learning.
30. The TCU CDP degree plan course sequence has been developed to meet the Core Knowledge and Competencies for the Registered Dietitian/Nutritionist developed by ACEND and is designed to facilitate optimal learning. Formal assessment of student learning is conducted on a regular basis, within and at the end of each course and supervised practice rotation.

Students whose coursework deviates from the recommended sequence in a way that interferes with progress in the CDP will be advised by Program faculty to delay reenrollment in the Program until the sequence can be established. Reenrollment is contingent upon availability of supervised practice sites. Students must complete all program requirements applicable at time of enrollment within three academic years of beginning the CDP.

Because the curriculum is planned to be sequential, it is important for students to recognize that knowledge is systematically acquired through application in practice and builds throughout the junior, senior and fifth years. The acquisition of knowledge will be evidenced through achieving class objectives, successfully completing course assignments and exams, and in developing proficiency in dietetic practice.

31. CDP faculty have the responsibility of writing course objectives, student learning outcomes, and monitoring student achievement; sharing information from current texts/periodicals/research; and planning experiences to meet knowledge and practice requirements.

Students have the responsibility to prepare for class and scheduled supervised practice ahead of time and attend consistently, participate in discussions, maintain professionalism and confidentiality in class discussions and at supervised practice facilities, and demonstrate learning. Learning in dietetics education is sequential. It is difficult for students who fall behind to maintain sequential learning.

32. Computer-based examinations are incorporated into many courses in the TCU CDP curriculum to help students improve their confidence level and preparedness in electronic test taking skills for the Registration Examination for Dietitians. Examinations are conducted using TCU's online Learning Management System (LMS). Students must log into the LMS utilizing their dedicated usernames and passwords that is tied to their larger university identity and student records. Examinations take place in person and the instructor or designated proctor is able to visually identify the students, as well as monitor exam conditions.
33. Ongoing student learning is formally assessed through a variety of methods as described in the *Learning Assessment Summary Matrix*. Students will receive formal assessment of learning and regular reports of TCU CDP performance and progress from the TCU CDP Coordinator, preceptors, and/or advisor (TCU CDP Director) no less than once each academic semester.

34. Students in the Program receiving a grade below a 'B-' in any CDP course, or in any of the Associated Requirements courses, must accept and acknowledge that they have demonstrated a less than minimal level of performance, knowledge, or skill and may have difficulty understanding and interpreting content questions pertaining to that subject on the registration examination for dietitians. Students will receive notification that progress is unsatisfactory following the receipt of any grade below a 'B-' in a CDP course or Associated Requirement course. Students are required to sign a document to acknowledge that the CDP Director spoke or other NTDT faculty member with the student about course underperformance.
35. The TCU CDP Coordinator and Nutritional Sciences faculty will notify the CDP Director if a student's attendance or overall performance in an NTDT course or rating on a student evaluation is less than satisfactory. If a student receives a rating on a preceptor evaluation and/or earns a grade on an NTDT course/assignment that is less than satisfactory, the NTDT faculty may choose to meet with the student independently or along with the CDP Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by CDP faculty, Coordinator and Director.
36. Students in the TCU CDP must meet the learning objectives for each Core Knowledge Requirement (KRDN) and Core Competency for the RDN (CRDN). If a CDP student fails to attain expected competencies in supervised practice for a particular semester, the TCU CDP Coordinator informs the CDP Director. The CDP Director and Coordinator will review the student's performance, evaluations and other information and determine if a plan can be developed to achieve the competencies and meet graduation requirements with remedial work within the allotted time to complete the CDP. The CDP Coordinator and Director together will develop a plan to achieve attainment of the expected competencies through remedial work, if possible. Options include suggesting that the student repeat a portion of the rotation within a short period of time to meet the competencies, repeat the entire supervised practice experience in the culminating rotation or during a time when students would not normally be completing supervised practice, or repeat part of the supervised practice experience during a subsequent semester or academic year (if space in the next class permits repeating the entire semester), or recommending that the student withdraw from the program.

Students who do not meet all of the requirements to graduate with the MS in Dietetics have the option to pursue verification from the TCU Didactic Program in Dietetics (DPD) in order to be eligible to pursue a Dietetic Internship as a graduate with a BS in Dietetics. Students must formally apply to the DPD and satisfy all DPD requirements for verification. Acceptance into the DPD is not guaranteed. Students are required to abide by all DPD policies and procedures.

37. Students are encouraged to contact their academic advisor (CDP Director) or CDP Coordinator for direction when seeking tutorial support if needed. It is the responsibility of the student to identify the need for additional remedial instruction if needed.
38. Failure to maintain an overall Nutrition GPA of 3.0, earning more than three grades below a 'B-' in the Associated Requirements, earning a D or F in any Associated Requirements or in NTDT courses, or earning more than two grades below a 'B-' for graduate level coursework following admission to the CDP will result in advisement by the CDP Director. The CDP Director will review the student's degree progress, GPA calculation sheet, course performance, and other available information and determine if a plan can be developed to achieve attainment of the expected knowledge requirements and competencies and meet graduation requirements within the allotted time to complete the CDP. If it is determined that a plan is not possible or the student does not agree to the possible plan(s), then the student will be advised to change the major of study. If at any time a student earns less than a 'C-' in a CDP required course, he or she will receive notification from the CDP Director that his or her grade is insufficient to graduate with a BS and/or MS degree from the CPD.
39. If it is determined that a student will not be able to complete the CDP to earn verification, the CDP Director will counsel the student into a career path appropriate to his or her ability.
40. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the TCU Code of Student Conduct, which may be accessed at <https://tcu.codes/>. In most

cases, the first incident of either academic or professional misconduct will be handled between the student, and other involved parties which might include faculty members, the TCU CDP Director and/or the TCU CDP Coordinator, and/or preceptor(s). Failure to resolve the issue of misconduct may involve consultation with the faculty, the CDP Director, the Departmental Chair, and/or the Dean, depending upon the nature and severity of the misconduct.

41. All CDP students are expected to become familiar with and follow the [Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian](#), the [Academy of Nutrition and Dietetics Standards of Practice in Nutrition Care and Standards of Professional Performance](#), and the [Code of Ethics](#) for the Profession of Dietetics in all professional activities associated with Program.

42. Per the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", each facility has the right to immediately dismiss a student whose conduct is not in accordance with existing institutional policies, rules, and regulations. It is the responsibility of each student to be informed of the institutional policies, results, and regulations.

Depending upon the nature of the infraction, students who have been dismissed from a facility may be reassigned to a different facility, receive an incomplete or 'I' for that semester's supervised practice, receive no credit for the particular rotation, and/or may be immediately dismissed from the Program.

43. Students may be terminated from the program for ongoing infractions (such as tardiness or unexcused absences) for which they have received at least two written warnings from the CDP Director and/or CDP Coordinator. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the CDP, the supervised practice facilities, or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. The TCU CDP Coordinator, CDP Director, and preceptor(s) will be included in disciplinary procedures as deemed appropriate. All CDP faculty will be informed regarding student infractions and disciplinary issues.
44. In the event that a student must withdraw from the Program, he/she will meet with the CDP Director to discuss the appropriate course of action. The student will be given the opportunity to reapply to the Program, but acceptance to the Program is not guaranteed. Information regarding the refund of tuition and fees is explained in the Tuition Refund Plan, which may be found in the TCU <https://tcu.codes/policies/tuition-refund-plan/>.

Student Conduct and Grievance Procedure

45. Class attendance is mandatory. Students may be terminated from the Program for ongoing infractions (such as tardiness or unexcused absences from class). It is the faculty member's discretion as to what constitutes an excused absence. A written doctor's note does not automatically excuse an absence from class. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the CDP. Written notifications will be provided to students for disciplinary and termination purposes.
46. The first time a student is tardy to supervised practice site, function or course meeting (regardless of the reason), the student will be issued a verbal warning. The second and third time a student is tardy in a semester (regardless of the reason), the student will be issued a written warning. If a student is tardy a fourth time in a semester, the student may face possible expulsion from the program. A student is allowed only one verbal warning each semester before written warnings are instituted. The TCU CDP Coordinator is responsible for providing verbal and written notices for tardiness.
47. Students in the CDP have the opportunity and responsibility to provide advice regarding the Program to the faculty, Coordinator and Director. Two students from the junior class, two students from the senior class, and two students from the graduate class will be elected at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives may include:

- a. spokesperson to provide input regarding curriculum, preceptors, and facilities;
 - b. ambassador to represent the TCU CDP at public and community events;
 - c. liaison between the TCU CDP and various TCU College and University departments;
 - d. liaison between the TCU CDP and the local affiliate of the Academy of Nutrition and Dietetics; and
 - e. assistant with organization and dissemination of the CDP Post-Graduate Survey and Employer Survey of Graduates.
48. Grievance procedures for students are described in the TCU Code of Conduct <https://tcu.codes/>.
49. The TCU CDP has established a process for reviewing formal complaints about the program and or faculty in order to fulfill its responsibilities for assuring program quality and integrity. Any individual, for example, student, faculty, dietetics practitioner, preceptor and/or member of the public may submit a complaint about the TCU CDP, students or faculty. Formal complaints regarding the TCU CDP may be submitted via email or via signed written documentation to the CDP Coordinator, Program Director, the Department Chair, or the College of Science & Engineering. Anonymous complaints are not considered. Complaints will be investigated and handled by faculty and department administrators when appropriate and will involve upper administration when deemed necessary. Investigation of complaints will commence within ten business days of receiving the complaint. The complaint will be acknowledged to the individual filing the complaint within three business days of receiving the complaint. Complaints may be filed without retaliation by involved parties. Record of complaints and resolutions will be maintained for seven years.
50. A written complaint related to Program noncompliance with ACEND accreditation standards may be submitted to ACEND after all other options with the Program and the University have been exhausted. 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 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. More information about filing a complaint to ACEND may be found on their [website](#). Additional information is provided in the CDP Student Handbook about filing a program complaint to ACEND.
51. The supervised practice hours each semester are determined with the assumption that the student will not be absent or tardy. There are no absences worked into the schedule. Each unexcused absence will result in a 10% deduction from the final course average. Two tardies are equivalent to an unexcused absence and therefore result in a 10% deduction from the final course average. Therefore, if a student becomes ill or is unable to report to his/her assigned facility as scheduled, he/she must notify both the facility preceptor and the TCU CDP Coordinator as soon as possible but before 8:00 AM on the day of the scheduled experience. Absences without notification are a breach of professional conduct and will not be tolerated. Absences from the supervised practice experience will be excused only for reasons outlined in the TCU Code of Conduct. Students are responsible for making up all official University absences and associated activities prior to the last class meeting of the semester or receive an 'I' for the course. Even if the University closes because of bad weather, the student is still responsible for any hours of supervised practice assigned for those day(s). If the student cannot get to his/her assigned facility because of bad weather, the hours of supervised practice must be made up prior to the end of the semester.

University Related Policies

55. Texas Christian University (TCU) is committed to providing a positive learning, living and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits a range of behaviors, including unlawful discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law,

except as permitted by law. Inquiries about TCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU's equal opportunity or affirmative action programs should be directed to:

Dr. Darron Turner, Chief Inclusion Officer and Title IX Coordinator
TCU Box 297090
Jarvis Hall 228
Fort Worth, TX 76129
817/257-8228 d.turner@tcu.edu.

56. The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Faculty and staff in the Department of Nutritional Sciences will comply with [University requirements](#) and [best practices to protect students' privacy](#). Student academic files remain in a locked filing cabinet in the Department of Nutritional Sciences.
57. Students may have access to personal files within the Department of Nutritional Sciences upon request. FERPA provides students the right to inspect and review the information contained in their education record. The Registrar at TCU has been designated by the institution to coordinate the inspection and review procedures for student education records at the University level. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest per [TCU guidelines](#).
52. Students will have access to their own education records, as specified on the [TCU Registrar's Office](#) and mandated by the Family Educational Rights and Privacy Act. In addition, these records are protected from disclosure by unauthorized individuals. Within the Texas Christian University community, only those members, individually or collectively, acting in a student's educational interest are allowed access to student education records. These members include all Texas Christian University personnel including University Police, faculty, advisors, administrative staff, clerical staff and student employees within the limitations of their need to know.
53. The CDP recognizes and abides by the University's policies and procedures regarding:
- a. withdrawal and tuition and fee refund
 - b. access to student support services, including health services, counseling and mental health center, behavioral assessment/testing, additional resources
- For more information about each of these above, see the TCU [Code of Student Conduct](#), [Campus Life](#), the [Brown-Lupton Health Center](#), and the [Center for Academic Services](#).
54. The Program will follow the University calendar in regard to vacations and holidays with the exception of supervised practice hours that may need to be made up prior to the end of the semester. The official TCU academic calendar may be accessed at <http://www.reg.tcu.edu/>.
55. In the event of an emergency or disaster situation, follow the TCU mass notification system. If necessary, classes and/or supervised practice rotations may be rescheduled pending severity of situation.
56. Transportation to and from all facilities required for activities in the CDP is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to CDP activities. The student assumes all risks associated with travel and transportation to, from, and during CDP related activities, as outlined in the "TCU Informed Consent and Assumption of Risk". The student must read and sign this document prior to beginning supervised practice each academic year. Lack of transportation is not an excusable absence from class or supervised practice.
57. Students have access to health services on campus, through the Brown-Lupton Health Center, which houses a medical clinic, pharmacy, and counseling center.

58. The University, through the Department of Risk Management, provides professional liability insurance for students enrolled in the TCU CDP, as detailed in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences". This policy provides liability coverage for all assigned experiential activities that are required for Program completion. The policy does not provide coverage for any non-assigned event outside of the requirements of the Program where the student may work or volunteer.
59. Per the TCU "Education Affiliation Agreement for Student Internships and Clinical Experiences", in the event of injury or illness of a student during supervised practice, the facility will provide emergency care, at the student's expense. The student and/or preceptor must contact the CDP Coordinator and/or CDP Director as soon as possible to report the illness or injury.
60. It is mandatory that each student read and become familiar with policies and procedure statements in the CDP Handbook. By signing the Signature Page and Statement of Accountability, the student affirms familiarity with all policies and procedures in this document.

