



Department of Family & Consumer Sciences

Didactic Program in Nutrition and Dietetics
(DPND)
Handbook

2020-2021

Updated August 2020

The University of Wyoming is an equal opportunity/affirmative action institution. Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.

TABLE OF CONTENTS

Introduction	4
Mission	4
Goals.....	5
DPND Accreditation	6
Admission Requirements and Application Protocol	6
Program of Study	7
Foundation Knowledge and Learning Outcomes for DPNDs	8
Cost of Program	8
Policies and Procedures	9
Assessment of Student Learning	9
Program Remediation and Remediation.....	9
Disciplinary and Termination Procedures	9
Complaints.....	10
Experiential Learning Requirements.....	11
Policies and Procedures Related to Affiliation Agreements.....	11
Program Seminars and Orientation	12
Student Dietetic Association	12
Application to Dietetic Internship Programs	13
Declaration of Intent	13
Verification Statement	13
Program Faculty	15
Student Signature Page.....	16

APPENDIX A:
Applying to the Didactic Program in Nutrition and Dietetics

APPENDIX B:
Application for Admission to the Didactic Program in Nutrition and Dietetics

APPENDIX C:
Code of Ethics for the Profession of Dietetics

APPENDIX D:
Verification Statement Request Form

APPENDIX E:
UW Risk Management Voluntary and Mandatory Experiential Learning Forms

INTRODUCTION

The Registered Dietitian Nutritionist (RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the Registration Examination for Dietitians. Registered dietitian nutritionists work in a variety of settings that include, but are not limited to, hospitals, HMOs, private practice, health-care facilities, community and public health, food and nutrition industry, business, sports nutrition, corporate wellness programs, academia, and research. To become a RDN the following steps must be taken.

1. You must complete a bachelor's degree at a U.S. regionally accredited college or university in which the Didactic Program in Nutrition and Dietetics (DPND) academic requirements are approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
2. You must complete an ACEND approved supervised practice experience – a Dietetic Internship (DI) or an Individualized Supervised Practice Pathway (ISPP). NOTE: *Only students who apply and do not match to a DI are eligible to apply to ISPPs.*
3. After completion of your academic requirements and supervised practice experience, you must pass the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy. More information on the exam can be found at <https://www.cdrnet.org>. Beginning on January 1, 2024, the requirements to take the Registration Examination will change from a bachelor's degree to a master's degree. The master's degree can be in any major. Dietitians credentialed prior to 2024 are NOT required to get a master's degree to remain credentialed. For more information visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>. NOTE: Many states have regulatory laws for dietitians. Often these individual state requirements can be met through the same combination of education and training required to become a RDN. As of July 1, 2012, RDNs practicing in the state of Wyoming must be licensed. For more information on how to obtain state licensure, please see <http://www.cdrnet.org/state-licensure-agency-list>. For more information on Wyoming licensure, please see <http://plboards.state.wy.us>.

MISSION

The mission of the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming is to provide students with the academic programming for achievement of the core knowledge requirements for the Registered Dietitian Nutritionist (RDN) and to prepare students for future success in supervised practice leading to the eligibility for the Commission on Dietetic Registration credentialing exam to become a RDN. Intellectual growth of our students is promoted through experiential learning, innovative community and laboratory experiences, and research opportunities. The knowledge and skills obtained through this curriculum will provide program graduates with the capability to be competent entry-level RDNs in a variety of practice settings. The faculty in the DPND are committed to helping students develop skills in critical thinking, effective communication, community engagement/service and life-long learning.

GOALS

Goal 1: The program will prepare graduates to be successful in dietetic internships and food and nutrition careers.

Objectives

1. At least 80% of program students will complete program/degree requirements within three years (150% of program length).
2. Of the students who complete the DPND Program Graduate Survey during their final semester or within three months of graduating, at least 85% of responses will indicate that they agree or strongly agree that the curriculum prepared students to achieve each ACEND KRDN.
3. At least 80% of program graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.
4. At least 60% of program graduates are admitted to a supervised practice program within 12 months of graduation.
5. 100% of program graduates who respond to the Dietetic Intern Survey will indicate individual preparation ratings for themselves of average or better for all content areas.
6. Of the dietetic internship directors who respond to the Dietetic Internship Director Survey, at least 90% will rate program graduates as average or better as compared to other interns on their overall internship performance.
7. The program's one-year pass rate (graduates who pass the registration examination within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
8. At least 85% of currently employed program graduates who respond to the Alumni Survey will be employed in food, nutrition, or dietetics related positions.

Goal 2: The program will prepare graduates who participate in lifelong learning, leadership roles, and civic engagement.

Objectives

1. At least 40% of program graduates who respond to the Alumni Survey will indicate they are currently enrolled in graduate school or have obtained a graduate degree.
2. At least 15% of program graduates who respond to the Alumni Survey will indicate they are or have been preceptors for dietetics practice.
3. 30% or more of program graduates who respond to the Alumni Survey will hold leadership roles in a professional or community organization.
4. 60% or more of program graduates who respond to the Alumni Survey will indicate they participated in at least one community service activity during the past year.

