

# **STUDENT HANDBOOK**

**Coordinated Program in Dietetics**

**Department of Nutritional Sciences**

**Texas Christian University**

**Fort Worth, TX 76129**

**2017-2018**



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This student handbook is intended to serve as a guide for students enrolled in the TCU Coordinated Program 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 CP 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 CP 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 Student Handbook 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, Tufts University, and the Texas Academy of Nutrition and Dietetics.

The most recent TCU CP Student Handbook (updated July 2017) is available on the Department of Nutritional Sciences website at [www.nut.tcu.edu](http://www.nut.tcu.edu). Website information was last updated in Summer 2017.

TCU Department of Nutritional Sciences, 2017-2018

The TCU Coordinated Program 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 Coordinated Program in Dietetics (CP), 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 minimum of a baccalaureate degree. The CP at TCU offers students the unique opportunity to acquire both the required didactic instruction (lecture and laboratory courses) and 1,200 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) of the Academy of Nutrition and Dietetics (Academy). Students who successfully complete the CP 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 CP 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 CP 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 CP, 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.

Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the CP. Eligibility for admission to the TCU CP is based on successful completion of at least 60 semester hours with a cumulative Nutrition GPA of at least 3.0 (on a 4.0 scale), Associated Requirements GPA of at least 2.75, 45 semester hours of required prerequisites and major courses, 200 documented hours of practical experience in food or nutrition, and an application packet. A professional program with limited enrollment, admission is subject to approval of an admissions panel. Application packets for the CP must be received by February 1, and applicants are notified of provisional acceptance by April 15. Students who are accepted begin coursework and supervised practice the subsequent fall semester. Final acceptance/enrollment in the CP 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 CP is contingent upon attainment of a strong academic record and successful completion of the program sequence. Upon graduation, the student must attain a minimum Nutrition GPA of 3.0 (based on a 4.0 scale), attain a minimum GPA of 2.75 in the associated requirements, and earn a grade of "C-" or better in all NTDT courses and all associated requirements. Students who successfully complete the 128 credit hour requirement of the CP, will graduate with a Bachelor of Science degree and receive verification and eligibility to take the registration examination for dietitians.

Costs for tuition (\$44,670/year for the 2017-2018 academic year) and University fees are available through the Offices of Admission and Financial Services. More detailed costs for students are outlined in the CP Student Handbook and include approximately \$1,000-\$1,500 per year for travel to supervised practice sites, lab fees, photocopying, school and office supplies, textbooks, lab coats, malpractice insurance, and professional dues. The TCU CP is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (Academy), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040 ext 5400.

## Program Director and CP Faculty

### CP Director

Gina Hill, PhD, RD, LD\*  
Associate Professor, Department of Nutritional Sciences  
g.jarman@tcu.edu

	<u>Room</u>	<u>Telephone</u>
CP Program Office	Bass 1201G	817-257-6320
<u>Department of Nutritional Sciences Office</u> Meggan Duncan, Administrative Assistant	Bass 1201	817-257-7309
<u>Department of Nutritional Sciences Labs</u> Kate Bailey, Lab Coordinator	Bass 1205C	817-257-5132

### CP Faculty

#### *Full-time:*

Lyn Dart, PhD, RD, LD	Bass 1201L	817-257-6321
Rebecca Dority, MS, RD, LD, CDE	Bass 1201J	817-257-6322
Samantha Davis, MS, RD, LD	Bass 1201K	817-257-6319
Jada Stevenson, PhD, RDN, LD	Bass 1201H	817-257-6310
Anne VanBeber, PhD, RD, LD, CFCS, FAND	Bass 1201D	817-257-7518

#### *Adjunct:*

Kristen Harms, RD, LD	Bass 1201	817-257-7309
Kelly Fisher, MS, RD, CSP, LD	Bass 1201M	817-257-7309
Eve Pearson, MBA, RD, CSSD, LD	Bass 1201	817-257-7309
Judy Sargent, MS, RD, LD	Bass 1201	817-257-7309

\*Faculty Advisor. The CP Director serves as the advisor to each CP student. In this capacity, the CP 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.

## **Coordinated Program in Dietetics Mission Statement**

The mission of the Coordinated Program in Dietetics is to support the missions of the University, college, and department by providing a quality academic curriculum with a concentration in Nutrition Education that prepares students to be scientifically competent, accountable, and ethically responsible citizens who are prepared to be productive, self-educating leaders within the dietetics profession and the global community at large.

## **Department of Nutritional Sciences Mission Statement**

The overall mission of the Department of Nutritional Sciences is to support the missions of the University, college, and programs within the department, including the Coordinated Program in Dietetics, the Didactic Program in Dietetics, Nutrition, and Food Management, in 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.

**The Texas Christian University Coordinated Program in Dietetics  
is currently granted accreditation by the  
Accreditation Council on Education in Nutrition and Dietetics  
of the Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606  
312/899-0040, ext. 5400**

## Program Goals - Coordinated Program in Dietetics

**Program Goal #1** - To prepare graduates to achieve Knowledge Requirements and Competencies as Registered Dietitian Nutritionists (RD/RDN).

- **Objective Measure 1.a:** Over a five-year period, 80% of program students will complete program/degree requirements within 150% of the time planned for completion.
- **Objective Measure 1.b:** Over a five-year period, the pass rate for program graduates taking the Registration Examination for Dietitians the first time will be at least 80% (ACEND national benchmark).
- **Objective Measure 1.c:** Over a five-year period, 70% of program graduates will take the credentialing examination for dietitian nutritionist within one year of program completion.
- **Objective Measure 1.d:** Over a five-year period, 70% of program students will receive a "competent" or better rating from preceptors on summative evaluations.
- **Objective Measure 1.e:** Over a five-year period, 70% of program students will rate the relevancy of supervised practice experiences as "good" to "excellent".

**Program Goal #2** - To provide graduates with adequate knowledge and skills to secure employment and/or post-graduate education.

- **Objective Measure 2.a:** Over a five-year period, 70% or more of program graduates who sought employment in dietetics will be employed within twelve months (ACEND national benchmark) of program completion.
- **Objective Measure 2.b:** Over a five-year period, 80% of program graduates (on the Exit Evaluation) will indicate their readiness for employment as entry-level dietitians as "good" to "excellent".
- **Objective Measure 2.c:** On the *Post-Graduate Survey*, 70% of program graduates who complete the survey will rate his/her perceptions of preparedness as "good" to "excellent".
- **Objective Measure 2.d:** On the *Employers Survey*, 70% of employers of program graduates who complete the survey will rate the preparedness of the graduate to work in an entry-level dietetic position as "good" to "excellent".

**Program Goal #3** - To prepare graduates to continually participate in professional activities and education, research, service, and growth.

- **Objective Measure 3.a:** On the *Post-Graduate Survey*, 75% of program graduates who complete the alumni survey will indicate they hold membership in a professional and/or volunteer/ service organization.
- **Objective Measure 3.b:** On the *Post-Graduate Survey*, 75% of program graduates who complete the survey will indicate they participate in continuing education activities.
- **Objective Measure 3.c:** On the *Post-Graduate Survey*, 25% of program graduates who complete the survey will indicate their employment and/or volunteer/service responsibilities include opportunities for professional growth and/or leadership.
- **Objective Measure 3.d:** 50% of CP student research will be presented at a state or national professional meeting or published in a peer reviewed journal within 3 years of program completion

## TCU CP Policies and Procedures

1. The Coordinated Program in Dietetics (CP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Graduates of CPs who are verified by the CP 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, CPs have approved curricula which assure that upon program completion verification, students will have achieved competency in knowledge and performance requirements of the Academy of Nutrition and Dietetics.

The TCU CP provides an academic program that integrates didactic instruction with supervised practice experiences. Program length is four semesters (fall and spring of the junior and senior years). Students must acknowledge that each semester will incorporate a combination of lecture-based classes plus supervised practice experiences. During both the junior and senior years, at least three days per week (Tuesday, Wednesday, Thursday) will be spent in dietetics practice in the areas of food systems management, medical nutrition therapy, community nutrition, nutrition education, and others.

2. 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](http://www.nutrition.tcu.edu), and the TCU CP Student Handbook, to be accepted into the CP. This includes a cumulative Nutrition GPA of at least 3.0 (on a 4.0 scale), Associated Requirements GPA of at least 2.75, 45 semester hours of required prerequisites and major courses, 200 documented hours of practical experience in food or nutrition, and an application packet. 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. Students may have access to personal files.
3. TCU is committed to providing a positive learning and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits discrimination and harassment on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, and any other basis protected 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  
817/257-5557, d.turner@tcu.edu.

4. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to enroll in the first semester of CP courses or result in removal from the Program. Failure to comply with admission requirements may delay enrollment.

