

PURDUE UNIVERSITY

MASTER OF SCIENCE IN DIETETICS



HANDBOOK

Students and Interns

2026-2028

Updated 9/1/2026

Program Director:

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Photo courtesy of Purdue Marketing

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.”

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Glossary

Academy

[Academy of Nutrition and Dietetics](#)

ACEND®

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics ([ACEND](#)) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or dietetics technicians, registered.

CDR

[Commission on Dietetic Registration](#)

Core Knowledge & Competencies
(KRDN and CRDN)

Set of core knowledge and skills to be achieved by the student/intern in order to meet the expectations for entry-level dietitian nutritionists as defined by ACEND. KRDNs are typically associated with didactic coursework (e.g. classroom learning) and CRDNs are predominantly aligned with supervised practice courses and achieved at professional work sites.

CPD

Coordinated Program in Dietetics (CPD) is a program type defined by ACEND® which provides graduate level-dietitian coursework and at least 1,000 hours of supervised practice for RDN eligibility. It is a “combined program”.

Director

The MSD Director assures that all ACEND® accreditation standards are implemented for the program. The Purdue University faculty member who advises MSD students, places students in appropriate supervised practice sites, instructs students in supervised practice courses and reviews the intern’s progress in the program including feedback from other faculty members and preceptors.

Intern

A registered graduate student in the Department of Nutrition Science at Purdue University who has been accepted into the MSD program and is in the supervised practice portion of the curriculum.

MSD

The Master of Science in Dietetics (MSD) is accredited by ACEND® and meets the Accreditation Standards for Coordinated Programs.

OGSPS

Office of the Vice Provost for Graduate Students and Postdoctoral Scholars at Purdue University. Informally may be referred to as the graduate school.

Preceptor	The person(s) at the supervised practice site (community program, hospital, dining facility, etc.)who directs the intern's rotation on site by implementing the curriculum established by the MSD Director. The preceptor evaluates the intern's progress and their demonstration of the competencies on site.
RDN	Registered dietitian nutritionist and used interchangeably with Registered dietitian (RD).
Rotation	A block of time scheduled in one or more facilities with learning experiences planned to develop competence in specific areas of dietetics practice; the supervised practice portion of the MSD. The rotation areas of practice include community nutrition, foodservice systems management, Medical Nutrition Therapy, and Engagement. Each rotation varies in length of time and required site. Most rotation sites are off campus and located in the state of Indiana.
Student	A registered student in the Department of Nutrition Science at Purdue University who has been accepted into the MSD program and is taking graduate coursework, including supervised practice courses.
Supervised Practice	Planned hands-on experience at professional worksites resulting in resulting in the required 1,000+ hours of documented experiences to demonstrate the competencies for entry-level dietitian nutritionists and be eligible to sit for the RDN exam if all other eligibility requirments are met.

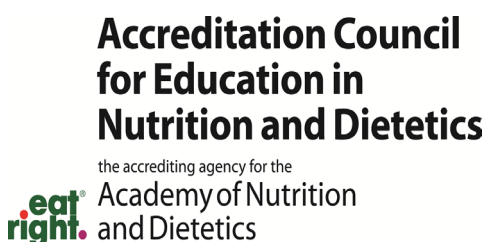
Section 1 Introduction

Welcome

Welcome to the Master of Science in Dietetics (MSD) in the Department of Nutrition Science (NUTR) at Purdue University, West Lafayette, Indiana. We are delighted that you have chosen to pursue the MSD. MSD graduates are qualified to take the registration examination through the Commission on Dietetic Registration (CDR) and become registered dietitian nutritionists (RDN) after graduating from the program and passing the credentialing exam.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered. 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 that are met by the Purdue MSD; the program was re-accredited in 2026 and full accreditation continues for a 7-year term.

Accreditation Status (7.2a)



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

Program Description (7.2b)

The MSD combines the academic and supervised practice requirements necessary for graduates to take the Registration Examination through CDR to obtain the RDN credential. The MSD is 2 years in length. Face-to-face graduate level didactic coursework occurs on the West Lafayette campus during the first year (fall and spring semesters). The second year (fall and spring semesters) consists of predominantly supervised practiced courses supervised by preceptors at professional work sites. Additional coursework in year-2 of the curriculum is delivered synchronously online. The program provides 1,008 hours of planned supervised practice experiences at sites selected by the MSD program director.

The MSD curriculum, including supervised practice coursework, is organized and designed to achieve the expected depth and breadth of knowledge and competency required by ACEND. In the first year, students have advanced learning opportunities to gain knowledge beyond undergraduate pre-requisite courses and to prepare for supervised practice. During year 2, supervised practice coursework is divided into four practice areas: community nutrition, foodservice systems management, Medical Nutrition Therapy (MNT), and Engagement (NUTR 53300, NUTR 53900, NUTR 54300, and NUTR 54200 respectively). The **community nutrition** experience focuses on

supervised practice in community-based programs such as public health departments, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), food banks, and Purdue Extension; **foodservice systems management** experience occurs in medical facility food service units, Purdue University Dining and Culinary, school corporation foodservice operations and Purdue Athletics. During the **MNT** experience, interns are assigned to hospitals for clinical supervised practice in MNT. In the **Engagement** rotation, interns can choose to venture into new settings and learning opportunities, such as specialized MNT units (e.g. NICU, bariatrics), wellness, long-term care, school foodservice management, or research experiences.

Sports Nutrition Immersion is an opportunity for selected students to experience working at pre-season training camp, and completing sports nutrition focused supervised practice in foodservice management, community nutrition and Engagement experiences under the supervision of RDNs in Purdue Athletics and the Purdue Dining Facility. Any MSD student can register for NUTR 24500 Rookie Experience in Sports Nutrition as an elective to gain experience-based learning in a Division 1 Collegiate sports setting. In addition, all courses in the MSD address at least one topic related to a career as a sports dietitian through assignments, case studies and guest speakers.

Professional work sites for supervised practice are located throughout Indiana with a few out-of-state opportunities for the Engagement experience. In year 2, supervised practice locations, include Indianapolis, Fort Wayne, South Bend/Mishawaka, Muncie, northwest Indiana (the Region), southeast Indiana (near Louisville, KY), and Evansville. Interns are encouraged to live within an hour's driving distance of the supervised practice sites for their major rotations (foodservice management and MNT). For this reason, interns are encouraged to wait until major rotation placements are determined by the MSD program director before signing a lease. There are no international supervised practice sites.

The MSD at Purdue University is accredited to accept up to 25 students per year. However, the program is not mandated to fill all available spots. Only those students who meet specific qualifications are selected from the applicant pool. Furthermore, the MSD cannot accept more students than supervised practice sites are available. Numerous factors outside of the MSD's control influence the number of supervised practice sites available in any given year. The success of Purdue's program is a credit to the support provided by the Department of Nutrition Science along with the cooperation of over 100 volunteer preceptors representing more than 50 facilities.

Students/interns in the MSD are required to be full-time registered graduate students at Purdue University. To achieve part-time status each case must be reviewed individually and is only approved under special circumstances. The Director of the MSD and the Head of the Department of Nutrition Science must approve each case. Costs associated with part-time enrollment and delayed program completion are the responsibility of the student.

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

The MSD at Purdue University is guided by the program director with input from other faculty members in the Department of Nutrition Science including the director of the didactic program in

dietetics (DPD), program preceptors and other experts and professionals (e.g. speech language pathologists, athletic trainers). Input from students and other stakeholders is incorporated into the continuous program improvement plan.

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

Mission Statement (7.2b)

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

Program Goals and Objectives (7.2b)

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% of students complete program 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. At least 80 percent of graduate survey respondents who report seeking employment are employed in nutrition and dietetics or related fields within 12 months of graduation.

Program GOAL 2. Graduates will participate in life-long learning and/or advancement in dietetics through professional activities and self-development.

