



**Department of Nutrition & Dietetics**

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**Dietetic Technician Program**

**STUDENT HANDBOOK**

Revised May 2011

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# **Welcome**

Welcome to the Dietetic Technician Program at Morrisville State College!

This Handbook contains materials regarding policies relating to the Dietetic Technician Program. It is meant to assist you and provide guidance from entrance to graduation. This Handbook, however, is not all inclusive, and is designed to supplement the MSC College Catalog.

As students progress through the Program, they will receive additional course specific manuals which will provide more detailed information relating to the individual course.

For further information, consult MSC's college policies located in the MSC Student Handbook and in the MSC College Catalog 2011. If answers to any of your pertinent questions cannot be found in either this Handbook or the College Catalog, please contact the Program Director at 315-684-6213.

## ***Department Contact Information***

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## ***Morrisville State College Mission Statement***

Morrisville State College is a public undergraduate institution which exists to offer a high quality educational experience for students leading to associate and baccalaureate degrees by utilizing cutting-edge technology, innovative methods of instruction and an entrepreneurial focus. The college is committed to providing students the opportunity to gain knowledge and to grow intellectually and socially as citizens of the world community.

## **The Dietetic Technician Program**

The Dietetic Technician Program at Morrisville State College opens the door to a multitude of career options. The curriculum is accredited by the American Dietetic Association, emphasizing and focusing on the role of human nutrition principles in wellness, fitness, and total health. Practical experience is correlated with the theoretical content presented in the classroom. Opportunities for a career as a Dietetic Technician today are many and varied, as the job market is ever expanding with a variety of stimulating and challenging positions in the dietetic industry.

### ***Mission Statement and Goals***

The mission of the Nutrition and Dietetics Department and the Dietetic Technician Program at Morrisville State College is to provide a quality post-secondary education in the field of Nutrition and Dietetics. This educational process will lead to an associate degree in the area of Dietetic Technician with enhancements from the liberal arts, sciences, and humanities. The emphasis of this educational program is on meeting student needs for career preparation and/or transfer to upper division programs in nutrition and dietetics or other allied fields of interest.

The Nutrition and Dietetics Department at Morrisville State College supports preparatory education for the under-prepared student, provides a linkage for career education in Nutrition and Dietetics to secondary schools.

### ***Accreditation***

The Dietetic Technician Program at Morrisville State College is currently granted Accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, a specialized accrediting body recognized by the United States Department of Education.

CADE will review complaints that are related to a program's compliance with the accreditation standards. The commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individual matters of admission, appointment, or promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission on Accreditation for Dietetics Education at the American Dietetic Association at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 800-877-1600, extension 5400 or at [cade@eatright.org](mailto:cade@eatright.org) or at [www.eatright.org/cade](http://www.eatright.org/cade)

In order to meet the Commission on Accreditation for Dietetics Education (CADE) standards, data on Dietetic Technician Program outcomes is conducted. Data is collected in a variety of areas. Data for outcomes measures is available upon request from the Program Director.

## ***Dietetic Technician Program Goals & Expected Outcomes***

**GOAL I:** *Educate students for immediate employment in the nutrition and dietetics field and provide a Dietetic Technician program that is responsive to the State's labor needs for emerging food and technologies.*

- Graduates will achieve over a five year period a pass rate of at least 80%
- Over a five year period, 70% or more of graduates who sought employment in dietetics will be employed within three months of program completion.
- Past graduates will rate the program as satisfactory or better when surveyed on their preparation for employment and/or further education.
- 80% of the graduate entry level skills will be rated by the employer as average or above.
- Students in good academic standing will achieve a satisfactory rating for all entry level competencies
- 90% of graduates who become registered as a DTR will maintain their registration status through their first 5- year cycle.

**GOAL II:** *Provide education in applied nutrition and dietetics to students that is compatible with transfer to baccalaureate programs.*

- 90% of those with a GPA  $\geq 2.75$  who apply will be accepted to a baccalaureate program within one year of graduation from MSC to become a registered dietitian
- 80% of those accepted to a four year program will complete the degree in three years
- Current formal articulation agreements with 4 year institutions will be maintained for transfer of our students to these programs.
- Senior portfolios will be developed in senior seminar. These will include collections of work from their field experiences. 100% of the class will be selected in a lottery to present these at the spring advisory board meetings. 90% will be rated as satisfactory by the panel.

**GOAL III:** *Provide assessment and counseling to students who may need to access preparatory courses to develop the basic skills in communications, computation, problem solving, and time management that are needed to perform satisfactorily in entry level course work in the DTP.*

- Students at risk in math and science will be identified after their admission but prior to their first semester in the DT program.
- 90% of full time students will attain a 2.0 GPA at the interim grade period of six weeks each semester. 90% of full time students will attain a 2.0 GPA at the end of each semester. At risk students will be identified within the first 25% of the program duration.
- 60% of all entering students will complete the DT program within five years of starting

- 90% of the seniors will express satisfaction with the nutrition courses they have completed in the DT program with respect to the support and motivation provided by the DTP faculty.

### ***Core Competencies***

CADE specifies Eligibility Requirements and Accreditation Standards for Dietetic Technician Programs through the (1/08) Appendix A - Foundation Knowledge & Competencies/Learning Outcomes for the Dietetic Technician Program. In addition the MSC DTP assesses student attainment of competencies as specified in the MSC DTP Student Learning Assessment Matrix located in the appendix of this handbook.

### ***Equal Opportunity***

All students who meet the requirements for admission to the Dietetic Technician Program have equal access to the Program. MSC prohibits admission discrimination based on race, religion, national origin, age, sex (including pregnancy), disability, color, or sexual preference. The Program complies with and supports the college's policy. For further reference, MSC's non-discrimination policy can be found in the College Catalog.

### ***Students with Disabilities***

Morrisville State College is committed to serving the needs of all our students, including students with disabilities. Students requiring particular classroom needs are to inform their individual course instructor by the end of the second week of the semester. Students must also have required documentation on file with the Academic Support Center. Contact:

**David Symonds**, Coordinator of Services for Students with Disabilities

Email: [symondda@morrisville.edu](mailto:symondda@morrisville.edu)

Phone: 315-684-6349

**OR**

**Jeri O'Bryan-Losee**, Coordinator of Support Services

Email: [obryanj@morrisville.edu](mailto:obryanj@morrisville.edu)

Phone: 607-334-5144

If you wish to use test accommodations for an exam please speak with course professor the class **before** each exam. Doing this will help me accommodate you. All tests must be completed the same day the test is scheduled. Any other arrangements must be made by agreement between the student and the instructor.