5. Students accepted into and enrolled in the TCU CP will be assigned an advisor. The TCU CP 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 CP Director will discuss academic progress, degree requirements, and career opportunities. Communication between student and advisor will be via the TCU email. Students are encouraged to check their TCU email on a regular basis.
6. All students must pass a criminal background check upon provisional acceptance into the CP and an additional background check and drug screening test prior to the start of the junior and senior 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.
7. Students must be in compliance with the TCU Medical History-Immunizations Policy, which is in the TCU Student Handbook: [http://www.studenthandbook.tcu.edu/student\\_handbook.pdf](http://www.studenthandbook.tcu.edu/student_handbook.pdf). In addition, students must be in compliance with vaccines required by supervised practice facility policies. Students must pass an annual physical exam given by a medical professional and a tuberculin test (PPD skin test). Costs for these services are incurred by the student. Students have access to health services on campus, through the Brown Lupton Health Center, which houses a medical clinic, pharmacy, and counseling/testing center.
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 website at <http://financialaid.tcu.edu/what-is-the-cost/>. More detailed costs that students will incur in the TCU CP are found in the CP Student Handbook. Students are informed of these costs prior to and upon admission into the Program. Information regarding financial aid may be accessed from the TCU Office of Financial Aid: <http://www.fam.tcu.edu/>.
9. All Program students are required to meet the University, College of Science and Engineering, and the CP curriculum requirements to graduate with a Bachelor of Science degree in the Coordinated Program in Dietetics. A complete description of the University and the College of Science and Engineering official degree plans is provided in the TCU Catalog. A copy of the Unofficial Degree Plan for the CP is also found in the student handbook. The Coordinated Program in Dietetics major at TCU requires a minimum of 128 credit hours.
10. Each student must accumulate a minimum of 1200 hours of supervised practice during the four 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 or other food/nutrition/dietetics professional. No student will receive CP completion verification unless the minimum 1200 hours of supervised practice have been accomplished.

**Supervised Practice (SP) hours for each semester are divided as follows:**

<b><u>FALL, FIRST YEAR</u></b>			<b><u>SPRING, FIRST YEAR</u></b>		
<b><u>Course</u></b>	<b><u>SP Hrs/Sem</u></b>	<b><u>SP Hrs/Wk</u></b>	<b><u>Course</u></b>	<b><u>SP Hrs/Sem</u></b>	<b><u>SP Hrs/Wk</u></b>
NTDT 30144 (Quantity Food) Production	56	14 wks X ~4 hrs/wk	NTDT 30317 (SP FSM)	280	14 wks X 20 hrs/wk
NTDT 30306 (SP General Dietetics)	224- 280	14 wks X 16-20 hrs/wk	NTDT 40411 (SP Nut Res I)	40	14 wks X ~3 hrs/wk
	280-336 hrs/semester		SAGE	20	14 wks X ~1.5 hrs/wk
				340 hrs/semester	
<b><u>FALL, SECOND YEAR</u></b>			<b><u>SPRING, SECOND YEAR</u></b>		
<b><u>Course</u></b>	<b><u>SP Hrs/Sem</u></b>	<b><u>SP Hrs/Wk</u></b>	<b><u>Course</u></b>	<b><u>SP Hrs/Sem</u></b>	<b><u>SP Hrs/Wk</u></b>
NTDT 40337 (SP MNT)	280	14 wks X 20 hrs/wk	NTDT 40364 (SP Comm Nutr)	160-192	8 wks X 20-24 hrs/wk
NTDT 40421 (SP Nut Res II)	40	14 wks X ~3 hrs/wk	NTDT 40373 (Culminating SP)	120	6 wks X 20 hrs/wk
SAGE	20	14 wks X 1.5 hrs/wk	NTDT 40431 (SP Nut Res III)	40	14 wks X ~3 hrs/wk
	340 hrs/semester		SAGE	20	14 wks X ~1.5 hrs/wk
				340-372 hrs/semester	
<b>Total Supervised Practice Hours = 1300-1388</b>					

11. Students in the TCU CP must maintain a minimum Nutrition GPA of 3.0 or greater throughout the 2-year program and achieve an overall GPA of 2.75 or greater in the Associated Requirements. 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 20333 – Basic Leadership Skills\*, SOCI 20213 - Sociology, ECON 10223 - Microeconomics, MATH 10043 - Elementary Statistics, MANA 30653- Survey of Management, and MARK 30653 - Principles of Marketing. \* Students declaring a major in the NTDT department after Spring 2016 are required to take Basic Leadership Skills – PSYC 20333. Students in the NTDT department during or prior to Spring 2016 are required to take General Psychology - PSYC 10213.
12. With the exception of an existing articulation agreement with Tarrant County College, all 30000 and 40000 level NTDT courses must be taken at TCU.
13. TCU Department of Nutritional Sciences will accept the following courses from Tarrant County College towards verification when a C or above is earned in the course:
  - a. General Chemistry 1 and 2
  - b. Physiology
  - c. Principles of Food Prep (for credit as NTDT 10103 Food Prep)
  - d. Microbiology
  - e. Nutrition and Diet Therapy (for credit as NTDT 20403 Nutrition)

14. To receive verification, students in the TCU CP must attain a minimum Nutrition GPA of 3.0 (based on a 4.0 scale), attain a minimum GPA of 2.75 in the associated requirements, and earn a grade of "C-" or better in all NTDT courses and all associated requirements.
15. Students who do not meet the TCU CP grade point requirements but who have completed CP course requirements and qualify for a baccalaureate degree from TCU, will be eligible to graduate with an official major as "Nutrition". Students who graduate with a BS in Nutrition will not earn CP verification and will not be eligible to take the registration examination for dietitians.
16. Failure to maintain an overall Nutrition GPA of 3.0 for any semester following admission to the Program will result in advisement by the Program faculty. Options for these students may include advice to resign from the Program or to delay reenrollment in the required CP course sequence. If a CP student fails to attain expected competence in the Competency Statements for that particular semester, the TCU faculty coordinator informs the CP Director. The CP Director will review the student's performance and develop a plan to achieve attainment of the expected competencies. Options for the CP Director include suggesting that the student repeat the entire supervised practice experience, or part of the supervised practice experience, during the subsequent academic year (if space in the next class permits repeating the entire semester), or recommending that the student withdraw from the program.
17. 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 performance and progress from faculty coordinators, preceptors, and/or advisor no less than once each academic semester.
18. Students in the Program receiving a grade of C or C- in any CP 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 of C or C- in a CP course or Associated Requirement course. Students are required to sign a document to acknowledge that the CP Director spoke with the student about course underperformance.
19. Students are encouraged to contact their academic advisor or faculty supervised practice coordinators 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.
20. No student will receive CP completion verification with a D, F, I, Q, W, or NR in a required CP course or an Associated Requirements course. Students may not enroll in any required CP course or any required Associated Requirement course on a pass/no credit (P/NC) basis.

21. The University, through the Department of Risk Management, purchases a professional liability policy for students enrolled in the TCU CP. This policy provides liability coverage for all assigned supervised practice 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.

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.

22. In the event that a student must withdraw from the Program, he/she will meet with the CP 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 Student Handbook.
23. The TCU CP recognizes and abides by the University's policies and procedures regarding:
- a. withdrawal and tuition and fee refund plan Family Education and Privacy Act, which gives students access to their personal records and protects such records from unauthorized disclosures
  - b. access to student support services, including health services, counseling and testing and financial aid resources

For more information about each of these above, see the TCU Student Handbook available at <http://www.studenthandbook.tcu.edu>

24. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the Code of Student Conduct in the TCU Student Handbook, which may be accessed at <http://www.studenthandbook.tcu.edu>. In most cases, the first incident of either academic or professional misconduct will be handled between the student, the supervising TCU faculty member, and/or the facility preceptor. Failure to resolve the issue of misconduct may involve consultation with the Program faculty, the departmental chairman, and/or the Dean, depending upon the nature and severity of the misconduct.
25. All CP 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. These documents are also available on the NTDT website at [www.nutrition.tcu.edu](http://www.nutrition.tcu.edu).
26. 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 "I" for that semester's supervised practice, receive no credit for the particular rotation, and/or may be immediately dismissed from the Program.

27. 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 CP Director and/or faculty coordinators. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the CP, the supervised practice facilities, or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. Faculty coordinator(s), CP Director, and preceptor(s) will be included in disciplinary procedures as deemed appropriate. All CP faculty will be informed regarding student infractions and disciplinary issues.
28. 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 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 CP. Written notifications will be provided to students for disciplinary and termination purposes.
29. 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 times a student is tardy (regardless of the reason), the student will be issued a written warning. If a student is tardy a fourth time, the student may face possible expulsion from the program. A student is allowed only one verbal warning each semester before written warnings are instituted.
30. Grievance procedures for students are described in the TCU Student Handbook. In addition, the Student Grievance Procedure may be found in the [Undergraduate Catalog](#).
31. The TCU CP 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 CP, students or faculty. Formal complaints regarding the TCU CP may be submitted via email or via signed written documentation to the CP faculty coordinator, Program Director, or to the Department Chair. 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 complaints. 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.
32. Transportation to and from all facilities required for activities in the CP is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to CP activities. The student assumes all risks associated with travel and transportation to, from, and during CP related activities, as outlined in the "TCU Informed Consent and Assumption of Risk". The student must sign 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.

33. 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.
34. 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 faculty 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 Student Handbook. Students are responsible for making up all TCU excused 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.
35. Students must maintain supervised practice time logs. It is the responsibility of the student to ensure that adequate hours are completed and recorded each semester. Time logs are provided to faculty coordinators. At the end of each semester, faculty coordinators ensure 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 CP.
36. The TCU CP does not grant credit or supervised practice hours for prior learning, self-organized volunteer activities, or self-organized professionally-related activities.
37. CP 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 CP Director or faculty coordinators will be involved in the compensation agreement between a student and staff at the supervised practice site.
38. 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/>.
39. The TCU CP degree plan course sequence has been developed to meet the Core Knowledge and Competencies for the Registered Dietitian developed by the Accreditation Council on Education for Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics 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 CP 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 two academic years of beginning the CP.