Program Objectives for Goal 2:

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

Program Outcomes Data (7.2c)

Program outcomes data are available upon request by emailing the MSD program director, Dinah Dalder, at dalder@purdue.edu

The Requirements to Become a Registered Dietitian Nutritionist (7.2d)

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

1. **In-class learning and supervised practice experience:** Students applying to the MSD at Purdue University are in the process of completing or have completed prerequisite courses offered in a Didactic Program in Nutrition and Dietetics (DPD) or similar coursework. Some of the ACEND knowledge requirements are met in pre-requisite courses. Students accepted into the MSD must be enrolled at Purdue University and take graduate-level coursework specific to the MSD curriculum to meet all ACEND knowledge requirements and competencies. In addition, students must complete a minimum of 1000 hours of supervised practice experience in an ACEND[®]-accredited program such as the MSD.
2. **Earn graduate degree:** Upon successful completion of the MSD curriculum, students earn a Master of Science in Dietetics and are issued an official verification statement by the program director. The verification statement documents achievement of the graduate degree, attainment of all ACEND knowledge requirements and competencies and 1008 hours of supervised practice which are the requirements to be eligible to sit for the national registered dietitian examination.
3. **Pass the exam:** Program graduates who are issued a verification statement are eligible to take the CDR credentialing exam for dietitian nutritionists. Prior to graduating from the program, interns will receive all information required to complete the eligibility requirements to take the RDN exam. Successful completion of this exam allows individuals to indicate that they are credentialed and to use the initials RDN after their name.

The MSD at Purdue University is designed to meet all mandated steps leading to eligibility to take the exam for dietitian nutritionists. The MSD meets the Educational (IC 25-14.5-3-1) and Practice Experience Requirements (IC 25-14.5-3.3) to become a Licensed Dietitian (LD) in the state of Indiana. While state interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements including supervised practice and examinations, needed to obtain a dietetics license. More information on state licensure and certification can be found at this link: <https://www.cdrnet.org/licensure>.

Section 2 Application Information

The selection process for the MSD identifies applicants who meet the academic requirements for the MSD and provide evidence of high likelihood to successfully complete graduate coursework including supervised practice and pass the national RDN exam. Applicants must be accepted to both the MSD and Purdue's Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

All applications to the MSD must be submitted through [DICAS](#). Please contact the MSD Program Director, [Dinah Dalder](#) regarding questions about completing your application. The DICAS application for the MSD program is integrated with Purdue University which means that you do not submit another application to Purdue for the MSD program. However, you will be required to pay the Purdue application fee.

Application Deadlines: October 1 (for early-decision) or February 1 (7.2g)

The early-decision application deadline is October 1. Qualified applicants who apply by October 1 will be scheduled for a virtual interview in October and notified of the admission decision by November 1. If the applicant is offered admission to Purdue's MSD, the applicant's decision to accept or decline the offer must be made by November 10 by informing the program director.

Applications will continue to be accepted and reviewed until Feb. 1. Qualified applicants will be scheduled for a virtual interview and notified of the admission decision by March 1. If the applicant is offered admission to Purdue's MSD, the applicant's decision to accept or decline the offer must be made by March 10 by informing the program director.

Applications must be completed in full prior to February 1. The MSD program complies with the [Dietetics Applicant and Program Code of Conduct and Traffic Rules](#) and expects our applicants to do the same.

Admission Requirements (7.2g)

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 be required to submit a transcript later that verifies the awarding of that degree. Purdue University 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.
- All applications to the MSD must be submitted through [DICAS](#). Complete your personal statement addressing the following:
 - your reasons for choosing dietetics as a profession

- experiences that have helped prepare you 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 but can not be from a friend or family member.
- Virtual Interview: All applications will be initially reviewed to determine if the minimum application requirements are met. Eligible applicants will be invited for an individual, professional interview with the admissions committee as part of the application procedure. The admissions committee consists of the program director, faculty members and preceptors. You will receive an email message including the day, time and a videoconference link for the interview. Interviews are typically 10-15 minutes in length. The purpose of the interview is to ascertain your level of knowledge and interest in dietetics. The interview also enables the admissions committee to assess your level of maturity, communication skills, poise, professional behavior, human-relation skills and understanding of the rigors of the program.
- Upon offer of admission to the MSD, agree to follow all policies and procedures outlined in the MSD Handbook.
 - A negative drug screen and a negative criminal history of convictions prohibiting placement in supervised practice facilities are required prior to year 2 to be eligible to enroll in supervised practice courses (NUTR 53300, 53900, 54300, 54200). A positive drug screen or criminal history may preclude the student from continuing in the program.
- The GRE is not required for admission.

Prerequisites

If an applicant has earned a DPD verification statement from Purdue University or another accredited DPD program, all pre-requisites are met.

A DPD verification statement is not required. However, the following prerequisites must be met prior to the start of the program.

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
- NUTR 24500 Rookie Experience in Sports Nutrition is required for the Sports Nutrition Immersion opportunity. Any MSD student may enroll in NUTR 24500 as an elective in the first year of the program to meet the pre-requisite for Sports Nutrition Immersion or to gain experience-based learning in a Division 1 Collegiate sports setting. NUTR 24500 does not contribute to supervised practice hours.

A minimum grade of C is required in prerequisite courses except NUTR 43700 and 43800 where a minimum acceptable grade is C-. 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.

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

International Applicants: The supervised practice program at Purdue has a history of admitting international applicants who are current students in the United States. The program does not offer any distance education during the first year, so international students must take in-person courses on the West Lafayette campus. Guidance for international students is available from ACEND <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students>

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

If English is not the applicant's native language, proof of English proficiency is required by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. This can be demonstrated in several different ways. For more information visit <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 professional, virtual interview with the MSD admissions committee as part of the application procedure. The MSD admissions committee consists of the MSD program director, faculty members and preceptors. Students will be

informed of the day, time and location of the virtual interview by the Department of Nutrition Science. Interviews are typically 10-15 minutes in length. The purpose of the interview is to ascertain the applicant's knowledge and interest in dietetics. The interview also enables the admission committee to assess the level of maturity, communication skills, poise, professional behavior, human relation skills, and the understanding of the rigors of this program.

A spot in the MSD will be offered to up to 25 students per cohort according. Applicants offered a spot in the MSD need to respond in writing to the program director to accept the offer by the deadline indicated in the offer letter. Dates will comply with the DICAS traffic rules. In addition, applicants accepting an offer for the MSD will also need to accept the offer from Purdue University's Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Both steps are required.

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

The OGSPS 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.

Distance Education and Technology Requirements (7.2j)

In general, any recently purchased laptop or desktop computer will be acceptable and will work for Purdue's networking and software requirements. Students must have a word processor (e.g. MS Word) and be proficient using productivity software. MS Office 365 is free for all students <https://it.purdue.edu/services/microsoft-office-365.php>

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

Two courses will be delivered through a videoconferencing platform during the second year of the program so students can live close to their supervised practice sites and not travel to West Lafayette on a regular basis. NUTR 53500 Leadership in Dietetics and NUTR 54400 Advanced Medical Nutrition Therapy for Special Populations are planned for synchronous virtual class times. In addition, other classes may occasionally meet virtually to accommodate guest speakers who are not able to travel to campus. During video conferencing for classes or other program meetings, students must have access to the internet, have audio and video capabilities and are expected to have their cameras on. Students will also need to regularly upload assignments and other documents to the online learning management system, Brightspace.

Information Technology Resources

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

Section 3 Policies and Procedures for Enrolled Students

Always refer to the Purdue University websites for updated policies and procedures and additional information.

Student Support

Nondiscrimination Policy (8.1a)

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. The University believes that intellectual and cultural diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.”

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

“Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.”

The entire Nondiscrimination Policy Statement is available at

https://www.purdue.edu/purdue/ea_eou_statement.php. Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the [Vice President for Ethics and Compliance](#) for final determination.

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

Anti-Harassment Policy; Reporting and Addressing Harassment (8.1a)

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

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

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy

addresses Harassment in all forms, including Harassment toward individuals for reasons of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity and/or gender expression or (b) based on actual or perceived shared ancestry or ethnic characteristics, and citizenship or residency in a country with a dominant religion or distinct religious identity and their association with this national origin/ancestry. This includes, for example, conduct towards another person or identifiable group of persons that is determined to have been motivated by Antisemitism, Islamophobia, Christianophobia or any other hatred, prejudice or discrimination against a particular religious belief. The University will not tolerate Harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

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

Reporting and Addressing Harassment

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

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

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

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

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

Sexual Harassment (8.1a)

Title IX is a federal law that requires Universities to provide an environment free from sexual or gender-based harassment and discrimination for all members of the university community. Purdue University is committed to providing support to those who may have been impacted by incidents of sexual or gender-based harassment or misconduct and may provide various resources and support services to individuals who have experienced one of these incidents. Visit the [Title IX](#) website for information on what to do if you or someone you know may have been impacted by any of these behaviors.

