Master of Dietetics Administration
Utah State University
Student Policy Handbook

Contents

Academic Integrity Policy
Effective date of last revision: July 2022

Students in the Master of Dietetics Administration (MDA) program will act with and promote academic integrity by refraining to participate in or facilitating others' participation in any act of academic dishonesty. It is the responsibility of each student to honestly represent all academic work, and to ensure no unfair advantage in their own academic status, nor the encouragement of the unfair advantage of others' academic status.

This policy defers to the Utah State University (USU) Student Code of Conduct, Article VI. University Regulations Regarding Academic Integrity (https://www.usu.edu/student-conduct/student-code/article6) According to this code violations of academic integrity include, but are not limited to, the following:

Cheating:
- Using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, completing worksheets or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually".
- Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work.
- Acquiring tests, answer keys to exams or case studies, or other academic material belonging to instructors for specific courses within the Master of Dietetics Administration Program (MDA).
- Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity.
- Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor.
- Engaging in any form of research fraud.

Falsification: Altering or fabricating any information or citation in an academic exercise or activity.

Plagiarism: Representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Disciplinary action for violation of this policy will be conducted following the procedures outlined by the USU Student Code of Conduct and the Disciplinary-Termination Procedures Policy of the MDA.

Reference: The *Code of Policies & Procedures for Students at Utah State University*, full text at www.usu.edu, Index, listing under "student code," Article VI. University Regulations Regarding Academic Integrity.

MINIMUM ADMISSION REQUIREMENTS
- Applicants must be a graduate of an accredited nutrition/dietetics program with a DPD Verification Statement OR be in the process of completing an accredited nutrition/dietetics program and will receive a DPD Verification Statement or Foreign Dietitian Education program (FDE) upon completion.

  - Applicants with a DPD Verification Statement more than 4 years old at the time of application may have to meet additional requirements. Please review our Recency of Education Policy.
- Applicants must have a DPD GPA of 3.0 or greater.
- No Ds or Fs in any course on your DPD program's course list.
- Approximately 400 hours of work or volunteer experience is required.
- Applicants to the USU MDA must secure preceptors and training sites prior to the match.
- Applicants must have technological competence.

APPLICATION PROCEDURES

All applicants to the Master of Dietetics Administration program must complete both the USU School of Graduate Studies Application and the DICAS application. The Master of Dietetics Administration does NOT participate in the D&D Digital Match. The priority due date for program applications is January 15th and the open enrollment deadline is February 15th. Applicants applying before January 15th will be notified of acceptance via email before February 15[th.] Applicants applying after January 15 will be considered for program placement contingent upon position availability.

Part 1: Utah State University School of Graduate Studies Application
https://gradschool.usu.edu/apply/

Part 2: DICAS Application
https://www.webadmit.org/session/new

APPLICATION REVIEW PROCESS

MDA faculty will conduct an application review, including the review of all application materials, transcripts, personal statements, references, work/volunteer experience, and phone interviews to score program applications based on an outlined rubric. Applicants that meet the minimum admission requirements, including the identification of preceptors and facilities will undergo a full application review, including a phone interview invitation with USU MDA faculty.

PROGRAM ACCEPTANCE PROCEDURES

Students will sign a program agreement and provide a $500 non-refundable deposit for program placement. The deposit will be applied to future tuition.

Students who accept their appointment with the USU MDA will be in a "conditional acceptance" pending their completion and submission of their final transcripts with DPD course grades, DPD Verification Statement, and proof of degree received. Students will not be allowed to start

supervised experiential learning (SEL) hours or completion of competencies/performance indicators until official acceptance is granted. If students do not complete their degree, receive their DPD Verification Statement, or maintain all other minimum admission requirements, they will be dismissed from the USU MDA program.

IMMUNIZATIONS AND VACCINATIONS:

Immunization records and a TB test are required for students before starting the program. The following vaccinations need to be current: Hep B series, Measles, Mumps and Rubella, Tdap, and COVID-19. Varicella vaccination or titer showing immunity is also required. Additionally, students will be required to obtain a flu shot during flu season. Most experiential learning (SEL) sites require these immunizations and vaccinations. Training facilities may request additional requirements.

Assessed Prior Learning Assessment Policy
Effective date of last revision: July 2022

The Master of Dietetics Administration (MDA) program participates in the Assessed Prior Learning (APL) program recognized by the Accreditation Council for Education and Dietetics Education (ACEND). APL is designed to grant credit for specific supervised experimental learning outlined in the MDA curriculum. Credit is based on the dietetic student's previous work and/or volunteer experience. Coursework or experience required by the Didactic Program in Dietetics (DPD) will not be counted towards APL credit. APL credit is only awarded for an experience that directly related to supervised experiential learning outlined in the MDA curriculum. The APL credit is awarded to students who would not benefit from additional time or training in a specific area of dietetics because their skills already meet the competent or proficient level.