DPND program outcome data are available upon request. Please contact Megan McGuffey Skinner at mcguffey@uwo.edu.

DPND ACCREDITATION

Program accreditation is necessary because dietetics is a unique profession that requires a defined educational process based on established national standards. The accreditation process requires a detailed description of how a specific DPND meets the national educational standards and an on-site evaluation by accreditation reviewers. The process is completed every seven years and is undertaken by:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND)
of the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: (800) 877-1600 ext. 5400

ACEND is responsible for setting the national standards and for evaluating, recognizing, and publishing the list of programs that meet these standards. The DPND at the University of Wyoming is fully accredited.

ADMISSION REQUIREMENTS AND APPLICATION PROTOCOL

Undergraduate Students

The DPND at UW is housed in the Department of Family and Consumer Sciences. Entrance into the DPND is gained only through an application process. Applicants must follow the admission protocol outlined in Appendix A. Each prospective DPND student will initially enter the Human Nutrition and Food option. Students will be eligible to apply to the DPND at the end of the spring semester of their sophomore year if they have completed the required list of prerequisite courses and meet both the established minimum cumulative grade point average (GPA) and minimum GPA in the specific prerequisite courses (see Appendix A). Once admitted to the program, students must maintain a minimum GPA of 3.0 and receive a minimum grade of C in every course in the program including those taken in the semester of entry in order to earn a Verification Statement. Courses with grades of less than C must be repeated within one year for the student to remain in the program. If your GPA falls below 3.0, you will be considered to be on probation from the DPND. If your GPA does not increase the following semester, you could be removed from the program and placed back in the Human Nutrition and Food concentration.

The DPND application must include a statement of career goals, transcripts from all universities/colleges attended, and a resume or description of nutrition related work and volunteer experience. The DPND application for admission can be found in Appendix B. The DPND is structured to have four remaining semesters after acceptance with the upper division courses designed as professional dietetics courses.

Students with Existing Bachelor's Degrees

If you have an existing bachelor's degree from another institution and are interested in completing the necessary coursework to obtain a DPND Verification Statement from the University of Wyoming, you

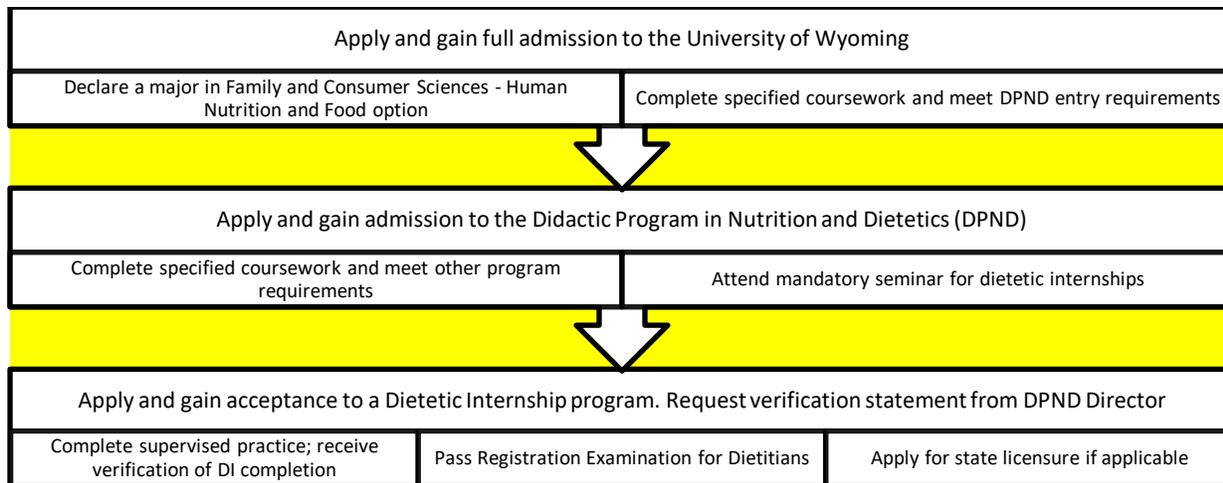
must first meet all UW general admission requirements. The DPND Director will evaluate your previous academic preparation and identify the remaining coursework needed to earn the Verification Statement. When you begin this coursework at UW, a minimum grade point average of 3.0 will be required in your first semester and a grade of B or better must be earned in your first two required science courses for acceptance into the DPND. For students requesting course substitutions, the Office of the Registrar first determines if prior coursework meets the university's transfer credit acceptance criteria and course equivalency. For DPND professional classes, the Program Director may request to see course syllabi and/or textbooks. Although some course substitutions may be made, please note that in order to obtain a Verification Statement from the UW DPND, the following courses must be taken from UW: FCSC 4145 Advanced Nutrition, FCSC 4150 Experimental Foods, FCSC 4210 Therapeutic Nutrition I, FCSC 4220 Therapeutic Nutrition II, and FCSC 4230 Therapeutic Nutrition Counseling. All courses required for a Verification Statement must be completed with a grade of C or better.

