



AUBURN UNIVERSITY
COLLEGE OF HUMAN SCIENCES

Individualized Supervised Practice Pathway

ISPP

Student Handbook

**Department of Nutrition, Dietetics,
and Hospitality Management**

2018-2019

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**Auburn University Individualized Supervised Practice Pathway (ISPP)
Handbook Student Signature Page**

1. I have received a copy of the Auburn University Individualized Supervised Practice Pathway (ISPP) Student Handbook.

2. I have read the Handbook and understand the Code of Ethics, and the policies and procedures described.

3. I have read, understand, and agree to the drug screening policy and guidelines.

4. I have read, understand, and agree to the criminal background check.

Print name: _____ **Student Number:** _____

Signature: _____ **Date:** _____

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Auburn University

Individualized Supervised Practice Pathway

Welcome

Dietetic education at Auburn University dates back to 1921, shortly after the inception of the American Dietetic Association in 1917 dedicating the profession to helping the government conserve food and improve the public's health and nutrition. Dietitians played a pilotable role in feeding soldiers home and abroad throughout World War I. In keeping with the Auburn tradition of excellence in nutrition and dietetic education, the Department of Nutrition, Dietetics, and Hospitality Management offers a Bachelor of Science degree program in Nutrition/Dietetics. The curriculum provides a solid foundation in chemistry, biological and nutrition science, experimental study of food, and nutrient metabolism.

The Individualized Supervised Practice Pathway (ISPP) was added in 2013-2014 as an alternative path to Registration Eligibility by the Commission on Dietetic Registration.

Accreditation Status

The Auburn University's Individualized Supervised Practice Pathway (ISPP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400. [Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND).

The **Academy of Nutrition and Dietetics** is the world's largest organization of food and nutrition professionals. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education, and advocacy. For more information for students, professionals, and the public visit eatright.org.

I. Program Overview

The Department of Nutrition, Dietetics, and Hospitality Management is pleased to welcome you to the Individualized Supervised Practice Pathway (ISPP) Experience. The ISPP Experience offers required supervised practice hours (minimum 1200) and field experience in conjunction with the M.S. in Nutrition to enable baccalaureate degree graduates of Didactic Program in Dietetics (DPD) the opportunity to fulfill the experiential requirements to sit for the Registration Examination for Dietitians and earn the RD/RDN credential. The ISPP Experience is available to those DPD Graduates who have applied but did not match to a dietetic internship.

Mission

The mission of the Auburn University Individualized Supervised Practice Pathway (ISPP) is to prepare competent and professionally engaged entry-level registered dietitian nutritionists who enhance human well-being and quality of life through service in positions in nutrition and dietetics and related fields.

Program Goal 1:

To prepare competent registered dietitian nutritionists for entry-level positions in the field of nutrition and dietetics or related fields.

Program Objectives for Goal 1:

1. Program Completion: At least 80% of program participants complete program/degree requirements within 36 months (150% of the program length).
2. Graduate Employment: Of program graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Graduate Performance on Registration Exam:
 - a. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - b. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
4. Employer Satisfaction: Of those who respond to the survey, at least 80% of employers of program graduates indicate satisfaction with the level of preparation for entry-level practice during or following the first year of employment.
5. Participant Satisfaction: At least 80% of program graduates indicate satisfaction with the level of preparation for entry-level practice during their exit interview with the program director.

Program Goal 2:

To prepare graduates who are engaged with the profession following program completion.

Program Objectives for Goal 2:

1. Within 3 years of program completion, 50% of graduates who respond to the survey and who are working in nutrition and dietetics positions report they hold membership in a professional organization for nutrition and dietetics or a related field.
2. Upon program completion, 80% of graduates who are planning to work in nutrition and dietetics positions report they are prepared and willing to precept dietetics students in supervised practice based on experience gained in the Auburn University Individualized Supervised Practice Pathway.

Information to the Public

Program outcome data is available to the public, current and prospective students upon request. Please send a written request to Dr. Donna O. Burnett, Graduate Clinical Education Programs Director at donna.burnett@auburn.edu or Dr. Andrew Fruge, DPD Director at adf0003@auburn.edu.

M.S. in Nutrition Non-Thesis with ISPP Experience

The ISPP Experience is offered in conjunction with the M.S. in Nutrition Non-Thesis, admitting students with a baccalaureate degree who have been verified as completing all ACEND Knowledge Requirements but have not secured a match to a dietetic internship. The M.S. in Nutrition Non-Thesis with ISPP Experience awards both the M.S. diploma and a *Verification Statement* of completion of the ACEND required supervised practice component. Academic coursework is completed during the first year. The minimum required credits for the Auburn M.S. in Nutrition is 30 semester credit hours. The ISPP credits essentially fulfill the elective credits within the degree program with total credit hours typically ranging from 33-35 for the M.S. in Nutrition Non-Thesis with ISPP Experience. ISPP Plan of Study follows.

Plan of Study - Masters in Nutrition with ISPP Experience		
Year 1		
Fall Semester NTRI 7500 Minerals (3) NTRI 7530 Human Nutrient Metabolism (4) NTRI 7050 Methods of Research (2)	Spring Semester NTRI 7510 Vitamins (3) NTRI 7520 Macronutrients (4) ERMA 7300 Design & Analysis in Education (3)	Summer Semester NTRI 7016 Advanced Practicum in Dietetics (3)
Year 2		
Fall Semester NTRI 7016 Advanced Practicum in Dietetics (3) NTRI 7980 Non-thesis Research (1)	Spring Semester NTRI 7016 Advanced Practicum in Dietetics (3) NTRI 7980 Non-thesis Research (2)	Summer Semester NTRI 7980 Non-thesis Research (2) NTRI 7850 Research Seminar (1) Graduation (August)

IMPORTANT NOTE REGARDING FINANCIAL AID: In order to be eligible for federal financial aid during the second year of the program (ISPP Experience practicum) students **must** register for: **GRAD 7AA0 THESIS OR PROJECT COMPLETION (0) IND.** Coreq., Minimum of one (1) hour of 7910/6, 7920/6, 7950/6 or 7980 or 7990 or enrollment in GRAD 7000. Open to thesis option graduate students, non-thesis students engaged in research for special projects, or students completing practicum or internships. No grade.

Course Descriptions - Courses M.S. in Nutrition with ISSP Experience

Required Courses

NTRI 7016 ADVANCED PRACTICUM IN DIETETICS (1-9) Pr. (DPD Verification Statement) C-Enrollment in Masters in Nutrition Program or Departmental Approval. Supervised practical experience in clinical, food service, and community settings for development of entry-level skills for the registered dietitian.

NTRI 7050/7056 METHODS OF RESEARCH (2). LEC. 2. Dietetics and hospitality management research methods and designs applicable to disciplines represented in nutrition. Credit is not allowed for both NTRI 7050 and NTRI 7056. Departmental approval.

NTRI 7500 MINERALS (3) LEC. 3. Departmental approval. Sources, digestion, absorption, transport, function, and metabolism of major and trace minerals in the human body. Fall.

NTRI 7510/7516 VITAMINS (2) LEC. 2. Departmental approval. Advanced study of metabolism, requirements, interactions and deficiencies of the fat and water-soluble vitamins as related to humans.

NTRI 7520 MACRONUTRIENTS INTEGR METABO (4) LEC. 4. Advanced study of energy metabolism, digestion, absorption, transport and integrative metabolism of macronutrients. Summer.

NTRI 7530/7536 HUMAN NUTRIENT METABOLISM (3) LEC. 3. Advanced study of nutrition and metabolism, as related to humans. Department approval. Credit will not be given for both NTRI 7530 or NTRI 7536 once developed, or BCHE 6180 and BCHE 6190, and/or BCHE 7200.

NTRI 7850/7856 RESEARCH SEMINAR FOR MASTER'S PROGRAM (1) SEM. 1. Departmental approval. Current topics in nutrition, dietetics and hospitality management presented by M.S. graduate students.