APL applications can be submitted after an applicant is officially accepted into the MDA. Instructions for submission of APL applications and required materials are available to students on the MDA website. APL application materials must be submitted to the faculty member to which the student is assigned. Submitted applications will be reviewed for APL eligibility. Late or incomplete APL applications will not be considered. Applicants are responsible for providing adequate documentation or evidence that they have sufficient knowledge and experience for which credit is being sought. Additional documentation or clarification may be requested. Supervisors listed in the APL application may be contacted to request verification of the applicant's activities and documentation provided in the application. Tuition and fees for the USU MDA remain the same regardless of the amount of APL credit awarded.

A minimum of 1040 hours (40 hours per week for 6 months or 20 hours a week for 1 year) of experience in each practice area must be documented to apply for APL credit. Assignments will NOT be waived unless hours are granted for specific rotations as part of the APL credit. The MDA may award up to 6 weeks of APL credit per student. Exceptions to this rule include applicants who have completed a 900-hour experience under the supervision of a Registered Dietitian Nutritionist and have successfully passed the equivalent to the RD examination to be licensed in states that follow this procedure. Other extenuating circumstances will be addressed on a case-by-case basis.

APL Credit Criteria

- Foodservice Systems Management (FSSM) * Applicable experience: School FSSM ONLY
    - 6 months-1-year (full-time or equivalent) work experience = up to 1 week APL credit
    - 1-5 years (full-time or equivalent) work experience = up to 2-3 weeks APL credit
    - 5+ years (full-time or equivalent) work experience = up to 4 weeks APL credit
- Community Nutrition
    - 6 months-1 year (full-time or equivalent) work experience = up to 1 week APL credit
    - 1+ years (full-time or equivalent) work experience = up to 2 weeks APL credit
- Clinical Nutrition * Applicable experience: LTC dietary manager
    - 1+ years (full-time or equivalent) work experience = up to 2 weeks APL credit

Conference Attendance Policy
Effective date of last revision: July 2022

Students may have the opportunity to attend professional conferences during the course of the Master of Dietetics Administration (MDA) program. This may be the result of an invitation from a preceptor or a student's desire to attend a conference covering a topic of interest.

Students may request approval from assigned program faculty to count time in attendance at a professional conference toward their required supervised experiential learning (SEL) hours. Students wishing to attend conferences that are scheduled the same time as SEL hours must also need to get approval from their preceptor to attend the conference instead of attending their scheduled rotation.

Faculty approval must be requested prior to the student attending the conference. The conference must be applicable to nutrition and dietetics. In seeking approval, the student should inform the MDA faculty of the date(s) of the conference, the purpose of attending, and its application to dietetics and the student's professional goals.

A maximum of 2 days (16 hours) of time may be counted for conference attendance. If a student arranges to attend more than 2 days of a conference, any time beyond 16 hours will need to be made up in the rotation that was missed. Students will be responsible for arranging with their preceptor the details of conference attendance and making up any missed time if needed.

Documentation of the conference should be included in the student's following weekly report and included on the hour log.

The USU MDA will not be responsible for any fees associated with conference attendance.

Distance Education Instruction and Online Testing Policy
Effective date of last revision: July 2022

The Master of Dietetics Administration (MDA) is an online program that provides education and training in a distance learning format. The program is delivered exclusively online, and the following student characteristics are essential to completing the program:

- Self-directed, independent, and organized learner
- Able to manage time effectively
- Effective written and verbal communication
- Able to identify and utilize a wide range of resources effectively

Distance Education and Online Learning

The MDA maintains processes for ensuring the integrity of the online courses and verifying the identities of online students. All students within the MDA will use the Canvas Learning Management System to access course information including syllabi, learning activities, lectures, quizzes, exams and supervised experimental learning (SEL) activities and evaluations. Each student will access their Canvas account using their university ID (A#) and a unique password that they create. The security of the online learning system verifies the identity of the distance learning student.

For the best learning experience, students obtain access to the following hardware and software to support program success:

- A laptop or desktop computer in good working condition. Chromebooks, iPads, Android devices and iPhones do not meet the minimum requirements for coursework at USU. These types of devices may be used for some coursework but should not be considered a primary device.
- Chrome is the preferred browser and is required for online exams.
- A built-in or external microphone and webcam.
- Students must have daily access to the internet.
- Microsoft Office Suite (Microsoft 365 access available to USU students)
- Adobe Acrobat Reader (Adobe Creative access available to USU students)
- USU students will receive access to box.com, which will provide storage and privacy by using university credentials to log in.

Online Exam Protocols

The MDA program administers online testing using the Canvas Learning Management System and an extension application called Proctorio. The guidelines for completing online exams are as follows:
- Students are required to review all documentation related to online exams prior to taking the first exam. Several online exams will be proctored by Proctorio. Students will download and install the browser to the computer they will use to take the exam. Students must have a webcam to proceed. Before a student can begin the exam, Proctorio will check the computer settings and provide instructions on what settings to change or adjustments to be made before access will be granted to the exam.

