

PURDUE UNIVERSITY COORDINATED PROGRAM IN DIETETICS



HANDBOOK

2020-2022

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PURDUE HONOR PLEDGE

“As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

PROTECT PURDUE PLEDGE

“Being a part of the Boilermaker community means that each of us must take extraordinary steps to stay well and persistently protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, the protection of others and help keep the Purdue community safe from spread of COVID-19 and other infections as identified and instructed by the university. I pledge to protect myself, protect others and protect our Purdue community.”

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Glossary

Academy	Academy of Nutrition and Dietetics
ACEND®	Accreditation Council for Education in Nutrition and Dietetics
CDR	Commission on Dietetic Registration
CPD	Coordinated Program in Dietetics
CPD Director or Staff	The Purdue University employee who supervises the intern, visits the intern and preceptor at the rotation site, and reviews the intern's progress. This individual may be a Purdue University faculty member or a teaching assistant.
Core Knowledge & Competencies	Set of skills to be achieved by the intern in order to meet the expectations for entry-level dietitian nutritionists as defined by the Accreditation Council for Education in Nutrition and Dietetics.
DPD	Didactic Program in Nutrition and Dietetics
Intern	A registered student in the department of Nutrition Science at Purdue University who has been accepted into the CPD program and is in the supervised practice portion of the program.
Preceptor	The person(s) at the supervised practice site (community program, hospital, dining court, etc.) who directs the intern's rotation.
RDN	Registered dietitian nutritionist
Rotation	A block of time specified in one or more facilities with specific learning experiences planned to develop competence in specific areas; the supervised practice portion of the Coordinated Program. The rotation areas of practice include community, foodservice systems management, Medical Nutrition Therapy, and engagement. Each rotation varies in its length of time. Most rotation sites are off campus and within 100 miles of West Lafayette.
Supervised Practice	The combined block of rotations resulting in the required 1,200+ hours worth of experience to achieve the competencies for entry-level dietitian nutritionists and be eligible to sit for the RDN exam if all other eligibility requirements are met (e.g. achievement of BS degree).

Section 1 Introduction

Welcome

Welcome to the Coordinated Program in Dietetics (CPD) at Purdue University. We are delighted that you have chosen to pursue the Coordinated Program. Purdue's CPD, one of the most prestigious coordinated programs in the country, has been graduating outstanding dietetics professionals since 1976. In the program's 40 years of existence, it has graduated over 500 students. Many of our CPD graduates are now preceptors and mentors for the CPD interns.

The CPD is housed in the Department of Nutrition Science (NUTR). The CPD and the Didactic Program in Nutrition and Dietetics (DPD) both maintain a very close working relationship with each other and with the faculty of the Department in curriculum development and student learning outcomes. The DPD and CPD students attend the same general education courses, physical and natural science courses, and professional courses. CPD students complete these courses prior to or after admission into the program. All didactic courses are completed prior to starting supervised practice. Upon graduation from the CPD, students receive the Bachelor of Science degree and a verification statement of supervised practice completion. Therefore, CPD graduates are qualified to take the registration examination through the Commission on Dietetic Registration (CDR) and become registered dietitian nutritionists (RDN) upon passing the exam.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND[®]) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or nutrition and dietetics technicians, registered (NDTR). ACEND[®] serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND[®] establishes Accreditation Standards for Nutrition and Dietetics Coordinated Programs including core knowledge & competencies that are met by the Purdue CPD. The program has received its most recent re-accreditation in 2018 and plans to be re-accredited in 2026.

Accreditation Status



The CPD at Purdue University is currently granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND[®]) of the Academy of Nutrition and Dietetics. ACEND[®] can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).

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

ACEND[®] is recognized by the United States Department of Education as a Title IV gatekeeper. ACEND[®] is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.

Nondiscrimination Policy

Purdue University and its dietetics programs are “committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.” Purdue University and the CPD “prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” The entire Nondiscrimination Policy Statement is available at http://www.purdue.edu/purdue/ea_eou_statement.html. Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.

Purdue University is bound by the provisions of the federal law known as Title IX. This law forbids any sexual discrimination (including sexual harassment) in educational activities/settings. Purdue faculty members are considered mandatory reports under Title IX and will inform the university of any incident that appears to be a violation of the law. Responsibility for coordination of compliance efforts, procedures for receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act can be found at <http://www.purdue.edu/policies/ethics/iic2.html> or contact the Office of Institutional Equity at 765-494-7253 or equity@purdue.edu.

In addition, ACEND will not tolerate any acts of racism, social injustice, microaggression and discrimination in nutrition and dietetics programs.

Sexual Harassment Policy

Purdue University is committed to maintaining an educational and work climate that is positive and free from all forms of Harassment, including sexual harassment. Harassment in the workplace or the education environment is unacceptable conduct and will not be tolerated.

When harassment, including sexual harassment, occurs within the context of supervised practice, it is the responsibility of the site preceptors and CPD faculty to support the intern and resolve the problem.

According to Purdue University’s Anti-Harassment Policy (III.C.1), sexual harassment is

- A. Any act of Sexual Violence
- B. Any act of Sexual Exploitation
- C. Any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education or participation in a University program or activity;

2. Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University program or activity; or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University program or activity.

Sexual harassment is unacceptable and illegal. Interns and preceptors are requested to communicate with the CPD Director about any concerns. Purdue faculty are available to be a resource and a support in resolving the situation. Visit http://www.purdue.edu/sexual_assault/ to report an incident or to get more information.

Mission Statement

The mission of the CPD is to provide an integrated academic/supervised practice curriculum to prepare competent entry-level registered dietitian nutritionists to promote optimal health and nutritional status of individuals and groups. The curriculum provides the foundation knowledge and skills, and the practice-based competencies to perform the specialized functions of entry-level registered dietitian nutritionists. The Purdue CPD prepares competent dietitian nutritionists for positions in nutrition and dietetics or related fields. This broad approach is supported by our engagement concentration.

Program Description

The CPD provides the academic and supervised practice requirements necessary for graduates to take the Registration Examination through CDR and to obtain the RDN credential. The supervised practice portion of the CPD usually begins after completion of approximately 120 hours of academic coursework. By approval of the University Faculty Senate, the program provides a minimum of 1,200 hours of supervised practice experience.

Supervised practice is divided into the community nutrition, foodservice systems management, Medical Nutrition Therapy (MNT), and engagement rotations. Rotation sites for all but the latter rotation are in the State of Indiana. The **community rotation** focuses on experiences in public health departments, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), food banks, and other service locations; **foodservice systems management** experience includes medical facility food service units, Purdue University Dining and Catering and others. During the **MNT** rotation, interns are assigned to hospitals for supervised practice in MNT. In the **engagement** rotation, interns have the opportunity to return to one of the previous types of experiences or to venture into new settings, such as industry, long-term care, or research facilities within or outside of Indiana. For all rotations, interns must anticipate being away from the West Lafayette campus and the immediate geographical area in order to complete supervised practice. Most practice sites are within a 100 mile radius of West Lafayette.

The CPD at Purdue University is accredited to accept up to 20 students per year. However, the program is not mandated to fill all available spots. Only those students who meet specific qualifications are selected from the applicant pool. Furthermore, the CPD cannot accept more students than supervised practice sites are available each semester. Numerous factors outside of the

CPD's control influence the number of supervised practice sites available in any given year. The success of Purdue's program is a credit to the support provided by the Department of Nutrition Science along with the cooperation of over 100 preceptors representing more than 50 facilities.

The CPD at Purdue University is guided by the CPD and DPD Program Directors, other faculty members from the Nutrition Science Department, external experts, such as Program Directors of similar programs, and program preceptors.

The philosophy of the CPD program is that interns must demonstrate competence in both knowledge and performance of an entry-level dietitian nutritionist. Every effort will be made to provide guidance and assistance to interns in meeting competencies for successful completion of the program.

2024 CDR Mandate for Graduate Degree

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Requirements to Become a Registered Dietitian Nutritionist

ACEND[®] sets the guidelines for what every registered dietitian nutritionist (RDN) needs to know and do as an entry-level practitioner. The Commission on Dietetic Registration (CDR) is the governing agency to become an RDN. There are three steps in this process:

1. In-class learning: Students applying to the CPD are in the process of completing the required core knowledge requirements (KRDN) of the Didactic Program in Nutrition and Dietetics (DPD) at Purdue University. Students accepted into the CPD must be enrolled in the DPD at Purdue University but might have transferred into that program from other institutions. Students must complete a minimum of a baccalaureate degree which meets the KRDNs for entry-level practice in dietetics.
2. Supervised practice: The student must complete a minimum of 1200 hours of supervised practice experience in an ACEND[®]-accredited program. Supervised practice provides hands-on experience in community nutrition, Medical Nutrition Therapy, and foodservice management following prescribed guidelines and learning experiences to ensure mastery of specific competencies. Students accepted into the CPD will complete the supervised practice portion in the second year of the program, after meeting all of the didactic course requirements. Upon completion of required didactic coursework and supervised practice experience, students earn a Bachelor of Science degree with a major in Coordinated Dietetics and are issued an official Verification Statement indicating successful completion of the all required courses, KRDNs, 1200 hours of supervised practice and CRDNs making them eligible to sit for the national registered dietitian examination. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN).

3. Pass the exam: CPD graduates issued verification statements are eligible to take the national Registration Examination for Dietitians. Prior to graduation from the CPD, interns will receive all information and forms required to complete the eligibility requirements to take the RDN exam. Successful completion of this exam allows the individual to indicate that he/she is credentialed and to use the initials RDN after his/her name. The RDN exam is a computer-adaptive test which is available year-round at approved testing centers. More details regarding the exam are in Section 6 of this handbook.

The CPD at Purdue University is designed to meet all three mandated steps described above to become a registered dietitian nutritionist until the requirement of a Masters degree to enter the profession takes effect on January 1, 2024. The CPD meets the Educational (IC 25-14.5-3-1) and Practice Experience Requirements (IC 25-14.5-3.3) to become a Licensed Dietitian (LD) in the state of Indiana. Depending on where the graduate works, state certification or licensure may be required. More information on state licensure requirements is available at <https://www.cdrnet.org/state-licensure>. The CPD currently meets the educational and required number of supervised practice hours for licensure in all states.

The CPD at Purdue University also teaches students the “Code of Ethics for the Nutrition and Dietetics Profession” (<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>). Compliance with the Code of Ethics for the Nutrition and Dietetics Profession is expected of all interns.

Students accepted into the CPD are expected to mature from their undergraduate-level performance to self-directed, responsible performance required of entry-level dietitian nutritionists. Assignments and exercises of the CPD are designed to guide the intern towards critical thinking, formation of rational conclusions, professional communication skills and evidence-based practice. Interns are expected to gain independence and professionalism as well as an appreciation of the importance of professional networking, volunteering for leadership positions, and general contribution to the profession.

Program Goals and Objectives of the CPD

The program has two broad goals and specific objectives tied to each goal.

Program GOAL 1. To prepare graduates to practice effectively as entry-level registered dietitian nutritionists in nutrition and dietetics or related fields.

Program Objectives for Goal 1:

1. At least 80% percent of program students complete program/degree requirements within 2.7 years (150% of the program length).
2. 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
3. The program’s one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
4. Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

5. At least 50% of employers who respond to a survey on program graduates in their first year of employment will rate them as above average in professional knowledge, skills and problem solving as compared with other entry-level registered dietitian nutritionists.
6. At the one-year post graduation survey, 80% of the graduates who respond to the survey will indicate adequate preparation to practice effectively as an entry level dietitian nutritionist.

