



MORRISVILLE
STATE UNIVERSITY
OF NEW YORK

Dietetic Technician Program

Student Handbook

Departmental Policies & Procedures

2018

The Dietetic Technician Program is Accredited by ACEND. Information about the program is available from:

ACEND

Academy of Nutrition & Dietetics

120 South Riverside Plaza

Suite 2190

Chicago, Illinois 60606-6995

Phone: 321-889-0040, extension 5400

acend@eatright.org

www.eatrightPRO.org/ACEND

Table of Contents

Topic	Page #
Welcome	4
Department Contact Information	4
Dietetic Technician Program	
ACEND Educational & Professional Requirements & Pathways	5
Mission Statement, Program Accreditation, Program Goals & Expected Outcomes	5
Core Competencies	7
Equal Opportunity	7
Students with Disabilities	7
Code of Ethics	8
Professional Course Sequencing and Requirements for Graduation	8
Course Prerequisites	9
Anticipated Costs	10
Student Support Services	10
Program Calendar and Scheduling	11
Program Policies	
Privacy of Information and Access to Department Student File	11
Student Communication	11
Advisors	11
Procedure for Pre-Registration	12
Standards of Performance	12
Discipline and Termination	13
Field Experience	14
Health Requirements	14
Student Replacement of Employees	16
Dress Code for Field Experience	16
Field Experience Attendance	17
HIPPA Mandates	18
Transportation	18
Class and Laboratory Attendance	19
Illness or Injury During Field Experience	19
Anticipated Lengthy Absence	19
Assessment of Student Learning	19
Late Assignments	20
Cancellation of Class and/or Inclement Weather	20
Transfer Credit/Credit for Prior Experience/Transfer Articulation Agreements	21
Grievances	21
Course Adding, Drop, or Withdrawal	21
AND Student Membership & Professional Liability Insurance	22
Registration Examination for Dietetic Technicians	22
Verification Statement	23

Student Opportunities	24
Professional Organization Membership	
Outside Employment	
Department Sanctioned Field Trips	
Career/Transfer Opportunities	
Departmental/Field Experience Student Code of Conduct	25
Confidentiality	
Observance of Patients' Rights	
Student Scope of Practice	
Code of Ethics	
Definitions	26
Dietetic Technician	
Registered Dietitian	
Certified Dietitian/Nutritionist	
Dietary Manager	
Appendices	
Exit Protocol for Graduating Seniors	28
Policies and Procedures for Demonstration Kitchen Lab	29
Policy for Clinical Simulation	31
Policy for Professional Recommendations	32
Policy for Academy Student Membership & Liability Insurance	33
Policy Statement for Dietetic Technician Program Verification Statement	34
Academic Policy for Students Enrolled in the Dietetic Technician Program	35
Student Agreement Form	37
MSC DTP Student Learning Matrix	39

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 and Student Handbook.

- 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. 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.

As a student progresses through the Program, he/she 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. 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

Joseph H. Bularzik, PhD
Dean of the School of Science, Technology, & Health Studies
Galbreath Hall
315-684-6079
bularzjh@morrisville.edu

Joan A. Nicholson, MA, CAS, RD, CDN, CHES, FAND
Nutrition & Dietetics Department Chair
Dietetic Technician Program Director
Associate Professor
323 Crawford Hall
315-684-6213
nicholj@morrisville.edu

Bonnie St. Hilaire, MA, RD, CDN
Associate Professor
322 Crawford Hall
315-684-6932
sthilab@morrisville.edu

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 Accreditation Council for Education in Nutrition & Dietetics (ACEND), 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.

ACEND Educational & Professional Requirements & Pathways

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. DTRs have met the following criteria to earn the DTR credential:

- Completed a dietetic technician program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university.

OR

- Completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university.
- After completing the degree and dietetics coursework, pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to the CDR website at www.cdrnet.org
- Completed continuing professional educational requirements to maintain registration.

Mission Statement and Goals

The mission of the Nutrition & Dietetic Department and the Dietetic Technician Program at Morrisville State College is to provide a quality post-secondary education in the field of Nutrition & Dietetics leading to an applied associate degree in the area of Dietetic Technician. This educational program will meet student needs for career preparation and/or transfer to upper division programs in nutrition & dietetics or other allied fields of interest.

Accreditation

The Dietetic Technician Program at Morrisville State College is currently granted accreditation by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics, a specialized accrediting body recognized by the United States Department of Education.

ACEND 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 ACEND policy and procedure for submission of complaints may be obtained by contacting the ACEND at the Academy of Nutrition & Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 312-899-0040, extension 5400 or at acend@eatright.org or at www.eatrightPRO.org/ACEND

In order to meet the ACEND 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

Program Outcomes:

Goal #1 - *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.*

- 100 % of students who complete the program will have achieved a satisfactory grade of C or better for all measures of entry-level competencies.
- 75% of the program graduates will take the CDR credentialing exam for nutrition and dietetic technicians within 12 months of completing the program.
- 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 nutrition and dietetic technicians is at least 70%.
- Of graduates who see employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Graduate entry-level practice skills will be rated as average or above by 80% of the employers of program graduates.
- 80% of past graduates will rate the program as satisfactory or better when surveyed on their preparation for employment and/or further education.