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 and senior 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.

40. CP 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.

41. Students in the CP have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Two students from the junior class and two students from the senior 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 shall include:
  - a. spokesperson to provide input regarding curriculum preceptors, and facilities;
  - b. ambassador to represent the TCU CP at public and community events;
  - c. liaison between the TCU CP and various college and university departments;
  - d. liaison between the TCU CP and the local affiliate of the Academy of Nutrition and Dietetics; and
  - e. organizer of the CP Post-Graduate Survey and other surveys, if applicable for year.

42. Students in the CP 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 activities on the local level. 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.

43. 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 faculty coordinators and director each semester.

44. Students will have access to their own education records, as specified in the TCU Student Handbook and mandated by the Family Educational Rights and Privacy Act. In addition, these records are protected from disclosure by unauthorized individuals.
45. Students who complete all established TCU CP requirements will receive six copies of the CP verification statement. Students will also earn the Bachelor of Science (BS) degree upon Program completion, unless an equivalent degree has already been earned and the student chose not to pursue an additional Bachelor's degree. Students will sign a transcript release form prior to graduation that allows the CP Director to order official transcripts from the registrar following graduation. The verification statements will be provided to the student either by mail or in person after official transcripts are received by the CP Director that provide proof of completion of a Bachelor's Degree. Students can expect to receive transcripts within 14 days following graduation.
46. Proof of completion of the following must be provided by the student to the CP Director by August 1<sup>st</sup> in order to maintain status as a CP student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, and varicella), physical examination, CPR certification, PPD skin test, background check, drug screen, Academy membership, food handler's card, and transcripts from universities of CP 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 CP Director. Students are required to comply with all vaccination requirements.
47. 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 (NTDT) 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.
48. It is mandatory that each student read and become familiar with policies and procedure statements in the CP Handbook.

# Special Costs and Requirements for the Program Fall 2017

## Texas Christian University Coordinated Program in Dietetics (CP)

- 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 Coordinated Program 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 (\$7.00)
  7. Annual Membership dues for TCU Student Nutrition and Dietetic Association (\$20.00).
  9. Annual student registration fees for professional seminars/annual meetings.
  10. A Food Handler's Card from the Fort Worth Department of Health (\$16.00).
  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. CP Name Tag (\$10.00)
- 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 CP 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 Coordinated Program in Dietetics Students**

### **I. Appropriate Attire:**

- A. One or two lab coats are required of all students. Lab coats should be mid- to full-length (not jacket length) and worn over business clothing. The material best suited is a cotton/polyester blend. Use of lab coat/appropriate dress code will vary with Supervised Practice site – check with your instructor
- B. Clothes should be neatly pressed and clean. Button-down blouses/shirts or pullover tops with sleeves are preferred. Sweaters or tight-fitting tops are not to be worn. Obvious cleavage is not acceptable or professional. Modest apparel, please.
- C. For females, appropriate professional non-skid shoes with silent heels should be worn during clinical experiences. (No canvas tennis shoes or sandals, but leather athletic shoes are acceptable for food service rotations). High heels are not acceptable at all facilities and should not be worn.
- D. Male students should wear casual slacks with a professional shirt. A tie is preferred in the clinical setting.
- E. Students should avoid clothes that are revealing. Tank tops, spaghetti straps, off-shoulder tops, rompers and shorts are not appropriate for CP activities. Dresses, skirts and blouses and/or shirts with modest hemlines and necklines are appropriate for all CP related activities.
- F. Some clinical sites may have a “No Denim” rule. Check with preceptor before wearing denim skirts. Jeans are not acceptable in clinical sites.
- G. Student name badge must be worn at each site.

### **II. Grooming and Accessories:**

- A. The hairstyle and restraint should be appropriate to the clinical, management/food service situation. To attain hygienic standards, the hair should be off the collar and out of the face in supervised practice. 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.
- B. Gloves are required when food is manipulated by hand. Fingernails should be well groomed. Moderate shades of nail polish may be worn in some areas but absolutely NOT in production areas. This is at the discretion of the facility.
- C. Make-up should be worn in moderation.
- D. Perfume is discouraged.
- E. Smoking is strongly discouraged, but may be permitted in designated areas.
- F. Gum chewing is not permitted in laboratory settings or supervised practice.
- G. Small gold or silver studs for pierced ears may be worn in the production area.
- H. The only visible jewelry, other than earrings that may be worn in the production area is engagement and wedding rings and pins related to the profession of dietetics.
- I. No visible tattoos or facial or bodily piercings other than earrings are acceptable. Tattoos should be completely covered at all times regardless of individual preceptor and/or supervised practice site dress code policies. Piercings should be removed and/or covered at all times regardless of individual preceptor site dress code policies.

With the exception of tattoos and piercings, the dress code of the facility may supersede the above requirements. Revised: 6/17

**Signature Page and Statement of Student Accountability  
Coordinated Program in Dietetics**

**Texas Christian University**

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Coordinated Program 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 Coordinated Program in Dietetics.

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Student Signature

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Date

# The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals. The Academy is committed to improving health and advancing the profession of dietetics through research, education and advocacy.

Founded as the American Dietetic Association in Cleveland, Ohio, in 1917, a group of women collaborated to aid the government conserve food and improve the public's health and nutrition during World War I. After 95 years, the association changed its name in January 2012 to the Academy of Nutrition and Dietetics — complementing the focus of the organization to improve nutritional well-being, communicating the expertise of its members who are a part of a food- and science-based profession.

**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:*

- *Integrate research, professional development 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, wellness and health care sectors*
- *Have a global impact in eliminating all forms of malnutrition*
- *Amplify the contribution of nutrition practitioners and expand workforce capacity and capability.*

## 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](http://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](#) 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 at [www.jandonline.org](http://www.jandonline.org).

- **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 7/2017 from Academy of Nutrition and Dietetics website [www.eatright.org](http://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<sup>®</sup>) 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<sup>®</sup>. However, the ACEND<sup>®</sup> 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](#)
- ACEND staff forwards all written complaints to the ACEND<sup>®</sup> 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.
- If the ACEND<sup>®</sup> 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.
- If the ACEND<sup>®</sup> 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.
- 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<sup>®</sup>, receive copies of the correspondence by first class mail.
- The ACEND<sup>®</sup> 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.
- The ACEND<sup>®</sup> chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
- The ACEND<sup>®</sup> chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND<sup>®</sup> board at its next scheduled meeting.
- In determining the appropriate action, the ACEND<sup>®</sup> 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.
- The ACEND<sup>®</sup> board or the ACEND<sup>®</sup> chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND<sup>®</sup> board and legal counsel to identify a plan to address the complaint.
- If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
- 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<sup>®</sup> board determines that the program is not in compliance with the accreditation standards or policies, the ACEND<sup>®</sup> board may place the program on probation or withdraw accreditation.
- The program director and administration of the sponsoring institution are notified of the ACEND<sup>®</sup> board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
- The program has the right to request the ACEND<sup>®</sup> board to reconsider a decision to withdraw accreditation or probationary accreditation.

*Updated May 2015*

**Sequence of Courses for a Student Majoring in the  
Coordinated Program in Dietetics - (CODI - Option I)  
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	HEE or HMOVV 3
CHEM 10113 General Chemistry 3	NTDT 20403 Nutrition 3	
MATH 10043 Elementary Statistics (MTH) 3	CHEM 10123/10122 General Chemistry Lec/Lab 5	
SOCI 20213 Introductory Sociology (SSC, CA) 3	ENGL 10803 Freshman Composition (WCO) 3	
HEE or HMOVV 3	HEE or HMOVV 3	

**Total Credit Hours 15 (Fall) + 17 (Spring) + 3 (Summer) = 35 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	NTDT 30123 Nutrition Throughout the Life Cycle (WEM) 3	CHEM 30123 Organic Chemistry (if needed) 3
BIOL 20234 Microbiology (NSC) 4	NTDT 30331 Medical Terminology 1	HEE or HMOVV 3
ECON 10223 Microeconomics (SSC) or ECON 10233 Macroeconomics (SSC) 3	BIOL 20214 Physiology 4	
CHEM 30123 Organic Chemistry or HEE or HMOVV (if needed) 3	ENGL 20803 Sophomore Composition (WCO) 3	
MARK 30653 Principles of Marketing 3	MANA 30653 Survey of Management 3	
	PSYC 20333 Basic Leadership Skills (CSV) 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 30144 Quantity Foods 4	NTDT 30313 Food Systems Management 3	
NTDT 30303 Communication and Education for Food, Nutrition, and Dietetics (OCO) 3	NTDT 30317 Supervised Practice Food Sys Management 7	
NTDT 30306 Supervised Practice in General Dietetics 6	NTDT 30333 Medical Nutrition Therapy I 3	
NTDT 30233 Essentials of Dietetic Practice 3	NTDT 40411 Supervised Practice in Nutrition Research I 1	
	NTDT 40403 Research Methods in Nutrition (WEM) 3	

