

# **PURDUE UNIVERSITY**

## **MASTER OF SCIENCE IN DIETETICS**



### **HANDBOOK**

## **Students and Interns**

## **2024-2026**

**Updated 8/6/2024**

**Program Director:**

Dinah Dalder, MS, RDN, LD; [dalder@purdue.edu](mailto:dalder@purdue.edu)

Photo courtesy of Purdue Marketing

## PURDUE HONOR PLEDGE

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

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## ***Glossary***

Academy	Academy of Nutrition and Dietetics
ACEND <sup>®</sup>	Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics
CDR	Commission on Dietetic Registration
Core Knowledge & Competencies (KRDN and CRDN)	Set of core knowledge and skills to be achieved by the student/intern in order to meet the expectations for entry-level dietitian nutritionists as defined by the Accreditation Council for Education in Nutrition and Dietetics. KRDNs are typically associated with didactic coursework (e.g. classroom) and CRDNs are predominantly aligned with supervised practice courses (e.g. at professional work sites).
CPD	Coordinated Program in Dietetics. A program type defined by ACEND <sup>®</sup> which provides graduate level-dietitian coursework and at least 1,000 hours of supervised practice for RDN eligibility (combined program).
Director	The MSD Director assures that all ACEND <sup>®</sup> accreditation standards are implemented for the program. The Purdue University faculty member who advises MSD students, places students in appropriate supervised practice sites, evaluates the intern and/or preceptor at the rotation site, and reviews the intern's progress in the program including feedback from course instructors and preceptors.
Intern	A registered student in the Department of Nutrition Science at Purdue University who has been accepted into the MSD program and is in the supervised practice portion of the curriculum (year 2 of the MSD).
MSD	The Master of Science in Dietetics (MSD) is accredited by ACEND <sup>®</sup> and meets the Accreditation Standards for Coordinated Programs. Purdue University's MSD is interchangeable with CPD.
Preceptor	The person(s) at the supervised practice site (community program, hospital, dining facility, etc.) who directs the intern's rotation on site by implementing the curriculum established by the MSD Director. The preceptor evaluates the intern's progress and their achievement of the CRDNs.

RDN	Registered dietitian nutritionist and used interchangeably with Registered dietitian (RD).
Rotation	A block of time scheduled in one or more facilities with specific learning experiences planned to develop competence in specific areas of dietetics practice; the supervised practice portion of the MSD. The rotation areas of practice include community nutrition, foodservice systems management, Medical Nutrition Therapy, and engagement. Each rotation varies in its length of time and required site. Most rotation sites are off campus and within approximately 100 miles of West Lafayette.
Student	A registered student in the Department of Nutrition Science at Purdue University who has been accepted into the MSD program and is taking graduate coursework in year 1 of the MSD curriculum
Supervised Practice	The combined block of rotations resulting in the required 1,000+ 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.
They, their, them	Pronouns used to reflect the gender preference of an individual whether it is he/she/they.

## ***Section 1 Introduction***

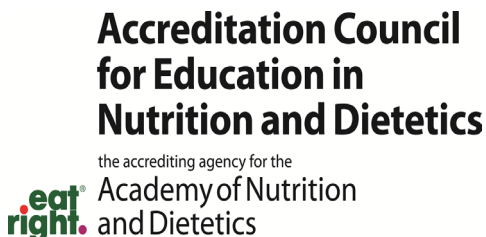
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### **Welcome**

Welcome to the Master of Science in Dietetics (MSD) housed in the Department of Nutrition Science (NUTR) at Purdue University, West Lafayette, Indiana. We are delighted that you have chosen to pursue the MSD. Purdue's program, one of the most prestigious Coordinated Programs in the country, has been graduating outstanding dietetics professionals since 1976. MSD graduates are qualified to take the registration examination through the Commission on Dietetic Registration (CDR) and become registered dietitian nutritionists (RDN) after graduating from the program and passing the national credentialing exam. In the program's 48 years of existence, it has graduated over 530 students. Many of our program graduates are now preceptors and mentors for MSD students and interns.

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

### **Accreditation Status (7.3a)**



Purdue University's Master of Science in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995, (312) 899-0040 ext. 5400  
<https://www.eatrightpro.org/ACEND>

## **Program Description** (7.3b)

The MSD provides the academic and supervised practice requirements necessary for graduates to take the Registration Examination through CDR to obtain the RDN credential. The MSD is 2 academic years in length (4 semesters). Face-to-face graduate level didactic coursework occurs on the West Lafayette campus during the first year (fall and spring semesters). The second year (fall and spring semesters) consists of predominantly supervised practiced courses implemented by preceptors at professional work sites. Additional coursework in year-2 of the curriculum is delivered synchronously online. The program provides a minimum of 1,000 hours of planned supervised practice experiences at sites identified by the MSD program director.

The MSD curriculum, including supervised practice coursework, is organized and designed to achieve the expected depth and breadth of knowledge and competency required by ACEND. In the first year, students have advanced learning opportunities to gain knowledge beyond undergraduate pre-requisite courses and to prepare for supervised practice. During year 2, supervised practice coursework is divided into four practice areas: community nutrition, foodservice systems management, Medical Nutrition Therapy (MNT), and engagement (NUTR 53300, NUTR 53900, NUTR 54300, and NUTR 54200 respectively). The **community nutrition** experience focuses on supervised practice in community-based programs such as public health departments, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), food banks, and Purdue Extension; **foodservice systems management** experience occurs in medical facility food service units, Purdue University Dining and Culinary, school corporation foodservice operations and Purdue Athletics. During the **MNT** experience, interns are assigned to hospitals for clinical supervised practice in MNT. In the **engagement** rotation, interns can choose to venture into new settings and learning opportunities, such as specialized MNT units (e.g. NICU, bariatrics), wellness, long-term care, or research laboratories or return to one of their previous types of experiences. Opportunities for supervised practice in sports nutrition are available for a limited number of students through Purdue Athletics. All courses in the MSD address at least one topic related to a career as a sports dietitian through assignments, case studies and guest speakers.

Professional work sites for supervised practice are located in the State of Indiana with a few out-of-state opportunities for the engagement experience. In year 2, 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. Interns are encouraged to live within an hour's driving distance of the supervised practice sites for their major rotations (foodservice management and MNT). For this reason, interns are encouraged to wait until major rotation placements are determined by the MSD program director before signing a lease. There are no international supervised practice sites.

The MSD at Purdue University is accredited to accept up to 25 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 MSD cannot accept more students than supervised practice sites are available. Numerous factors outside of the MSD'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 volunteer preceptors representing more than 50 facilities.



Students/interns in the MSD are required to be full time registered students in the Graduate School at Purdue University. Part-time enrollment is rarely allowed. To achieve part-time status each case must be reviewed individually and is only approved under special circumstances. The Director of the MSD and the Head of the Department of Nutrition Science must approve each case.

The Master of Science in Dietetics is a terminal degree in that students do not plan to pursue further graduate work. Students admitted to the MSD may not transfer to the traditional research-based MS or PhD program offered in the Department of Nutrition Science without reapplying to the desired program.

The MSD at Purdue University is guided by the program director with input from other faculty members in the Department of Nutrition Science including the director of the didactic program in dietetics (DPD), program preceptors and other experts and professionals (e.g. speech language pathologists, athletic trainers). Input from students and other stakeholders is incorporated into the continuous program improvement plan.

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

### **Mission Statement** (7.3b)

The mission of the MSD 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 MSD prepares competent dietitian nutritionists for positions in nutrition and dietetics or related fields. This broad approach is supported by our engagement concentration.

### **Program Goals and Objectives** (7.3b)

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

**Program GOAL 1.** Graduates will 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 students complete program/degree requirements within 3 years (150% of the program length).
2. At least 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 or better 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.** Graduates will participate in 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.

### **Program Outcomes Data** (7.3c)

Program outcomes data are available by submitting a written request to the MSD program director.

### **The Requirements to Become a Registered Dietitian Nutritionist** (7.3d)

ACEND<sup>®</sup> 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 that determines the [eligibility requirements to take the RD Examination](#). As an ACEND<sup>®</sup>-accredited Coordinated Program, the MSD at Purdue University meets the first two requirements to become a Registered Dietitian Nutritionist:

1. In-class learning and supervised practice experience: Students applying to the MSD at Purdue University are in the process of completing or have completed prerequisite courses offered in a Didactic Program in Nutrition and Dietetics (DPD) or similar coursework. Some of the ACEND knowledge requirements are met in pre-requisite courses. Students accepted into the MSD must be enrolled in Graduate School at Purdue University and take 2 semesters of graduate-level didactic coursework specific to the MSD curriculum to meet all ACEND knowledge requirements and prepare for supervised practice experiences in semesters three and four.

In addition, students must complete a minimum of 1000 hours of supervised practice experience in an ACEND<sup>®</sup>-accredited program such as the MSD. Supervised practice provides hands-on experience in community nutrition, Medical Nutrition Therapy, foodservice management, and engagement following prescribed guidelines and learning experiences to ensure mastery of all ACEND and program competencies. Students accepted into the MSD will complete supervised practice in the second-year courses of the program, after meeting all didactic course requirements in year-one.

2. Earn graduate degree: Upon successful completion of the MSD curriculum, students earn a Master of Science in Dietetics and are issued an official verification statement by the program director. The verification statement documents achievement of the graduate degree, attainment of all ACEND knowledge requirements and competencies and 1000 hours of supervised practice which are the requirements to be eligible to sit for the national registered dietitian examination.

3. Pass the exam: Program graduates who are issued a verification statement are eligible to take the CDR credentialing exam for dietitian nutritionists. Prior to graduating from the program, interns will receive all information required to complete the eligibility requirements to take the RDN exam. Successful completion of this exam allows individuals to indicate that they are credentialed and to use the initials RDN after their name.

The MSD at Purdue University is designed to meet all mandated steps leading to eligibility to take the exam for dietitian nutritionists. The MSD 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. While state interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements including supervised practice and examinations, needed to obtain a dietetics license. More information on state licensure and certification can be found at this link: <https://www.cdmet.org/licensure>.