Goal #2 - *Provide education in applied nutrition and dietetics to students that is compatible with transfer to baccalaureate programs.*

- 100% of the current formal articulation agreements with 4 year institutions will be maintained for transfer of our students to these programs
- 90% of those with a GPA ≥ 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.

Goal #3: *Provide assessment and counseling to all students and provide support and resources to those 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.*

- 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 semester.
- 100% of 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 the seniors will express satisfaction with the nutrition courses they have completed in the DT program with respect to the support of their knowledge and skill building.
- At least 80% of program students will complete the degree/program requirements within three years.

Core Competencies

ACEND specifies Accreditation Standards for Dietetic Technician Programs through the (2017) Appendix A – Core Knowledge & Competencies for the Dietetic Technician. 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

Phone: 315-684-6349

OR

Patricia Davis, Senior Staff Assistant, Student Services Advisor @ Norwich Campus

Email: davispm@morrisville.edu

Phone: 607-334-5144 x5055

If you wish to use test accommodations for an exam please speak with course professor at least 1 week in advance of the scheduled exam. Doing this will help each course professor 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 2018 Code of Ethics for the Profession of Dietetics as put forth by the Academy of Nutrition & Dietetics and its Commission on Dietetic Registration. This enforceable code challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. Please access the Academy of Nutrition & Dietetics website link below to review the 2018 Code of Ethics for the Profession of Dietetics <http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-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

FALL SEMESTER	CREDITS
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
BIOL 150 Human Anatomy & Physiology I (A & P)	3
BIOL 150 L A & P I Lab (science)	1
*Math as advised	
GNED 100 as advised	
	13

SPRING SEMESTER	CREDITS
BSAD 116 Business Organization & Management	3
NUTR 160 Diet Therapy	3
NUTR 170 Supervised Field Experience I	3
BIOL 151 Human Anatomy & Physiology II (A & P)	3
BIOL 151L A & P II Lab (science)	1
NUTR 219 Orientation to Summer Field Experience	1
PSYCH 101 Introduction to Psychology	3
*Math as advised	
	17

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

SECOND YEAR

FALL SEMESTER	CREDITS
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
COMP 101 Composition and Research	3
	18

SPRING SEMESTER	CREDITS
NUTR 260 Meal Management	3
NUTR 270 Supervised Field Experience III	3
FSAD 257 Senior Seminar	1
SOCI 101 Introduction to Sociology	3
COMP 102 Writing about Literature	3
*MATH 123 or 141	3
	16

Math Requirements: *Demonstrated proficiency through MAGN 101 (Intermediate Algebra) and completion of MATH 123 or MATH 141 is required for graduation.

*This is a recommended sequence. Each student should consult with his/her academic advisor prior to registering.

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

Course Pre-Requisites & Co-Requisites

Prior to registering for a course, students must have completed all courses listed in the College Catalog as pre-requisites or co-requisites. Students are encouraged to seek advisement prior to registration for clarification as necessary.

Students receiving transfer credit for FSAD 102 – Certification of Applied Food Service, must provide the Department of Nutrition & Dietetics with a copy of their current Serv-Safe Certificate. The student must maintain current certification throughout the duration of the enrollment in the Dietetic Technician Program.

Course Repeat Requirement

Under certain circumstances, to be determined by the Program Director, a student may be required to repeat a core curriculum requirement as an Audit or Pass/Not Pass option.

Requirements for Graduation

Minimum Credit Hours: 64 credits

GPA: 2.0

Other requirements as outlined in this Handbook

Students are ultimately responsible for meeting all academic requirements

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 – \$80.00
- 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. *Students participating in the campus meal plan, who will miss a meal due to the timing of the field experience day, need to consult the MAC office in Hamilton Hall to obtain the policies and procedures for meal reimbursement.*
- Nutrition Conferences - \$30.00+
- Academy of Nutrition & Dietetics 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.

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, 3rd 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. Calendar dates for the Fall semester, Winter Semester, Spring Semester, and the Summer schedule are published in the MSC College Catalog and on the MSC college website at www.morrisville.edu under the Academic menu. 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

The MSC Procedure for Privacy of Student Records is described in the College Catalog and the Student Handbook. Student files kept in the Nutrition & Dietetics Department retain information such as 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 the DTP Program Director 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.

Students are encouraged to schedule appointments with their academic advisor and/or faculty whenever 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.

Students are ultimately responsible for meeting all academic requirements.

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 emailed to students by their academic advisor).
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 access the MSC online course scheduling system through your Web for Students account.
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.
6. *Students are ultimately responsible for meeting all academic requirements.*

Standards of Performance/Student Performance Monitoring

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:

- NUTR 110 - Nutrition I
- NUTR 115 - Health Field
- NUTR 160 - Diet Therapy
- NUTR 219 - Orientation to Summer Supervised Field Experience
- NUTR 210 - Nutrition in the Lifecycle
- NUTR 225 - Educational Methods
- NUTR 260 - Meal Management
- NUTR 170, 220, 230, 270 - Field Experience I, II, III, and Summer Field Experience
- BIOL 150 & 151 – Anatomy & Physiology 1 & II

*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.

Progression within the program is dependent upon successful completion of the selected course competencies.

NOTE: Students are allowed a maximum of two opportunities to demonstrate a designated skill competency. Should the student not successfully demonstrate the skill competency upon the second attempt, the student will have earned a failing grade for the course.

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 Blackboard LMS system or posting of course grades to the MSC Web for Students Accounts.

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.

