

PURDUE UNIVERSITY COORDINATED PROGRAM IN DIETETICS



MS IN DIETETICS HANDBOOK 2023-2025

Director:

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PURDUE HONOR PLEDGE

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

PROTECT PURDUE PLEDGE

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

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Glossary

Academy	Academy of Nutrition and Dietetics
ACEND [®]	Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics
CDR	Commission on Dietetic Registration
CPD	Coordinated Program in Dietetics. The Master of Science in Dietetics (MSD) is a CPD program and thus, follows the ACEND [®] Accreditation Standards for Coordinated Programs.
CPD Director	The CPD Director assures that all ACEND [®] accreditation standards are implemented for the program. The Purdue University faculty member who advises CPD 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 the preceptor.
Core Knowledge & Competencies (KRDN and CRDN)	Set of skills to be achieved by the intern in order to meet the expectations for entry-level dietitian nutritionists as defined by the Accreditation Council for Education in Nutrition and Dietetics. 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).
Student	A registered student in the Department of Nutrition Science at Purdue University who has been accepted into the CPD program and is taking graduate coursework in year 1 of the CPD.
Intern	A registered student in the Department of Nutrition Science at Purdue University who has been accepted into the CPD program and is in the supervised practice portion of the program (year 2 of the CPD).
MSD	Master of Science in Dietetics is the degree awarded upon successfully meeting all program completion requirements of the CPD.
Preceptor	The person(s) at the supervised practice site (community program, hospital, dining court, etc.) who directs the intern's rotation on site by implementing the curriculum established by the CPD. The preceptor evaluates the intern's progress and their achievement of the CRDNs.

They, their, them	Pronouns used to reflect the gender preference of an individual whether it is he/she/they.
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 Coordinated Program. 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 100 miles of West Lafayette.
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.

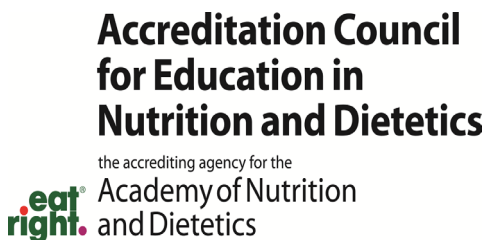
Section 1 Introduction

Welcome

Welcome to the Coordinated Program in Dietetics (CPD) housed in the Department of Nutrition Science (NUTR) at Purdue University, West Lafayette, Indiana. We are delighted that you have chosen to pursue the Coordinated Program. Purdue's CPD, one of the most prestigious coordinated programs in the country, has been graduating outstanding dietetics professionals since 1976. CPD graduates are qualified to take the registration examination through the Commission on Dietetic Registration (CDR) and become registered dietitian nutritionists (RDN) upon passing the exam. In the program's 46 years of existence, it has graduated over 530 students. Many of our CPD graduates are now preceptors and mentors for the CPD interns.

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

Accreditation Status



Purdue University's Coordinated Program 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>

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 and the CPD “prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” The entire Nondiscrimination Policy Statement is available at 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.

Title IX Harassment Policy, Jurisdiction, Reporting and Addressing (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 Title IX 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 Title IX 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 Title IX Harassment.

Title IX 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 Title IX Harassment. This policy addresses Title IX Harassment toward individuals for reasons of sex, sexual orientation, gender identity and/or gender expression. The University will not tolerate Title IX 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.

Jurisdiction

This policy applies to the programs and activities of Purdue University in the United States, to conduct that takes place on the campus or on property owned or controlled by the University in the United States, at University-sponsored events in the United States, or in buildings located in the United States that are owned or controlled by a Recognized Student Organization.

Reporting and Addressing Title IX Harassment

This policy seeks to encourage faculty, staff and students to report and address incidents of Title IX Harassment. The [Procedures for Resolving Complaints of Title IX 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 Title IX Harassment.

The University reserves the right to investigate circumstances that may involve Title IX Harassment in situations where the impacted party declines to file a Formal Complaint. In appropriate circumstances, sanctions in accordance with this policy will be implemented where the Title IX Coordinator has filed a Formal Complaint.

To determine whether a particular act or course of conduct constitutes Title IX 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. Such behavior must be so severe, pervasive and objectively offensive that it effectively denies an individual equal access to a program or activity of the University.

Sexual harassment is unacceptable and illegal. Students, interns and preceptors are requested to communicate with the CPD 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 CPD faculty to support the intern and resolve the problem.

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

Commitment to Freedom of Expression (8.1d)

Because Purdue University (the “University”) is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University, the University fully respects and supports the freedom of all members of the University community “to discuss,” in the words of former University of Chicago President Robert M. Hutchins, “any problem that presents itself.” Visit <https://www.purdue.edu/purdue/about/free-speech.php> for the full Commitment to Freedom of Expression statement.

Program Description (7.3b)

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

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

from the West Lafayette campus and the immediate geographical area in order to complete supervised practice. Most practice sites are within a 100 mile radius of West Lafayette. Interns are encouraged to live within an hour's driving distance of the supervised practice sites for their major rotations.

The CPD 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 CPD cannot accept more students than supervised practice sites are available. Numerous factors outside of the CPD's control influence the number of supervised practice sites available in any given year. The success of Purdue's program is a credit to the support provided by the Department of Nutrition Science along with the cooperation of over 100 volunteer preceptors representing more than 50 facilities.

Students/interns in the CPD 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 CPD and the Head of the Department of Nutrition Science must approve each case.

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

The CPD at Purdue University is guided by the CPD Program Director, other faculty members from the Department of Nutrition Science including the Director of the Didactic Program in Dietetics (DPD), external experts, such as Program Directors of similar programs, and program preceptors. Input from students and other stakeholders is incorporated into the continuous program improvement plan.

The philosophy of the CPD program is that students/interns must demonstrate competence in both knowledge and performance 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.

2024 CDR Mandate for Graduate Degree

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®).