Program GOAL 2. To prepare graduates for life-long learning and/or advancement in dietetics through professional activities and self-development.

Program Objectives for Goal 2:

1. At the one-year post graduation survey, 90% of the graduates who respond to the survey will indicate active membership in at least one nutrition and dietetics-related state or national professional organization (e.g. Academy of Nutrition and Dietetics, American Society of Parenteral and Enteral Nutrition, American Diabetes Association).
2. At the one-year post graduation survey, 80% of the graduates who respond to the survey will have started their professional development portfolio (Goal Wizard).

Program outcomes data are available by submitting a written request to the Program Director.

Section 2 Didactic Knowledge Requirements and University Policies

Didactic Course Work

Academic skills required for the completion of the prerequisites for applicants of the CPD are covered by the DPD courses at Purdue University. The core knowledge requirements (KRDNs) can be found in the Appendix.

All CPD students complete the required curriculum for a Bachelor of Science degree approved by the Department, College, Purdue University, and ACEND[®]. Students are in the process of completing the required DPD coursework when they complete the application to the CPD.

Course offerings, semesters offered, and course prerequisites for each course are available online at https://selfservice.mypurdue.purdue.edu/prod/bwckctlg.p_disp_dyn_ctlg. Prerequisites listed for each course must be met. The University enrollment system will block enrollment if prerequisites are incomplete. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated. Students must be aware that some courses are only offered once a year. Because of this, planning one's full academic program with the academic advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to be eligible to apply to the CPD or to achieve their academic degree. All required didactic courses for the CPD must be successfully completed prior to the supervised practice year. Students who fail to meet the minimum grade requirements in DPD courses and minimum GPA will be counseled regarding alternative career paths.

An assessment plan to measure student-learning outcomes for each of the KRDNs has been designed and implemented. The DPD Director collects and assesses student-learning outcomes for the required didactic courses. The KRDNs are included in the course syllabi of the DPD courses.

Academic Integrity and Purdue Honor Pledge

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern. Alert the CPD Director about the conflict or potential breach.

Honor Pledge: On the recommendations of the Purdue Student Government, Purdue Graduate Student Government, University Senate, Office of the Dean of Students, Office of the Provost and the President, all students at Purdue University are required to recite and follow the student created honor pledge (below) to demonstrate academic integrity.

“As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

Protect Purdue Pledge

“Being a part of the Boilermaker community means that each of us must take extraordinary steps to stay well and persistently protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, the protection of others and help keep the Purdue community safe from spread of COVID-19 and other infections as identified and instructed by the university. I pledge to protect myself, protect others and protect our Purdue community.”

Grade Appeals

The College of Health and Human Sciences makes provisions for students to appeal a grade that, in the student's opinion, is unfair. It becomes the student's responsibility to initiate the appeal procedure by communicating first with the course instructor.

It is encouraged that conflicts be resolved in the following manner:

1. Schedule an appointment to talk with the instructor of the course. Discuss the grade calculation and any real or perceived conflicts. If the grade conflict cannot be resolved at this level, proceed to the next step.
2. Schedule an appointment with the Department Head. Discuss the conflict and the outcomes of the meeting with the instructor. The Department Head might call a meeting with the student and the Instructor to foster the conflict resolution.

Some grievances may be under the jurisdiction of the College and/or University. Grievance policies for the University shall be followed as outlined in the University Regulations. Grievance procedures may vary according to the subject of grievance (grades, harassment, etc).

Grading Policies

(Adapted from Purdue University Regulations

http://www.purdue.edu/studentregulations/regulations_procedures/classes.html)

Incomplete Course

As per *University Regulations Part 2, Section VII, B*, a grade of incomplete is given when a record of work was interrupted by unavoidable absence or other causes beyond a student's control, course work must be passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete grade is not to be used as a substitute for a failing grade. An incomplete may also be used to delay awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicum); the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When an instructor reports a grade of incomplete, he/she shall file in the departmental office registrar's Form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade. He/She shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade. The student must achieve a permanent grade in the course no later than the 12th week of the second subsequent semester of enrollment, or the incomplete grade will revert to a failing grade.

Purdue University Class Attendance and Absence Policy

Students are expected to be present for all meetings of the classes in which they are enrolled. At the beginning of each semester, instructors are responsible for clarifying their policy for handling class absences and the impact absences will have in the determination of course grades. All matters relative to attendance, including the makeup of missed work, are to be arranged between the student and the course instructor.

Only the course instructor can excuse a student from class or course responsibilities. In the event of an illness, accident, or emergency, when circumstances permit, the student should make direct contact with his/her instructor(s), preferably before a class or an exam takes place. If the instructor cannot be reached by phone or email, the student should leave a message with a department secretary.

When a student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of the Dean of Students at 765-494-1747 if the reported absence is expected to be for an extended period of time (normally more than five days). A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The Office of the Dean of Students does not excuse absences but does send out absence notices to the instructor(s). The student should be aware that this intervention does not change in any way the outcome of the instructor's decision regarding the student's academic work and performance in any given course. The student must make personal contact with the instructor(s) as soon as it is possible to do so. The student may discuss the circumstances of the absence with a member of the Office of the Dean of Students for advice on how to proceed. Be advised, the student, or the student's representative may be asked to provide documentation from an authorized professional or agency which supports an explanation for the student's absence.

Cancellation of Assignment (Dropping a Course)

Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office. An academic advisor is required to approve the cancellation and any extenuating circumstances must be stated on the form.

No course assignment shall be cancelled within the last seven weeks of any semester or three and one-half weeks of a summer session.

Week	Restrictions
1-2	Approval of academic adviser; course will not be recorded
3-4	Approval of academic adviser; course will be recorded with grade of W
5-9	Approval of academic adviser. The instructor shall indicate whether the student is passing or failing (<i>University Senate Document 91-5, February 24, 1992</i>). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus (<i>University Senate Document 93-14, September 26, 1994</i>) Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W (<i>University Senate Document 91-5, February 24, 1992</i>)

10-16 Course assignments cannot be cancelled during this period

The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the Dean of Students shall determine and assign the appropriate effective date to the withdrawal. For details, please consult the information provided by the office of the Dean of Students.

Purdue University's Refund Policy

Students who withdraw from the university will receive a pro-rated assessment of tuition and fees according to the following schedule:

Prior to the first day of classes - 100% refund	(students will not be held responsible for payment of fees; all payments received are eligible for refund).
During the first week of classes	(students will not be held responsible for payment of fees; all payments received are eligible for refund)
During the second week of classes - 80% refund	(students will be held responsible for 20% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).
During the third and fourth weeks of classes - 60% refund	(students will be held responsible for 40% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).
During the fifth and sixth weeks of classes - 40% refund	(students will be held responsible for 60% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).
After the sixth week of class - 0% refund	(students will be held responsible for 100% of fees assessed for the semester.

Please note that all courses that were dropped within 10 calendar days of a full withdrawal will be included in the calculation when determining the amount for which a student will be responsible when withdrawing from the University.

Students who drop individual courses without withdrawing entirely from the University before the sixth week of class may expect that fees will be adjusted to the most recent credit hour enrollment. No fee adjustments will be made to individual course drops after the sixth week of enrollment.

Refunds are calculated on the non-resident tuition (if applicable) (additional fee) and the general service (tuition) portion of the fees. The technology, differential, and repair and rehabilitation fees are non-refundable.

Please contact staff in the Bursar's Office in Hovde Hall Room 130 if you have any questions about refunds or the calculation of refund amounts.

Return of Federal Title IV Funds

Purdue University's Refund Policy exists for calculating the refund of institutional charges. The federal "Return of Title IV Funds" Formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving Title IV funds if that student withdraws on or before the 60% point in time in the semester. The student may also receive a refund of institutional charges through Purdue University's refund policy. The amount of refund of institutional charges will be the greater of the amount the school must return to federal Title IV programs or the amount determined by Purdue University's Refund Policy.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, ACG Grant, SMART Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford loan or a PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded.

After all Title IV aid return requirements have been satisfied, remaining credit balances will be used to pay existing outstanding fees, then repay Purdue University's funds, state funds, and other private sources. If a credit balance remains after all aid sources have been repaid, funds are returned to the student. If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the Title IV funds if the student withdraws. Please contact staff in the Bursar's Office in Hovde Hall Room 130 if you have any questions about refunds or the calculation of refund amounts.

Involuntary Withdrawal of Students

According to Section IV of the University Regulations, students may be involuntarily withdrawn for reasons such as students being a health risk to self and others. The policy for involuntary withdrawal of students is available at

http://www.purdue.edu/studentregulations/student_conduct/invwithdrawal.html.

Section 3 Policies and Procedures Regarding Application to the CPD

The selection process for the CPD identifies students who meet the minimum academic requirements for the CPD, provide evidence of high likelihood to successfully complete supervised practice and pass the national RDN exam.

Requirements to Apply to the CPD

Students currently accepted or enrolled in Purdue's Didactic Program in Nutrition and Dietetics (DPD) or a double major with Dietetics (e.g. Nutrition Fitness and Health/DPD or Food Science/DPD) who have two semesters of coursework left are eligible to apply to the Purdue CPD. This arrangement of only accepting students pursuing a BS with a major in dietetics at Purdue University allows the CPD to be exempt from the nationwide D & D matching process, which is required of dietetic internships. As a result of Purdue's waived status, any student who applies to the CPD and is accepted cannot participate in any further application process for a supervised practice program, i.e., apply to a dietetic internship or participate in D & D matching. Such an action, on the part of any student, jeopardizes Purdue's accreditation status with ACEND®.

Eligibility for Students at Other DPD Programs

1. Students who have received a Verification Statement for a DPD from a program other than Purdue University are not eligible to apply to the Purdue CPD.
2. Students who pursued but have not completed the DPD but wish to apply to the Purdue DPD must meet the following qualifications:
 - a) An official transcript is sent to the Department undergraduate advisor for evaluation of transfer into the DPD at Purdue University.
 - b) Students transferring to Purdue DPD are eligible to apply to the Purdue CPD if application requirements for current Purdue University DPD students are met.

The application process is the same for all applicants regardless of the route to eligibility.

Eligibility for Current Undergraduate Purdue University Students

1. Students who have completed or are in the process of completing the required DPD courses are eligible to apply if they meet the following criteria:
 - Overall GPA of at least 2.75
 - Minimum of "C" in all DPD required NUTR courses except NUTR 43700 and 43800 where a minimum acceptable grade is "C-"
 - Passing grade in all other required, non-NUTR courses
2. Students who do not meet the above grade and GPA requirements may apply to the CPD if they retake the course(s) and achieve the acceptable grades and GPA prior to starting the supervised practice portion of the CPD. Application/acceptance occurs in the fall semester of the year

preceding the anticipated start of the supervised practice experience. An official Purdue University transcript is due to the CPD Director by June 1 prior to the start of supervised practice. An additional transcript is required if the student is taking summer coursework to meet the CPD requirements. Additional students from the CPD application pool may be invited to apply at any time up to the start of the supervised practice experience to fill vacancies created by students who withdraw or are dropped from the program.