Special Costs and Requirements for the Program
Fall 2020
Texas Christian University
Combined BS/MS in Dietetics (CDP)

- A. Refer to the Finance Section of the TCU Catalog for typical tuition, books and supply costs, living expenses, and other fees and charges.
- B. Students in the TCU Combined BS/MS in Dietetics should budget for the following expenses:
1. One or two white lab coats (full- or mid-length). Lab coat must always be clean.
 2. One pair ~~leather~~ non-skid athletic shoes. No black soles.
 3. A professional suit – pants or skirt with a matching jacket.
 4. Required and recommended books and references. A calculator.
 5. Annual Student Membership of Academy of Nutrition and Dietetics (\$58.00).
 6. Annual TCU Food Recovery Network (FRN) student membership (\$10.00)
 7. Annual Membership dues for TCU Student Nutrition and Dietetic Association (\$30.00).
 9. Annual student registration fees for professional seminars/annual meetings.
 10. A Texas Food Handler's Training Certificate (\$8.00/2 years).
 11. General school supplies such as pocket-size notebook, datebook, three ring binders, etc.
 12. An annual physical examination that indicates you are in good health.
 13. An annual tuberculin skin test.
 14. Vaccinations including: Tetanus/Diphtheria/Pertussis (Tdap) booster, Hepatitis A (two dose series), Hepatitis B (three dose series), Varicella or titer.
 15. An annual drug Screen. (\$42.00)
 16. An annual background / Criminal Check. (\$45.00).
 17. CPR certification (cost varies \$20-\$50). Class should, at a minimum, include airway breathing, choking, and adult CPR techniques.
 18. Gardening gloves (\$5.00)
 19. TCU purple polo shirt (\$35.00)
 20. CDP Name Tag (\$10.00)
 21. Travel to select professional events and local professional meetings (such as Texas Academy Annual Conference & Exhibition and Texas Academy PPW and Nutrition Day at the Capitol (\$200-\$400).
- C. Additional Expenses
1. In some facilities, students are responsible for the cost of their meals and for parking.
 2. Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.
- D. Insurance
- The University purchases professional liability insurance for CDP students. Liability for safety in travel to and from assigned areas and while participating in Program assignments is assumed by the student.
- E. Transportation

Each student is responsible for his/her transportation to and from the facility. It is desirable that each student have a car or access to a car. Sharing rides is next to impossible since students are assigned to different facilities.

Dress Code for Combined BS/MS Students

Dress should be appropriate to the setting and demonstrate respect for other learners, patients, preceptors and other persons.

Students must maintain an appearance that demonstrates respect and meets professional standards. Students must meet the standard for the setting and activity, as specified by the workplace site and/or course leadership and staff. You will receive feedback about your grooming and attire from faculty and/or preceptors when your appearance does not meet expectations for the workplace or clinical environments.

Unless specified otherwise, student dress in real or simulated clinical learning environments must adhere to the following guidelines:

- At least one lab coat is required of all students. Use of lab coat/appropriate dress code will vary with Supervised Practice site – check with your instructor.
- All clothing must be professional, neat and clean. Some examples of unacceptable attire include sheer and/or revealing garments, shorts (both casual and dress), sleeveless tops, items designed to be worn as undergarments, oversized or baggy garments, garments such as leggings and spandex pants designed to be worn as athletic wear, soiled, torn or frayed garments, jeans, and apparel with words or pictures unrelated to the professional environment.
- Shoes must be safe, clean, in good repair, closed-toe, closed-heel, and appropriate for the clinical setting. Appropriate professional non-skid shoes with silent heels should be worn during clinical experiences. (No canvas, tennis or athletic shoes or sandals, but leather athletic shoes are acceptable for food service rotations).
- Moderation in jewelry, cosmetics, fragrances, and other accessories is encouraged.
- Headgear, except required by religious belief or health-related reasons, and headphones are not acceptable.
- Good personal hygiene is expected. Body odor, smoke, etc. should not be detectable.
- Gloves are required when food is manipulated by hand. Fingernails are to be kept neatly cut and short and not to extend past the tip of the finger. Artificial nail enhancements are not allowed. Moderate shades of nail polish may be worn in some areas but absolutely NOT in food production areas. This is at the discretion of the facility.
- Hair and facial hair must be clean, dry, controlled and trimmed so as not to interfere with patient contact. The hairstyle and restraint should be appropriate to the clinical, management/food service situation. Long hair should be pulled back. Hairnets or disposable caps are to be worn when working in food service. Students must follow the facility standard – i.e. if the facility requires hairnets, student cannot choose to wear a cap instead.
- Gum chewing is not permitted in laboratory settings or supervised practice.
- Small studs for pierced ears may be worn in the food production area.
- Students must abide by policies about tattoos and piercings of their supervised practice sites.

The dress code of the facility may supersede the above requirements. Revised: 8/19

Signature Page and Statement of Student Accountability Combined
BS/MS in Dietetics
Texas Christian University

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Combined BS/MS in Dietetics, the TCU Undergraduate Catalog, and the TCU Student Handbook. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the TCU Combined BS/MS in Dietetics.

Student Signature

Date

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals founded in Cleveland, Ohio, in 1917, by a visionary group of women dedicated to helping the government conserve food and improve the public's health and nutrition during World War I. Today, the Academy represents more than 100,000 credentialed practitioners — registered dietitian nutritionists, dietetic technicians, registered, and other dietetics and nutrition professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students — and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Members of the Academy play a key role in shaping the public's food choices, thereby improving its nutritional status, and in treating persons with illnesses or injuries. Members offer preventive and medical nutrition therapy services in a variety of settings.

Nutrition and dietetics practitioners work in health care systems, home health care, foodservice, business, research and educational organizations, as well as in private practice. As vital members of medical teams in hospitals, long-term care facilities and health maintenance organizations, they provide medical nutrition therapy — using specific nutrition services to treat chronic conditions, illnesses or injuries. Community-based dietetics practitioners provide health promotion, disease prevention and wellness services.

As a leader in food and nutrition issues, the Academy provides expert testimony at hearings, lobbies Congress and other governmental bodies, comments on proposed federal and state regulations, and develops position statements on critical food and nutrition issues.

Vision: A world where all people thrive through the transformative power of food and nutrition

Mission: Accelerate improvements in global health and well-being through food and nutrition

Principles: The Academy of Nutrition and Dietetics and our members:

- Amplify the contribution of nutrition and dietetics practitioners and expand workforce capacity and capability
- Integrate research, professional development, technology and practice to stimulate innovation and discovery
- Collaborate to solve the greatest food and nutrition challenges now and in the future
- Focus on system-wide impact across the food, well-being and health care sectors
- Have a global impact in eliminating all forms of malnutrition.

What we do:

The Academy of Nutrition and Dietetics strives to improve the nation's health and advance the profession of dietetics through research, education and advocacy. The organization accomplishes this through many dimensions:

Providing Reliable and Evidence-based Nutrition Information for the Public

The Academy's dynamic website, eatright.org, contains a wealth of nutrition information for consumers, featuring content ranging from articles, tips, videos, recipes and online games to app reviews. Consumers seeking the services of a registered dietitian can use the [Find an Expert](#) feature. Members of the media can find access to a range of resources, including [press releases](#).

Accrediting Undergraduate and Graduate Programs

The [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#) of the Academy of Nutrition and Dietetics is recognized by the United States Department of Education as the accrediting agency for education programs that prepare dietetics professionals. Through the accreditation of approximately 600 undergraduate and graduate didactic, dietetic technician and supervised practice programs, ACEND ensures that entry-level education meets quality standards.

Credentialing Dietetics Professionals

The [Commission on Dietetic Registration](#) awards credentials to individuals at entry and specialty levels who have met CDR's standards for competency to practice in the dietetics profession, including successful completion of its national certification examination and recertification by continuing professional education or examination.

Advocating for Public Policy

The Academy's government affairs office, based in Washington, D.C., works with state and federal legislators and agencies on public policy issues affecting consumers and the practice of dietetics, including Medicare coverage of medical nutrition therapy; licensure of registered dietitians; child nutrition; obesity; food safety; the *Dietary Guidelines for Americans*; and other health and nutrition priorities.

Publishing a Peer-reviewed Periodical: *Journal of the Academy of Nutrition and Dietetics*

The most widely read peer-reviewed periodical in the dietetics field, the monthly [Journal](#) brings original research, critical reviews and reports and authoritative commentary and information to nutrition and dietetics professionals throughout the world. Online access to the table of contents, research study abstracts and articles is free for all Academy members. Non-Academy members are still able to access the table of contents, research study abstracts and selected articles.

Giving Back: The Foundation

The [Academy of Nutrition and Dietetics Foundation](#) was established in 1966 as a 501(C)(3) public charity. Its mission is to fund the future of dietetics through research and education. The Foundation achieves its goals by providing support for research, education and public awareness programs and is the largest grantor of scholarships in nutrition and dietetics.

Who we are:

The Academy of Nutrition and Dietetics (formerly the American Dietetic Association), founded in 1917, and is the world's largest organization of food and nutrition professionals. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Membership

Approximately 65 percent of the Academy's members are [registered dietitians \(RDs\) or registered dietitian nutritionists \(RDNs\)](#) and 2 percent are [nutrition and dietetic technicians, registered \(NDTRs\)](#). Other Academy members include students, educators, researchers, retired and international members. Nearly half of all the Academy's members hold advanced academic degrees.

Academy members represent a wide range of practice areas and interests. Affiliate, dietetics practice, and member interest groups share the common purpose of serving the profession, the public, and members in

such areas as continuing professional education, public information on nutrition and health, government advocacy and relations, membership recruitment, Academy leadership, and public relations. These membership groups reflect the many characteristics of the Academy's membership and the public it serves.

Leadership

The Academy is led by a [Board of Directors](#) comprised of national leaders in food, nutrition and health.

Location

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606
Phone: 800/877-1600

Information obtained and updated 6/2020 from Academy of Nutrition and Dietetics website www.eatright.org.

Information about Texas State Licensure

Licensed Dietitians have met strict standards to become licensed by this state. Those standards include a minimum of a *Baccalaureate degree from an accredited college or university*, post graduate supervised training of at least 1200 hours, and the passing of a national registration examination.

Since Licensed Dietitians are required to complete continuing education classes annually, the public can be assured that Licensed Dietitians are maintaining and upgrading their skills and knowledge in order to provide quality services and products.

In Texas, the Texas Department of Licensing and Regulation regulates Licensed Dietitians. Unless the person holds an appropriate license, a person may not use the title or represent that the person has the title Licensed Dietitian or use a facsimile of that title.

For more information about Texas State Licensure visit <https://www.tdlr.texas.gov/diet/diet.htm>.

Procedure for Complaints against Accredited 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 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.

- [Complaint Investigation Form](#)

1. ACEND staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
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 director 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.
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.
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 expire.
13. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

**Sequence of Courses for a Student Majoring in the
Combined BS/MS Dietetics (CDP)
Department of Nutritional Sciences – Texas Christian University**

First Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 10003 Contemporary Issues in Nutrition (NSC, GA) 3	NTDT 10103 Food Preparation 3	
CHEM 10113 General Chemistry 3	NTDT 20403 Nutrition 3	
MATH 10043 Elementary Statistics (MTH) 3	CHEM 10123/10122 General Chemistry Lec/Lab (NSC) 5	
SOCI 20213 Intro Sociology (SSC, CA) 3	ENGL 10803 Freshman Comp (WCO) 3	
CORE 3	CORE 3	

Total Credit Hours 15 (Fall) + 17 (Spring) = 32 Credit Hours for First Year

Second Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 21163 Food and Culture (CA) 3	MARK 30653 Principles of Marketing 3	CHEM 30123 Organic Chemistry (if needed) or CORE 3
BIOL 20234 Microbiology 4	NTDT 30331 Medical Terminology 1	
CHEM 30123 Organic Chemistry or HEE or HMOVV 3	BIOL 20214 Physiology 4	
ECON 10223 Microeconomics (SSC) or ECON 10233 Macroeconomics (SSC) 3	ENGL 20803 Sophomore Composition (WCO) 3	
PSYC 10213 General Psychology (CA) 3	MANA 30653 Survey of Management 3	
	NTDT 30123 Nutrition Throughout the Life Cycle (WEM) 3	

Total Credit Hours 16 (Fall) + 17 (Spring) + 3 (Summer) = 36 Credit Hours for Second Year

Third Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 30133 Meal Management 3	NTDT 30313 Food Systems Management 3	
NTDT 30144 Quantity Foods 4	NTDT 30333 Medical Nutrition Therapy I 3	
NTDT 30303 Communication and Education for Food, Nutrition, and Dietetics (OCO) 3	NTDT 40403 Research Methods in Nutrition (WEM) 3	
NTDT 30233 Essentials of Dietetic Practice 3	NTDT 40603 Nutrition Counseling 3	
CORE 3		

Total Credit Hours 16 (Fall) + 12 (Spring) = 28 Credit Hours for Third Year

Fourth Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 40333 Medical Nutrition Therapy II 3	NTDT 40313 Supervised Practice II 3	NTDT 60303 Advanced Supervised Practice I 3
NTDT 40303 Supervised Practice I 3	NTDT 40413 Business Principles in Dietetics 3	NTDT 60973 Nutritional Sciences Graduate Seminar 3
NTDT 40343 Nutritional Biochemistry 3	NTDT 55343 Biochemical, Physiological, and Molecular Aspects of Human Nutrition * 3	
NTDT 55973 Nutritional Sciences Seminar * 3	NTDT 55363 Community Nutrition and Public Health (CSV) * 3	
NTDT 55353 Experimental Food Science * 3	CORE (If needed) 3	

Total Credit Hours 15 (Fall) + 15 (Spring) = 30 Credit Hours for Fourth Year + 6 Summer (fifth year) = 36

Fifth Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 60313 Advanced Supervised Practice II 3	NTDT 60324 Advanced Supervised Practice III 4	
NTDT 60443 Nutritional Genomics 3		
NTDT 60453 Nutrition Ecology, Food, and Sustainability 3		

Total Credit Hours 9 (Fall) + 4 (Spring) = 13 Credit Hours for Fifth Year

Total Credit Hours:	BS – Minimum 126	MS – Minimum 31	*Dual Credit BS/MS
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Combined BS/MS in Dietetics Unofficial Degree Plan
Department of Nutritional Sciences – Texas Christian University

Name: _____

TCU ID# _____

Phone: _____

Email: _____

Core

Essential Competencies

WCO ENGL 10803
WCO ENGL 20803
MTH MATH 10043
OCO NTDT 30303

Hours	Grade	To Make

Writing Emphasis *

WEM NTDT 30123
WEM NTDT 40403

Human Experiences and Endeavors

A. (9) Humanities

HUM _____
HUM _____
HUM _____

B. (9) Social Sciences

SSC ECON 10223 or 10233
SSC SOCI 20213
SSC _____

C. (6) Natural Sciences

NSC NTDT 10003
NSC BIOL 20234

D. (3) Fine Arts

FAR _____

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Heritage, Mission, Vision & Values

RT _____
HT _____
LT _____
CA SOCI 20213
GA NTDT 10003**
CSV NTDT 55363**

*Writing Emphasis - 6 hours required (may be satisfied by courses meeting other degree requirements)

**No more than two HMVV courses may be taken through one department

Minimum NTDT GPA 3.0 required upon graduation to receive CP verification

Earn no more than 3 grades below a 'B-' in the Associated Requirements.