### ***Code of Ethics***

Students will adhere to the 2009 Code of Ethics for the Profession of Dietetics as put forth by the American Dietetic Association and its Commission on Dietetic Registration. This enforceable code challenges all members, registered dietitians, and dietetic technicians, registered, to uphold the following ethical principles. Please access the American Dietetic Association website link below to review the 2009 Code of Ethics for the Profession of Dietetics <http://www.eatright.org/About/Code.aspx?id=7602&terms=ethics>

## ***Professional Course Sequencing and Requirements for Graduation***

All profession courses (courses with the prefix NUTR) are taught in a sequential manner for the first and second years. Most professional courses in the program serve as the prerequisite for a subsequent course, thus students are advised not to take courses out of sequence without the permission of their advisor and/or the Program Director. In addition, students should consult the MSC College Catalog course descriptions for course prerequisites and co-requisites. The suggested curriculum sequence is as follows:

### **FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
FSAD 101	Quantity Food Preparation and Service	3
FSAD 102	Certification of Applied Food Service	1
NUTR 110	Nutrition I	3
NUTR 115	Health Field	2
	Science Option*	3
	Lab for Science Option*	1
	Math as advised	
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<b>Spring Semester</b>		<b>Credits</b>
BSAD 116	Business Organization & Management	3
NUTR 160	Diet Therapy	3
NUTR 170	Supervised Field Experience I	3
NUTR 219	Orientation to Summer Supervised Field Experience	1
	Science Option*	3
	Lab for Science Option*	1
PSYCH 101	Introduction to Psychology	3
	Math as advised	
		16

*NUTR 220 – 150 supervised practice hours completed during the summer.*

### **SECOND YEAR**

<b>Fall Semester</b>		<b>Credits</b>
NUTR 220	Summer Supervised Field Experience	2
NUTR 210	Lifecycle Nutrition	3
NUTR 225	Educational Methods for the Food and Health Care Fields	3
NUTR 230	Supervised Field Experience II	3
FSAD 255	Food Purchasing and Cost Control	4
ENGL 101	Composition and Research	3
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<b>SPRING SEMESTER</b>		<b>Credits</b>
NUTR 260	Meal Management	3
NUTR 270	Supervised Field Experience III	3
FSAD 257	Senior Seminar	1
SOCI 101	Introduction to Sociology	3
ENGL 102	Writing about Literature	3
	General Elective	3
		16

### **Choose 1 of the following Science Elective Combinations:**

- BIOL 150 / 150L and BIOL 151 / 151L
- CHEM 101 / 101L and CHEM 121 / 121L
- CHEM 121 / 121L and CHEM 122 / 122L
- CHEM 121 / 121L and BIOL 150 / 150L
- CHEM 101 / 101L and BIO 150 / 150L

*NOTE: This is a recommended sequence. Each student should consult his/her Academic advisor prior to registering. Registration in a course in which the prerequisites and/or corequisites are not met will not be permitted.*

*Developmental courses (as recommended on the basis of testing) may also be required.*

*In addition to the courses listed above, in order to be granted an associate's degree in Food Service Administration – Dietetic Technician, a student must demonstrate proficiency in MATH 102 – Intermediate Algebra with Trigonometry.*

*Students must successfully complete all curriculum (NUTR) courses with a letter grade of "C" or better. Please refer to the MSC College Catalog for all Course Descriptions.*

## ***Course Prerequisites***

Prior to registration in a course which has prerequisites, students must have completed all courses listed in the College Catalog listed as prerequisites. Concurrent enrollment may be permitted if granted by the instructor and the student's advisor. Students are encouraged to seek advisement prior to registration for clarification as necessary.

## ***Requirements for Graduation***

Minimum Credit Hours: 64 credits

GPA: 2.0

Other requirements as outlined in this Handbook

## ***Anticipated Costs***

In addition to tuition and fees charged by the college as specified in the MSC college catalog, students should expect the following Dietetic Technician Program fees:

- Course textbook & material fees – varies – see Campus Store and individual course syllabi for more information
- Food Production Uniform - \$60.00
- Field Experience Uniform (Lab Coat) – \$23.00
- NUTR 260 Laboratory Fee – \$35.00
- Travel and parking. MSC provides transportation to Field Experience sites (NUTR 170 & NUTR 230) and off campus seminars – refer to MSC College Catalog for student fees. Each student will have to provide their own transportation to field experience sites for NUTR 270 in the last semester of the program. Students providing their own transportation are responsible for all costs to and from field experience sites and off campus seminars. Parking costs are the responsibility of the student.
- Immunizations and physicals. The costs associated with immunizations and physicals are the responsibility of the student. Fees vary. If required by the field experience facility, students are responsible for all fees associated with drug testing and criminal background checks.
- Meals. Students are responsible for the cost of meals while at field experience sites and at off campus seminars.
- Nutrition Conferences - \$25.00
- ADA Student Membership - \$50.00 per year (requires annual renewal)
- Student Professional Liability Insurance - \$24.00 per year (requires annual renewal)
- The Dietetic Technician Program is part of the MSC ThinkPad University, offering students access to technology campus wide. Laptop and computer fees are included in total college costs. Please reference the MSC college catalog for further information.

*All fees are approximate and not inclusive.*

## ***Student Support Services***

Morrisville State College is committed to fulfilling the life-skill needs of all students and has developed a comprehensive network of support services including the Academic Enrichment Center, Academic Support Center, Career Planning & Services, Counseling Services, and Disability Services. Please reference the MSC college catalog and website for further information regarding these services.

The Nutrition & Dietetics Department provides student access to journals, textbooks, and career related materials available for student use and reference.

Open computer labs at the College are also available to all students.

Morrisville State College has a comprehensive program of student financial aid, including federal, and state subsidized programs, loans, part-time employment, and scholarships. Students should contact the Financial Aid Office, Whipple Administration Building, 3<sup>rd</sup> Floor, 684-6289. Additional information is also available in the College Catalog.

For scholarships available only to Dietetic Technician students, students should contact the Program Director.

## ***Program Calendar and Scheduling***

All Dietetic Technician courses are scheduled during the Fall and Spring semesters as determined by the College.

The semester calendars are published in the Academic Schedule each semester. The Nutrition & Dietetics Department schedules all classes and laboratories in accordance with the published academic schedules.

Calendar dates for the Fall semester, Winter Semester, Spring Semester, and the Summer schedule are published in the MSC Fall Course Schedule, available on the MSC college website. Calendars include Holidays and vacations.

In addition, students may reference individual course syllabi and outlines.

# **Program Policies**

## ***Privacy of Information and Access to Department Student File***

Student files are kept in the Nutrition & Dietetics Department to retain information such as pretest scores, advisement and registration information, transfer credit requests, performance evaluations, and the like.

Students may request to see materials in their department file.

Student grades and performance evaluations are confidential and will not be released except on written request of the student.

Midterm and final grades will be posted to the MSC Web for Students website and may be accessed only by students upon entering their username and password. At no time will grades be emailed or released by phone.

Students will complete a student data form at the beginning of each academic year. It is the responsibility of the student to inform the school office and department faculty of any changes. All updates must be kept current in the school office at all times.

## ***Student Communication***

Every MSC student receives a username and password to the campus computer network system. Students must obtain these codes during the first week of the first semester enrolled in classes, at the Computer Center, located in Charlton Hall on the campus. It is the student's responsibility to check electronic mail (E-mail), Web for Students account, and course BlackBoard information on a daily basis.

## ***Academic Advisors***

Students are assigned a faculty advisor from the department. Your academic advisor's name can be located under Web for Students on the College web site. Because advising is an integral part of the successful completion of the program, it is required that all students see their advisor prior to class registration each semester. Sign-up sheets for appointment times are posted outside academic advisor's office prior to advance registration each semester.