Access to Student Support Services (8.1a)

If you are struggling in any of your classes, communicate with the course instructor to express your concern and ask for help. You may email your professors or meet during planned office hours. and scheduling tutoring for writing skills through [Purdue OWL](#) (on-campus or online).

During supervised practice courses, discuss your needs for additional resources/ tutorial support and/or additional practice with the MSD program director. Your preceptors may also be able to provide additional opportunities to develop your professional skills on-site. People care and want you to be successful!

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

The Purdue University Student Health Center (PUSH) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include primary care for both acute and chronic medical conditions, respiratory illness management, prescription management of ADD/ADHD, infusion services, sexual & reproductive health services, gender affirming care, eating disorder care, extended care services, physical therapy and student radiology services. More information is available at <https://www.purdue.edu/push/>

Mental Health (8.1a)

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

Accessibility (8.1a)

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

Financial Aid Resources (7.2f, 8.1a)

The Purdue University Division of Financial Aid website <http://www.purdue.edu/dfa/> is the gateway for all information related for financial aid including loan deferments. In-school loan deferment does not happen automatically – you must contact the Division of Financial Aid

Effective with the summer 2026 term, full-time enrollment status for financial aid purposes for graduate and professional students will be 8 or more credit hours. Full-time status will now be the same for all semesters-summer, fall and spring. Degree-seeking students must be enrolled at least half time to be eligible for federal student loans, so a graduate or professional student must be enrolled in **at least 4 credit hours** to be eligible for federal student loans during that term. The updated enrollment requirements for financial aid can be found at <https://www.purdue.edu/dfa/contact/policiesappeals/>.

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

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

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

Professional Development (8.1a)

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

Respect Boundaries Education (8.1a)

All new incoming students are automatically enrolled in a course in Brightspace called [Respect Boundaries](#). Respect Boundaries provides primary prevention and awareness education about sexual

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

Additional University and Program Policies

[Grades and Index Requirements](#) Section VI General Academic Requirements & Grade Appeals

The formal letter of admission to Purdue University will include grade requirements for conditions of continued enrollment. For example, you must satisfactorily complete your current degree. Additionally, some students may be required to have a semester index and graduation index of 3.0/4.0 or higher at the end of the 1st semester to continue enrollment.

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. Indices below this level are marked "less than good standing" on the transcript. A graduate student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be on academic probation.

Plan of Study

All students are required to submit an electronic plan of study (EPOS) which lists all of the required courses in the MSD. The program director with assistance from the Graduate Coordinator will create the plan of study and all students in the MSD will be informed when it is ready for signatures in myPurdue; signature by the student is required. The EPOS must be submitted and receive all departmental signatures prior to the first day of classes of the session of anticipated graduation (e.g. spring semester year 2). Failure to sign the EPOS by the deadline will delay program completion and will result in a fine by the University.

MSD Class Attendance

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

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

Attendance is a baseline expectation of a graduate student, just as it is in the work world. You will not receive credit simply for being present. Instead, a graduate student's mindset should shift to actively engaging in and contributing to the learning process as much as possible, acknowledging

that time spent actively learning alongside classmates and instructors is valuable and not reproducible in isolation. This may be in contrast to an undergraduate mindset where attendance is valued only if it's necessary to achieve an acceptable outcome. With this in mind, it shouldn't come as a surprise that **attendance is expected for all classes, laboratories, interprofessional education (IPE) events, shadowing, simulations, orientation and training sessions, mentoring sessions, debriefings and field trips for all students/interns unless specified that attendance is optional.** Especially at the graduate level, your participation in activities and discussions during class is a critical component of both your and your classmates' learning. Consequently, most absences simply cannot be "made up" outside of class on your own. As an undergraduate, you may have completed make-up assignments for the sole purpose of compensating for an absence, but in a graduate program, this kind of "busy-work" is not beneficial for learning, nor is it a productive use of your time or your instructors' time.

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

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

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

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

Orientation

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

Core Knowledge and Competencies

The ACEND® Accreditation Standards for Nutrition and Dietetics Coordinated Programs includes core knowledge and competencies that specify what every dietitian nutritionist needs to know and do as an entry-level practitioner. The core knowledge statements (KRDN) and competencies (CRDN) that guide the didactic and supervised practice components of Purdue's MSD can be found in Appendix B of this handbook.

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

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

Dress Code, Name Tag and Professional Image

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

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

Interns in the Purdue Sports Nutrition Immersion experience will be provided with some Purdue athletic gear and are expected to wear Purdue athletic gear while on duty. Closed toe/non-slip shoes are required for the Purdue Athletic Dining facility.

Interns need to practice good grooming and good hygiene. The dress code has been established to help interns to conform to the sanitary and safety requirements of food service and health care. Furthermore, following the dress code helps interns present a professional image while in the rotation sites

The official name tag identifying the intern and the affiliation with Purdue University must be worn at all times while performing duties associated with the MSD. Name tags, including facility specific name tags, are to be worn above the waist and high on the chest when on site. Interns are responsible for the replacement cost of any lost name tag or name changes.

Professionalism includes following the facility's cell phone policy. Do not use your phone during supervised practice activities, meetings, rounds, or when engaged in face-to-face conversations unless given permission by your preceptor/ instructor.

Additional rules must be followed:

- gum chewing is not allowed
- visible body piercings may have to be removed/covered
- no excessive make-up should be used
- no perfume or strong scented body lotion should be used

Participation in Professional Organizations and FNCE

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

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

Academy membership automatically allows students to become members of a state affiliate (e.g. Indiana Academy of Nutrition and Dietetics (IAND)) and provides students with resources and opportunities. Interns are encouraged to explore Dietetic Practice Groups (DPG) within the Academy. Interns may choose to become members of additional professional organizations such as the American Society of Parenteral and Enteral Nutrition, American Diabetes Association, etc.

In year 2, interns may choose to attend FNCE or other professional conferences in lieu of fall break or other schedule modifications. Interns need to inform the Program Director of their plan to attend FNCE or other conferences as soon as possible 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.

Artificial Intelligence (AI)

Students must use AI tools in compliance with current Purdue University policies and instructor requirements. The intention of the MSD program is to help you continue to learn to think critically, analyze information, and generate solutions and insights. Inappropriate use of AI tools can negatively impact this process. Also, it should be noted that the output generated from these tools may or may not be correct and you are responsible for the accuracy and completeness of any

information that you choose to include in your work. If you choose to utilize AI tools in your coursework, they must be cited according to the directions of the instructor. See this website for suggestions for formatting the citation: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>. Failure to properly cite the use of AI is dishonest conduct.

Formal Curriculum Review (4.1)

Student/intern performance on all competencies is collected and used along with program evaluation data and feedback from faculty members, preceptors, students/interns, employers and graduates to evaluate the program's curriculum. Data are collected in a variety of formats including performance evaluations of interns, surveys, and direct communication with various stakeholders. The program director schedules a meeting with program faculty at the end of each semester to report on the exit interview with students and review the curriculum. Faculty also contribute pertinent student input from course evaluations and interactions with students.

The program director evaluates program outcomes data each cohort in June and uses the data to evaluate the curriculum, program policies and procedures and progress on areas of improvement. MSD faculty and preceptors are informed of pertinent action steps when needed to maintain or improve student learning based on program outcomes data. Long term, major action steps requiring additional resources will be discussed with the department head.

Student Performance Monitoring

Performance Standards

A grade point average (GPA) of 3.0 is considered the minimum level of academic performance for all MSD students/interns. All required courses in year 1 of the MSD curriculum must be successfully completed (minimum course grade of C- and overall GPA of 3.0) prior to advancing to year 2 of the MSD curriculum. Any course grade below a B (3.0) results in the possibility of having a semester or overall GPA < 3.0. Instructors of the first-year courses inform the program director early in the semester if they have concerns about a student's performance on the first exam or professionalism such as attendance issues. The program director promptly meets with the student of concern to discuss the issue and help the student develop a plan for improvement.