*All 30000, 40000, 50000, & 60000 NTDT courses must be taken at TCU.

Upper division courses: 42 hours must be numbered 30000 or above, which must be taken at TCU.

All classes within the last 30 hours must be taken at TCU

The student is responsible for understanding and fulfilling degree requirements.

Requirements

NTDT 10003
NTDT 10103
NTDT 20403
NTDT 21163
NTDT 30123
NTDT 30133
NTDT 30144
NTDT 30233
NTDT 30313
NTDT 30331
NTDT 30333
NTDT 40303
NTDT 40313
NTDT 40333
NTDT 40343
NTDT 40403
NTDT 40413
NTDT 40603

Major for BS

Hours	Grade	To Make

Assoc. Req.

CHEM 10113
CHEM 10122
CHEM 10123
CHEM 30123
PSYC 10213
BIOL 20214
BIOL 20234
SOCI 20213
ECON 10223 or 10233
MANA 30653
MARK 30653
MATH 10043

Hours	Grade	To Make

Electives

Minimum Hours for Major:

126

Signature: _____

Date: _____

Rev 5/2020

Continued on reverse

Requirements

NTDT 55343

NTDT 55353

NTDT 55363

NTDT 55973

NTDT 60303

NTDT 60313

NTDT 60324

NTDT 60443

NTDT 60453

NTDT 60973

Major for MS

Hours	Grade	To Make

KRDN/CRDN Curriculum Map with Nutrition Education Concentration Curriculum Competencies Map
Texas Christian University Combined BS/MS in Dietetics
Didactic & Supervised Practice Courses Aligned with Core Knowledge & Competencies for the RDN (CP, FDE, IDE)

X - denotes course that includes assessment method(s) and corresponding measured outcome(s) with knowledge and competencies.
Y - denotes additional course aligned with knowledge and competencies.

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5	CRDN 1.6		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9
Fall - Freshman																											
NTDT 10003-Cont Nutr											Y					Y											
MATH 10043-Statistics																											
CHEM 10113-Gen Chem I																											
SOCI 20213-Sociology																											
Spring – Freshman																											
NTDT 10103-Food Prep																											
NTDT 20403-Nutrition																											
CHEM 10123/22-Gen Chem II																											
Fall – Sophomore																											
NTDT 21163-Food Culture																X											
NTDT 30123-Life Cycle			Y								Y																
BIOL 20224-Microbiology																											
CHEM 30123-Org Chem																											
ECON 10223/33-Econ																											
Spring – Sophomore																											
NTDT 30331-Med Term																											
BIOL 20214-Physiology																											
PSYC-Gen Psych																											
MANA-Survey of Mgt																											
MARK 30653-Princ Mark																											

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5	CRDN 1.6		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9
Fall – Junior																											
NTDT 30133-Meal Mgmt																											
NTDT 30144-Quant Food																					Y						
NTDT 30303-Comm/Edu											X	Y				Y											
NTDT 30233-Essentials		Y										X			X												
Spring – Junior																											
NTDT 30313-Food Sys											Y				Y												
NTDT 30333-MNT I	Y											Y		X													
NTDT 40403-Res Meth	X	Y	Y								Y																
NTDT 40603-Nutr Counseling		Y										Y				Y											
Fall – Senior																											
NTDT 40333-MNT 2		X										Y															
NTDT 40303-SP I				X			Y		Y								X		Y	Y	Y	Y			Y		Y
NTDT 40343-Nutr Biochem																											
NTDT 55973-Nutr Seminar	Y	Y	Y								Y	X															
Spring – Senior																											
NTDT 40313-SP II				Y					Y													Y					Y
NTDT 40413-Bus Principles											Y	Y		Y	Y												
NTDT 55343-Biochemical	Y		X								Y																
NTDT 55353-Exp Food Sci	Y	Y	X																								
NTDT 55363-Comm Nutr											Y		X				X										
Summer – 5th Year																											
NTDT 60303-Adv SP I					Y				Y											Y	Y	Y	Y				Y
NTDT 60973-Nutr Grad Seminar	Y	Y	Y				X				X																
Fall – 5th Year																											
NTDT 60313-Adv SP II					X	X	Y		Y											X	Y	Y	X	X	X		Y
NTDT 60443-Nutr Genomics	Y										Y																
NTDT 60453-Nutr Ecology											Y		Y														
Spring – 5th Year																											
NTDT 60324-Adv SP III								X	X									X	Y	X	X	Y			X	X	X

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13	CRDN 2.14	CRDN 2.15		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10			
Fall - Freshman																									
NTDT 10003-Cont Nutr																									
MATH 10043-Statistics																									
CHEM 10113-Gen Chem I																									
SOCI 20213																									
Spring - Freshman																									
NTDT 10103-Food Prep																									
NTDT 20403-Nutrition																									
CHEM 10123/22-Gen Chem II																									
Fall - Sophomore																									
NTDT 21163-Food Culture									X																
NTDT 30123-Life Cycle																									
BIOL 20224-Microbiology																									
CHEM 30123-Org Chem																									
ECON 10223/33-Econ																									
Spring - Sophomore																									
NTDT 30331-Med Term																									
BIOL 20214-Physiology																									
PSYC-Gen Psych																									
MANA-Survey of Mgt																									
MARK 30653-Princ Mark																									
Fall - Junior																									
NTDT 30133-Meal Mgmt																									
NTDT 30144-Quant.Food											X										X	X			
NTDT 30303-Comm/Edu									Y	Y															
NTDT 30233-Essentials								Y		X															
Spring - Junior																									
NTDT 30313-Food Sys											Y														
NTDT 30333-MNT 1								X																	
NTDT 40403-Res Meth																									
NTDT 40603-Nutr Counseling								Y	Y	X															

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13	CRDN 2.14	CRDN 2.15		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10			
Fall – Senior																									
NTDT 40303-SP I	X	Y	X		X										Y		X		X	Y					
NTDT 40333-MNT 2								Y																	
NTDT 40343-Nutr Biochem												X													
NTDT 55973- Nutr Seminar																									
Spring – Senior																									
NTDT 40313-SP II	X		X												X	Y					Y				
NTDT 40413-Bus Principles											Y														
NTDT 55343-Biochemical																									
NTDT 55353-Exp Foods																									
NTDT 55363-Comm Nutr									X	X															
Summer – 5th Year																									
NTDT 60303-Adv SP I	X	Y	X												Y	X	Y	Y	Y	X		X			
NTDT 60973-Nutr Grad Seminar																									
Fall – 5th Year																									
NTDT 60313-Adv SP II	X	X	X										X	X	Y	Y	Y	X	Y	Y		X			
NTDT 60443-Nutr Genomics												X													
NTDT 60453-Nutr Ecology									X																
Spring – 5th Year																									
NTDT 60324-Adv SP III	X	Y	X	X		X									X					Y	X				

Courses & Rotations	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6		CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10
Fall - Freshman																	
NTDT 10003-Cont. Nutr. (3)																	
MATH 10043-Statistics (3)																	
CHEM 10113-GenChem I (3)																	
SOCI 20213-Sociology (3)																	
Spring – Freshman																	
NTDT 10103-Food Prep (3)																	
NTDT 20403-Nutrition (3)																	
CHEM 10123/22-Gen Chem II (5)																	
Fall – Sophomore																	
NTDT 21163-Food Culture (3)																	
NTDT 30123-Life Cycle (3)																	
BIOL 20224-Microbiology (4)																	
CHEM 30123-Org Chem (3)																	
ECON 10223/33-Econ (3)																	
Spring – Sophomore																	
NTDT 30331-Med Term (1)																	
BIOL 20214-Physiology (4)																	
PSYC-Gen Psych (3)																	
MANA-Survey of Mgt (3)																	
MARK 30653-Princ Mark (3)																	
Fall – Junior																	
NTDT 30133-Meal Mgmt					Y	X											
NTDT 30144-Quant.Food (4)	X	X		Y	X	X				X							
NTDT 30303-Comm/Edu (3)																	
NTDT 30233-Essentials (3)																	
Spring – Junior																	
NTDT 30313-Food Sys (3)	Y	Y		X	Y	Y						Y					
NTDT 30333-MNT 1 (3)			X														
NTDT 40403-Res Meth (3)																	
NTDT 40603-Nutr Counseling			Y														
Fall – Senior																	
NTDT 40303-SP I											Y						
NTDT 40333-MNT 2 (3)																	
NTDT 40343-Nutr Biochem (3)																	
NTDT 55973-Nutr Seminar																	

Courses & Rotations	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6		CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10
Spring – Senior																	
NTDT 40313-SP II								X	X		Y	X	X	X	X		
NTDT 40413-Bus Principles	Y	Y	Y	X		Y											
NTDT 55353-Exp Foods																	
NTDT 55363-Comm Nutr (3)																	
Summer – 5th Year																	
NTDT 60303-Adv SP I										Y	Y						
NTDT 60973-Nutr Grad Seminar																	
Fall – 5th Year																	
NTDT 60313-Adv SP II										X	X					X	X
NTDT 60443-Nutr Genomics																	
NTDT 60453-Nutr Ecology																	
Spring – 5th Year																	
NTDT 60324-Adv SP III											Y						

**Texas Christian University Combined Program in Dietetics
KRDN Student Learning Outcomes (SLO) Assessment Plan
On-going Assessment of Core Knowledge for the RDN**

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice					
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	100% of students will earn a letter grade of 'B' or above on the Evidence-Based Practice Project that demonstrates knowledge and application of research methodology and evidence-based guidelines, interpretation of research literature, and integration of research principles into evidence-based practice.	NTDT 40403- Research Methods in Nutrition	Dr. Jada Willis	Spring semester – junior year	
KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.	100% of students will use the EAL to apply evidence-based guidelines as evidenced by earning a rating of 'competent' or above on	NTDT 40333 - Medical Nutrition Therapy (MNT) II	Mrs. Samantha Davis	Fall semester – senior year	

	the Evidence Analysis Library section on the pancreatic case study exhibiting evidence that they are able to use current information technologies to locate and apply evidence-based guidelines and protocols.				
KRDN 1.3: Apply critical thinking skills.	<p>100% of students will earn a letter grade of 'C' or above on the Food Science Research Project that demonstrates application of critical thinking skills.</p> <p>100% of students will earn a letter grade of 'C' or above on the Biochemical, Physiological, and Molecular Concept Map that demonstrates application of critical thinking skills.</p>	<p>NTDT 55353 – Experimental Food Science</p> <p>NTDT 55343- Biochemical, Physiological, and Molecular Aspects of Human Nutrition</p>	<p>New tenure track faculty</p> <p>Dr. Jada Willis</p>	<p>Fall semester – senior year</p> <p>Spring semester – senior year</p>	

Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice					
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.	100% of students will demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public as evidenced by instructor and class evaluations and earning a grade of 'B' or above in developing a lesson plan, generating printed and electronic communications, creating educational materials, and team-teaching a nutrition education session at TCU Starpoint School.	NTDT 30303 – Communication and Education for Food, Nutrition, and Dietetics	Dr. Jada Willis	Fall semester – junior year	
	100% of students will demonstrate effective and professional oral	NTDT 60973 – Graduate Seminar	Dr. Kelly Fisher	Summer between 4 th and 5 th year	

	and written communication and documentation when communicating with peers as evidenced by earning a grade of 'C' or above on an oral PowerPoint Presentation Assignment.				
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.	<p>100% of students will successfully use the Scope of Practice in a professional practice dilemma scenario in the Anemia case study as evidenced by earning a rating of "good" to "excellent" on the Scope of Practice scenario question/s on the case study.</p> <p>100% of students will successfully describe how the Code of Ethics pertains to a chosen topic as evidenced by earning a rating of "good" to "excellent" on the Code of Ethics portion of the oral presentation assignment.</p>	<p>NTDT 30233 – Essentials of Dietetics Practice</p> <p>NTDT 55973 – Nutritional Sciences Seminar</p>	<p>Dr. Gina Hill</p> <p>New tenure track faculty</p>	<p>Fall semester – junior year</p> <p>Fall semester – senior year</p>	

KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.	100% of students will earn a rating of good to excellent on the indicator that assesses the impact of a public policy position on nutrition and dietetics practice from the Proposed Public Policy Impact Paper.	NTDT 55363 – Community Nutrition & Public Health	Dr. Gina Hill	Spring semester – senior year	
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	100% of students will earn a letter grade of 'C' or above on the health care systems assignment.	NTDT 30333 – Medical Nutrition Therapy I	Mrs. Samantha Davis	Spring semester – junior year	
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.	100% of students will earn a grade of 'C' or above on the Health Care Team Quiz.	NTDT 30233 – Essentials of Dietetics Practice	Dr. Gina Hill	Fall semester – junior year	
KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.	100% of students will earn a grade of 'B' or above on the Intercultural Communication Threaded Discussion assignment.	NTDT 21163 Food and Culture	Dr. Anne VanBeber	Fall semester – sophomore year	