3. Details about the application deadlines and process are reviewed at the CPD call-out each fall. The call-out is announced through posted fliers, electronic student newsletters, and announcements through designated courses (e.g. NUTR 41100). Questions about the application and application process may be directed to the CPD Director.
4. Work experience, either paid or volunteer, in the dietetics field before applying to the program is highly encouraged.
5. Job shadowing with a registered dietitian nutritionist to explore a career in dietetics is a critical component to of dietetics career planning.
6. Participation in campus organizations is highly recommended.
7. Leadership positions demonstrate many important skills such as time management, problem solving and ability to collaborate with others.

Application materials

The deadline for applications to the CPD is in the fall semester preceding the year the student is ready to participate in the supervised practice. All application materials are available from the designated secretary in the Department of Nutrition Science or the CPD Program Director. All materials must be submitted to the designated location by the due date and time published on the application instructions.

Application Content

- Personal Statement
- Completed “Dietetic Internship Program Application” form
- Official transcripts for all required DPD courses
- Three letters of recommendation, one of which must be from a work or volunteer supervisor and one from the Director or Assistant Director of the DPD

Recommendations should be sought from faculty and work supervisors familiar with the applicant’s work ethics. If the student waives his/her right to access the recommendation, the recommendation forms must be emailed or mailed directly from the recommender to the CPD Director. No recommendation letters from other students or family members will be accepted, even though they may have been a paid or volunteer supervisor. All instructions included in the application are expected to be followed.

Selection Process

All applications submitted by the posted application deadline and announced at the CPD call-out sessions will be initially reviewed to determine if the applicant meets the minimum application requirements.

All applications will be reviewed and all eligible applicants will be invited for a personal interview with the CPD admissions committee as part of the application procedure. The CPD admissions committee consists of the Program Director and preceptors. Students will be informed of the day, time and location of the interview. Interviews are typically 10-15 minutes in length. The purpose of the interview is to ascertain the applicant's knowledge and interest in dietetics. The interview also enables the admission committee to assess the level of maturity, communication skills, poise, professional behavior, human relation skills, and the understanding of the rigors of this program.

A spot in the CPD will be offered to up to 20 students during each fall semester. Thus, applicants not selected into the CPD, have the opportunity to submit applications to the nationally available dietetic internships through spring matching. The CPD Director will notify students of the acceptance or non-acceptance via an official letter. If the applicant accepts the offer, he/she needs to respond in writing to accept the offer by the deadline indicated in the offer letter.

Students are only provisionally accepted into the CPD and final acceptance requires that students maintain a minimum of a 2.75 GPA and meet all other grade requirements. Students must provide an official Purdue University transcript by June 1 prior to starting supervised practice. An additional transcript is required if the student is taking summer coursework to meet CPD requirements. Furthermore, applicants are required to read and agree to the policies and procedures outlined in the CPD Handbook (see signature page in the Appendix) and to complete all medical examination and other prerequisites listed in this handbook prior to the start of the supervised practice. Final acceptance requires that students have no criminal convictions preventing placement at a practice site and pass a 10 panel drug screening.

Failure to meet any or all of these conditions results in the withdrawal of the offer, which equates to the preclusion from enrollment into the CPD. The CPD Director will notify students in writing, if the offer is withdrawn.

Section 4 Program Policies and Procedures for Supervised Practice

Orientation

The CPD Director plans orientation and mentoring meetings for the new CPD class. These sessions allow the incoming CPD students a) to meet with current interns b) to receive necessary materials and guidelines (e.g. program handbook) and c) to become familiar with program requirements, processes and issues that will be encountered during supervised practice. Orientation may be conducted online, including self-paced independent learning modules.

Prior Learning Policy

At times, individuals may be interested in the CPD and already have substantial experience in the field. The CPD does not assess prior learning or competence. **No part of the CPD will be waived due to prior learning.** All students enrolled in the CPD must complete at least 1200 hours of supervised practice, even if prior experience overlaps with the learning activities of the CPD.

In unusual circumstances, the CPD program may grant admission to supervised practice to a doctoral student currently enrolled in the Interdepartmental Nutrition Program (INP) at Purdue University who previously earned his/her DPD verification statement from Purdue University or another accredited ACEND program. Admission to supervised practice courses requires signature of the doctoral student's major professor and the Head of the Department of Nutrition Science.

Competency and Learning Outcomes for Supervised Practice

The ACEND® Accreditation Standards for Nutrition and Dietetics Coordinated Programs includes core knowledge and competencies that specify what every dietitian nutritionist needs to know and do as an entry-level practitioner. Competencies and learning outcomes have also been developed for our concentration, the engagement rotation. The curriculum planning matrix with the competency statements (CRDN) that guide the supervised practice component of Purdue CPD can be found in the Appendix along with the Core Knowledge statements (KRDN). During the supervised practice year of the CPD, 100% of interns must achieve all competencies at a satisfactory level or above average rating.

Registering for Supervised Practice Classes

During the spring prior to starting the supervised practice portion of the CPD, students will receive their semester-specific personal identification number (PIN) from their advisor or CPD faculty and students self-enroll in CPD classes through myPurdue. During the supervised practice portion of the CPD, the CPD faculty will provide the intern's PIN, Students and interns are encouraged to meet with their academic advisor as needed.

Course Grades

The grades for the supervised practice courses will be based on case studies, oral presentations, written assignments, projects, task sheets, class participation and performance evaluations by the intern's preceptors and the CPD faculty as outlined in each course syllabus. The Program Director

schedules the supervised practice review evaluations in advance, and may occur face-to-face or remotely. Performance evaluation forms are included in each course syllabus. All grades/evaluations are based on the ACEND competencies (CRDN). During the supervised practice year, some students may be awarded an incomplete in courses that do not follow the University calendar (e.g. NUTR 44300). The earned grade will be entered post-completion of all required activities and assignments for the course.

Selection, Evaluation and Maintenance of Supervised Practice Sites

Supervised practice site placement decisions are made by the CPD Director to ensure successful learning experiences for the CPD interns. Supervised practice sites are carefully evaluated and chosen by the CPD Director based on availability of qualified preceptors and diverse learning opportunities for interns. In addition, intern feedback is included in evaluating the continuing use of a supervised practice site for the next round of intern placements.

An affiliation agreement is required between Purdue University and the CPD practice sites prior to intern placement for supervised practice. Purdue University's preference is to provide a Purdue-template affiliation agreement which is pre-approved by the university's Office of Legal Counsel. Practice site agreements may be used in lieu of a Purdue template but will require review and approval by Purdue University's Office of Legal Counsel. Any affiliation agreement must be signed by authorized representatives of the parties in order to be considered valid. Prior to intern placement, the Program Director insures the existence of a current affiliation agreement. An affiliation agreement is not required for organizational units under Purdue University (e.g. Purdue Dining and Catering, Purdue Extension, Purdue Recreation & Wellness, Purdue Athletic Department, Clinical Research Center (CRC), regional campuses (PFW)).

Purdue University and the supervised practice sites accept no responsibility for loss or damage to personal property belonging to the intern, including vehicles in the practice site's parking lot.

Many of the hospitals and healthcare facilities used as practice sites in the CPD are administered by or closely affiliated with religious organizations. If an intern is not comfortable being placed in a facility due to religious reasons, the intern needs to inform the CPD Director in advance of placement.

During the rotations, the preceptors and the CPD Director communicate regularly to ensure that adequate opportunities are available for intern success to achieve and master required competencies. Any questions or concerns about intern placement or experience may be referred to the CPD Director at any time. The intern is expected to evaluate the site at the end of the rotation on the Qualtrics survey.

All rotation sites of the CPD at Purdue University are participating on a voluntary basis. Neither the supervised practice sites nor the preceptors are paid by the CPD program for hosting an intern.

Supervised Practice Placement Guidelines

The following guidelines explain the process of intern placements in the CPD supervised practice:

- Purdue CPD interns do not plan their own rotations, choose their own rotation sites or approach potential preceptors. Interns do not have input on placement preferences except for the Engagement rotation. The Program Director does not recruit practice sites to allow interns to live at home.
- The Program Director approaches rotation sites with prior signed affiliation agreements to explore the possible number of interns that can be accommodated.
- The total number of interns placed in a given site is in proportion to the available resources at the site and might vary with personnel, relocation of offices/foodservice facilities/laboratories, and other internal issues.
- To maximize University supervision from campus, an effort is made to place interns within 100 miles of West Lafayette. Placement of interns in the Lafayette/ West Lafayette area is limited.
- Sites participating in the CPD will receive placement requests from the CPD Director several months before the intern is scheduled to begin the supervised practice experience.
- Interns are provided with contact addresses and instructions for when and how to contact a preceptor.
- Intern-preceptor contact is established and the terms of the start of the rotation are communicated.
- All intern placements are subject to change.

Supervised Practice Schedule

The primary goal of supervised practice is to provide hands-on learning experiences, however, the interns must expect to contribute to the workload of the facility **and follow all guidelines and rules of the facility**. The preceptor determines the intern's schedule at the facility. The supervised practice portion of the CPD is very time-intensive. Interns are expected to work 40+ hours per week at the supervised practice site. Due to COVID-19 mitigation, some supervised practice under the direction of a preceptor may occur remotely. Furthermore, interns must expect to work on weekends, holidays, early morning and/or late night hours as scheduled by the preceptors. Interns are expected to volunteer to help in unexpected circumstances as part of professional development/skill, but not to replace employees except during planned supervised staff relief. Interns are required to submit the Rotation Hours Verification Log (Appendix) every two weeks to document actual hours of supervised practice. The intern and preceptor must sign the log prior to submission. A minimum of 1200 hours must be documented prior to program completion.

A projected schedule of events, including rotations and class schedules, can be found in the Appendix. All schedules are subject to change.

The supervised practice experience begins with the **community rotation** for three weeks. The settings for community practice include extension offices, public health departments, commodity groups, specialized community health projects, and ambulatory care clinics.

The next experience covers **food service systems management**, which occurs at the conclusion of the community nutrition rotation in the fall semester. This rotation is completed at the Purdue University Dining Courts, regional hospitals, school food service sites, or long-term care facilities.

The **Medical Nutrition Therapy** rotation begins at the start of the spring semester; interns are usually placed at one hospital, but additional experiences may be needed at other hospitals or health clinics in order to broaden the intern's learning experiences and meet required competencies.

The last rotation is the **engagement rotation**. For this five-week rotation, interns are provided with choices of available tracks which they can rank, based on their individual goals and interests for dietetics practice. Past engagement rotation settings have included industry, NASA, hospitals or clinics, research laboratories, long term care facilities and school corporations. The last two weeks of the CPD following the engagement rotation is required for intern presentations, professional development activities and a review course for the RDN exam.

With successful completion of assignments and supervised practice, interns finish the CPD at the end of the spring semester, graduating in May, and are eligible to take the computerized national examination for registered dietitian nutritionists possibly as early as 4 weeks after graduation.

Responsibilities of Interns in the Supervised Practice Facilities

1. Interns are expected to observe and adhere to policies and procedures of the facility in which they are placed as though employed there and to continue to follow the policies of Purdue University while off campus.
2. Interns are expected to be professional, reliable, punctual, engaged, and enthusiastic. Cell phone use, except on breaks, is not professional.
3. Interns are expected to function as a student-member of a multidisciplinary team of professionals in a safe and effective manner.
 - a. Interns are expected to obtain training and instructions before operating industrial foodservice equipment.
 - b. Interns are responsible for wearing appropriate personal protective equipment (PPE) as specified by the supervised practice site.
 - c. During the MNT rotation, the intern may be exposed to blood and other body fluids of patients/clients. In an effort to avoid transmission of dangerous communicable diseases, the CPD requires that all interns receive instruction of blood borne pathogens and the use of universal precautions.
 - d. Interns are expected to know and follow all procedures for COVID-19 mitigation during supervised practice.
4. Interns are expected to provide appropriate nutritional care to patients/clients in a professional manner always respectful of the patient's needs, right to privacy and facility specific guidelines.
5. Interns are expected to obtain advice and direction from supervising RDs/RDNs and other health care professionals when unsure of the process or most appropriate nutrition care to provide a patient.
6. Interns are encouraged to discuss concerns or questions with their preceptor and/or the CPD Director. Interns may also make appointments to meet with their academic advisor.