NTRI 7980/7986 NONTHESIS RESEARCH (1-6) RES. SU. Departmental approval. In-depth work in a particular project related to hotel and restaurant management. Course may be repeated for a maximum of 6 credit hours.

ERMA 7300/7306 DESIGN AND ANALYSIS IN EDUCATION I (3). LEC. 3. Pr., (FOUN 7200 or ERMA 7200 or FOUN 7206 or ERMA 7206) Basic methods of inferential analysis including t-tests, between and within subjects ANOVA, mixed ANOVAs and hierarchical designs as they are utilized in educational research. Departmental approval. May count either ERMA 7300 or ERMA 7306.

Auburn University Individualized Supervised Practice Program – Tentative Field Experience	
Rotations: Clinical Concentration	Supervised Practice Hours
Institutional Food Service, Production and Management	128
Inpatient Food Service and Production	128
Inpatient Medical Nutrition Therapy I	160
Inpatient Medical Nutrition Therapy II	160
Renal Nutrition/Dialysis	64
Outpatient Medical Nutrition Therapy	128
Community Nutrition	288
Clinical Concentration	160
Orientation/Professionalism (TBA)	0
Total Hours	1216

Auburn University Individualized Supervised Practice Program – Tentative Field Experience	
Rotations: Community Concentration	Supervised Practice Hours
Institutional Food Service, Production and Management	128
Inpatient Food Service and Production	128
Inpatient Medical Nutrition Therapy I	160
Inpatient Medical Nutrition Therapy II	160
Renal Nutrition/Dialysis	64
Outpatient Medical Nutrition Therapy	128
Community Nutrition	288
Community Concentration	160
Orientation/Professionalism (TBA)	0
Total Hours	1216

NOTE: Seminar sessions will be held on Mondays throughout the ISPP Experience. The field experience is completed in a variety of settings that include hospitals, outpatient clinics, long-term care, wellness, public health agencies, community, school foodservice, and other professional settings. NTRI 7016 Advanced Practicum in Dietetics is offered via distance education with the understanding that the ISPP Experience requirements could be completed locally, regionally, or nationally (pending suitable sites and approval by the Graduate Clinical Education Programs Director). The ISPP Experience meets all ACEND accreditation requirements and Competencies for the Registered Dietitian (CRDNs). The program currently offers a concentration in either clinical or community nutrition.

NOTE: The Auburn University ISPP Experience **does not** grant credit towards the supervised practice hours for any prior experience. Students can transfer up to 6 graduate credit hours for academic coursework previously completed at another university with the approval of their committee.

CORE COMPETENCIES FOR THE REGISTERED DIETITIAN (CRDNs):

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3** Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4** Evaluate emerging research for application in dietetics practice.
- CRDN 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6** Incorporate critical-thinking skills in overall practice.

Research Knowledge/Competency Requirements

Research is broadly defined as an activity that includes all components of the scientific method; i.e., statement of the problem, data collection, analysis and interpretation of results; and decision- making based on results. All students should have core experiences that prepare them to properly interpret research literature and apply it to practice (evidence-based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition, health, and wellness. Activities may include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
- CRDN 2.2** Demonstrate professional writing skills in preparing professional communications
- CRDN 2.3** Demonstrate active participation, teamwork and contributions in group setting.
- CRDN 2.4** Function as a member of interprofessional teams
- CRDN 2.5** Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- CRDN 2.7** Apply leadership skills to achieve desired outcomes
- CRDN 2.8** Demonstrate negotiation skills.
- CRDN 2.9** Participate in professional and community organizations.
- CRDN 2.10** Demonstrate professional attributes in all areas of practice.
- CRDN 2.11** Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

- CRDN 2.12** Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14** Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15** Practice and/or role play mentoring and precepting others.

Professional and Community Organizations

- Community-based supervised practice experiences need not take place in a dietetics-related organization. Experiences may occur in local community organizations such as United Way, food banks such as Second Harvest, or even faith-based organizations such as the Salvation Army. Experiences can also occur at sister units of the program within the parent organization such as an outpatient clinic or a campus fitness center.
- Professional and community organizations provide many opportunities for students to develop leadership skills. They do not have to hold an elected position to demonstrate leadership. For example, the program can create community-based projects where a group of students is asked to serve under the leadership of another student. After a task or set of tasks is successfully accomplished, another student may be selected to lead the group in accomplishing different tasks, until eventually; all students get to take a leadership role.

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1** Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2** Conduct nutrition focused physical exams.
- CRDN 3.3** Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4** Design, implement and evaluate presentations to a target audience.
- CRDN 3.5** Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6** Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
- CRDN 3.8** Deliver respectful, science-based answers to consumer questions concerning emerging trends
- CRDN 3.9** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1** Participate in management of human resources
- CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- CRDN 4.3** **Conduct clinical and customer service quality management activities.**
- CRDN 4.4** Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5** Analyze quality, financial or productivity data for use in planning.
- CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
- CRDN 4.7** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
- CRDN 4.9** Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10** Analyze risk in nutrition and dietetics practice.

Comments to Meet Competencies on Sustainability (CRDN 4.6)

Students/interns are encouraged to promote environmentally friendly practices, so that future generations have the water, materials, and resources to protect human health and life on the planet. Practical steps include using local ingredients; not wasting food and resources; using efficacious, non-toxic products when available; properly disposing of toxic materials; reusing containers and products; recycling when possible; purchasing products with recycled content; and teaching others the value

5. *Concentration in Clinical Nutrition*

Competencies

Upon completion of the program, graduates are able to:

- CRDN 5.1** Demonstrate proficiency in working with a complex disease state.
- CRDN 5.2** Demonstrate the ability to evaluate results using evidence based analysis on a topic related to current MNT practice

6. *Concentration in Community Nutrition*

Competencies

Upon completion of the program, graduates are able to:

CRDN 6.1 Demonstrate the ability to develop a needs assessment and program plan for a population of interest.

CRDN 6.2 Demonstrate the ability to evaluate results using evidence based analysis on a topic related to current community nutrition practice.

NOTE:

The Graduate Clinical Education Programs Director will review availability of concentration options with the ISPP class during the Summer Session. Students will be provided with a short form to list their desired area of concentration and to rank specific available options within the area of concentration. The program will make best effort to match students to their first or second choice based on interest and availability.

ISPP Program Expenses (estimated)

ISPP Program Costs	
Required	Estimated Cost
Books	\$800 (variable)
White lab coat	\$50
Black pants	\$40
White Polo Shirt	\$25
Black Baseball Cap	\$15
Slip-resistant closed toed shoes	\$65
TB Screen (Mantoux) (annually)	\$20
Hepatitis B Vaccine	\$260 (variable)
Immunizations (if not UTD)	(variable)
Flu Shot (annual)	\$30
Background Check	\$150 (variable)
Drug Screen	\$88
Professional Liability and Experiential Learning	\$50
Name Tag	\$20
Transportation to field sites	\$200 (variable)
Academy of Nutrition and Dietetics Student	\$50
Health Insurance (Auburn – United Healthcare)	(variable)
Local District Dietetic Association Student Membership	(variable)
State Association Meeting (registration and travel)	(variable)
Tuition	\$9,000
Optional but Encouraged Activities	
Food and Nutrition Conference and Expo (FNCE)	variable

Tuition and Fees

ISSP Experience: The tuition for NTRI 7016 Advanced Practicum in Dietetics is \$1000/credit hour. Nine credit hours are required to complete the minimum of 1200 hours of supervised practice to meet the requirements as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Information about tuition and fees, room and board, and other associated educational costs may be found at:

http://www.auburn.edu/administration/business-finance/pdf/tuition_18-fall.pdf.