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.	100% of students will earn a rating of “good” to “excellent” on the portion of the Position Defense Annotated Bibliography Assignment requiring the defense of a position impacting the nutrition and dietetics profession.	NTDT 55363 – Community Nutrition & Public Health	Dr. Gina Hill	Spring semester – senior year	
	100% of students will attend two professional meetings during the semester.	NTDT 40303 – SP I	Dr. Kelly Fisher	Fall semester – senior year	
KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	100% of students will earn a letter grade of ‘B’ or above on the <i>Mentoring/Precepting Assignment</i> that demonstrates an understanding of the importance and expectations of a professional in mentoring and precepting others.	NTDT 60324- Advanced Supervised Practice III	Dr. Kelly Fisher	Spring semester – 5 th year	

Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations					
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.	100% of students will utilize components of the Nutrition Care Process (NCP) through completion of written case studies as evidenced by earning a rating of “beginner” or above on the ADIME note on the GI Case Study.	NTDT 30333 – Medical Nutrition Therapy I	Mrs. Samantha Davis	Spring semester - junior year	
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.	<p>100% of students will receive a grade of ‘B’ or above on the group display assignment that provides an educational session for a target population.</p> <p>100% of students will earn a ‘C’ or above on the community health fair project that demonstrates the ability to develop an educational program for a target population.</p>	<p>NTDT 21163 – Food and Culture</p> <p>NTDT 55363 – Community Nutrition & Public Health</p>	<p>Dr. Anne VanBeber</p> <p>Dr. Gina Hill</p>	<p>Fall semester – sophomore year</p> <p>Spring semester – senior year</p>	

	100% of students will earn a grade of 'C' or above on the Symposium Presentation for the TCU or Fort Worth community.	NTDT 60453 – Nutrition Ecology, Food & Sustainability	Dr. Gina Hill	Fall semester – 5 th year	
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.	100% of students will demonstrate counseling techniques to facilitate behavior changes as evidenced by earning a grade of 'C' or above on the Counseling Role Play Assignment.	NTDT 30233 – Essentials of Dietetics Practice	Dr. Gina Hill	Fall semester – junior year	
	Students will demonstrate effective counseling skills for diverse populations utilizing principles and techniques to facilitate behavior change by earning a 'C' or above on the mock counseling session.	NTDT 40603 – Nutrition Counseling	Mrs. Samantha Davis	Spring semester – junior year	
	100% of students will earn a 'C' or above on the Community Health Fair assignment in which education methods are demonstrated to facilitate wellness.	NTDT 55363 – Community Nutrition & Public Health	Dr. Gina Hill	Spring semester – senior year	

KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.	100% of students will earn a rating of “beginner” or above on the question on the Individual Luncheon Evaluations relating to a description of the process of planning to execution.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year	
KRDN 3.5: Describe basic concepts of nutritional genomics.	100% of students will describe basic concepts of nutritional genomics as evidenced by earning a ‘C’ or above on the nutritional genomics research article review. 100% of students will describe basic concepts of nutritional genomics as evidenced by earning a 'C' or above on the Nutritional Genomics Final Project and Presentation.	NTDT 40343 – Nutritional Biochemistry NTDT 60443 – Nutritional Genomics	Mrs. Rebecca Dority Dr. Jada Willis	Fall semester – senior year Fall semester – 5 th year	

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					
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
KRDN 4.1: Apply management theories to the development of programs or services.	100% of students will work in a group to apply management and business theories and principles to the development, marketing and delivery of services as evidenced by 'beginner' or above on the development of programs portion on the Quantity Food Luncheon Project.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year	
KRDN 4.2: Evaluate a budget and interpret financial data.	100% of students will work in a group to determine costs of operations and prepare a budget as evidenced by rating of 'beginner' or above on the budget portion of the Quantity Food Production Luncheon Project.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year	

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.	100% of students will earn a grade of 'C' or above on the Coding and Billing Quiz.	NTDT 30333 – Medical Nutrition Therapy I	Mrs. Samantha Davis	Spring semester – junior year	
KRDN 4.4: Apply the principles of human resource management to different situations.	100% of students are able to apply principles of human resource management to different situations as evidenced by earning a 'C' or above on a conflict resolution case study. 100% of students are able to apply principles of human resource management to different situations as evidenced by earning a grade of 'C' or above on the Leadership Case Study.	NTDT 30313 – Food Systems Management NTDT 40413 – Business Principles in Dietetics	Mrs. Rebecca Dority Mrs. Rebecca Dority	Spring semester – junior year Spring semester – senior year	

KRDN 4.5: Describe safety principles related to food, personnel and consumers.	100% of students will demonstrate quality management of food and nutrition services by passing the ServSafe Food Protection Manager Certification Examination following completion of the ServSafe course content as evidenced by completion certificate.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year	
KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	100% of students will receive a grade of ‘B’ or above on the Culinary Nutrition Recipe Modification Assignment, which demonstrates the ability to analyze data for assessment and evaluate data to use in decision-making.	NTDT 30133 – Meal Management	Dr. Anne VanBeber	Fall semester – junior year	
	100% of students will earn a grade of ‘beginner’ or above on the Budget section of the Luncheon Instructor Evaluation	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year	

TCU CDP
CRDN Student Learning Outcomes (SLO) Assessment Plan
On-going Assessment of Core Competencies for the RDN

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice					
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of students will be evaluated as competent or better on the assignment in which students select indicators of program quality and/or customer service and measure achievement of objectives for a community program.	NTDT 40303 - SP I	Dr. Kelly Fisher	Fall semester – senior year	
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.	100% of students will be evaluated as competent or better on the question/s in the <i>case study</i> in which students must apply research from the Evidence Analysis Library in the nutrition care process model.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of students will be evaluated as competent or better on the question/s in the module that requires students to justify programs, products, services and care using appropriate evidence or data.	NTDT 60313- Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.	100% of students will be evaluated as competent or better on the assignment in which students evaluate	NTDT 60973 – Graduate Seminar	Dr. Kelly Fisher	Summer between 4 th and 5 th year	

	emerging research for application in nutrition and dietetics practice.				
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.	100% of students will be evaluated as competent or better on the assignment in which students conduct a project using appropriate research methods, ethical procedures and data analysis with a community partner/s.	NTDT 60324 –Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester – 5 th year	
CRDN 1.6: Incorporate critical-thinking skills in overall practice.	100% of students will incorporate critical thinking skills in overall practice as evidenced by a rating of competent or better on summative evaluations.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester – 5 th year	
Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.					
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.	100% of students will practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics, as evidenced by a rating of competent or better on summative evaluation.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	
CRDN 2.2: Demonstrate professional writing skills in	100% of students will be evaluated as competent or better on the assignment in	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester - 5 th year	

preparing professional communications.	which students demonstrate professional writing skills in preparing professional communications.				
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.	100% of students will be rated competent or better on their demonstration of active participation, teamwork, and contributions in group settings.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester -5 th year	
CRDN 2.4: Function as a member of interprofessional teams.	100% of students will demonstrate their ability to function as a member of interprofessional teams as evidenced by a rating of competent or better on summative evaluation.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	
CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate.	100% of students will be evaluated as competent or better on the ability to assign appropriate duties to NDTRs and/or support personnel per practice and facility policies as documented in the <i>Referral to NDTR/Support Staff Assignment</i> and supported by a medical chart note.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	100% of students be evaluated as competent or better on the ability to refer patients/clients to other members of the health care team when appropriate as documented in the <i>Coordination of Care assignment</i> and supported by a medical chart note.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 2.7: Apply leadership skills to achieve desired outcomes.	100% of students will be evaluated as competent or better on their ability to apply leadership skills to achieve desired outcomes in	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester – 5 th year	

	leadership activity assignments.				
CRDN 2.8: Demonstrate negotiation skills.	100% of students will be evaluated as competent or better on their ability to demonstrate negotiation skills during leadership activity assignments.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester – 5 th year	
CRDN 2.9: Participate in professional and community organizations.	100% of students will demonstrate their participation in professional and community organizations as evidenced by a rating of competent or better on the <i>FRN reflection assignment</i> .	NTDT 60324 – Adv SP III	Dr. Kelly Fisher	Spring semester – 5 th year	
CRDN 2.10: Demonstrate professional attributes in all areas of practice.	100% of students will demonstrate professional attributes in all areas of practice by earning a rating of competent or better on summative evaluation in all semesters of SP.	NTDT 40303 – SP I NTDT 40313 – SP II NTDT 60303 – Adv SP I NTDT 60313 – Adv SP II NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Fall semester – senior year Spring semester – senior year Summer between 4 th and 5 th year Fall semester – 5 th year Spring semester – 5 th year	
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.	100% of students will show cultural competence/sensitivity in interactions with clients, colleagues and staff as evidenced by a rating of competent or better on summative evaluation.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	
CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.	100% of students will perform self-assessment and develop goals for self-improvement throughout the program utilizing formative and/or summative self-evaluation.	NTDT 40303 – SP I NTDT 40313 – SP II NTDT 60303 – Adv SP I	Dr. Kelly Fisher	Fall semester – senior year Spring semester – senior year Summer between 4 th and 5 th year	

		NTDT 60313 – Adv SP II NTDT 60324 – Adv SP III		Fall semester – 5 th year Spring semester – 5 th year	
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	100% of students will be rated as competent or better on the <i>Professional Development in Dietetics Assignment</i> that includes a plan for professional development according to the Commission on Dietetic Registration guidelines.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher	Spring semester – 5 th year	
CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	100% of students will earn a rating of competent or better on the <i>AND Research and Legislation Review Assignment</i> that demonstrates advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	NTDT 40303 – SP I	Dr. Kelly Fisher	Fall semester – senior year	
CRDN 2.15: Practice and/or role play mentoring and precepting others.	100% of graduate CDP students will earn a rating of competent or better on the <i>Precepting/Mentoring Assignment</i> to demonstrate that they have engaged in practice mentoring and precepting senior level CDP students.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher	Spring semester – 5 th year	
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations					
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected

	student achievement of core competency				
CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.	100% of students perform the Nutrition Care Process as evidenced by earning a rating of competent or better on ADIME notes/EHR documentation on summative evaluation.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	
CRDN 3.2: Conduct nutrition focused physical assessment.	100% of the students will earn a rating of competent or better on the <i>Nutrition-Focused Physical Assessment Simulation Assignment</i> .	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.	100% of students will earn a rating of competent or better on an <i>in-service education assignment</i> that determines their ability to develop and demonstrate effective oral, print, and visual communication skills to maximize employee training.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	
	100% of students will demonstrate effective communications skills using oral, print, visual, electronic or mass media methods for maximizing client education and marketing as evidenced by a rating of competent or better on summative evaluation.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher	Spring semester – 5 th year	
CRDN 3.4: Design, implement and evaluate presentations to a target audience.	100% of students will earn a rating of competent or better on the design, implementation, and evaluation of nutrition/	NTDT 60303 – Adv SP I	Dr. Kelly Fisher and preceptors	Summer between 4 th and 5 th year	

	food presentations and education for a culturally diverse community organization on summative evaluation.				
CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.	100% of students will earn a rating of competent or better on the development of nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience on summative evaluation.	NTDT 40303 – SP I	Dr. Kelly Fisher and preceptors	Fall semester – senior year	
CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.	100% of students will earn a rating of competent or better on an educational session that demonstrates effective education and counseling skills to facilitate behavior change, as documented by summative evaluation.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	
CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	100% of students will demonstrate the ability to develop and deliver products or services that promote consumer health, wellness and lifestyle management in a community-based program as evidenced by a rating of competent or better on summative evaluation.	NTDT 40303 – SP I	Dr. Kelly Fisher and preceptors	Fall semester – senior year	
CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.	100% of students will deliver respectful, science-based answers to consumer questions concerning emerging trends as evidenced by earning a rating of	NTDT 60303 – Adv SP I	Dr. Kelly Fisher and preceptors	Summer between 4 th and 5 th year	

	competent or better on this particular indicator on summative evaluations.				
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	100% of students will demonstrate their ability to coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources by earning a rating of competent or better on summative evaluation.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester – 5 th year	
CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.	100% of students will be rated as competent or better for developing and evaluating recipes for acceptability and affordability that accommodate the cultural diversity and health needs for a population of elderly, retired individuals living at this facility during the <i>Blue Zones Cooking Demonstration Assignment</i> .	NTDT 60303 – Adv SP I	Dr. Kelly Fisher and preceptors	Summer between 4 th and 5 th year	
	100% of students will earn a rating of competent or better on the <i>Formula and Diet Assignment</i> that evaluates the appropriateness of nutrition support formulas and specific diets to accommodate the health needs of individuals.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	

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					
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
CRDN 4.1: Participate in management of human resources.	100% of students will earn a rating of competent or better on the <i>Managerial Roles and Skills; Labor Control Unit</i> that demonstrates the use of organizational processes and tools to manage human resources.	NTDT 40313 – SP II	Dr. Kelly Fisher and preceptors	Spring semester – senior year	
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	100% of students will earn a rating of competent or better on the <i>Purchasing, Receiving, Storage, and Inventory Control Unit</i> that demonstrates the ability to perform management functions related to security that affect employees, customers, patients, facilities, and food.	NTDT 40313 – SP II	Dr. Kelly Fisher and preceptors	Spring semester – senior year	
	100% of students will earn a rating of competent or better on the <i>Production, Distribution and Service Unit</i> that demonstrates the ability to perform management functions related to safety and sanitation that affect	NTDT 40313 – SP II	Dr. Kelly Fisher and preceptors	Spring semester – senior year	

	employees, customers, patients, facilities, and food.				
CRDN 4.3: Conduct clinical and customer service quality management activities.	100% of students will demonstrate their ability to conduct clinical and customer service quality management activities by earning a rating of competent or better on the <i>clinical foodservice quality management assignment</i> .	NTDT 60313 – Adv SP II	Dr. Kelly Fisher and preceptors	Fall semester – 5 th year	
CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.	100% of students will demonstrate their ability to apply current nutrition informatics to develop, store, retrieve and disseminate information and data by earning a rating of competent or better on the <i>ANDHII informatics assignment</i> .	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 4.5: Analyze quality, financial and productivity data for use in planning.	100% of students will earn a rating of competent or better on the <i>Quality Management Unit</i> that demonstrates the ability to prepare and analyze <i>quality data</i> and develop a plan for intervention.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	
	100% of students will earn a rating of competent or better on the <i>Financial Management Unit</i> that demonstrates the ability to prepare and analyze <i>financial data</i> and develop a plan for intervention.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	

