

UNIVERSITY OF WYOMING

Department of Family & Consumer
Sciences

Didactic Program in Dietetics (DPD)
Handbook

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INTRODUCTION

The Registered Dietitian is the nutrition and food expert. To become a Registered Dietitian the following steps must be taken:

1. Complete a Baccalaureate degree program in which the academic requirements for the Didactic Program in Dietetics (DPD) are met;
2. Acquire supervised dietetic practice experience by successfully completing an accredited Dietetic Internship (DI);
3. Pass the Registration Examination for Dietitians.

PROGRAM OF STUDY

Planning course sequences is done with your Academic Adviser and is critical to the successful completion of study within the desired time period. Students must complete all university graduate requirements, including the University Studies courses, Department of Family & Consumer Sciences core courses and specified dietetics course requirements, as described in the major requirements and the University of Wyoming General Bulletin. The CHECKSHEET will be used for planning your courses for each semester.

Each semester the Program director presents a Pre-advising week seminar. All DPD students are invited through an e-mail communication. General announcements DPD announcements are made, along with any major changes in the status of the program or courses taught. It is advised that students attend.

A DI seminar is presented by the Program Director each fall semester. Attendance of this seminar is required of all students making application to DI the following spring semester. The goal of this seminar is to guide DPD students through the DI application process. In addition one-on-one follow-up sessions with the Program Director are suggested. December or August graduates of the DPD will find it necessary to schedule planning sessions with the Program Director the semester prior to making application to DI.

MISSION

The mission of the Didactic Program in Dietetics at the University of Wyoming is to provide the academic programming to attain a Baccalaureate degree. Intellectual growth of our students is promoted through innovative laboratory experiences, student research and experiential learning. We are committed to helping students develop skills in critical thinking, effective communication and life-long learning.

GOALS

The Goals of the Didactic Program in Dietetics at the University of Wyoming are to:

Goal 1. Provide an undergraduate curriculum which prepares students to be placed in accredited dietetic internships and/or graduate programs.

OUTCOME MEASURES:

1. Enrolled students will complete the program at rate of 85% or greater.
2. Of the students who complete the DPD Exit Survey during their final semester, 80% or greater will indicate Good or above ratings on achieving student learning outcomes.

Goal 2. Prepare students to be successful in dietetic internships, graduate programs, or food and nutrition careers.

OUTCOME MEASURES:

1. Program graduates will enter Dietetic Internships at the rate of 85% or greater.
2. Program graduates who respond to the Dietetic Intern Survey will indicate ratings for themselves at Good or above for all content areas at an 80% or greater rate.
3. Dietetic Internship Directors will respond will a rating of Good or above for 80% of program graduates.
4. Eighty percent or greater of first time test takers will pass the Examination for Registered Dietitians.
5. Seventy-five percent or more of program graduates who do not make application to Dietetic Internships will obtain employment or acceptance into graduate programs in Food & Nutrition/Dietetics fields within six months of graduation.

Goal 3. Meet the Family and Consumer Sciences department requirements of mastery of the six core competencies (Written communication; Critical

thinking and problem solving; Technological competency and information literacy; Oral communication; Professional skills and behavior; and Multicultural literacy and global awareness).

OUTCOME MEASURE:

1. Program graduates will master the Family and Consumer Sciences department six core competencies at the 'proficient' level or above.

STUDENT LEARNING OUTCOMES

1. Students will demonstrate effective oral and written communication skills;
2. Students will advance in their knowledge of physical, chemical, and biological sciences and apply these concepts to human nutrition and food science;
3. Students will gain knowledge of behavior and social sciences and apply these concepts multi-culturally and globally;
4. Students will demonstrate the ability to use, interpret, evaluate, and apply research principles to dietetics issues;
5. Students will demonstrate the ability to use food science and food production principles, techniques and tools to solve food-related issues;
6. Students will apply knowledge and skills of nutrition assessment and medical nutrition therapy to various states of health and disease;
7. Students will demonstrate their understanding of managing foodservice systems and will apply these to foodservice management activities;
8. Students will demonstrate their understanding of the role of healthcare systems and public policy in the maintenance and achievement of health.

ADMISSION REQUIREMENTS

Students must meet all of the University admission requirements. No minimal requirements are necessary to enter the Didactic Program in Dietetics. Once a student is admitted to the University, you choose a major in Family & Consumer Sciences with the Dietetic option. If you already have a bachelor's degree in another discipline you do not have to complete the equivalent of a second bachelor's degree from our department. However, you are required to complete the courses that are required for the Didactic Program in Dietetics. The number of courses you will need to take depends on your prior degree, as you may have already taken some of the required related and science courses. The Director of the DPD is able to conduct an unofficial transcript evaluation, but the official evaluation of transfer courses is conducted by the Office of Admissions.