Students are encouraged to schedule appointments with their academic advisor and/or faculty when needed. Faculty office hours are also posted outside of their office. As necessary, an appointment can be made outside of office hours by special arrangement with the faculty.

## ***Procedure for Academic Advising/ Pre-Registration***

1. Reference the college catalog or the college website for the dates of Fall or Spring pre-registration.
2. Schedule an appointment with your advisor during pre-registration week (Appointment times will be posted outside each faculty member's office).
3. Access the course selections on the Morrisville State College website. Use the academic curriculum sheet specific to your program area to select the courses you wish to take the following semester. Fill out the course registration form to the best of your ability.

4. Meet with your advisor. Review your proposed schedule. Your Advisor will recommend any changes if necessary and give you a PIN number before you can schedule on the campus or your personal computers.
5. Students who fail to meet with their Advisor on a regular basis may jeopardize their ability to complete program and graduation requirements in a timely fashion.

### *Standards of Performance*

Each course in the Dietetic Technician Program evaluates student achievement uniquely. Specific grading guidelines can be found in the course syllabus of each course. The Nutrition and Dietetics Department uses the following grade system for all courses taught within the program.

A	95 - 100%
A-	90 - 94%
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	78 - 79%
C	75 - 77%
C-	70 - 74%
D	65 - 69%
F	< 65%

Dietetic Technician students must achieve a minimum grade of “C” in each of the following courses:

- Nutrition I
- Health Field
- Diet Therapy
- Orientation to Summer Supervised Field Experience
- Nutrition in the Lifecycle
- Educational Methods
- Meal Management
- Field Experience I, II, III, and Summer Field Experience

\*See Academic Retention Agreement.

To complete and achieve a passing grade for all courses, the student must fulfill all of the following criteria:

- Attain 75% (C) on all graded material
- Achieve all competency requirements
- Fulfill all designated hour requirements

All courses have established a core set of minimum competencies that each student must achieve in addition to earning a minimum average grade of “C”. These competencies can be found in each course syllabus.

Students are also evaluated by competency testing in field experience courses. Competency tests are given at mid-term and final exam weeks at each semester.

Should a student believe that an error has been made in a grade, the error must be brought to the attention of the instructor within one week following the return of papers or posting of grades to the MSC website.

Incomplete or “I” grades may be assigned in accordance with college policy and only with the filing of a contract signed by the faculty member and the student.

For additional details on eligibility for an “I” grade, students should consult the College Catalog.

Students should consult the College Catalog for academic policies on how grade point average is computed.

### ***Discipline and Termination***

Academic probation and dismissal as well as standards for dismissal/probation are detailed in the MSC College Catalog.

A student must maintain a 2.0 grade point average to remain in good standing.

For graduation, the total number of credit hours shall be at least 64 with a minimum cumulative grade point average of 2.0.

The maximum amount of time allowed to complete Dietetic Technician Program requirements is 7 years from the time the student enrolls in the program.

Dietetic Technician Program specific infractions may lead to dismissal from individual program courses and potentially the program. Examples of such infractions include unethical conduct or dishonesty and unprofessional behavior.

### ***Field Experience***

Field Experience allows students to participate in the daily operation of a dietetic or food service department under the supervision of an instructor or preceptor.

#### **Field Experience I – Long Term Care**

**Summer Field Experience** – Settings vary according to student preference, availability, and department approval

#### **Field Experience II – Acute Care**

#### **Field Experience III – Community Nutrition**

#### **Meal Management – Food Systems Management**

The sites for Field Experience I, II, III & Meal Management are pre-selected by the instructors. The sites typically are located in the Central New York area. Nutrition & Dietetics faculty is on site and supervises the students during their learning experiences for Field Experience I, II, and Meal Management. Preceptors are utilized for Field Experience III and Summer Field Experience.

### ***Physical Examination Reports***

The New York State code for health care facilities requires health exams for all persons in contact with clients to insure the student is free from health impairments that are of potential risk to clients or which might interfere with the performance of the student’s activities.

All students in the Dietetic Technician Program must have a Student Health Form submitted prior to admission to a field experience site. The initial report is due on or before November 1st of the semester preceding NUTR 170 – Field Experience I and May 1<sup>st</sup> of the semester preceding NUTR 230 – Field Experience II. Forms are available from the faculty.

The Student Health Form must be obtained annually until all field experience rotations are completed. The physical exam must include:

- Documentation of receipt of two (2) MMR vaccines after age 12 months or Positive Titer results for Rubella, Rubeola, and Mumps
- PPD test- proof of test within 1 year.
- Varicella (past history of disease, antibody titer, or documentation of two (2) vaccines)
- Physical exam information updated within 1 year.
- Your signature to release information to the Nutrition and Dietetics Department and to the Field Experience facilities
- The signature of the physician (or other health profession who performed the physical),

Students should keep a copy for their personal use. Students bear the responsibility for the cost of the physical. Health records are retained by the MSC Student Health Center.

Students are required to comply with all facility health requirements as specified for their individual Summer Field Experience site.

If required by the field experience facility, students may be subject to drug testing and criminal background checks. Students are responsible for all costs associated with these additional requirements.

### ***Student Replacement of Employees***

Dietetic Technician students will not routinely replace regular employees at facilities except for in the case of specific professional staff experience that is necessary to complete assigned learning activities.

### ***Dress Code for Field Experience***

Students reporting to field experience sites in improper attire will be dismissed to change into proper attire. Time lost for this reason is considered absence time. Make-up time is not available.

The following attire is required at all field experience sites:

- White, button, full-length lab coat. The lab coat must be clean, wrinkle-free, and in good condition. The lab coat must not be adorned with extra buttons on the sleeves, or cuffs.
- Name tag. All students must wear a MSC photo ID tag. The name tag must be worn on or above the top left pocket and must be in view at all times.
- Hair restraints must be worn in food preparation areas.
- Professional attire. For all students this means:
  - Closed toe and heel dress or casual shoes with low to moderate heels. Clogs are not permitted.

Duty shoes and sneakers are not permitted except when assigned to food service areas. If worn in these areas, they must be clean, low, in good condition, and made of leather.

- Jeans, jean skirts, jean-style pants, and shorts are not permitted.
- Tattoos must be covered at all times.
- Visible body piercings (e.g. tongue, eyebrow, nose, etc.) are not allowed. Pierced ears are permitted with post type earrings only.
- Colognes and perfumes are not allowed.
- Personal appearance
  - **For males:**
    - T-shirts are not permitted.
    - Wedding bands are the only jewelry permitted.
    - If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.
    - Fingernails must be trimmed to a moderate length. Nail polish is not permitted.
    - Socks must be worn.
    - Facial hair must be cleanly shaven. Beards and mustaches must be neatly trimmed.
  - **For females:**
    - Socks or hosiery must be worn.
    - Exposed midriffs, low cut tops, shorts, miniskirts, capri pants, cropped pants, and clam diggers are not permitted.
    - Wedding bands and engagement rings are the only rings permitted.
    - Earrings must be modest in size, post style only, and limited to one pair.
    - If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.
    - Fingernails must be trimmed to a moderate length. Nail polish is not permitted in food service areas. Artificial nails are not permitted.