The Requirements to Become a Registered Dietitian Nutritionist

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

1. In-class learning: Students applying to the CPD at the Purdue University Graduate School are in the process of completing or have completed the required core knowledge requirements (KRDN) through prerequisite courses offered in a Didactic Program in Nutrition and Dietetics (DPD) or similar coursework. Students accepted into the CPD must be enrolled in Graduate School at Purdue University and take 2 semesters of graduate-level didactic coursework specific to the MSD curriculum in order to prepare for supervised practice experiences in semesters three and four.
2. Supervised practice: The student must complete a minimum of 1000 hours of supervised practice experience in an ACEND[®]-accredited program. Supervised practice provides hands-on experience in community nutrition, Medical Nutrition Therapy, and foodservice management following prescribed guidelines and learning experiences to ensure mastery of specific competencies. Students accepted into the CPD will complete the supervised practice portion in the second year of the program, after meeting all didactic course requirements in year-one. Upon completion of required didactic coursework and supervised practice experience, students earn a Master of Science in Dietetics and are issued an official verification statement indicating successful completion of all required courses, KRDNs, 1000 hours of supervised practice and CRDNs making them eligible to sit for the national registered dietitian examination. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN).
3. Pass the exam: Program graduates who are issued a verification statement are eligible to take the CDR credentialing exam for dietitian nutritionists. Prior to graduation from the CPD with a Master of Science in Dietetics, interns will receive all information required to complete the eligibility requirements to take the RDN exam. The RDN exam is a computer-adaptive test which is available year-round at approved testing centers. Successful completion of this exam allows individuals to indicate that they are credentialed and to use the initials RDN after their name.

The CPD at Purdue University is designed to meet all three mandated steps described above to become a registered dietitian nutritionist. The CPD meets the Educational (IC 25-14.5-3-1) and Practice Experience Requirements (IC 25-14.5-3.3) to become a Licensed Dietitian (LD) in the state of Indiana. Depending on where the graduate works, state certification or licensure may be required. It is ACEND's considered opinion that the program is designed to and does meet all state dietetics licensure and certification laws as some states may interpret their statutes differently. More information on state licensure requirements is available at <https://www.cdrnet.org/licensure>.

The CPD at Purdue University also teaches students the "Code of Ethics for the Nutrition and Dietetics Profession" <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf>. Compliance with the Code of Ethics for the Nutrition and Dietetics Profession is expected of all students/interns.

Students accepted into the CPD 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 CPD 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.

Mission Statement (7.3b)

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

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

Section 2 Application Information

The selection process for the CPD identifies students who meet the minimum academic requirements for the CPD, provide evidence of high likelihood to successfully complete graduate coursework including supervised practice and pass the national RDN exam. Applicants must be accepted to both the CPD and the Purdue University Graduate School; completion of the application does not guarantee admission into the program. Admission to the CPD 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/>.

Application Deadline

There are two application deadlines for the CPD 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 November 1. Applications for any remaining open positions from any qualified applicants (internal or external) will be reviewed starting January 15. Early application is encouraged. The application cycle is for the next program cohort starting in the fall semester. Availability of openings in the CPD will be posted on the program's website and announced through media channels such as the NDEP Listserv.

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.
- 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. All eligible applicants will be invited for a personal 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 be informed of the day, time and location of the interview. Interviews are typically 10-15 minutes in length. The purpose of the interview is to ascertain 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 CPD, agree to follow all policies and procedures outlined in the CPD 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 initial round of applications to the CPD is from currently enrolled Purdue University DPD students; any remaining openings in the CPD may be filled by qualified applicants. The application process is the same for all applicants regardless of the route to eligibility.

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 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: Purdue has a long history of admitting international applicants and welcomes the perspective each brings to our program. To apply for the graduate program, individuals from outside the US may need to provide additional information beyond the program requirements above to the Graduate School. This could include a copy of a valid passport, visa, an affidavit of financial support and more.

If English is not your 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 CPD admissions committee as part of the application procedure. The CPD admissions committee consists of the Program Director, faculty members and preceptors. Students will be informed of the day, time and location of the 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 CPD will be offered to up to 25 students per cohort. Thus, applicants not selected into the CPD, have the opportunity to submit applications to other supervised practice programs through the matching process. Applicants offered a spot in the CPD need to respond in writing to accept the offer by the deadline indicated in the offer letter.

All accepted students are required to read and agree to the policies and procedures outlined in the CPD Handbook (see signature page in the Appendix) and to complete all medical 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

Academic Integrity and Purdue Honor Pledge

Academic integrity is one of the highest values that Purdue University holds. Purdue prohibits “dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty.” Furthermore, the University Senate has stipulated that “the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) 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 breaches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern. Alert the CPD Director about the conflict or potential breach.

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

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

Protect Purdue Pledge

Protect myself, protect others, protect our Purdue community.

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

Grade Appeals

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

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

1. Schedule an appointment to talk with the instructor of the course. Discuss the grade calculation and any real or perceived conflicts. If the grade conflict cannot be resolved at this level, proceed to the next step.

2. Schedule an appointment with the Department Head. Discuss the conflict and the outcomes of the meeting with the instructor. The Department Head might call a meeting with the student and the instructor to foster conflict resolution.

Some grievances may be under the jurisdiction of the College and/or University. Grievance policies for the University shall be followed as outlined in the University Regulations. Grievance procedures may vary according to the subject of grievance such as the [Grade Appeal Process](#).

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. 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 ≥ 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 ≥ 2.0 = Probation
- IF: On probation and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 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

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.

Cancellation of Assignment (Dropping a Course)

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

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

Week	Restrictions
1-2	Approval of academic advisor; course will not be recorded
3-4	Approval of academic advisor; course will be recorded with grade of W
5-9	Approval of academic advisor. The instructor shall indicate whether the student is passing or failing (<i>University Senate Document 91-5, February 24, 1992</i>). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus (<i>University Senate Document 93-14, September 26, 1994</i>)
10-16	Course assignments cannot be cancelled during this period

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

Purdue University's Refund Policy (8.2p)

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

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

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

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

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

Please contact the Bursar's Office if you have any questions about refunds or the calculation of refund amounts.

Return of Federal Title IV Funds

Financial aid Policies and appeals information is available at <https://www.purdue.edu/dfa/contact/policiesappeals/>

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

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, ACG Grant, SMART Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford loan or a PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the

number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded.

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

Involuntary Withdrawal of Students (8.2p)

According to Section IV of the University Regulations, students may be involuntarily withdrawn for reasons such as students being a health risk to self and others. The policy for involuntary withdrawal of students is available at <https://catalog.purdue.edu/content.php?catoid=7&navoid=2852>.

Protection of Privacy of Student Information and Access to Personal Files (8.2f,g)

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

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

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

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

Financial Aid (7.3i, 8.2t)

CPD students are strongly encouraged to complete the FAFSA (Free Application for Financial Aid) application to be eligible for federal loans and some scholarships. The FAFSA is used to determine financial need for available scholarships. 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/>

The Purdue University Division of Financial Aid website <http://www.purdue.edu/dfa/> is the gateway for all information related for financial aid including loan deferments. Students 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.