**Total Credit Hours 16 (Fall) + 17 (Spring) = 33 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 40363 Community Nutrition (CSV) 3	
NTDT 40337 Supervised Practice in Medical Nutr Therapy 7	NTDT 40364 Supervised Practice in Community Nutrition 4	
NTDT 40343 Nutritional Biochemistry 3	NTDT 40373 Culminating Supervised Practice 3	
NTDT 40353 Experimental Food Science 3	NTDT 40431 Supervised Practice in Nutrition Research III 1	
NTDT 40421 Supervised Practice in Nutrition Research II 1	HEE or HMOVV 3	
	HEE or HMOVV (if needed) 3	

**Total Credit Hours 17 (Fall) + 14-17 (Spring) = 31-34 Credit Hours for Fourth Year**

Minimum Credit Hours for Program 128 Minimum Credit Hours for Graduation 138  
Curriculum Equivalent: Number of weeks in semester excluding examination time 14-15  
1 credit = 1 didactic hour /week; 2 laboratory hours/week; 3 supervised practice hours/week Rev. 6/16



## Texas Christian University Coordinated Program in Dietetics

### KRDN/CRDN Curriculum Map

#### Didactic & Supervised Practice Courses Aligned with Core Knowledge & Competencies for the RDN (CP, FDE, IDE)

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
<b>Fall - Freshman</b>																										
NTDT 10003-Cont. Nutr. (3)										Y					Y											
MATH 10043-Statistics (3)																										
CHEM 10113-GenChem I (3)																										
SOCI 20213 (3)																										
<b>Spring - Freshman</b>																										
NTDT 10103-Food Prep (3)																										
NTDT 20403 - Nutrition (3)																										
CHEM 10123/22-GenChem II (5)																										
<b>Fall – Sophomore</b>																										
NTDT 21163-Food Culture (3)															X											
BIOL 20224-Microbiology (4)																										
CHEM 30123-Org Chem (3)																										
ECON 10223/33-Econ (3)																										
MARK 30653 - Princ Mark (3)																										
<b>Spring - Sophomore</b>																										
NTDT 30123-Life Cycle (3)																										
NTDT 30331-Med. Term. (1)																										
BIOL 20214-Physiology (4)																										
PSYC – Bas Leader Skills (3)																										
MANA- Survey of Mgt (3)																										

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
<b>Fall - Junior</b>																											
NTDT 30303-Comm/Edu (3)											X	Y															
NTDT 30306-SP General (6)																			X						X		X
NTDT 30144-Quant.Food (4)																					X						
NTDT 30233 – Essentials (3)		Y										X			X												
<b>Spring - Junior</b>																											
NTDT 30313-Food Sys. (3)											Y				Y												
NTDT 30317-SP FoodSys (7)																			X	X						Y	
NTDT 30333-MNT 1 (3)		Y										Y		X													
NTDT 40411-SP Nutr.Res (1)	Y			X	X		Y	Y																			
NTDT 40403-Res Meth (3)	X										Y																
<b>Fall - Senior</b>																											
NTDT 40333-MNT 2 (3)		X										Y															
NTDT 40337-SP MNT (7)					X				X										X	Y	X	X	X	X		Y	
NTDT 40343-Nutr Biochem (3)																											
NTDT 40353-Exp. Food Sci (3)			X																								
NTDT 40421-SP Nutr.Res (1)	Y					X	Y	X																			
<b>Spring - Senior</b>																											
NTDT 40363-Comm Nutr (3)											Y		X					X									
NTDT 40364-SP ComNutr (4)																			X			X			X	X	
NTDT 40373-SP Culmin (3)									X									X			X	X				X	
NTDT 40431-SP Nutr.Res (1)	Y						X	Y			Y									Y							

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			
<b>Fall - Freshman</b>																									
NTDT 10003-Cont. Nutr. (3)																									
MATH 10043-Statistics (3)																									
CHEM 10113-GenChem I (3)																									
SOCI 20213 (3)																									
<b>Spring – Freshman</b>																									
NTDT 10103-Food Prep (3)																									
NTDT 20403 - Nutrition (3)																									
CHEM 10123/22-GenChem II (5)																									
<b>Fall – Sophomore</b>																									
NTDT 21163-Food Culture (3)									X																
BIOL 20224-Microbiology (4)																									
CHEM 30123-Org Chem (3)																									
ECON 10223/33-Econ (3)																									
MARK 30653 - Princ Mark (3)																									
<b>Spring – Sophomore</b>																									
NTDT 30123-Life Cycle (3)																									
NTDT 30331-Med. Term. (1)																									
BIOL 20214-Physiology (4)																									
PSYC – Bas Leader Skills (3)																									
MANA- Survey of Mgt (3)																									
<b>Fall – Junior</b>																									
NTDT 30303-Comm/Edu (3)									Y	Y															
NTDT 30306-SP General (6)	X		X		X											X	X		X						
NTDT 30144-Quant.Food (4)											X										X	X			
NTDT 30233 – Essentials (3)								Y		X															
<b>Spring – Junior</b>																									
NTDT 30313-Food Sys. (3)											Y														
NTDT 30317-SP FoodSys (7)	X		X												X							Y			
NTDT 30333-MNT 1 (3)								X																	
NTDT 40411-SP Nutr.Res (1)																									
NTDT 40403-Res Meth (3)																									

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			
<b>Fall – Senior</b>																									
NTDT 40333-MNT 2 (3)								Y																	
NTDT 40337-SP MNT (7)	X	X	X										X	X	Y	Y	Y	X			X		X		
NTDT 40343-Nutr Biochem (3)												X													
NTDT 40353-Exp. Food Sci (3)																									
NTDT 40421-SP Nutr.Res (1)																									
<b>Spring – Senior</b>																									
NTDT 40363-Comm Nutr (3)									X	X															
NTDT 40364-SP ComNutr (4)	X	Y	X												X	Y	Y	Y	X		X				
NTDT 40373-SP Culmin (3)	X		X	X		X																			
NTDT 40431-SP Nutr.Res (1)																									

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
<b>Fall - Freshman</b>																	
NTDT 10003-Cont. Nutr. (3)																	
MATH 10043-Statistics (3)																	
CHEM 10113-GenChem I (3)																	
SOCI 20213 (3)																	
<b>Spring – Freshman</b>																	
NTDT 10103-Food Prep (3)																	
NTDT 20403 - Nutrition (3)																	
CHEM 10123/22- GenChem II (5)																	
<b>Fall – Sophomore</b>																	
NTDT 21163-Food Culture (3)																	
BIOL 20224-Microbiology (4)																	
CHEM 30123-Org Chem (3)																	
ECON 10223/33-Econ (3)																	
MARK 30653 - Princ Mark (3)																	
<b>Spring – Sophomore</b>																	
NTDT 30123-Life Cycle (3)																	
NTDT 30331-Med. Term. (1)																	
BIOL 20214-Physiology (4)																	
PSYC – Bas Leader Skills (3)																	
MANA- Survey of Mgt (3)																	

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
<b>Fall – Junior</b>																	
NTDT 30303-Comm/Edu (3)																	
NTDT 30306-SP General (6)																	
NTDT 30144-Quant.Food (4)	X	X		Y	X	X				X							
NTDT 30233 – Essentials (3)																	
<b>Spring – Junior</b>																	
NTDT 30313-Food Sys. (3)	Y	Y		X	Y	Y						Y					
NTDT 30317-SP FoodSys (7)								X	X			X	X	X	X		
NTDT 30333-MNT 1 (3)			X														
NTDT 40411-SP Nutr.Res (1)											X						
NTDT 40403-Res Meth (3)																	
<b>Fall – Senior</b>																	
NTDT 40333-MNT 2 (3)																	
NTDT 40337-SP MNT (7)										X						X	X
NTDT 40343-Nutr Biochem (3)																	
NTDT 40353-Exp. Food Sci (3)																	
NTDT 40421-SP Nutr.Res (1)											X						
<b>Spring – Senior</b>																	
NTDT 40363-Comm Nutr (3)																	
NTDT 40364-SP ComNutr (4)																	
NTDT 40373-SP Culmin (3)																	
NTDT 40431-SP Nutr.Res (1)											X						

Revised 7/2017

**Texas Christian University Coordinated Program in Dietetics**  
**KRDN Student Learning Outcomes (SLO) Assessment Plan (Required Elements 6.1 and 6.2)**  
**On-going Assessment of Core Knowledge for the RDN**  
**Date of Last Accreditation Review (PAR or self-study): May 2016**

<b>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice</b>				
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 Journal Article Critique Assignment 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	Dr. Jada Stevenson	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 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.	NTDT 40333 - Medical Nutrition Therapy (MNT) II	Mrs. Samantha Davis	Fall semester – senior year

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
KRDN 1.3: Apply critical thinking skills.	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.	NTDT 40353 – Experimental Food Science	Dr. Lyn Dart	Fall semester – senior year
<b>Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</b>				
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 Stevenson	Fall semester – junior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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.	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.	NTDT 30233 – Essentials of Dietetics Practice	Dr. Gina Hill	Fall semester – junior year
KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.	100% of students will earn a letter grade of 'C' or above on the proposed public policy assignment that explains the impact of a public policy position on dietetics practice.	NTDT 40363 – Community Nutrition	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