If your existing bachelor's is from UW, you must meet the criteria for returning students. When you begin the coursework for your Verification Statement, a minimum grade point average of 3.0 will be required in your first semester and a grade of B or better must be earned in your first two required sciences courses for acceptance into the DPND. Although some course substitutions may be made, please note that in order to obtain a Verification Statement from the UW DPND, the following courses must be taken from UW: FCSC 4145 Advanced Nutrition, FCSC 4150 Experimental Foods, FCSC 4210 Therapeutic Nutrition I, FCSC 4220 Therapeutic Nutrition II, and FCSC 4230 Therapeutic Nutrition Counseling. All courses required for a Verification Statement must be completed with a grade of C or better.

PROGRAM OF STUDY

The DPND requires a minimum of 120 overall credit hours that include University Studies courses (general education requirements also known as USP), Family and Consumer Sciences core courses, and specific dietetics courses as described in the [University of Wyoming Catalog](#). Of the total, a minimum of 42 credit hours must be upper division (3000 level and above). Thirty (30) of the upper division credit hours must be from UW. The program is structured for eight consecutive semesters – four before application to the DPND and four after admission to the program. The DPND coursework ranges from human nutrition and food science to sociology, psychology, mathematics, management, chemistry, biochemistry, physiology, anatomy, and microbiology. Proper course sequencing is critical to the successful completion of your degree within the desired time frame. Planning your class schedule using the program check sheet is done with your academic adviser each semester during advising week.

The following outlines the recommended progress plan from admission to becoming a Registered Dietitian Nutritionist:



FOUNDATION KNOWLEDGE AND LEARNING OUTCOMES FOR DPNDs

Competence to practice in the field of dietetics requires the entry-level dietitian to have achieved the foundation knowledge and skills through his/her DPND. For complete information on ACEND's core knowledge requirements for DPNDs please see the Standards for Didactic Programs in Nutrition and Dietetics under the publications heading at www.eatrightacend.org/ACEND/.

COST OF PROGRAM

DPND students should be prepared for the following program expenses:

- Tuition and fees; financial aid; books and course packets; room and board for attending the University (http://www.uwyo.edu/sfa/cost_of_attendance/)
- Local transportation to off-campus facilities approximately \$50
- Lab coat \$20.00 to \$40.00
- Slip resistant shoes \$50 to \$100
- Health insurance as per the University requirements
- Immunizations (university requirements: MMR, Hepatitis B) and current TB screening
- Student membership in the Academy of Nutrition and Dietetics (AND) \$58.00
- Dietetic Internship Computer Application Service (DICAS) \$45.00 minimum
- D & D Digital computer matching fee \$55.00
- Dietetic Internship Program application fees (~\$25-\$50 per program)
- ServSafe Online Test Voucher \$36.00
- *Nutrition Terminology Reference Manual (eNCPT): Dietetics Language for Nutrition Care* \$25
- Additional optional costs (eg, attendance at the annual Food and Nutrition Conference and Expo (FNCE) (\$400-\$600)

POLICIES AND PROCEDURES

All students at the University of Wyoming are expected to abide by the policies and procedures that govern our campus. The [University of Wyoming Catalog](#) includes a variety of important general information tips as well as the annual university calendar, a list of campus services, student rights and responsibilities, the code of conduct, and procedures covering such topics as academic honesty.

The Department of Family and Consumer Sciences has an [Undergraduate Student Handbook](#) for all majors including those in the dietetics option.

ASSESSMENT OF STUDENT LEARNING AND PERFORMANCE

Course instructors use a variety of assessment tools to evaluate student learning throughout the DPND. Specific assessment tools are described in course syllabi and/or by course instructors. Examples include case studies, projects, research papers, quizzes and exams. Additionally, the DPND Director and/or assigned faculty advisors track student progress using early alert (if available), midterm and final grades each semester. If midterm reports indicate a student is receiving less than a C in one or more courses, the advisor contacts the student to determine the reason for the student's poor performance and offers guidance. If it seems unlikely that the student can improve his/her grade, the student may be advised to drop the course and retake it the next semester it is offered. If a student completes the course and receives less than a C, the student must retake the course the next semester it is offered in order to remain in the program (see Program Retention and Remediation Procedures below).

PROGRAM RETENTION AND REMEDIATION PROCEDURES

All students in the DPND are required to maintain a cumulative GPA of 3.0 or better. If a student's GPA falls below a 3.0, the student will be placed on temporary probation from our program. Please note that DPND probation is different from academic probation. It is an internal program policy that will NOT be reflected on a student's permanent academic record. The DPND Director will meet with the student to determine the cause of the student's declining GPA and collaborate with the student to develop a remediation plan. Common remediation recommendations include on-campus and/or online tutoring services, and counseling services to assist with time management, stress management, test anxiety, or any other factors influencing the student's academic performance. The student will then be given one semester to increase his/her GPA to a 3.0 at which point probationary status would be removed. If the student is unable to increase his/her GPA, depending on his/her career goals, the student can either re-enroll in our department's Human Nutrition and Food concentration or change majors. The student will be encouraged to make an appointment with UW's Advising, Career, and Exploratory Studies Center (ACES).