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/>

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

Interns with the need for emotional or behavioral assistance may use the free counseling services provided through the Office of the Dean of Students. A comprehensive list of support services through The Advocacy and Support Center at Purdue can be found at <https://www.purdue.edu/advocacy/>. Some services may not be available or convenient to interns completing rotations at sites off campus or the occasional remote practice site (e.g. on-campus psychological counseling).

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

If tutorial support is needed in didactic coursework, meet with the professor of record during office hours to seek help. During supervised practice courses, discuss your needs for additional resources/tutorial support and/or practice with the Program Director. Your preceptor may also be able to provide additional opportunities to develop your professional skills on-site.

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, such individuals should 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 Program Director know so that options can be discussed. You are also encouraged to contact the Disability Resource

Center (DRC) at 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 there are aspects of the instruction or design of your courses that 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 can 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 supports, 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 of the workshops are fully online.

Section 4 Knowledge Requirements and Didactic Course Work

Didactic Course Work, Program Calendar and Schedule (7.3g, 8.2q)

Didactic courses, both prerequisite courses prior to acceptance to the CPD as well as first year courses in the CPD, provide the foundation knowledge and skills for successful completion of supervised practice courses and entry to the profession. The core knowledge requirements (KRDNs) achieved primarily in didactic courses can be found in Appendix. KRDNs 4.1, 4.2 4.4 and 4.6 are achieved prior to admission through a required foodservice management course.

All CPD 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. Prerequisites listed for each course must be met. The University enrollment system will block enrollment if prerequisites are incomplete. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated. Students must be aware that some courses are only offered once a year. Because of this, planning one's full academic program with the CPD Director is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree and program completion.

All required didactic courses (e.g. year 1 courses) for the CPD must be successfully completed prior to the supervised practice year (year 2). To progress to Fall year 2, minimum grade is C- in each course and overall GPA must be 3.0 or higher. Depending on an individual student's previous coursework, up to 9 credits in the plan of study could be substituted with electives. All University regulations will be followed. Students with cumulative or semester GPAs below the minimum level are fully evaluated and decisions are made regarding their continuation in the program. Students must achieve a grade of C- or better in each course they plan to count toward the plan of study. Students who fail to meet the minimum grade and GPA requirements in prerequisite courses in year 1 will be counseled regarding alternative career paths and will not progress to year 2 supervised practice courses. Students may also receive career advice from the Center for Career Opportunities (CCO), 765-494-3981, <https://www.cco.purdue.edu/>.

Didactic coursework in the CPD (year-1) follows the University Academic Calendar <https://www.purdue.edu/registrar/calendars/2023-24-Academic-Calendar.html>

Year 2 does not follow the Academic Calendar (See Projected Schedule of Events Year 2 in Appendix C).

Section 5 Program Policies and Procedures for Supervised Practice

Orientation

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

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

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

Some ACEND[®] knowledge requirements (KRDN) are met through coursework required prior to admission to the CPD. Specifically, KRDNs 4.1, 4.2, 4.4 and 4.6 are met through NUTR 44200 Foodservice Systems Management a required course in the DPD curriculum at Purdue University and a required course (or similar) for admission to the CPD. 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 syllabi for evaluation by the CPD Program Director prior to acceptance to the CPD. The CPD Program Director may have additional faculty review course syllabi to determine comparability.

The CPD is not affiliated with Purdue Global. Thus, Purdue Global students must meet all pre-requisites if applying to the MS in Dietetics.

Transfer of Credits to the Purdue CPD 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 CPD Director, the course instructor, the graduate committee, the Department Head and the dean of the Graduate School of Purdue University must approve.

Competency and Learning Outcomes

The ACEND[®] Accreditation Standards for Nutrition and Dietetics Coordinated Programs includes core knowledge and competencies that specify what every dietitian nutritionist needs to know and do as an entry-level practitioner. Competencies and learning outcomes have also been developed for the additional concentration that is included in Purdue's CPD, the engagement rotation. The ACEND[®] required knowledge statements (KRDN) and competency statements (CRDN) that guide the didactic and supervised practice components of Purdue CPD can be found in Appendix B of this handbook. Nearly all of the CRDNs are evaluated through supervised practice experiences in professional work settings. Learning outcomes are used by preceptors and program faculty to document the student's attainment of all CRDN's throughout the program. 100% of 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.

Performance Standards (8.2j)

A grade point average (GPA) of 3.0 is considered the minimum level of academic performance for all CPD graduate students. Students must achieve a grade of C- or better in each course in year 1 they plan to count toward the plan of study. The program requires a grade of B or better in all supervised practice courses (year 2) in order to progress in the curriculum. At the end of every semester, the CPD Director reviews the record of each student. 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. The CPD Program Director is the academic advisor for students in the MSD and will meet individually with students at least annually to review progress in the program.

100% of 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). The course grades for the supervised practice courses will be based on case studies, oral presentations, written assignments, projects, task sheets, class participation and performance evaluations by the intern's preceptors and the CPD faculty as outlined in each course syllabus. The Program Director schedules the supervised practice review evaluations with the intern and preceptor in advance, which may occur face-to-face or remotely. Performance evaluation forms are included in each supervised practice course syllabus and contribute a significant portion of the course grade because 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 syllabi are completed.

Formal Curriculum Review (4.3)

Intern performance on all core competencies is collected and used along with program evaluation data and feedback from preceptors, 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 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. Long term, major action steps requiring additional resources will be discussed with the department head.

Selection, Evaluation and Maintenance of Supervised Practice Sites

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

An affiliation agreement is required between Purdue University and the CPD practice sites prior to intern placement for supervised practice. Purdue University's preference is to provide a Purdue-template affiliation agreement which is pre-approved by the university's Office of Legal Counsel. Practice site agreements may be used in lieu of a Purdue template but will require review and approval by Purdue University's Office of Legal Counsel. Any affiliation agreement must be signed by authorized representatives of the parties in order to be considered valid. Prior to intern placement, the Program Director 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 Catering, Purdue Extension, Purdue Recreation & Wellness, Purdue Athletic Department, Clinical Research Center (CRC), regional campuses (PFW)).