The program requires a grade of B or better in all supervised practice courses (year 2) to progress in the curriculum. 100% of students/interns must achieve all competencies at a satisfactory level or above average rating to successfully complete the program. "Satisfactory" is defined as 85% and is the minimum performance expected of an entry-level dietitian. A course grade of B or better is required in supervised practice courses (year 2). Grades for the supervised practice courses will be based on case studies, oral presentations, written assignments, projects, task sheets, class participation and performance evaluations by the intern's preceptors and the MSD faculty as outlined in each course syllabus. The Program Director schedules supervised practice review evaluations with the intern and preceptor 1 to 3 times in supervised practice courses to provide progress reports on the intern's performance. The evaluation meetings may occur through videoconferencing or in-person. Performance evaluation forms are included in each supervised practice course syllabus and the intern's onsite performance contributes a significant portion of the course grade since most ACEND[®] competencies (CRDN) are evaluated during supervised practice

experiences. The final earned course grade will be determined when all required activities and assignments of the course as outlined in the syllabus are completed.

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

Evaluation of Performance in Supervised Practice

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) and program director. The intern's compliance to facility requirements and expectations (e.g. dress code, attendance, internal and external communication) 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 the program director and the intern if adequate progress is not being made so appropriate support/remediation can be implemented. Evaluation meetings will be recorded.

The assessment scale for evaluation is presented on each rotation's Learning Outcome Evaluation Form as follows:

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

Satisfactory (S) = Performance meets expectations for stated competency. Satisfactory is defined as 85% and is the minimum performance expected of an entry-level dietitian nutritionist.

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

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

The interns will provide the appropriate evaluation form to the preceptor in advance of the scheduled meeting. 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. Formative evaluations including suggestions for improvement are intended to assist the interns' development.

Evaluation meetings with the rotation preceptor and MSD Director 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.

Academic Integrity

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

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

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

Ethical Behavior and Confidentiality

MSD students and interns are bound by the [Code of Ethics for the Nutrition and Dietetics Profession](#). Students and interns are encouraged to contact the Program Director for guidance if there is any uncertainty how the Code of Ethics applies to situations in the MSD, including supervised practice.

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

Copying another student's work and/or using AI without proper citations are considered dishonest conduct subject to informal action or disciplinary action following University regulations.

Uploading assignments on websites like Course Hero is unprofessional and unethical.

Student Remediation and Retention

Identifying Need for Remedial Instruction and Other Support

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

Procedure for Creating Action Plan

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

If the student receives a final course grade lower than C- or $GPA < 3.0$, the first-year course(s) must be retaken to meet grade requirements and $GPA \geq 3.0$ to advance to the second-year curriculum. Courses in the first year may only be retaken 1 time to meet grade and GPA requirements. Re-taking courses and/or completing remediation steps will delay supervised practice and completion of the program including awarding of degree and a verification statement. Failure to meet final course grade and GPA requirement(s) after retaking a course(s) will preclude the student from advancing to the 2nd year in the curriculum and completing the program.

If an intern does not meet the competencies and objectives of the supervised practice experience a conference between the MSD Director, the preceptor, and the intern will be held with the objective to develop a corrective action plan. The Non-Compliance/Performance form (Appendix E) will be completed. If the preceptor agrees, the intern may be assigned to continue with additional experiences, not to exceed one (1) month, until the desired level of performance is accomplished. If the preceptor does not agree, the Program Director will make reasonable attempts to find an alternative supervised practice site for the intern to complete the remaining competencies for the rotation at a satisfactory level. Satisfactory is defined as 85% and is the minimum level of performance expected of an entry-level dietitian. The Program Director will consult with the

preceptors of the facility to identify specific steps and action that are required of the intern. These expectations will be communicated to the intern in writing. If a suitable supervised practice site cannot be found, separation from the program may be indicated. The intern may request tutorial support from the program director during the remediation period. Remediation may delay completion of the program including awarding of degree and verification statement.

If the intern does not meet the expectations and/or competencies at the end of remediation, the intern will receive a letter grade “F” and be precluded from continued enrollment in the program. If the agreed upon extension occurs during a grading period, a grade will not be assigned until the extension period for remediation concludes and the experience is successfully completed or terminated.

If an intern acts inappropriately and performs an action that would be equivalent to a reprimand for an employee at the practice site, then specific steps will be followed. Examples of these incidents include (but are not limited to) leaving the building before official work time without properly notifying a supervisor, arriving late without prior and proper notification, repeated use of personal communication equipment (e.g. cell phone), or deviating from a rotation site’s human resource and departmental policies. The Non-compliance/ Performance form (Appendix E) will be completed and kept as documentation in the intern’s record with the MSD. Like an employee, three occurrences of any such incidents will result in dismissal from the practice site. Some situations may result in immediate dismissal from the practice site (e.g. HIPAA non-compliance). If the intern is making progress with remediation but needs additional time, the Program Director will make reasonable attempts to place the affected intern at another location to complete the rotation competencies and course requirement; however, placement is not guaranteed. This may delay or prevent graduation from the program and receipt of a verification statement.

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

Remedial Instruction (8.1c)

Students/interns may access remedial instruction throughout the MSD curriculum by contacting their course instructors. Remedial instruction may include attending instructor’s office hours and exam review sessions, requesting additional resources from instructor (e.g. articles, extra skills practice), and scheduling tutoring for writing skills through [Purdue OWL](#) (on-campus or online).

Confidentiality of Student Information

The University and the program protect student information, including information used for identifying students in distance learning, by following the laws and policies governing data handling and security. Detailed information is available at [Secure Purdue](#)

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

Requirements for Program Completion

The Master of Science in Dietetics (MSD) follows all the requirements of Purdue University and the Office of the Vice Provost for Graduate Students and Postdoctoral Schools (OGSPS) for awarding a degree. Students will graduate with a Master of Science in Dietetics (MSD) from Purdue University and earn a verification statement if the following degree and program completion requirements have been achieved:

- Satisfactory completion of all courses in the MSD plan of study (32 credits)
- Letter grade of B or better in all supervised practice courses (NUTR 53300, 53900, 54300 and 54200)
- Graduation index representing a B average (3.00/4.00) or better.
- Completion 1008 hours of supervised practice of all supervised practice components (community nutrition, food service systems management, medical nutrition therapy and Engagement experiences) 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.

All diplomas are mailed to graduates by the University within 6-8 weeks following commencement (regardless of commencement participation).

After the student begins coursework in the fall semester of year 1 of the MSD, the maximum amount of time allowed for completing the program requirements is 5 years.

Questionnaire for Non-Thesis Master’s Degree Candidates

Purdue University is committed to excellence, but achieving excellence depends upon feedback from people who have lived, learned, and worked at Purdue. You are required by the OGSPS to complete the on-line Graduate School Exit Questionnaire through myPurdue by the last day of classes for the semester. As part of a continuing effort to improve graduate education and the graduate student experience at Purdue University, OGSPS reviews and reports on the findings of its exit questionnaire to University, college/school, and department level administrators. In reporting the results of the questionnaire, your anonymity is assured, and specific responses are kept confidential.

Issuance of Verification Statement

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

A verification statement will be issued when the Program Director receives an official transcript showing the date the graduate degree was conferred. The program graduate is responsible for having an official transcript emailed to the Program Director after the degree and date conferred is posted on the transcript. There is a \$10 charge for the official transcript. When the MSD Program Director receives the graduate’s official transcript showing the date the degree was conferred, the verification statement and transcript are uploaded to REPS. The date that the Program Director submits the required documentation to CDR will be announced to MSD graduates once it is known that the degree has been posted on the transcripts. MSD graduates who do not have their official transcript to

the Program Director by the announced date will have their REPS submission postponed until the transcript is received. The Program Director will also email the MSD graduate a signed verification statement at this time.