Course Tuition and Fees	Resident	Non-resident	Distance
NTRI 7016 Advanced Practicum in Dietetics (ISSP Experience 9 credits)	\$9,000	\$9,000	\$9,000
Didactic Courses (required 25 credits)	\$18,331	\$45,081	\$15,250
TOTAL (estimated)	\$27,331	\$54,081	\$24,250

Based on the fall 2018 tuition and fee schedule

The tuition figures above apply to fall 2018 tuition and fee schedule. Tuition is based on the recommended plan of study as outlined above. Alternative configuration of the plan of study, which is not recommended, may result in an increase or decrease in tuition expenses. For students taking didactic courses via distance education the total distance learning fee per credit hour is \$610 regardless of the student's geographic location. Therefore, the cost of a 3-credit course is \$1,830. These costs are subject to change each year with the approval of the Auburn University Board of Trustees.

Withdrawal and Refund of Tuition and Fees

Students may withdraw from a course via the web up through the last business day prior to the opening of registration for the following term in spring and fall semester and the posted date in the summer. Students who withdraw from a course before the posted term census date (15th class day in spring and fall and 5th class day in summer) will have no grade assignment and no record of having attempted the course on the transcript. Students who withdraw after census and on or before the withdrawal deadline will have a grade of W for the course recorded on the transcript. Grades of W are not used in calculating the term or cumulative GPA at Auburn University.

Auburn University has outlined procedures to assist enrolled students who find it necessary to resign from their enrollment. Resignation of enrollment is defined as a complete withdrawal from all current class registrations. This is separate from the dropping of individual courses. Full information can be found at: <http://bulletin.auburn.edu/undergraduate/academicpolicies/withdrawalsresignation/>

Academic Calendar Auburn University

The Auburn ISPP adheres to the Auburn University calendar; the Graduate School has its own program- specific calendar at <http://www.grad.auburn.edu/cs/gscalendar.html> .

Orientation to the supervised practice experience typically occurs one week prior to the beginning of the summer session and supervised practice placement.

Graduation Requirements

To receive a graduate degree at Auburn University, a student must earn a cumulative GPA of 3.0 on a 4.0 scale on all courses carrying graduate credit. No more than nine hours beyond the student's Plan of Study is allowed in obtaining the cumulative graduate GPA (CGGPA). No grade below C (including unsatisfactory grades for courses taken under the S/U option) is acceptable for credit toward a graduate degree. Each graduate course in which a grade below C is received must be repeated at Auburn University whether or not it is listed on the student's Plan of Study. Both the original grade and the grade for the repeated course will be counted in calculating the CGGPA. Course credits transferred from another institution may not be used to satisfy this requirement. Courses retaken will not count against the nine-hour limit beyond the student's Plan of Study in obtaining the minimum CGGPA. ***Students must successfully complete all Auburn University requirements to receive the M.S. in Nutrition including successful completion of the ISPP Experience.***

ISPP Completion and Verification Statements

Students completing the Master of Science Non-Thesis with ISPP will be provided *Verification Statements* of ISPP Program Completion after the Graduate School has officially cleared each student for graduation (usually within 2 to 3 weeks following graduation). Signed *Verification Statements* of successful completion of the ISPP Experience can be picked up from the Program Director or sent in the mail. Please note that these have an original signature in blue ink as required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. A *Verification Statement* will be required to sit for the Registration Exam and for state licensure. Please file these away in a safe place. Additional forms can be obtained from the Dr. Andrew Fruge, if needed (adf0003@auburn.edu) (334-844-3271)

II. APPLICATION AND ADMISSION

The ISPP Experience has a selective application process due to the limited number of seats, interest in the profession, and present demand for Registered Dietitians (RD) and Registered Dietitian Nutritionists (RDN) in the marketplace. The ISPP Experience is available to DPD graduates, holding a *Verification Statement* of DPD program completion and who have applied but did not match to a dietetic internship.

Admission Requirements ISPP Experience

To be eligible for admission to the Masters in Nutrition Non-Thesis with ISPP Experience, applicants must meet admission requirements of the Auburn University Graduate School and meet specific criteria established by the program for admission to the ISPP Experience. Admission requirements and the complete process for admission to the Graduate School can be found at: (<http://bulletin.auburn.edu/thegraduateschool/admissions/#application>)

Admission Criteria

- Verification Statement from an accredited DPD (completed in last five years)
- Evidence of non-match status
- Minimum cumulative GPA of 3.0; DPD GPA of 3.2; Grade of “C” or better in all DPD required courses
- ServSafe Food Protection Manager Certification (or willingness to obtain prior to enrollment)

PLEASE NOTE: Auburn University will be using DICAS and will be put into the system on the first day of the **second round selection period** along with dietetic internship programs.

Application Process for Admission

To be eligible for consideration for admission to the M.S. in Nutrition Non-Thesis with ISPP Experience, the candidate must submit all application materials through the DICAS system during the spring match cycle. A completed application must include the following:

- Verification statement from and accredited DPD (completed within the last five years)
- Copy of DICAS internship application saved in html format
- Documentation of non-match for internship
- GRE scores
- Resume – should demonstrate evidence of leadership, paid or volunteer experience in dietetics or nutrition related experiences including time spend in the hospital setting
- Transcripts from all colleges/universities attended
- Three letters of recommendation – the letters must attest to the applicants motivation and success in the M.S. in Nutrition and specifically the ISPP practicum components
- Personal statement – must demonstrate an ability to communicate well, both clearly and concisely, and must adequately address in less than 1000 words:
 - Why the applicant wants to enter the dietetics profession
 - Experiences the applicant has had that helped prepare him/her for a career in dietetics
 - Short- and long-term goals
 - Strengths and weaknesses or areas needing improvement
 - Reasons why the applicant thinks he/she should be selected for Auburn’s M.S. in Nutrition with ISPP Experience

NOTE: Application to the Graduate School will need to be submitted immediately AFTER acceptance to the ISPP. Candidates should be prepared to forward official transcripts and official GRE or GMAT scores. **Please do NOT submit materials to the Graduate School prior to acceptance to the Auburn ISPP.** Students admitted to the ISPP MUST be admitted to the Graduate School, Auburn University in order to access the ISPP Experience.

Deadlines for each phase of the application process can be found on the Auburn University ISPP Webpage. All application materials should be submitted in DICAS. Questions, concerns, or further documentation should be directed to:

Dr. Donna O. Burnett, PhD, RD
Director, Graduate Clinical Education Programs
Nutrition, Dietetics, & Hospitality Management
Auburn University
102F Poultry Science Building
260 Lem Morrison Drive
Auburn, AL 36849
(334) 844-3429; donna.burnett@auburn.edu

Students accepted to the ISPP Experience should submit the application to the Graduate School, Auburn University only after notification of acceptance to the ISPP. Acceptance to the ISPP is conditional to acceptance to the Graduate School. The graduate school application is available online at www.grad.auburn.edu.

III. Becoming a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN)

Registered Dietitians (RD) and Registered Dietitian Nutritionist (RDN) are food and nutrition experts. The Academy of Nutrition and Dietetics recognizes these two credentials as synonymous. Professionals who have met the criteria outlined below earn the RD/RDN credential.

Pathways to Becoming a Registered Dietitian

1. Completed a minimum of a Baccalaureate degree granted by a U.S. regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
2. Completed an ACEND-accredited supervised practice program (dietetic internship) at a health care facility, state or community agency, foodservice establishment, or a university. Typically, a supervised practice program is about 9-24 months in length. Supervised practice also may be available through a university-based coordinated program, in which supervised practice is combined with undergraduate or graduate studies; or through an Individualized Supervised Practice Pathway (ISPP) (available on a limited basis).
3. Passed the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR). Eligibility to take this examination is established through the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics. Information regarding the examination may be obtained from www.cdrnet.org.
4. Continued life-long learning by completing continuing professional educational requirements to maintain registration.

Additional information about career paths and route to registration can be found at: <http://www.humsci.auburn.edu/dietetics/careers.php>.