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

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

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

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

Supervised Practice Placement Guidelines

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

- Purdue CPD interns do not plan their own rotations, choose their own rotation sites or approach potential preceptors. Interns do not have input on placement preferences except for the Engagement rotation. The Program Director does not recruit practice sites to allow interns to live at home.
- The Program Director approaches rotation sites with prior signed affiliation agreements to explore the possible number of interns that can be accommodated.

- The total number of interns placed in a given site is in proportion to the available resources at the site and might vary with personnel, relocation of offices/foodservice facilities/laboratories, and other internal issues.
- To maximize University supervision from campus, an effort is made to place interns within 100 miles of West Lafayette. Placement of interns in the Lafayette/West Lafayette area is limited.
- Sites participating in the CPD will receive placement requests from the CPD Director several months before the intern is scheduled to begin the supervised practice experience.
- Interns are provided with contact addresses and instructions for when and how to contact a preceptor.
- Intern-preceptor contact is established and the terms of the start of the rotation are communicated.
- All intern placements are subject to change.

Supervised Practice Schedule (Year 2) (8.1c, 8.2e,q)

The primary goal of supervised practice is to provide hands-on learning experiences, however, the interns must expect to contribute to the workload of the facility **and follow all guidelines and rules of the facility**. The preceptor determines the intern's schedule at the facility. The supervised practice portion of the CPD is very time-intensive. Interns are expected to work 32-40 hours per week at the supervised practice site according to a planned schedule. Furthermore, interns must expect to work on weekends, holidays, early morning and/or late night hours as scheduled by the preceptors. Interns are expected to volunteer to help in unexpected circumstances as part of professional development/skill, but not to replace employees except during planned supervised staff relief. The intern is expected to notify the CPD Director if they have experienced situations replacing an employee so that situation can be resolved.

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. A minimum of 1000 hours must be documented prior to program completion.

A projected schedule of events for year 2, including rotations and class schedules, vacations, and holidays, can be found in Appendix C. During year 2 (supervised practice year), some course requirements do not match the University calendar due to scheduling requirements determined by the site or the need for supervised practice hours. Students are not granted spring break in year 2. All supervised practice schedules are subject to change.

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

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

The **Medical Nutrition Therapy** rotation begins at the start of the spring semester; interns are usually placed at one hospital, but additional experiences may be needed at other hospitals or

medical clinics in order to broaden the intern's learning experiences and meet required competencies.

The last rotation is the **engagement rotation**. For this four-week rotation, interns are provided with choices of available tracks which they can rank, based on their individual goals and interests for dietetics practice. Interns typically are placed in one of their top 3 choices. Past engagement rotation settings have included industry, hospitals or clinics, research laboratories, long term care facilities and school corporations.

With successful completion of assignments and supervised practice, interns finish the CPD at the end of the spring semester year 2, graduating in May, and are eligible to take the computerized national examination for registered dietitian nutritionists possibly as early as 4 weeks after graduation.

Responsibilities of Interns in the Supervised Practice Facilities

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

the competencies as outlined in the forms provided with each rotation, and management of activities to meet specified deadlines.

8. Interns are expected to recognize that many projects must be completed outside of scheduled work hours unless preapproved/arranged with instructor/preceptor.
9. Interns are expected to use feedback as an opportunity to learn. Interns are expected to be open to feedback and suggestions from faculty and preceptors for their professional development.
10. Interns are expected to 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”.
11. 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.
12. Interns are expected to not remove any materials from the facility without prior approval of the preceptor.
13. Interns are expected to report any absenteeism to the appropriate facility personnel prior to scheduled time for arrival. Interns are required to promptly contact the CPD Director to report an absence. Interns must make arrangements with the preceptor to make up all missed time at the facility according to a schedule that is convenient and approved by the preceptor using the Schedule Deviation Form (Appendix D).
14. Interns are expected to maintain the confidentiality of all patients, clients, and employees.
 - a. Classroom discussions are to be kept confidential.
 - b. HIPAA guidelines must be followed.
 - c. Some examples of how patient confidentiality is violated include:
 - i. Accessing medical records of patients not assigned to you
 - ii. Accessing medical records of known friends or family members
 - iii. Talking about a patient and/or family member in a public area such as a hallway, elevator, cafeteria or parking areas
 - iv. Sharing passwords issued to you or created specifically by you to access patient information with someone else
15. Interns are expected to be alcohol and drug free during working hours.
16. Interns are expected to adhere to the rules and regulations indicated in this handbook (see “Student/Intern Contract” (Appendix F) and policies at their rotation facilities.

Absence or Emergencies (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. 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 total for CPD at Purdue University). Interns from the CPD 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. The annual calendar for supervised practice hours is outlined on the “Projected Schedule of Events” in the appendix C of this handbook.

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

See the Excused Absence Policies of the University

<https://www.purdue.edu/advocacy/students/absence-policies.html#a-attendance>. 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 CPD Director. Any such recommended extension shall depend upon the approval of the preceptor and adjustment of the rotation schedule. Interns requiring extension of their supervised practice time must be prepared not to graduate with their peers in May, with eventual delay in sitting for the RDN exam.

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

Grief Absence Policy for Students (8.2q)

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

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

Immediate Family: You are eligible for up to five (5) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of a spouse, parent, child, grandparent, grandchild or sibling, or corresponding in-law or step-relative.

Other Relationships: You are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.

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

COVID-19 Vaccinations Required by Supervised Practice Sites

The Coordinated Program in Dietetics follows the policies of the supervised practice sites, including the requirements for the COVID-19 vaccination. Interns may be required to show evidence of a COVID-19 vaccination; otherwise they may not be able to complete the program.

Submit acceptable proof of your COVID-19 vaccination status by August 1 of year 2 prior to supervised practice. Acceptable proof is:

- Legible photo of both sides of your CDC COVID-19 vaccination record card or
- Documentation of vaccination from a health care provider or electronic health record or
- State immunization information system record

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.

All of the following tests/procedures/immunizations are required by August 1 of program year 2:

- 2-step TB test (within past 12 months) or Chest X-ray (within past 5 years) or negative QuantiFERON test (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
- COVID-19 vaccination
- 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 CPD. 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 student has the responsibility for meeting all financial obligations incurred with these requirements.

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

Criminal Background Check and Drug Screening (8.2d)

The student/intern has the responsibility for meeting all financial obligations incurred with 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 CPD. Examples of additional testing would be an additional drug screening, an alcohol screening or an additional criminal background check.