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

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

Rarely, a Purdue University Nutrition Science doctoral student who previously earned a master's degree and pre-requisites may be permitted by their major professor and the department head to complete supervised practice courses to earn their verification statement. The verification statement requirements for these students are:

- Letter grade of B or better in all supervised practice courses (NUTR 53300, NUTR 53900, NUTR 54300 and NUTR 54200)
- Completion of at least 1008 hours of supervised practice of all supervised practice components (community nutrition, foodservice systems management, medical nutrition therapy and engagement experiences) 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

Application to Take the RDN Examination

CDR will verify that the candidates are eligible for the exam and will forward their names to Pearson VUE. Pearson VUE will provide candidates with a list of participating test sites, and the necessary steps to register for the RDN examination. The current cost for the Registration Examination for Dietitians is \$225 and must be paid at the time of exam appointment registration.

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

Examination Resources

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

Board Certified Specialist in Sports Dietetics (CSSD)

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

- Current Registered Dietitian (RD) status by the Commission on Dietetic Registration
- Maintenance of the RD status, for a minimum of two years from the original examination date

- Initial Certification: Documentation of 2,000 hours of sports dietetics practice experience as an RD within the past five years

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

Supervised Practice

Selection, Evaluation and Maintenance of Supervised Practice Sites (8.1g)

Supervised practice site placement decisions are made by the MSD Director to ensure successful learning experiences for the MSD interns. Supervised practice sites are carefully evaluated and chosen by the MSD Director based on availability of qualified preceptors and diverse learning opportunities for interns. In addition, intern feedback is included in evaluating the continuing use of a supervised practice site for future intern placements. During the rotations, the preceptors and the MSD Director communicate regularly to ensure that adequate opportunities are available for intern success to achieve and master required competencies. Any questions or concerns about intern placement or experience may be referred to the MSD Director at any time. The intern is expected to address any immediate concerns in a timely manner with the MSD Director through email or phone and evaluate the site at the end of the rotation on a Qualtrics survey.

In May of each year, the program director reviews student evaluations of their supervised practice sites and preceptors prior to placing the next cohort of students in supervised practice facilities. Sites and/or preceptors who received negative evaluations at any point throughout the year are not used until the program director meets with the primary preceptor of the site to communicate the intern's concern and determine if the problem has been resolved. If the program director determines that the problem has not been resolved or the site is not able to provide adequate learning opportunities, the program director will suspend use of the site until the situation is resolved.

A signed affiliation agreement is required between Purdue University and the MSD practice sites prior to intern placement for supervised practice. Purdue University's preference is to provide a Purdue-template affiliation agreement which is pre-approved by the university's Office of Legal Counsel. Practice site agreements may be used in lieu of a Purdue template but will require review and approval by Purdue University's Office of Legal Counsel. Any affiliation agreement must be signed by authorized representatives of the parties in order to be considered valid. In May of each year, the Program Director reviews the current affiliation agreements prior to placing the next cohort of interns for the start of supervised practice in August. After reviewing the current agreements, the Program Director will contact the Office of Legal Counsel to initiate, renew or revise agreements if needed. Continuous recruitment of supervised practice sites by the Program Director may result in new agreements throughout the year. An affiliation agreement is not required for organizational units under Purdue University (e.g. Purdue Dining and Culinary, Purdue Extension, Purdue Recreation & Wellness, Purdue Athletics, Clinical Research Center (CRC), regional campuses (PFW))

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

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

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

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

Supervised Practice Placement Guidelines (7.2k)

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

- Purdue MSD students/ interns do not plan their own rotations, choose their own rotation sites or approach potential preceptors without prior discussion with the program director. During the first year of the MSD, students meet individually with the Program Director to discuss previous work and volunteer experiences along with goals for supervised practice experiences. The intern's housing availability throughout Indiana is also included in the discussion. The Program Director attempts to secure practice sites to allow interns to live in desired geographical location(s) within Indiana but this is not guaranteed. Current geographical locations where interns may be able to live include Indianapolis, Indianapolis suburbs, Fort Wayne, southeast Indiana (near Louisville, KY), Evansville, South Bend/Mishawaka, northwest Indiana ("The Region"), Muncie, Columbus, Shelbyville, Bloomington, Terre Haute, Kokomo and Lafayette/ West Lafayette.
- Sites participating in the MSD will receive placement requests from the MSD Director several months before the intern is scheduled to begin the supervised practice experience. 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 and other internal issues. Established sites may be unable to provide supervised practice opportunities depending on internal issues.
- The Program Director identifies the MNT supervised practice location first and then identifies Community Nutrition and Foodservice Management locations within an hour's drive of the MNT supervised practice site. All interns need to plan on driving an hour to at least one practice site during the supervised practice year.
- All interns have input on placement preferences for the Engagement rotation. The Program Director provides the process and collects input in the fall semester prior to the Engagement Experience. Most Engagement Experience sites are located within Indiana.
- All intern placements are subject to change.

First Contact with Preceptor/Site

Interns are provided with instructions for when and how to contact the primary preceptor.

Interns are expected to contact the primary preceptor prior to the start of the rotation including adequate time to meet onboarding requirements. The Program Director communicates information about onboarding to the intern according to information which has been provided by the facility. It is the intern's responsibility to meet onboarding requirements on-time or the start of supervised practice may be delayed.

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 primary preceptor to learn about the location and time to begin the rotation, availability of parking and food, and other expectations. It is the intern's responsibility to contact the assigned preceptor by phone and/or email and the MSD Director is available for guidance. Facility onboarding requirements do not count as supervised practice hours.

Supervised Practice Experiences and Expectations (8.1g)

The first year of the MSD program provides the foundation for supervised courses including a small number of supervised practice experiences. Students will earn 40 hours of supervised practice through activities in first-year coursework NUTR 51100 Applied Nutrition Counseling, NUTR 51600 Eating Disorders and Healthy Weight Management, NUTR 53100 Ethical Practice and Professionalism in Dietetics, and interprofessional education (IPE) events.

Supervised practice rotations in the second year begin with NUTR 53300 **Community Nutrition Experience** (160 hours). The settings for community practice include Purdue Extension offices throughout Indiana, public health departments, commodity groups, specialized community health projects, community outreach programs through healthcare facilities, WIC programs, food banks and food pantries.

The next rotation, NUTR 53900 **Foodservice Systems Management Experience**, occurs at the conclusion of the community nutrition experience in the fall semester (304 hours). This rotation is completed at Purdue University Dining & Culinary facilities, hospital foodservice operations, school food service sites, Athletic dining facilities, long-term care facilities and specialized commercial kitchens.

NUTR 54300 **Medical Nutrition Therapy Experience** begins at the start of the spring semester and occurs in a hospital . Interns are usually placed at one hospital, but additional experiences may be needed at other hospitals or medical clinics in order to broaden the intern's learning experiences and meet competencies and other ACEND requirements. The rotation is 376 hours.

The last rotation is NUTR 54200 **Engagement Experience**. The MSD Program Director provides interns with choices of available tracks and locations they can rank based on their individual goals and interests for dietetics practice. Interns typically are placed in one of their top 3 choices. Examples of Engagement rotation settings include industry, specialized hospitals or clinics, research laboratories, Purdue Athletics, long term care facilities, school nutrition programs and community nutrition sites. The rotation is scheduled for 128 hours.

The primary goal of supervised practice is to provide hands-on learning experiences, however, the interns must expect to contribute to the workload of the facility **and follow all guidelines and rules of the facility**. Interns are expected to volunteer to help in unexpected circumstances as part of

professional or skill development, but not to replace employees except during planned supervised staff relief. The intern is expected to notify the MSD Director if they have experienced situations replacing an employee so the situation can be resolved.

With successful completion of all coursework and 1008 hours of documented supervised practice, interns finish the MSD at the end of the spring semester year 2, graduating in May, and are eligible to take the national RDN examination approximately 4 weeks after graduation.

Sports Nutrition Immersion – Supervised Practice at Purdue Athletics (8.1g)

MSD students have the option to apply for the Sports Nutrition Immersion supervised practice experience. Nutrition 24500 Rookie Experience in Sports Nutrition prior to enrolling in the MSD or as an elective in the first of the MSD is a required pre-requisite for the Sports Nutrition Immersion experience.

Students have the opportunity to apply for the Sports Nutrition Immersion experience while in the first year of the MSD. The application process begins by attending an information session in the fall semester to learn about the experience and then participate in an interview process in the spring semester. Students are selected on a competitive basis.