Academic Student Performance Monitoring will occur at 6-week grade review. Academic counseling and referral to student support services will be provided to students.

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 earned 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 Code of Conduct specific infractions may lead to dismissal from individual program courses and potentially the program. See Departmental/Field Experience Code of Conduct outlined in this Handbook.

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.

NUTR 170 - Field Experience I – Long Term Care

NUTR 220 - Summer Field Experience – Settings vary according to student preference, availability, and department approval

NUTR 230 - Field Experience II – Sub- Acute Care

NUTR 270 - Field Experience III – Community Nutrition

NUTR 260 - 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.

Students are advised the field experience days and sites may be changed based on constraints which impact the program. The Department of Nutrition & Dietetics reserves the right to adjust the field experience rotations at any time before or during the semester.

NUTR 220 – Summer Field Experience – Students are responsible for locating a preceptor and site that meets the acceptable criteria described below. All preceptors and sites for summer field experience are subject to course instructor and/or departmental approval. Students may be compensated by employers for work completed during the summer field experience. Compensation is at the discretion of individual employers and should not affect completion of required supervised practice hours or agreed upon learning objectives and designated work duties.

Potential Summer Field Experience sites

- Hospital
- Nursing Home
- Community Nutrition Site – WIC, Cornell Cooperative Extension, etc

Preceptor Requirements

Acceptable preceptors for Summer Field Experience must meet **ONE** of the following:

- Registered Dietitian (proof of current CDR registration required)
- Dietetic Technician, Registered (proof of current CDR registration required)
- Certified Dietitian/Nutritionist (CDN) (proof of current NYS certification required)
- Dietetic Technician, not registered
- Current employment in a Community Nutrition site
- Food Service Director

In addition, preceptors must meet the following:

- A minimum of 3 years experience in their chosen field.
- Be committed to their own lifelong learning. Their resumes should document that they regularly participate in appropriate professional development programs and training.
- Have an interest in and time for guiding, teaching, and assessing a dietetic technician student

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 current (updated yearly) health information on file at the MSC Matthias Student Health Center prior to admission to a field experience site – submission date as determined by course faculty.

Student Health Requirements Include All of the Following:

- Documentation of receipt of two (2) MMR vaccines after age 12 months and Positive Titer results for Rubella, Rubeola, and Mumps
- PPD test- proof of test and results within 1 year.
- Varicella (past history of disease, antibody titer, or documentation of two (2) vaccines)
- Physical exam information updated within 1 year.
- Yearly Influenza vaccination or written documentation of refusal.
- 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)
- It is recommended that students become immunized with the Hepatitis B Vaccine. Students need documentation that all 3 doses have been administered or that a waiver is on file.

Students are required to comply with all facility health requirements as specified by the individual field experience site. It is the student's responsibility to meet and maintain the health requirements of the field experience site to which they are assigned. It is the student's responsibility to maintain and update their files at the Matthias Student Health Center.

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.

Matthias Student Health Center

Student Health Services are located in the Matthias building. Information concerning health services may be accessed from the MSC website or calling the health center at 315.684.6078 during office hours. Students should note that PPD tests are administered only on select days each week and it is recommended that students retain copies of all health forms for their own personal files.

Health Insurance

All Dietetic Technician Program students are **required** to have health insurance. This is a contractual agreement we have with the field experience sites and student compliance will be verified. In the event you sustain an injury or illness in the field experience setting which requires follow-up, (*Doctors Office or the Emergency Department*), you, and not the College or the field experience facility would be responsible for the expenses incurred.

If you are covered by a health insurance plan, either through work, a family policy or as an individual, you are already compliant. An insurance waiver is available online. The waiver form needs to be completed within the first week of classes with Student Accounts. However, if you currently are not enrolled in a health insurance plan, you can purchase coverage through the college.

If you are enrolled as a student, the health insurance coverage will appear on your bill. (Approximately \$169/semester).

Physical Requirement for Program Participation/Continued Participation

Students must have the ability to meet course objectives with or without reasonable accommodations. Students must demonstrate:

- The strength and manual dexterity to perform in all course, laboratory, and field experience settings and to maintain the safety of clients, teachers, and fellow students without posing a threat to himself/herself.
- The visual, hearing, speech, and communication skills requisite to client assessment and professional performance including reading, recording client information, interacting with the public.

Latex Hypersensitivity

Students with a suspected or documented natural latex hypersensitivity are responsible for being tested (RAST test occupational, biological latex individual allergen) prior to entering the program. The test results and a written plan of accommodation/treatment signed by a physician must accompany the annual physical examination.

Standard Precautions

Students are to follow their assigned agency's policy regarding necessary precautions when coming in contact with blood and/or body fluids. Student must report any potential exposure to their field experience instructor immediately.

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 from the facility to change into proper attire and return to class. 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 insignia or labels.
- Name tag. All students must wear a MSC photo ID tag or facility issued ID. 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 heels less than 2". 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.
- Hair color is limited to those found in nature.
- Personal appearance
 - **For males:**
 - Adequate personal hygiene (*i.e. regular bathing, shampooing of hair, use of deodorants, tooth brushing/mouthwash, and be aware of odors on their clothing. Edentulous students are encouraged to obtain and wear dentures.*)
 - T-shirts are not permitted.
 - Wedding bands are the only jewelry permitted.
 - Regularly professionally groomed hair. 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 and are subject to hair restraints as required by facility policies & procedures or health code regulations.
 - Prohibited clothing which may be perceived as inappropriate by the course instructor or facility.
 - **For females:**
 - Adequate personal hygiene (*i.e. regular bathing, shampooing of hair, use of deodorants, tooth brushing/mouthwash, and be aware of odors on their clothing. Edentulous students are encouraged to obtain and wear dentures.*)
 - 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.
 - Regularly professionally groomed hair. 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.
 - Prohibited clothing which may be perceived as inappropriate by the course instructor or facility.