A national criminal background check is required prior to the start of year 2 of the program. 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 CPD. The Indiana Licensing Board requires a criminal background check as part of the application process for licensure.

Interns are required to have a negative 10 panel drug screening prior to beginning supervised practice and any subsequent time that drug screening is required by supervised practice facilities where the intern is placed. If the drug screening is negative, the intern will be allowed to begin supervised practice as scheduled. If the intern fails to produce the requested sample by the date and time designated, the intern will be treated as if the test result was positive. Any intern who tests positive for drugs, or who does not comply with any notice, request, or procedure related to drug testing/treatment, shall be withdrawn from all CPD courses, and may be subject to discipline

pursuant to the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals, up to and including preclusion from continued enrollment in the CPD. In addition, future participation in supervised practice is dependent on the length of time needed for the rehabilitation process and space availability in supervised practice sites.

Health Insurance (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.

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

COVID-19 Assumption of Risk and Training

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

Interns are required to complete all site-specific training related to COVID-19 and/or other infectious disease.

Long-Term Illness

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

Class Attendance (8.2o)

Classes in the CPD may consist of scheduled orientation sessions, lectures, laboratories, interprofessional education events, recitation or consolidation sessions and field trips. In year 1, class

sessions occur in-person on the West Lafayette campus and details such as class topics are outlined in each course syllabi. In year 2, classes are usually delivered through a video conferencing platform (e.g. WebEx, Zoom) but occasional travel to the West Lafayette campus for in-person classes, interprofessional (IPE) events or meetings may be required. Class topics and expectations are included in each course syllabi for year 2 and are also noted on the Projected Schedule of Events (Appendix C). Students are expected to have their cameras on if a class is meeting remotely and engage in class discussion/activities for both remote and face-to-face classes. The program does not use on-line testing. Classes may include field trips such as a tour of a dairy farm. **Attendance for all classes is mandatory for all students/interns.**

Technology Requirements (7.3j)

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). 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 WIFI, 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 learning management system, Brightspace.

Dress Code and Professional Image

A dress code has been established to help interns to conform to the sanitary requirements of food service and health care. Furthermore, following the dress code will ensure that interns present a professional image while in the rotation sites or at other affiliation sites (e.g. for some classes or field trips). Interprofessional education (IPE) events are considered professional activities and student are expected to wear professional or clinic-appropriate attire. Interns must also dress professionally during videoconferencing. Interns need to practice good grooming and good hygiene. All uniform items are to be provided and maintained by the interns. Interns are required to adhere to the dress code of the facility to which they are assigned. Some facilities may specify a certain brand of non-slip duty shoe or uniform pieces.

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

Housing

Interns are required to secure their own housing during the CPD. The University or the CPD does not approve or arrange the housing in any official capacity. Since some rotations occur over 11 to 12 weeks, we recommend that individuals find housing that would allow for a commute of no more than one hour to the practice site. All interns are required to attend orientation sessions, consolidation sessions, 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 CPD.

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

Interns are responsible for maintaining liability for safety in travel 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.

Legal Status and Liability Insurance (8.2a)

The State of Indiana has recognized the intern experience as necessary preparation for the dietetics profession. The legislature authorized community, clinical and other sites to enter into agreements with institutions of higher education specifying the responsibilities and rights of supervised practice sites. Purdue University has such an affiliation agreement with each supervised practice rotation site on file. Among other considerations, the agreement includes a statement of liability insurance. The program covers the cost of and arranges for student professional liability insurance through the university.

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 valuable leadership opportunities at both the local, state and national level (Program Liaison). These are some ways for interns to become involved in issues relating to Public Policy and the practice of dietetics in general.

Interns are encouraged to explore Dietetic Practice Groups (DPG) within the Academy. Interns may choose to become members of additional professional organizations such as the American Society of Parenteral and Enteral Nutrition, American Diabetes Association, etc.

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 mail, telephone, and/or email. These communications are the intern's responsibility but the CPD Director is available for guidance. The intern should be reasonably comfortable with the new rotation site preceding the start of the supervised practice at the facility. Facility orientation meetings do not count as supervised practice hours.

Unsafe Practice (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 Form in Appendix E).

Honesty, Code of Ethics, and Confidentiality

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

Additionally, CPD interns are bound by the [Code of Ethics for the Nutrition and Dietetics Profession](#).

Employment During Supervised Practice (8.2f)

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

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

Sharing Projects and Assignments with Preceptors/ Supervised Practice Facility

It is expected that interns share projects and assignments with preceptors since they are professional partners providing learning opportunities during this course. 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 (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)/CPD faculty. The intern's compliance to facility requirements and expectations (e.g. dress code, attendance, communication with others) is evaluated in the first 2-3 weeks of the foodservice management and Medical Nutrition Therapy rotations. Additionally, in the foodservice management and Medical Nutrition Therapy rotations, mid-rotation evaluations are scheduled to monitor appropriate progress towards the final learning outcomes and achievement of the assigned competencies for the rotation. Preceptors may request additional evaluation meetings with CPD faculty and the intern if adequate progress is not being made so appropriate support 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.

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

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

The interns will provide the appropriate evaluation form to the preceptor in advance for the preceptor to complete the performance evaluation. Preceptors will likely solicit input from other personnel who have supervised the intern or worked side-by-side with the intern, thus, preceptor evaluations will not be limited to personal observations. Interns 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 CPD Director and staff provide a safe environment for the interns to critically assess their own performance by completing a self-evaluation which is presented and discussed during the meeting.

Evaluation forms completed by the preceptor will 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.

Complaint Policy (8.2g)

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

Procedure for Resolving Intern/Preceptor Conflicts (8.1d,8.2g)

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

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.

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

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

1. Schedule an appointment to talk with the preceptor. Discuss the conflict and request guidance as to how to find a resolution. If the conflict cannot be resolved at this level, proceed to the next step.

2. Alert the CPD Director about the conflict. Discuss the conflict and the outcomes of the meeting with the preceptor. Aim to seek conflict resolution. The CPD Director may call a meeting with the intern and the preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action would be formulated and implemented. If the conflict is still not resolved, proceed to the next step.
3. Schedule an appointment with the Head of the Department of Nutrition Science to resolve the situation. Students may discuss their concerns with the Head without fear of retaliation.
4. If all options to address the complaint with the program and institution have been exhausted, students may submit complaints directly to ACEND[®]. ACEND[®] will review complaints that relate to a program's compliance with the accreditation standards. ACEND[®] is interested in 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[®]'s policy and procedure for submission of complaints against accredited programs may be obtained by from the ACEND[®] website. The Complaint Investigation Form is available at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Preceptor Complaints or Non-Compliance/Performance (8.2g,k,l,t)

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

If an intern does not meet the competencies and objectives of the supervised practice experience a conference between the CPD Director, the preceptor, and the intern will be held with the objective to develop a corrective action plan. The Non-Compliance/Performance form (Appendix 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 CPD. 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 CPD, 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 intern.