7. Interns are expected to assume responsibility for their own progress, e.g. extra study or practice time if lacking skills or knowledge in certain areas, monitoring opportunities for achievement of the competencies as outlined in the forms provided with each rotation, and management of activities to meet specified deadlines.
8. Interns are expected to recognize that many projects must be completed outside of scheduled work hours unless preapproved/arranged with instructor/preceptor.
9. Interns are expected to use feedback as an opportunity to learn. Interns are expected to be open to feedback and suggestions from faculty and preceptors for their professional development.
10. Interns are expected to recognize that each intern has divergent capabilities in combining the related skills and knowledge that are being acquired; therefore, each intern shall progress at his/her own rate.
11. Interns are expected to know the competency requirements of the entry-level dietitian nutritionist as stated for each rotation in the course syllabus and on the “Learning Outcomes Form”.
12. Interns are expected to come prepared each day during each rotation, review necessary materials pertaining to each rotation before and throughout the rotation. Preceptors may assign rotation workbooks or rotation modules unique to the facility and interns are expected to complete rotation modules on a timely basis.
13. Interns are expected to not remove any materials from the facility without prior approval of the preceptor.
14. Interns are expected to report any absenteeism to the appropriate facility personnel prior to scheduled time for arrival. Interns are required to promptly contact the CPD Director to report an absence. Interns must make arrangements with the preceptor to make up all missed time at the facility according to a schedule that is convenient and approved by the preceptor using the Schedule Deviation Form (Appendix).
15. Interns are expected to maintain the confidentiality of all patients, clients, and employees.
 - a. Classroom discussions are to be kept confidential.
 - b. HIPAA guidelines must be followed.
 - c. Some examples of how patient confidentiality is violated include:
 - i. Accessing medical records of patients not assigned to you
 - ii. Accessing medical records of known friends or family members
 - iii. Talking about a patient and/or family member in a public area such as a hallway, elevator, cafeteria or parking areas.
 - iv. Sharing passwords issued to you or created specifically by you to access patient information with someone else.
16. Interns are expected to be alcohol and drug free during working hours.

17. Interns are expected to adhere to the rules and regulations indicated in this handbook (see “Student/Intern Contract” (Appendix) and policies at their rotation facilities.

Absence or Emergencies

Interns are to follow the policies and regulations required of employees of the rotation site to which they are assigned. Consequently, vacation schedules of the rotation site are observed rather than the vacation schedule of Purdue University. The assigned schedule must provide adequate time at the facility for interns to meet the minimum required number of supervised practice hours (1,200 hours minimum total for CPD at Purdue University). Interns from the CPD at Purdue University are required to report to their rotation sites at least five days a week for the designated supervised practice dates, reserving scheduled time for classes.

Scheduling of supervised practice hours within each rotation is determined by the preceptor to meet the needs of the practice site. Due to COVID-19 mitigation, interns may be completing supervised practice activities remotely (e.g. working from home) under the direction of the preceptor. In general, all absences from the supervised practice rotation must be made up to ensure the experience needed to meet the competencies and standards required by ACEND[®]. In cases of illness, death in the immediate family, the intern may be excused, with proper notification to the preceptor and Program Director. Arrangements to work the hours missed due to the event will be scheduled on weekends or by extending the final completion date as needed. Excused absences **MUST** be made up at a time convenient for the preceptor at the supervised practice facility. Weddings, graduations, or other family events **DO NOT** qualify for excused absences. No absence will be excused for personal business barring extraordinary circumstances or emergencies. All requests and reasons for absence must be discussed with the intern’s preceptor and a completed scheduled absence form signed by the preceptor must be submitted to the Program Director (see the Schedule Deviation Form in Appendix). The Program Director will make the final determination and approval.

Interns absent for more than three days are eligible for special consideration of extending the supervised practice period. If the case warrants, this extension may be made upon the recommendation of the CPD Director. Any such recommended extension shall depend upon the approval of the preceptor and adjustment of the rotation schedule. Interns requiring extension of their supervised practice time must be prepared not to graduate with their peers in May, with eventual delay in sitting for the RDN exam.

Interns are required to submit the Rotation Hours Verification Log (Appendix) every two weeks to document actual hours of supervised practice. The intern and preceptor must sign the log prior to submission. A minimum of 1200 hours must be documented prior to program completion.

Grief Absence Policy (Funeral Leave)

(Adapted from the Grief Absence Policy for Students available at http://www.purdue.edu/studentregulations/regulations_procedures/classes.html)

The amount of bereavement leave allowed will be based on the following:

Immediate Family: You are eligible for three consecutive supervised practice days of bereavement leave for the death of your spouse, parent, child, grandparent, grandchild, or sibling, and an in-law or step-relative.

Relative Living in Student's Home: You are eligible for three consecutive supervised practice days of bereavement leave for the death of your uncle, aunt, niece, nephew, or first cousin if the relative lived in your home.

Relative: You are eligible for one supervised practice day of bereavement leave for the death of your uncle, aunt, niece, nephew, or first cousin.

All absences need to be reported to the Program Director as soon as possible including bereavement and emergency absences related to an illness or injury. For time off, the time missed will be made up based on progress in rotation, performance, facility's ability to accommodate a change of schedule, and other factors. All parties involved, i.e., Program Director, preceptor, and intern, will agree upon convenient times. Fulfillment of missed times may involve breaks, weekends, or extending final completion date. All absences and the subsequent make-up days are recorded on the Schedule Deviation Approval Form. These must be kept to a minimum. This form is included in Appendix.

Physical Examination

All students are required to have a physical examination within the past 12 months prior to commencing the supervised practice experience. The intern is responsible for the cost of the physical examination. **There are no religious or philosophical exemptions for immunizations for supervised practice.** Interns whose physical examination form, required health screenings and immunizations are not completed and on file in the department by August 1 will not be allowed to begin supervised practice as scheduled until the requirements are fulfilled. The Program Director will provide the physical exam form that needs to be completed and signed.

All of the following test/procedures/immunizations are required:

- 2-step TB test (within past 12 months or Chest X-ray (within past 5 years) or negative QuantiFERON test (within past 5 years)
- Record of required immunizations: MMR vaccines(3), Diphtheria, Tetanus, Pertussis, Hepatitis A
- Varicella titer
- Titers to document immunity to Rubeola, Mumps and Rubella
- Hepatitis B vaccine series (3 doses) and titer is required. The Hepatitis B vaccine takes six months to complete. Therefore, students are informed early in the year of this requirement to begin the process early to insure the titer results can occur prior to August. The Hepatitis B waiver must be signed if the vaccination series or titer is not completed prior to August 1.
- Other testing: Interns need to be prepared to undergo additional testing specified by practice sites but not otherwise required for the CPD. Examples of additional testing would be an additional alcohol/drug screening or additional criminal background check. The intern is responsible for all costs incurred to meet these additional requirements.
- A flu vaccination is required annually each fall for current flu season

The student has the responsibility for meeting all financial obligations incurred with these requirements.

On the Health Examination form, a credentialed health practitioner (medical physician, nurse practitioner, or a physician's assistant) is asked to comment and provide management guidelines for significant illnesses, disorders, or allergies. Please, be aware that eating disorders, relapse of eating disorders, depression, pregnancy, any diagnosis in the spectrum of autism disorders, exposure to TB or other reportable communicable diseases must be noted on the physical assessment form. If an intern's status with any of these issues changes during the supervised practice experience, the Program Director must be made aware of this change immediately. Likewise, in the instance of an intern experiencing a foodborne illness, the CPD Director is to be informed immediately.

Criminal Background Check and Drug Screening

The student has the responsibility for meeting all financial obligations incurred with criminal background checks and drug screening.

A national criminal background check is required by August 1. A history of criminal convictions will result in withdrawal of the provisional acceptance offer for the CPD. If an intern is convicted of a criminal offense during supervised practice, the intern will lose placement at the supervised practice site, and thus will receive an "F" in the course, which subsequently leads to preclusion from continued enrollment in the program and graduation from the CPD.

The interns are required to have a negative 10 panel drug screening prior to beginning supervised practice and any subsequent time that drug screening is required by supervised practice facilities where the intern is placed. If the drug screening is negative, the intern will be allowed to begin supervised practice as scheduled. If the intern fails to produce the requested sample by the date and time designated, the intern will be treated as if the test result was positive. Any intern who tests positive for drugs, or who does not comply with any notice, request, or procedure related to drug testing/treatment, shall be withdrawn from all CPD courses, and may be subject to discipline pursuant to the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals, up to and including preclusion from continued enrollment in the CPD. In addition, future participation in supervised practice is dependent on the length of time needed for the rehabilitation process and space availability in supervised practice sites.

Health Insurance

All interns are required to have health/medical insurance coverage and will need to provide proof of insurance prior to the start of supervised practice. Required documentation is the insurance company name and policy number. The intern is responsible for the cost of health insurance. Purdue's Student Hospital (PUSH) will assist the intern in obtaining this coverage, if desired, or a private carrier, of the intern's choice, may be used. Information about insurance offered through PUSH is available at <https://www.purdue.edu/push/Insurance/EnrollmentInformation/domestic.html>. All interns are expected to obtain prompt medical care to treat any accident, illness or injury that occurs while enrolled in the CPD and are responsible for all follow up care. Expedient emergency care will be obtained as needed at practice sites. Interns are responsible for all costs incurred for emergency care, treatment of an illness or injury and any follow up care. For interns completing an international experience an additional international insurance fee will be charged by the study abroad office.

ServSafe Food Protection Manager Certification (or Equivalent)

Documentation of current certification in ServSafe Food Protection Management (or equivalent) is required to begin supervised practice and must be maintained throughout all supervised practice rotations. Costs to become certified or to re-certify are the responsibility of the intern.

COVID-19 Assumption of Risk and Training

All interns must read and sign the waiver for Assumption of Risk in supervised practice (experiential learning) prior to beginning supervised practice at each new site. The required Assumption of Risk form is in Appendix K. The signed Assumption of Risk form must be updated with the site name, signed and uploaded to Brightspace or emailed to the CPD Director one week prior to the first day at the supervised practice facility.

Interns are required to complete all University and site-specific training related to COVID-19. Purdue University training, COVID-19 Workplace Safety Education, is available through Brightspace.

Long-Term Illness

Students with long term chronic health concerns that become exacerbated during supervised practice must contact the CPD Director, who will coordinate the course of action with the preceptor to protect the student's health and welfare. Students who provide written documentation from their physician or psychologist that they are unable to complete the supervised practice semester can request an incomplete for the semester from the CPD Director. The student will be referred to services at Purdue Student Health Center (PUSH), Counseling and Psychological Services (CAPS), or his/her personal health care team. The student's physician or psychologist must provide written approval for the student to return to the CPD to finish the incomplete coursework. The CPD Director will coordinate with available supervised practice sites to facilitate completion of the CPD.