Note: Additional dress regulations imposed by a field experience facility supersedes those of the Dietetic Technician Program. Exceptions to the dress code can only be made for documented disability, religious, or cultural reasons.

Field Experience Attendance

Field Experience hours are mandated by the ACEND accrediting body and are required for successful program completion. ACEND 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 and/or instructor will be required to sign attendance sheets. The course instructor will provide these forms.

All students are required to attend all field experience hours as scheduled. All students are expected to arrive and be fully prepared for class prior to 8:00AM as course instruction begins promptly. Students may not leave assigned field experience before the end of their assigned times except for extenuating circumstances.

Students will make every effort to attend all field experience rotations. No event short of a dire emergency can take precedence over field experience hours.

Notification of absence or tardiness must be given prior to the beginning of the scheduled field experience. Any student who misses a field experience for any reason must contact both their instructor and the school office as soon as possible on 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, & NUTR 260 students are not allowed in the field experience facility on non-scheduled class days and/or without the presence of the course instructor.

NUTR 220 & NUTR 270 – all participation or presence in facilities or event must be under the direction of the field experience preceptor.

When conditions at a field experience facility warrant it, the faculty reserves the right to change any student's assigned site or instructor at any time during the semester in order to facilitate the acquisition of the student learning outcomes for the course.

HIPPA Mandates/Social Networking/Cell Phone Camera Policies

Confidentiality of the client must be protected at all times. Failure to comply with field experience agency HIPPA regulations could result in civil and/or criminal action including fines and imprisonment as well as dismissal from the dietetic technician program. The student must understand that the sharing of client information through a social networking site, with or without the use of names is prohibited. Any student who posts information about a client is violating HIPPA privacy laws. This includes the use of a computer at a healthcare facility or the use of a personal computer outside the healthcare setting. The student is prohibited from using a cell phone or camera to take pictures in the field experience setting. Protected health information includes any pictures that identify or all for the identification of a client.

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 MSC library. The bus leaves for field experience sites promptly at 5:45 am. 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 3:00 pm. Students are never allowed to

contact the campus bus coordinator or the bus contractor. If a problem should arise, the student may contact the course instructor.

Students may choose to provide their own transportation to and from field experience sites. All students are required to have their own personal car insurance coverage if applicable. 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 School of Science, Technology, & Health Studies Office so that all faculty are officially notified 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.

Student Evaluations:

1. Final course grades will be based on progress towards course objectives and ACEND Foundation Knowledge & Competencies (see appendix).
2. Final course grades will be assigned at the conclusion of each academic semester.
3. Some of the evaluation instruments and procedures used by instructors include, but are not limited to the following:
 - a. Tests and final examinations
 - b. Field experience and preceptor evaluations
 - c. Completion and quality of assigned projects and studies
 - d. Student's interest, participation, and attitudes in classes
 - e. Student self-evaluations
 - f. Student's motivation to complete the Dietetic Technician Program satisfactorily
 - g. Attendance in classes and field experiences
 - h. All written assignments must be well-written, proofread, spell-checked, grammatically correct, and properly referenced.

In order to assist students in determining their status in a program, 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. Each student can access their 6-week and final grades through their MSC Web for Students account. 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.

Program Evaluation:

Several tools are used to evaluate the program's effectiveness including, but not limited to the following:

1. Students will have the opportunity to evaluate courses, programs, instructors, and preceptors on a regular basis.
2. Students are required to complete a total program evaluation prior to graduation
3. Graduates are surveyed in order to gain feedback on program participation.
4. Field experience site coordinators and preceptors are surveyed to gain feedback on program preparation of students.

Late Assignments

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

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.

Transfer of core curriculum courses is not guaranteed and will be evaluated based on course content as described in the course syllabus (*provided by the student*), qualifications of course instructor (i.e. registered dietetic professional), and course administration by ACEND accredited nutrition degree program, for compliance with ACEND standards. A minimum earned course grade of "C" is required for all transfer credit consideration.

Students receiving transfer credit for FSAD 102 – Certification of Applied Food Service, must provide the Department of Nutrition & Dietetics with a copy of their current Serv-Safe Certificate. The student must maintain current certification throughout the duration of the enrollment in the Dietetic Technician Program.

Credit for Prior Experience

The MSC Department of Nutrition & Dietetics has no policy for assessing prior learning or competence.

Transfer Articulation Agreements

Transfer articulation agreements between Morrisville State College for a Baccalaureate Degree with a major in nutrition is in effect for the following programs:

- Syracuse University: Syracuse, NY
- Rochester Institute of Technology, Rochester, NY
- SUNY Oneonta, Oneonta, NY
- SUNY Plattsburg, Plattsburg, NY

DTP Program Complaints

Students who have a complaint about the Dietetic Technician Program should present the matter in writing to the DTP Program Director who will follow the procedures as outlined in the MSC College Catalog, Student Handbook, and Faculty/Staff Handbook. If the complaint is not resolved, the student should present the matter in writing to the Dean of the School of Science, Technology, and Health Studies.