Voluntary Withdrawal from CPD (8.2p)

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

Academic Dismissal (8.2l)

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

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

Due to the extremely limited number of spaces available in the CPD program, re-admission opportunities are subject to space availability and prior approval of the director of the CPD. Students will be counseled about alternative career paths such as foodservice and wellness by the CPD Director, and/or other departmental faculty. The student will also be referred to Purdue University's Center for Career Opportunities (CCO).

Section 6 Estimated Costs of the CPD

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 CPD which is a two year program (total of 4 semesters). Full time (8) or more of 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/>

Item	Explanation	Cost (\$)
Application fee	Application fee to Purdue University Graduate School	60
Graduate Tuition	Flat-rate tuition for resident per year Flat-rate tuition for non-resident per year	10,500/ year 29,300/ year
Graduate fees	Student activity fee and fitness and wellness fee per year	264/ year
Books and supplies	Based on estimate from Purdue Division of Financial Aid – program total	1030
Housing	Based on estimate from Purdue Division of Financial Aid – variable/ per year	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 CPD 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	Student membership is required. Interns are expected to have proof of membership throughout the CPD. Student membership includes free access to educational and training materials, and the monthly professional journal. Membership will need to be renewed annually.	60/ 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
Medical Insurance (8.2a)	Medical insurance is required while in supervised practice during the CPD. All registered domestic students taking at least 6 credits and degree seeking are eligible to enroll in the University Injury and Sickness	1500

Item	Explanation	Cost (\$)
	Insurance Plan. Enrollment information is available at https://www.purdue.edu/push/insurance/EnrollmentInformation/domestic.html . Required year 2	
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, Rubeola 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 CPD. 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.	25/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 and Expo - optional	Attendance is optional. Students are responsible for all costs and all arrangements for registration, travel and housing and meals.	1200 optional
	Estimated total program cost (2 years) for residents including tuition, housing and travel	48,200

Item	Explanation	Cost (\$)
	Estimated total program cost (2 years) for non-residents including tuition, housing and travel	104,613

Cost information after completion of the CPD

The national credentialing exam to become a registered dietitian is administered by the Commission on Dietetic Registration. The cost of the exam is \$200.00 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. Practitioners cannot be verified nor will they receive a digital credential invitation until their initial fee payment is received.

Section 7 Graduating from the CPD and the RDN Exam

Graduating and Program Completion Requirements of the CPD (7.3h, 8.2m)

Once students have completed all required courses and the supervised practice portion of the CPD, 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 cr)
- 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 year 1 of the CPD, 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 successful completion of all supervised practice experience components and conferral of a graduate degree, the intern will be given a CPD verification statement. This is the form used by the Academy to ensure that the stipulated qualifications for active membership have been met. The Commission on Dietetic Registration (CDR) uses the verification statement to determine eligibility for the Registration Examination for Dietitians. CDR requires that the CPD program director submit the eligibility application through an online system.

The verification for eligibility for the exam is submitted to CDR within a few weeks of graduation after the Program Director receives the CPD graduate’s official transcript showing the date the graduate degree was conferred. The Program Director will also email the CPD graduate with a signed verification statement at this time. The Program Director submits the official transcript and the verification form to CDR through the online system. The date that the Program Director submits the verification paperwork to CDR will be announced in advance. Candidates who do not have all of the required documentation to the Program Director by the announced date will have their submission postponed until the documentation is complete. A verification statement cannot be issued until the Program Director receives an official transcript showing the date the graduate degree was conferred.

Application to Take the RDN Examination

Program graduates must have an official Purdue University transcript showing degree and date conferred emailed to the program director. The CPD Director will submit the required documentation for interns who have met both the academic and supervised practice requirements to CDR on a scheduled day following graduation. CDR will verify that the candidates are eligible for the exam and will forward their names to Pearson VUE. Pearson VUE will provide candidates with a list of participating test sites, and the necessary steps to register for the RDN examination. The current cost for the Registration Examination for Dietitians is \$200 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 CDR website, <https://www.cdrnet.org/program-director/dietetics-program-students-and-graduates>.

Computer Adaptive Testing for National Registration Examination for Dietitians

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

Graduate and Employer Surveys

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

Section 8 Appendices

A: Required Coursework and Course Sequence

B: ACEND® 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

I. Assumption of Risk Form

Appendix A

Coordinated Program in Dietetics, Purdue University
Required Coursework and Course Sequence

Curriculum: Master of Science in Dietetics

Year One CPD (on campus)	Fall	Spring
Year 1 requirements	<p>NUTR 59000 Eating Disorders and Healthy Weight Management 3 cr</p> <p>NUTR 51200 Dietary Supplements 2 cr</p> <p>NUTR 53100 Ethical Practice and Professionalism in Dietetics 1 cr</p> <p>NUTR 59000 Nutrition Pathophysiology 2 cr</p> <p>Semester Total: 8 cr</p>	<p>NUTR 51100 Applied Nutrition Counseling 3 cr</p> <p>NUTR 52100: Advanced Medical Nutrition Therapy 3 cr</p> <p>NUTR 52300 Trends in Nutrition & Dietetics 2 cr</p> <p>Semester Total: 8 cr Year One Total: 16 cr</p>
	<p>Fall year 1 courses are prerequisites for Spring year 1 coursework. To progress to Spring year 1, minimum course grade is C- and semester GPA must be 3.0 or higher.</p>	<p>Spring year 1 courses are prerequisites for Fall year 2 coursework. To progress to Fall year 2, minimum course grade is C- and overall GPA must be 3.0 or higher. Students not meeting year 1 grade and GPA requirements will not progress to year 2.</p>
Year Two CPD (off campus supervised practice at professional work settings)	Fall	Spring
Year 2 requirements	<p>NUTR 59000 Leadership in Dietetics 1 cr.</p> <p>NUTR 53300 Community Nutrition Experience 3 cr (supervised practice)</p> <p>NUTR 53900 Foodservice Systems Management Experience 4 cr (supervised practice)</p> <p>Semester Total: 8 cr</p>	<p>NUTR 54400 Advanced MNT for Special Populations 1 cr (virtual delivery most weeks)</p> <p>NUTR 54300 Medical Nutrition Therapy Experience 4 cr (supervised practice)</p> <p>NUTR 54200 Engagement Experience 3 cr (supervised practice)</p> <p>Semester Total: 8 cr Year Two Total: 16 cr Years 1 + 2 Total: 32 cr, 1000 hours supervised practice</p>
	<p>Students must meet all health requirements, pass a drug screen and</p>	<p>NUTR 53300, 53900 and 54300, all with a minimum grade of B, are prerequisites for NUTR 54200.</p>