Students accepted into the MSD are expected to mature from their undergraduate-level performance to self-directed, responsible performance required of graduate students and entry-level dietitian nutritionists. Assignments and exercises of the MSD are designed to guide the student/intern towards critical thinking, formation of rational conclusions, professional communication skills and evidence-based practice. Students/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. The MSD at Purdue University also teaches students the Academy/CDR [Code of Ethics for RDNs](#) which is a set of rules for upholding ethical conduct and practice. Compliance with the Code of Ethics for the Nutrition and Dietetics Profession is expected of all students/interns and is included in performance evaluations.

## *Section 2 Application Information*

The selection process for the MSD identifies students who meet the minimum academic requirements for the MSD, provide evidence of high likelihood to successfully complete graduate coursework including supervised practice and pass the national RDN exam. Applicants must be accepted to both the MSD and the Purdue University Graduate School; completion of the application does not guarantee admission into the program. Admission to the MSD is official only if the applicant receives an admission letter from the Dean of the Graduate School.

More information on how to apply to the Graduate School and the application portal is available at <https://www.purdue.edu/gradschool/admissions/>. Beginning November 2024, all applicants to the MSD will occur through DICAS <https://dicas.liasoncas.com/applicant-ux/#/login>. Please check for updates on the MSD website or contact the MSD Program Director for current information.

### **Application Deadlines**

There are two application deadlines for the MSD depending if the student is currently enrolled in the Purdue University DPD program or not. The application deadline for qualified students currently enrolled in Purdue's DPD program is **October 1 if Purdue University's MSD is the only program the student is applying to**. If the student is offered admission to Purdue's MSD and accepts by informing the program director by the announced deadline, they must stop the application process and not apply to any other accredited dietetics programs in the spring cycle. If the student is not offered a spot in the MSD, they may apply to other dietetics programs in the spring cycle and cannot reapply to Purdue's MSD.

If a current Purdue student wants to apply to multiple post-baccalaureate programs, including the Purdue MSD, they must apply through DICAS during the spring cycle. Application deadline for Purdue's MSD for the spring cycle is February 1.

Applications for any remaining open positions from any qualified applicants (internal or external) must be submitted to DICAS beginning in November 2024. Early application in the spring cycle is encouraged (DICAS opens November 1 for the spring cycle) and applications are due by February 1 for Purdue's MSD. The application cycle is for the next program cohort starting in the fall semester. Please check for updates on the MSD website or contact the MSD Program Director for current information.

**Beginning November 2024, application to the MSD will be made through DICAS, not the Purdue University Graduate School.**

### **Admission Requirements**

Students applying to the MSD must meet the following minimum admissions standards:

- Have a baccalaureate degree from a regionally accredited institution; students may apply while completing their baccalaureate degree.
- Submit official transcripts from each post-secondary institution attended, including transfer credits (e.g. IVY Tech). The transcript must show degree awarded. If you are currently studying for a baccalaureate degree, you will later be required to submit a document that verifies the awarding of that degree. The Purdue University Graduate School reserves the

right to require official transcripts and/or academic documents at any time during the admissions process.

- Have an undergraduate cumulative GPA of 3.00/4.00 or higher.
- Have a minimum grade of C or better in all prerequisite courses except NUTR 43700 (or similar) and NUTR 43800 (or similar) where a minimum acceptable grade is C-. Students with a GPA below 3.00 or those who do not meet the grade requirements for pre-requisite courses, may be considered for conditional admission.
- For current Purdue students applying only to the MSD by October 1, 2024: Submit application to the Purdue University [Graduate School](#)
  - Complete a Statement of Purpose addressing the following bullet points:
    - the reasons for choosing dietetics as a profession
    - experiences that have helped prepare for a career in dietetics, including job shadowing a registered dietitian
    - strengths and weaknesses
    - short-term and long-term goals
  - Resume
  - Submit three letters of recommendation. One letter must be from a work or volunteer supervisor and one letter must be from a faculty member who taught the student in a medical nutrition therapy course. The third letter is the choice of the applicant.
- Virtual Interview: All applications will be initially reviewed to determine if the minimum application requirements are met. Eligible applicants will be invited for an individual, professional interview with the admissions committee as part of the application procedure. The admissions committee consists of the program director, faculty members and preceptors. You will receive an email message including the day, time and a videoconference link for the interview. Interviews are typically 10-15 minutes in length. The purpose of the interview is to ascertain your level of knowledge and interest in dietetics. The interview also enables the admissions committee to assess your level of maturity, communication skills, poise, professional behavior, human-relation skills and understanding of the rigors of the program.
- Upon offer of admission to the MSD, agree to follow all policies and procedures outlined in the MSD Handbook.
  - A negative drug screen and a negative criminal history of convictions prohibiting placement in supervised practice facilities are required prior to year 2 to be eligible to enroll in supervised practice courses (NUTR 53300, 53900, 54300, 54200). A positive drug screen or criminal history may preclude the student from continuing in the program.
- The GRE is not required for admission.

The fall cycle of applications to the MSD is from currently enrolled Purdue University DPD students who are not applying to any other accredited dietetics program; any remaining openings in the MSD may be filled by qualified applicants in the spring cycle.

## **Prerequisites**

A minimum grade of C is required in the following prerequisite course except NUTR 43700 and 43800 where a minimum acceptable grade is C-

- 2 semesters of undergraduate chemistry (CHEM 11100/11200 or CHEM 11500/ 11600 or similar)

- 1 semester of undergraduate organic chemistry (CHEM 25700 or similar)
- Food Science (NUTR 20500 or similar)
- Fundamentals of Nutrition (NUTR 31500 or similar)
- Diet Selection & Planning (NUTR 33000 or similar)
- Nutrition Counseling (NUTR 33200 or similar)
- Dietetic Practicum in Quantity Food Production (NUTR 35000 or similar) or HTM Quantity Food Production Service Laboratory (HTM 29101 or similar)
- Physiology and Nutrition During the Life Cycle (NUTR 36500 or similar)
- Communication Techniques in Foods & Nutrition (NUTR 42400 or similar)
- Public Health Nutrition (NUTR 43000 or similar)
- Nutritional Assessment (NUTR 43600 or similar)
- Macronutrient Metabolism in Human Health and Disease (NUTR 43700 or similar)
- Micronutrient and Phytochemical Metabolism in Human Health and Disease (NUTR 43800 or similar)
- Foodservice Systems Management (NUTR 44200 or similar)
- Medical Nutrition Therapy 1 (NUTR 48000 or similar)
- ServSafe Certification or equivalent

**If an applicant has earned a DPD verification statement from Purdue University or another accredited DPD program, the pre-requisites are met.** Students must retake any course in which a grade of C- or lower is received (C- acceptable for NUTR 43700 (or similar) and NUTR 43800 (or similar)). The student must receive a grade of C or higher if retaking a course in order to progress to the graduate program. Not meeting grade requirements may delay the start of the student's graduate program up to one (1) year.

International Applicants: The supervised practice program at Purdue has a long history of admitting international applicants who are current students in the United States. The program does not offer any distance education during the first year, so international students must take in-person courses on the West Lafayette campus.

The supervised practice requirements must be evaluated by the Office of International Students and Scholars (ISS) to determine if authorization for Curricular Practical Training is required to participate.

If English is not the applicant's native language, proof of English proficiency is required by the Graduate School. This can be demonstrated in several different ways. Please see the Graduate School English Proficiency Requirements for more information.

<https://www.purdue.edu/gradschool/admissions/how-to-apply/apply-toefl.html>

## **Selection Process**

All applications will be initially reviewed to determine if the applicant meets the minimum application requirements. All eligible applicants will be invited for a personal interview with the MSD admissions committee as part of the application procedure. The MSD admissions committee consists of the MSD program director, faculty members and preceptors. Students will be informed of

the day, time and location of the virtual interview by the Department of Nutrition Science. 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 MSD will be offered to up to 25 students per cohort. Thus, applicants not selected into the MSD, have the opportunity to submit applications to other supervised practice programs through the spring cycle. Applicants offered a spot in the MSD need to respond in writing to accept the offer by the deadline indicated in the offer letter.

All accepted students/interns are required to read and agree to the policies and procedures outlined in the MSD Handbook (see signature page in **Appendix F**) and to complete all medical examinations, screenings and other prerequisites listed in this handbook by the published deadlines. The program requires that students have no criminal convictions preventing placement at a practice site and pass a 10 panel drug screening to enroll in supervised practice courses. A positive drug screen or criminal history may preclude the student from continuing in the program.

The Graduate School provides information to newly admitted students through the [admitted student](#) webpage and is designed to help students transition to graduate study at Purdue. Information includes accepting the offer of admission and registering for classes.

## *Section 3 University Policies and Resources*

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Excerpts from University Policies are copied from Purdue's website to help guide you. Always refer to the Purdue websites for updated policies and procedures and additional information.

### **Nondiscrimination Policy** (8.1d)

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 views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.”

“Purdue University 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

[https://www.purdue.edu/purdue/ea\\_eou\\_statement.php](https://www.purdue.edu/purdue/ea_eou_statement.php). Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination <https://www.purdue.edu/ethics/index.php>

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

### **Anti-Harassment Policy; Reporting and Addressing Harassment** (8.1d)

Purdue University is committed to maintaining an environment that recognizes the worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing Harassment is through education that emphasizes respect for every individual.

It is essential that Purdue University demonstrate its intellectual and ethical leadership by reaffirming its strong position against Harassment in all forms. All members of the University community must be able to pursue their goals, educational needs and working lives without intimidation or injury generated by intolerance and Harassment.

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy addresses Harassment in all forms, including Harassment toward individuals for reasons of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity and/or gender expression.



The University will not tolerate Harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

Individuals and Entities Affected by this Policy  
All Purdue University community members

#### Reporting and Addressing Harassment

This policy seeks to encourage faculty, staff and students to report and address incidents of Harassment. The [Procedure for Resolving Complaints of Discrimination and Harassment](#), as issued and updated from time to time by the Vice President for Ethics and Compliance, describe the necessary steps for filing complaints of Harassment.

Retaliation against faculty members, staff members or students for reporting or complaining of Harassment, for assisting or participating in the investigation of a complaint of Harassment, or for enforcing this policy is strictly prohibited.