Accessibility

Purdue University strives to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, you need to let the Program Director know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: drc@purdue.edu or by phone 765-494-1247. Please also schedule an appointment with the Program Director as soon as possible to discuss your needs.

Class Attendance

Class may consist of scheduled orientation, interprofessional education, recitation or consolidation sessions as noted on the program calendar and in each course syllabus. Some sessions may occur in-person and others, such as the recitation sessions, are delivered via WebEx. Classes may include field trips. **Attendance for all classes is mandatory for all interns.**

Dress Code and Professional Image

The dress code has been established to help interns to conform to the sanitary requirements of food service and health care. Furthermore, following the dress code will ensure that interns present a professional image while in the rotation sites or at other affiliation sites, for instance for some classes or during field trips. Interns must also dress professionally during videoconferencing if

working remotely. Interns need to practice good grooming and good hygiene. All uniform items are to be provided and maintained by the interns. Interns are required to adhere to the dress code of the facility to which they are assigned. Some facilities may specify a certain brand of non-slip duty shoe or uniform pieces.

Additional rules must be followed: a) gum chewing is not allowed, b) the use of cell phones or other communication or texting devices is not allowed, except during breaks c) visible body piercings have to be removed/covered, d) no excessive make-up should be used, e) no perfume or strong scented body lotion should be used, f) the name tag identifying the intern and the affiliation with Purdue University must be worn at all times while performing duties associated with the CPD. Name tags, including facility specific name tags, are to be worn above the waist and high on the chest when on site. Interns are responsible for the replacement cost of any lost name tag or name changes.

Housing

Interns are required to secure their own housing during the CPD. The University or the CPD does not approve or arrange the housing in any official capacity. Since some rotations occur over 11 to 12 weeks, we recommend that individuals find housing that would allow for a commute of no more than one hour to the practice site. All interns are required to attend orientation sessions, consolidation sessions and some classes on campus in West Lafayette. During COVID-19 mitigation, these sessions may be held online via video conferencing rather than on campus. Housing accommodations during any rotation are the responsibility of the intern. Leases should not be signed until after rotation assignments have been announced. The engagement rotation may be within Indiana, the United States or at an international location. International and out-of-state experiences are planned only for interns who specifically request this option.

Transportation

Interns are responsible for arranging their own transportation to the rotation and class sites and are expected to arrive in a timely manner in order to begin work/class session on time. It is required that interns have a reliable vehicle for transportation at their disposal throughout the time of the CPD.

The interns are to follow the rotation sites' rules and regulations for traveling in inclement weather (there are no "snow-days" for employees/ interns). If the intern is unable to travel to the supervised practice site, missed hours will need to be made up post-discussion and at a time convenient with your preceptor. Make up time may be on a weekend.

Interns are responsible for maintaining liability for safety in travel, i.e. car insurance. Sharing rides with other students or preceptors is done at the intern's own risk. The University does not assume any responsibility or liability for personal travel arrangements.

Purdue University and the supervised practice sites accept no responsibility for loss or damage to personal property belonging to the intern, including vehicles in the practice site's parking lot.

Legal Status and Liability Insurance

The State of Indiana has recognized the intern experience as necessary preparation for the dietetics profession. The legislature authorized community, clinical and other sites to enter into agreements

with institutions of higher education specifying the responsibilities and rights of supervised practice sites. Purdue University has such an affiliation agreement with each supervised practice rotation site on file. Among other considerations, the agreement includes a statement of liability insurance. The interns obtain student professional liability insurance through the university.

Protection of Privacy of Student Information and Access to Personal Files

In some cases, the affiliation agreement specifies or the facility requests information relating to intern's physical examination or social security number. The Program Director will bring these requests to the intern's attention and the intern will be responsible for providing this information to the facility's designated person directly.

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student education records. The purpose of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. FERPA affords students certain rights with respect to their educational records. They include the right to:

1. Inspect and review their education records within 45 days of their request;
2. Request an amendment to their education records;
3. Consent to disclosures of personally identifiable information in their records, except to the extent that FERPA authorizes disclosure without consent;
4. Restrict disclosure of information designated as directory information that may be released without consent of the student; and
5. File a complaint with the U.S. Department of Education concerning alleged failure by Purdue University to comply with FERPA requirements.

Additional information pertaining to FERPA and University policy protecting student education records is available from the Office of the Registrar at <http://www.purdue.edu/registrar/FERPA/>.

Participation in Professional Organizations

Student membership in the Academy of Nutrition and Dietetics is also mandatory. Academy student membership information is available at

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>.

Academy membership automatically allows students to become members of a state affiliate (e.g. Indiana Academy of Nutrition and Dietetics (IAND)) and provides students with valuable leadership opportunities at both the local, state (student representative on the IAND board) and national level (Program Liaison). These are some ways for interns to become involved in issues relating to Public Policy and the practice of dietetics in general. Interns are encouraged to explore Dietetic Practice Groups (DPG) within the Academy. Interns may choose to become members of additional professional organizations such as the American Society of Parenteral and Enteral Nutrition, American Diabetes Association, etc.

CPD interns are encouraged to be members of the Purdue undergraduate Nutrition Society.

Membership information is available at <https://boilerlink.purdue.edu/organization/nutritionsociety>.

First Contact with Preceptor/Site

The intern is expected to follow the supervised practice rotation site's policies and procedures for professional conduct as well as the standards of care at hospitals. Supervised practice sites may

request that interns arrange to visit the site for an in-person meeting and/or orientation prior to the rotation. Upon receiving the assignment, the intern will be encouraged to communicate with the assigned preceptor to learn about the location and time to begin the rotation, availability of parking and food, and other expectations. It is the intern's responsibility to contact the assigned preceptor by mail, telephone, and/or email. These communications are the intern's responsibility but the CPD Director is available for guidance. The intern should be reasonably comfortable with the new rotation site preceding the start of the supervised practice at the facility. Facility orientation meetings do not count as supervised practice hours.

Unsafe Practice

An intern might be banned from the supervised practice site when the intern demonstrates unsafe practice. Unsafe practice includes behavior that places the health and well-being of the customers/patients or the staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm, in this case by the intern to the customer/patient, family, staff, and other health care personnel. Emotional jeopardy means that the intern creates an environment of anxiety or distress, which puts the customer/patient, family, or staff at risk for emotional or psychological harm. Unsafe practice is an occurrence, or pattern of behavior involving unacceptable risk. Examples of unsafe practices include: non-adherence to food sanitation standards or inappropriate behavior at the food serving stations towards other staff or the patients/customers, omission of consideration of medication-food or treatment-food interactions, diet prescriptions that put patients at risk based on their diagnosis (e.g. high potassium in renal patients or regular diet in pre- or post-surgery patients), or inappropriate behavior in the patient-intern or family-intern interactions.

Unsafe practice will lead to an immediate ban from the rotation site followed by the procedure described in the "Procedure for Resolving Intern/Preceptor conflicts" using the formal documentation of the intern's non-compliance to rotation site standard practice or other preceptor's concerns (see Non-compliance Form in Appendix).

Honesty, Code of Ethics, and Confidentiality

Based on University rules, misconduct by Purdue students, which includes CPD interns, will lead to administrative action or disciplinary penalties. Information about Purdue University Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals can be found at http://www.purdue.edu/studentregulations/student_conduct/regulations.html.

Additionally, CPD interns are bound by the Code of Ethics for the Nutrition and Dietetics Profession which is located at <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

Access to Student Support Services

Interns with the need for emotional or behavioral assistance may use the free counseling services provided through the Office of the Dean of Students. A comprehensive list of support services through The Advocacy and Support Center at Purdue can be found at <https://www.purdue.edu/advocacy/>. Some services may not be available or convenient to interns

completing rotations at sites off campus or the occasional remote practice site (e.g. on-campus psychological counseling).

The Purdue University Student Health Center (PUSH) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, women's clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology. More information is available at www.purdue.edu/push.

Mental Health

Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of mental health support, services are available. For help, such individuals should contact <https://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or by going to the CAPS office of the second floor of the Purdue University Student Health Center (PUSH) during business hours.

Financial Aid

The Purdue University Division of Financial Aid website <http://www.purdue.edu/dfa/> is the gateway for all information related for financial aid including loan deferments. Students may access their financial aid status by logging on to their account through myPurdue.

Students enrolled in the CPD are classified as full time undergraduate students and are eligible to apply for scholarships. Information on the Academy of Nutrition and Dietetics scholarships is available at <http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid>. Scholarship information for the Indiana Academy of Nutrition and Dietetics is available at <https://eatrightin.org/>.

Employment During Supervised Practice

During the supervised practice, the intern is expected to devote full attention to the experience, which is demanding. If employment is an absolute necessity, it should be kept to a minimum and confined only to weekends or scheduled breaks at the supervised practice sites. Employment schedule should not interfere with supervised practice schedules. This may include but is not limited to leaving site early, or asking for other supervised schedule modifications. Failure to complete all of the required supervised practice hours and assignments prescribed to each rotation for any reason, including work time, will lead to an incomplete "I" and the intern will not qualify to register for subsequent CPD courses until all requirements for the specific rotation are successfully met. This may delay graduation from the CPD.

Interns cannot have any expectation of employment by the supervised practice facility during or after the completion of the CPD. Interns are not paid any compensation during supervised practice except in rare circumstances.

Evaluation of Performance

Dietetic interns are required to objectively evaluate their progress towards meeting competencies and their professional and ethical behaviors through self-evaluations and preceptor feedback. Evaluations are scheduled regularly in each of the four rotations. At each scheduled evaluation, the interns self-

evaluate their performance and are also evaluated by the preceptor(s)/CPD faculty. The intern's compliance to facility requirements and expectations (e.g. dress code, attendance, communication with others) is evaluated in the first 2-3 weeks of the foodservice management and Medical Nutrition Therapy rotations. Additionally, in the foodservice management and Medical Nutrition Therapy rotations, mid-rotation evaluations are scheduled to monitor appropriate progress towards the final learning outcomes and achievement of the assigned competencies for the rotation. The assessment scale for evaluation is presented on each rotation's Learning Outcome Evaluation Form as follows:

Above Average (AA) =Performance frequently exceeds and consistently fulfills practice requirements.

Satisfactory (S) =Performance meets expectations for stated competency.

Needs Improvement (NI) =Performance frequently falls below the requirements

Unacceptable (U) = Performance consistently falls below requirements. Remediation is implemented. Separation is indicated unless performance improves significantly post-remediation.

The interns will provide the appropriate evaluation form to the preceptor in advance for the preceptor to complete the performance evaluation. Preceptors will likely solicit input from other personnel who have supervised the intern or worked side-by-side with the intern, thus, preceptor evaluations will not be limited to personal observations. Interns recognize that the supervisory staff and preceptors are interested in their professional and personal development. Suggestions for improvement are intended to assist the interns' development.

Evaluation conferences with the rotation preceptor and CPD Director and staff provide a safe environment for the interns to critically assess their own performance by completing a self-evaluation which is presented and discussed during the meeting.

Evaluation forms completed by the preceptor will help determine a grade for interns for each rotation. The preceptor's summative evaluation of the intern's overall performance is recorded on the "Supervised Practice Evaluation Form" (Appendix). The original copy of the intern's evaluation form will be kept by the intern and a copy will be placed in the intern's CPD file.

Complaint Policy

All records of complaints and their resolutions will be kept on file in the CPD Director's office for a period of seven years and are available for review of ACEND[®] representatives during the site-visit or upon request.