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board 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 or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For ACEND complaint procedures, visit <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

Course Add, 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 affect 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.

Students are ultimately responsible for meeting all academic requirements.

Academy of Nutrition & Dietetics Membership & Professional Liability Insurance

Annual student membership in the Academy of Nutrition & Dietetics is required for all students in the Dietetic Technician Program. Application forms can be obtained from the Dietetic Technician Program Director or accessed online at www.eatright.org. Each student will provide a copy of their current card to the Department as requested and will be kept on file in the student's academic file.

Annual professional liability insurance coverage is mandatory for all students with client contact. Students are eligible for reduced rates as student members of the Academy of Nutrition & Dietetics. Please visit the following website for more information. www.proliability.com Each student will provide a copy of their current policy to the Department as requested and will be kept on file in the student's academic file.

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 Nutrition and Dietetic Technicians, Registered

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 and utilization of CDR Study Guide for DTR Exam (*student will purchase in NUTR 270*).

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 6 months following graduation from the dietetic technician program.

Students may be eligible for reasonable accommodations for the national registration examination. Questions regarding your request should be made to Pearson Vue at <http://www.pearsonvue.com/CDR/>

Verification Statement

The Commission on Dietetics Registration (CDR) requires written verification from the program director that a student has successfully completed the degree requirements (including required competencies) 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 confirmed by an official transcript by the MSC Registrar. 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 Pearson Vue and schedule the examination.

See Policy Statement for Dietetic Technician Program Verification Statement located in the Appendix.

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 Academy of Nutrition & Dietetics (AND) 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.

Membership in the Academy of Nutrition & Dietetics affords students the opportunity to participate in the professional organization on a national and state 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 Academy of Nutrition & Dietetics website at 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. ***Students choosing to work while attending school should not expect priority treatment from the faculty, however, they are strongly encouraged to meet with the DTP Program Director to devise a best possible schedule.***

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 TBA.

***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.

Departmental/Field Experience Student Code of Conduct

As a student in the Dietetic Technician Program, you are expected to and will be held responsible for conducting yourself in a professional manner in all classes, special events, and field experiences in which you are involved. In general, professionalism requires that you demand high standards of yourself, which are demonstrated in, but not limited to, the following:

Confidentiality/HIPPA

All students are required to maintain patient confidentiality and comply with federal HIPPA regulations. 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

All students are required to maintain Patient/Resident Rights, which are included in the New York State Code for Hospitals and Nursing Facility Operations. As part of each field experience site orientation all students are required to complete Patient/Resident Rights training and have a certificate of training retained by the individual facility.

Scope of Practice

Dietetic Technician Program students must conduct themselves within their designated student scope of practice during their enrollment in the program.

Ethics

As a student, you are required to adhere to the 2018 Academy of Nutrition & Dietetics Code of Ethics. Avoiding behaviors that could be judged as dishonest or biased, or show a lack of good judgment. In particular, your conduct with regard to oral and written exams and reports in classes, and your performance in special events and field experiences should be above reproach.

Definitions

Nutrition and Dietetics Technician, Registered - A Nutrition and Dietetics Technician, Registered (NDTR) is a person who has completed an associate degree from a U.S. regionally accredited college or university sponsoring an ACEND 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/Nutritionist – A Registered Dietitian/Nutritionist (RD/N) is a person who has completed a baccalaureate degree from a U.S. regionally accredited college or university sponsoring an ACEND 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

MORRISVILLE STATE COLLEGE
DEPARTMENT OF NUTRITION & DIETETICS
EXIT PROTOCOL FOR GRADUATING SENIORS

WHEN: Spring Semester

WHERE: NUTR 270 Community Field Experience III

TIME: Last 6 hour didactic class of the semester

WHO: 1. Students who are scheduled to graduate in May
2. Students who have completed all required nutrition courses and will graduate the following fall semester.

MATERIALS: CDR Student Instruction Packet
Blue Pens
DTP Student Evaluation Survey

PROCEDURE:

1. The DTP director will read through the procedures set by CDR.
2. The director will emphasize that the transcripts will have to be validated and printed by the registrar before their names will be submitted and verifications mailed to them.
3. The director will emphasize Pearson Vue will be the contact for the exam, not the Academy of Nutrition & Dietetics.
4. Spring graduating students will complete the address forms, DTRE Misuse form, and the transcript release form.
5. All forms will be kept in file along with a signed copy of the verification form when completed.
6. Verification forms will be mailed to spring graduating students.
7. Students names and signed forms will be forwarded to CDR electronically. The program will retain a copy of all documents including the verification form.
8. All students will complete the program exit evaluation survey.
9. Fall graduates will meet with the program director in mid-November to complete the forms.
10. All graduating students will meet with the program director for an exit interview before finals are completed. At this time they will discuss the field experience and their plans for the future.

FOLLOW-UP: Students can expect to receive an alumni survey in about one year and a survey for their employers if they have been working.

Nutrition & Dietetics
August 2016
Policy & Procedures for Demonstration Kitchen Lab
Students
Charlton 115

The dietetic demonstration lab was opened in the spring of 2016. Development, design, and construction of the facility was supported by Morrisville State College, the Department of Science, Technology & Health Studies, dietetic program alumni, the Nutrition Advisory Board, and the Nutrition & Dietetics Department.