The University reserves the right to investigate circumstances that may involve Harassment in situations where no complaint, formal or informal, has been filed. In appropriate circumstances, sanctions in accordance with this policy will be implemented where the University has initiated an investigation in the absence of a formal or informal complaint.

To determine whether a particular act or course of conduct constitutes Harassment under this policy, the alleged behavior will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of Harassment, a serious incident, even if isolated, can be sufficient.

#### **Academic Freedom and Freedom of Speech** (8.1d)

Freedom of thought and expression are the lifeblood of our community and require an atmosphere of mutual respect among diverse persons, groups and ideas. The maintenance of mutually respectful behavior is a precondition for the vigorous exchange of ideas, and it is the policy of the University to promote such behavior in all forms of expression and conduct. The University reaffirms its commitment to freedom of speech as guaranteed by the First Amendment to the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this policy. The University reaffirms its commitment to academic freedom, which is essential to its educational mission and is critical to diversity and intellectual life. More information is available at

For more information, visit [Anti-Harassment Policy](#)

#### **Sexual Harassment** (8.1d)

Sexual harassment is unacceptable and illegal. Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages individuals to strive to reach their potential. Title IX Harassment in the workplace or the educational environment is unacceptable and will not be tolerated.

Any employee, student, campus visitor or person participating in a University activity, who has experienced or witnessed discrimination and/or harassment is encouraged to report the incident(s)

promptly. Prompt reporting of complaints is vital to the University's ability to resolve the matter. Once the University has received a report of Title IX Harassment, the University will take any and all necessary and immediate steps to protect the Complainant, Such actions may include taking interim steps and/or providing Supportive Measures before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

There are both formal and informal processes for resolving complaints of Title IX Harassment; however, the informal process is not available unless a Formal Complaint has been filed. Students, interns and preceptors are requested to communicate with the MSD Director about any concerns. When harassment, including sexual harassment, occurs within the context of supervised practice, it is the responsibility of the site preceptors and MSD faculty to support the intern and resolve the problem.

Visit [Title IX](#) to report an incident or to get more information.

### **Academic Integrity and Purdue Honor Pledge (8.1a)**

“Academic integrity is one of the highest values that Purdue University holds. At Purdue, all members of the community are responsible for upholding and promoting academic integrity.” Purdue prohibits “dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. Additionally, the University Senate has stipulated that the commitment of acts of cheating, lying, and deceit in any of their diverse forms is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.” Examples of Academic Dishonesty along with tips to avoid engaging in academic dishonesty are available through the [Office of Student Rights and Responsibilities](#). Individuals are encouraged to alert university officials to potential breeches of this value by either emailing [integrity@purdue.edu](mailto:integrity@purdue.edu) or by submitting the [Academic Dishonesty incident reporting form](#). While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern. Alert your course instructor and/or the MSD Director about the conflict or potential breach.

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.”

### **Grade Appeal Process**

You may only appeal the *final* grade for a course. You may appeal if:

- You are able to demonstrate that “an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students.
- You wish to challenge the reduction of a grade for alleged scholastic dishonesty.

It becomes the student's responsibility to initiate the appeal procedure by communicating first with the course instructor.

1. Contact your instructor to request a grade change
2. Contact the department head to request a grade change.

If the informal attempt fails, make a formal appeal following the [grade appeal process](#). Note that appeals regarding the application of professional standards relating to graduate student retention should be directed to the Graduate Council (Young Hall, Room 170).

## Grades and Index Requirements

<https://catalog.purdue.edu/content.php?catoid=16&navoid=19711>

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. Indices below this level are marked “less than good standing” on the transcript. A graduate student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be on academic probation. This University Senate-approved policy will be administered as follows:

- IF: Semester GPA and Cumulative GPA are  $\geq 3.0$  = Good Standing
- IF: Semester GPA or Cumulative GPA is 2.0 - 2.99 = Less than Good Standing
- IF: Semester GPA or Cumulative GPA is  $< 2.0$  = Probation
- IF: On probation and both Semester GPA and Cumulative GPA are  $< 2.0$  = Drop
- IF: On probation and Cumulative GPA is  $< 2.0$  but Semester Index is  $\geq 2.0$  = Probation
- IF: On probation and Semester GPA is  $< 2.0$  but Cumulative GPA is  $\geq 2.0$  = Probation
- IF: On probation and Semester GPA is  $\geq 2.0$  and Cumulative GPA is  $\geq 2.0$  = Off Probation (Less than Good Standing may be applicable.)

## Incomplete Course

As per University Regulations, a [grade of incomplete](#) is given when a record of work was interrupted by unavoidable absence or other causes beyond a student’s control, which work was 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. The 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. The instructor 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 one year after the incomplete is given, or the incomplete grade will revert to a failing grade. A student will not be permitted to enroll in a course in a future semester for a course in which they have a current I, PI, or SI grade.

## Purdue University Class Attendance and Absence Policy

<https://catalog.purdue.edu/content.php?catoid=16&navoid=19719#a-attendance>

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 administrative assistant.

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.

### **Purdue University Excused Absence Policies for Students** (8.2q)

<https://www.purdue.edu/advocacy/students/absence-policies.html#a-attendance> for the full policy.

The University Senate recognizes the following as types of absences that must be excused:

Grief Absence Policy for Students

Military Absence Policy for Students

Jury Duty Policy for Students

Parenting Leave Policy for Students

Medical Excused Absence Policy for Students

The Office of the Dean of Students facilitates the University's grief, jury duty, medical excuse, and military absence policies. Per University Regulations, absences that fall outside of the policies outlined below are at the discretion of the individual course instructor and the student should contact their instructor directly to discuss the absence. **See additional information in the MSD Class Attendance policy in Section 4 of this Handbook.**

An absences related to an employment schedule is not an excused absence.

### **Withdrawal and refund of tuition and fees**(8.2p)

A student who wishes to withdraw from all current term classes during any semester may begin the withdrawal process by logging in to myPurdue and submitting the withdrawal request form. The request will be held for 5 business days to allow you to ask any questions or change your mind. The date which you submit the online withdrawal request form will be utilized as the effective date of withdrawal. The withdrawal action will be considered final upon the Office of the Dan of Students

approval of the withdrawal. You will receive email verification when this process is complete. Before a student withdraws from the University, it is important to be aware of how that decision may impact financial aid. More detailed information and a withdrawal resource guide is available at [Withdrawal](#).

Students who withdraw from Purdue University during the fall and spring semesters will receive a prorated assessment of tuition and fees according to a published schedule. Detailed information is available at [Purdue's Refund Policies](#). For additional information regarding the impact of Purdue University refunds, withdrawals and course drops on your Federal Financial Aid, please visit [Financial Aid Policies & Appeals](#)

### **Involuntary Withdrawal of Students** (8.2p)

Students may be involuntarily withdrawn for reasons such as students posing a direct threat to the health or safety of self or others or interfered with the rights of other students, faculty, staff, or other members of the University community or with the exercise of any proper activities, functions, or duties of the University or its personnel, or has repeatedly harassed any member of the University community. The policy for involuntary withdrawal of students is available at <https://catalog.purdue.edu/content.php?catoid=7&navoid=2852>.

### **Protection of Privacy of Student Information and Access to Personal Files** (8.2r,s)

The University and the program protect student information, including information used for identifying students in distance learning, by following the laws and policies governing data handling and security. Detailed information is available at Secure Purdue <https://www.purdue.edu/securepurdue/data-handling/keys-to-securing-data.php>

In some cases, the affiliation agreement with supervised practice sites 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
5. File a complaint with the U.S. Department of Education concerning alleged failure by Purdue University to comply with FERPA requirements.

More information regarding student access to their own student file is available at [https://www.purdue.edu/registrar/FERPA/Students\\_ParentsBrochure.html](https://www.purdue.edu/registrar/FERPA/Students_ParentsBrochure.html)

## **Financial Aid and Scholarships** (7.3i, 8.2t)

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. In-school loan deferment does not happen automatically – you must contact the Division of Financial Aid

**MSD students are strongly encouraged to complete the FAFSA (Free Application for Financial Aid) application to be eligible for federal loans and some scholarships. FAFSA must be completed every year and May 30 is the deadline if aid is to be applied to fall semester.** Note that the FAFSA is used to determine financial need for available scholarships when financial need is a criterion for the scholarship. Please complete the application, have your need recorded and then deny/not accept loan offers if you don't want to take out loans. Information to get you started is available at <https://www.purdue.edu/dfa/students/graduate/>. Email is [DFA-online@purdue.edu](mailto:DFA-online@purdue.edu) and you should receive a response in 1-2 business days.

Based on University policy, students enrolled in the MSD will not be eligible for graduate staff employment or any fee remissions associated with graduate assistantships. Professional master's students (e.g. MSD students) are not eligible for graduate tuition scholarships offered through Purdue. Staff fee remissions are not available to Purdue staff participating in the MSD.

A few scholarships are available to students already enrolled in the MSD. Many students search/apply for scholarships through [ScholarshipUniverse](#). In addition, graduate students are eligible to apply for scholarships from the Academy of Nutrition and Dietetics and the Indiana Academy of Nutrition and Dietetics. Information on the Academy of Nutrition and Dietetics scholarships is available at <https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>. Scholarship information for the Indiana Academy of Nutrition and Dietetics is available at <https://www.eatrightin.org/students/scholarships/>

## **Respect Boundaries Education**

All new incoming students are automatically enrolled in a course in Brightspace called [Respect Boundaries](#). Respect Boundaries provides primary prevention and awareness education about sexual violence. The Campus Sexual Violence Elimination (SaVE) Act, a federal law, requires all new incoming students to receive primary prevention and awareness education about sexual violence. In compliance with this law, new students are required to complete the Respect Boundaries: Sexual Violence Awareness Program. The program emphasizes Purdue's commitment to a safe campus environment and each student's shared responsibility as a member of the community to help foster a safe campus environment. This online-only course takes 30 minutes to complete. Students who do not complete the course by the stated deadline will receive a registration hold which can only be removed by completing the course.

## **Access to Student Support Services** (8.2k , 8.2t)

**If you are struggling in any of your classes, communicate with the course instructor to express your concern and ask for help.** You may email your professors or meet during planned office hours. During supervised practice courses, discuss your needs for additional resources/ tutorial support and/or additional practice with the MSD program director. Your preceptors may also be able to provide additional opportunities to develop your professional skills on-site. People care and want you to be successful!