Advanced Practice Certifications – Some RDs hold additional advanced practice certifications in specialized areas of practice such as pediatric or renal nutrition, obesity management, nutrition support, sports nutrition, and diabetes education. These certifications are awarded through the Commission on Dietetic Registration and/or other medical and nutrition organizations. Such specialty certifications are recognized within the profession and may be required only for advanced-level positions. Additional career information can be found at: www.eatright.org and <http://www.cdrnet.org>.

Registration Examination for Registered Dietitian/Registered Dietitian Nutritionist

After completing an ACEND accredited supervised practice, Auburn ISPP graduates are eligible to sit for the National Registration Examination. This is a computerized test that graduates must pass in order to receive the RD/RDN credential. Additional information about the Registration Exam can be found at: <http://www.cdrnet.org/program-director/dietetics-program-students-and-graduates>.

Registration exam review materials can be purchased through the Academy of Nutrition and Dietetics at: <http://www.eatright.org/>. Review courses are also available to assist with exam preparation.

Forms can be found at <http://www.cdrnet.org/program-director/registration-eligibility-requirements-for-dietetic-technicians-new-pathway-iii>.

State Licensure

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently state requirements are met through the same education and training required to become an RD/RDN. In the state of Alabama, licensure is mandatory for dietitians. You must be licensed to practice, and you must be an RD/RDN to become licensed in Alabama.

Alabama State Board of Examiners for Dietetics/Nutritionists is the state regulatory agency governing licensure for dietitians. The Alabama Dietetics/Nutrition Practice Act of 1989 provides for licensing qualifications, renewals and revocation, exemptions, reciprocity, and penalties. It is the purpose of this Act to protect the health, safety and welfare of the public by providing for the licensing and regulation of persons engaged in the practice of dietetics and nutrition. Additional information can be found at (<http://boed.alabama.gov/>).

IV. ISPP Policies and Procedures

Assessment of Student Learning

Student progress is evaluated through a variety of assessments of student learning throughout the ISPP. Within the first year, students are enrolled in the required M.S. in Nutrition didactic course. Methods of assessment include, but are not limited to, multiple-choice, short answer and essay exams, oral presentations, graded assignments, literature review, abstracts, and evidence reports. See individual course syllabi for student evaluation of learning which includes a list of all learning assessments, including exams and assignments within each course, total points or percent of grade, and due dates. Auburn University uses Canvas as our learning management system (LSM). Grades on individual assignments are posted and available to students throughout the semester; final grades are also distributed through Canvas once entered and will subsequently appear on the transcript. Students cannot progress to the supervised practice experience, Advanced Practicum in Dietetics (NTRI 7016), until they have successfully completed all required didactic coursework, as outlined on the plan of study, while maintaining an cumulative graduate GPA of ≥ 3.0 . See pages 18-19 for further information on progression and remediation policies.

During the supervised practice experience, student evaluations will include assessment of student knowledge, performance, professionalism and overall progress. Completion of all assignments and projects on time and with a high degree of accuracy is a major determinant in the formal performance evaluation. Performance on individual assignments and activities will be evaluated by preceptors throughout the rotations. These include, but are not limited to, observation of patient education and counseling session, review of medical record documentation, case study, graded assignments, special projects, observation of practice and management skills, and experiential logs. Evaluations will also assess professional behaviors; unsatisfactory performance can result from inappropriate perceived attitudes and behaviors such as chronic tardiness, substandard and/or missed work, and insubordination to faculty, preceptors, or facility staff. Opportunities are provided for informal feedback and discussions with preceptors on skill development, documentation, management, presentations, and projects. This informal provision of information should be viewed by the student as formative opportunities to gain insight and adjust performance to encourage continued growth and performance of dietetic practitioner skills. Formal evaluations are conducted at midpoint and at the end of each rotation. A 5-point Likert scale with a score of 4 (meets expectations/satisfactory) or 5 (exceeds expectations) is required for each assignment and the overall rotation to demonstrate competence. NTRI 7016 Advanced Practicum in Dietetics is graded S/U; rotations scores of scores of 4 or 5 are consistent with satisfactory performance.

It is the student's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation. The form is returned to the Graduate Clinical Education Programs Director. It is the student's responsibility to ensure that evaluations are completed within the correct time frame and turned in to the Graduate Clinical Education Programs Director in a timely fashion.

Attendance

Students are expected to attend all didactic classes and field experiences in order to take maximum advantage of all learning opportunities. Class attendance policies are developed by the course instructor and may or may not be reflected in the course grading criteria. Students should refer to each individual course syllabus for specific class attendance policies. Attendance policies are in compliance with the Auburn University Policy of Class Attendance
<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassAttendance.pdf>.

Attendance in supervised practice is mandatory. Failure to report to supervised practice rotations and/or arriving late or leaving early without approval of the preceptor is unacceptable professional behavior and will result in disciplinary review. **Excused absences for sickness or family emergencies are permitted; however, time must be made up if required by preceptor. Personal days are not included in the ISPP experience; however, allowances for important family events will be made, if possible, by working out arrangements with preceptor. Failure to make up time missed, as required, may result in an Incomplete (I) grade for the course. Students must make up time missed from supervised practice hours to equal or exceed 1200 supervised practice hours before receiving a grade for NTRI 7016 and successfully completing the ISPP Experience.**

In the event of illness or other Auburn University approved excused absence, the student is responsible for promptly contacting both the Graduate Clinical Education Programs Director AND field supervisor/preceptor. An "Excused Absence Form" must be completed and submitted to the Graduate Clinical Education Programs Director upon the return of the student. Personal leave must be communicated to AND approved by the Graduate Clinical Education Programs Director PRIOR to anticipated time away. After approval from the Graduate Clinical Education Programs Director, the student must obtain permission from their preceptor. A "Personal Leave Form" must be completed and submitted to the Graduate Clinical Education Programs Director within 1 week of leave time.

ISPP Progression Policy and Remediation

Students must maintain a cumulative GPA of 3.0 or above on a 4.0 scale in all coursework at the graduate level in the Auburn M.S. in Nutrition; students not maintaining a GPA of 3.0 will be placed on academic probation in accordance with the policies of the Graduate School. Each graduate course in which a grade below C is received must be repeated at Auburn University whether or not it is listed on the student's Plan of Study. Both the original grade and the grade for the repeated course will be counted in calculating the cumulative GPA. No more than nine hours beyond the student's Plan of Study is allowed in obtaining the cumulative GPA. Courses retaken will not count against the nine-hour limit beyond the student's Plan of Study in obtaining the minimum cumulative GPA. If the cumulative GPA remains below 3.0 after the next 11 semester hours or two semesters (not including summer) of graduate enrollment (both graded and ungraded) (whichever comes first), the student will be placed on academic suspension.

A student on suspension may be readmitted only after completion of a remediation plan recommended by the academic unit and approved by the Dean of the Graduate School. Coursework taken as part of the remediation plan must be completed within two consecutive semesters and may count toward both the student's degree and cumulative GPA with the recommendation of the Department Head and the approval of the Graduate Dean. Upon completion of the remediation plan, the student must have addressed academic deficiencies and have a cumulative GPA of 3.0 or above. Once approved by the Graduate Dean, remediation plans may not be amended or extended beyond the original deadline. Further information about Academic Standing can be found at: <http://bulletin.auburn.edu/thegraduateschool/academicprogress/>

Students having difficulty in graduate academic courses are encouraged to seek out their professors sooner rather than later for clarification and assistance of subject matter. Faculty maintain office hours to be available for assistance to students on an individual basis if needed. Students concerned that they may not be making satisfactory progress are also encouraged to schedule an appointment with their academic advisor to obtain guidance regarding study habits, the potential to form study groups, and review program expectations. In some cases, it may be in the best interest of the student to take fewer classes than the suggested M.S. in Nutrition Non-Thesis ISPP Experience Plan of Study. This is likely to delay placement in field experience, but may ultimately support student success. Students must successfully complete required academic courses within the M.S. in Nutrition, receiving a grade of C or above, S in S/U graded courses, and hold a 3.0 GPA prior to progressing to the ISPP Experience.