DISCIPLINARY AND TERMINATION PROCEDURES

If a student does not maintain a GPA of a 3.0 after a semester of program probation, fails to repeat a course with an unacceptable grade (i.e., a D or F) at an agreed upon time with the DPND Director, or

receives less than a C when retaking a course, the student will be dismissed from the DPND and placed back in our department's Human Nutrition and Food concentration unless the student desires to change his/her major. Extenuating circumstances will be considered on a case-by-case basis. Depending on the student's career goals, the DPND Director may advise the student to make an appointment with ACES.

The DPND follows the University's Academic Dishonesty policy

(<http://www.uwyo.edu/generalcounsel/files/docs/uw%20reg%20updates%202016/uw%20reg%206-802.pdf>) and Student Code of Conduct (<http://www.uwyo.edu/dos/conduct/index.html>). The Student Code of Conduct outlines prohibited student conduct and disciplinary procedures. DPND students are expected to behave in a manner consistent with the Code of Ethics for the Profession of Dietetics (see Appendix C) by demonstrating honesty, fairness, respect, and professionalism in all on and off campus activities, including class projects and lab rotations conducted outside of the classroom. Please be mindful that you are representing not only yourself, but also the dietetics profession and the University of Wyoming. Professional behavior includes, but is not limited to, dressing appropriately (when in doubt dress conservatively and modestly), being prompt, completing tasks on time, taking responsibility for your actions, and treating all individuals with kindness and respect. If student misconduct is observed and/or reported, the DPND Director will meet with the student and faculty member (if the reported misconduct is course-related) and attempt to resolve the issue. If the student is not satisfied with the outcome, the student will meet with the DPND Director and Department Head to determine a course of action. Failure of a student to take the appropriate corrective actions as identified at these meetings will result in dismissal from the program.

If a student has been dismissed from our program and desires to reapply, the student can reapply to the DPND by completing all DPND application materials. If the student meets all DPND entrance requirements, he/she will be readmitted on probationary status. If the student earns a 3.0 or better during his/her first semester back in the program and demonstrates the program values mentioned above, probationary status will be removed and the student will be officially re-enrolled in the program.

COMPLAINTS

Students who have a grievance with the DPND are encouraged to discuss their concerns with the DPND Director in an attempt to resolve the issue. In the event the issue is not resolved, the student can present the grievance to the Family and Consumer Sciences Department Head. If a resolution cannot be reached, the Department Head will consult the Associate Dean in the College of Agriculture and Natural Resources' Office of Academic and Student Programs. All student complaints will be carefully considered and the student will be fully informed of the College's student appeals guidelines and procedures.

If all options to resolve or address the complaint at the University of Wyoming have been exhausted and the complaint is related to the ACEND accreditation standards, students may submit a formal complaint to The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400). More information on ACEND's procedure for filing a complaint can be found at: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

The DPND Director will keep a chronological record of all student complaints and resolutions related to the ACEND accreditation standards, and these records will be available for inspection during accreditation site visits.

EXPERIENTIAL LEARNING REQUIREMENTS

Experiential learning is a required component of certain classes in our dietetics curriculum. The purpose of experiential learning is to facilitate career preparation by providing students with opportunities to expand on knowledge and skills gained in the classroom. If a course has a required experiential learning component, the on- and/or off-campus learning experiences will be organized by the course instructor, in collaboration with the Director of the DPND, prior to the start of the semester. The instructor will select sites with representatives who are willing and able to participate in the education of future dietetics professionals. Sites will be considered for their potential to provide students with observational and/or hands-on experiences that are relevant to individual course content and align with course objectives. In no instance are sites allowed to use students to replace employees.

Professional Liability Insurance – Students are not required to purchase professional liability insurance. Per UW guidance, professional liability insurance is generally only required once a person is licensed and practicing in a profession and is not required for students that are completing learning experiences.

Safety/Liability in Travel during Experiential Learning – Students are responsible for providing their own transportation and assuming the costs of travel to and from assigned experiential learning sites. Students assume full liability for negligence or any incidents during travel. If students use a University vehicle, pursuant to University policies, the University has liability for its negligence as long as policies are followed and the use is for official University purposes. Details on UW Vehicle Use can be found in the UW Vehicle Policy: <http://www.uwyo.edu/auxserv/car-rental-services/official-vehicle-policy/index.html>

Injury or Illness Incurred While in a Facility during Experiential Learning – Unless the University is somehow negligent and its negligence causes the injury or illness, such injury or illness is the responsibility of the student. Generally, if a student experiences an injury, illness, or other adverse event while at a facility, neither the University nor the facility is responsible or liable.

See Appendix E for mandatory and voluntary experiential learning forms provided by UW Risk Management for more information about the risks to and responsibilities of students during experiential learning.

POLICIES AND PROCEDURES RELATED TO AFFILIATION AGREEMENTS

Issuance of Agreements – UW will make every effort to obtain affiliation with experiential learning sites. The course instructor will work with the DPND Director to ensure an appropriate representative from each site is provided an opportunity to sign an affiliation agreement. Agreements are not required if the site is part of UW or if a representative from the site informs the course instructor or DPND Director in writing that an affiliation agreement is not necessary.