Procedure for Resolving Intern/Preceptor Conflicts

The CPD seeks to maintain the student's rights but must also preserve the working relationship with the preceptors, their staff and the rotation site recognizing that each site must enforce their own policies and procedures. Every attempt will be made by the CPD Director to work with the preceptor(s) and the intern to resolve the concerns that might prevent the intern from successfully completing supervised practice. The Purdue University Grievance Procedure as described in the University Regulations does not apply to off-site locations.

All intern concerns are handled in a non-retaliatory and private manner between preceptor, intern, and CPD Director. The Head of the Department of Nutrition Science is consulted as needed by the CPD Director to resolve intern or preceptor complaints.

It is encouraged that conflicts be resolved in the following manner:

1. Schedule an appointment to talk with the preceptor. Discuss the conflict and request guidance as to how to find a resolution. If the conflict cannot be resolved at this level, proceed to the next step.
2. Alert the CPD Director about the conflict. Discuss the conflict and the outcomes of the meeting with the preceptor. Aim to seek conflict resolution. The CPD Director may call a meeting with the intern and the preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action would be formulated and implemented. If the conflict is still not resolved, proceed to the next step.
3. Schedule an appointment with the Head of the Department of Nutrition Science to resolve the situation. Students may discuss their concerns with the Head without fear of retaliation.
4. If all options to address the complaint with the program and institution have been exhausted, students may submit complaints directly to ACEND[®]. ACEND[®] will review complaints that relate to a program's compliance with the accreditation standards. ACEND[®] is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the accreditation standards and or ACEND[®]'s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 5400. Written complaints should be mailed to the ACEND[®] Chair at the above address.

Preceptor Complaints or Non-Compliance/Performance

Preceptors have the right to communicate with the CPD Director any concerns related to the intern's performance at any time. In such cases, the CPD Director will make every effort to mediate the situation and develop a plan of corrective action. Preceptors may also discuss their concerns with the Head of the Department of Nutrition Science without fear of retaliation.

If an intern does not meet the competencies and objectives of the supervised practice experience a conference between the CPD Director, the preceptor, and the intern will be held with the objective to develop a corrective action plan. The Non-Compliance/Performance form (Appendix) will be completed. If the preceptor agrees, the intern may be assigned to continue with additional experiences, not to exceed one (1) month, until the desired level of performance is accomplished. If the preceptor does not agree, the intern may be assigned to another facility to complete the remaining competencies and demonstrate the desired level of performance. The Program Director will consult with the preceptors of the facility to identify specific steps and action that are required of the intern. These expectations will be communicated to the intern in writing. Remediation may delay completion of the program including awarding of degree and verification statement.

If the intern does not meet the expectations and/or competencies at the end of remediation, the intern will receive a letter grade "F" and be precluded from continued enrollment in the program. If the agreed upon extension occurs during a grading period, an Incomplete grade will be assigned. Once the experience is completed, a revised grade for the course will be submitted. However, the Incomplete will always appear on the transcript.

If an intern acts inappropriately and performs an action that would be equivalent to a reprimand for an employee at the practice site, then specific steps will be followed. Examples of these incidents include (but are not limited to) leaving the building before official work time without properly notifying a supervisor, arriving late without prior and proper notification, repeated use of personal communication equipment (e.g. cell phone), or deviating from a rotation site's human resource and departmental policies. The Non-compliance/ Performance form (Appendix) will be completed and kept as documentation in the intern's record with the CPD. Similar to any employee, **three occurrences of any such incidents will result in dismissal from the practice site. The Program Director will attempt to place the affected intern at another location to complete the rotation competencies. This may delay graduation from the program and receipt of a verification statement.**

After the student is accepted into the CPD, the maximum amount of time allowed for completing the program requirements is 2.7 years (150% of the time planned for completion).

All expenses related to remediation are the responsibility of the intern.

Voluntary Withdrawal from CPD

A student/intern may withdraw from the CPD at any time and for any reason by submitting written notification to the Program Director. The Program Director will conduct an exit interview. Due to the extremely limited amount of qualified and approved supervised practice rotation sites, re-entry into the program is not possible.

Academic Dismissal

A student shall be precluded from enrolling in CPD courses or filing for graduation from the CPD under the following conditions:

1. The student/intern is not able to register for CPD course/s due to failure of meeting the prerequisites for the course.
2. The student/intern does not pay the tuition and registration fees by the university deadline.
3. The student/intern does not satisfy the specific requirements for working at the assigned rotation sites, such as lack of vaccinations, a positive criminal history, among other facility requirements.
4. The student/intern earns a grade of C- or lower in a supervised practice course (failure to rectify any and all complaints (remedial action) documented in the Non-performance/Complaint form results in a letter grade "F").

Due to the extremely limited number of spaces available in the CPD program, re-admission opportunities are subject to space availability and prior approval of the director of the CPD. Students that were admitted into the CPD but were not able to complete the program will graduate from the Department of Nutrition Science with the degree of Bachelor of Science with a major in nutrition and dietetics and a CPD verification statement will not be issued. Students will be counseled about alternative career paths such as foodservice and wellness.

Section 5 Estimated Costs of the CPD

The university recognizes that the costs for individual students are dependent on social and economic background and current life-style. Costs include regular tuition (fall, and spring semesters), fees, textbooks, housing, clothing, food, and incidentals as outlined at <http://www.admissions.purdue.edu/costsandfinaid/tuitionfees.php>. Estimated costs are approximate and subject to change. Tuition is required to enroll in the courses of the CPD. Full time (12) or more credits are required during the fall and spring semester. Please see the tuition fee calculator on the University Bursar's website <http://www.purdue.edu/bursar/tuition/calculator/index.html>.

Item	Explanation	Cost (\$)
Uniform/lab coats	Interns are required to wear and maintain a clean, professional lab coat, black pants, white shirt, black non-skid duty shoes, and additional uniform pieces that might be required by rotation facilities.	200
Name tag	Interns are required to wear the Purdue CPD name tag in their supervised practice locations, in class, and other official functions (e.g. travel to professional meetings). One nametag is provided. Additional or replacement nametags are the responsibility of the intern.	15 each Replacement cost
Purdue Nutrition Society Membership	Membership in the Purdue Nutrition Society is encouraged, but not required.	15/year
The Academy of Nutrition and Dietetics Student Membership	Student membership is required. Interns are expected to have proof of membership before the rotation schedule begins and maintain membership via renewal process until supervised practice is completed. Student membership includes free access to educational and training materials, and the monthly professional journal.	60/ year
National Criminal background check(s)	Required for full acceptance in the CPD. Additional checks may be required by supervised practice sites (may have to repeat for different practice sites based on their rules)	15 per check
Medical Insurance	Medical insurance is required until the CPD is completed. Interns maintain full-time student status at Purdue University and may choose to enroll in the medical insurance coverage offered by Purdue. International health insurance (approximately \$100) required for travel abroad and arranged through Purdue University.	1,400 per year
Registration Exam Preparation Materials	A review course to prepare for the national examination for registered dietitians will be scheduled during the final week of the CPD.	400
Health Examinations and Tests	Interns are required to obtain a complete physical examination, 2-step TB test, MMR, Diphtheria,	Variable

Item	Explanation	Cost (\$)
	Tetanus, pertussis Hepatitis A vaccines, Hepatitis B vaccine series and titer, Rubeola Titer, Mumps Titer, Rubella Titer, Varicella Titer, and annual flu shot. Additional testing may be required by rotation facilities. The intern is responsible for the cost of the health examination and all related tests. The Purdue Student Health Center can conduct the physical examination. Interns are responsible for all costs of additional testing that may be required by practice sites (e.g. additional titers).	
Drug Screens	A 10-panel drug screen is required for full acceptance to the CPD. The cost is the responsibility of the intern. Additional drug screens may be required by supervised practice sites (may have to repeat for different practice sites based on their rules) and interns are responsible for all cost of additional testing.	85 per screen
ServSafe Food Protection Manager Certification or equivalent	ServSafe Food Protection Manager Certification or equivalent is required prior to starting supervised practice and must be maintained throughout all supervised practice rotations. Costs of study material and/or exams for certification or recertification are the responsibility of the intern.	100
Travel	Travel to supervised practice facilities, campus classes and Day at Statehouse – car, gas, insurance, parking and lodging (if necessary)	Variable
eNCPT	An annual subscription is required. Student member pricing is available.	25/year
Other	If an intern requests a national or international rotation site for the engagement rotation (e.g. Hawaii or Australia), additional costs arise. All arrangements and costs relating to housing and travel are the responsibility of the intern.	Variable
Nutrition Care Manual (NCM) - optional	Subscription is optional. Student member pricing available by calling the number provided on the NCM website	80/year

Fitness and Wellness Fee Waiver

During the supervised practice year, the intern has the option to waive the University’s Fitness and Wellness Fee. If the fee is waived, the intern will not have access the Rec Sports Center on campus. The Request to Waive Fitness and Wellness Fee form (Appendix J) must be signed and submitted to the CPD Director by August 1 to request the fee waiver.

Section 6 Graduating from the CPD and the RDN Exam

Graduating from the CPD

Once students have completed all required courses and the supervised practice portion of the CPD, they will graduate with a BS degree (major: Coordinated Dietetics) from Purdue University. The graduation requirements include the following:

- Satisfactorily completing courses to fulfill the University's science, oral and written communication, qualitative reasoning, humanities, science technology and society, behavior/social science and information literacy cores.
- Minimum overall GPA of 2.75/4.0 and minimum course grade in dietetics required courses and a "C" or better in all NUTR courses (except NUTR 43700 and NUTR 43800 where a "C-" or better is acceptable).
- Completion of minimum credit hours to graduate per University policy
- Completion of at least 1200 hours of supervised practice (in community nutrition, food service systems management, medical nutrition therapy and engagement (specialty) rotations) with a "satisfactory" or higher evaluation on all competencies.

In the case of a double major, the student will graduate with a BS degree (e.g. Coordinated Dietetics/ Nutrition, Fitness, and Health or Coordinated Dietetics/ Food Science). Completion of the CPD and clearance for graduation can only occur after the satisfactory completion of all required courses and supervised practice rotations. Students who were accepted into the CPD but who did not complete the supervised practice requirements for any reason, will graduate with a Bachelor of Science degree (major: Didactic Program in Nutrition and Dietetics) from the Department of Nutrition Science, Purdue University. If all didactic program course requirements have been met, the verification statement for completion of the didactic program may be used to apply to nationally available dietetic internships.

After the student is accepted into the CPD, the maximum amount of time allowed for completing the program requirements is 2.7 years (150% of the time planned for completion).

Verification of Program Completion

Upon successful completion of all supervised practice experience components and graduation from the University, the intern will be given a verification statement. This is the form used by the Academy to ensure that the stipulated qualifications for active membership have been met. The Commission on Dietetic Registration (CDR) uses the verification statement to determine eligibility for the Registration Examination for Dietitians. CDR requires that the CPD program director submit the eligibility application through an online system.

The verification for eligibility for the exam is submitted to CDR within a few weeks of graduation after the Program Director receives the CPD graduate's official Purdue transcript showing the date the degree was conferred. The Program Director submits the official Purdue transcript and the verification form to CDR through the online system. The date that the Program Director submits the verification paperwork to CDR will be announced in advance. Candidates who do not have all of the

required documentation to the Program Director by the announced date will have their submission postponed until the documentation is complete.