Students who are selected for the Sports Nutrition Immersion will be placed in either a football emphasis or an Olympic sport emphasis in the second year of the MSD. The Sports Nutrition experience covers the ACEND required competencies through supervised practice in Purdue Athletics, Purdue Athletic Dining and community sites (e.g. high school sports teams). The supervised practice schedule for the emphasis areas will be:

- Football emphasis: 1 month football camp in August as a paid student employee but no supervised practice hours. During fall semester, supervised practice experiences will be in foodservice management in Athletic Dining (304 hours), Engagement experience (128 hours), and Community Nutrition experience (160 hours) Total: approximately 592 hours supervised practice (10 credits supervised practice coursework, 1 credit for Leadership in Dietetics for total of 11 credits)
- Olympic-sports emphasis: 1 month volleyball or soccer camp in August as a paid student employee but no supervised practice hours. During fall semester, supervised practice experiences will be in foodservice management in Athletic Dining (304 hours), Engagement experience (128 hours), and Community Nutrition experience (160 hours) Total: approximately 592 hours supervised practice (10 credits supervised practice coursework, 1 credit for Leadership in Dietetics for total of 11 credits)

Interns will accrue a large number of supervised practice hours during the fall semester because of the nature of working in this field. Interns will average approximately 40 hours/week x 15 weeks; hours can range from 40-60 hours a week depending on the workload. Weekends are not off-limits. Interns are expected to attend MSD class meetings on Monday mornings.

If logistics allow, there may be one travel opportunity with football during the semester. If the team makes a bowl game, logistics allow and intern is interested, effort will be made to provide a travel opportunity to the bowl game. Traveling for away games or a bowl game will not provide supervised practice hours.

All interns in the Sports Nutrition Immersion option will be placed in a hospital for 376 hours of Medical Nutrition Therapy supervised practice during spring semester (4 credits). Students will also enroll in a 1 credit Advanced Medical Nutrition Therapy for Special Populations course spring semester.

Tracking Individual Supervised Practice Hours (8.1g)

Interns are required to document actual hours of supervised practice completed each day and enter total hours per week in Purdue's Career Gateway. The preceptor must confirm the recorded number of supervised practice hours through their Career Gateway account. A minimum of 1008 hours must be documented prior to program completion. Questions about documenting supervised practice hours must be brought to the Program Director's attention.

Supervised Practice Scheduling/ Absences (8.1g)

Interns are to follow the policies and regulations required of employees of the rotation site to which they are assigned. Consequently, vacation schedules of the rotation site are observed rather than the vacation schedule of Purdue University. Scheduling of supervised practice hours within each rotation is determined by the preceptor to meet the needs of the practice site. The assigned schedule must provide adequate time at the facility for interns to meet the minimum required number of supervised practice hours (1,008 hours minimum for MSD at Purdue University). Interns in the MSD at Purdue University are required to report to their rotation sites at least four days per week (five days/week during supervision/staff relief) for the designated supervised practice dates and attend class at scheduled times unless previous arrangements have been made with the preceptor and the director of the MSD. The annual calendar for supervised practice hours is outlined on the "Projected Schedule of Events Year 2" in appendix C of this handbook.

Students/interns are expected to report any absenteeism to the appropriate facility personnel prior to scheduled time for arrival. This appropriate person may be your preceptor or another designated employee. Interns are required to promptly contact the MSD Director to report all absences, including bereavement and emergency absences related to an illness or injury. 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). Fulfillment of missed times may involve breaks, weekends, or extending final completion date. Make-up days are recorded on the Schedule Deviation Form and submitted to the Program Director after the preceptor signs the form.

Requests for schedule deviations must be kept to a minimum. All requests and reasons for absence must be discussed with the intern's preceptor in advance and a completed scheduled absence form signed by the preceptor must be submitted to the program director (see the Schedule Deviation Form in Appendix D). The Program Director, as the instructor of the supervised practice courses, will make the final determination and approval.

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

Injury or Illness During Supervised Practice (8.1g)

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

Long-Term Illness

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

Health Insurance (8.1g)

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.

The [Healthy Indiana Plan](#) may also be an option.

Transportation (8.1g)

Students and interns are responsible for arranging their own transportation to rotation sites and class activities (e.g. IPE) 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 second year of the MSD. 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 student/intern, including vehicles in the practice site's parking lot.

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

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.

Documentation of current ServSafe Certification (or Equivalent) is due by August 1 of program year 2.

Site Specific Training

Interns are required to complete all site-specific training according to the time frame established by the site. Purdue Extension requires [youth protection training](#). The start of supervised practice may be delayed if required training is not completed on time.

Most sites for MNT supervised practice require interns to be certified in Basic Life Support (BLS). The MSD program will arrange for an opportunity for [BLS training](#) which is a combination of online learning and in-person hands-on session. The costs are the responsibility of the students. Provide a copy of your certification to Dinah Dalder.

Physical Examination and Immunizations

All students are required to have a physical examination within the past 12 months prior to August 1 of beginning supervised practice courses. 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 program director will inform the intern of testing that needs to be completed within 30 days of the start date. However, the program director may not have been informed of the most recent requirements of a supervised practice facility. 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 licensed health practitioner (physician, nurse practitioner, physician's assistant, registered nurse under a physician's orders).

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

- QuantiFERON-TB Gold Plus test, 2-step TB test or Chest X-ray. Please note that some facilities require TB tests within 30 days of the start date at the site and may specify the type of test required. The TB test does not need to be turned in on August 1 if you need to meet the 30-day requirement of your facility. You are responsible for getting the testing done to meet deadlines or the start of supervised practice may be delayed.
- Record of required immunizations: MMR vaccines (3), Diphtheria, Tetanus, Pertussis, Hepatitis A (due August 1)
- Hepatitis B vaccine series (3 doses) and titer are required. The Hepatitis B waiver must be signed if the vaccination series is not completed prior to August 1. The Hepatitis B vaccine takes six months to complete.
- Varicella titer if required by facility (does not need to be completed if not required by your supervised practice facilities)

- Titers to document immunity to Rubeola, Mumps and Rubella if required by facility (does not need to be completed if not required by your supervised practice facilities)
- Other testing: Interns need to be prepared to undergo additional testing specified by practice sites but not otherwise required for the MSD. Examples of additional testing would be an additional alcohol/drug screening, or an additional criminal background check. The intern is responsible for all costs incurred to meet these additional requirements.
- A flu vaccination is required annually each fall for current flu season. Official documentation is due by October 31 of year 2 of the program (supervised practice year). The MSD follows the policies of the supervised practice sites for exemptions.
- The MSD follows the policies of the supervised practice sites for vaccinations and exemptions (e.g. COVID 19 vaccination).

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

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

Criminal Background Check and Drug Screening (8.1g)

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. Drugs that are included in the 10-panel screen are: marijuana, cocaine, opiates, amphetamines and methamphetamines, phencyclidine, propoxyphene, barbiturates, methadone, benzodiazepines, and methaqualone.

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

A national criminal background check is required prior to the start of year 2 of the program and will be completed through Purdue University. The MSD Program Director will provide information for obtaining the background check. A history of criminal conviction(s) preventing placement in supervised practice facilities will result in dismissal from the program. If an intern is convicted of a criminal offense during supervised practice, the intern may lose placement at the supervised practice site and thus will receive an “F” in the course, which subsequently leads to preclusion from continued enrollment in the program and graduation from the MSD. The Indiana Professional Licensing Board (PLA) requires a [criminal background check](#) as part of the initial application process for licensure.

The MSD will cover the cost of one national criminal background check completed through Purdue University. The student/intern has the responsibility for meeting all financial obligations incurred with additional criminal background checks and drug screening. Interns need to be prepared to undergo additional testing specified by practice sites but not otherwise required for the MSD. Examples of additional testing would be additional drug screening, an alcohol screening or an additional criminal background check.

Responsibilities of Interns in Experiential Courses and Supervised Practice Facilities

Students/interns are expected to 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 including the policies and procedures in this handbook (see “Student/Intern Contract” in Appendix F).

Students/interns are expected to be professional, reliable, punctual, engaged, and enthusiastic.

Students/interns are to follow the facility’s cell phone policy. Do not use your phone during supervised practice activities, meetings, rounds, or when engaged in face-to-face conversations unless given permission by your preceptor.