During the supervised practice experience, interns are formally evaluated at midpoint and at the end of each rotation. Performance on individual assignments and activities will be evaluated by preceptors throughout the rotations. A 5-point Likert scale with a score of 4 = Meets Expectations (Satisfactory) or 5 = Exceeds Expectations is required for each assignment and the overall rotation to demonstrate competence.

Students who are not performing well during rotations will be required to meet with the preceptor and the Director of Graduate Clinical Education Programs to discuss performance improvement strategies. Students receiving a rating at or below 3 (Below Expectations/Some Improvement Needed) at the end of rotation will be given the opportunity to repeat assignments/activities to demonstrate competence. Students who do not reach competence will be required to meet with the Performance Review Committee that will include the Director of Graduate Clinical Education Programs, DPD Program Director, and the Graduate Program Officer. A plan for remediation will be developed to allow the student to improve their performance in the supervised practice setting prior to being provided an opportunity to repeat the rotation. If the ISPP student does not successfully repeat the rotation, the ISPP student will be subject to further review by the Performance Review Committee and will receive a grade of U- Unsatisfactory for the NTRI 7016 course and may be subject to dismissal from the ISPP experience. Additional time required to complete remediation of all or part of a rotation is not counted towards the required supervised practice hours (minimum of 1200).

ISPP students must complete and earn a minimum of a C in all didactic coursework AND maintain a graduate GPA of ≥ 3.0 in order to progress to the supervised practice component of the program, NTRI 7016 – Advanced Dietetics Practicum, and complete the ISPP Experience.

Academic and Disciplinary Termination

Students who do not earn a GPA of 3.0 on a 4.0 scale on all courses carrying graduate credit will be subject to the policies of the Auburn University Graduate School As outline above in “Graduation Requirements”.

NOTE: *Students enrolled in the ISPP must abide by all professional standards and polices outlined within the Individualized Supervised Practice Pathway (ISPP) Student Handbook and the Auburn University Student Policy eHandbook found at http://www.auburn.edu/student_info/student_policies/. In addition, students must pass drug screening and criminal background checks. Failure to act in accordance with professional standards will result in formal review by the DPD/ISPP Program Director, the Graduate Clinical Education Programs Director, the Graduate Program Officer, and the NDHM Department Head. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.*

Health Insurance

Health insurance for students enrolled in the Graduate School and ISPP Experience is required. Information regarding the Auburn contracted insurance plan can be found at: http://www.grad.auburn.edu/Graduate_Student_Insurance/insurance-Graduate.html. Students are not required to purchase insurance through Auburn University but are expected to have health insurance. Students who already have health insurance may opt out of the Auburn plan by completing a Waiver Request and by providing proof of current insurance coverage no later than the 15th class day of the first semester of the program.

Injury or Illness While in a Facility for Supervised Practice

If an ISPP student becomes injured or ill while at a supervised practice site, the student is responsible for seeking and paying for health care/medical assistance. The student should contact the site supervisor, preceptor, and Graduate Clinical Education Programs Director. The student also should follow any additional policies and procedures of the facility for on-the-job injuries if appropriate.

Health Screening and Immunizations

Auburn University requires that all incoming students have a measles, mumps, and rubella (MMR) vaccine or evidence of titers and a screening test for tuberculosis (TB) (Mantoux) prior to registration for classes. ISPP students are required to have a Hepatitis B Vaccine (HBV) vaccine or evidence of titers and an annual flu shot and TB test (Mantoux) (preceding field placement). ISPP students are also required to have up to date immunizations as recommended by the CDC as follows: tetanus, diphtheria, pertussis, and varicella. Results of the immunization tests will be maintained in a locked cabinet in the Graduate Clinical Education Programs Director's office. The cost of immunization and screening is the student's responsibility. Immunizations can be obtained through the Auburn University Medical Clinic (AUMC) <https://cws.auburn.edu/aumc/> or the student's preferred provider.

Drug Screening

All ISPP students are required to have a drug-screening test during the first semester of the graduate program. Drug screening can be completed through the Aperia Lab Solutions found at: <http://www.aperianlabsolutions.com/>. The ISPP requires the FDS-10 screening panel, which includes: amphetamines, barbiturates, benzodiazepines, TCH (marijuana), cocaine, methadone, opiates (class), oxycodone, phencyclidine (PCP), propoxyphene (PPX) (Darvocet), and urine creatinine, pH and specific gravity. This is a Chain of Custody screening, consistent with the DOT Guidelines, and will include an evaluation by a Medical Review Officer if needed. Students should initiate the process directly with Aperia Lab Solutions by September 15th. Results of the drug screening must be sent to the Program no later than November 1. Students are responsible for the cost of the initial drug screening and any additional drug screening based on test outcomes and requirements of experiential learning sites for more current or facility-specific testing. Results will be maintained in a locked file in the Graduate Clinical Education Programs Director's office. Distance students will receive instructions on drug-screening based on their location. Students must sign the signature page of this ISPP Student Handbook acknowledging agreement with the Drug Screening Policy.

Results should be sent directly to:

Dr. Donna O. Burnett

102F Poultry Science Building, 260 Lem Morrison Drive, Auburn, AL 36849-5605

Contact: 334-844-3429; donna.burnett@auburn.edu

NOTE: Any positive drug screen will be addressed on an individual case basis under formal review by the DPD Program Director, Graduate Clinical Education Programs Director, Graduate Program Officer, and the NDHM Department Head (See Progression Policy Page 12, Academic and Disciplinary Termination).

Criminal Background Checks

Students enrolled in the Auburn University ISPP participate in experiential learning activities at many clinical agencies that require a background check, therefore a criminal background check is required for all ISPP students during the first semester of the graduate program. The cost of the background check is the responsibility of the student. Additional background checks may be required by some facilities; the cost of the additional background checks is also the responsibility of the ISPP student.

Background checks will be conducted by Certiphi. The process will be initiated by the Graduate Clinical Education Programs Director after receiving the following required information: legal name, date of birth, and the last four digits of your social security number.

Once initiated you will receive an email from ApplicationStation@certiphi.com. This email will provide instructions for completing the background check. Students will pay for the CBC directly within ApplicationStation.com.

Reports will be provided to the Graduate Clinical Education Programs Director. These reports note whether a student has a positive criminal history or a negative criminal background check. Some experiential learning sites will require that students forward the results of the Criminal Background Check prior to allowing a student to shadow or train in the facility. If there is a criminal history it would be at the discretion of the receiving institution to determine if the infringement would be of such significance that the student would not be allowed to train in the facility. If a student is rejected from multiple facilities based on the Criminal Background Check, Auburn University and the ISPP may not be able to find experiential learning sites and as a result, the student may not be able to complete ISPP requirements. Students must sign the signature page of this ISPP Student Handbook acknowledging agreement to a Criminal Background Check and that they have read this policy.

Insurance Requirements (Professional Liability)

Students admitted to the ISPP are required to purchase professional liability.

Liability for Safety in Travel

Students are responsible for securing their own transportation. Students assume their own liability for safety in travel to an experimental learning sites, field trips, and to and from Auburn University or other required facilities for classes and meetings. Each ISPP student is also responsible for his/her own transportation as well as personal automobile insurance. The University does not provide automobile liability or automobile physical damage for students driving themselves or other students to university-sponsored field trips. Automobile insurance policies held by students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles. Students must follow parking guidelines at each facility as well as the university. Students are financially responsible for all parking fees.