Application to Take the RDN Examination

The CPD Director will submit the required documentation for interns who have met both, the academic and supervised practice requirements, to CDR on a scheduled day following graduation. CDR will verify that the candidates are eligible for the exam and will forward their names to Pearson VUE. Pearson VUE will provide candidates with a list of participating test sites, and the necessary steps to register for the RDN examination. The current cost for the Registration Examination for Dietitians can be obtained from the CDR website.

Individuals with documented disabilities are encouraged to apply for test accommodations when sitting for the RDN exam. Information on applying for test accommodations is in Registration Examination for Dietitians Handbook for Candidates, available from the CDR website, <http://cdrnet.org/program-director/registration-handbook-information>.

Computer Adaptive Testing for National Registration Examination for Dietitians

The examination is variable in length. Each test-taker will be given a minimum of 125 questions; 100 of these are scored questions and 25 of these are questions that are being pre-tested for use on subsequent examinations and are unscored. The maximum number of questions possible is 145. On the computerized examination, the test taker is not allowed to change answers, skip questions, or review responses. Other information about the exam may be found on the CDR website at <http://cdrnet.org/program-director/registration-handbook-information>.

Graduate and Employer Surveys

Data from CPD graduates and their employers are needed to evaluate the program's goals and objectives and for continuous program improvement. The CPD Director will send a Qualtrics survey to graduates of the CPD approximately one year after completing the program. At the same time, the program director will also request the contact information for the graduate's employer and a separate survey will be emailed to the employer.

Section 7 Appendices

A: Required Coursework

B: Suggested Sequence of Courses

C: ACEND 2017 Core Knowledge and Competencies and Curriculum Planning Matrix

D: Projected Schedule of Events

E: Schedule Deviation Form

F: Non-Compliance/Performance Form

G: Student/Intern Contract

H: Example Supervised Practice Evaluation Form

I: Rotation Hours Verification Log

J: Request to Waive Fitness and Wellness Fees

K. Assumption of Risk Form

Student: _____ PUID: _____ Catalog Term: Fall 2020

Additional Majors: _____ Minors: _____

Major Requirements (128-134)

Application for admission to the CRDT occurs in the Fall of the final year of dietetics coursework. See the CRDT Handbook at www.purdue.edu/hhs/nutr/students/undergraduate/majors/CPD.html for admission and competency criteria:

An average GPA of 2.75/4.00 and minimum course grades as noted are required for Major Requirements courses.

- ___ (3) BCHM 30700 Biochemistry (C or better)
- ___ (1) BCHM 30900 Biochemistry Laboratory (C or better)
- ___ (4) BIOL 11000 Fundamentals of Biology I (C or better)
- ___ (4) BIOL 11100 Fundamentals of Biology II (C or better)
- ___ (4) BIOL 20300 Human Anatomy & Physiology (C or better)
- ___ (4) BIOL 20400 Human Anatomy & Physiology (C or better)
- ___ (4) BIOL 22100 Introduction to Microbiology (C or better)
- ___ (3-4) CHM 11100 General Chemistry *or* CHM 11500 General Chemistry [**Satisfies 1 Science Core Course**] (C or better)
- ___ (3-4) CHM 11200 General Chemistry *or* CHM 11600 General Chemistry [**Satisfies 1 Science Core Course**] (C or better)
- ___ (4) CHM 25700 Organic Chemistry *OR* (C or better)
 - ___ (3) CHM 25500 Organic Chemistry *AND* (C or better)
 - ___ (3) CHM 25600 Organic Chemistry (C or better)
- ___ (3) ECON 21000 Principles of Economics *or* AGEC 21700 Economics (C or better)
- ___ (4-3) ENGL 10600 First-Year Composition *or* ENGL 10800 Accelerated First-Year Composition [**Satisfies Written Communication Core**] (C or better)
- ___ (3) HTM 31100 Procurement Management for Foodservice (C or better)
- ___ (3) MA 15555 Quantitative Reasoning [**Satisfies Quantitative Reasoning Core**] (C or better)
- ___ (1) NUTR 10500 Nutrition in the 21st Century (C or better)
- ___ (1) NUTR 10600 Introduction to the Profession of Dietetics (C or better)
- ___ (1) NUTR 12500 Food Safety Certification and Career Development (C or better)
- ___ (3) NUTR 20500 Food Science I (C or better)
- ___ (3) NUTR 31500 Fundamentals of Nutrition (C or better)
- ___ (3) NUTR 33000 Diet Selection & Planning (C or better)
- ___ (3) NUTR 33200 Nutrition Counseling (C or better)
- ___ (1-2) NUTR 35000 Dietetics Practicum in Quantity Food Production *or* HTM 29101 Quantity Food Production & Service Laboratory (C or better)
- ___ (3) NUTR 36500 Physiology and Nutrition During the Life Cycle (C or better)
- ___ (1) NUTR 41100 Dietetics Career Planning
- ___ (3) NUTR 42400 Communication Techniques in Foods & Nutrition (C or better)
- ___ (2) NUTR 43000 Public Health Nutrition (C or better)
- ___ (2) NUTR 43600 Nutritional Assessment (C or better)
- ___ (3) NUTR 43700 Macronutrient Metabolism In Human Health and Disease (C- or better)
- ___ (3) NUTR 43800 Micronutrient and Phytochemical Metabolism in Human Health and Disease (C- or better)
- ___ (2) NUTR 44200 Foodservice Systems Management (C or better)
- ___ (4) NUTR 45300 Food Chemistry (C or better)
- ___ (3) NUTR 48000 Medical Nutrition Therapy I (C or better)
- ___ (3) NUTR 48100 Medical Nutrition Therapy II (C or better)
- ___ (3) _____ [**Oral Communication Core**] – *select from University list* (C or better)
- ___ (3) PSY 12000 Elementary Psychology [**Satisfies Behavioral/Social Science Core**] (C or better)
- ___ (3) PSY 27200 Introduction to Industrial-Organizational Psychology (C or better)
- ___ (3) STAT 30100 Elementary Statistical Methods [**Satisfies Information Literacy Core**] (C or better)

Supervised Practice Courses: 25 credits

- ___ (3) NUTR 42600 Laboratory in Community Nutrition
- ___ (9) NUTR 44300 Laboratory in Food Service Management
- ___ (10) NUTR 46100 Laboratory in Medical Nutrition Therapy
- ___ (3) NUTR 46500 Laboratory in Engagement

Requirements continued on next page

Requirements continued from previous page

Other Departmental / Program Course Requirements (4-6 credits)

____ (3) _____ **[Humanities Core]** – *select from University list* (PHIL 11100 Ethics suggested)

____ (1-3) _____ **[Science, Technology & Society Core]** – *select from University list*

Electives (0 credits)

____ () _____ ____ () _____ ____ () _____ ____ () _____

132 – 140 semester credits required for Bachelor of Science degree.

University Foundational Learning Outcomes List:

<https://www.purdue.edu/provost/initiatives/curriculum/course.html>

A student may elect the Pass / Not-Pass (P/NP) grading option for elective courses only, unless an academic unit requires that a specific departmental course/s be taken P/NP. Students may elect to take University Core Curriculum courses P/NP; however, some major Plans of Study require courses that also fulfill UCC foundational outcomes. In such cases, students may not elect the P/NP option. A maximum of 24 credits of elective courses under the P/NP grading option can be used toward graduation requirements. For further information, students should refer to the College of Health and Human Sciences P/NP Policy.

Students are encouraged to use this advising worksheet as a resource when planning progress toward completion of degree requirements. An Academic Advisor may be contacted for assistance in interpreting this worksheet. This worksheet is not an academic transcript, and it is not official notification of completion of degree or certificate requirements. The University Catalog is the authoritative source for displaying plans of study. The student is ultimately responsible for knowing and completing all degree requirements

Coordinated Program in Dietetics

Suggested Arrangement of Courses:

Fall 2020

Credits	Fall 1st Year	Prerequisite	Credits	Spring 1st Year	Prerequisite
4	BIOL 11000♦		4	BIOL 11100♦	BIOL 11000
3-4	*CHM 11100♦ or 11500♦		3-4	*CHM 11200♦ or 11600♦	CHM 11100 or 11500
3	*MA 15555♦		4-3	*ENGL 10600♦ or ENGL 10800♦	
1	NUTR 10500 (Fall only)		3	*PSY 12000	
1	NUTR 10600		3	*Humanities Core	
3	*Oral Communications Core				
15-16			16-18		

Credits	Fall 2nd Year	Prerequisite	Credits	Spring 2nd Year	Prerequisite
4	BIOL 20300♦ (Fall only)		4	BIOL 20400♦ (Spring only)	BIOL 20300
3	NUTR 20500 (Fall/Spring/Summer)	CHM 11200 or CHM 11600	3	NUTR 31500 (Fall/Spring)	BIOL 11100 or CHM 11200 or CHM 11600
4-6	CHM 25700♦ (or CHM 25500 & 25600)	CHM 11200 or CHM 11600	4	BIOL 22100	1 sem Biology & 2 sem Chemistry
3	PSY 27200		3	*STAT 30100	
1-3	*Science, Technology, & Society Core	PSY 12000	1	NUTR 12500	Min of C NUTR 10600
15-19			15		

Credits	Fall 3rd Year	Prerequisite	Credits	Spring 3rd Year	Prerequisite
3	BCHM 30700	CHM 25600 or CHM 25700	3	NUTR 33200 (Spring only)	NUTR 33000
1	BCHM 30900	CHM 25600 or CHM 25700	3	NUTR 36500 (Spring only)	NUTR 31500
3	NUTR 33000 (Fall/Summer)	NUTR 20500 ^{CC} & NUTR 31500	2	NUTR 43000 (Spring only)	NUTR 31500
4	NUTR 45300 (Fall only)	Organic Chemistry	2	NUTR 43600 (Spring only)	NUTR 31500 & BCHM 30700 ^{CC}
3	HTM 31100♦	NUTR 12500	3	NUTR 43700 (Spring/Summer)	BCHM 30700 & NUTR 31500 & BIOL 20400
			1-2	NUTR 35000 or HTM 29101	NUTR 12500
14			14-15		

Credits	Fall 4th Year	Prerequisite	Credits	Spring 4th Year	Prerequisite
1	NUTR 41100 (Fall only)				
3	NUTR 48000 (Fall only)	See myPurdue	2	NUTR 44200 (Spring only)	HTM 31100, PSY 27200 & NUTR 33000
3	NUTR 43800 (Fall/Summer)	BCHM 30700 & NUTR 43700	3	NUTR 48100 (Spring only)	NUTR 48000
3	NUTR 42400 (Fall/Spring)	NUTR 33000	0-7	Electives – note, 12 credits per semester required for financial aid and some scholarships	
3	ECON 21000 or AGECE 21700				
13			5-12		

Credits	Fall 5th Year (Supervised Practice)	Prerequisite	Credits	Spring 5th Year (Supervised Practice)	Prerequisite
3	NUTR 42600 (Fall only)	Acceptance into CRDT program & continuing eligibility	10	NUTR 46100 (Spring only)	Acceptance into CRDT program & continuing eligibility
9	NUTR 44300 (Fall only)	Acceptance into CRDT program & continuing eligibility	3	NUTR 46500 (Spring only)	Acceptance into CRDT program & continuing eligibility
12			13		

*Satisfies a University Core Requirement ♦ Critical Course: one that a student must be able to pass to persist and succeed in this major and/or need to take in a given semester.