Students/interns are expected to function as a student-member of a multidisciplinary team of professionals in a safe and effective manner. Functioning as a team member includes active participation and engagement, rather than observing.

- Students/interns are expected to obtain training and instructions before operating commercial foodservice equipment. Ask for training and instructions from your preceptor if you do not know how to use foodservice equipment.
- Students/interns are responsible for wearing approved personal protective equipment (PPE) as specified by the supervised practice site.
- During experiential courses (e.g. NUTR 51100) and supervised practice rotations, the student/intern may be exposed to blood and other body fluids of patients/clients. In an effort to avoid transmission of dangerous communicable diseases, the MSD requires that all students/interns receive instruction of blood borne pathogens and the use of universal precautions annually.
- Students/interns are expected to provide appropriate nutritional care to patients/clients in a professional manner always respectful of their needs, right to privacy and facility specific guidelines. Students/interns are expected to obtain advice and direction from supervising

RDNs and other health care professionals when unsure of the process or most appropriate nutrition care to provide a client or patient.

- Students/interns are encouraged to discuss concerns or questions with their course instructor, preceptor and/or the MSD Director. The MSD Director needs to be informed of intern's concerns about the learning environment, communication with preceptor(s) and supervised practice experiences so the situation can be addressed promptly. Interns must inform the MSD Program Director if a learning activity for a competency is not available on site with adequate time for an alternative activity to be planned.

Students/interns are expected to assume responsibility for their own learning and progress, e.g. extra study or practice time if lacking skills or knowledge in certain areas, meeting with course instructors and/or preceptors for additional guidance, attendance at study sessions, monitoring opportunities for achievement of the competencies as outlined in the forms provided with each rotation, and management of activities to meet specified deadlines.

Students/interns are expected to recognize that assignments and projects must be completed outside of scheduled work hours unless preapproved/arranged with instructor/preceptor.

Students/interns are expected to use feedback as an opportunity to learn. Students/interns are expected to be open to feedback and suggestions from faculty and preceptors for their professional development.

Students/interns are expected to come prepared each day during each rotation, review necessary materials pertaining to each rotation before and throughout the rotation. Preceptors may assign rotation workbooks or rotation modules unique to the facility and interns are expected to complete rotation modules on a timely basis.

Students/interns are expected not to remove any materials from a facility without prior approval of the preceptor.

Students/interns are expected to maintain the confidentiality of all patients, clients, and employees.

- Classroom discussions are to be kept confidential.
- HIPAA guidelines must be followed.
- Some examples of how patient confidentiality is violated include:
 - Accessing medical records of patients not assigned to you
 - Accessing medical records of known friends or family members
 - Accessing your own medical record
 - Talking about a patient and/or family member in a public area such as a hallway, elevator, cafeteria or parking areas
 - Sharing passwords issued to you or created specifically by you to access patient information with someone else

Students/interns are expected to be alcohol and drug free during working hours.

Sharing Projects and Assignments with Preceptors/ Supervised Practice Facility

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

Complaints

Procedure for Resolving Instructor/Student/Intern/Preceptor Conflicts (8.1h)

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

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

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

1. Schedule an appointment to talk with the instructor and or preceptor. Discuss the conflict and request guidance as to how to find a resolution. If the conflict cannot be resolved at this level, proceed to the next step.
2. Alert the MSD Director about the conflict. Discuss the conflict, including the outcomes of the meeting with the instructor or preceptor. The MSD Director may call a meeting with the intern and the instructor or preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action will be formulated, documented and implemented. If the conflict is still not resolved, proceed to the next step.
3. Schedule an appointment with the Head of the Department of Nutrition Science to resolve the situation. Students/interns may discuss their concerns with the Head without fear of retaliation.

Written Complaints to ACEND related to ACEND Accreditation Standards (8.1h)

If all options to address a complaint with the program and institution have been exhausted, students/interns 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-notices-and-announcements/filing-a-complaint-with-acend>. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Complaint Policy (8.1h)

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

Credit for Prior Education and Experience

Prior Learning Policy (7.2l, 8.1i)

The MSD does not assess prior learning or competence for meeting Entry-Level Competencies for the Registered Dietitian Nutritionist or supervised practice hours. All students enrolled in the MSD must complete 1008 hours of supervised practice, even if prior experience overlaps with the learning activities of the MSD.

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

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

Transfer of Credits to the Purdue MSD Program (7.2l, 8.1i)

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

Disciplinary/Termination Procedures

Voluntary Withdrawal from MSD (8.1j)

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

Involuntary Withdrawal of Students (8.2j)

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

Unsafe Practice (8.1j)

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

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

Honesty, Code of Student Conduct, Disciplinary Procedures (8.1j)

MSD students are responsible for observing the policies, rules and regulations of Purdue University. The Code of Student Conduct is summarized at

<https://www.purdue.edu/odos/osrr/conduct/code.html>. The MSD program follows Purdue University [Student Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals](#)

The following actions constitute conduct for which students may be subject to informal action or disciplinary sanctions (this is not an exhaustive list). See websites above for detailed information.

- Academic Dishonesty/ Dishonesty (cheating, plagiarism, fabrication, multiple submissions, collusion)
- Forgery or Fake ID
- Disrupting a University Activity
- Endangerment (actions constituting physical abuse, intimidation or threat)
- Hazing

- Theft or Property Damage
- Trespassing or Unauthorized Use of Computers
- Student Organization Violation
- Drugs (use, possession, providing, selling, manufacturing, distribution of any illegal drug, controlled substance, narcotic or prescription drug, except as expressly permitted by law)
- Indecent behavior (lewd, indecent, or obscene conduct on University property or in connection with a University activity}
- Noncompliance with University officials
- Appropriate order (any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University)
- Alcohol (possession, sale, use or manufacturing of alcohol beverages in or on any University property, unless expressly permitted by law or University Regulations)
- Weapons on campus (possession, use or distribution of any explosives, guns, or other deadly or dangerous weapons

Academic Dismissal from Program (8.1j)

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

1. The student/intern is not able to register for MSD course(s) due to failure of meeting the prerequisites for the course.
2. The student has a grade lower than C- and/or cumulative or semester GPA below the minimum level of 3.0 after retaking first-year course(s) one time.
3. The intern fails to rectify any and all complaints (remedial action) documented in the Non-performance/Complaint form results in a letter grade “F” in supervised practice courses.
4. The student/intern does not pay the tuition and registration fees by the university deadline.
5. The student/intern does not satisfy the specific requirements for working at the assigned rotation sites, such as lack of vaccinations, a positive criminal history, among other facility requirements.
6. The student/intern violates the Code of Ethics for the Nutrition and Dietetics Profession and/or Purdue’s Code of Student Conduct.

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

Additional Policies

Student Access to their own Student File (8.1k)

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

1. Inspect and review their education records within 45 days of their request

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

Program schedule, vacations, holidays, and leaves of absence (7.2h, 8.1k)

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

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

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

Employment During Supervised Practice/Paid Compensation (8.1k)

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

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

Interns cannot have any expectation of employment by the supervised practice facility during or after the completion of the MSD. Interns are not paid any compensation during supervised practice except in the Sports Nutrition Immersion experience and in rare circumstances with external supervised

practice sites. Interns in Sports Nutrition Immersion experience are compensated during pre-season sports camps and for scheduled work hours at the conclusion of fall semester following completion of supervised rotations (Community Nutrition, Foodservice Management and Engagement).

Withdrawal and refund of tuition and fees (8.1k)

A student who wishes to withdraw from all current term classes during any semester may begin the withdrawal process by logging in to myPurdue and submitting the withdrawal request form. The request will be held for 5 business days to allow you to ask any questions or change your mind. The date which you submit the online withdrawal request form will be utilized as the effective date of withdrawal. The withdrawal action will be considered final upon the Office of the Dean of Students approval of the withdrawal. You will receive email verification when this process is complete. Before a student withdraws from the University, it is important to be aware of how that decision may impact financial aid. More detailed information and a withdrawal resource guide is available at [Withdrawal](#).

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

Section 4 Estimated Costs of the MSD

The cost of attending Purdue University varies depending on where you choose to live, food and travel expenses, and other variables. Estimated costs are approximate and subject to change.