<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 public policy paper requiring the defense of a position impacting the nutrition and dietetics profession.	NTDT 40363 – Community Nutrition	Dr. Gina Hill	Spring semester – senior year
	100% of students will attend three professional meetings.	NTDT 30306- General SP	Dr. Jada Stevenson	Fall semester – junior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 Professional Precepting Assignment that demonstrates an understanding of the importance and expectations of a professional in mentoring and precepting others during the Culinary Medicine program, the Student Research Symposium, and/or the Preceptor Luncheon.	NTDT 40373	Dr. Lyn Dart	Spring semester – senior year

<b>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>				
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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.	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.	NTDT 21163 – Food and Culture	Dr. Anne VanBeber	Fall semester – sophomore year
	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.	NTDT 40363 – Community Nutrition	Dr. Gina Hill	Spring semester – senior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.	<p>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.</p> <p>100% of students will earn a 'C' or above on the behavior change theories quiz.</p> <p>100% of students will earn a 'C' or above on the Community Health Fair assignment in which education methods are demonstrated to facilitate wellness.</p>	<p>NTDT 30233 – Essentials of Dietetics Practice</p> <p>NTDT 30233 – Essentials of Dietetics Practice</p> <p>NTDT 40363 – Community Nutrition</p>	<p>Dr. Gina Hill</p> <p>Dr. Gina Hill</p> <p>Dr. Gina Hill</p>	<p>Fall semester – junior year</p> <p>Fall semester – junior year</p> <p>Spring semester – senior year</p>
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.	NTDT 40343 – Nutritional Biochemistry	Mrs. Rebecca Dority	Fall semester – senior year

<b>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</b>				
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 of 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

<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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.	NTDT 30313 – Food Systems Management	Mrs. Rebecca Dority	Spring semester – junior 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 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

*Supervised Practice Competencies and Student Learning Objectives* Texas Christian University - Coordinated Program in Dietetics  
**Texas Christian University**  
**Coordinated Programs Using the DE Standards**  
**Learning Assessment Summary Matrix**  
**On-going Assessment of Core Knowledge & Competencies for the RD**

<b>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice</b>				
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of students will confer with faculty research advisor and receive a "competent" or above rating on the background section of the <i>Outline for Developing Study Design</i> that includes a literature search of research abstracts.	NTDT 40411 - SP Nutr Res I	TCU faculty research advisors	Completion of NTDT 40411 – SP Nutr Res I-tracked during spring semesters

A) <b>RE 6.1.a:</b> ACEND-Required Core Competency	B) <b>RE 6.1.b:</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) <b>RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	D) <b>RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	E) <b>RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.	<p>100% of students will complete the NIH Human Research Tutorial, the Evidence Analysis Library Tutorial, and a systematic review of literature to identify criteria for applying appropriate research guidelines and procedures as evidenced by the tutorial completion certificates.</p> <p>100% of students will earn a rating of "competent" or above on the question/s in the case study in which students must apply research from the Evidence Analysis Library in the nutrition care process model.</p>	<p>NTDT 40411 - SP Nutr Res I</p> <p>NTDT 40337- SP in MNT</p>	<p>TCU faculty research advisors</p> <p>Mrs. Samantha Davis</p>	<p>Tracked during spring semesters</p> <p>Fall semester- senior year</p>
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of students will submit to, and receive approval from, the TCU IRB or the Department of Nutritional Sciences Research Review Board a <i>Protocol Review Request for Research</i> that justifies programs, products, services and care using appropriate evidence or data.	NTDT 40421 - SP Nutr Res II	TCU faculty research advisors	Tracked during spring Semesters

<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.	100% of students will analyze their research findings using appropriate analytical techniques to graphically depict data and compare/evaluate results with emerging research and applications in dietetics practice, as evidenced by a grade of “B” or above on the following criteria for NTDT 40431: design of tables/graphs/figures, creation of research abstract and online submission, creation of research poster and online submission, and presentation of research poster at TCU Student Research Symposium.	NTDT 40431 - SP Nutr Res III	TCU faculty research advisors	Completion of NTDT 40431 – SP Nutr Res III – tracked in spring semesters
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.	100% of students will conduct a research project using appropriate research methods, ethical procedures and statistical analysis of their research findings, as evidenced by a grade of 80% or above in all syllabus-designated assignments, with exception of Time Log, for NTDT 40411, 40421, and 40431.	NTDT 40421 – SP Nutr Res II	TCU faculty research advisors	Tracked during spring Semesters

<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 1.6: Incorporate critical-thinking skills in overall practice.	<p>100% of students will demonstrate critical thinking in determining appropriate nutritional care of patients as evidenced by a rating of “competent” or above on summative evaluations.</p> <p>100% of students will incorporate critical thinking skills in overall practice as evidenced by earning a rating of “competent” to ”proficient” on the summative preceptor evaluation.</p>	<p>NTDT 40337 – SP in MNT</p> <p>NTDT 40373 - Culminating SP</p>	<p>Mrs. Samantha Davis and preceptors</p> <p>Dr. Lyn Dart and preceptors</p>	<p>Fall semester – senior year</p> <p>Spring semester - senior year</p>

<b>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.</b>				
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 comply with a) current and applicable federal regulations and state statutes and rules, b) accreditation standards, c) Scope of Dietetics Practice d) Standards of Professional Performance, and e) Code of Ethics for the Profession of Dietetics during SP experiences, as evidenced by a rating of “competent” or above on summative evaluations.	NTDT 30306 - General SP  NTDT 30317 - FSM SP  NTDT 40337 - SP in MNT (hospital evaluations)  NTDT 40364 - SP Com Nutr  NTDT 40373 - Culm SP	Dr. Jada Stevenson and preceptors  Mrs. Rebecca Dority and preceptors  Mrs. Samantha Davis and preceptors  Dr. Lyn Dart and preceptors  Dr. Lyn Dart and preceptors	Fall semester - junior year  Spring semester - junior year  Fall semester - senior year  Spring semester - senior year  Spring semester - senior year
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	100% of students will earn a grade of "B" or above on an educational in-service that they create for food systems management SP.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority and preceptors	spring semester - junior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.	100% of students will be rated as "competent" or above on their demonstration of active participation, teamwork, and contributions during the planning, preparation, service, and clean-up of a quantity food production luncheon.	NTDT 30144 - Quantity Food Production	Mrs. Samantha Davis	Fall semester - junior year
	100% of students will be rated an average of "competent" or above on their demonstration of active participation, teamwork, and contributions during the planning, preparation, and presentation of a cooking demonstration.	NTDT 40337 - SP in MNT	Mrs. Samantha Davis	Fall semester - senior year
	100% of students will demonstrate active participation, teamwork and contributions in group settings as evidenced by a rating of "competent" or above on summative evaluations by preceptors.	NTDT 40373- Culm SP	Dr. Lyn Dart and preceptors	spring semester - senior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 2.4: Function as a member of interprofessional teams.	100% of students will demonstrate positive, collaborative interprofessional relationships associated with SP activities as evidenced by being ranked as "competent" or above on summative evaluations.	NTDT 40337 - SP in MNT (hospital evaluations)  NTDT 40364 - SP Com Nutr  NTDT 40373 - Culm SP	Mrs. Samantha Davis and preceptors  Dr. Lyn Dart and preceptors  Dr. Lyn Dart and preceptors	Fall semester - senior year  Spring semester - senior year  Spring semester - senior year
CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate.	100% of students will earn a grade of "C" or above to demonstrate the ability to assign appropriate duties to NDTRs and/or support personnel per practice and facility policies as documented in a written journal entry and supported by a medical chart note.	NTDT 40337 - SP in MNT	Mrs. Samantha Davis and preceptors	Fall semester - senior year
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	100% of students will earn a grade of "C" or above to demonstrate the ability to refer patients/clients to other members of the health care team when appropriate as documented in a written journal entry and supported by a medical chart note.	NTDT 40337 - SP in MNT	Mrs. Samantha Davis and preceptors	Fall semester - senior year

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
CRDN 2.7: Apply leadership skills to achieve desired outcomes.	<p>100% of students will earn a grade of "B" or above on <i>Group Task Schedules and Progress Reports</i> that demonstrate effective leadership and facilitation of desired outcomes for group projects.</p> <p>100% of students will earn a grade of "B" or above as Leader Group and applying effective leadership skills to achieve desired outcomes in a Community-Based Program.</p>	<p>NTDT 30306 - General SP</p> <p>NTDT 40364 - SP Com Nutr</p>	<p>Dr. Jada Stevenson</p> <p>Dr. Lyn Dart</p>	<p>Fall semester - junior year</p> <p>spring semester - senior year</p>
CRDN 2.8: Demonstrate negotiation skills.	100% of students will demonstrate appropriate assertiveness and negotiation skills when interacting with patients/clients/staff as evidenced by a rating of "competent" or above on summative evaluations.	<p>NTDT 40364 - SP Com Nutr</p> <p>NTDT 40373 - Culm SP</p>	<p>Dr. Lyn Dart and preceptors</p> <p>Dr. Lyn Dart and preceptors</p>	<p>Spring semester - senior year</p> <p>Spring semester - senior year</p>
CRDN 2.9: Participate in professional and community organizations.	100% of students will earn a grade of "B" or above on their planning and implementation of the annual Texas AgriLife Extension (TX AgriLife) 4-H Food Challenge to help fulfill the TX AgriLife mission and meet the needs in the community.	NTDT 30306 - General SP	Dr. Jada Stevenson	Fall semester - junior year