Field Trips – Students participating in University sponsored field trips are expected to conform to the Auburn University Student Code of Conduct and local, state, and federal laws. Participants in University-sponsored field trips may not possess, consume or use any alcoholic beverage, narcotic, illegal drug or other controlled substances while participating in field trip activities. Students are responsible for their own medical insurance coverage for field trips, just as they are while attending classes on campus.

Protection of Privacy of Student Information and Access to Student Files

Student's records are confidential. The graduate programs and ISPP adhere to Auburn University standards for Policy on the Confidentiality of Student Records *Pursuant to the Family Educational Rights and Privacy Act (FERPA)*. Complete information on the following topics can be found at: [https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyontheConfidentialityofStudentRecords\(FERPA\).pdf](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyontheConfidentialityofStudentRecords(FERPA).pdf).

Confidentiality of student records. The University recognizes its obligation to exercise discretion in recording and disseminating information about students to ensure that their rights of privacy are maintained. The University furnishes annually via the Auburn University Bulletin information to students of their right to inspect and review their educational records; the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the University decline to amend such records.

Release of educational records. The University releases a student's educational record(s) upon the student's written request which must: (1) specify the records to be disclosed, (2) include the purpose or purposes of the disclosure, and (3) state the party or parties and the address to whom the information is to be disclosed. The student shall, upon request, receive a copy of the record that is to be disclosed.

Student access to records. Students have the right to be provided a list of the type of educational records maintained by the University which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the University to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Release of directory information. The University may release directory information without the student's written consent. Directory information consists of student's complete name; local address and associated telephone number; place of birth; parent/spouse name, address and associated telephone number; mailing address and associated telephone number; e-mail address; photographs, video or other electronic image; participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; enrollment time status (full or part time); degrees and awards received; and most recent previous educational agency or institution attended. A student may deny the release of directory information by completing an Address Change/Information restriction request form available in the Office of the Registrar, 100 Mary Martin Hall. Students may also restrict directory information on *tigeri*.

Non-Discrimination Policy – Civil Rights Compliance

Auburn University is an equal opportunity educational institution and operates without regard to race, sex, color, age, religion, national origin, social orientation, disability, or veteran status. The University complies with the regulations of Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Age Discrimination in Employment Act, Title IX of the Education Amendments of 1972, Sections 503/504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990, The Equal Pay Act and the Pregnancy Discrimination Act.

Further information may be obtained from the Affirmative Action Office, 317 James E. Foy Hall, by calling (334) 844-4794, or at <http://bulletin.auburn.edu/generalinformation/>

Sexual Discrimination and Harassment

Auburn University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination and harassment on the basis of sex, which includes all forms of sexual misconduct. The DPD strictly adheres to all policies at Auburn University. Information on sexual discrimination can be found at:

http://ocm.auburn.edu/test/jwalker/title_ix/ and
<http://www.auburn.edu/administration/aaeeo/title-ix/>

Information regarding the Harassment Policy can be accessed at:

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyRegardingtheProhibitedHarassmentofStudents.pdf>; <http://auburn.edu/administration/aaeeo/H&D.php>.

Grievance Procedures

The Auburn University ISPP employs the Auburn University Student Academic Grievance Policy. The purpose of this procedure shall be to resolve academic grievances of students, which result from actions of faculty or administration. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the student complainant who is filing the academic grievance against the faculty/administrator respondent.

- Complete information is available at:
(<https://sites.auburn.edu/admin/universitypolicies/Policies/StudentAcademicGrievancePolicy.pdf>).
- Information regarding non-academic grievance procedures is also published in the Auburn University Student Policy eHandbook found at:
(<http://wp.auburn.edu/studentaffairs/for-students/complaints-and-appeals>)

Complaints Related to Supervised Practice

An ISPP student with a grievance against a preceptor or rotation site staff member should abide by the following process.

- Step 1 - Confer with the preceptor stating the reasons and evidence for the grievance. The preceptor is obliged to review the situation with the ISPP student.
- Step 2 - If a resolution is not attained, the ISPP student may appeal to the site director within 7 days of completing step 1. The site director may confer with the preceptor to handle the problem.
- Step 3 - If the discussions do not resolve the situation, the ISPP student may confer with the Graduate Clinical Education Programs Director within 7 days of completing step 2. The Graduate Clinical Education Programs Director may confer with the site director and preceptor. The grievance procedure against a preceptor will not go beyond this level.

If the ISPP student and Graduate Clinical Education Programs Director are not able to resolve the dispute, the ISPP student may be removed from the site and assigned to another site. Violations of professional standards will be addressed on an individual basis. See Section II Academic and Disciplinary Termination.

Complaints by a preceptor against a faculty member or the Graduate Clinical Education Programs

Director should be discussed between the individuals. The next step would include the involvement of the Head of the Department of the Nutrition, Dietetics, and Hospitality Management, and finally if the issue was not resolved, the situation should be discussed with the Dean of the Graduate School. Each step in the complaint process should be documented and culminate in a written summary and action plan.

Student Complaints against the Program DPD/ISPP

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) under the guidance of the U.S. Department of Education (USDE) requires dietetics education programs to identify an avenue for students to bring forward DPD program-specific complaints related to ACEND accreditation standards. Concerns regarding the program may fall outside the Student Academic Grievance Policy addressed above. Program-specific complaints should be brought to the attention of the DPD/ISPP Program Director and/or Graduate Clinical Education Programs Director, ideally in writing. In some cases, the Program Director and/or Graduate Clinical Education Programs Director may determine that the complaint is best addressed under the Auburn University Student Academic Grievance Policy. The student may also bring programmatic concerns directly to the attention of the Department Head or Academic Dean. Program-specific complaints and corrective actions will be kept on file by the program for a period of five years.

Program-specific complaints that have not been resolved can be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Complaints should be submitted to ACEND only after all other options within the DPD/ISPP program and Auburn University have been exhausted. ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND 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 individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant. Anonymous complaints will not be considered. For additional information visit <http://www.eating.org/ACEND/content.aspx?id=7975> .

NOTE: Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence or planned learning experiences. ISPP students completing supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the Program.

Weather and Other Emergencies

Auburn University has installed a weather monitoring radar system that can track approaching storms across the state of Alabama and beyond. Auburn University maintains contact with local and state emergency management agencies as well as the National Weather Service. Upon receipt of a severe weather watch or warning, tone alert radios in buildings on campus will be activated. The nature of the emergency will be given along with instructions on how to remain safe. As part of Auburn University's ongoing commitment to the safety of students, employees & visitors, the university has a robust emergency notification system in place. Known as AU ALERT, the system is designed to communicate time-sensitive emergency messages in a number of ways in an effort to alert all students, employees and visitors about potentially dangerous situations. Regardless of how you receive the message, please take all emergency messages seriously and follow the instructions given (<https://cws.auburn.edu/aualert/>). For additional information about weather and other emergencies visit:

http://www.auburn.edu/administration/public_safety/emergency/severe_weather.html.

V. Student Services

Academic Advising

Students completing the M.S. in Nutrition Non-Thesis with ISPP must select a major advisor within the Department, during the first semester of the program. Students should work with their advisor to formalize their plan of study, determine their graduate research project, and select a committee members. Complete information can be found in the Graduate Student Handbook Nutrition (<http://www.humsci.auburn.edu/ndhmgrad/resources.php>). The Graduate Clinical Education Programs Director serves as the key contact and advisor for all aspects of the ISPP Experience.

Financial Aid

Information regarding financial aid can be found at: <http://www.financialaid.auburn.edu/>.

Health Services

The Auburn University Medical Clinic provides a full range of primary and urgent medical care services for Auburn students, faculty, staff, spouses and dependents and visitors. Services are provided on an appointment basis. Walk-ins will be evaluated and given appointments or seen immediately based on the urgency of their condition. The clinical staff consists of fully licensed and board certified/eligible physicians, certified registered nurse practitioners and certified physician's assistants. Student health services include: allergy and immunization, diagnostic services for illnesses and injuries, follow-up assessment and treatment, laboratory and x-ray, massage therapy, mental health, pharmacy, sports medicine, and women's health. Services are provided on a fee-for-service basis with on-site billing. For more information or to schedule an appointment visit <https://cws.auburn.edu/aumc/>.