Graduate student tuition is required to enroll in the courses of the MSD which is a two-year professional, graduate program (total of 4 semesters). Full time (8 or more) graduate credits are required during each semester. Please see the tuition and fee rates, and estimates of cost of housing/food, books/course materials/supplies/equipment, and transportation on the [University Bursar's website](#). Additional program costs are listed below

Item	Explanation	Cost (\$)
Application fees	Application fee to DICAS and Purdue University (submit application only through DICAS)	110
Uniform/scrubs	Interns are required to wear and maintain uniform pieces (e.g. logo branded polo shirt, scrubs) required by rotation facilities. Typically, interns will need black pants and black non-skid duty shoes during the foodservice management experience.	200 (variable)
Name tag	Interns are required to wear the Purdue MSD name tag in their supervised practice locations, in class, and other official functions (e.g. field trips). One nametag is provided. Additional or replacement nametags are the responsibility of the intern.	15 each replacement cost
The Academy of Nutrition and Dietetics Student Membership	Student membership is required. Interns are expected to have proof of membership throughout the MSD. Student membership includes free access to educational and training materials, and the monthly professional journal. Membership will need to be renewed annually.	58/ year
National Criminal background check(s)	Required prior to the start of year 2 (supervised practice). The criminal background check prior to the start of supervised practice will be conducted by Purdue University with the cost covered by the MSD program. Additional checks may be required by supervised practice sites (may have to repeat for different practice sites based on their policies).	25 per addl. check
Medical Insurance (8.1g)	Medical insurance is required while in supervised practice during the MSD. All registered domestic students taking at least 6 credits and degree seeking are eligible to enroll in the University Injury and Sickness Insurance Plan. Enrollment information is available at https://www.purdue.edu/push/insurance/EnrollmentInformation/domestic.html . Required year 2	1500 (variable)
Health Examinations and Tests	Interns are required to obtain a complete physical examination, QuantiFERON-TB Gold (or 2-step TB test), MMR, Diphtheria, Tetanus, pertussis, Hepatitis A and annual influenza vaccines. A Rubella Titer, Mumps Titer, Rubella Titer, Varicella Titer may be required by some facilities. The Hepatitis B vaccine series and titer may be waived. The intern is responsible for the cost of the	500 (variable)

Item	Explanation	Cost (\$)
	health examination and all vaccines and tests. The Purdue Student Health Center can conduct the physical examination. Additional testing may be required by rotation facilities (e.g alcohol screen). Interns are responsible for all costs of additional testing that may be required by practice sites.	
Drug Screens (8.1g)	A 10-panel drug screen is required prior to starting supervised practice. The cost is the responsibility of the intern. Additional drug screens may be required by supervised practice sites (may have to repeat for different practice sites based on their policies) and interns are responsible for all costs of additional testing.	85 per screen
ServSafe Food Protection Manager Certification or equivalent	ServSafe Food Protection Manager Certification or equivalent must be maintained throughout the MSD. Study material and/or exams for certification or recertification are the responsibility of the intern.	100 if recertification needed
BLS Training	Required for most healthcare/ MNT supervised practice sites. Training is a combination of online learning (\$37) and hands-on, in-person training through Purdue Fire Department (\$4).	41
eNCPT	An annual subscription is required. Student member pricing is available.	35/year
Official Transcript	An official transcript showing MSD degree and date conferred must be submitted to the Program Director to receive a verification statement.	10

Cost information after completion of the MSD

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

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. When this email is received, the fee can be paid by signing into MyCDR or by contacting CDR. Practitioners cannot be verified nor will they receive a digital credential invitation until their initial fee payment is received.

Section 5 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

Appendix A

MS in Dietetics, Purdue University Required Coursework and Course Sequence

Planned program length: 2 years 32 credits

Students will complete the following Plan of Study

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

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

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

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

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 2.7 Describe contributing factors to health inequity in nutrition and dietetics
- 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 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 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 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 November 1, 2025; Effective November 1, 2025

PURDUE UNIVERSITY

MASTER OF SCIENCE IN DIETETICS (MSD) Year 2

Projected Schedule of Events: August 1, 2027- May 31, 2028

Schedule Subject to change

Weekly number of planned supervised hours noted in ()

Total supervised practice hours at professional work sites = 1008

	AUGUST 2027	Dec 20-Jan 9	WINTER BREAK
23-27	Orientation to Supervised Practice, Community Nutrition rotation; dairy farm tour; mandatory training		
30- Sep 3	Community (32 hr)	10-11	JANUARY 2028 Orientation to MNT rotation Monday and Tuesday.
		12-14	MNT experience begins 1/13 (24 hr)
	SEPTEMBER 2027	17	MLK Day no class
6 Labor Day	Follow holiday schedule of site; no class	18-21	MNT (32 hr)
7-10	Community (32 hr)	24-28	MNT (32 hr)
13-17	Community (32 hr)		
20-24	Community (32 hr)		FEBRUARY 2028
27- Oct 1	Community (32 hr)	31-4	MNT (32 hr)
		7-11	MNT (32 hr)
	OCTOBER 2027	14-18	MNT (32 hr)
4-5	Community consolidation and foodservice management orientation	21-25	MNT (32 hr)
6-8	Food Service begins (24 hr)		MARCH 2028
11-12	October Break	28-3	MNT (32 hr)
13-15	Food Service (24 hr)	6-10	MNT (32 hr)
18-22	Food Service (32 hr)	13-17	MNT Staff Relief (32 hr)
25-29	Food Service (32 hr)	20-24	MNT Staff Relief (32 hr)
		27-31	MNT Staff Relief (32 hr)
	NOVEMBER 2027		
1-5	Food Service (32 hr)	3-7	Engagement (32 hr)
8-12	Food Service (32 hr)	10-14	Engagement (32 hr)
15-19	Food Service (32 hr)	17-21	Engagement (32 hr)
22-26	Independent project/ work on	24-28	Engagement (32 hr)
Thanksgiving	Monday; no class meeting; no supervised practice this week		
	DECEMBER 2027	1-5	MAY 2028 Class meetings this week for Engagement and MSD Wrap-up - schedule TBA. Make up hours from MNT or Engagement if needed.
Nov 29-Dec 3	Food Service (32 hr)		No MSD activities planned
6-10	Food Service Supervision (32 hr)	8-12	Graduation Weekend – CONGRATULATIONS!
13-17	Food Service Supervision (32 hr)	12-15	
20-21	Make up hours from foodservice management if needed		

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

Interns in the Sports Nutrition Immersion experience will follow a different supervised practice schedule. See Handbook section on Supervised Practice for more information.

Students earn 40 hours of supervised practice during the first year of the MSD. 1008 hours of supervised practice hours are required to be documented on Career Gateway by the end of the program.

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

Intern Name: _____

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

1. Present schedule: Date: _____ Hours: _____

2. Proposed schedule: Date: _____ Hours: _____

3. Reason for request

4. Approved _____

Rejected _____

Primary preceptor's Date:
Signature: _____

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

5. Approved _____

Rejected _____

MSD Director's Signature: _____ Date: _____

6. Reason for rejection:

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

Primary preceptor's Date:
Signature: _____

APPENDIX E

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

Name of Student/Intern:

Course or Rotation:

Name of Instructor or Preceptor filing the complaint:

Supervised practice site name, if applicable:

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

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

Student/Intern Signature:

Date: _____

Preceptor or Course
Instructor Signature:

Date: _____

Preceptor or Course
Instructor Signature:

Date: _____

MSD Director Signature

Date: _____

APPENDIX F

Master of Science in Dietetics (MSD) Purdue University

STUDENT/INTERN CONTRACT

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

_____*
(Name)

_____*
(Date)

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

Supervised Practice Evaluation Form¹**Purdue University
Master of Science in Dietetics (MSD)**

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

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

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

II. _____ This candidate has satisfactorily met all the objectives/competencies in the time allowed. "Satisfactory" is defined as 85% and is the minimum performance expected of an entry-level dietitian. Given my knowledge of this candidate's current performance, they should have little difficulty practicing as an entry-level dietitian nutritionist in the area of [community nutrition].

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, they should plan to devote additional time to study and practice of the [community nutrition]. With additional study/practice, this candidate should be able to function as an entry level dietitian nutritionist.

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

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

Rotation Preceptor (sign): _____ Date: _____

Rotation Site: _____

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

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

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