	100% of students will earn a rating of competent or better on the <i>Managerial Roles and Skills; Labor Control Unit</i> that demonstrates the ability to prepare and analyze <i>productivity data</i> and develop a plan for intervention.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	100% of students will earn a rating of competent or better on the <i>Sustainability Assignment</i> that investigates waste reduction.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	100% of students will earn a rating of competent or better on the <i>feasibility study</i> with consideration of costs and benefits.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	100% of students will earn a rating of competent or better on the <i>Facility Design Project</i> that demonstrates the ability to develop a business plan, including development of a budget, staffing needs, facility requirements, equipment, and supplies.	NTDT 40313 – SP II	Dr. Kelly Fisher	Spring semester – senior year	
CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	100% of students will earn a rating of competent or better on the <i>mock patient billing documentation</i> during the coding and billing workshop.	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	100% of students will earn a rating of competent or better on the professional	NTDT 60313 – Adv SP II	Dr. Kelly Fisher	Fall semester – 5 th year	

	risk question of the <i>Coordination of Care Assignment.</i>				
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Curriculum Planning Matrix - Nutrition Education (NE) Concentration
Texas Christian University - Combined BS/MS in Dietetics
Matrix of Didactic & Supervised-Practice Courses Aligned with Concentration-Area Competencies

X - denotes course that includes assessment method(s) and corresponding measured outcome(s) for NE

Y - denotes additional course aligned with NE

Courses & Rotations	NE 1.1	NE 1.2	NE 1.3
Fall – Freshman			
NTDT 10003-Cont Nutr (3)			
MATH 10043-Statistics (3)			
CHEM 10113-GenChem I (3)			
SOCI 20213-Sociology (3)			
Spring – Freshman			
NTDT 20403-Nutrition (3)			
NTDT 10103-Food Prep (3)			
CHEM 10123/22-Gen Chem II (5)			
Fall – Sophomore			
NTDT 21163-Food Culture (3)			
BIOL 20224-Microbiology (4)			
CHEM 30123-Org Chem (3)			
ECON 10223/33-Econ (3)			
PSYC 10213-General Psychology (3)			
Spring – Sophomore			
NTDT 30123-Life Cycle (3)			
NTDT 30331-Med Term (1)			
BIOL 20214-Physiology (4)			
MARK 30653-Prin Mark (3)			
MANA 30653-Survey Man (3)			
Fall – Junior			
NTDT 30133-Meal Management (3)			
NTDT 30144-Quant.Food (4)			
NTDT 30303-Comm/Edu Nutr (3)			
NTDT 30233-Essentials Dietetic Practice (3)			
Spring – Junior			
NTDT 30313-Food Sys. (3)			
NTDT 30333-MNT I (3)			
NTDT 40403-Res Meth (3)			
NTDT 40603-Nutrition Counseling (3)			
Fall – Senior			
NTDT 40303-Supervised Practice I (3)			
NTDT 40333-MNT II (3)			
NTDT 40343-Nutr Biochem. (3)			
NTDT 55973-Nutr Sciences Seminar (3)			
Spring – Senior			
NTDT 40313-Supervised Practice II (3)			
NTDT 40413-Bus Principles (3)			
NTDT 55343-Biochemical, Physiological (3)			
NTDT 55353-Exp Food Sci (3)			
NTDT 55363-Comm Nutr & Public Health (3)			
Summer – 5th Year			

NTDT 60303-Advanced Supervised Practice I (3)	X		
NTDT 60973-Nutr Grad Seminar (3)			
Fall – 5th Year			
NTDT 60313-Advanced Supervised Practice II (3)			
NTDT 60443-Nutr Genomics (3)			
NTDT 60453-Nutr Ecology (3)			
Spring – 5th Year			
NTDT 60324-Advanced Supervised Practice III (4)		X	X

Revised May 2020

Texas Christian University Combined BS/MS in Dietetics
Nutrition Education (NE) Concentration Student Learning Outcomes (SLO) Assessment Plan
Title of Concentration: Nutrition Education

A) List the program-defined Intern competencies (add or delete lines as needed)	B) Learning objective and the assessment methods that will be used (Guideline 13.1a & b)	C) Rotation or class in which assessment will occur (Guideline 13.1c)	D) Individuals responsible for ensuring assessment occurs (Guideline 13.1d)	E) Timeline for collecting formative and summative data (Guideline 13.1e)
NE 1.1: Demonstrate the ability to access nutrition and food information, products, and services for the development of educational materials to maximize client education.	100% of students will be rated as competent or better on the written educational materials created for a cooking demonstration.	NTDT 60303 – Adv SP I	Dr. Kelly Fisher and preceptors	Summer between 4 th and 5 th year
NE 1.2: Demonstrate the ability to design, implement and assess outcomes and evaluation of a food and/or nutrition lesson that is unique to the population in their chosen culminating rotation.	100% of students will earn a rating of competent or better on the individual food and/or nutrition education assignment for the population in their chosen culminating rotation, including learning objectives, lesson plan, educational materials/handout, presentation, assessment, and instructor evaluation.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and preceptors	Spring semester – 5 th year
NE 1.3: Demonstrate the ability to provide Culinary Medicine education to medical professions students.	100% of students will demonstrate the ability to provide Culinary Medicine education to medical professions students as evidenced by a rating of competent or better on summative evaluation.	NTDT 60324 – Adv SP III	Dr. Kelly Fisher and Dr. Anne VanBeber/preceptors	Spring semester – 5 th year

Student Organizations

Texas Christian University has an active Student Nutrition and Dietetic Association (SNDA). Membership in the student association, the Academy of Nutrition and Dietetics, and the Texas Academy of Nutrition and Dietetics is required. Students in the Program are expected to actively participate at the local and state level and attend professional meetings each semester.

In addition, students are required to join the TCU Chapter of the Food Recovery Network and comply with membership requirements including food deliveries.

Phi Upsilon Omicron, the honorary society for related fields in Family and Consumer Sciences provides opportunities for membership to upper level students. To be eligible for the honor society, the student must have completed at least one semester at TCU and have an overall grade point average of 3.0. Students who are eligible to apply for membership will receive an invitation letter. Any student wishing to join Phi Upsilon Omicron should contact the TCU faculty sponsor regarding current eligibility requirements. An alumnae organization extends this membership beyond collegiate activities.

Joining the Academy

Founded in 1917, the Academy's 100,000 credentialed practitioners in the United States and abroad help shape the public's food choices, positively impacting health and wellness worldwide. The membership includes registered dietitian nutritionists, dietetic technicians, students and others holding baccalaureate and advanced degrees in nutrition and dietetics. To provide members with career strategies that will enable them to prosper in the future, all Academy activities evolve from the Strategic Plan. As the Academy grows, so does the number and variety of benefits we offer to our members. The combination of a diverse and growing membership and the dynamic field of nutrition and dietetics requires a broad and ever-changing array of benefits to meet the needs of members whose interests, skills, backgrounds and experience span the entire profession.

Most dietetics professionals choose to belong to the Academy because of the variety and quality of membership benefits. The Academy provides many professional opportunities and information resources to support its members' careers. Academy members are engaged, passionate professionals who are encouraged to participate in continuing education opportunities that support lifelong learning.

Career Resources: Academy membership provides access to a variety of career resources that help take your career to the next level at any stage – from student to seasoned professional.

Information Resources: Stay on the cutting edge of the dietetics field with a variety of print and electronic publications, and online resources that are accessible whenever and however you need them.

Educational Opportunities: The Academy offers an impressive array of resources to cultivate your skills through multi-disciplinary learning opportunities and enhanced technology. Select from a variety of free and member-priced resources to best fit your professional development needs.

Policy Initiatives and Advocacy: The Academy's office in Washington, D.C. advocates for better nutrition policies, represents your interests in legislative and regulatory issues and promotes you as the leading source of food and nutrition information.

Publications and Subscriptions: Academy membership includes subscriptions to peer-reviewed and award-winning publications. In addition, members receive preferred pricing on scientific and practical information resources in print, electronic and web-based formats.

Practice, Science and Quality: The Academy is committed to advancing the profession of nutrition and dietetics through research, science and quality.

Networking: The Academy is an active community of professionals sharing knowledge, skills and ideas. Get ahead by connecting with practitioners in your specialty area or from other food and nutrition fields.

This category carries an eight-year limit. Available to any person who meets one or more of the following qualifications:

- Is a student enrolled in an ACEND-accredited or approved dietetics program who does not meet requirements for Active membership.
 - Statement of Student Status
- Is a student enrolled in a regionally accredited, post-secondary education program that ACEND has not accredited or approved. This classification is available to students who state their intent to enter an ACEND-accredited or approved program.
 - Statement of Student Status
- Is a current Active member returning to school on a full-time basis for a baccalaureate or advanced degree or to complete an ACEND-accredited or approved dietetics program. Annual verification required (*not included in eight-year term limit*).
 - Statement of Student Status
 - Returning Student Application Form required annually

Privileges of Student Membership

Student members whose dues are not in arrears shall have a right to vote in national or affiliate elections and be eligible to hold appointed positions at the national and affiliate levels if a resident of the United States or US Territories. Student members shall not have a right to hold elected positions on the national or affiliate levels.

Student Advisory Committee

The Academy's Student Advisory Committee (SAC) comprises eight members including a Chair, Vice Chair, student representative for the House of Delegates, and a ACEND student representative. The SAC is elected by students and governed by the Academy's Board of Directors (BOD). SAC members gain leadership skills that they can use throughout their career and as a possible path to the Academy's district, affiliate and national levels. The Academy Student Advisory Committee:

- Strengthens the Academy through increased student membership and diversity.
- Educates and fosters communication among Academy active members and leaders and Academy student members and nonmembers.
- Enhances leadership opportunities for student members.
- Supports the Academy's strategic initiatives that promote optimal nutrition, health and well-being of the public.

Functions

- Bring the perspective of students from different types of dietetics education programs and/or diverse geographic areas to the SAC and the Academy.
- Represents a region of the country as a Student Representative.
- Helps to recruit Academy Student Liaisons who are volunteers representing individual dietetic programs across the country.
- Communicate student member concerns and interests to the SAC, SLs and Academy staff liaisons.
- Promotes the use of the online Student Community and EatRight Students Facebook page.
- Complete other duties as assigned.
- Writes articles for the Student Scoop.
- Committee members whose terms are ending elects the next committee via the use of an eNominations platform.

- Provides ideas and concepts to help develop the annual Student and Future Career Development Track at FNCE.

Student Advisory Committee Descriptions and Responsibilities

There are many benefits to getting involved in the Student Advisory Committee. This committee not only networks with leaders of the association and in the field of dietetics, but individual members broaden their perspective of the profession, hone their leadership skills, and develop greater business acumen.

Position Descriptions and Responsibilities

Chair

- SAC Chair presides over all SAC meetings.
- Serves as the Academy representative to student members and other affiliated organizations (e.g. American Medical Student Association).
- Assigns tasks as needed and makes the concerns of the SAC known to appropriate Academy staff.
- Coordinates the work of the SAC. This may include, but is not limited to, reviewing conference call documents, proofreading minutes, and collaborating with Academy Staff to prepare committee reports which are submitted to the Academy Board of Directors.
- Represents a region of the country as a Student Representative.
- Serves as the student liaison to the Board of Directors.
- Posts a welcome message to the Student Community upon taking office in June.
- SAC Chair may be asked to participate in additional workgroups or meetings through the Academy or other affiliated organizations throughout the year. These will be handled on a case by case basis as they arise and may require additional travel time.
- Writes a welcome message for the September issue of *Student Scoop*.

Vice-Chair

- Assists the Chair in carrying out his or her duties.
- May be called upon to perform the duties of the Chair if the Chair is absent, or unable to complete his/her term.
- May be called upon to assist the Chair in facilitating student sessions at FNCE.
- Assists in implementing communication among SLs at ACEND-accredited or approved dietetics programs, SAC officers and student members.
- Represents a region of the country as a Student Representative.
- Posts a message to the Student Community after the first meeting of SAC in July.
- Writes a message for the November issue of *Student Scoop*.

Student Delegate

- Works with the Academy House of Delegates (HOD) to represent student interests and communicate governance issues to the committee.
- Fulfills the responsibilities stated in HOD Policies and Procedures Manual – Student At-Large Delegate.
- Attends all HOD meetings (Fall meeting prior to FNCE and Spring virtual/online meeting).

- Participates in periodic HOD conference calls and webinars (about 6 per year).
- Posts information to the Student Community prior to each session of the HOD to obtain student member ideas.
- Posts results of each HOD session (dialog, voting and motions) to the Student Community.
- Represents a region of the country as a Student Representative.
- Writes *Student Scoop* articles on the outcomes of HOD dialogue sessions.

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Student Representative

ACEND® Board Dietetic Student Representative Application

ACEND® is seeking student members of the Academy of Nutrition and Dietetics with strong leadership skills to apply to be nominated for the Dietetics Student Representative position on the ACEND® board. This volunteer position is an excellent way to gain leadership experience and skills in accreditation, education, communication, collaboration and more. The dietetics student member is elected by the ACEND® board and serves a two-year term, the first year as student rep-elect and the second year as the dietetics student voting member.

General Qualifications

1. Dietetics student is a student enrolled in an ACEND®-accredited program during the first year of the appointed term (2020-2021)
2. Dietetics student must be a member of the Academy of Nutrition and Dietetics. Not a member of the Academy of Nutrition and Dietetics? Visit the [student membership page](#).

Second Career students taking DPD courses to obtain a verification statement from a DPD program during the first year of the two year Student Representative term, qualify to apply to this position.

Responsibilities, Workload and Training

The ACEND® Student Representative will:

- Travel to and participate in two Board meetings a year (6 days annually)
- Participate in teams to review accreditation reports for all program types in preparation for the Board meeting. (about 20-30 annually)
- Participate in monthly Board teleconference call meetings (approximately 10 times per year – 1 1/2 hours per call)
- Receive voting privileges in the term's second term year
- Attend Program Reviewer workshop as part of accreditation training (one time per appointment)
- Serve as a member on one of the ACEND® board's Standing Committees
- Represent ACEND® as an ex-officio member on the Academy of Nutrition and Dietetics Student Council Advisory Committee in the first year of service.
- Participate on an accreditation site visit (3 days)

How to Apply: The deadline to submit an application is November 1, 2019.