Maintenance of Agreements – Agreements will remain in effect for four years although annual student placement at experiential learning sites will be contingent upon course enrollment, student preferences, course objectives and other logistical considerations.

Site Selection – The course instructor will select sites with representatives who are willing and able to participate in the education of future dietetics professionals. Sites will be considered for their potential to provide students with observational and/or hands-on experiences that are relevant to individual course content and align with course objectives. In no instance are sites allowed to use students to replace employees.

Evaluation of Appropriateness of Site – Students will be given an opportunity to evaluate experiential learning sites at the end of the semester in which they participate in experiential learning. The course instructor will communicate with a representative from the site at least once annually to assess the relevance of experiential learning activities. Student evaluations will be reviewed by the course instructor, and DPND Director as needed, after the completion of the semester. The instructor will consider this student feedback along with any significant changes in course content and/or learning resources at the sites when determining whether sites should be included in future semesters. Sites will no longer be used if the course instructor determines that a site no longer has adequate resources to participate in the education of UW dietetics students.

PROGRAM SEMINARS AND ORIENTATION

Each semester the DPND Director holds a DPND Information session for prospective students and a pre-advising week seminar as needed for students who have been accepted into the DPND. All DPND students are invited to the pre-advising week seminar through an e-mail communication. General announcements are made along with updates on any major changes in the status of the program or courses taught. Therefore, it is advised that all DPND students attend this seminar.

An internship seminar is presented by the DPND Director each fall semester or during the Professionalism in Dietetics (FCSC 4106) course. Attendance is required of all DPND juniors and seniors who plan to apply to Dietetic Internships. The goal of this seminar is to guide students through the application process. In addition, after this seminar, seniors anticipating graduation from the DPND must schedule individual planning sessions with the DPND Director the semester prior to applying to Dietetic Internships.

STUDENT DIETETIC ASSOCIATION (SDA)

The Student Dietetic Association (SDA) is a recognized student organization (RSO) at the University of Wyoming. SDA members are actively involved with volunteer experiences on campus and in community activities in which nutrition and food are the focus. Also, there is a close association with the Wyoming Academy of Nutrition and Dietetics (WAND) members. SDA students assist with many tasks at the annual WDA meeting. Student conduct and appearance reflects the image of this organization. Each member is responsible for behaving professionally and dressing appropriately for volunteer activities

through SDA. Casual clothing is fine, but attire should be neat and conservative. You should conduct yourself in a professional manner at all times.

APPLICATION TO DIETETIC INTERNSHIP PROGRAMS

The DPND Director delivers an annual DI seminar for all students in their final two years of the program (see *Program Seminars and Orientation* section above). At this seminar, the DPND Director will discuss all components of the DI application, including DICAS (Dietetic Internship Computer Application Service - <http://portal.dicas.org>), D&D Digital computer matching (<http://www.dnndigital.com/ada/>), placement rate; and locations of dietetic internships to which this DPND has placed graduates. Follow-up one-on-one personalized assistance with the DPND Director is given to each student on an appointment basis. The DICAS *Declaration of Intent* form, which identifies the courses needed to complete program and university requirements, is prepared by the DPND Director after the internship applicant has made a request for this form through DICAS to accompany the application of each student.

A list of nationwide accredited Dietetic Internship programs can be found on the Academy of Nutrition and Dietetics website <http://www.eatright.org> or <http://www.eatrightacend.org>. This website also describes the internship application process, lists suggestions for improving your chances of getting a dietetic internship position, and provides up-to-date placement statistics. Internship placement is a highly competitive process, therefore, preparing for the DI is a process which ideally begins *before* you enter the DPND. It is advised that students strive to obtain and maintain a high GPA because a GPA of *at least* 3.0 is necessary to be a viable internship candidate. Gaining work or volunteer experience in the field of dietetics is also necessary. In addition, extracurricular activity involvement, such as in the Student Dietetic Association, can assist a student in gaining leadership experience.

DPND COMPLETION AND ACEND VERIFICATION STATEMENTS

Declaration of Intent

The DPND Director will provide students who are applying for Dietetic Internships with an ACEND *Declaration of Intent* form prior to completion of the DPND. Students should request this form by emailing the DPND Director by December 1st.

Verification Statements

The ACEND *Verification Statement* is an official document that indicates the completion of course requirements for the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming. Prior to graduation, all DPND seniors should complete the *Verification Statement* Request Form, which is available either from the DPND Director or in Appendix C of this handbook, and submit it to the DPND Director. Students must make a request through the Office of the Registrar to have an official transcript sent to the Program Director after graduation. Preparation of the *Verification Statement* is done *after* the Office of the Registrar posts your degree with passing grades in all courses and your official final transcript has been received. Each graduate will be given six signed *Verification Statements*. An original

signature from the DPND Director must appear on the *Verification Statement* in colored ink. Copies of this form are not acceptable for official verification. Graduates accepted into a Dietetic Internship (DI), Individualized Supervised Practice Pathway (ISPP) or Coordinated Master's Program will be required to provide a *Verification Statement* with the DPND Director's original signature in blue ink. A *Verification Statement* is also required to sit for the Registration Examination for Dietitians. Therefore, it is a good idea to file these in a safe place. A permanent record of your academic program along with a *Verification Statement* is kept in the department files. If in the future you need additional *Verification Statements* for application to an internship, employment, or licensure, please make a request in a timely manner to the DPND Director at the University of Wyoming.