Facility Goal

The overall goal for this facility is to provide Morrisville students enrolled in campus nutrition courses hands-on experiences with food in a kitchen environment much like they might have at home. As the facility has a small occupancy capacity the experiences may range from teacher demonstrations, student demonstrations, limited student food preparation, to the use as a central hub for storage and preparation of food to be transported to a nearby classroom.

Facility Directors

Joan A. Nicholson, Associate Professor/Dietetic Program Director
Bonnie St. Hilaire, Associate Professor

If there are questions pertaining to the use of this facility please direct them to the Nutrition & Dietetics faculty at x-6213.

Student Responsibility

1. Prepare for the activity before class.
2. See emergency numbers below. If you have a food or latex allergy, alert the professor before the lab day.
3. Observe capacity limits.
4. Wear athletic-type shoes and clothes that do not have draping sleeves that may catch on fire or land in food.
5. Upon arriving to the lab, leave **all** coats, bags, cell phones, personal food items including water, and computers in the entrance hall coat area.
6. Review safety procedures with the professor. Ask if you don't know how to use equipment or to do a task.
7. Wash hands in the hand sink and dry with brown paper towels.
8. Wear gloves, hairnets and aprons as directed by the professor.
9. Keep noise to a minimum.

10. Follow cleanup directives.

Cleanup:

- a. **Place all dishes in the dishwasher and run on light unless it is a very heavy load, then use normal.** The cycle is very long so you may leave the dishwasher running when you leave. Hand-washables should be dried and put away.
- b. **Clean all counter tops with Chlorox products found under the sink.**
- c. **Remove food trash to the loading dock near the elevator if it is open. Otherwise, the custodians will remove.**
- d. **Floors. Large soiled areas or wet spots should be lightly cleaned. Full mopping will be done by the custodians.**

EMERGENCY/FIRST AID

If in doubt about a student or faculty injury, call UP immediately.

A first aid kit is on the kitchen wall for minor injuries such as surface depth cuts.

A fire extinguisher is located in the kitchen for minor fire events.

NUMBERS:	911	FIRE/AMBULANCE
	X-6078	MATHIAS HEALTH CENTER
	X-6410	UNIVERSITY POLICE

NOTE: If a student sustains any type of injury in the kitchen, including minor cuts, they are to report it to the faculty in charge immediately.

Food & Latex Allergies

1. Faculty should inquire about student food allergies at the beginning of the semester and immediately before a food activity. Ultimately, it is the student's responsibility to inform faculty if there is an issue.
2. The gloves are latex free
3. **This is NOT a peanut-free or tree nut-free facility.**



Departmental Policy for Clinical Simulation

The student will participate in scenario-based simulations under the supervision of Nutrition & Dietetics faculty in the campus Department of Nursing laboratory setting. The simulation experiences will present the student with opportunities to apply assessment, critical thinking, communication, and psychomotor skills in a realistic environment that simulates the clinical setting.

General Nursing Laboratory Etiquette:

1. Students are to wear a white lab coat or jacket for all laboratory activities. Hair must be off the collar, out of the face and secured. Students are to wash their hands upon entering the nursing laboratory and prior to using the manikins and laboratory equipment.
2. Students are to treat the manikins with the same respect as they would a real patient. No excessive or unnecessary force is allowed. If necessary, do not lift the manikins by the arms, and always support the head when moving or turning the manikins.
3. Felt tipped markers, ink pens, acetone, iodine or other staining substances of any kind are not to be placed on or near the manikins.
4. Eating is prohibited in the nursing laboratories. Drinking is prohibited at the bedside, near the manikins or when working with laboratory equipment and supplies. Beverages are allowed per faculty discretion when students are seated, however, all liquids must be in covered containers.
5. Cell phones are to be turned off when in the nursing laboratories.

The nursing laboratories are not latex-free environments. Students who are sensitive or allergic to latex must notify laboratory faculty and take appropriate precautions.

Please see Nutrition & Dietetics laboratory faculty with questions or concerns regarding the above policies.

Clinical Simulation:

Confidentiality is essential to the learning process with clinical simulation. Students are not to discuss the events of the simulations or the debriefings with anyone other than the students and faculty who participated in the simulations. The Nutrition & Dietetics clinical simulations are completed as specified by the specific course schedule. As directed by the course faculty, Pre-assignments for the simulations will be posted on Blackboard a minimum of one week prior to the experience, and are to be completed prior to the scheduled simulation. The individual course attendance policy as specified in each course syllabus applies to clinical simulation.

Please direct any questions or concerns regarding laboratory usage or laboratory requirements to the attention of the Nutrition & Dietetics faculty.

July 2013

Departmental Policy & Procedure

Professional Recommendations

The Department of Nutrition & Dietetics policy on professional recommendations includes the following:

1. All recommendations are confidential.
2. All recommendations are addressed to a specific employer for a specific job title and mailed directly to the employer in a sealed envelope. Copies are not provided to the requestor.
3. All recommendations are written based upon the writer's observations and evaluations of the requestor's strengths and weaknesses in relation to the specific skills required by the job title.
4. Requests for recommendations must be made with as much advanced notice as possible or at least one month in advance, to accommodate faculty schedules.
5. The Department reserves the right to deny recommendation requests.