*Note: Additional dress regulations imposed by a field experience facility supersedes those of the Dietetic Technician Program.*

### ***Field Experience Attendance***

Field Experience hours are mandated by the Commission on Accreditation for Dietetics Education (CADE) accrediting body and are required for successful program completion. CADE requires that a minimum of 450 hours of field experience be completed by each student for program completion. The 450 hours are divided among the 5 field experience courses. Specific course information can be found in the College Catalog and from the course instructor. To verify the student completed each scheduled field experience rotation, the student will be required to sign in and out on attendance sheets. The course instructor will provide these forms. Upon completion of the course, the student will receive a copy of the hours verification form, and a copy will be placed in the student's academic file located in the Program Director's office. Refer to the ADA Attendance Verification Form located in the Appendix.

All students are required to attend all field experience hours as scheduled. All students are expected to arrive at field experience prior to 8:00AM as course instruction begins promptly.

Field experience make-up time is not available. No event short of dire emergency can take precedence over field experience hours. Students may not leave assigned field experience before the end of their assigned times except for extenuating circumstances.

Notification of absence or tardiness must be given prior to the beginning of the scheduled assignment. Any student who misses a field experience for any reason must contact both their instructor and the school office by 6:30 AM the day of the field experience.

The course instructor and Program Director will review cases of absenteeism and/or tardiness on an individual basis. The student will be notified in writing of any missing field experience hours regardless of circumstance.

NUTR 170 & NUTR 230 students are not allowed in the field experience facility on non-scheduled class days for any reason without supervision of the course instructor.

### ***Transportation***

MSC provides transportation to Field Experience sites (NUTR 170 & NUTR 230) and off campus seminars – refer to MSC College Catalog for student fees. Each student will have to provide their own transportation to field experience sites for NUTR 270 in the last semester of the program.

Students using college transportation are to board the bus in the parking lot of the library. The bus leaves for clinical sites promptly at 6:00am. It is the student's responsibility to be on time to board the bus. The driver will not wait for you. You will be returned to campus by 3:00pm. Students are never allowed to contact the campus bus coordinator or the bus contractor. If a problem should arise, the student may contact the Instructor.

Students may choose to provide their own transportation to and from field experience sites. Such a student is responsible for any and all fees associated with such travel as well as all liability for themselves and riders in their car. Morrisville State College maintains no responsibility for the safety of students who provide their own transportation to and from field experience sites. Students using public transportation assume personal liability for their safety. Information regarding facility location as well as parking will be provided at the beginning of the semester's field experience course by the instructor.

### ***Class and Laboratory Attendance***

Students are expected to attend all scheduled classes and field experience sessions. Specific attendance requirements will be stated in each course syllabus and discussed at the beginning of each course. When special circumstances make absences unavoidable, students must notify the faculty of such circumstances. Students are responsible for all material covered in class and are required to hand in assignments when they are due.

If absences do occur, and they interfere with either the faculty's ability to evaluate the student's progress, or the student's ability to meet the educational objectives, the student will be notified. Department faculty and the Program Director will initiate a conference with the student to discuss the implications of the student's absenteeism.

## ***Illness or Injury During Supervised Practice***

Policies regarding illness or injury are in force and will be observed by the student while at field experience sites. In the event of accidents or illness, the site is responsible to render emergency care to the student.

Accident and Exposure Incident report forms are included in course manuals. Forms will be completed and filed with the college within 24 hours of the occurrence. Additional facility specific forms will be completed as determined by site policies. Students must have health insurance and may need to follow-up with their health care provider following an accident or injury.

## ***Anticipated Lengthy Absence***

In the event of an anticipated lengthy absence (e.g. major illness, surgery, pregnancy, personal problems, etc), each case will be reviewed individually to assess the impact of time lost and the likelihood of completing the course successfully. Lengthy absences may require written documentation by a physician.

## ***Assessment of Student Learning***

Assessment or evaluation of learning, occurs throughout the program. Students will be provided with a syllabus for each of the Dietetic Technician curriculum courses which will detail the components of the assessment portion of the course.

In order to assist students in determining their status in a course, a 6-week grade report will be provided for each course taken in the semester. Final grades are given at the conclusion of the semester.

Assessments are also provided for supervised practice rotations. The type and schedule of evaluations are provided in the course syllabus. 6 - week grades are provided for these courses as well as are final grades.

All 6-week and final grades can be accessed on the MSC website. Students are encouraged to consult with the course instructor and /or their advisor with any concerns regarding grades and performance.

At regular intervals during each semester the Nutrition & Dietetics faculty meet together to discuss student progress in individual courses.

## ***Late Assignments***

Late assignment policies for each individual course are detailed in the course syllabus.

## ***Program Comprehensive Examinations***

Comprehensive Final Exams will be given in every DTP course. Students should consult the course syllabi for each course for further details.

## ***Cancellation of Class and/or Inclement Weather***

On rare occasions, classes are canceled by extenuating circumstances or faculty absence. Such conditions or cancellations will be posted on the college website. If an instructor cancels a class, every effort will be made to inform the students in advance. However, when absence is unexpected, students will be informed of class cancellation by email, Morrisville closed circuit television or posted on the college website.

When classes are cancelled at MSC campus due to snow or other inclement weather, field experience rotations are automatically cancelled.

### ***Transfer Credit***

If transfer credit for previous college experience is requested, it is the student's responsibility to arrange for an official transcript to be sent to the Admissions Department at MSC.

This process should be initiated as early as possible so that advisement can facilitate successful completion of degree requirements.

### ***Grievances***

Students who believe that a member of the Dietetic Technician program faculty has incorrectly reported a grade should first bring the grade to the attention of the individual instructor. If the student is not satisfied with the determination of the instructor, the matter is then presented in writing to the Program Director who will follow the grievance procedures as outlined in the College Catalog/Handbook.

The same procedure is followed when a student believes he/she has been unfairly treated in a matter other than that of grades, whether the unfair treatment is by another student, a staff person, faculty member, or preceptor.

### ***Course Adding, Drop, or Withdrawal***

Students must confer with their course instructor and academic advisor before dropping, adding, or withdrawing from a course. Completed paperwork must be initiated from and returned to the school office.

Withdrawal from a course may effect enrollment in co-requisite courses and may lengthen the time necessary to complete the program.

Students should consult the College Catalog regarding withdrawal and refund of tuition and fees. Students should also consult the semester calendar for deadline dates.

It is recommended that any student planning to drop a course or to repeat a course to improve a grade, check with the Financial Aid office as this may affect future financial aid eligibility.

### ***ADA Membership & Professional Liability Insurance***

Annual student membership in the American Dietetic Association (ADA) is required for all students in the Dietetic Technician Program. Application forms can be obtained from the Dietetic Technician Program faculty or accessed online at [www.eatright.org](http://www.eatright.org).

MSC policy states that professional liability insurance is mandatory for all students with client contact. Students are eligible for reduced rates as student members of the American Dietetic Association. Please visit the following website for more information. <https://www.personal-plans.com/ada/welcome.do>

Students are responsible for providing their own car insurance coverage and health insurance in case of accident or illness while participating in all college courses and related activities.