A) <b>RE 6.1.a:</b> ACEND-Required Core Competency	B) <b>RE 6.1.b:</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) <b>RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	D) <b>RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	E) <b>RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 2.10: Demonstrate professional attributes in all areas of practice.	100% of students will demonstrate professional attributes in all semesters of SP as evidenced by earning a rating of "competent" or above on summative evaluations.	NTDT 30306 - General SP NTDT 30317 - FSM SP NTDT 40337 - SP in MNT (hospital evaluations) NTDT 40364 - SP Com Nutr NTDT 40373 - Culm SP	Dr. Jada Stevenson and preceptors Mrs. Rebecca Dority and preceptors Mrs. Samantha Davis and preceptors Dr. Lyn Dart and preceptors Dr. Lyn Dart and preceptors	Fall semester -junior year Spring semester - junior year Fall semester - senior year Spring semester - senior year Spring semester - senior year
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.	100% of students will earn a rating of "competent" or above on summative evaluations.	NTDT 40337 – SP in MNT (hospital evaluation)	Mrs. Samantha Davis and preceptors	Fall semester – senior 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-evaluations.	NTDT 30306 - General SP NTDT 30317 - FSM SP NTDT 40337 - SP in MNT (hospital evaluations) NTDT 40364 - SP Com Nutr NTDT 40373 - Culm SP	Dr. Jada Stevenson and preceptors Mrs. Rebecca Dority and preceptors Mrs. Samantha Davis and preceptors Dr. Lyn Dart and preceptors Dr. Lyn Dart and preceptors	Fall semester -junior year Spring semester - junior year Fall semester - senior year Spring semester - senior year Spring semester - senior year

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
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	100% of students will earn a grade of "B" or above on the <i>Professional Development in Dietetics Assignment</i> that includes a plan for professional development according to the Commission on Dietetic Registration.	NTDT 40373 - Culm SP	Dr. Lyn Dart	Spring semester - senior 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 grade of "B" or above on the <i>AND Research Review and Food Recovery Network Assignment</i> that demonstrates the ability to participate in research review and public policy activities, including both legislative and regulatory initiatives.	NTDT 30306 - General SP	Dr. Jada Stevenson	Fall semester - junior year
CRDN 2.15: Practice and/or role play mentoring and precepting others.	100% of senior CP students will earn a grade of "B" or above on the <i>Annual Preceptor Appreciation Luncheon Assignment</i> by engaging in practice and/or role play mentoring applications by precepting junior level CP students.	NTDT 40373 – Culm SP	Dr. Lyn Dart	Spring semester- senior year

<b>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>				
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 using standardized language in ADIME documentation as evidenced by earning a rating of "competent" or above on ADIME notes in the course units turned in after the midterm of the semester.	NTDT 40337 - SP in MNT	Mrs. Samantha Davis and preceptors	Fall semester - senior year
CRDN 3.2: Conduct nutrition focused physical assessment.	100% of the students will earn a "B" or above on the <i>Nutrition-Focused Physical Assessment Simulation Assignment</i> .	NTDT 40337 – SP in MNT	Mrs. Samantha Davis	Fall semester- senior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.	<p>100% of students will earn a grade of "B" or above on an in-service education assignment that determines their ability to develop and demonstrate effective oral, print, and visual communication skills to maximize employee training.</p> <p>100% of students will earn a grade of "B" or above on a campus-wide health and wellness promotion campaign that helps develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education and marketing.</p>	<p>NTDT 30317 - SP in FSM</p> <p>NTDT 40364 – SP Com Nutr</p>	<p>Mrs. Rebecca Dority and preceptors</p> <p>Dr. Lyn Dart</p>	<p>Spring semester - junior year</p> <p>Spring semester - senior year</p>
CRDN 3.4: Design, implement and evaluate presentations to a target audience.	100% of students will earn a rating of “competent” or above on the design, implementation, and evaluation of nutrition/ food presentations and education for culturally diverse community organization on summative evaluations.	NTDT 30306 - General SP	Dr. Jada Stevenson and preceptors	Fall semester - junior year

<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</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	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data
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 above on the development of nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.	NTDT 30306 - General SP	Dr. Jada Stevenson and preceptors	Fall semester - junior year
CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.	100% of students will earn a rating of "competent" or above on an educational session that demonstrates effective education and counseling skills to facilitate behavior change, as documented by preceptor evaluation.	NTDT 40337 - SP in MNT	Mrs. Samantha Davis and preceptors	Fall semester - senior 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 “competent” or above rating on summative evaluations.	NTDT 30306 - General SP  NTDT 40364 - SP Com Nutr	Dr. Jada Stevenson and preceptors  Dr. Lyn Dart and preceptors	Fall semester - junior year  Spring semester - senior year

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
CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.	<p>100% of students will deliver respectful, science-based answers to consumer questions concerning emerging trends as evidenced by earning a rating of "competent" or above on this particular indicator on the Cooking Demonstration evaluation.</p> <p>100% of students will deliver respectful, science-based answers to consumer questions concerning emerging trends as evidenced by earning a rating of "competent" or above on this particular indicator on summative evaluations.</p>	<p>NTDT 40337 - SP in MNT</p> <p>NTDT 40364 - SP Com Nutr</p>	<p>Mrs. Samantha Davis</p> <p>Dr. Lyn Dart and preceptors</p>	<p>Fall semester - senior year</p> <p>Spring semester - senior year</p>
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	100% of students will earn a grade of "Competent" or above on the procurement, production, and distribution of service portion of the Quantity Foods Luncheon Project that demonstrates that they can coordinate in groups demonstrating and promoting the responsible use of resources.	NTDT 30144 - Quantity Food Production	Mrs. Samantha Davis	Fall semester - junior year

A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and	C) RE 6.1.c: Didactic courses and/or experiential learning in which	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data
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	qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	assessment will occur		
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 develop and evaluate recipes and menus for acceptability and affordability that accommodate the cultural diversity of <i>populations and groups</i> , as evidenced by a grade of "B" or above on the Quantity Food Luncheon Project.	NTDT 30144 - Quantity Food Production	Mrs. Samantha Davis	Fall semester - junior year
	100% of students will earn a rating of "competent" above 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 40337 - SP in MNT	Mrs. Samantha Davis and preceptors	Fall semester - senior year
	100% of students will be rated as "competent" or above for developing and evaluating recipes for acceptability and affordability that accommodate the cultural diversity and health needs of this population of elderly, retired individuals living at this facility during the <i>Cooking Demonstration Assignment</i> .	NTDT 40337 – SP in MNT	Mrs. Samantha Davis	Fall semester – senior year
<b>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</b>				
<b>A) RE 6.1.a:</b> ACEND-	<b>B) RE 6.1.b:</b> Learning	<b>C) RE 6.1.c:</b> Didactic	<b>D) RE 6.1.d:</b> Individuals	<b>E) RE 6.1.e:</b> Timeline for

Required Core Competency	objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	courses and/or experiential learning in which assessment will occur	responsible for ensuring assessment occurs	collecting formative and summative data
CRDN 4.1: Participate in management of human resources.	100% of students will earn a grade of "B" or above on the Managerial Roles and Skills; Labor Control Unit that demonstrates the use of organizational processes and tools to manage human resources.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior 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 grade of "B" or above on the Purchasing, Receiving, Storage, and Inventory Control Unit that demonstrates the ability to perform management functions related to security that affect employees, customers, patients, facilities, and food.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior year
	100% of students will earn a grade of "B" or above on the Production, Distribution and Service Unit that demonstrates the ability to perform management functions related to safety and sanitation that affect employees, customers, patients, facilities, and food.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior year

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
CRDN 4.3: Conduct clinical and customer service quality management activities.	<p>100% of students will conduct a <i>customer satisfaction survey</i> for the quantity luncheon, as evidenced by a rating of "competent" or above on the survey portion of the Quantity Food Luncheon Project.</p> <p>100% of students will conduct a <i>clinical patient satisfaction survey</i> and earn a rating of "competent" or above on the instructor evaluation.</p>	<p>NTDT 30144 - Quantity Food Production</p> <p>NTDT 40337 - SP in MNT</p>	<p>Mrs. Samantha Davis</p> <p>Mrs. Samantha Davis</p>	<p>Fall semester - junior year</p> <p>Fall semester - senior year</p>
CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.	100% of students will earn a grade of "B" or above on those assignments in NTDT 40411, 40421, 40431 that require the application of current informatics technology to develop, store, retrieve, and disseminate information and data used to conduct a research project, analyze research data, and create a research poster.	<p>NTDT 40411 - SP Nutr Res I</p> <p>NTDT 40421 - SP Nutr Res II</p> <p>NTDT 40431 - SP Nutr Res III</p>	TCU faculty mentors	Tracked in spring semesters