Students/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 for Purdue students is available through [The Advocacy and Support Center](#). The Office of the Dean of Students at Purdue serves as a referral source for students regarding academic, personal, or financial concerns. The Office facilitates the University's excused class absence notifications, withdrawal processes, and grants emergency loans. Some services may not be available or convenient to interns completing supervised practice at sites off campus (e.g. on-campus psychological counseling), so ask for online/remote resources. Contact the Office of the Dean of Students at 765-494-1747 or [odos@purdue.edu](mailto:odos@purdue.edu) to be connected to a Student Support Specialist.

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 primary care for both acute and chronic medical conditions, respiratory illness management, prescription management of ADD/ADHD, infusion services, sexual & reproductive health services, gender affirming care, eating disorder care, extended care services, physical therapy and student radiology services. More information is available at <https://www.purdue.edu/push/>

### **Mental Health** (8.2t)

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, contact <https://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or by going to the CAPS office on the second floor of the Purdue University Student Health Center (PUSH) during business hours.

### **Accessibility** (8.2t)

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 MSD program director know as soon as possible so that options can be discussed. You are also encouraged to contact the Disability Resource Center (DRC) at [drc@purdue.edu](mailto:drc@purdue.edu) or by phone 765-494-1247. The DRC collaborates with students, faculty, and staff to create usable, equitable, inclusive, and sustainable learning environments. However, there may be times when aspects of the instruction or design of your courses result in barriers to your inclusion or to accurate assessment of achievement. The DRC staff will work with you to arrange for reasonable accommodations. Accommodations may include but are not limited to course material in alternative formats such as large print, accessible web-based materials, alterations to test-taking (e.g. extended time, distraction-reduced environment). The DRC will provide and fund individual student support, auxiliary aids and services (e.g. sign language interpreters). Please schedule an appointment with the program director and the DRC as soon as possible to discuss your needs.

### **Professional Development**

The Office of Graduate Professional Development at Purdue University offers over 300 free professional development workshops annually. Topics include Time Management, Mentoring, Stress, Communication Skills, Career Preparation, and More. More information, including the workshop schedule, is available at <https://www.purdue.edu/gradschool/professional-development/>. Almost all workshops are fully online.

## *Section 4 Program Policies and Procedures*

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### **Orientation**

The MSD Director plans orientation for each MSD cohort in year 1 and year 2. At the start of year 1, orientation sessions allow the incoming MSD students to a) meet with second year MSD students (interns) b) receive necessary materials (e.g. program handbook) and training (e.g. HIPAA, bloodborne pathogen) and c) become familiar with program requirements, processes and issues that will be encountered during the program. Orientation for second year MSD students focuses on preparation for supervised practice experiences. Orientation may be in-person on the West Lafayette campus or through videoconferencing depending on the topic and availability of professionals leading training sessions and current students/interns. Attendance at orientation sessions is required.

### **Prior Learning Policy** (7.3i, 8.1c, 8.2i)

At times, individuals may be interested in the MSD and already have substantial work experience in the field. The MSD does not assess prior learning for meeting CRDNs or supervised practice hours. All students enrolled in the MSD must complete at least 1000 hours of supervised practice, even if prior experience overlaps with the learning activities of the MSD.

Some ACEND® knowledge requirements (KRDN) are met through coursework required prior to admission to the MSD. Specifically, KRDNs 4.1, 4.2, 4.4 and 4.6 are met through NUTR 44200 Foodservice Systems Management (or similar) which is required for admission to the MSD. If the applicant has earned a DPD verification statement, the KRDNs are met. If a student has not earned a DPD verification statement and took a course(s) similar to NUTR 44200 at another university, the student must provide a course syllabus for evaluation by the MSD Program Director prior to acceptance to the MSD. The MSD Program Director may have additional faculty review course syllabi to determine comparability.

In unusual circumstances, the MSD program may allow a doctoral student currently enrolled in the Nutrition Science Graduate Program at Purdue University to register for supervised practice courses to earn their verification statement if they have previously met all pre-requisite courses for the MSD and are ServSafe certified. Permission to register for supervised practice courses requires written approval of the MSD Program Director, the student's major professor and the Head of the Department of Nutrition Science.

The MSD is not affiliated with Purdue Global. Thus, Purdue Global graduates must meet all pre-requisites if applying to the MS in Dietetics. A BS in Nutrition from Purdue Global does not meet pre-requisite courses.

### **Transfer of Credits to the Purdue MSD Program** (8.2i)

A maximum of 12 graduate credits taken at Purdue, prior to beginning a graduate program, can be counted toward a graduate degree, only as stipulated by the Purdue University regulations. Taking of courses for graduate credit as an undergraduate or non-degree student neither ensures admission to graduate study nor ensures acceptance of the acquired graduate credits on the plan of study.



The department and the Graduate School will sometimes accept graduate academic credit taken at other graduate programs. Such credit, up to a maximum of 6 to 8 semester credits, may be allowable on the plan of study only as stipulated by Purdue University regulations. The MSD Director, the course instructor, the graduate committee, the Department Head and the dean of the Graduate School of Purdue University must approve.

## **Core Knowledge and Competencies**

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. The core knowledge statements (KRDN) and competencies (CRDN) that guide the didactic and supervised practice components of Purdue's MSD can be found in Appendix B of this handbook. Unique competencies and learning outcomes have also been developed for Purdue's Engagement experience (NUTR 54200).

Didactic courses, including prerequisite courses prior to acceptance to the MSD, provide the foundation knowledge and skills (e.g. KRDNs) for successful completion of supervised practice courses and entry to the profession. KRDNs 4.1, 4.2 4.4 and 4.6 are achieved prior to admission through the required foodservice management course. CRDNs are evaluated through experiential learning and supervised practice experiences in professional work settings. Learning outcomes are used by program faculty and preceptors to document the student's attainment of all CRDN's throughout the program.

All MSD students complete the required curriculum for a Master of Science in Dietetics approved by the Department, College, and Purdue University's Graduate School. 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](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 in the course catalog. Students must be aware that some courses are only offered once a year. Because of this, planning one's full academic program with the MSD Director is vitally important.

## **Competency in Diversity Equity and Inclusion**

ACEND requires that students/interns must have the skills to recognize biases in self and others and embrace the diversity of the human experience. All ACEND constituents, including students, are invited to view a series of webinars to address diversity, equity and inclusion <https://www.eatrightpro.org/acend/about-acend/diversity-equity-and-inclusion>.

## **Performance Standards (8.2j)**

A grade point average (GPA) of 3.0 is considered the minimum level of academic performance for all MSD students/interns. All required courses in year 1 of the MSD curriculum must be successfully completed (minimum course grade of C- and GPA of 3.0) prior to advancing to year 2 of the MSD curriculum. The program requires a grade of B or better in all supervised practice courses (year 2) to progress in the curriculum.

100% of students/interns must achieve all competencies at a satisfactory level or above average rating to successfully complete the program. “Satisfactory” is defined as 85% and is the minimum performance expected of an entry-level dietitian. A course grade of B or better is required in supervised practice courses (year 2). 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 MSD faculty as outlined in each course syllabus. The Program Director schedules supervised practice review evaluations with the intern and preceptor 1 to 3 times in supervised practice courses to provide progress reports on the intern’s performance. The evaluation meetings may occur through videoconferencing or in-person. Performance evaluation forms are included in each supervised practice course syllabus and the intern’s onsite performance contributes a significant portion of the course grade since most ACEND® competencies (CRDN) are evaluated during supervised practice experiences. The final earned course grade will be determined when all required activities and assignments of the course as outlined in the syllabus are completed.

The MSD Program Director is the academic advisor for students/interns in the MSD and will meet individually at least annually to review their progress in the program. At the end of every semester, the MSD Director reviews the record of each student. Students who do not meet grade requirements, fail a course, or elect to drop a course run the risk of lengthening the time required to achieve their academic degree and program completion. Students with cumulative or semester GPAs below the minimum level of 3.0 are fully evaluated and decisions are made regarding their continuation in the program. Students may also receive career advice from the Center for Career Opportunities (CCO), 765-494-3981, <https://www.cco.purdue.edu/>

### **Formal Curriculum Review (4.3)**

Student/intern performance on all core competencies is collected and used along with program evaluation data and feedback from preceptors, students/interns, employers and graduates to evaluate the program’s curriculum. Data are collected in a variety of formats including performance evaluations of interns, surveys, and direct communication from various stakeholders to the program director. The program director evaluates data annually from each cohort in June and uses the data to evaluate the curriculum, including the program’s strengths and areas of improvement. Dietetics faculty and preceptors are informed of pertinent action steps needed to maintain or improve student learning based on program outcomes data. Long term, major action steps requiring additional resources will be discussed with the department head.

### **Selection, Evaluation and Maintenance of Supervised Practice Sites (8.2a)**

Supervised practice site placement decisions are made by the MSD Director to ensure successful learning experiences for the MSD interns. Supervised practice sites are carefully evaluated and chosen by the MSD 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 future intern placements.

A signed affiliation agreement is required between Purdue University and the MSD 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 ensures the existence of a current affiliation agreement. An affiliation agreement is not required for organizational units under Purdue University (e.g. Purdue Dining and Culinary, Purdue Extension, Purdue Recreation & Wellness, Purdue Athletics, Clinical Research Center (CRC), regional campuses (PFW)).

Among other considerations, the affiliation agreement includes a statement requiring liability insurance. The program covers the cost of and arranges for student professional liability insurance through the University.

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 MSD 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 MSD Director in advance of placement.

During the rotations, the preceptors and the MSD 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 MSD Director at any time. The intern is expected to address any immediate concerns in a timely manner with the MSD Director through email or phone and evaluate the site at the end of the rotation on a Qualtrics survey.

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

## **Supervised Practice Placement Guidelines**

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

- Purdue MSD 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 MSD will receive placement requests from the MSD 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.