## ***Registration Examination for Dietetic Technicians***

In 1986 a dietetic technician professional registry was established by the *Commission on Dietetic Registration* (CDR <http://www.cdrnet.org>) to identify for the public those individuals who have met established standards of competence to practice. Dietetic Technicians who meet the standards and qualifications use the professional designation “Dietetic Technician Registered,” or “DTR.”

Registration involves passing a national comprehensive written examination, followed by the accumulation of 50 hours of approved continuing education every five years to maintain the credential. The registration examination is performance based – it is founded on practice rather than subject matter. It is administered continuously each year at designated locations throughout the United States. The exam requires computation, critical thinking, and interpretation of data to solve a problem, make a decision, select a course of action, or apply knowledge within a practice setting. Exam questions deal with clinical nutrition, food service management, and a “core” of general information and application.

Following successful completion of the Dietetic Technician Program, students will be eligible to sit for the Registration Examination for Dietetic Technicians administered by CDR. Students will be provided with preparation for the examination throughout the program in the form of practice examinations.

In addition, the Program Director will provide student exit packets prior to graduation with additional details on the examination.

Students are strongly advised to take the exam when they feel fully prepared. Typically, this is 3-6 months following graduation from the dietetic technician program and perhaps before a student starts their first job.

### ***Verification Statement***

The Commission on Dietetics Registration (CDR) requires written verification from the program director that a student has successfully completed the degree requirements for the Dietetic Technician program in order to:

- 1) ensure qualifications for membership have been met *and*
- 2) determine eligibility for taking the Registration Examination for Dietetic Technicians.

These statements are submitted to CDR following graduation certification. The Program Director initiates the application and verification for registration with the Commission on Dietetic Registration, but it is the student’s responsibility to accurately complete the remaining paperwork with the American College Testing and schedule the examination.

### ***Other Program Information***

Other information regarding the program can be referenced in the MSC college catalog, website, and Admissions Fact Sheet.

# **Student Opportunities**

## ***Professional Organization Membership***

Annual student membership in the American Dietetic Association (ADA) is required for all students in the Dietetic Technician Program. Application forms can be obtained from the Dietetic Technician Program faculty or accessed online at [www.eatright.org](http://www.eatright.org).

Membership in the American Dietetic Association affords students the opportunity to participate in the professional organization on a national level; remain current on research, policy, and developments; and learn about upcoming meetings as well as educational and employment opportunities.

Membership in the student's local area dietetic association is also recommended. See the New York State Dietetic Association's website at [www.eatrightny.org](http://www.eatrightny.org) for a list of all local district dietetic associations.

There are numerous other professional organizations available for student membership. Information can be obtained from department faculty.

## ***Outside Employment***

The Program faculty realizes that it may be necessary for some students to work part-time while attending school. However, this should not be done at the expense of the Dietetic Technician Program. It is the student's responsibility to fulfill all school obligations. If a student appears too fatigued to perform safely in a field experience site, the instructor may dismiss the student from the assigned area. It is not advisable for a student to work from 11:00 pm to 7:00 am and then report to a field experience site, as fatigue is a frequent cause of accidents and poor judgment.

## ***Department Sanctioned Field Trips***

Each year the Nutrition & Dietetics Department plans field trips for Dietetic Technician Program students to professional development conferences. The purpose of these trips is to increase the student's exposure to other dietetics professionals and opportunities for career enhancement.

Each student is required to attend all sanctioned field trips.

Spring semester: Mohawk Regional Dietetic Association Nutrition Day

Other field trips may be added as appropriate.

Each student is expected to adjust their personal, academic, and work schedules to accommodate the field trip. Students will receive advance notice of all field trip time and monetary requirements.

## ***Career/Transfer Opportunities***

Graduating students find rewarding careers as Dietetic Technicians in acute and long term health care agencies such as hospitals and nursing homes. Other graduates work as dietetic research assistants for hospital metabolic units or community nutrition programs such as WIC and Cooperative Extension. Lastly, graduates work for

food service management operations such as congregate feeding, school lunch programs, or at colleges and universities. Many graduates continue their education as Registered Dietitians or in an allied field, such as adult fitness, sports nutrition, or sports psychology. Other students opt to transfer to related programs at four-year colleges or universities, in areas such as health science, food science, home economics, or nutrition.

## **Student Conduct**

### ***Confidentiality***

During field experience courses the Dietetic Technician student is entrusted with information of an intimate nature. It should be understood that the confidentiality of information from medical records, employee records, and financial records must be maintained. Confidentiality in discussion in classrooms or at clinical sites is also essential.

As part of each field experience site orientation all students are required to complete HIPAA training and have a certificate of training retained by the individual facility.

### ***Observance of Patients' Rights***

Students must be aware of Patient/Resident Rights, which are included in the New York State Code for Hospitals and Nursing Facility Operations. Confidentiality and respect are key components of this portion of the Code.

### ***Personal Habits***

Students are not permitted to smoke or chew gum while at field experience sites. Eating is permitted only in designated areas. Alcohol and inappropriate drug use will not be permitted. The use of cell phones at field experience sites is not allowed. Personal phone calls are permitted only in emergency situations. The site instructor should be consulted prior to placing a call.

### ***Academic Honesty***

Students are expected to display academic honesty at all times. Plagiarism (the passing off of someone else's ideas as your own without giving credit) and cheating (on exams and quizzes) may result in course failure, college suspension, or dismissal from the college. Details can be found in the College Catalog, MSC Student Handbook, and individual course syllabi.

### ***Classroom Etiquette***

Children, pets, and persons who are not registered for dietetic technician classes are not allowed in the classroom, or field experience setting. Recording of lectures is prohibited. ***Cell phone use is prohibited during any lecture and field experience rotation.*** While on campus, students may be reached in an emergency via the Morrisville State University Police (315-684-6410). Directions will be given to students regarding emergency contact information at each field experience agency during field experience orientation.

## Definitions

**Dietetic Technician, Registered** - A dietetic technician is a person who has completed an associate degree from a U.S. regionally accredited college or university sponsoring an ADA accredited program. Dietetic technician education at Morrisville State College involves successful completion of courses in normal, community and clinical nutrition, food and food systems management, biological, behavioral or social science, and oral and written communications. Both didactic and supervised practice courses are included in degree requirements. A Dietetic Technician Registered (DTR) has also passed the national registration examination for dietetic technicians, and meets continuing education requirements.

**Registered Dietitian** – A Registered Dietitian (RD) is a person who has completed a baccalaureate degree from a U.S. regionally accredited college or university sponsoring an ADA accredited program, has completed pre-professional experience, internship, or supervised practice requirements. RD's are frequently found working in the specialized areas of clinical, community, administrative, research and education, or consulting dietetics.

**Certified Dietitian/Nutritionist** – A certified dietitian/nutritionist (CDN) is a person who has been authorized by the State of New York Board of Regents and the State Education Department to practice in the field of nutrition and dietetics. Registered Dietitians are automatically eligible for certification. Dietetic Technician, Registered must complete ten (10) years of professional work experience, obtain support documents from 2-3 RD's familiar with the DTR's competency, and/or pass the state administered competency exam. The credentials are designed to ensure the public receives accurate and current nutrition information from qualified professionals.