Appendix A

Coordinated Program in Dietetics, Purdue University
 Required Coursework and Course Sequence

	<p>criminal background check to progress to supervised practice courses.</p> <p>NUTR 53300 is a prerequisite for NUTR 53900. NUTR 53300 and 53900 are prerequisites for NUTR 54300.</p> <p>To progress to Spring year 2, minimum grade is a B in each course and overall GPA must be 3.0 or higher. All ACEND competencies must be met at a satisfactory level or better (85% minimum).</p> <p>Students not meeting Fall year 2 grade and GPA requirements will not progress to Spring year 2. If a student does not successfully meet requirements after 2 remediation periods, the student is precluded from continuing in the program.</p>	<p>To graduate, students must complete all courses in the MSD (32 credits), have a B or better in all supervised practice courses, have a graduation index representing a B average (3.00/4.00) or better. Complete at least 1000 hours of all supervised practice components with a "satisfactory" or higher evaluation on all competencies. Satisfactory is defined as 85% or higher and is the minimum performance expected of an entry-level dietitian.</p> <p>MS Dietetics awarded at end of spring semester year 2 if all requirements met. A verification statement will be awarded to establish eligibility to take credentialing exam for dietitian nutritionists (RDN exam)</p>
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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 Academic Calendar 2023-24 West Lafayette Campus

2023 FALL SEMESTER (202410)				2024 SPRING SEMESTER (202420)			
AUGUST 2023				JANUARY 2024			
Monday	21	CLASSES BEGIN	7:30 a.m.	Monday	8	CLASSES BEGIN	7:30 a.m.
Monday	28	Last day to register without late fee	5:00 p.m.	Monday	15	MARTIN LUTHER KING JR. DAY (No Classes)	
SEPTEMBER				Tuesday 16 Last day for registration without late fee 5:00 p.m.			
Friday	1	Last day to cancel a course assignment without it appearing on record	5:00 p.m.	Monday	22	Last day to cancel a course assignment without it appearing on record	5:00 p.m.
Monday	4	LABOR DAY (No Classes)		FEBRUARY			
Monday	18	Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature	5:00 p.m.	Monday	5	Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature	5:00 p.m.
OCTOBER				Monday	19	Last day for grade correction for fall semester 2023	5:00 p.m.
Monday	2	Last day for grade correction for spring Semester 2022-23 and 2023 summer session	5:00 p.m.	MARCH			
Monday	9	Schedule of Classes published for Spring 2024 Term		Monday	4	Second Eight-Week Courses Begin	7:30 a.m.
Mon-Tues	9-10	OCTOBER BREAK		Friday	8	Last day to add/modify a course with Instructor, advisor, and department head signature	5:00 p.m.
Wednesday	18	Second Eight-Week Courses Begin	7:30 a.m.	Friday	8	Last day to withdraw from a course with a W or WF grade	5:00 p.m.
Tuesday	24	Last day to withdraw from a course with a W or WF grade	5:00 p.m.	Monday	^11	Schedule of Classes published for Fall 2024	
Tuesday	24	Last day to add/modify a course with instructor, advisor, and department head signatures	5:00 p.m.	Mon-Sat	11-16	SPRING VACATION	
NOVEMBER				APRIL			
Wed-Sat	22-25	THANKSGIVING VACATION		Saturday	27	CLASSES END	12:20 p.m.
DECEMBER				MAY			
Saturday	9	CLASSES END	12:20 pm.	Mon-Sat	- 5/4	FINAL EXAMS	8:00 a.m.
Monday	11	Schedule of Classes published for Summer 2024 Term		Saturday	4	SEMESTER ENDS	9:00 p.m.
Mon-Sat	11-16	FINAL EXAMS	8:00 a.m.	Saturday	4	Deadline for pending incomplete Spring 2023 grades to become failing grades	5:00 p.m.
Saturday	16	SEMESTER ENDS	9:00 p.m.	Tuesday	7	GRADES DUE	5:00 p.m.
Saturday	16	Deadline for pending incomplete grades Fall 2022 to become failing grades	5:00 p.m.	Friday	10	COMMENCEMENT (1 st Division)**	2:30 p.m.
Saturday	16	COMMENCEMENT (1 st Division)	9:30 a.m.	Saturday	11	COMMENCEMENT (2 nd Division)	7:00 p.m.
Sunday	17	COMMENCEMENT (2 nd Division)	2:30 p.m.	Saturday	11	COMMENCEMENT (3 rd Division)	9:30 a.m.
Tuesday	19	GRADES DUE	5:00 p.m.	Sunday	12	COMMENCEMENT (4 th Division)	2:30 p.m.
				Sunday	12	COMMENCEMENT (5 th Division)	9:30 a.m.
				Monday	13	COMMENCEMENT (6 th Division)	2:30 p.m.
						COMMENCEMENT (7 th Division)	9:30 a.m.