Adopted: January 2, 2009

Revised:



MORRISVILLE

STATE UNIVERSITY
OF NEW YORK

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

Departmental Policy & Procedure

Academy of Nutrition & Dietetics Student Membership and Student Professional Liability Insurance

Policy: Students enrolled in the Dietetic Technician Program are required to join the Academy of Nutrition & Dietetics 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 The Accreditation Council for Education in Nutrition & Dietetics (ACEND) 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 Academy of Nutrition & Dietetics (www.eatright.org) 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 www.proliability.com . Select student policy, \$1,000,000/\$3,000,000 policy (\$35.00/year)
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 Academy membership and insurance policies.
10. Department will retain copies of all student Academy membership and insurance policies on file.

Adopted: May 13, 2009

Revised: August 28, 2013



323 Crawford Hall, Morrisville, NY 13408
315-684-6213

Departmental Policy & Procedure

Policy Statement for Dietetic Technician Program Verification Statement

The Dietetic Technician Program major of the SUNY Morrisville State College (MSC) is accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) and meets the academic requirements necessary for Academy of Nutrition & Dietetics membership and Commission on Dietetics Registration (CDR) registration eligibility.

Upon successful completion of the required courses in the DTP curriculum, the student will receive a CDR Verification Statement issued by the DTP Program Director. In addition, an A.A.S degree will be awarded. Students are then eligible to apply for the next phase of professional dietetics registration.

DTP Verification Criteria:

The following information applies to students who wish to complete the Dietetic Technician Program (DTP) curriculum and receive the CDR Verification Statement:

- Student must have completed all nutrition courses at Morrisville and earned a C within a seven year time frame.
- Students must have completed the 20 hours of General Education course work required by New York State, those courses being specific to the program including statistics and A & P I and II.
- Students must have earned a C for both A & P I and II.
- Students must have completed at least 450 hours of field work.
- Students must have earned a C for all measures of all competencies.
- Students must have minimum of 64 credits.
- Students overall GPA must be 2.0.
- Students must complete an exit self-assessment of learning and assessment of all nutrition and food service courses completed for the program.
- Students will participate in an exit class that includes completing required forms for CDR and reviewing instructions for registering for the exam.
- Students will receive verification statements via USPS once their transcripts have been stamped by the registrar.

Qualified students who currently hold a degree from an accredited college or university must be enrolled in the Dietetic Technician degree program at MSC and take courses toward verification /certification of completion of the DTP as established by MSC. A minimum of 30 credit hours must be completed at MSC to gain an A.A.S. degree as well as a verification statement.

Additionally, any student not completing an introductory food preparation course and a beginning nutrition course in a college or university in the United States or Canada must take these courses at MSC. Knowledge of food consumed by the North American population, its nutrient composition and preparation methods is needed to successfully complete upper level courses in nutrition, food science, and food systems management, and to be prepared to practice dietetics in the United States.

MSC alumni requesting replacement Verification Statements must fulfill current curriculum requirements.

Please see the following for more detailed information: www.eatright.org/ACEND

Adopted: June 2012; Revised June 2018



**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 75% 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 170 – Field Experience I |
| NUTR 115 – Health Field | NUTR 220 – Summer Field Experience |
| NUTR 160 – Diet Therapy | NUTR 230 – Field Experience II |
| NUTR 219 – Orientation to Summer Supervised Field Experience | NUTR 270 – Field Experience III |
| NUTR 210 - Nutrition in the Life Cycle | BIOL 150 & 151 – Anatomy & Physiology I & II |
| NUTR 225 – Educational Methods | |
| NUTR 260 – Meal Management | |

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.

Student Signature

Date

(5.15)



MORRISVILLE

STATE UNIVERSITY
OF NEW YORK

Dietetic Technician Program
VERIFICATION OF ATTENDANCE

Course: *NUTR*

Term:

Student Name:

<i>Week/Date</i>	<i>Lab Rotation Hours</i>	<i>Conference Hour</i>	<i>Professor Verification</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
Total Hours			



Dietetic Technician Program

Agreement of Understanding Regarding Requirements and Policies of the Dietetic Technician Program

I have read thoroughly this handbook and am in complete understanding of the contents. Any points requiring clarification have been answered satisfactorily by the Dietetic Technician Program Director.

Student Signature

Date

Student Name: _____

Morrisville State College
Dietetic Technician Program
Nutrition and Dietetics Technician Program (DT) Knowledge and Competency Statements
 ACEND Accreditation Standards for Nutrition and Dietetics Technician Programs 2017
Student Learning Outcomes

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

KNDT1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.

KNDT1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.

KNDT1.3: Apply critical thinking skills.