PROGRAM FACULTY

Jill F. Keith, PhD, RDN
Assistant Professor, Human Nutrition and Food
Jkeith5@uwyo.edu

Megan McGuffey Skinner, MHS, RDN, LD
Director, Didactic Program in Nutrition and Dietetics
mcguffey@uwyo.edu

Student Signature Page

I acknowledge that I have received and read the DPND Handbook. I understand and agree to comply with the policies and procedures set forth in this handbook.

Student Signature

Date

APPENDIX A:

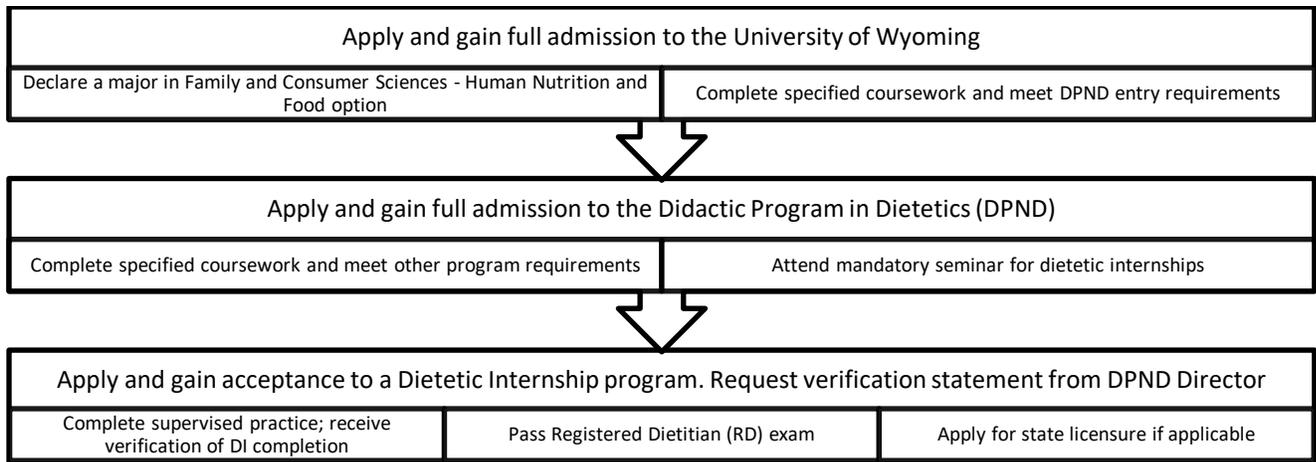
Applying to the Didactic Program in Nutrition and Dietetics



College of Agriculture and Natural Resources
Department of Family and Consumer Sciences

Applying to the Didactic Program in Nutrition and Dietetics

Entrance into the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming is made only through an application process. Each prospective DPND student will initially enter the Human Nutrition and Food option. Students will be eligible to apply for the DPND only after completing the required list of courses (outlined on page 2) and meeting the established grade point averages. Students who complete the dietetics option meet academic requirements as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of this curriculum allows students to pursue a post-graduate competitive internship to become eligible to take the examination for Registered Dietitians. The DPND at the University of Wyoming is currently fully accredited. The following chart outlines the recommended progress plan from admission to becoming a Registered Dietitian:



DPND APPLICATION PROTOCOL

- Applications for admission to the DPND are accepted year-round, although it is advised that you apply during the final semester of your sophomore year if possible. The official application is online at www.uwyo.edu/fcs.
- The completed application and all required accompanying documentation should be submitted to the Department of Family and Consumer Sciences in the College of Agriculture and Natural Resources, Room 251. The application is reviewed by the DPND Director and forwarded to the Department Head of Family and Consumer Sciences with a recommendation for acceptance or rejection. When denied, a reason will be stated.
- The official DPND acceptance letter is prepared by the Department Head and sent to the student with a copy to the student’s advisor and the DPND Director.
- Upon acceptance, the student and their advisor must prepare the official Change of Major form to reflect the Dietetics option with an effective term of the following semester.

Program Contacts:

Megan McGuffey Skinner, MS, RDN, LD
Director, Didactic Program in Nutrition and Dietetics
307-766-5177, mcguffey@uwyo.edu

Jill F. Keith, PhD, RDN
Assistant Professor, 307-766-5248, jkeith5@uwyo.edu

Department of Family & Consumer Sciences
(307) 766-4145 (office) ♦ (307) 766-5686 (fax)
fam-consci@uwyo.edu www.uwyo.edu/fcs

Application to the Didactic Program in Nutrition and Dietetics can be made only after completion of the following courses with a grade of C or better and attaining a grade point average (GPA) of at least a 3.0. Use the [DPND Prerequisites GPA Calculation Worksheet](#).