Counseling

Student Counseling Services (SCS), a department in the Division of Student Affairs, is the primary counseling center for Auburn University's undergraduate and graduate student community (<http://www.auburn.edu/scs/>). The mission of SCS is to provide comprehensive preventative and clinical mental health services to enhance the psychological well-being of individual students, as well as the broader campus culture. Counseling Services is committed to supporting the academic, retention, and student development missions of Auburn University, so students can have a balanced university experience and take full advantage of the educational opportunities at the university.

Academic Support Services

Auburn University Academic Support has a number of services available to students. The Miller Writing Center is available to both undergraduate and graduate students (<http://wp.auburn.edu/writing/writing-center/>). Students struggling with subject matter should seek out their professors for an individual appointment to review difficult material. Detailed information about additional student support services can be found at: <http://academicsupport.auburn.edu/>.

Students with Disabilities – Office of Accessibility

Auburn University and the Didactic Program in Dietetics/ISPP is committed to providing its students with an accessible campus and equitable learning environment. If you have a disability that requires reasonable academic accommodations, assistive technology, or support services, contact the Office of Accessibility for additional information, 1228 Haley Center; 334-844-2096 (Voice/TT) or visit the [Office of Accessibility](#) website.

University Services - Auburn University Student Policy eHandbook

The Auburn University Student Policy eHandbook provides information on a number of topics not covered in the ISPP Student Handbook including: academic affairs, student records, grades, and schedules, financial, information technology, parking and transit services, housing and residence life, student conduct, and safety. The full text can be accessed at:

http://www.auburn.edu/student_info/student_policies.

VI. Professional Standards

Professionalism – Students enrolled in the ISPP are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow students, faculty, and administrators and all persons encountered while completing experiential learning activities on and off campus. Considerations include the following:

Professional Demeanor – ISPP students are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics (see page 27). Communications by email should use appropriate grammar and punctuation and should not use text messaging format. In addition, ISPP students should not engage in communications which are disparaging or critical of Auburn University, Auburn University faculty, the dietetics program, fellow students, or any experiential field site or clinical agency/employee, or which are clearly offensive to any reasonable person. Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, students are acting as an ambassador for Auburn University, the dietetics programs and the profession.

Professional Dress – Students are expected to be neat, clean, and well-groomed at all times. There will be several off-campus learning activities within the clinical, community, and foods service settings that require professional dress. Students should dress conservatively, modestly, and follow the guidelines outlined below. Skirts, professional/dress pants, blouses, sweaters, and tailored dresses are appropriate for women. Men should wear a dress shirt, tie, dress slacks or khakis. Name tags, which include the student's full name and designate the student as a Dietetics Student at Auburn University, should be worn for all off site activities. Be prepared. Experiential field supervisors and program faculty reserve the right to send a student home that is not appropriately dressed. The following provides additional guidance.

- ✓ Clothes must be clean, wrinkle free, and fit; tight form-fitting clothes or baggy clothes are not permitted. Pants should be hemmed to an appropriate length.
- ✓ Skirts should be no shorter than 2-3 inches above the knee.
- ✓ All undergarments must be covered. Shirttails must be tucked into pants.
- ✓ Low/revealing necklines, bare shoulders, sundresses, halter tops, sheer and/or dressy fabrics, spaghetti straps, tank tops, tube tops, midriff tops, shorts, miniskirts, and low cut pants are not allowed.
- ✓ Casual clothing including jeans, jean-type pants, cargo pants, capris, t-shirts, athletic wear, leggings, sweat pants, sweat shirts, and patterned, appliquéd or seamed hosiery should not be worn.
- ✓ Clothing with slogans, advertisement, or logos cannot be worn unless authorized by the facility management.
- ✓ Shoes must have closed toes and closed heels, and should be clean and in good repair. Shoes should be a comfortable height heel, appropriate for the work environment, and consistent with professional attire. Heels in excess of 3 inches should not be worn. No boots, clogs, tennis shoes, sandals or flip flops are allowed. Slip resistant soles are required in food preparation areas.
- ✓ Socks are required for men. Bare legs for women are at the discretion of the facility.
- ✓ Minimal make-up should be worn; no dramatic or unnatural colors. No perfumes.
- ✓ Nails must be neat, clean, and no longer than 1/4 inch from the end of the finger. Acrylic nails are not acceptable. No nail polish is to be worn in food production areas.
- ✓ Hair should be neat, clean, and kept in a style that does not require constant stroking or pushing back from the face. Hair must be a color found naturally. Facial hair should be neat and well-groomed. Caps, hats, visors, bandannas, headbands, flowers, or any extreme adornment are not acceptable.

- ✓ Sunglasses or tinted, non-prescription glasses shall not be worn inside facilities.
- ✓ All visible tattoos must be covered; piercings are limited to one pair of earrings; dangling earrings are not allowed in food preparation areas; earrings should not exceed 2 inches in length or diameter in any setting.
- ✓ Jewelry should be conservative and minimized; a rule of thumb is 3 pieces of jewelry plus a wristwatch. Ankle bracelets are not permitted.
- ✓ A white lab coat with long sleeves should be worn over clothes during clinical rotations. Lab coats should be clean and wrinkle free.
- ✓ In food services settings students may be required to wear black pants, white shirts, a cap or other hair coverings (e.g., hair nets or shower caps) as required by the facility. Beard nets also required.
- ✓ Gum chewing is not allowed.

Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families. Students are expected to comply with all dress-code requirements at assigned field sites. Remember, you are representing yourself, the profession, and Auburn University. Professional image and first impressions cannot be underestimated.

Electronic Devices – The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note-taking, faculty-led class activities, and used specifically related to class assignments. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities unless use is explicitly sanctioned in the facility. Cell phones must be placed on “silent” mode during classes and experiential learning activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

Social Media – Social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn) should not refer to faculty, clinical instructors, patients, sites, or other potentially confidential sensitive information. It is recommended that students maintain privacy settings so as to limit those who have access to their pages. Please be aware that employers and supervised practice programs may access all public information.

HIPPA and Patient Confidentiality – Patient and client confidentiality is of primary importance to the Auburn University ISPP and all institutions providing learning experiences for ISPP students. Students are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPPA) standards as a practicing RD/RDN. Patient and employee information (both documented and undocumented) is confidential. Students should never discuss details about patients in a non-confidential place (elevator, hallway, break room, etc.). Students must not discuss patients or their cases with anyone except with the professor/preceptor/other health professional in that facility as needed to be informed to provide patient care. Students may be required to complete additional HIPPA training for required at individual clinical sites.

Confidentiality must also be observed with regard to employees and clients in the food service operations, public health, and community experiential learning sites. Students shall not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality. For additional information about patient privacy and confidentiality visit HIPPA at:
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

Auburn University Academic Honesty Code

The Student Academic Honesty Code applies to all students at Auburn University. Students in the ISPP are also accountable to the Code of Ethics for the Profession of Dietetics (see below). The following regulations are designed to support the interests of Auburn University, its students and faculty, in maintaining the honesty and integrity essential to and inherent in an academic institution. <https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>

Code of Ethics for the Profession of Dietetics

Fundamental Principles

1. *The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.*
2. *The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the Profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.*

Responsibilities to the Public

3. *The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.*
4. *The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.*
 - *The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.*
 - *The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.*
 - *The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.*
5. *The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.*
 - *The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.*
 - *The dietetics practitioner provides services in a manner that is sensitive to cultural differences.*
 - *The dietetics practitioner does not engage in sexual harassment in connection with professional practice.*

6. *The dietetics practitioner does not engage in false or misleading practices or communications.*
 - *The dietetics practitioner does not engage in false or deceptive advertising of his or her services.*
 - *The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.*
 - *The dietetics practitioner provides accurate and truthful information in communicating with the public.*
7. *The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.*

The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.