	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
CNDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources	Student will receive a letter grade of C or above on visual communications project	NUTR 225		
CNDT 1.2: Evaluate information to determine if it is consistent with accepted scientific evidence	Student will receive a letter grade of C or above on consumer literature evaluation – herbal supplements	NUTR 160		
CNDT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria	Student 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 NUTR 260		
CNDT 1.4: Implement actions based on care plans, protocols or policies	Student will receive a letter grade of C or above on 70% rotation case studies	NUTR 170 NUTR 230		

--	--	--	--	--

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

- KNDT 2.1: Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.
 KNDT 2.2: Demonstrate effective interviewing and education methods for diverse individuals and groups.
 KNDT 2.3: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
 KNDT 2.4: Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.
 KNDT 2.5: Demonstrate an understanding of cultural competence/sensitivity.
 KNDT 2.6: Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.
 KNDT 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
 KNDT 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice , Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics	Student will sign the student handbook agreement form. Faculty and/or Preceptor evaluation of student will rate student performance as satisfactory upon completion of the summer field experience rotation and community field experience rotations	NUTR 115 NUTR 220 NUTR 270		
CNDT 2.2: Use clear and effective oral and written communication	Student will receive a letter grade of C or better on the Demonstration/In-service project.	NUTR 225		
CNDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience	Student will receive a letter grade of C or better on the Visual Aids Project	NUTR 225		

CNDT 2.4: Demonstrate active participation, teamwork and contributions in group settings	Student will receive a letter grade of C or better on the luncheon projects assignment.	NUTR 260		
CNDT 2.5: Function as a member of interprofessional teams.	Student will receive a letter grade of C or above on Community Nutrition Rotation Portfolios.	NUTR 270		
CNDT 2.6: Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional	Faculty and/or Preceptor evaluations of student will rate student performance as satisfactory upon completion of the summer field experience and field experience rotations.	NUTR 220 NUTR 230		
CNDT 2.7: Participate in professional and community organizations.	Student will receive a letter grade of C or above on Community Nutrition assignments related to participation in professional and community organizations.	NUTR 270		
CNDT 2.8: Demonstrate professional attributes in all areas of practice.	Student will be rated by preceptor/site coordinator/faculty as satisfactory or better on Student Performance Evaluations.	NUTR 170 NUTR 220 NUTR 230 NUTR 270		
CNDT 2.9: Show cultural competence in interactions with clients, colleagues and staff.	Student will receive a letter grade of C or better on the Cultural Presentation Project.	NUTR 225		
CNDT 2.10: Perform self-assessment and develop goals for self-improvement throughout the program.	Student will receive a letter grade of C or better on	NUTR 219 NUTR 220 NUTR 270		

	Portfolio Assignments and Final Assignment.			
CNDT 2.11: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines	Student will receive a letter grade of C or better on Portfolio Assignments	NUTR 219 NUTR 220		
CNDT 2.12: Participate in advocacy on a local, state or national legislative and regulatory issue or policies impacting the nutrition and dietetics profession	Student will receive a letter grade of C or above on nutrition political action letter writing assignment.	NUTR 270		
CNDT 2.13: Practice and/or role play mentoring and precepting others	Student will receive a letter grade of C or better on mentoring project assignment.	NUTR 220		
3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.				
KNDT 3.1: Use of the Nutrition Care Process for screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.				
KNDT 3.2: Implement interventions to effect change and enhance wellness in diverse individuals and groups.				
KNDT 3.3: Present an educational session to a target population.				
KNDT 3.4: Describe the process involved in delivering quality food and nutrition services.				
	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
CNDT 3.1: Perform nutrition screening and identify clients or patients to be referred to the Registered Dietitian nutritionist	Student will receive a letter grade of C or above on 80% of graded nutritional screening forms	NUTR 230		
CNDT 3.2: Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Dietetics Practice for individuals, groups, and populations in a variety of settings	Student will receive a letter grade of C or above on 80% of clinical nutrition case study rotations.	NUTR 170 NUTR 230		

CNDT 3.3: Provide nutrition and lifestyle education to well populations	Student will receive a letter grade of C or above on the Wellness Newsletter	NUTR 270		
CNDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population	Student will receive a letter grade of C or above on the Wellness Newsletter. Student will receive a letter grade of C or better on the Visual Aids Project	NUTR 270 NUTR 225		
CNDT 3.5: Develop nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience	Student will receive a letter grade of C or above on Visual Aids Project.	NUTR 225		
CNDT 3.6: Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, health needs	Student will receive a letter grade of C or above on the luncheon projects assignments.	NUTR 260		
CNDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals	Student will receive a letter grade of C or above on the luncheon projects assignments.	NUTR 260		

--	--	--	--	--

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

- KNDT 4.1: Describe human resource management processes.
- KNDT 4.2: Explain budgeting principles and techniques.
- KNDT 4.3: Apply safety principles related to food, personnel and consumers.
- KNDT 4.4: Identify heal care delivery systems and policies that impact nutrition and dietetics technician practice.

	Assessment methods that will be used	Rotation or class in which assessment will occur	Achieved	Date
CNDT 4.1: Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services	Student 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		
CNDT 4.2: Perform supervisory, education and training functions	Student will receive a letter grade of C or above on luncheon project	NUTR 260		
CNDT 4.3: Use current informatics technology to develop, store, retrieve and disseminate information and data	Student will receive a letter grade of C or above on diet analysis project	NUTR 110 NUTR 260		

	Student will receive a letter grade of C or above on menu booklet assignment			
CNDT 4.4: Participate in development of a plan for a new service including budget	Student will receive a letter grade of C or above on the worksite health project	NUTR 270		
CNDT 4.5: Implement and adhere to budgets	Student will receive a letter grade of C or above on luncheon project	NUTR 260		
CNDT 4.6: Assist with marketing clinical and customer services	Student will receive a letter grade of C or above on the Community Nutrition Rotation Portfolios.	NUTR 270		
CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	Student will receive a letter grade of C or above on the sustainability project	NUTR 225		

MSC DTP Program Director _____

Date: _____

Graduation Date: _____

Date Verified: _____