SCIENCE COURSES

CHEM 1020 General Chemistry I (PN)	4
CHEM 1030 General Chemistry II (PN)	4
LIFE 1010 General Biology I (PN).....	4
MOLB 2021 General Microbiology	4

SOCIAL SCIENCE COURSES

PSYC 1000 General Psychology (H).....	3
SOC 1000 Sociological Principles (H)	3

FCSC DEPARTMENT (Note: ALL FCSC courses must be completed with a grade of C or better)

FCSC 1141 Principles of Nutrition	3
FCSC 1150 Scientific Study of Food	3
FCSC 2141 Nutrition Controversies	2
FCSC 2200 Professionalism and Communication in FCSC (COM 2).....	3

USP COURSES (NOT ALREADY LISTED IN THE ABOVE CATEGORIES)

ENGL 1010 College Composition and Rhetoric (COM 1)	3
MATH 1400 College Algebra (Q).....	3

Total credits needed before applying to the DPND39

It is important to understand course sequencing (when courses are offered) and prerequisites (other courses that must be taken first). Each student has a faculty advisor. You will be advised each semester. It is important that you work closely with your advisor to plan your course schedule. For a complete list of all course descriptions, visit http://www.uwyo.edu/registrar/university_catalog.

Once admitted to the program, students must maintain a minimum GPA of 3.0 and receive a grade of C or better in every course required of the program.

University Requirement – All degrees at the University of Wyoming require at least 42 upper-division credit hours (3000-level and above).

Residency Requirement – All degrees must include a minimum of 30 credit hours from UW.

APPENDIX B:

Application for Admission to the Didactic Program
in Nutrition and Dietetics



Department of Family and Consumer Sciences
 Didactic Program in Nutrition and Dietetics

Application for Admission

Date:		W Number:			
Last Name:		First Name:		Middle:	
Address:					
City:		State:		Zip:	
E-mail:					
Local Phone Number:		Alternative Phone Number:			

I certify that the information provided in this application is true and accurate.

Signature (in blue ink)	Date

List all colleges and universities attended, with most recent first.

School	City/State	Dates	Degree

In the space provided below, provide a statement on interruption of education, if applicable. Give year(s) and reason.

Application to the Didactic Program in Nutrition and Dietetics can be made only after completion of the following courses with a grade of C or better and attaining an average grade point average (GPA) of at least a 3.0. Complete and submit the [DPND Prerequisites GPA Calculation Worksheet](#). Attach a one-page statement of your career goals and your current WyoWeb transcript (if currently enrolled at UW) as well as transcripts for all other colleges/universities attended. If you are not currently enrolled at the University of Wyoming, please attach your transcript(s) from all institutions attended.

SCIENCE COURSES

CHEM 1020 General Chemistry I (PN)	4
CHEM 1030 General Chemistry II (PN)	4
LIFE 1010 General Biology I (PN).....	4
MOLB 2021 General Microbiology	4

SOCIAL SCIENCE COURSES

PSYC 1000 General Psychology (H).....	3
SOC 1000 Sociological Principles (H)	3

FCSC COURSES (All FCSC courses must be completed with a grade of C or better)

FCSC 1141 Principles of Nutrition	3
FCSC 1150 Scientific Study of Food	3
FCSC 2141 Nutrition Controversies	2
FCSC 2200 Professionalism and Communication in Family and Consumer Sciences (COM2).....	3

UNIVERSITY STUDIES COURSES (NOT ALREADY LISTED ABOVE)

MATH 1400 College Algebra (Q)	3
ENGL 1010 College Composition and Rhetoric (COM 1)	3

Total credits needed before applying to the DPND.....39

Based on the requirements above, use the attached excel GPA calculator sheets to complete the table below. Be sure to turn in your completed excel calculator sheets with your application.

Average grade point average for courses listed above	
UW cumulative grade point average	
OVERALL cumulative GPA (applies only if you attended other colleges/universities in addition to UW)	

List all related experience since high school, with most recent experience listed first or you may attach a resume.

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX C:

Code of Ethics for the Profession of Dietetics

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

APPENDIX D:
Verification Statement Request Form



**DIDACTIC PROGRAM IN NUTRITION AND DIETETICS (DPND)
Verification Statement Request Form**

A verification statement is the document you will receive from the DPND Director after completing the required courses for the DPND. Preparation of the verification statement cannot take place until *after* the Office of the Registrar has posted your bachelor's degree with passing grades in all courses and you have requested an official transcript be sent to the DPND Director. This signed form and your verification statement will be permanently stored in the Department of Family and Consumer Sciences.

The DPND Director will prepare your verification statement approximately 30 to 45 days after you have graduated or met the DPND requirements. Please do not expect it earlier. Please type the requested information below and return this completed form to the DPND Director before graduation.