### **Academic and Program Schedule** (7.3g, 8.1c, 8.2e,q)

Year 1 of the MSD follows the Purdue West Lafayette [Academic Calendar](#)

Year 2 of the MSD does not follow the Academic Calendar (See “Projected Schedule of Events Year 2” in Appendix C of this Handbook). The projected schedule of events for year 2 includes supervised practice and class days, vacations, and holidays. The 2<sup>nd</sup> year of the MSD does not match the University calendar due to scheduling requirements determined by the site or the need for supervised practice hours. Please note that interns are not granted spring break in year 2.

The preceptor determines the intern’s schedule at the facility for all supervised practice courses. The supervised practice portion of the MSD is very time-intensive. Interns are expected to work 24-40 hours per week at the supervised practice site according to the schedule planned in advance. Furthermore, interns must expect to work on weekends, holidays, early morning and/or late night hours as scheduled by the preceptors. Reports, assignments and project write-ups for MSD courses are expected to be done outside of supervised practice hours.

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**. Interns are expected to volunteer to help in unexpected circumstances as part of professional or skill development, but not to replace employees except during planned supervised staff relief. The intern is expected to notify the MSD Director if they have experienced situations replacing an employee so the situation can be resolved.

The supervised practice experience begins with the **community rotation** (160 hours). The settings for community practice include Purdue Extension offices, public health departments, commodity groups, specialized community health projects, community outreach programs, WIC programs, food banks, 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 (320 hours). This rotation is completed at Purdue University Dining & Culinary facilities, hospitals, school food service sites, Athletic dining facilities 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 medical clinics in order to broaden the intern’s learning experiences and meet competencies and other ACEND requirements. The rotation is 400 hours.

The last rotation is the **engagement rotation**. The MSD program director provides interns with choices of available tracks and locations they can rank based on their individual goals and interests for dietetics practice. Interns typically are placed in one of their top 3 choices. Examples of

Engagement rotation settings include industry, specialized hospitals or clinics, research laboratories, Purdue Athletics, long term care facilities, school nutrition programs and community nutrition sites. The rotation includes 2 program specific competencies in addition to ACEND competencies and is scheduled for 128 hours.

With successful completion of all coursework and 1000 hours of documented supervised practice, interns finish the MSD at the end of the spring semester year 2, graduating in May, and are eligible to take the national RDN examination approximately 4 weeks after graduation.

## **Responsibilities of Interns in Experiential Courses and 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. Students/interns are expected to be professional, reliable, punctual, engaged, and enthusiastic.
3. Students/interns are to follow the facility's cell phone policy. Do not use your phone during meetings or when engaged in face-to-face conversation.
4. Students/interns are expected to function as a student-member of a multidisciplinary team of professionals in a safe and effective manner.
  - a. Students/interns are expected to obtain training and instructions before operating industrial foodservice equipment. Ask for training and instructions from your preceptor if you do not know how to use foodservice equipment.
  - b. Students/interns are responsible for wearing appropriate personal protective equipment (PPE) as specified by the supervised practice site.
  - c. During experiential courses (e.g. NUTR 51100) and supervised practice rotations, the student/intern may be exposed to blood and other body fluids of patients/clients. In an effort to avoid transmission of dangerous communicable diseases, the MSD requires that all students/interns receive instruction of blood borne pathogens and the use of universal precautions annually.
5. Students/interns are expected to provide appropriate nutritional care to patients/clients in a professional manner always respectful of their needs, right to privacy and facility specific guidelines.
6. Students/interns are expected to obtain advice and direction from supervising RDNs and other health care professionals when unsure of the process or most appropriate nutrition care to provide a client or patient.
7. Students/interns are encouraged to discuss concerns or questions with their course instructor, preceptor and/or the MSD Director.
8. Students/interns are expected to assume responsibility for their own learning and progress, e.g. extra study or practice time if lacking skills or knowledge in certain areas, meeting with course

instructors and/or preceptors for additional guidance, attendance at study sessions, monitoring opportunities for achievement of the competencies as outlined in the forms provided with each rotation, and management of activities to meet specified deadlines.

9. Students/interns are expected to recognize that assignments and projects must be completed outside of scheduled work hours unless preapproved/arranged with instructor/preceptor.
10. Students/interns are expected to use feedback as an opportunity to learn. Students/interns are expected to be open to feedback and suggestions from faculty and preceptors for their professional development.
11. Students/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.” Interns must inform the MSD Program Director if a learning activity for a competency is not available on site and with adequate time for an alternative activity to be planned.
12. Students/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. Students/interns are expected to not remove any materials from a facility without prior approval of the preceptor.
14. Students/interns are expected to report any absenteeism to the appropriate facility personnel prior to scheduled time for arrival. This appropriate person may be your preceptor or another designated employee. Interns are required to promptly contact the MSD 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 D).
15. Students/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. Accessing your own medical record
    - iv. Talking about a patient and/or family member in a public area such as a hallway, elevator, cafeteria or parking areas
    - v. Sharing passwords issued to you or created specifically by you to access patient information with someone else
16. Students/interns are expected to be alcohol and drug free during working hours.

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

## **Physical Examination**

All students are required to have a physical examination within the past 12 months prior to commencing the supervised practice courses in program year 2. The intern is responsible for the cost of the physical examination. Interns whose physical examination form, required health screenings and immunizations are not completed and on file in the department by August 1 of program year 2 will not be allowed to begin supervised practice as scheduled. The exception to the August 1 deadline is if an intern is placed at a facility which requires some testing (e.g. TB test) to be completed within 30 days of the start date at the facility. In this case, the intern will be informed what testing needs to be completed within 30 days of the start date. Additional health requirements may be required by a supervised practice facility and must be completed by the intern according to the site’s policy. The Program Director will provide the physical exam form that needs to be completed and signed by a credentialed health practitioner.

The following tests and immunizations are required by supervised practice sites of the MSD and are subject to change. All of the following tests/procedures/immunizations are required by August 1 of program year 2:

- QuantiFERON test (within past 5 years) or Chest X-ray (within past 5 years). Please note that some facilities require TB tests within 30 days of the start date at the site.
- Record of required immunizations: MMR vaccines (3), Diphtheria, Tetanus, Pertussis, Hepatitis A
- Varicella titer
- Titers to document immunity to Rubella, 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 ensure 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 MSD. Examples of additional testing would be an additional alcohol/drug screening, or an 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. Official documentation is due by October 31 of year 2 of the program (supervised practice year).
- The MSD follows the policies of the supervised practice sites for COVID-19 vaccinations.

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, physical limitations, 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 MSD Director is to be informed immediately.

### **Criminal Background Check and Drug Screening** (8.2d)

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 MSD 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 MSD. 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.

A national criminal background check is required prior to the start of year 2 of the program and will be completed through Purdue University. The MSD Program Director will provide information for obtaining the background check. A history of criminal conviction(s) preventing placement in supervised practice facilities will result in dismissal from the program. If an intern is convicted of a criminal offense during supervised practice, the intern may 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 MSD. The Indiana Licensing Board requires a criminal background check as part of the initial application process for licensure.

The MSD will cover the cost of one national criminal background check completed through Purdue University. The student/intern has the responsibility for meeting all financial obligations incurred with additional criminal background checks and drug screening. Interns need to be prepared to undergo additional testing specified by practice sites but not otherwise required for the MSD. Examples of additional testing would be an additional drug screening, an alcohol screening or an additional criminal background check. The MSD program may provide an opportunity for BLS CPR training on campus; however, the costs are the responsibility of the students.

### **Health Insurance** (8.2a,c)

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. Information about Purdue University's Student Insurance Plan is available at



<https://www.purdue.edu/push/insurance/PlanInformation/eligibility.html> or the student may use a private carrier of their choice.

### **Injury or Illness During Supervised Practice (8.2c)**

All interns are expected to obtain prompt medical care to treat any accident, illness or injury that occurs while enrolled in the MSD and are responsible for all follow up care. Expedient emergency care will be obtained as needed at practice sites. Students are responsible for all costs incurred for emergency care, treatment of an illness or injury and any follow-up care.

### **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.

### **Site Specific Training**

Interns are required to complete all site-specific training related to COVID-19 and/or other infectious diseases. Purdue Extension requires [youth protection training](#) and some sites require interns to be certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR). The MSD program may arrange for an opportunity for BLS CPR training through campus resources; however, the costs are the responsibility of the students.

### **MSD Class Attendance (8.2o)**

See also [University Attendance and Absence Policy](#) and [University Excused Absence Policy](#)

The curriculum in the MSD consists of coursework, lectures, laboratories, scheduled orientation sessions and trainings, simulations, interprofessional education events, shadowing, recitation or consolidation sessions, debriefings, and field trips. In year 1, classes and other MSD events typically occur in-person on the West Lafayette campus with a few class sessions scheduled virtually to accommodate guest speakers. In year 2, didactic classes and recitation sessions are routinely delivered synchronously through a video conferencing platform (e.g. WebEx, Zoom) since many interns are living away from campus to be close to their practice sites. However, MSD interns may occasionally be required to travel to the West Lafayette campus for in-person classes, interprofessional (IPE) events or meetings in year 2; required travel to campus will be announced in advance.

Attendance is a baseline expectation in graduate school, just as it is in the work world. You will not receive credit simply for being present. Instead, a graduate student's mindset should shift to actively engaging in and contributing to the learning process as much as possible, acknowledging that time spent actively learning alongside classmates and instructors is valuable and not reproducible in isolation. This may be in contrast to an undergraduate mindset where attendance is valued only if it's necessary to achieve an acceptable outcome. With this in mind, it shouldn't come as a surprise that **attendance is expected for all classes, laboratories, interprofessional education (IPE) events, shadowing, simulations, orientation and training sessions, mentoring sessions, debriefings and field trips for all students/interns unless specified that attendance is optional.** Especially at the graduate level, your participation in activities and discussions during class is a critical component of both your and your classmates' learning. Consequently, most absences simply cannot be "made up"

outside of class on your own. As an undergraduate, you may have completed make-up assignments for the sole purpose of compensating for an absence, but in graduate school, this kind of “busy-work” is not beneficial for learning, nor is it a productive use of your time or your instructors’ time.

MSD course attendance policies are noted on each course syllabus and are consistent with [University policy](#). It is recognized that occasionally students may need to be absent from a scheduled course activity for personal reasons beyond their control. The University expects each student to be responsible for class-related work missed as a result of an unavoidable absence; this work may be made up at the discretion of the instructor. Absence due to an employment conflict is not an excused absence.

Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, the student/intern should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. Additionally, instructors must clearly and explicitly state, in their course syllabus, procedures in which assignments and assessments can be made up. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the 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](#). A member of the Dean of Students staff will notify the student’s instructor(s) of the circumstances. The student should be aware that this intervention does not change the outcome of the instructor’s decision regarding the students’ academic work and performance in any course.

All students/interns are expected to engage in class discussion and activities for both virtual and face-to-face classes and events as part of the educational process and for professional skill development. Many MSD courses have an “engagement/discussion” grade. All instructors of MSD courses may notify the program director if a student/intern has excessive numbers of class absences for remediation, referral to campus resources or possible need for a leave of absence.

To verify the identity of the student/intern, cameras need to be turned on during virtual class meetings. Students must use their own credentials when logging on to any password protected site and passwords must not be shared. The program does not use on-line testing.

### **Absence or Emergencies during Supervised Practice** (8.2q)

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. Scheduling of supervised practice hours within each rotation is determined by the preceptor to meet the needs of the practice site. The assigned schedule must provide adequate time at the facility for interns to meet the minimum required number of supervised practice hours (1,000 hours minimum for MSD at Purdue University). Interns in the MSD at Purdue University are required to report to their rotation sites at least four days per week (five days/week during supervision/staff relief) for the designated supervised practice dates and attend class at scheduled times unless previous arrangements have been made with the preceptor and the

director of the MSD. The annual calendar for supervised practice hours is outlined on the “Projected Schedule of Events Year 2” in appendix **C** of this handbook.

All absences need to be reported to the MSD 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. This form is included in Appendix **D**.

Requests for schedule deviations must be kept to a minimum. All requests and reasons for absence must be discussed with the intern’s preceptor in advance and a completed scheduled absence form signed by the preceptor must be submitted to the program director (see the Schedule Deviation Form in Appendix D). The program director, as the instructor of the supervised practice courses, 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, an extension may be made upon the recommendation of the MSD 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 cohort in May, with eventual delay in sitting for the RDN exam.

Interns are required to submit the Rotation Hours Verification Log (Appendix **H**) every two weeks to document actual hours of supervised practice. The intern and preceptor must sign the log prior to submission on Brightspace. A minimum of 1000 hours must be documented prior to program completion.

### **Long-Term Illness**

Students with long term chronic health concerns that become exacerbated during supervised practice must contact the MSD 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 MSD Director. The student will be referred to services at Purdue Student Health Center (PUSH), Counseling and Psychological Services (CAPS), or their personal health care team. The student’s physician or psychologist must provide written approval for the student to return to the MSD to finish the incomplete coursework. The MSD Director will coordinate with available supervised practice sites to facilitate completion of the MSD.

### **Distance Education and Technology Requirements** (7.3j, 8.2t)

In general, any recently purchased laptop or desktop computer will be acceptable and will work for Purdue’s networking and software requirements. Students must have a word processor (e.g. MS Word) and be proficient using productivity software. MS Office 365 is free for all students

<https://it.purdue.edu/services/microsoft-office-365.php>

Hardware discounts are available for all Purdue students. More information on discounts is available at <https://it.purdue.edu/services/technology-discounts.php>

Two courses will be delivered through a videoconferencing platform during the second year of the program so students can live close to their supervised practice sites and not travel to West Lafayette on a regular basis. Leadership in Dietetics and Advanced Medical Nutrition Therapy for Special Populations are planned for synchronous virtual class times. In addition, other classes may occasionally meet virtually to accommodate guest speakers who are not able to travel to campus. During video conferencing for classes or other program meetings, students must have access to the internet, have audio and video capabilities and are expected to have their cameras on. Students will also need to regularly upload assignments and other documents to the online learning management system, Brightspace.

#### Information Technology Resources

- New to Purdue? Get started here: <https://it.purdue.edu/services/new-to-purdue.php>
- Purdue IT Service Portal <https://it.purdue.edu/services/new-to-purdue.php>
- Purdue IT Service Desk <https://it.purdue.edu/help/index.php>
- Purdue Login <https://it.purdue.edu/login/index.php>

### **Dress Code and Professional Image**

Class syllabi include course specific dress code expectations for class activities such as client meetings and occasions when guest speakers are scheduled. Students/interns must also follow the dress code expectations during virtual classes or meetings when guest speakers are present. Interprofessional education (IPE) events are considered professional activities and students are expected to wear professional or clinic-appropriate attire such as scrubs.

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

Interns need to practice good grooming and good hygiene. Additional rules must be followed: a) gum chewing is not allowed, b) the use of cell phones is not allowed in class or supervised practice except for educational activities or during breaks c) visible body piercings may 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 MSD. 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 MSD. The University or the MSD 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, interprofessional education events, classes and recitation sessions whether

scheduled on campus in West Lafayette or when offered through videoconferencing platforms. 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 or the United States. Out-of-state experiences are planned only for interns who specifically request this option.

### **Transportation** (8.2b)

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 MSD.

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 safely 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 to and from assigned areas, 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.

### **Participation in Professional Organizations and FNCE**

Student membership in the Academy of Nutrition and Dietetics is 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 resources and opportunities. 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.

In year 2, interns may choose to attend FNCE (either virtually or face-to-face) in lieu of fall break. Interns need to inform the Program Director of their plan to attend FNCE in August so supervised practice schedules can be adjusted if necessary. All costs associated with FNCE (e.g. travel, registration, hotel) are the responsibility of the students.

### **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

phone and/or email and the MSD Director is available for guidance. Facility orientation meetings do not count as supervised practice hours.

### **Unsafe Practice (8.21)**

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 Performance Form in Appendix E).

### **Honesty, Code of Student Conduct, Code of Ethics, and Confidentiality (8.1a)**

Based on University rules, misconduct by Purdue students, which includes MSD students/ 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 <https://www.purdue.edu/odos/osrr/conduct/code.html>. Copying another student’s work and/or using AI without proper citations are considered plagiarism. Uploading assignments on websites like Course Hero is unprofessional and unethical.

MSD interns are bound by the [Code of Ethics for the Nutrition and Dietetics Profession](#). Students and interns receive training on the Code of Ethics and the Health Insurance Portability and Accountability Act (HIPAA). Classroom discussions must be kept confidential and HIPAA guidelines must be followed when completing experiential learning and/or supervised practice in a HIPAA compliant organization (e.g. hospital, outpatient clinic). Students/interns are expected to ask for guidance from their course instructor or preceptor if unsure how to maintain confidentiality of information.

### **Artificial Intelligence (AI)**

The use of AI tools such as ChatGPT and other Large Language Models (LLMs) is discouraged throughout the MS in Dietetics. The intention of the program is to help you continue to learn to think critically, analyze information, and generate solutions and insights. Inappropriate use of LLMs can negatively impact this process. Also, it should be noted that the output generated from these tools may or may not be correct and you are responsible for the accuracy and completeness of any information that you choose to include in your work. If you choose to utilize AI tools in your

coursework, they must be cited See this website for suggestions for formatting:  
<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

### **Employment During the MSD** (8.2f)

Students are encouraged to work in the summers to earn and save as much money as possible to help decrease the amount of time you may have to work when taking courses. Much of the coursework in the MSD requires independent reading and written assignments and it is difficult for students to put forth full effort when working a lot of hours. Absenteeism due to employment is not an excused absence. Faculty members in the Department of Nutrition Science may have openings in their labs for part-time work which is very flexible, so this might be an option.

During supervised practice course, interns are 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 from the supervised practice sites. An employment schedule should not interfere with supervised practice schedules. This may include but is not limited to leaving the supervised practice site early or asking the preceptor for other schedule modifications. Failure to complete all of the required supervised practice hours and assignments prescribed to each course/rotation for any reason, including work time, will prevent the intern from registering for subsequent MSD courses until all requirements for the specific rotation are successfully met. This may delay graduation from the MSD.

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

### **Sharing Projects and Assignments with Preceptors/ Supervised Practice Facility**

It is expected that interns share their projects and assignments with preceptors since they are professional partners providing learning opportunities during supervised practice courses. Projects and assignments are relevant to the supervised practice facility, so it is appropriate for preceptors to implement your projects and assignments and continue to use your work. You are required to provide preceptors with whatever instructions, resources, materials, etc. that would be necessary to implement the activity so that they may use your work again in the future if they choose. This does not include consumable materials such as art supplies or food.

### **Evaluation of Performance in Supervised Practice** (8.1a,b, 8.2j)

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 the Community Nutrition, Foodservice Management and Medical Nutrition Therapy rotations. At each scheduled evaluation, the interns self-evaluate their performance and are also evaluated by the preceptor(s)/MSD 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. Preceptors may request

additional evaluation meetings with MSD faculty and the intern if adequate progress is not being made so appropriate support/remediation can be implemented.

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. Satisfactory is defined as 85% and is the minimum performance expected of an entry-level dietitian nutritionist.

**Needs Improvement (NI)** =Performance frequently falls below the requirements. Remediation may be implemented.

**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 are encouraged to 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 MSD 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 contribute significantly to the grade interns receive for each supervised practice course in year 2. The preceptor's summative evaluation of the intern's overall performance is recorded on the "Supervised Practice Evaluation Form" (Appendix G). The summative evaluation for the Engagement rotation addresses the intern's readiness to practice as an entry-level dietitian.

### **Procedure for Resolving Instructor/Student/Intern/Preceptor Conflicts** (8.1d,8.2g,h)

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

The program supports the equitable treatment of students including support of the diverse needs of students in an inclusive environment. Equitable treatment is expected by program faculty and preceptors of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. Students/interns are expected to notify the MSD Director if they feel that have been treated equitably so the issue can be addressed.