**Subject to change

2024 SUMMER SESSION (202430)			
MAY			
Monday	13	FIRST 4-WEEK MODULE BEGINS	7:30 a.m.
Monday	13	12-WEEK MODULE BEGINS	7:30 a.m.
Monday	13	FIRST 8-WEEK MODULE BEGINS	7:30 a.m.
Monday	27	MEMORIAL DAY (No Classes)	
JUNE			
Friday	7	FIRST 4-WEEK MODULE ENDS*	5:30 p.m.
Monday	10	SECOND 8-WEEK MODULE BEGINS	7:30 a.m.
Monday	10	SECOND 4-WEEK MODULE BEGINS	7:30 a.m.
JULY			
Thursday	4	INDEPENDENCE DAY OBSERVED (No Classes)	
Friday	5	FIRST 8-WEEK MODULE ENDS*	5:30 p.m.
Friday	5	SECOND 4-WEEK MODULE ENDS*	5:30 p.m.
Monday	8	THIRD 4-WEEK MODULE BEGINS	7:30 a.m.
AUGUST			
Wed-Fri	7/31 - 8/2	FINAL EXAMS FOR 2nd 8-WK MODULE	8:00 a.m.
Friday	2	THIRD 4-WEEK MODULE ENDS*	5:30 p.m.
Friday	2	SECOND 8-WEEK MODULE ENDS*	5:30 p.m.
Friday	2	12-WEEK MODULE ENDS*	5:30 p.m.
Saturday	3	COMMENCEMENT (1 st Division)	9:30 a.m.
		COMMENCEMENT (2 nd Division)	1:30 p.m.

*Summer grades due by 5:00 p.m. of the second working day after the end of each module.

FALL SEMESTER	TENTATIVE DATES FOR 2024-25		SUMMER SESSION
	SPRING SEMESTER		
August 19 - December 14, 2024	January 13 - May 10, 2025		May 19 – August 8, 2025
Labor Day	September 2 (Monday)	M. L. King Jr. Day	January 20 (Monday)
October Break	October 7-8 (Mon-Tues)	Spring Vacation	March 17-22 (Mon-Sat)
Thanksgiving Vacation	November 27-30 (Wed-Sat)	Commencement	May 16-19 (Fri - Mon)
Commencement	December 14-15 (Sat-Sun)		
		Memorial Day	May 26 (Monday)
		Independence Day	July 4 (Friday)
		Commencement	August 9 (Saturday)

PURDUE UNIVERSITY
COORDINATED PROGRAM IN DIETETICS Year 2
Projected Schedule of Events: August 1, 2024- May 31, 2025

Revised 6/9/2022 Schedule Subject to change

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

AUGUST 2024			
19-23	Orientation to Supervised Practice and Community Nutrition rotation; dairy farm tour	Dec 21-Jan 10	WINTER BREAK
26-30	Community (32 hr)		JANUARY 2025
		13-17	MNT (32 hr)
		20-24	MNT (32 hr)
		27-31	MNT (32 hr)
SEPTEMBER 2024			
Sep 2 Labor Day	Follow holiday schedule of site		
Sept 3-6	Community (32 hr)		
9-13	Community (32 hr)		FEBRUARY 2025
16-20	Community (32 hr)	Feb 3- 7	MNT (32 hr)
23-27	Community (32 hr)	10-14	MNT (32 hr)
30-31	Community consolidation and foodservice management orientation	17-21	MNT (32 hr)
		24-28	MNT (32 hr)
OCTOBER 2024			
1-3	Food Service (24 hr)	Mar 3-7	MNT (32 hr)
7-9	October Break or attend FNCE	10-14	MNT Staff Relief (24 hr)**
10-11	Food Service (16 hr)	17-21	MNT Staff Relief (40 hr)
14-18	Food Service (32 hr)	24-28	MNT Staff Relief (40 hr)
21-25*	Food Service (32 hr)	31-Apr 4	MNT Staff Relief (40 hr)
28 -Nov 1	Food Service (32 hr)		
NOVEMBER 2024			
4-8	Food Service (32 hr)	7-11	Engagement (32 hr)
11-15	Food Service (32 hr)	14-18	Engagement (32 hr)
18-22	Food Service (40 hr)	21-25	Engagement (32 hr)
25-29	THANKSGIVING BREAK	28-May 2	Engagement (32 hr)
DECEMBER 2024			
2-6	Food Service Supervision (40 hr)	5-9	Engagement and CPD Wrap-up
9-13	Food Service Supervision (40 hr)	12-15	No CPD activities planned
16-17	Intro to MNT/ make up hours from foodservice management if needed	16-18	Graduation Weekend
MARCH 2025			
APRIL 2025			
MAY 2025			

During weeks designated as 32 hours/week, interns will not be scheduled for supervised practice hours on Mondays unless prior arrangement have been made or when breaks are noted

Intern class meetings will occur on Mondays unless noted otherwise. Adjustments may be necessary and necessary changes will be announced in advance.

*Class will meet on Wednesday instead of Monday - on campus.

**Day at Statehouse (Indianapolis) will likely occur this week in addition to class meeting.

Interns must successfully achieve all competencies assigned to the rotation at a satisfactory or higher level before advancing to the next rotation. 1000 hours of documented supervised practice hours required.

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

Name: _____

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

- 1. Present schedule: Date: _____ Hours: _____
- 2. Proposed schedule: Date: _____ Hours: _____
- 3. Reason for request

- 4. Approved _____
- Rejected _____

Primary preceptor's Date:
Signature: _____

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

- 5. Approved _____
- Rejected _____

CPD Director's Signature: _____ Date: _____

- 6. Reason for rejection:

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

Primary preceptor's Date:
Signature: _____

APPENDIX E

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

Name of Intern: _____

Rotation Placement: _____

Name of Preceptor filing the complaint: _____

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

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

Intern's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

CPD Director's Signature: _____ Date: _____

APPENDIX F

Coordinated Program in Dietetics

STUDENT/INTERN CONTRACT

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

_____*
(Name)

_____*
(Date)

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

Supervised Practice Evaluation Form¹

Purdue University Coordinated Program in Dietetics

The following is used to assist the Director of the Coordinated Program in Dietetics in determining the performance of the intern and the grade to be assigned for the 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/or exceeded all the objectives/competencies in the time allowed. Given my knowledge of this candidate's current performance, he/she should have little difficulty practicing as an entry-level dietitian in the area of [community nutrition].

II. _____ This candidate has satisfactorily met all the objectives/competencies in the time allowed. "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.

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

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

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

Rotation Preceptor (sign): _____ Date: _____

Rotation Site: _____

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

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

Dinah Dalder, MS, RD; Director, Coordinated Program in Dietetics; Department of Nutrition Science, Purdue University **email: dalder@purdue.edu**

COORDINATED PROGRAM IN DIETETICS ROTATION HOURS VERIFICATION LOG

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

Preceptor Directions:

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

Intern Directions:

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

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

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

Signature: _____
Intern

Date: _____

Signature: _____
Preceptor

Date: _____

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

NOTICE REGARDING YOUR CPD PLACEMENT

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

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

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

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

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

Assumption of Risk, Release and Waiver

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

Student Name

Date