COST OF PROGRAM

- Tuition and fees; books and course packets; room and board for attending the University
- Local transportation for off campus facilities (Liable for your own safety when traveling)
- Lab coat \$20.00 to \$40.00
- Health insurance as per the University requirements
- Immunizations (MMR—university requirements) and current TB screening
- Malpractice Liability insurance \$30.00 (Mandatory for students when counseling at the UW Wellness Center)
- D & D Digital computer matching fee (final year) \$50.00

DPD PROGRAM ACCREDITATION

The accreditation process requires a detailed description of how the Didactic Program in Dietetics at the University of Wyoming meets national educational standards and an on-site evaluation by accreditation reviewers. This process is undertaken by:

The Commission on Accreditation for Dietetics Education (CADE)
of the American Dietetics Association
120 South Riverside Plaza
Suite 2000
Chicago, IL 60606-6995
Phone: (800) 877-1600 ext. 5400 or (312) 899-0040 ext. 5400

The accreditation process is done every 10 years with a five year interim report. The Didactic Program in Dietetics at the University of Wyoming is fully accredited.

POLICIES AND PROCEDURES

The University of Wyoming Student Handbook and Planner is available to all students and is used by students while in the DPD. This handbook is a production supported by the Office of the Vice President for Student Affairs, Dean of Students, Association of Students of the University, and University Publications. Besides the University Calendar, campus services, student responsibilities and conduct, policies and procedures, public safety, and grievances are included in this publication. All of these topics are also found on the university website: www.uwyo.edu.

STUDENT DIETETIC ASSOCIATION (SDA)

This organization is a recognized student organization (RSO) at the University. SDA members are actively involved with volunteer experiences on campus and in community activities in which nutrition and food are the focus. Also, there is a close association with the Wyoming Dietetic Association (WDA) members and students assist with many tasks at the annual WDA meeting.

Your conduct and appearance reflects the image of the organization. Each member is responsible for dressing appropriately for volunteer activities through SDA. Casual clothing is fine, but your attire should be neat and conservative.

VERIFICATION STATEMENTS

The Verification Statement is an indication of the completion of course requirements for the Didactic Program in Dietetics (DPD) at the University of Wyoming. Analysis of the completion is done after the clearance with the Office of the Registrar regarding a passing grade in all courses and your degree granted. An original signature of the Program Director would appear on the Verification Statement in colored ink. Copies of this form are not acceptable for official verification.

If in the future you need additional Verification Statements for future application to an internship, employment, or licensure, please make this request to the Program Director at the University of Wyoming. A permanent record of your academic program is kept in the department files.

A copy of the **Verification Statement Policy Agreement** is found in the Appendix. This statement requires an address to which Verification Statement(s) would be mailed.

APPLICATION TO DIETETIC INTERNSHIPS (DI)

The Program Director delivers an annual seminar during the fall semester for all students in their final year of the DPD. At this seminar, a step-by-step procedural outline is distributed along with additional application materials. Included in this packet of application materials are the DEP DI Application form with the recommendation forms, the D& D Digital form for computer matching (for more information visit the website <http://www.dnndigital.com/ada/>), placement rate, and location of those dietetic internships which this DPD has placed. Follow-up one-on-one personalized assistance is given to each student on an appointment basis. The Intent to Complete Requirements form which identifies the courses needed to complete program and graduation requirements is prepared by the Program Director to accompany the application of each student.

A complete list of nationwide accredited Dietetic Internships may be found on the American Dietetic Association's website:

<http://www.eatright.org>

Preparing for the Dietetic Internship is a process which begins when becoming a dietetics student. It is advised to maintain a GPA or at least a 3.00 to be competitive for the internship. Also, gaining work experience or volunteer experiences in the field of dietetics is recommended. In addition, extracurricular activity involvement, such as in the Student Dietetic Association can assist a student in gaining leadership experience.

1. Review the information from the website:

Each Dietetic Internship (DI) has a link to their website. You may visit the web site to gain internship information from. General information would include:

- location
- contact information
- length of program
- graduate courses/degree
- estimated tuition
- stipend availability

2. Read information carefully. Apply only to those which you can imagine yourself completing under constraints given (tolerate). Some DI have practical experiences at different locations. You need to be prepared to pay for room,

board, and travel. In some cases finding housing is on your own.