All student concerns are handled in a non-retaliatory and private manner between instructor, preceptor, student/intern, and MSD Director. The Head of the Department of Nutrition Science is consulted as needed by the MSD 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 instructor and or 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 MSD Director about the conflict. Discuss the conflict, including the outcomes of the meeting with the instructor or preceptor. The MSD Director may call a meeting with the intern and the instructor or preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action will be formulated, documented 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/interns 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/interns may submit complaints directly to ACEND<sup>®</sup>. ACEND<sup>®</sup> will review complaints that relate to a program's compliance with the accreditation standards. ACEND<sup>®</sup> is interested in assuring the quality and integrity of the educational programs that it accredits but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff or students. A copy of the accreditation standards and or ACEND<sup>®</sup>'s policy and procedure for submission of complaints against accredited programs may be obtained by from the ACEND<sup>®</sup> website. The Complaint Investigation Form is available at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. The complaint must be signed by the complainant. Anonymous complaints are not considered.

### **Complaint Policy** (8.2g)

All records of student complaints and their resolutions will be kept on file by the MSD Director for a period of seven years and are available for review of ACEND<sup>®</sup> representatives during the site-visit or upon request.

### **Instructor/Preceptor Complaints or Non-Compliance/Performance** (8.1b, 8.2g,k,l,t)

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

If a complaint about a student is received from an instructor during the first year of the MSD curriculum, the program director will consult with the instructor(s) of record to identify specific steps and action that are required of the student. The intern may request tutorial support from the instructor and/or program director during the remediation period. Expectations for performance improvement will be communicated to the student in writing using the Non-Compliance/Performance form (Appendix E).

If the student receives a final course grade lower than C-, the first-year course(s) must be retaken to meet grade requirements to advance to the second year curriculum. Courses in the first year may only be retaken 1 time to meet grade or GPA requirements. Re-taking courses and/or completing remediation steps may delay supervised practice and completion of the program including awarding of degree and a verification statement. Failure to meet final course grade or GPA requirement(s) after retaking a course will preclude the student from advancing in the curriculum and completing the program.

If an intern does not meet the competencies and objectives of the supervised practice experience a conference between the MSD Director, the preceptor, and the intern will be held with the objective to develop a corrective action plan. The Non-Compliance/Performance form (Appendix E) 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 Coordinated Program director will make reasonable attempts to find an alternative supervised practice site for the intern to complete the remaining competencies for the rotation at a satisfactory level. Satisfactory is defined as 85% and is the minimum level of performance expected of an entry-level dietitian. 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. If a suitable supervised practice site cannot be found, separation from the program may be indicated. The intern may request tutorial support from the program director during the remediation period. 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, a grade will not be assigned until the extension period for remediation concludes and the experience is successfully completed or terminated.

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 E) will be completed and kept as documentation in the intern's record with the MSD. Similar to any employee, three occurrences of any such incidents will result in dismissal from the practice site. The Program Director will make reasonable attempts to place the affected intern at another location to complete the rotation competencies and course requirements. This may delay graduation from the program and receipt of a verification statement.

After the student is accepted into the MSD, the maximum amount of time allowed for completing the program requirements is 2.5 years (150% of the time planned for completion).

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

### **Voluntary Withdrawal from MSD** (8.2p)

A student/intern may withdraw from the MSD 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** (8.2i)

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

1. The student/intern is not able to register for MSD course(s) due to failure of meeting the prerequisites for the course.
2. The student has a grade lower than C- and/or cumulative or semester GPA below the minimum level of 3.0 after retaking first-year course(s) one time.
3. The intern fails to rectify any and all complaints (remedial action) documented in the Non-performance/Complaint form results in a letter grade "F" in supervised practice courses.
4. The student/intern does not pay the tuition and registration fees by the university deadline.
5. 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.

Due to the extremely limited amount of qualified and approved supervised practice rotation sites, re-entry into the program is not possible. Students/interns will be counseled about alternative career paths by the MSD Director and/or other departmental faculty. The student/intern will also be referred to Purdue University's Center for Career Opportunities (CCO).

## Section 5 Estimated Costs of the MSD

The cost of attending Purdue University varies depending on where you choose to live, food and travel expenses, and other variables. Estimated costs are approximate and subject to change. Graduate student tuition is required to enroll in the courses of the MSD which is a two year professional, graduate program (total of 4 semesters). Full time (8 or more) graduate credits are required during each semester. Please see the tuition and fee rates on the University Bursar's website <https://www.purdue.edu/treasurer/finance/bursar-office/>

<b>Item</b>	<b>Explanation</b>	<b>Cost (\$)</b>
Application fees	Application fee to Purdue University Graduate School and DICAS (beginning November 2024)	110
Graduate Tuition	Flat-rate tuition for resident <b>per year</b> Flat-rate tuition for non-resident <b>per year</b>	10,500/ year 29,300/ year
Graduate fees	Student activity fee and fitness and wellness fee <b>per year</b>	264/ year
Books/ Course Materials/ Supplies/ Equipment	Based on estimate from Purdue Division of Financial Aid – <b>program total</b> Students will need a recent computer and access to the Internet throughout the curriculum (7.3j)	1030
Housing	Based on estimate from Purdue Division of Financial Aid – variable/ <b>per year</b>	10,000/ year
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 MSD name tag in their supervised practice locations, in class, and other official functions (e.g. field trips). One nametag is provided. Additional or replacement nametags are the responsibility of the intern.	15 each replaceme nt cost
The Academy of Nutrition and Dietetics Student Membership	<b>Student membership is required.</b> Interns are expected to have proof of membership throughout the MSD. Student membership includes free access to educational and training materials, and the monthly professional journal. Membership will need to be renewed annually.	58/ year
National Criminal background check(s)	Required prior to the start of year 2 (supervised practice). The criminal background check prior to the start of supervised practice will be conducted by Purdue University with the cost covered by the MSD program. Additional checks may be required by supervised practice sites (may have to repeat for different practice sites based on their policies).	25 per addl. check

<b>Item</b>	<b>Explanation</b>	<b>Cost (\$)</b>
Medical Insurance (8.2a)	Medical insurance is required while in supervised practice during the MSD. All registered domestic students taking at least 6 credits and degree seeking are eligible to enroll in the University Injury and Sickness Insurance Plan. Enrollment information is available at <a href="https://www.purdue.edu/push/insurance/EnrollmentInformation/domestic.html">https://www.purdue.edu/push/insurance/EnrollmentInformation/domestic.html</a> . <b>Required year 2</b>	1500
Registration Exam Preparation Materials	A review course to prepare for the national examination for registered dietitians is encouraged but not required.	400 optional
Health Examinations and Tests	Interns are required to obtain a complete physical examination, 2-step TB test, MMR, Diphtheria, Tetanus, pertussis Hepatitis A vaccines, Hepatitis B vaccine series and titer, Rubella Titer, Mumps Titer, Rubella Titer, Varicella Titer, and annual flu shot. 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. Additional testing may be required by rotation facilities. Interns are responsible for all costs of additional testing that may be required by practice sites.	500, variable
Drug Screens (8.2d)	A 10-panel drug screen is required prior to starting supervised practice. 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 policies) and interns are responsible for all costs of additional testing.	85 per screen
ServSafe Food Protection Manager Certification or equivalent	ServSafe Food Protection Manager Certification or equivalent must be maintained throughout the MSD. Study material and/or exams for certification or recertification are the responsibility of the intern.	100
Travel	Travel to supervised practice facilities, campus classes, interprofessional education (IPS) sessions field trips, Day at Statehouse – car, gas, insurance, parking and lodging (if necessary).	1500/ year variable
eNCPT	An annual subscription is required. Student member pricing is available.	35/year
Other	All arrangements and costs relating to housing and travel are the responsibility of the intern for the Engagement experience.	variable
Nutrition Care Manual (NCM) - optional	Subscription is optional. Student member pricing available by calling the number provided on the NCM website.	80/year optional
Food and Nutrition Conference	Attendance is optional. Students are responsible for all costs and all arrangements for registration, travel and housing and meals.	1200 optional

Item	Explanation	Cost (\$)
and Expo - optional		
	Estimated <b>total program cost (2 years) for residents</b> including tuition, housing and travel and all optional expenses listed above	48,250
	Estimated total program cost (2 years) for non-residents including tuition, housing and travel	104,663

### **Cost information after completion of the MSD**

The national credentialing exam to become a registered dietitian is administered by the Commission on Dietetic Registration. The cost of the exam is \$225.00 and must be paid at the time of exam appointment registration.

In order to maintain their credential, all RDNs must pay a yearly registration maintenance fee of \$70. Newly credentialed practitioners receive their fee notice via email approximately 72 hours after passing the examination. After this email is received, the fee can be paid by signing into MyCDR or by contacting CDR. Practitioners cannot be verified nor will they receive a digital credential invitation until their initial fee payment is received.

## ***Section 6 Graduating from the MSD and Scheduling the RD Exam***

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### **Graduation and Program Completion Requirements of the MSD** (7.3h, 8.2m)

Once interns have completed all required courses in the MSD curriculum they will graduate with a Master of Science in Dietetics (MSD) from the Purdue University Graduate School. The graduation and program completion requirements include the following:

- Satisfactorily completing all courses in the MSD plan of study (32 credits)
- Letter grade of B or better in all supervised practice courses (NUTR 53300, 53900, 54300 and 54200)
- Graduation index representing a B average (3.00/4.0) or better. The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better that appear on the plan of study.
- Completion of at least 1000 hours of supervised practice of all supervised practice components (e.g. community nutrition, food service systems management, medical nutrition therapy and engagement rotations) with a “satisfactory” or higher evaluation on all competencies. “Satisfactory” is defined as 85% and is the minimum performance expected of an entry-level dietitian.

After the student begins coursework in the fall semester of year 1 of the MSD, the maximum amount of time allowed for completing the program requirements is 3 years (150% of the time planned for completion).

### **Verification of Program Completion** (8.2n)

Upon conferral of the MS in Dietetics degree, the graduate will also earn a verification statement of program completion. The Commission on Dietetic Registration (CDR) uses the verification statement to determine eligibility for the Registration Examination for Dietitians. CDR requires that the MSD Program Director submit the eligibility application through the Registration Eligibility Processing System (REPS).

After the MSD Program Director receives the graduate’s official transcript showing the date the degree was conferred, the verification statement and transcript are uploaded to REPS. The date that the Program Director submits the required documentation to CDR will be announced to MSD students in advance of graduation. MSD graduates who do not have all the required documentation to the Program Director by the announced date will have their submission postponed until the documentation is complete. A verification statement cannot be issued until the Program Director receives an official transcript showing the date the graduate degree was conferred. The Program Director will also email the MSD graduate a signed verification statement at this time.