**Dietary Manager** – A dietary manager is a person who has completed a 90-clock hour training program approved by the Dietary Managers Association. A Certified Dietary Manager (CDM) has passed the certification examination for dietary managers, and meets continuing education requirements.

## **APPENDICES**



Department of Nutrition & Dietetics  
Dietetic Technician Program

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**ACADEMIC POLICY FOR STUDENTS ENROLLED IN THE  
DIETETIC TECHNICIAN PROGRAM**

In order for a graduate of the Dietetic Technician program to acquire minimum competencies in the discipline, the following academic policy has been established.

A student must obtain a minimum grade of “C” in the core subject areas as defined below. Failure to maintain the above minimum standard will necessitate a review of the student’s academic record and will prevent the student from continuing to the next sequential course or from graduating.

**CORE COURSES:**

NUTR 110 – Basic Nutrition  
NUTR 115 – Health Field  
NUTR 160 – Diet Therapy  
NUTR 219 – Orientation to Summer Supervise Field Experience  
NUTR 210 - Nutrition in the Life Cycle  
NUTR 225 – Educational Methods  
NUTR 260 – Meal Management

NUTR 170 – Field Experience I  
NUTR 220 – Summer Field Experience  
NUTR 230 – Field Experience II  
NUTR 270 – Field Experience III

All students entering the Dietetic Technician program will be subject to this academic policy.

I acknowledge that I have read the above academic policy and understand that as a student in the Dietetic Technician Program, I am subject to the standard defined in this policy.

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Student Signature

Date

White copy – Student

Yellow copy – Advisement Folder

(5.10)

**THE AMERICAN DIETETIC ASSOCIATION  
VERIFICATION OF FIELD EXPERIENCE HOURS**

PROGRAM: **MORRISVILLE STATE COLLEGE** Program Registry Number: 3046  
 TERM: SPRING \_\_\_\_\_ FALL \_\_\_\_\_ COURSE: NUTR \_\_\_\_\_

REQUIRED HOURS: 90 Field 15 Didactic per Field Experience Course

WEEK (date)	HOURS COMPLETED		STUDENT SIGNATURE
	FIELD	DIDACTIC	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<b>TOTAL HOURS COMPLETED</b>			

Verification Signature(s) Site Coordinator (if applicable) \_\_\_\_\_

Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS  
DIETETIC TECHNICIAN PROGRAMS**

**APPENDIX A: Foundation Knowledge and Competencies/  
Learning Outcomes for the Dietetic Technician Program**

<b>FOUNDATION KNOWLEDGE FOR DTP DIDACTIC CURRICULUM CONTENT</b>	<b>COMPETENCIES/LEARNING OUTCOMES FOR DTP SUPERVISED PRACTICE</b>
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**1. Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice.**

<b>Knowledge Requirement</b>	<b>Competencies/Learning Outcomes</b>
DT KR 1.1. The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.	<p><b>Upon completion of the DTP, graduates are able to:</b></p> <p>DT 1.1 Access data, references, patient education materials, consumer and other information from credible sources</p> <p>DT 1.2 Evaluate consumer information to determine if it is consistent with accepted scientific evidence</p> <p>DT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria</p> <p>DT 1.4 Collect background information and organizes materials to support decisions</p> <p>DT 1.5 Implement actions based on care plans, protocols or policies</p>

**2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.**

<b>Knowledge Requirements</b>	<b>Competencies/Learning Outcomes</b>
<p>DT KR 2.1. The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.</p> <p>DT KR 2.2. The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.</p>	<p><b>Upon completion of the DTP, graduates are able to:</b></p> <p>DT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics</p> <p>DT 2.2 Use clear and effective oral and written communication</p>

**ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS  
DIETETIC TECHNICIAN PROGRAMS**

**APPENDIX A: Foundation Knowledge and Competencies/  
Learning Outcomes for the Dietetic Technician Program**

<p><b>FOUNDATION KNOWLEDGE FOR DTP DIDACTIC CURRICULUM CONTENT</b></p>	<p><b>COMPETENCIES/LEARNING OUTCOMES FOR DTP SUPERVISED PRACTICE</b></p>
<p>DT KR 2.3. The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the ADA Scope of Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics.</p>	<p>DT 2.3 Prepare and deliver sound food and nutrition presentations considering life experiences, cultural diversity, age and educational level of the target audience</p> <p>DT 2.4 Demonstrate active participation, teamwork and contributions in group settings</p> <p>DT 2.5 Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional</p> <p>DT 2.6 Demonstrate initiative by proactively developing solutions to problems</p> <p>DT 2.7 Participate in professional and community organizations</p> <p>DT 2.8 Establish collaborative relationships with internal and external stakeholders, including patients, clients, caregivers, other health care professionals and support personnel to facilitate individual and organizational goals</p> <p>DT 2.9 Demonstrate professional attributes such as advocacy, customer focus, flexibility, openness to change, time management, work prioritization and work ethic within various organizational cultures</p> <p>DT 2.10 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration</p> <p>DT 2.11 Demonstrate respect for life experiences, cultural diversity and educational background in interpersonal relationships</p>

**ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS  
DIETETIC TECHNICIAN PROGRAMS**

**APPENDIX A: Foundation Knowledge and Competencies/  
Learning Outcomes for the Dietetic Technician Program**

FOUNDATION KNOWLEDGE FOR DTP DIDACTIC CURRICULUM CONTENT	COMPETENCIES/LEARNING OUTCOMES FOR DTP SUPERVISED PRACTICE
<b>3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic <u>technician</u> level of practice.</b>	
Knowledge Requirements	Competencies/Learning Outcomes
<p>DT KR 3.1. The curriculum must reflect the nutrition care process and include the principles and methods of nutrition screening for referral to the Registered Dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.</p> <p>DT KR 3.2. The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.</p> <p>DT KR 3.3. The curriculum must include the principles of applied food science and techniques of food preparation.</p> <p>DT KR 3.4. The curriculum must include principles of procurement, production, distribution and service of food.</p>	<p><b>Upon completion of the DTP, graduates are able to:</b></p> <p>DT 3.1 Perform nutrition screening and identify clients or patients to be referred to the Registered Dietitian</p> <p>DT 3.2 Perform selected (a-d below) activities of the Nutrition Care Process for individuals, groups and populations in a variety of settings under the supervision of the Registered Dietitian in accordance with the Standards of Practice for DTRs in Nutrition Care</p> <p>DT 3.2.a. Collect data for inclusion into the nutrition assessment</p> <p>DT 3.2.b. Compare data collected to established criteria to identify differences</p> <p>DT 3.2.c. Implement designated nutrition interventions</p> <p>DT 3.2.d. Collect monitoring data</p> <p>DT 3.3 Provide nutrition and lifestyle education to well populations</p> <p>DT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population</p> <p>DT 3.5 Develop or select print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience</p> <p>DT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, health needs and is acceptable to consumers based on socio-economic, cultural and religious preferences and practice</p> <p>DT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals</p>

## ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS DIETETIC TECHNICIAN PROGRAMS

### APPENDIX A: Foundation Knowledge and Competencies/ Learning Outcomes for the Dietetic Technician Program

FOUNDATION KNOWLEDGE FOR DTP DIDACTIC CURRICULUM CONTENT	COMPETENCIES/LEARNING OUTCOMES FOR DTP SUPERVISED PRACTICE
<b>4. Practice Management and Use of Resources defined as application of principles of management and systems in the provision of clinical and customer services <u>to</u> individuals and organizations at the dietetic <u>technician</u> level of practice.</b>	
<b>Knowledge Requirements</b>	<b>Competencies/Learning Outcomes</b>
<p>DT KR 4.1. The curriculum must include applied management principles required to deliver food and nutrition programs and services.</p> <p>DT KR 4.2. The curriculum must include content related to applied principles of human resource management.</p> <p>DT KR 4.3. The curriculum must include legislative and regulatory policy related to dietetics operations.</p> <p>DT KR 4.4. The curriculum must include content related to quality management of food and nutrition services.</p> <p>DT KR 4.5. The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.</p>	<p><b>Upon completion of the DTP, graduates are able to:</b></p> <p>DT 4.1 Participate in performance and quality improvement, customer satisfaction and outcomes development for clinical and customer service</p> <p>DT 4.2 Perform supervisory, education and training functions including human resource, safety, security and sanitation activities</p> <p>DT 4.3 Participate in legislative and public policy activities</p> <p>DT 4.4 Use current informatics technology to develop, store, retrieve and disseminate information and data</p> <p>DT 4.5 Participate in development of a business or operating plan including budget</p> <p>DT 4.6 Assist with marketing clinical and customer services</p> <p>DT 4.7 Participate in process and system changes to maximize fiscal outcomes</p> <p>DT 4.8 Complete documentation following guidelines required by the practice setting</p>
<b>5. Support Knowledge: Knowledge underlying the requirements specified above.</b>	
<p>DT 5.1. The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span.</p> <p>DT 5.2. The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology</p>	

Student Name: \_\_\_\_\_

**Morrisville State College  
Dietetic Technician Program  
Learning Assessment Matrix**

**Ongoing Assessment of Foundation Knowledge & Competencies/Expected Learning Outcomes**

<b>1: Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice.</b>				
DT KR 1.1: The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.				
	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
DT 1.1: Access data, references, patient education materials, consumer and other information from credible sources	80% of students will receive a letter grade of C or above on visual communications project	NUTR 225		
DT 1.2: Evaluate consumer information to determine if it is consistent with accepted scientific evidence	80% of students will receive a letter grade of C or above on consumer literature evaluation – herbal supplements	NUTR 160		
DT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria	80% of students will receive a letter grade of C or above on clinical or food service rotations that include quality assurance audits (meal rounds; sanitation audit, test tray)	NUTR 170 NUTR 230		
DT 1.4: Collect background information and organizes materials to support decisions	80% of students will receive a letter grade of C or above on 70% of acute care case studies	NUTR 230		
DT 1.5: Implement actions based on care plans, protocols or policies	80% of students will receive a letter grade of C or on 70% of long term care case studies	NUTR 170		
<b>2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.</b>				
DT KR 2.1: The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.				
DT KR 2.2: The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.				
DT KR 2.3: The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the ADA Scope of Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics.				

	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
DT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics	100% of students will sign the student handbook agreement form.  Faculty and/or Preceptor evaluations of student will rate student performance as satisfactory upon completion of the summer field experience and community field experience rotations.	NUTR 115  NUTR 170 NUTR 220 NUTR 230 NUTR 270		
DT 2.2: Use clear and effective oral and written communication	80% of students will receive a letter grade of C or better on the Demonstration/In-service project.	NUTR 225		
DT 2.3: Prepare and deliver sound food and nutrition presentations considering life experiences, cultural diversity, age and educational level of the target audience	80% of students will receive a letter grade of C or better on the Speaking to a Diverse Audience assignment.	NUTR 225		
DT 2.4: Demonstrate active participation, teamwork and contributions in group settings	80% of students will receive a letter grade of C or better on the luncheon projects assignment.	NUTR 260		
DT 2.5: Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional	Faculty and/or Preceptor evaluations of student will rate student performance as satisfactory upon completion of the summer field experience and acute care field experience rotations.	NUTR 170 NUTR 220 NUTR 230 NUTR 270		
DT 2.6: Demonstrate initiative by proactively developing solutions to problems	80% of students will receive a letter grade of C or above on problem identification and solution assignment	NUTR 270		
DT 2.7: Participate in professional and community organizations	All students enrolled in course will attend annual MRDA Nutrition Conference	NUTR 170 NUTR 270		

DT 2.8: Establish collaborative relationships with internal and external stakeholders, including patients, clients, caregivers, other health care professionals and support personnel to facilitate individual and organizational goals	80% of students will receive a letter grade of C or above on Community Nutrition Rotation Portfolios.	NUTR 170 NUTR 230 NUTR 270		
DT 2.9: Demonstrate professional attributes such as advocacy, customer focus, flexibility, openness to change, time management, work prioritization and work ethic within various organizational cultures	80% of students will receive a letter grade of C or above on Community Nutrition Rotation Portfolios.	NUTR 170 NUTR 230 NUTR 270		
DT 2.10: Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration	80% of students will receive a letter grade of C or above on rotation/journal assignments	NUTR 270  FSAD 257		
DT 2.11: Demonstrate respect for life experiences, cultural diversity and educational background in interpersonal relationships	80% of students will be rated satisfactory or better on student evaluation by preceptor upon completion of the summer field experience and community nutrition experience rotations.	NUTR 220 NUTR 270		

**3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.**

DT KR 3.1: The curriculum must reflect the nutrition care process and include the principles and methods of nutrition screening for referral to the Registered Dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

DT KR 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.

DT KR 3.3: The curriculum must include the principles of applied food science and techniques of food preparation.

DT KR 3.4: The curriculum must include principles of procurement, production, distribution and service of food.