- [ACEND® Student Representative 2020-2021 application](#)

Applications must be submitted electronically in one PDF document that includes the completed application form, statement of interest, resume, and reference from one faculty member or program director to ACENDNominations@eatright.org.

Selection Process:

The ACEND® Nominating Committee reviews all Student Representative applications, interviews qualified applicants and may contact their references. The applicants are notified of the Board's decision one month after the January ACEND® Board meeting.

Tuition and Scholarships*

Students must pay regular tuition and fees for university services and activities. There is no stipend for Program students. Students requiring financial assistance should contact the Office of Scholarships and Student Financial Aid on campus.

Some scholarships and loans may be obtained through professional organizations. The Academy of Nutrition and Dietetics Foundation and the Texas Academy of Nutrition and Dietetics Foundation each offer opportunities for scholarship application. These applications are usually accepted between November and February and are reviewed by a special board of the Academy Foundation or the Texas Academy Foundation in accordance with pre-established policies.

Information regarding scholarships available from the Texas Academy of Nutrition and Dietetics Foundation may be found at <https://www.eatrighttexas.org/students/tandf-student-scholarships/>.

See the TANDF website for further information and application deadline.

Scholarships are also available from:

- Texas Christian University
- C.J. (Red) Davidson
- Bonne M. Enlow
- Suzanne Elise Yarbrow Memorial Scholarship
- Phi Upsilon Omicron
- Tarrant County Medical Society
- Texas Cattle Women Inc.
- Texas Association of Family and Consumer Sciences
- American Association of Family and Consumer Sciences

*Information and amounts awarded vary from year to year.

Scholarships and 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. Find more [information about Foundation scholarships](#) on the Academy Foundation website.

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 Combined BS/MS in dietetics or the second year of study in a nutrition and 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 fourth 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 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 on its [federal student aid website](#).

All student membership and Academy information revised and updated 6/2018 from www.eatright.org.

Registered Dietitian Nutritionist (RDN) - ACEND Fact Sheet

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®).
- **Completed an ACEND®-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- **Completed continuing professional educational requirements** to maintain registration.
-

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education. In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN.

College Coursework

Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.

International Professionals

Individuals who completed their education and training outside of the US, or received credentials in another country, may be eligible to become credentialed RDs in the US. Individuals who have completed the education and credentialing requirements in one country may be eligible for another country's credentialing examination if the two countries have entered into a "reciprocity" agreement to allow this. If reciprocity does not apply, you must have your academic degree validated as equivalent to the bachelor's or master's degree conferred by a US regionally-accredited college or university **and** complete an ACEND®-accredited supervised practice requirement to establish your eligibility to sit for the exam. It is important to note that all individuals who establish registration eligibility — whether under the provisions of a reciprocity agreement or through the combination of a validated academic degree and supervised practice program — must successfully write the Registration Examination for Dietitians to earn the RD credential.

- [More Information for International Students](#)

Employment Opportunities

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RDN. RDNs work in:

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Where to Start if You Already Have a Degree

If you already have a bachelor's degree that is not in dietetics and are interested in becoming a registered dietitian, you should have your college transcript evaluated by a director of a dietetics program accredited by ACEND®. Because the policies, procedures and costs for the transcript evaluation may vary from one institution to another, you may want to contact more than one dietetics program for further information.

The program director will evaluate your previous academic preparation and identify the courses that you will need to complete at that school to meet the educational requirements for dietetic registration. It may be possible to complete the required dietetics coursework while enrolled in a graduate program. The dietetics program director can advise you of your options.

Once the required coursework is completed, you are eligible to apply to an ACEND®-accredited supervised practice program.

Salaries and Job Outlook

According to the Academy's 2011 *Compensation and Benefits survey of the Dietetics Profession*, the median annual income of all RDNs in the US who have been working in the field for four years or less was \$52,000. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDNs, in management and business, earn incomes above \$90,000.

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.

Financial Aid

There are many resources to help students in need pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the school or college you are interested in attending. Federal grants

and low-interest loans may also be available. The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND®-accredited program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND®-accredited dietetic internships and graduate studies. Contact the Academy's Foundation Team (scholarship@eatright.org) for Foundation scholarship information.

Need More Information?

For other career guidance information, contact Academy's Accreditation and Education Programs Team:

Academy of Nutrition and Dietetics
Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Registered Dietitian Examination Test Specifications

January 1, 2017 – December 31, 2021

The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at the entry -level. The examination content domains and topics are outlined below.

I. Principles of Dietetics	25%
A. Food Science and Nutrient Composition of Foods	
B. Nutrition and Supporting Sciences	
C. Education, Communication and Technology	
D. Research Applications	
II. Nutrition Care for Individuals and Groups	40%
A. Screening and Assessment	
B. Diagnosis	
C. Planning and Intervention	
D. Monitoring and Evaluation	
III. Management of Food and Nutrition Programs and Services	21%
A. Functions of Management	
B. Human Resources	
C. Financial Management	
D. Marketing and Public Relations	
E. Quality Management and Improvement	
IV. Foodservice Systems	14%
A. Menu Development	
B. Procurement, Production, Distribution, and Service	
C. Sanitation and Safety	
D. Equipment and Facility Planning	

*Approved
February 6, 2016*

FAQs about Verification Statements

What Is the Purpose of the Verification Statement?

The signed verification statement documents that an individual has completed the **requirements** of a nutrition and dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The verification statement allows an individual:

- **To establish eligibility for a Dietetic Internship program:** The completion of ACEND® Didactic Program in Dietetics (DPD) requirements and at least a bachelor's degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter an ACEND®-accredited Dietetic Internship program. When the director of a DPD signs a verification statement, she/he also is verifying that the individual has completed at least a baccalaureate degree from a U.S. regionally-accredited college/university or foreign equivalent.
- **To establish eligibility to take the registration examination for dietitian nutritionists and nutrition and dietetic technicians:** A verification statement is required by the Commission on Dietetic Registration upon completion of the ACEND®-accredited Combined BS/MS (CDP), Dietetic Internship (DI), Future Education Model Graduate Program (FG), Nutrition and Dietetics Technician Program (DT), Future Education Model Bachelor's Program (FB), Future Education Model Associate Program (FA), Didactic Program in Dietetics with an Individualized Supervised Practice Pathway (ISPP), International Dietitian Education Program (IDE) or Foreign Dietitian Education Program (FDE) to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- **To establish eligibility for membership in The Academy of Nutrition and Dietetics (The Academy):** A verification statement is required when applying for Active membership in The Academy.

Who Can Sign Verification Statements?

Verification statements can be signed only by current program directors of ACEND®-accredited nutrition and dietetics education programs in an ink color other than black.

When are Verification Statements Signed and Disseminated?

Program Directors must issue the verification statement as soon as possible after students complete the program. Any student who successfully completes an ACEND®-accredited nutrition and dietetics education program must automatically be given the specified number of completed, signed verification statements; students should not have to ask for a verification statement. Each graduate should keep an original signed verification statement in a secure place as a permanent record.

Program directors must keep a paper or electronic file with an original signed verification statement for each individual issued one. This is necessary to protect both the program and the program director from a possible grievance and the student from being denied access to credentialing if additional verification statements are needed by a student at a future date.

DPD — Baccalaureate Degree Level

For students earning their baccalaureate degree, verification statements must be issued when the student has completed DPD requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements also have been completed.

For students who have previously completed a baccalaureate degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of DPD requirements.

For a DPD offering an ISPP, a verification statement must be given after the student has completed ISPP requirements. "DPD with an Individualized Supervised Practice (ISPP)" must be checked on the verification statement.

DPD — Master's Degree Level

For students earning their master's degree, verification statements must be issued when the student has completed the DPD requirements and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements have also been completed.

For students who have previously completed a master's degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of DPD requirements.

For a DPD offering an ISPP, a verification statement must be given after the student has completed ISPP requirements. "DPD with an Individualized Supervised Practice (ISPP)" must be checked on the verification statement.

DI Programs

The verification statement is given at the completion of the DI when all program requirements (supervised practice and graduate degree, if required) have been met.

CDP — Baccalaureate Degree Level

For students earning their baccalaureate degree, verification statements must be issued when the student has completed the CDP requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

For students who have previously completed a baccalaureate degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of CDP requirements (didactic and supervised practice).

CDP — Master's Degree Level

For students earning their master's degree, verification statements must be issued when the student has completed CDP requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements have also been completed.

For students who have previously completed a master's degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of CDP requirements (didactic and supervised practice).

FG Programs — Master's or Doctoral Degree Level

For students earning their master's or doctoral degree under a FG Program, verification statements must be issued when the student has completed the FG Program requirements (didactic and experiential learning) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements have also been completed.

DT Programs

For students earning their associate degree, verification statements must be issued when the student has completed the DT Program requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

For students who have previously completed an associate or higher degree at a U.S. regionally accredited college/university or foreign equivalent, a verification statement can be given upon completion of the DT Program requirements (didactic and supervised practice).

FB Programs

For students earning their bachelor's degree, verification statements must be issued when the student has completed the FB Program requirements (didactic and experiential learning) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

FA Programs

For students earning their associate degree, verification statements should be issued when the student has completed the FA Program requirements (didactic and experiential learning) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

Are There Additional Steps for Issuing Verification Statements to Individuals Who Have Been Educated Outside the United States and Its Territories?

Yes. Individuals who have earned college and/or university degrees outside the United States and its territories must have their transcripts evaluated by a foreign transcript evaluation service to determine if their degree is equivalent to a degree granted by a regionally accredited college or university in the United States (refer to [Nonprofit Validation Agencies](#) that perform this service). In addition to providing evidence that the individual has attained at least the equivalent of a baccalaureate degree, the foreign transcript evaluation may provide information for the program director concerning courses that may fulfill program requirements. Validation of a foreign degree does not eliminate the need for verification of completion of the Didactic Program in Dietetics, Dietetic Internship, Combined BS/MS, Future Graduate, Future Bachelor's or Nutrition and Dietetics Technician Program requirements.

Who Determines the Requirements for Program Completion?

Program directors are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experiences/experiential learning experiences that students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences/experiential learning experiences needed to complete program requirements may vary from program to program, students must complete the current requirements of the program from which they will receive the verification statement.

Note that CDR uses the highest degree earned to establish eligibility to take the credentialing exam. If an individual does not have evidence of completing a bachelor's degree but provides transcripts showing completion of a master's degree from a regionally accredited college or university, CDR would accept this to meet degree completion requirements. However, if the program or institution has its own policies that require verification of completion of a bachelor's degree prior to issuing a verification statement then the program would need to abide by those policies.

Can Verification Statements be Pre-Dated?

No. Verification statements that are signed and dated prior to program completion will be considered invalid. The date on which the verification statement is signed must correspond to, or follow, the date all program requirements were completed.

How Can Fraudulent Use of Verification Statements Be Prevented?

To prevent the fraudulent use of the verification statements, please pay careful attention to the following:

- Retain all verification statements in a secure, locked location.
- Sign all verification statements in an ink color other than black.
- Use an institutional stamp or school seal, when available.
- Do not provide blank verification statements to students.
- Do not post blank verification statements on a website or in a student handbook.

Is There an Expiration Date for Verification Statements and How Long Must They Be Kept on File?

Verification statements do not expire; however, individual programs, such as Dietetic Internship or Future Graduate Programs may have different admission requirements related to recency of education for particular courses.

Verification statements must be kept indefinitely either as a hard copy and/or an electronic copy. If the verification statement is scanned, it must be scanned as a color copy.

Source: ACEND®/September 2018

About ACEND

The Accreditation Council for Education in Nutrition and Dietetics is an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the ACEND® Accreditation Standards are accredited by ACEND®.

Mission

ACEND® ensures the quality of nutrition and dietetics education to advance the practice of the profession.

Vision

ACEND® is valued for advancing excellence in nutrition and dietetics education.

Values

- Objectivity
- Integrity
- Accountability
- Respect

Goals

To achieve its mission and vision, the ACEND® board has established strategic goals.

- Assures the quality of nutrition and dietetics education through a peer review process.
- Effectively communicates the accreditation process and expectations.
- Fosters innovation in nutrition and dietetics education.

Strategic Plan

The ACEND® Board reviews and revises its strategic plan each year. [View the current strategic plan.](#)

About the Commission on Dietetic Registration (CDR)

The Commission on Dietetic Registration administers valid, reliable, and rigorous credentialing processes to protect the public and meet the needs of CDR credentialed practitioners, employers and consumers.

Vision Statement

The Commission on Dietetic Registration protects and promotes the health of the public by supporting practitioner competence, quality practice, lifelong learning and career advancement.

Values

Meet the needs and exceed the expectations of all stakeholders through:

Inclusivity — Make decisions with consideration for all

Innovation — Embrace change with creativity and strategic thinking

Integrity — Act ethically with accountability for credentialing, life-long learning and commitment to excellence

Bylaws - Academy of Nutrition and Dietetics

Policies of the Academy of Nutrition and Dietetics cover a variety of topics related to the operation of the Academy and are determined by the Board of Directors. [Learn More](#)

Governance

Credential practitioners—RDs or RDNs* and DTRs or NDTRs**—elect Commission members for three-year terms. [Learn more](#)

CDR's Role

The purpose of the Commission, as the credentialing agency and organization unit of the Academy, is to serve the public by establishing and enforcing standards for certification, recertification and the Code of Ethics and by issuing credentials to individuals who meet these standards. [Learn more](#)

Accreditation

The Commission's certification programs — the RD or RDN, DTR or NDTR, [CSR](#), [CSP](#), [CSG](#), [CSO](#) and [CSSD](#)—are fully accredited by the National Commission for Certifying Agencies (NCCA), the accrediting arm of the [Institute for Credentialing Excellence](#) based in Washington, D.C. This accreditation reflects achievement of the highest standards of professional credentialing.

[Strategic Plan](#)

[Setting the Standard Since 1969](#)

CDR Funding Initiatives

CDR has a long history of funding initiatives that promote its public protection mission and CDR credentialed practitioners. Recent CDR funded initiatives.... [Learn more](#) here.