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
CRDN 4.5: Analyze quality, financial and productivity data for use in planning.	100% of students will earn a grade of "B" or above on the Quality Management Unit that demonstrates the ability to prepare and analyze <i>quality data</i> and develop a plan for intervention.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior year
	100% of students will earn a grade of "B" or above on the Financial Management Unit that demonstrates the ability to prepare and analyze <i>financial data</i> and develop a plan for intervention.	NTDT 30317- SP in FSM	Mrs. Rebecca Dority	Spring semester - junior year
	100% of students will earn a grade of "B" or above on the Managerial Roles and Skills; Labor Control Unit that demonstrates the ability to prepare and analyze <i>productivity data</i> and develop a plan for intervention.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior 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 grade of "B" or above on the <i>Sustainability Assignment</i> that investigates waste reduction.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior year

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
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	100% of students will earn a grade of "B" or above on the feasibility study with consideration of costs and benefits.	NTDT 30317 - SP in FSM	Mrs. Rebecca Dority	Spring semester - junior 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 grade of "B" or above on the Facility Design Project that demonstrates the ability to develop a business plan, including development of a budget, staffing needs, facility requirements, equipment, and supplies.	NTDT 30317 – SP in FSM	Mrs. Rebecca Dority	Spring semester - junior 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 above on the mock patients billing documentation during the coding and billing workshop.	NTDT 40337 - SP in MNT	Mrs. Samantha Davis	Fall semester - senior year
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	100% of students will earn a rating of “competent” or above on the professional risk question of the <i>Coordination of Care Assignment</i> .	NTDT 40337 – SP in MNT	Mrs. Samantha Davis	Fall semester - senior year

**Curriculum Planning Matrix - Nutrition Education (NE) Concentration**  
**Texas Christian University - Coordinated Program 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 KR/CP.

Y - denotes additional course aligned with KR/CP.

Courses & Rotations	NE 1.1	NE1.2	NE 1.3	NE 1.4	NE 1.5	NE 1.6	NE 1.7
<b>Fall – Freshman</b>							
NTDT 10003-Cont. Nutr. (3)	Y	Y			Y	Y	
MATH 10043-Statistics (3)						Y	
CHEM 10113-GenChem I (3)							
SOCL 20213- Sociology (3)							
<b>Spring – Freshman</b>							
NTDT 20403 - Nutrition (3)							
NTDT 10103 – Food Prep (3)					Y		
CHEM 10123/22 Gen Chem II (5)							
<b>Fall – Sophomore</b>							
NTDT 21163-Food Culture (3)	Y	Y	Y	Y	Y		Y
BIOL 20224-Microbiology (4)							
CHEM 30123 – Org Chem (3)							
ECON 10223/33- Econ (3)							
MARK 30653- Prin Mark (3)							
<b>Spring – Sophomore</b>							
NTDT 30123-Life Cycle (3)	Y	Y		Y	Y		
NTDT 30331-Med. Term. (1)							
BIOL 20214-Physiology (4)							
PSYC 20333 – Bas Leader Skills (3)							
MANA 30653-Survey Man. (3)							
<b>Fall – Junior</b>							
NTDT 30303-Comm/Edu Nutr (3)		Y	Y	Y	Y	Y	Y
NTDT 30306-SP General (6)	Y	Y	X	Y	Y	Y	Y
NTDT 30144-Quant.Food (4)							
NTDT 30233 Essentials Dietetic Practice (3)							
<b>Spring – Junior</b>							
NTDT 30313-Food Sys. (3)						Y	
NTDT 30317-SP FoodSys (7)				Y		Y	Y
NTDT 30333-MNT 1 (3)		Y			Y	Y	
NTDT 40411-SP Nutr.Res (1)						Y	
NTDT 40403-Res Meth (3)						Y	
<b>Fall – Senior</b>							
NTDT 40333-MNT 2 (3)							
NTDT 40337-SP MNT (7)		Y	Y	X	X	Y	
NTDT 40343-Nut Biochem. (3)					Y	Y	
NTDT 40353-Exp. Food Sci (3)						Y	
NTDT 40421-SP Nutr.Res (1)						Y	
<b>Spring – Senior</b>							
NTDT 40363-Comm Nutr (3)		Y	Y	Y	Y		
NTDT 40364-SP ComNutr (4)	X	X				Y	
NTDT 40373-SP Culmin (3)							X
NTDT 40431-SP Nutr.Res (1)						X	

Revised June 2017

**Concentration Competencies and Expected Learning Outcomes  
Coordinated Program in Dietetics - Texas Christian University**

**Title of Concentration: Nutrition Education**

<b>A) List the program-defined Intern competencies (add or delete lines as needed)</b>	<b>B) Learning objective and the assessment methods that will be used (Guideline 13.1a &amp; b)</b>	<b>C) Rotation or class in which assessment will occur (Guideline 13.1c)</b>
NE 1.1: Demonstrate the ability to promote and support a sustainable, nutritious food supply and healthy lifestyle for families and communities.	100% of students will earn a grade of "C" or above on the design, implementation, and evaluation of nutrition/ food presentations.	NTDT 40364 - SP in Community Nutrition
NE 1.2: Demonstrate the ability to use decision-making skills that promote healthy food choices and health outcomes that will facilitate positive behavior change.	100% of students will earn a grade of "C" or above on their demonstration of education and counseling skills to facilitate behavior change through nutritional assessment/ counseling of participants during a wellness campaign.	NTDT 40364 - SP in Community Nutrition
NE 1.3: Conduct community-based food and nutrition education program outcomes assessment and evaluation.	100% of students will earn a grade of "C" or above for conducting outcomes assessment and evaluation of a community-based food and nutrition program.	NTDT 30306 - SP in General Dietetics
NE 1.4: 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 "proficient" on the written educational materials created for a cooking demonstration in medical nutrition therapy SP.	NTDT 40337 - SP in MNT
NE 1.5: Demonstrate the ability to practice nutrition-related behaviors that reduce risk and promote health.	100% of students will earn a grade of "C" or above on a cooking demonstration using oral, print, and visual communication that demonstrates the ability to practice nutrition-related behaviors for reducing risk and promoting health.	NTDT 40337 - SP in MNT
NE 1.6: Demonstrate the ability to use interpersonal communication skills to inform/educate peers and professionals about emerging food/nutrition dietetics research.	100% of students will earn a grade of "C" or above on their research poster presentation at the CSE Student Research Symposium as culmination of their undergraduate research requirements.	NTDT 40431 - SP in Nutrition Research III
NE 1.7: Demonstrate the ability to use goal-setting skills to enhance education and career development.	100% of students will demonstrate the ability to use goal-setting skills to enhance their education and career development by generating three to four learning outcomes/ goals specific to their focus in Culminating SP. Students' learning outcomes/goals will be included in the Preceptor Evaluation of Student Performance for assessment.	NTDT 40373 - Culminating SP

## 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

The Academy of Nutrition and Dietetics is the world's largest organization of food and dietetics practitioners — more than 100,000 credentialed practitioners, with more joining every day — and 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. And the Academy provides just that, with a multitude of products and services designed to help our members develop their skills, advance their careers, and achieve their professional goals.

**Career Resources:** Academy membership provides you access to a variety of career resources that help you take your career to the next level at any career 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:** Lifelong learning is a fundamental principle of Academy membership and a necessity for dietetics practitioners looking to stay at the top of the profession. Select from a variety of free-to-members and member-preferred priced resources to best fit your professional development needs.

**Policy Initiatives and Advocacy:** The Academy's policy initiatives and advocacy resources keep members informed and helps them get involved in seeking better nutrition policies and promoting Academy members 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.

**Science and Quality:** As the leading source of food and nutrition information, the public relies on the Academy and its members to translate scientific research into understandable and usable information. The Academy also monitors the quality of nutrition services and provides guidelines for safe, effective, patient-focused care.

**Networking and Promotion:** Sharing ideas and building relationships with colleagues is a mutually beneficial process that helps expand your knowledge and advance your career. In addition to connecting members with each other, the Academy also helps members make connections outside the organization through its efforts to promote dietetics to the public and other health care professionals.

**This category carries a six-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.
  - 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.
1. Supports the Academy's strategic initiatives that promote optimal nutrition, health and well-being of the public.

### **Functions**

1. Bring the perspective of students from different types of dietetics education programs and/or diverse geographic areas to the SAC and the Academy.
2. 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® 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 (2018-2019)
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 ACEND® Board is now accepting applications to serve as a student representative in the 2018-2019 ACEND Board.

- [Access the 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](mailto: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.

### **Student Representatives (Three Positions)**

- 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.
- Communicate student member concerns and interest to the SAC and Academy staff liaisons.
- Help to develop the Student Community.
- Complete other duties as assigned.

### **Academy of Nutrition and Dietetics Political Action Committee (ANDPAC) Student Representative**

- Voices the concerns of students regarding political action in nutrition and dietetics and advances the visibility of ANDPAC to a broader audience.
- Represents a region of the country as a Student Representative.
- Attends ANDPAC meetings and fulfills responsibilities designated by the ANDPAC Board.
- Posts items of interest to the Student Community as needed.
- Writes an article for *Student Scoop*.

### ***Additional Responsibilities of all Committee Members***

#### **Meeting Participation Requirements**

Travel and daily expenses are reimbursed by the Academy. For out of town meetings, members may be required to share a room with one other committee member of the same gender.