Graduates who completed a Didactic Program in Dietetics (DPD) prior to entering the MSD, must provide their signed DPD Verification Statement to the MSD Program Director so it can be entered into the REPS system.

The verification statement is also the documentation used by the Academy to ensure that the stipulated qualifications for active membership have been met.

### **Application to Take the RDN Examination**

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 is \$225 and must be paid at the time of exam appointment registration.

Individuals with documented disabilities are encouraged to apply for test accommodations when sitting for the RDN exam. Information on applying for test accommodations is available from the Pearson Vue website, <https://home.pearsonvue.com/Test-takers/Accommodations.aspx>

### **Examination Resources**

Examination resources are available on the CDR website <https://www.cdrnet.org/study>. Resources include RD Test Specifications, Registration Examination for Dietetics Study Outline, RD Exam Handbook for Candidates, RD Examination References and RD Examination Practice Questions.

### **Board Certified Specialist in Sports Dietetics (CSSD)**

Minimum requirements for specialist certification are established and approved by the Commission on Dietetic Registration. In order to become a [Board Certified Specialist in Sports Dietetics \(CSSD\)](#) candidates must meet the following requirements:

- Current Registered Dietitian (RD) status by the Commission on Dietetic Registration
- Maintenance of the RD status, for a minimum of two years from the original examination date
- Initial Certification: Documentation of 2,000 hours of sports dietetics practice experience as an RD within the past five year

Certain education and professional experiences can substitute for some of the required sports practice hours up to a total of 500 hours maximum. The completed MSD at Purdue University can substitute for 300 hours.

### **Graduate and Employer Surveys**

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



## *Section 7 Appendices*

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A: Required Coursework and Course Sequence

B: ACEND<sup>®</sup> 2022 Core Knowledge and Competencies

C: Projected Schedule of Events Year 2

D: Schedule Deviation Form

E: Non-Compliance/Performance Form

F: Student/Intern Contract

G: Example Supervised Practice Evaluation Form

H: Rotation Hours Verification Log

## Appendix A

### MS in Dietetics, Purdue University Required Coursework and Course Sequence

**Planned program length: 4 semesters (2 academic years), 32 credits**

Students will complete the following Plan of Study

<b>Fall Semester, Year One – on campus</b>		
<b>Cr.</b>	<b>Course #</b>	<b>Course Title</b>
2	NUTR 51200	Dietary Supplements
2	NUTR 51500	Nutrition Pathophysiology
3	NUTR 51600	Eating Disorders and Healthy Weight Management
1	NUTR 53100	Ethical Practice and Professionalism in Dietetics
<b>Total Credit Hours: 8</b>		

<b>Spring Semester, Year One – on campus</b>		
<b>Cr.</b>	<b>Course #</b>	<b>Course Title</b>
3	NUTR 51100	Applied Nutrition Counseling
3	NUTR 52100	Advanced Medical Nutrition Therapy
2	NUTR 52300	Trends in Nutrition & Dietetics
<b>Total Credit Hours: 8</b>		

<b>Fall Semester, Year Two – off campus</b>		
<b>Cr.</b>	<b>Course #</b>	<b>Course Title</b>
1	NUTR 53500	Leadership in Dietetics (synchronous online)
3	NUTR 53300	Community Nutrition Experience (supervised practice)
4	NUTR 53900	Foodservice Systems Management Experience (supervised practice)
<b>Total Credit Hours: 8</b>		

<b>Spring Semester, Year Two – off campus</b>		
<b>Cr.</b>	<b>Course #</b>	<b>Course Title</b>
1	NUTR 54400	Advanced Medical Nutrition Therapy for Special Populations (synchronous online)
4	NUTR 54300	Medical Nutrition Therapy Experience (supervised practice)
3	NUTR 54200	Engagement Experience (supervised practice)
<b>Total Credit Hours: 8</b>		

## ACEND 2022 Core Knowledge and Competencies

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

1. **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 Select and use appropriate 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 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

2. **Domain 2.** Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner 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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- 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.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

3. **Domain 3. Clinical and Client 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 and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements 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 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 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

4. **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/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 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 functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

5. **Domain 5. Leadership and Career Management:** Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 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 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

Source: ACEND Accreditation Standards for Nutrition and Dietetics Coordinated Programs (CP)  
Adopted September 1, 2021; Effective June 1, 2022

**PURDUE UNIVERSITY  
MASTER OF SCIENCE IN DIETETICS Year 2**

**Projected Schedule of Events: August 1, 2024- May 31, 2025**

**Revised 7/1/2024 Schedule Subject to change**

Number of planned supervised hours noted in ( ); Total supervised practice hours at professional work sites = 1008

<b>AUGUST 2024</b>		<b>JANUARY 2025</b>	
19-23	Orientation to Supervised Practice and Community Nutrition rotation; dairy farm tour	13-17	Orientation to MNT rotation Monday and Tuesday. MNT rotation begins Wednesday (24 hr)
26-30	Community (32 hr)	20-24	MNT (32 hr)
		27-31	MNT (32 hr)
<b>SEPTEMBER 2024</b>		<b>FEBRUARY 2025</b>	
Sep 2 Labor Day	Follow holiday schedule of site	Feb 3- 7	MNT (32 hr)
Sept 3-6	Community (32 hr)	10-14	MNT (32 hr)
9-13	Community (32 hr)	17-21	MNT (32 hr)
16-20	Community (32 hr)	24-28	MNT (32 hr)
23-27	Community (32 hr)		
30- Oct 1	Community consolidation and foodservice management orientation	Mar 3-7	MNT (32 hr)
<b>OCTOBER 2024</b>		10-14	MNT Staff Relief (32 hr)
2-4	Food Service (24 hr)	17-21	MNT Staff Relief (40 hr)
7-8	October Break or attend FNCE	24-28	MNT Staff Relief (40 hr)
9-11	Food Service (24 hr)	31-Apr 4	MNT Staff Relief (40 hr)
14-18	Food Service (32 hr)		
21-25	Food Service (32 hr)	<b>MARCH 2025</b>	
28 -Nov 1	Food Service (32 hr)	7-11	Engagement (32 hr)
<b>NOVEMBER 2024</b>		14-18	Engagement (32 hr)
4-8	Food Service (32 hr)	21-25	Engagement (32 hr)
11-15	Food Service (32 hr)	28-May 2	Engagement (32 hr)
18-22	Food Service (32 hr)		
25-29	Classes meet on Monday; no supervised practice this week	<b>APRIL 2025</b>	
Thanksgiving		5-9	Class meetings this week for Engagement and CPD Wrap-up - schedule TBA. Make up hours from MNT or Engagement if needed.
<b>DECEMBER 2024</b>			No CPD activities planned
2-6	Food Service Supervision (40 hr)	12-15	Graduation Weekend - congratulations
9-13	Food Service Supervision (40 hr)	16-19	
16-17	Make up hours from foodservice management if needed		
Dec 16-Jan 10	WINTER BREAK		

During weeks designated as 32 hours/week, interns will not be scheduled for supervised practice hours on Mondays unless prior arrangements have been made or when breaks are noted. Interns attend class meetings virtually on Mondays when supervised practice is 32 hours per week. Class does not meet during weeks when supervised practice is 40 hours per week. **Class schedule adjustments may be necessary and any changes will be communicated in advance by Dinah Dalder to interns and preceptors.**

Interns must successfully achieve all ACEND competencies assigned to the rotation at a satisfactory or higher level before advancing to the next rotation. 1000 hours of supervised practice hours are required on signed Hours Verification Logs by the end of the program.



**Purdue University Master of Science in Dietetics (MSD)  
Schedule Deviation Approval Form**

Intern 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 MSD Director for final approval.

5. Approved      \_\_\_\_\_  
    Rejected      \_\_\_\_\_

MSD 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 MSD Director.

Primary preceptor's      Date:  
Signature:      \_\_\_\_\_      \_\_\_\_\_

APPENDIX E

**Purdue University Master of Science in Dietetics (MSD)  
Non Compliance/Performance Form**

Name of Student/Intern:

Course or Rotation:

Name of Instructor or Preceptor filing the complaint:

Supervised practice site name, if applicable:

This form is completed to provide written documentation of unsatisfactory performance of the above named student/intern of the MSD Program at Purdue University. The unsatisfactory performance (e.g. academic, professional, ACEND knowledge requirements or competencies) is herewith shared with the intern and documented:

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

Student/Intern Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Preceptor or Course  
Instructor Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Preceptor or Course  
Instructor Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

MSD Director Signature

\_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX F

Master of Science in Dietetics (MSD)  
Purdue University

STUDENT/INTERN CONTRACT

I, \_\_\_\_\_,  
have read the Handbook for the Master of Science 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 MSD.

\_\_\_\_\_\*  
(Name)

\_\_\_\_\_\*  
(Date)

\*Students must complete this form and give it to the MSD Program Director,  
Dinah Dalder. The completed form will be kept in the student's MSD file.  
Due date:

**Supervised Practice Evaluation Form<sup>1</sup>**  
**Purdue University**  
**Master of Science in Dietetics (MSD)**

The following is used to assist the course instructor and Director of the Master of Science in Dietetics in determining the performance of the intern and the grade to be assigned for the experiential 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 frequently 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 nutritionist in the area of [community nutrition].

II. \_\_\_\_\_ This candidate has satisfactorily met all the objectives/competencies in the time allowed. "Satisfactory" is defined as 85% and is the minimum performance expected of an entry-level dietitian. 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 nutritionist.

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. Reasonable attempts will be made by the Director of the Master of Science in Dietetics 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%)

<sup>1</sup> Preceptor to complete on the last day of the intern's experience and email the completed form to:

Dinah Dalder, MS, RD; Director, Master of Science in Dietetics; Department of Nutrition Science, Purdue University email: [dalder@purdue.edu](mailto:dalder@purdue.edu)

## MASTER OF SCIENCE 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
<b>Intern Initials:</b>		<b>Total Hours:</b>		

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

Signature: \_\_\_\_\_  
*Intern*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Preceptor*

Date: \_\_\_\_\_

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