 - *The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.*
 - *The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.*

Responsibilities to Clients

8. *The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.*
9. *The dietetics practitioner treats clients and patients with respect and consideration.*
 - *The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.*
 - *The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.*
10. *The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.*
11. *The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).*

Responsibilities to the Profession

12. *The dietetics practitioner practices dietetics based on evidence-based principles and current information.*
13. *The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.*

14. *The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.*
15. *The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.*
 - *The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.*
 - *When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.*
16. *The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those served.*
17. *The dietetics practitioner accurately presents professional qualifications and credentials.*
 - *The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR.*
 - *The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.*
 - *The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.*
18. *The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.*

Responsibilities to Colleagues and Other Professionals

19. *The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.*
 - *The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.*
 - *The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.*

All Auburn University ISPP students should read and maintain professional and ethical standards consistent with the Code of Ethics of the Profession of Dietetics. Full text with explanation published in the Journal of the American Dietetic Association, August 2009, Volume 9 issue 8, pages 1461 – 1467 (<http://www.eatright.org/codeofethics/>). Go to: Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues — August 2009 Journal article.

Scope of Practice for the Registered Dietitian

[http://www.andjrn.org/article/S2212-2672\(12\)01937-5/pdf](http://www.andjrn.org/article/S2212-2672(12)01937-5/pdf)

NOTE: Students enrolled in the ISPP must abide by all professional standards and policies outlined within the Individualized Supervised Practice Pathway (ISPP) Student Handbook and the Auburn University Student Policy eHandbook found at http://www.auburn.edu/student_info/student_policies/.

In addition, students must pass drug screening and criminal background checks. Failure to act in accordance with professional standards will result in formal review by the Graduate Clinical Education Programs Director, DPD Director, Graduate Program Officer and NDHM Department Head. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.

VII. Professional Involvement and Participation

Students are encouraged to become active in the profession. A number of opportunities are available on and off campus to gain professional experience, develop leadership skills, and provide service to Auburn University and the broader campus community. Several organizations and opportunities are listed below.

The Academy of Nutrition and Dietetics (AND)

Student membership in the Academy of Nutrition and Dietetics is strongly encouraged by the Auburn University DPD. Membership for students is offered at a substantially reduced rate of \$50 per year. There are many benefits to professional membership including access to the Evidence Analysis Library, reduced registration fees for attendance at the annual Food and Nutrition Expo (FNCE), and a subscription to the Journal of the Academy of Nutrition and Dietetics (JAND). Student membership and professional involvement should be noted on your résumé and supervised practice applications. For further information visit: <http://www.eatright.org/>.

Alabama Dietetic Association (ALDA)

Students joining the Academy of Nutrition and Dietetics will automatically be awarded membership in the Alabama state affiliate organization, ALDA (<http://www.eatrightalabama.org/>); or another state of residency if the student is not a resident of Alabama.

Student Dietetic Association

The Student Dietetic Association (SDA) is a student organization affiliated with the Academy of Nutrition and Dietetics (AND). The goals are to involve Auburn students in the expansion and communication of nutrition knowledge through projects such as "National Nutrition Month" programs, lectures on current topics in nutrition, and practical yet fun social events. The Student Dietetic Association allows nutrition and food science students as well as students in other curricula to have a greater understanding of nutrition and the professional applications of nutrition in health care. Contact Dr. Onikia Brown, the SDA faculty advisor, for more information.

Service to the Local and Global Community

Auburn University has a mission of Outreach – engaging its expertise in the community to improve the quality of life for citizens. Auburn encourages students to take an active role in the outreach mission. The university offers innovative ways for students to engage in a variety of service learning and experiential education activities locally, regionally, and even internationally. These opportunities support learning by application and reflection in course-based service, field experience, directed study, and other engagement experiences. University Outreach collaborates with the Office of Access and Community Initiatives, Alabama Cooperative Extension System (ACES), Biggio Center for the Enhancement of Teaching and Learning, the College of Liberal Arts Community & Civic Engagement Initiative, Educational Support Services Learning Communities and other campus partners to fulfill this mission. For additional information visit <https://auburnserves.com/>.

Selected University Organizations

(For a complete listing visit <https://auburn.collegiatelink.net/Organizations>)

Committee of 19 – Are you passionate about fighting hunger and making a difference in people's lives? The Committee of 19 is Auburn's student-led War on Hunger initiative. Our goal is to engage the Auburn family in the War on Hunger at a local and a global level.

The Campus Kitchen at Auburn University (CKAU) – The Campus Kitchen at Auburn University is helping to fight hunger in the Auburn community.

Global Leadership Council (GLC) – The purpose of the GLC is to work with student organizations to bring awareness to global issues such as sustainability, education, hunger, health, public policy, and human rights by revolutionizing our approach to these seemingly unsolvable issues.

Tigers for Veterans (TFV) – An organization devoted to the awareness and support of Veterans, their families, and the Wounded Warrior Project. Never lost nor forgotten, are we family.

Veterans' Dependents Organization – The purpose of the Veterans' Dependents Organization is to unite veterans' dependents and create a community of supporters for military personnel.

Real Food Challenge (ARFC) – Uniting students for a just and sustainable food system.

ONE-Campaign Auburn Campus – A grassroots advocacy and campaigning organization that exposes extreme poverty and preventable disease in the developing world, by raising public awareness and communicating with our political leaders to support smart and effective policies
<https://auburn.collegiatelink.net/organization/ONEatAuburn/about>.

Relay for Life Committee (RFL) – The purpose of this organization is to educate the student body on cancer prevention, early detection, and treatment, as well as engage the campus in cancer-related issues through advocacy, fundraising, and execution of a Relay for Life event.

CURE at Auburn University (CURE) – CURE at Auburn University is a philanthropic organization dedicated to raising funds and awareness for CURE International. CURE International is a non-profit organization that operates a network of hospitals for God's glory in the developing world.

Health Promotion & Wellness Services – Health Promotion and Wellness Services exists to cultivate a campus atmosphere that supports and respects the healthy lifestyle decisions. As campus resources, we serve to educate all members of the Auburn family about living a healthy lifestyle.

IMPACT (Center for Community Service) – IMPACT is Auburn University's central resource for volunteer opportunities and community service in the Auburn community. IMPACT provides students with the opportunity to volunteer throughout the week and special one-time volunteer opportunities.

Operation Smile Student Club (OSSC) – OSSC is an organization that serves as the link to the general population and the non-profit organization, Operation Smile. We would raise awareness and funds for children and families who cannot afford life-changing surgeries worldwide.

Association for Women in Science (AWIS) – AWIS is devoted to forming networks, creating mentor- mentee relationships, serving our college and community, and generating an interest in science in the upcoming generation.

AU Dance Marathon (Center for Community Service) – Auburn University Dance Marathon is a year-long celebration that combines service and fundraising in honor of truly amazing kids. Join us in support of Children's Miracle Network at the Children's Hospital of Columbus, Georgia and make miracles happen!

Auburn Body Image Education and Eating Disorders Awareness (AUBIE EDA) – AUBIE-EDA is an organization that promotes healthy body image/lifestyle and raises awareness about eating disorders on Auburn's campus.

Students for BigHouse – Students for BigHouse will be a student organization focused on helping BigHouse foundation in Opelika help foster families in Lee County while raising awareness on Auburn's campus about foster care.

Beat Bama Food Drive: <https://auburn.collegiatelink.net/organization/beatbamafooddrive/about>.

American Red Cross Club (ARCC): <https://auburn.collegiatelink.net/organization/arcc/about>

Auburn for Water (AU 4 Water): <https://auburn.collegiatelink.net/organization/au4water/about>

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

Martin Luther King, Jr.