Note: 30 credits required each year to reach each subsequent class standing. 12 credits per semester required for financial aid and some scholarships.

Students must earn a GPA of 2.75 and a "C" or better in all Departmental/Program Major courses **except** a "C-" or better is acceptable for NUTR 43700 and NUTR 43800, and there is no minimum grade requirement for NUTR 41100.

132-140 semester credits required for Bachelor of Science degree.

**The student is ultimately responsible for knowing and completing all degree requirements.
Degree Works is knowledge source for specific requirements and completion**

ACEND 2017 Core Knowledge and Competencies

The program's curriculum must prepare students with the following core knowledge and competencies:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

Upon completion of the program, graduates are able to:

- 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.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.

Competencies

Upon completion of the program, graduates are able to:

- 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.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- 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.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.
- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- 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.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Source: ACEND Accreditation Standards for Nutrition and Dietetics Coordinated Programs (CP)
Adopted July 29, 2016, Effective June 1, 2017, Accreditation Council for Education in Nutrition
and Dietetics.

PURDUE UNIVERSITY
COORDINATED PROGRAM IN DIETETICS
Projected Schedule of Events: August 1, 2021- May 31, 2022

Revised 2/01/2021 Schedule Subject to change

Number of planned supervised hours noted in ()

Total supervised practice hours on site = 1201

AUGUST 2021		Dec 22-Jan 9	WINTER BREAK
23-27 (campus or TBA and field trip)	Introduction to CPD, Orientation to Community and Foodservice Management rotations		
			JANUARY 2022
		10-14	MNT (39 hr) **
		17-21	MNT (40 hr)
		24-28	MNT (39 hr) **
	SEPTEMBER 2021		
Aug 30-Sept 3	Community (40 hr)		
Sep 6 Labor Day	Follow schedule of site		FEBRUARY 2022
7-10	Community (32 hr)	31- Feb 4	MNT (40 hr)
13-17	Community (40 hr)	7-11	MNT (39 hr) **
20	Community Last Day (8 hr)	14-18	MNT (39 hr) **
21-22 (campus or TBA)	Community Consolidation; Orientation to Foodservice Management (continued); Professional Development	21-25	MNT (32 hr)
		TBA	Day at Statehouse in Indianapolis*
23-24	Foodservice begins 9/23 (16 hr)	TBA	Renal and Dialysis Clinic*
27-Oct 1	Food Service (39 hr)**		MARCH 2022
		28- Mar 4	MNT (40 hr)
		7-11	MNT Staff Relief (40 hr)
		14-18	MNT Staff Relief (40 hr)
		21-25	MNT Staff Relief (40 hr)
		28	Travel day to Engagement site or make-up day for MNT
	OCTOBER 2021		
4-8	Food Service (40 hr)		
11-15	Food Service (39 hr)**		
18-22	Food Service (40 hr)		
25-26	Food Service (16 hr)		
27 (Campus or TBA)	IPE and class day **		
28-29	Food Service (16 hr)		
		29- Apr 1	Engagement (32 hr)
		4-8	Engagement (40 hr)
		11-15	Engagement (40 hr)
		18-22	Engagement (40 hr)
		25-29	Engagement (40 hr)
	NOVEMBER 2021		
1-5	Food Service (40 hr)		
8-12	Food Service (39 hr)**		
15-19	Food Service (40 hr)		
22-23	Food Service (16 hr)		
24-28	THANKSGIVING BREAK		
		2 (campus or TBA)	MAY 2022
		3-4 (campus or TBA)	Course Wrap-up
Nov 29 – Dec 3	Food Service (40 hr)		Inman Course
6-10	Food Service Staff Relief (40 hr)	5-6 (campus or TBA)	Course Wrap-up
13-17	Food Service Staff Relief (40 hr)		
20-21 (online)	Intro to MNT assignments/ make up hours for Food Service	9-12	No CPD activities planned
		13-15	Graduation Weekend

*Interns not available for supervised practice at the hospital during Day at Statehouse or Renal Dialysis Clinic day.

Interns are not available for supervised practice during classes. Classes usually meet from 8:30 am - 9:30 am (Eastern Time). **The interns are to report to their assigned facility following class except for 10/27. Class on 10/27 will be scheduled most of day. Class meetings do not occur during the Community and Engagement rotations. Class schedule is tentative and may be revised.

Interns must successfully achieve all competencies assigned to the rotation at a satisfactory or higher level before advancing to the next rotation. 1200 hours of documented supervised practice hours required.

**Purdue University Coordinated Program in Dietetics
Schedule Deviation Approval Form**

Name: _____

To request any schedule deviations or arrange for make-up time, complete this form.

1. Present schedule: Date: _____ Hours: _____

2. Proposed schedule: Date: _____ Hours: _____

3. Reason for request

4. Approved _____

Rejected _____

Primary preceptor's Date:
Signature: _____ _____

If approved by the primary preceptor, submit this form to the CPD Director for final approval.

5. Approved _____

Rejected _____

CPD Director's Signature: _____ Date: _____

6. Reason for rejection:

When make-up time is completed, primary preceptor is to verify this by signing below. Return to CPD Director.

Primary preceptor's Date:
Signature: _____ _____

**Purdue University Coordinated Program in Dietetics
Non Compliance/Performance Form**

Name of Intern: _____

Rotation Placement: _____

Name of Preceptor filing the complaint: _____

This form is completed to provide written documentation of unsatisfactory performance of the above named intern of the CPD Program at Purdue University. The unsatisfactory performance of professional tasks or behavior is herewith shared with the intern and documented:

The aforementioned complaint has been discussed with the intern and the following specific interventions (**tasks and timeline** to demonstrate changes) to improve the intern's performance have been suggested (attach additional sheets of papers if necessary):

Intern's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

CPD Director's Signature: _____ Date: _____

Coordinated Program in Dietetics

STUDENT/INTERN CONTRACT

I, _____,
have read the Handbook for the Coordinated Program in Dietetics at Purdue
University. I understand its content. I agree to adhere to all of the principles,
policies, and procedures throughout my enrollment in the Coordinated Program.

_____*
(Name)

_____*
(Date)

*Students must complete this form and give it to the CPD Program Director,
Dinah Dalder before April 1, 2021. The completed form will be kept in the
student's CPD file.

Intern's Name: _____

Supervised Practice Evaluation Form¹
Purdue University
Coordinated Program in Dietetics

The following is used to assist the Director of the Coordinated Program in Dietetics in determining the performance of the intern and the grade to be assigned for the practicum course. Three (3) credits for the practicum course (specify).

PLEASE RANK THE INTERN'S PERFORMANCE BY PLACING ONE CHECK IN: I, II, III, IV or V.*

I. _____ This candidate has met and/or exceeded all the objectives/competencies in the time allowed. Given my knowledge of this candidate's current performance, he/she should have little difficulty practicing as an entry-level dietitian in the area of [community nutrition].

II. _____ This candidate has satisfactorily met all the objectives/competencies in the time allowed. Given my knowledge of this candidate's current performance, he/she should continue to develop skills in the area of [community nutrition] to be successful as an entry-level dietitian.

III. _____ This candidate has met most of the objectives/competencies satisfactorily in the time allowed but needs improvement. Given my knowledge of this candidate's current performance, he/she should plan to devote additional time to study and practice of the [community] area. With additional study/practice, this candidate should be able to function as an entry level dietitian nutritionist.

IV. _____ This candidate has marginal performance suggesting lack of motivation or ability to maintain normal performance and growth. This candidate has failed to rectify any and all complaints (remedial action) documented in the Non-performance/Complaint form. Separation from the supervised practice site is indicated. This candidate may have difficulty practicing as an entry-level dietitian nutritionist.

V. _____ Separation indicated. All attempts will be made by the Coordinated Program staff to find an alternative supervised practice site for the intern to complete supervised practice competencies at a satisfactory level. If no supervised practice site can be found, separation from the program may be indicated. In that case the intern will be assigned a failing grade (F).

Rotation Preceptor (sign): _____ Date: _____

Rotation Site: _____

* I=A (95 %), II=B (85 %), III=C (75%), IV=D (65%), V=F (0%)

¹ Preceptor to complete on the last day of the intern's experience; fax, email or mail the completed form to:

Dinah Dalder, MS, RD; Program Director, Coordinated Program in Dietetics; Department of Nutrition Science, Purdue University, 700 W. State Street, West Lafayette, IN 47907-2059
email: dalder@purdue.edu

(Adapted from SIUC Dietetic Internship Program)

COORDINATED PROGRAM IN DIETETICS ROTATION HOURS VERIFICATION LOG

Intern (Print): _____ Facility (Print): _____

Preceptor Directions:

- Please review hours worked and sign the form below every two weeks.

Intern Directions:

- Fill in the following blanks. You are expected to work according to the facility's schedule.
- Make enough copies of this log to cover all weeks of your rotation.
- Each day, write your start and end time, and the hours worked, less your 30-minute lunch break.
- Every 2 weeks, both you and your preceptor must review and sign your completed log.
- Upload the form to Brightspace after having the preceptor sign the form.

Week# _____ Date	Start time	End time	Hours worked	Activity/notes
Intern Initials:		Total Hours:		

Week# _____ Date	Start time	End time	Hours worked	Activity/notes
Intern Initials:		Total Hours:		

Signature: _____
Intern

Date: _____

Signature: _____
Preceptor

Date: _____

(Adapted from the Academy of Nutrition and Dietetics/ACEND Professionalization seminar workbook)

Coordinated Program in Dietetics

Request to Waive Fitness and Wellness Fee

I, _____,
request that the Bursar, Purdue University, waive the fitness and wellness fee
fall and spring semesters during the 2021-2022 academic year. I understand that
I will not be able to access the Rec Sports Center if this fee is waived.

_____*
(Name - signed)

_____*
(Date)

*Students must complete this form and give it to the CPD Program Director,
Dinah Dalder, before August 1, 2021. The completed form will be kept in the
student's CPD file.

NOTICE REGARDING YOUR CPD PLACEMENT

I am a Purdue University student who wants to participate in Coordinated Program in Dietetics at [Site] (the “Site Placement”). The Site Placement has been arranged by Purdue’s Department of Nutrition Science and [Site].

Purdue has told me, and I am fully aware that, there exist heightened and unpredictable health risks associated with the COVID-19 pandemic. Those risks include exposure to asymptomatic carriers of the COVID-19 virus and the transfer of the virus through interpersonal communications and sharing spaces with others.

I am aware that nearly every day, the Center for Disease Control & Prevention and state and local health departments are reviewing and updating their respective guidance on the pandemic and its impact on various industries and worksites. Basic guidance includes: maintaining a safe personal distance of at least six feet between other people, frequently washing hands and surfaces and could include wearing personal protective equipment such as masks or protective eyewear.

In addition to the basic guidance, I am aware that [Site] has specific work rules that I and others are required to follow while I am present at [Site]. Those rules have been provided to me and I understand them.

I know it is possible that my Site Placement experience could end early with little or no notice due to federal, state or local COVID-19 outbreaks. I understand that Purdue has no control over, or ability to predict, such events.

Assumption of Risk, Release and Waiver

I fully understand that participating in the Site Placement entails the above risks and I freely and voluntarily accept those risks. I hereby release and discharge The Trustees of Purdue University, Purdue University, and each of their trustees, officers, appointees, agents, and employees (“Released Parties”) from all claims which I might have for any injury or harm to me arising out of my participation in the Site Placement.

Student Name

Date