	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
DT 3.1: Perform nutrition screening and identify clients or patients to be referred to the Registered Dietitian	80% of students will receive a letter grade of C or above on 80% of graded nutritional screening forms	NUTR 230		
DT 3.2: Perform selected (a-d below) activities of the Nutrition Care Process for individuals, groups and populations in a variety of settings under the supervision of the Registered Dietitian in accordance with the Standards of Practice for DTRs in Nutrition Care	80% of students will receive a letter grade of C or above on 80% of clinical nutrition case study rotations.	NUTR 170 NUTR 230		
• DT 3.2.a: Collect data for inclusion into the nutrition assessment	80% of students will receive a letter grade of C or above on 80% of clinical nutrition case study rotations.	NUTR 170 NUTR 230		
• DT 3.2.b: Compare data collected to established criteria to identify differences	80% of students will receive a letter grade of C or above on 80% of clinical nutrition case study rotations.	NUTR 170 NUTR 230		
• DT 3.2.c: Implement designated nutrition interventions	80% of students will receive a letter grade of C or above on 80% of clinical nutrition case study rotations.	NUTR 170 NUTR 230		
• DT 3.2.d: Collect monitoring data	80% of students will receive a letter grade of C or above on 80% of clinical nutrition case study rotations.	NUTR 170 NUTR 230		
DT 3.3: Provide nutrition and lifestyle education to well populations	80% of students will receive a letter grade of C or above on the Wellness Newsletter	NUTR 270		
DT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population	80% of students will receive a letter grade of C or above on the Wellness Newsletter.  80% of students will receive a letter grade of C or better on the Visual Aids Project	NUTR 270		

DT 3.5: Develop or select print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience	80% of students will receive a letter grade of C or above on graded patient diet education observation	NUTR 230		
DT 3.6: Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, health needs and is acceptable to consumers based on socio-economic, cultural and religious preferences and practice	80% of students will receive a letter grade of C or above on the luncheon projects assignments.	NUTR 260		
DT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals	80% of students will a letter grade of C or above on the luncheon projects assignments.	NUTR 260		
<p><b>4: Practice Management and Use of Resources defined as application of principles of management and systems in the provision of clinical and customer services to individuals and organizations at the dietetic technician level of practice.</b></p> <p>DT KR 4.1: The curriculum must include applied management principles required to deliver food and nutrition programs and services.</p> <p>DT KR 4.2: The curriculum must include content related to applied principles of human resource management.</p> <p>DT KR 4.3: The curriculum must include legislative and regulatory policy related to dietetics operations.</p> <p>DT KR 4.4: The curriculum must include content related to quality management of food and nutrition services.</p> <p>DT KR 4.5: The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.</p>				
	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
DT 4.1: Participate in performance and quality improvement, customer satisfaction and outcomes development for clinical and customer service	80% of students will receive a letter grade of C or above on clinical or food service rotations that include quality assurance audits (meal rounds; sanitation audit, test tray)	NUTR 170 NUTR 230		
DT 4.2: Perform supervisory, education and training functions including human resource, safety, security and sanitation activities	80% of students will receive a letter grade of C or above on equipment demonstration/in-service project	NUTR 260		

DT 4.3: Participate in legislative and public policy activities	80% of students will receive a letter grade of C or above on nutrition political action letter writing assignment	NUTR 270		
DT 4.4: Use current informatics technology to develop, store, retrieve and disseminate information and data	80% of students will receive a letter grade of C or above on diet analysis project  80% of students will receive a letter grade of C or above on menu booklet assignment	NUTR 110  NUTR 260		
DT 4.5: Participate in development of a business or operating plan including budget	80% of students will receive a letter grade of C or above on luncheon project	NUTR 260		
DT 4.6: Assist with marketing clinical and customer services	80% of students will receive a letter grade of C or above on the Community Nutrition Rotation Portfolios.	NUTR 220 NUTR 270		
DT 4.7: Participate in process and system changes to maximize fiscal outcomes	80% of students will receive a letter grade of C or above on luncheon project	NUTR 260		
DT 4.8: Complete documentation following guidelines required by the practice setting	80% of students will receive a letter grade of C or above on 70% of long term care and acute care case studies	NUTR 170 NUTR 230		

**5: Support Knowledge: knowledge underlying the requirements specified above.**

DT 5.1: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span.

DT 5.2: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology

**MSC DTP Program Director** \_\_\_\_\_

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

**Graduation Date:** \_\_\_\_\_

**Date Verified:** \_\_\_\_\_



Department of Nutrition & Dietetics  
323 Crawford Hall, Morrisville, NY 13408  
Phone: 315-684-6213

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## **Departmental Policy & Procedure**

### **American Dietetic Association Student Membership and Student Professional Liability Insurance**

**Policy:** Students enrolled in the Dietetic Technician Program are required to join the American Dietetic Association (ADA) as a student member for the duration of their enrollment in the program. In addition, students are required to purchase a student professional liability insurance policy and keep the policy effective for the duration of their enrollment in the program.

**Purpose:** This policy was created to comply with the Commission on Accreditation for Dietetics Education (CADE) standards of education. The purpose of this policy is to acquaint the student with the benefits of joining the national professional organization that represents nutrition professionals and the importance of insuring oneself against potential malpractice claims. Both of these are important activities to continue into the student's own professional career.

**Procedure:**

1. Join the American Dietetic Association at the student membership level.
2. Provide a copy of the membership registration card and provide it to the Department of Nutrition & Dietetics.
3. Annual renewal of membership is required
4. Proof of current membership required for the duration of student enrollment in the program.
5. Apply for a Student Professional Liability Insurance Policy.
6. Provide a copy of the insurance certificate to the Department of Nutrition & Dietetics.
7. Annual renewal of insurance policy is required.
8. Proof of current insurance policy required for the duration of student enrollment in the program.
9. Department will maintain a current log of all student ADA membership and insurance policies.
10. Department will retain copies of all student ADA membership and insurance policies on file.

**Attachments:**

- a. ADA Student Membership Brochure and Application Form
- b. Professional Liability Insurance Program – Student Application Form

Adopted: May 13, 2009

**MORRISVILLE STATE COLLEGE**  
**Department of Nutrition & Dietetics**  
**Dietetic Technician Program**

**STUDENT AGREEMENT FORM**

Every step of the educational process requires ongoing review & revision. Information, requirements, and regulations contained in this handbook are subject to change without prior notice.

- A. The student who fails to read this Dietetic Technician Student Handbook, The Morrisville State College Student Handbook, and/or other official College publications, will not be excused from the requirements, regulations, and deadlines set forth in these publications.
- B. The "Morrisville State College Student Handbook," located on the College web page under the Student Life button, has complete information on student support services and campus-wide policies.
- C. Any student who has been convicted of or is currently charged with a felony or misdemeanor should inform his/her faculty advisor promptly for advisement.
- D. Students with physical and/or learning disabilities are encouraged to utilize the on-campus services provided by the Disability Specialist at the Academic Support Center at 315-684-6042. Reasonable accommodations will be made after faculty receives a referral from the Disability Specialist.
- E. Permission from each individual faculty member must be obtained prior to taping any teaching presentation. All oral, written, and computer-generated teaching materials remain the property of the nutrition faculty and may not be reproduced or sold.
- F. Students with an academic grievance must follow the procedure outlined in this handbook and the current "Morrisville State College Student Handbook."
- G. Information in this handbook should not be considered an irrevocable contract between the student and Morrisville State College. Morrisville State College reserves the right, whenever it deems advisable, to change its schedule of tuition and fees, reschedule or modify any course, program of study, or to change policies.
- H. Morrisville State College's policies regarding academic policies, academic program admission, student records, sexual harassment, bias-related behavior, acceptable computer use policy, affirmative action, non-discrimination, and other campus or college policies are found in the current "Morrisville State College Student Handbook" and/or "The Morrisville State College Catalog." A copy can be reviewed on the College web site.

I \_\_\_\_\_ have reviewed and understand the policies and procedures stated in the Student Handbook. I agree to abide by all applicable policies of the College, the Dietetic Technician Program, and the Department of Nutrition & Dietetics.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
DT Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