Certifications

More than 100,000 dietitians and dietetic technicians across the country and the world have taken CDR exams over the past several decades. CDR currently awards eight separate and distinct credentials:

[Registered Dietitian \(RD™\) or Registered Dietitian Nutritionist \(RDN™\)](#)
[Dietetics Technician, Registered \(DTR™\) or Nutrition and Dietetic Technician, Registered \(NDTR™\)](#)

[Board Certified Specialist in Renal Nutrition \(CSR\)](#)

[Board Certified Specialist in Pediatric Nutrition \(CSP\)](#)

[Board Certified Specialist in Sports Dietetics \(CSSD\)](#)

[Board Certified Specialist in Gerontological Nutrition \(CSG\)](#)

[Board Certified Specialist in Oncology Nutrition \(CSO\)](#)

[Board Certified Specialist in Obesity and Weight Management \(CSOWM\)](#)

[Advanced Practice Certification in Clinical Nutrition \(RDN-AP or RD-AP\)***.](#)

[Registry Statistics](#)

Registry statistics for RDs, DTRs, Specialist Certification and Advanced Practice Certification
Academy of Nutrition and Dietetics: Scope of Practice

The Academy Quality Management Committee and Scope of Practice Subcommittee of the
Quality Management Committee

The following Scope of Practice and Standards of Practice documents are available at links below.

Registered Dietitian

This article has been approved for Continuing Professional Education credit.

[http://jandonline.org/article/S2212-2672\(17\)31625-8/fulltext](http://jandonline.org/article/S2212-2672(17)31625-8/fulltext)

Dietetic Technician, Registered

This article has been approved for Continuing Professional Education credit.

[http://jandonline.org/article/S2212-2672\(17\)31628-3/fulltext](http://jandonline.org/article/S2212-2672(17)31628-3/fulltext)

Focus Area Standards for CDR Specialist Credentials

Pediatric Nutrition

[http://jandonline.org/article/S2212-2672\(14\)01831-0/fulltext](http://jandonline.org/article/S2212-2672(14)01831-0/fulltext)

Renal Nutrition (Nephrology Nutrition)

[http://jandonline.org/article/S2212-2672\(14\)00547-4/fulltext](http://jandonline.org/article/S2212-2672(14)00547-4/fulltext)

Sports Nutrition and Dietetics

[http://jandonline.org/article/S2212-2672\(13\)01893-5/fulltext](http://jandonline.org/article/S2212-2672(13)01893-5/fulltext)

Gerontological Nutrition (Extended Care)

[http://jandonline.org/article/S0002-8223\(11\)00004-6/fulltext](http://jandonline.org/article/S0002-8223(11)00004-6/fulltext)

Oncology Nutrition

[http://jandonline.org/article/S0002-8223\(09\)01820-3/fulltext](http://jandonline.org/article/S0002-8223(09)01820-3/fulltext)

The Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, does not discriminate because of race, creed, religion color, sex, marital status, national origin, or ancestry.

You can [contact CDR](#) at 312-899-0040 Ext. 5500 or e-mail cdr@eatright.org

*Please note the RD and RDN are two credential designation options for one certification program. Practitioners may choose to use one or the other. For more information, click [here](#).

**Please note the DTR and NDTR are two credential designation options for one certification program. Practitioners may choose to use one or the other. For more information, click [here](#).

***Please note the RD-AP and RDN-AP are two credential designation options for one certification program. Practitioners may choose to use one or the other. For more information, click [here](#).

Commission on Dietetic Registration (CDR) Computer-Based Testing

Q&A/Fact Sheet

The Commission on Dietetic Registration implemented computer-based testing in September 1999 for the entry-level registration examinations for dietitians and dietetic technicians. The following steps describe the examination administration steps ranging from eligibility to testing.

Visit <https://www.cdrnet.org/certifications/registration-examination-for-dietitians> to read about the Registration Examination for Computer Based Testing

Visit <https://www.cdrnet.org/vault/2459/web/files/2017%20CDR%20RD%20Handbook.pdf> for the Registration Examination for Dietitians Handbook for Candidates.

Contact Information

Academy of Nutrition and Dietetics <http://www.eatright.org>

Headquarters

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
Phone: 312/899-0040

Washington, D.C. Office

Academy of Nutrition and Dietetics
1120 Connecticut Avenue NW, Suite 460
Washington, D.C. 20036
Phone: 800/877-0877
Phone: 202/775-8277

For Career Guidance Information Contact:

AND Student Operations
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Accreditation Council on Education for Nutrition and Dietetics (ACEND)

<https://www.eatrightpro.org/acend>
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995

Accreditation Staff

800/877-1600, ext. 5400
312/899-0040
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Commission on Dietetic Registration <http://www.cdrnet.org/>

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Toll free: 800-877-1600 Ext. 5500
Phone: 312-899-0040 Ext. 5500
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Texas Academy of Nutrition and Dietetics <http://www.eatrighttexas.org>

Texas Academy of Nutrition and Dietetics
6060 N. Central Expressway, Ste 500
Dallas, Texas 75206
tel: 972-755-2530
fax: 972-351-8783
Email: tand@eatrighttexas.org

Policy for Preceptor Orientation

The TCU CDP Coordinator contacts new Preceptors to discuss expectations and requirements of the Supervised Practice rotation prior to receiving formal orientation materials. At this time, Preceptors are advised that an *Educational Affiliation Agreement for Student Internships and Clinical Experiences* is required between TCU and their respective facilities. A copy of the agreement is provided for the Preceptor and/or facility administrative staff to complete and sign prior to the Supervised Practice rotation.

The TCU CDP Coordinator provides both new and existing Preceptors with course orientation materials via electronic mail and/or paper copy prior to the commencement of each Supervised Practice rotation. If additional discussion about orientation materials is requested, follow-up contact/correspondence with the Preceptor and CDP Coordinator will be scheduled prior to student rotation.

Orientation materials:

Orientation materials are intended to update preceptors on changes to the program as well as provide helpful information to optimize student learning.

1. Supervised Practice Schedule
2. Time Sheets
3. Course Syllabus
4. Course Objectives
5. The ACEND Core Knowledge and Competencies for the RD and Learning Objectives
6. Course Assignments
7. TCU CDP Mission, goals, objectives, and educational philosophy
8. TCU CDP Policies and Procedures
9. Midterm and Final Evaluations (as applicable) of Student Performance
10. Contact Information: CDP Coordinator; CDP Director; Department Chair, and Nutritional Sciences Office
10. Academy Scope of Dietetics Practice for the RD, Academy of Nutrition and Dietetics, Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitians, and Code of Ethics for the Profession of Dietetics.
11. ACEND Faculty and Preceptor Training Presentation

Revised June 2019

Student Safety Guidelines

Suggestions For Your Safety On- and Off-Campus...

Walking to and from your car...

- Have entry/ignition keys in hand before starting for your car so you're not trying to find them while you walk to the car or standing at the car door.
- Stay alert when crossing the parking lot and watch for suspicious persons.
- If you have a cell phone, have it within easy reach
- Even if your car was locked when you left it, check the interior prior to entry for uninvited guests.
- If a stranger approaches you, continue walking to your car, politely decline requests for money or information. Don't stop walking toward your car.
- If asked for help, offer to call the police or suggest they return to the business. **DO NOT** offer assistance yourself or allow a stranger to use your cell phone.
- If a situation seems suspicious, look for someone to help you or dial 9-1-1.

While driving...

- Follow established roadways. Use familiar streets, not back roads or "shortcuts".
- Make sure all doors are locked while driving.
- Put purses and/or other valuables out of sight, if possible, or cover item(s) with a towel.
- Stay alert at stop signs and traffic lights. If a stranger approaches your car at a traffic light, drive away.
- Don't leave your car's engine running while you're out of or away from the car.
- If your car breaks down or you have a flat, call for assistance from within your (locked) car and remain inside until help arrives.
- Don't travel to remote areas by yourself.
- Be sure you have plenty of gas before you start a trip.
- Plan your route. Get driving directions from the Internet if necessary.

If you should become involved in an accident....

- At night, drive (if possible) to a lighted area.
- If the occupants of the other car make you uncomfortable, call the police from within your (locked) car and remain inside until the police arrive.
- Jot down the description and license number of the other car while you wait for the police.

Texas Christian University Informed Consent and Assumption of Risk

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name)_____ understand I am to participate in the _____ (henceforth referred to as the Program).

- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property.
- I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that is my responsibility to know what I will need for the Program and to provide what I will need.
- I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury.
- I agree to stop and seek assistance if I do not believe I can safely continue any activity.
- I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others.
- I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL OR PROGRAM: Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

INSTITUTIONAL ARRANGEMENTS: I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

INDEPENDENT ACTIVITY: I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

TCU RULES, REGULATIONS AND POLICIES: I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

IMPORTANT – READ ENTIRE AGREEMENT BEFORE SIGNING.

_____ Signature of Program Participant	_____ Date
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_____ Signature of Parent or Legal Guardian (If student is a minor)	_____ Date
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Health Insurance Portability and Accountability Act (HIPAA)

Why is the HIPAA Privacy Rule needed?

In enacting HIPAA, Congress mandated the establishment of Federal standards for the privacy of individually identifiable health information. When it comes to personal information that moves across hospitals, doctors' offices, insurers or third party payers, and State lines, our country has relied on a patchwork of Federal and State laws. Under the patchwork of laws existing prior to adoption of HIPAA and the Privacy Rule, personal health information could be distributed—without either notice or authorization—for reasons that had nothing to do with a patient's medical treatment or health care reimbursement. For example, unless otherwise forbidden by State or local law, without the Privacy Rule patient information held by a health plan could, without the patient's permission, be passed on to a lender who could then deny the patient's application for a home mortgage or a credit card, or to an employer who could use it in personnel decisions. The Privacy Rule establishes a Federal floor of safeguards to protect the confidentiality of medical information. State laws which provide stronger privacy protections will continue to apply over and above the new Federal privacy standards.

Health care providers have a strong tradition of safeguarding private health information. However, in today's world, the old system of paper records in locked filing cabinets is not enough. With information broadly held and transmitted electronically, the Rule provides clear standards for the protection of personal health information. For more detailed information about health privacy, visit <http://www.hhs.gov/ocr/hipaa/>.

HIPPA Regulations and the TCU Department of Nutritional Sciences

Policies: Access, Use, and Protection of Health Information obtained during the course of Clinical or Community Education, or Research.

1. All students must sign a Department of Nutritional Sciences *Student Confidentiality Agreement* prior to accessing patient/client/participant files in any agency used for clinical or community education, or research.
2. All student documents related to patient/client/participant assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Only students wearing the approved Departmental identification badge will be granted access to patient/client/participants information by the clinical/community agency.
7. Student ID's are to be worn in a visible location on the lab jacket or street clothing when representing self as a TCU student in the Department of Nutritional Sciences.

8. There should be no disclosure of PHI of patients/clients/participants by Department of Nutritional Sciences students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for cadaver organ, eye, tissue donation, disclosures to avert a serious threat to health or safety, disclosures for specialized government functions, disclosures for workers' compensation.

9. If documents containing PHI are in use by students (for example, in the hospital unit, community sites, computer lab, etc.) the document(s) must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.

10. If faxing, copying or printing documents containing PHI it is the user's responsibility to assure protection of the PHI.

11. Documents containing PHI should only be shredded by the person authorized to have the PHI.

Policy: HIPAA Regulations and Department of Nutritional Sciences Research and/or Professional Projects.

1. All human research projects that involve the use of personal health information must secure a signed *TCU IRB Protected Health Information Authorization* form from each subject.

2. Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient/client/participant information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information. Informed consent documents should be submitted prior to initiating project and follow research policy and procedures for TCU and Department of Nutritional Sciences. The documents will be stored according to the Department of Nutritional Sciences Research Review Board guidelines.

3. In the event protected health information collected during a research project was disclosed, the student and the student's faculty advisor should report the disclosure to the Chair, Department of Nutritional Sciences Research Review Board. The Chair will determine if a disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an accounting of the disclosure should include the following: a) name of research activity b) a description of the project in plain language including the purpose for the research and selection of criteria for the records c) a description of the type of PHI disclosed d) the date or period of time of the disclosure e) name, address and phone number of the sponsor of the research f) the name of the researcher to whom the PHI was disclosed g) a statement that the PHI of the individual may or may not have been disclosed during the research activity.

If there were fewer than 50 individuals involved in the research, the Chair must provide an accounting for every disclosure of PHI for each individual whose PHI was disclosed.

In addition, if an individual involved in a research study of 50 or more individuals requests an accounting for the disclosure of PHI pertaining to the individual, the Chair must make a reasonable attempt to satisfy this request.

Policy: Required Training Regarding HIPAA Regulations and Policies for All Department of Nutritional Sciences Students

1. All Department of Nutritional Sciences students will complete the online *NIH Protecting Human Research Participants* course prior to initiating their research project. This training program includes information about HIPAA regulations and policies. Additionally, during the first week of the academic semester, each student will be informed about Departmental policies and HIPAA regulations and asked to sign the Department of Nutritional Sciences *Student Confidentiality Agreement* indicating understanding of the policies and procedures related to HIPAA.

2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.

3. All students will complete retraining within 1 month following a significant change in privacy practices.

Policy: Sanctions for Violating Department of Nutritional Sciences Policies and Procedures related to HIPAA

1. A complaint regarding a breach in patient privacy may be brought to the Chair, Department of Nutritional Sciences Research Review Board with the assurance that no retaliatory measures will be taken against the person bringing the complaint.

2. The Chair will document the complaints received and their disposition and maintain the document in a locked, secured file.

3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension from program.

TCU Department of Nutritional Sciences

Student Completion of Required Reading and Review of Information
Department of Nutritional Sciences Policies and Procedures Regarding HIPAA Regulations

<http://www.hhs.gov/ocr/hipaa/>

I have completed the required reading and review of information included in the Department of Nutritional Sciences policies and procedures regarding HIPAA Regulations. I understand that if I have questions I should ask my faculty advisor for clarification or additional information.

Student Signature

Date

Completed form to be placed in student's file in Administrative office.