3. Prepare application. The Standard Dietetic Educators of Practitioners (DEP) application form is used for making application to most DI. Most of the DI have a link to this form.
 - a. Program Director will review if you request early--not during last week in which it is due! Application form is attached, but may be on line for many of the internship web sites.
 - b. Letter of application/career goal statement/cover letter. The Program Director will review if you make the request early--not during last week in which it is due!
4. Request transcripts (after the current semester). Give plenty of time (4 weeks) to receive these transcripts. If you transferred from another University, you need transcripts from all schools attended. Request these now!!
5. **Allow recommenders at least two weeks to complete recommendation forms.**

Ask recommenders if they would be able to fill out the recommendation forms for the February deadline. Since the usual recommenders are your professors, they are extremely impacted the first part of the Spring semester. The same is true for the September deadline, since again the professors are then beginning Fall semester.

Be sure to fill in the top portion of the recommendation form according to the guidelines given. **Please sign one of the statements.**

Use plain white business envelopes and write the name of the institution to which you are applying on each separate envelope. These are then given to the recommenders along with the recommendation form. If a recommendation letter is needed instead of the recommendation form, please inform the recommender and provide the name and address of the program director for that DI.

If application materials indicate that you need three recommendations, then only submit three. If the application materials indicate three or more, then four or five is okay. Some may ask for the Program Director, Nutrition Science, Clinical Nutrition, or Foodservice Management instructors.

If you ask for a recommendation but do not use it, return the recommendation in its original form (i.e. in the sealed envelop which was given to you).

6. The “**Intent to Complete**” form is filled out by the Program Director. At the beginning of the spring semester, program director types out this form. The courses listed are only the ones you are enrolled in Spring semester or will need to take in Summer in order to meet the course requirements of the Didactic Program in Dietetics. A Verification Statement is used for those who have graduated from our program or have met the DPD requirements.
7. Send in D & D Digital computer matching application **separately**. There is a \$50.00 mandatory charge. This charge covers as many internships as you want to which you make application. Applicants register online and a credit card is necessary to use to charge this registration fee. Their website is: <http://www.dnndigital.com/ada/>.
8. Prepare each DI packet. This most likely will include:
 - a. application letter
 - b. application form
 - c. intent to complete form Program Director prepares after Fall semester grades in January for the February deadline or in August for the September deadline)
 - d. transcripts
 - e. recommendation forms (three envelopes with signatures across the flap)
 - f. application fee (this fee is non-refundable and the amount varies)
9. Mail each packet by first class mail, receipt mail. You will have to pay extra for the receipt mail, but it is worth it knowing that each DI received your application packet.
10. Some DI have phone interviews or personal interviews and they will state that in their application materials. Not all DI conduct interviews. Some years the Student Dietetic Association has sponsored seminar on phone interviewing skills through Career Planning and Placement.
11. **Inform the Program Director of your placement. I need to know as soon as possible for the possibility of the other DI interested in our students. Openings in DI are listed for a second application opportunity for students who have not been placed. We can work together to find an appropriate DI which will fit your needs.**
12. After graduation (or when you have met all Didactic requirements), a Verification Statement from the Program Director is sent to your DI program director.

PROGRAM FACULTY

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APPENDIX

VERIFICATION STATEMENT POLICY AGREEMENT

To: Students in the Didactic Program in Dietetics (DPD)

From: Rhoda Schantz, Director, DPD

RE: Verification statement preparation

A Verification Statement is the document which you will receive from me after completing the required courses for the DPD. The analysis of meeting the required courses is done after clearance with the Office of the Registrar regarding passing all courses and a Bachelor's degree is granted. I will need your social security number and since it is not available to me through the University of Wyoming Office of the Registrar, I ask for it on this form. It will be used to complete the Verification Statement and this form and Verification Statement will be stored in a locked filing cabinet.

I will prepare this Verification Statement between 30 and 60 days after you have graduated or met the required DPD courses. Please do not expect it earlier. Please provide the address you would like me to send your Verification Statement.

I understand that the Verification Statement will be prepared between 30 and 60 days after I graduate. I agree not to contact Dr. Schantz until after 60 days if I have not received it.

Name_____

Signed_____

Date_____

Your Social Security number is _____

(This information is needed for all official American Dietetic Association [ADA] Commission for Accreditation of Dietetics Education [CADE] documentation and records.)

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/governance_779_ENU_HTML.htm

FOUNDATION KNOWLEDGE AND SKILLS

The entry-level dietitian is responsible for achieving the Foundation Knowledge and Skills through the DPD. For complete information on the CADE Foundation Knowledge and Skills you may link to:

www.eatright.org/ada/files/2002rdfksc.pdf