Last Name	First Name	Full Middle Name
-----------	------------	------------------

Maiden Name if applicable

Address (to which your verification statement should be sent):

Phone number and permanent email address (NOT your UW email):

By signing below, you agree that you understand your Verification Statement will be prepared 30-45 days after graduation or completion of DPND requirements.

Signature _____

Date _____

Graduation Date _____

APPENDIX E:
UW Risk Management
Voluntary and Mandatory Experiential Learning Forms

UNIVERSITY OF WYOMING
RELEASE, ASSUMPTION OF RISK & RESPONSIBILITIES
AGREEMENT TO HOLD HARMLESS

On a voluntary basis, not required for but related to my coursework in _____
(class/program), I have decided to participate in the experiential learning offered by the University
of Wyoming. In anticipation of this experiential learning, I acknowledge the following:

- Experiential learning provides an enhanced educational experience;
- Experiential learning contains risks above and beyond those inherent in traditional, classroom learning including, but not limited to, the following:
 - Risks associated with driving and other forms of transportation necessary to complete the learning;
 - Risks associated with visiting unfamiliar locations to complete learning and/or conduct research;
 - Risks associated with participating in or visiting homes, businesses or other locations and completing unfamiliar tasks or processes;
 - Meeting with unknown individuals or groups;
 - ***(Program to insert other risks associated with program here)***
- If I visit a home, business or individual residence, I am a guest there and will comply with any rules and be respectful of any reasonable customs or requests of the host. This is important for my safety, the reputation of the University, and the willingness of the host to accommodate future experiential learning;
- If I am scheduling activities with individuals I do not know, I will do so with the utmost concern and planning for my own safety including playing or attending with more than one individual present and with other individuals aware of my plans;
- If I am scheduling a visit to a location conducting hazardous work, I may seek advice from my professor or other UW personnel with regard to ensuring safety during the visit;
- If at any time during an activity or visit off UW property I become concerned for my safety or the safety of any participant, I may end the activity and consult my professor or other UW personnel for assistance.

I am aware that voluntary participation in this learning activity involves risks including, but not limited to, those identified above and can result in injuries ranging from minor injury to serious injuries such as paralysis or even death. I am aware that such an injury can limit my future life activities, including future earning capacity. Because of the potential dangers and risks, I recognize the importance of following all instructions. I understand that compliance with the above is critical to my safety, the success of the project and my academic success. I understand that my failure to comply may lead to my personal responsibility for damage or injury to others or myself.

In consideration of the University of Wyoming providing me with the opportunity to participate, I hereby assume all the associated risks and agree to hold the University of Wyoming, its trustees, officers, employees, agents, representatives, instructors, and volunteers, and the State of Wyoming harmless from any and all liability, actions, causes of action, debts, claims, or

demands of any kind and nature whatsoever which may arise by or in connection with my participation. The terms hereof shall serve as a release and assumption of risk for myself, my heirs, estate, executor administrator, assignees and for all members of my family.

I, being an adult 18 years of age or older, have read the above statement and fully understand the contents, consequences and implications of signing this document.

Date: _____

Printed Name: _____

Signature: _____

UNIVERSITY OF WYOMING
ACKNOWLEDGEMENT OF RISK AND RESPONSIBILITIES

As part of my coursework in _____(**class**), I will be participating in experiential learning. In anticipation of this experiential learning, I acknowledge the following:

- Experiential learning provides an enhanced educational experience;
- Experiential learning contains risks above and beyond those inherent in traditional, classroom learning including, but not limited to, the following:
 - Risks associated with driving and other forms of transportation necessary to complete the learning;
 - Risks associated with visiting unfamiliar locations to conduct requirement activities (interviews, research, etc. **Program to insert activities**);
 - Risks associated with participating in or visiting homes, businesses or other locations and completing unfamiliar tasks or processes;
 - Meeting and/or working with unknown individuals or groups;
 - **(Program to insert other risks associated with program here)**
- If I will be driving as part of my experiential learning, I must comply with the University Vehicle Policy including requesting driving eligibility from the University.
- If I visit a home, business or individual residence, I am a guest there and will comply with any rules and be respectful of any reasonable customs or requests of the host. This is important for my safety, the reputation of the University, and the willingness of the host to accommodate future experiential learning;
- If I am scheduling activities with individuals I do not know, I will do so with the utmost concern and planning for my own safety including meeting in public places, with more than one individual present, or with other individuals aware of my plans;
- If I am scheduling a visit to a location conducting hazardous work, I may seek advice from my professor or other UW personnel with regard to ensuring safety during the visit.
- If at any time during an activity or visit off UW property I become concerned for my safety or the safety of any participant, I may end the activity or visit and consult my professor or other UW personnel for assistance.
- I hereby grant permission for the University to give or authorize emergency medical treatment if, in the opinion of the University personnel, it becomes necessary during the experiential learning. I understand and agree the University assumes no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

I understand that compliance with the above is critical to the success of the project and to my academic success. I understand that my failure to comply may lead to my personal responsibility for damage or injury to myself or others.

I, being an adult, have read the above statement and fully understand the contents, consequences and implications of signing this document.

Date: _____

Printed Name: _____

Signature: _____