TEXAS CHRISTIAN UNIVERSITY
DEPARTMENT OF NUTRITIONAL SCIENCES

STUDENT CONFIDENTIALITY AGREEMENT

Patient/client/participant confidentiality at the facilities used by Texas Christian University Department of Nutritional Sciences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPPA) requires patient/client/participant health information to be kept confidential. Additionally, patients/clients/participants and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by Texas Christian University Department of Nutritional Sciences in strictest confidence. Confidentiality includes but is not limited to discussing patients/clients/participants or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

I also understand the terms of this Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's/client's'/participant's confidentiality may result in disciplinary action against me as described in the Department of Nutritional Sciences policies relating to HIPPA Regulations.

Printed Student Name

Printed Faculty Name

Student Signature

Faculty Signature

Date

Date

TEXAS CHRISTIAN UNIVERSITY

Educational Affiliation Agreement for Student Internships and Clinical Experiences Version 2012.7

THIS AGREEMENT is made between Texas Christian University ("TCU") and Name of Facility ("Facility").

RECITALS

A. TCU has established an approved program of professional education entitled the Combined BS/MS in Dietetics, Didactic Program in Dietetics, and Food Management Program which includes programs in the Department of Nutritional Sciences (the "Program");

B. The Program requires relationships with facilities where students can obtain the clinical learning experience required in the curriculum;

C. Facility has the clinical setting and equipment needed by TCU students participating in the Program ("Program Participants") as part of their practical learning experience; and

D. TCU and Facility agree that it will be to their mutual interest and advantage for students and faculty of TCU to be given the opportunity to utilize Facility for educational purposes as part of the Program.

In consideration of the mutual promises and conditions in this Agreement and for good and valuable consideration, TCU and Facility agree as follows:

1.0 **Obligations of Facility.**

1.1 Facility will make available its facilities and personnel in order to provide a quality and suitable clinical learning experience and supervision consistent with the Program's curriculum and objectives for Program Participants in accordance with TCU's academic calendar.

1.2 Facility will make available appropriate Facility personnel to work with TCU faculty for direction and coordination of the Program. This will involve working with TCU faculty and staff to assign Program Participants to specific clinical experiences, provide opportunities for Program Participants to participate in selected conferences, clinics, courses and programs conducted by or under the direction of Facility, and provide evaluations of Program Participant performance at the Facility. Facility shall provide to TCU all necessary conference and classroom areas for Program Participants as well as locker space and lounge areas, all on an as available basis, while Program Participants are assigned to the Facility.

1.3 It is understood that in no case shall Program Participants replace regular staff and that Facility retains full responsibility, authority and accountability for the services it provides and will not rely on the Program Participant's training activities for staffing purposes.

1.4 Facility will permit, on reasonable request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of TCU.

1.5 Facility may take immediate temporary action, including temporary removal of a Program Participant from the Facility, to correct a situation where a Program Participant's actions endanger the care of Facility's patients. Facility may make written request to TCU for the permanent withdrawal of a Program Participant from participation at the Facility if: (1) the achievement, progress, adjustment or health of the Program Participant does not warrant continuation at Facility, (2) the behavior of the Program Participant fails to conform to the applicable regulations of Facility, (3) the Program Participant's clinical performance is unsatisfactory to Facility, or (4) the Program Participant's behavior, in the Facility's discretion, is disruptive or detrimental to Facility and/or its patients. In any such event, the Program Participant's participation in the Program at the Facility shall immediately cease; however, in such situations, all final resolutions of the Program Participant's academic status and/or continuing participation in the Program will be made solely by TCU. Only TCU may remove or dismiss a Program Participant from the Program.

1.6 Facility shall provide all equipment and supplies needed for clinical instruction at Facility, including, but not limited to all necessary safety equipment and supplies.

1.7 Facility shall provide emergency care, at Program Participant's expense, in case of illness or accident to any Program Participant.

1.8 Facility will provide an orientation and training to familiarize Program Participants and faculty of TCU with Facility's procedures, policies, standards, code of ethics and to meet HIPAA (Health Insurance Portability and Accountability Act of 1996), OSHA (Occupational Safety Health Administration) and JCAHO (Joint Commission on the Accreditation of Health Care Organization) requirements. TCU will instruct Program Participants that they must attend such orientation and comply with the regulations of Facility.

1.9 It is understood that in no case shall there be any direct expense to Facility or the State of Texas under this agreement beyond the normal operating costs of Facility

1.10 Facility shall not charge any Program Participants or employees of TCU any fee or other amount for the use of its facilities, equipment, library or supplies under this agreement.

2.0 Obligations of TCU.

2.1 TCU will send to Facility for clinical experience Program Participants who have completed a substantial segment of their academic curriculum.

2.2 TCU will provide and maintain the academic records and reports necessary for conducting the Program Participants' clinical learning experience.

2.3 TCU will assign a specific number of faculty to work directly with Facility staff in furthering of the Program Participants' clinical learning experience and in resolving any problems which may arise.

2.4 TCU will maintain confidentiality of any material relative to the clinical learning experience.

2.5 TCU, through the College of Science and Engineering, after consultation with Facility, shall plan and oversee the educational program for Program Participants' clinical experiences.

2.6 TCU will provide Facility with a description of the program, curriculum and objectives to be achieved at Facility, and the academic calendar of TCU.

2.7 TCU will provide to Facility, upon request, verification of current State of Texas licensure for faculty who are licensed.

2.8 TCU will provide, upon request, written verification of immunizations required by applicable regulatory agencies and Facility's policies, including Hepatitis B (or waiver) and current PPD and provide evidence of immunity to chicken pox, measles and rubella.

2.9 If required by Facility, TCU will assign to Facility only those Program Participants that have: (1) been instructed in Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC); and (2) completed a cardiopulmonary resuscitation and first aid course.

2.10 Upon Facility's written request, TCU will, with the Program Participant's consent, prescreen Program Participants in compliance with the Dallas-Fort Worth Hospital Council Community Standard for Drug Screening and Background Checks adopted September, 2010, subject to restrictions of HIPAA and FERPA. If such prescreening is required by the Facility, the Facility shall notify the TCU faculty coordinator of such requirements prior to accepting Program Participants.

3.0 Joint Obligations.

3.1 The specific areas of Program Participant assignment and the number and distribution of Program Participants between units of the Facility will be mutually agreed upon each academic semester by TCU and Facility.

3.2 TCU and Facility shall adhere to all requirements of local, state and federal laws.

3.3 TCU and Facility shall provide a safe working environment in compliance with applicable safety laws, policies and procedures governing the Facility.

4.0 Term.

4.1 This Agreement shall be for a term beginning on _____, and ending without further notice on _____.

4.2 Notwithstanding anything to the contrary herein, either party may terminate this Agreement at any time upon at least sixty (60) days written notice, provided that such termination shall not become effective for the Program Participants then enrolled in the Program at the Facility if such termination prevents completion of their requirements for completion of the Program.

4.3 Notwithstanding anything to the contrary herein, either party may terminate the Agreement upon ten (10) days' notice for lack of funding, effective upon the conclusion of the then current semester of TCU.

5.0 Application of Facility's Rules.

Program Participants, during clinical experience at Facility, are required to follow Facility rules to the extent that such rules directly relate to clinical training. Program Participants will be expected to conduct themselves in a professional manner such that their attire and their appearance conform to the accepted standards of Facility.

6.0 Reservation of Rights; Placement.

TCU and Facility each reserve the right to withhold placement of Program Participants depending upon the availability of facilities and personnel to adequately provide a satisfactory clinical experience.

7.0 Insurance; Hold Harmless.

7.1 TCU agrees to tender certificates of liability insurance to Facility indicating coverage of TCU and its agents, employees and Program Participants training in a clinical setting for their acts, failure to act or negligence arising out of or caused by the activity which is the subject of this Agreement. TCU will not list Facility as additional insured. TCU will provide "claims made" professional liability insurance for Program Participants training in a clinical setting in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate.

7.2 TCU will not list Facility as additional insured. TCU will not purchase tail insurance, but agrees to keep its insurance coverage in effect for two years following the termination of this agreement. In the event it does not maintain coverage for that time period, TCU will purchase tail insurance for the remaining portion of the two-year commitment.

7.3 Facility agrees that, to the extent permissible under Texas law and within and up to the limits of the Texas Tort Claims Act, if applicable, it will indemnify and hold harmless TCU, its servants, agents and employees, and any Program Participants training at the Facility, from any and all liability, damage, expense, causes of action, suits, claims or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act or negligence of Facility, its servants, agents or employees, in connection with or arising out of the activity which is the subject of this Agreement.

7.4 TCU agrees that, within and to the limits of its comprehensive liability insurance coverage, it will indemnify and hold harmless Facility, its agents and employees, from any and all liability, damage, expense, causes of action, suits, claims or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act, or negligence of TCU, its agents, employees and Program Participants in connection with or arising out of the activity which the subject of this Agreement.

7.5 TCU will permit Facility to require Program Participants to sign separate release of liability agreements. If such releases are required, a sample is made a part of this Agreement and attached as **Exhibit "B"**.

8.0 Laws, Rules and Regulations; Non-Discrimination.

8.1 Facility and TCU agree that neither will discriminate against any individual on the basis of age, sex, race, creed, color, religious belief, national origin, disability, status as a disabled veteran, or veteran of the Vietnam era, and that Facility agrees to comply with all non-discriminatory laws and policies that TCU promulgates and to which TCU is subject.

8.2 Facility agrees that it will abide by all applicable executive orders, federal, state and local laws, rules and regulations in effect as of the date of this Agreement, and as they may change or be amended from time to time, including compliance with the Americans with Disabilities Act.

8.3 Facility agrees that all records governed by The Family Educational Rights and Privacy Act (FERPA) regulations shall be treated as confidential and secured in a locked receptacle.

9.0 Remuneration.

9.1 Facility shall not pay Program Participants for the services they render.

9.2 Facility will not provide remuneration either in the form of pay or in kind to any employees of TCU for any services performed or activity required in connection with matters associated with this Agreement.

9.3 If Facility chooses to make payments to Program Participants in violation of this Section 9, Facility must notify TCU of the compensation and Facility agrees that those individuals receiving such compensation shall be deemed employees of the Facility with all liabilities thereunto and TCU's obligations of release and indemnification set forth in Section 7 shall not apply with respect to the acts of such individuals receiving unauthorized compensation from the Facility.

10.0 Use of Name; Advertising.

Neither party shall use the other's name or any corporate or business name which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the other party.

11.0 Non-Assignment and Subcontracting.

Facility shall not assign, transfer or contract for the furnishing of services to be performed under this Agreement without the written approval of TCU.

12.0 Entire Agreement; Modification.

This Agreement (and its attachments, if any) constitutes the entire understanding between the parties with respect to the subject matter hereof, supersedes any prior agreements between TCU and Facility on the subject matter hereof, and may be modified only by a writing signed by both parties. Any such requests for changes or written notice to terminate must be sent to the following:

Texas Christian University
Megan Soyer, Associate Provost
TCU Box 297042
Fort Worth, TX 76129

Name of Facility
Name
Address
City, State, Zip Code
XXX-XXX-XXXX

13.0 Governing Law/Venue.

This Agreement shall be governed by and construed under the laws of the State of Texas. Tarrant County, Texas shall be the exclusive forum for any lawsuit arising from or incident to this Agreement.

14.0 Consideration.

Under the terms of this Agreement, neither TCU nor Facility are obligated to make any payments of any kind to the other party.

15.0 Severability.

In the event one or more clauses of this Agreement are declared illegal, void or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

16.0 Waiver.

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, express or implied, of any rights under or arising from the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

17.0 Relationship Between the Parties.

Nothing herein shall be construed to create an employer/employee, partnership, joint venture or principal/agent relationship between TCU and Facility or between the Facility's employees and TCU's employees and Program Participants. Neither party has any express or implied authority to assume any obligation or responsibility on behalf of or in the name of the other party. With independent management of each, they will maintain an effective liaison incorporation. If a dispute arises related to the obligation or performance of either party in this Agreement, representatives of the parties will meet in good faith in attempt to resolve the dispute.

18.0 **CONFIDENTIALITY and HIPAA.**

18.1 TCU and its agents, Program Participants, faculty representatives and employees agree to keep strictly confidential all confidential information of Facility and/or its patients and not disclose or reveal any confidential information to any third party, except where permitted or required by law or where the Facility gives approval by prior written consent. Facility may ask Program Participants to sign an additional Confidentiality Statement which if required is made a part of this agreement and an example is so attached as **"Exhibit A."**

18.2 TCU shall direct Program Participants to comply with the policies and procedures of the Facility, including those governing the use and disclosure of protected health information under Federal law, specifically 45 CFR parts 160 and 164. Facility agrees to provide any training necessary to orient Program Participants to the Facility's specific policies and procedures governing use and disclosure of protected health information. Solely for the purpose of defining the Program Participants' role in relation to the use and disclosure of facility's protected health information, such Program Participants are defined as members of the Facility's work force, as that term is defined by 45 CFR 160, 103, when engaged in activities pursuant to this Agreement. However, such Program Participants are not, and shall not be considered to be employees of the Facility.

19.0 **Healthcare Facilities.**

If Facility is a healthcare provider then the following special provisions shall apply:

- (a) The Facility will establish a protocol related to post-exposure of bloodborne pathogens and shall train Program Participants in the use and practice of such protocols;
- (b) Program Participants and faculty assigned to the Facility will meet all reasonable health standards imposed by applicable laws and regulations or reasonably imposed by the Facility. A copy of the Facility's standards will be provided to TCU for dissemination to Program Participants and faculty involved in the Program.
- (c) TCU and its agents will abide by, and instruct the Program Participants to abide by, the written administrative, clinical and all other policies or procedures of the Facility while using its facilities including but not limited to the consistent performance of patient care processes according to the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, as well as other regulatory agencies that oversee hospital operations.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this _____ day of _____, 2019.

TEXAS CHRISTIAN UNIVERSITY:

FACILITY: Name of Facility

By: _____

Megan Soyer
Associate Provost

By: _____

Title: Name

By: _____

Dr. Phil Hartman
Dean, College of Science and Engineering

By: _____

Title _____

BY: _____

Dr. Anne VanBeber, Ph.D., RD, LD
Chair, Nutritional Sciences

Exhibit A ____Yes ____No

Exhibit B ____Yes ____No