SAC members must participate in the following meetings:

- Summer Meeting: This two-day orientation will be the first SAC meeting each program year in July or August at Academy headquarters. Plan to spend approximately 8-9 hours per day in orientation. Committee members will arrive the night prior to orientation for a group social activity TBD. Total travel time: 3 days and 2 nights. (Chicago, Illinois)
- Fall Meeting: The Academy's Food & Nutrition Conference & Expo (FNCE): In addition to this committee meeting, you may also have other assignments (e.g. Volunteer at the Student booth for a minimum of 2 hours throughout the conference, assist in facilitating student sessions). Attend opening dance, Academy Foundation Gala and other networking events as scheduled.
- Monthly conference calls and other meetings as scheduled.

#### **Student Community**

- Sign on to the Student Community at least once each week.
- Respond to student communications.
- Start discussion threads and monitor/respond.

#### **Region Coordinator**

- Serve as Region Coordinator for Student Liaisons (SLs). Regions will be assigned at first SAC meeting.
- Recruit SLs at unrepresented schools within your region.
- Compile feedback from monthly SL surveys to be used in the *Student Scoop*.
- Write articles for *Student Scoop* newsletter per SAC position and *Student Scoop* schedule.

## **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 [www.tandfscholarships.org](http://www.tandfscholarships.org).

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.

### **[Student Scholarship and Financial Aid Information](#)**

#### **Academy Scholarships**

Progress in the educational and scientific advancement of dietetics inspires friends of the profession to make funds available for qualified candidates to receive scholarships through contributions to the Academy of Nutrition and Dietetics Foundation. Learn more about [Academy scholarships](#).

#### **Scholarships Offered by the 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.

#### **State and Local 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 at the [Federal Student Aid website](#).

## **Free International Financial Assistance and Resources Directory**

The Academy of Nutrition and Dietetics Foundation has released the third edition of the *Directory of Resources for International Food, Nutrition, and Dietetics Professionals*. This publication was made possible through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management.

The 90-page directory is a reference for U.S. and international students and professionals who are seeking funding for professional study, work experience or research in their home country or abroad. The publication lists more than 100 groups offering financial assistance and features education organizations, loan programs, literature and Internet resources. Download the free [PDF version of the Directory](#).

### ***Other Sources of Financial Aid***

Financial assistance is essential for many students enrolled in dietetics education programs. Information about student aid should be sought from the financial aid office or administrator at individual institutions. Additional sources include the state higher education agency and local civic, professional and community organizations or foundations.

Detailed information about federal grants and loans administered by the United States Department of Education is available via the Internet at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*All student membership and Academy information revised and updated 7/2017 from [www.eatright.org](http://www.eatright.org).*

## Registered Dietitian Nutritionist (RDN) - ACEND Fact Sheet

### *Educational and Professional Requirements*

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®) of the Academy of Nutrition and Dietetics.
- **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](http://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<sup>®</sup>. 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<sup>®</sup>-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<sup>®</sup>-accredited program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND<sup>®</sup>-accredited dietetic internships and graduate studies. Contact the Academy's Foundation Team ([scholarship@eatright.org](mailto:scholarship@eatright.org)) for Foundation scholarship information.

## 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 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 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 Didactic Program in Dietetics 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 write the registration examination for dietitians and dietetic technicians  
A verification statement is required by the Commission on Dietetic Registration upon completion of the Coordinated Program, Dietetic Internship, Dietetic Technician Program or Didactic Program in Dietetics with an Individualized Supervised Practice Pathway (ISPP) to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- To establish eligibility for Academy membership  
A verification statement is required when applying for Academy Active membership.

### Who Can Sign Verification Statements?

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

### When are Verification Statements Signed and Disseminated?

Program Directors should issue the verification statement as soon as possible after students complete the program.

#### *Didactic Programs — Baccalaureate Degree Level*

For students earning their baccalaureate degree, verification statements should be issued when the student has completed ACEND®-accredited Didactic Program 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 US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of Didactic Program requirements.

For Didactic Programs offering an ISPP track, after the student has completed Didactic Program and ISPP requirements.

#### *Didactic Programs — Master's Degree Level*

For students earning their master's degree, verification statements should be issued when the

student has completed ACEND-accredited Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements also have been completed.

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

For Didactic Programs offering an ISPP track, after the student has completed Didactic Program and ISPP requirements.

#### *Dietetic Internship Programs*

The verification statement is given at the completion of the Dietetic Internship when all ACEND<sup>®</sup>-accredited program requirements have been met.

#### *Coordinated Programs — Baccalaureate Degree Level*

For students earning their baccalaureate degree, verification statements should be issued when the student has completed ACEND-accredited Coordinated Program requirements (didactic and supervised practice) 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 US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of Coordinated Program requirements (didactic and supervised practice).

#### *Coordinated Programs — Master's Degree Level*

For students earning their master's degree, verification statements should be issued when the student has completed ACEND<sup>®</sup>-accredited Coordinated Program requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements also have been completed.

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

#### *Dietetic Technician Programs*

For students earning their associate degree, verification statements should be issued when the student has completed ACEND<sup>®</sup>-accredited Dietetic Technician Program requirements (didactic and supervised practice) 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 an associate or higher degree at a US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of Dietetic Technician Program requirements (didactic and supervised practice).

### **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 also 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 services).

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 will fulfill program requirements. Validation of a foreign degree does not eliminate the need for verification of completion of Didactic Program, Dietetic Internship, Coordinated Program or Dietetic 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 students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice 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.

### **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 should correspond to, or follow, the date all program requirements were completed.

### **How Many Verification Statements Should Be Given to Each Graduate?**

Didactic Program directors are asked to furnish at least **six** verification statements to each graduate. Individuals may need these statements when applying to:

- Dietetic Internship programs
- Academy of Nutrition and Dietetics for membership
- States for licensure
- Potential employers

Dietetic Internship, Coordinated Program and Dietetic Technician Program directors should furnish at least **five** verification statements to each graduate. Statements are needed when applying to:

- Academy of Nutrition and Dietetics for membership
- States for licensure
- Potential employers

In addition to the above, each individual should keep an original signed verification statement in a secure place as a permanent record.

Program directors should keep a 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. In addition, verification

statements are needed as documentation of program completion of graduates if the program is audited by CDR.

### **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 a color ink 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 Web site.

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*Source: ACEND/April 2015*

## 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<sup>®</sup> Accreditation Standards are accredited by ACEND<sup>®</sup>.

### Mission

ACEND<sup>®</sup> ensures the quality of nutrition and dietetics education to advance the practice of the profession.

### Vision

ACEND<sup>®</sup> is valued for advancing excellence in nutrition and dietetics education.

### Values

- Objectivity
- Integrity
- Accountability
- Respect

### Goals

To achieve its mission and vision, the ACEND<sup>®</sup> 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<sup>®</sup> Board reviews and revises its strategic plan each year. [View the current strategic plan.](#)

## About the Commission on Dietetic Registration (CDR)

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

**Vision Statement:** Nutrition and dietetics credentialing protects and improves the health of the public and supports practitioner competence, quality practice, lifelong learning and career advancement.

**Purpose:** The Commission on Dietetic Registration (CDR) has sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances and administration.

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.

**Governance:** Credential practitioners, RDNs\*, RDs\*, NDTRs\*\*, and DTRs\*\*, elect Commission members for three-year terms.

**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.

Accreditation: The Commission's RDN\*, RD\*, NDTR\*\*, DTR\*\*, [CSR](#), [CSP](#), [CSG](#), [CSO](#) and [CSSD](#) certification programs 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.

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.

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 Nutritionist \(RDN™\) or Registered Dietitian \(RD™\)\\*](#)

[Nutrition and Dietetics Technician, Registered \(NDTR™\) or Dietetic Technician, Registered \(DTR™\)\\*\\*](#)

[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 RDNs, NDTRs, Specialist Certification and Advanced Practice Certification

Academy of Nutrition and Dietetics: Scope of Practice

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](mailto:cdr@eatright.org)

## **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://admin.cdrnet.org/vault/2459/web/files/2017%20Examination%20FAQ.pdf> 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](mailto:education@eatright.org)

### **Accreditation Council on Education for Nutrition and Dietetics (ACEND)**

#### <http://www.eatrightacend.org>

120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995

#### **Accreditation Staff**

800/877-1600, ext. 5400  
312/899-0040  
Fax: 312/899-4817  
[education@eatright.org](mailto:education@eatright.org)

### **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  
Fax: 312-899-4772  
E-mail: [cdr@eatright.org](mailto:cdr@eatright.org)

### **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](mailto:tand@eatrighttexas.org)

### ***Policy for Preceptor Orientation***

TCU Supervised Practice Faculty Coordinators contact 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.

TCU Supervised Practice Faculty Coordinators provide 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 Faculty 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 CP Mission, goals, objectives, and educational philosophy
8. TCU Coordinated Program in Dietetics Policies and Procedures
9. Midterm and Final Evaluations (as applicable) of Student Performance
10. Contact Information: Faculty Coordinator; Coordinated Program in Dietetics, 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. CP Policies and Procedures

Revised July 2017

**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 any thing 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

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian                      Date  
(If student is a minor)

\_\_\_\_\_

:\\09300\0019\AP1675.WPD

## **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.

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**Student Signature**

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**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

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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 Coordinated Program 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, Assistant 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 \_\_\_\_\_, 2017.

**TEXAS CHRISTIAN UNIVERSITY:**

**FACILITY: Name of Facility**

By: \_\_\_\_\_  
Megan Soyer  
Assistant 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