During the exam, the following will be restricted:

- The browser will be in full-screen mode during the exam preventing the student from opening any other programs. If the student leaves the exam, it will end automatically.
- Any loss of network connectivity and the exam will end automatically, please make sure the current Student connection is stable during the entire exam.
- The clipboard will be disabled during the exam. Copy and paste functions will not work and the current clipboard will be emptied.
- Once the exam is submitted, the browser cache will be cleared.
- The student will not be able to begin the exam until you disconnect additional screens or monitors.
- The student will not be allowed to open new tabs or windows during the exam.
- The student will not be allowed to print the exam.

The following information will be collected during the duration of the exam:

- The webcam
- The physical location
- The clipboard
- The mouse location
- The browser sizes
- The browser tabs and windows
- The student's head movements
- The student's eye movements
- The student's mouth movements
- The entire screen
- Any other applications running
- Number of display screens connected

USU technical support is available from 8:00am - 8:00pm Monday thru Thursday and 8:00am - 6:00pm on Friday. Weekend hours vary according to semester. Technical support can be contacted at this website https://it.usu.edu or 877-878-8325.

Extenuating circumstances that impact taking the exam will be handled on an individual basis. Students should discuss any potential issues immediately with their MDA faculty. After the student has completed the exam, their MDA faculty may review the video and report generated by Proctorio to ensure that all rules and protocols were followed. If upon review of the report the MDA faculty finds that academic dishonesty occurred, the MDA faculty will follow the procedures as outlined in Article VI of the Student Code and report the violation as outlined in Article VI of the Student Code.

Educational Purpose of Supervised Experiential Learning Policy
Effective date of last revision: July 2022

The Master of Dietetics Administration (MDA) program does not use students to replace employees in Supervised Experiential Learning (SEL) facilities. The purpose of dietetic students in SEL facilities is for the student to gain knowledge, skills, abilities and to gain competence to perform the duties of a registered dietitian nutritionist and prepare students to sit for the Registration Examination for Dietitians upon completion of the MDA.

Affiliation agreements specify the responsibilities of the dietetic student while training at the facility, responsibilities of the facility, and responsibilities of the university.

The MDA does not provide compensation for any part of supervised experiential learning experiences.

Equitable Treatment of Students Policy
Effective date of last revision: July 2022

The Master of Dietetics Administration (MDA) supports the diverse needs of students. The program works to ensure an inclusive environment and equitable treatment by program faculty and preceptors of students from all backgrounds.

The MDA adheres to the USU Policy 303: Affirmative Action/Equal Opportunity as stated here: https://www.usu.edu/policies/303/

Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. Utah State University is committed to creating and maintaining an environment free from acts of sexual misconduct and discrimination and to fostering respect and dignity for all members of the USU community. Any concerns can be directly reported to: https://equity.usu.edu/

Graduation and Program Completion Requirements Policy
Effective date of last revision: July 2022

Upon completion of all program requirements, student will graduate from the program and will be granted a Master's Degree in Dietetics Administration and will be issued a Verification Statement, which will also be submitted to the Commission on Dietetic Registration (CDR) for eligibility to take the Registration Examination for Dietitians. All program requirements as outline below:

- Complete 37 credit hours of required coursework with a grade of B- or better
- Completion of an approved Master's project
- Overall GPA of > 3.0
- Completion of a minimum of 1000 hours of supervised experiential learning
- Students are required to successfully complete all supervised experiential learning and associated assessments such as assignments, case studies, presentations, and exams (80% or higher).
- Student must obtain a 4 or higher out of 7 on all final evaluations of competencies for all supervised experiential learning experiences.
- Documentation that students have met established competencies is maintained through the student's progression through the program.
- Approved Program of Study by Utah State University
- Comply with acceptable professional standards of ethics, display appropriate personal conduct, and demonstrate adequate verbal and written communication skills during the studentship.
- All tuition and fees paid in full.

The program covers three semesters- Fall, Spring and Summer and is designed to take 1 year (12 months) to complete. The maximum time allowed to complete all program requirements and supervised experiential learning experiences is 1.5 years (18 months). Once Utah State University registrar posts a student's master's degree, the Verification Statement will be issued by the program director. Verification statements will be issued within 4 weeks of degree posting.

The USU MDA Director will be accountable for submitting the student's name and information to CDR electronically according to procedures. Students are notified via e-mail when the CDR process is complete.

Insurance Requirements and Liability for Safety, Injury, and Illness Policy
Effective date of last revision: July 2022

Students will be required to meet the insurance requirements described within the affiliation agreements and requirements of the facilities in which they train.

General and Professional Liability Insurance
General and professional liability insurance is provided for all students through Utah State Risk Management Services. The MDA will work with Risk Management to obtain certificates of insurance coverage as required by the training facilities.

Worker's Compensation Insurance
Students enrolled in university sponsored supervised experiential learning, work experience, or providing approved services to the public with cooperating employers are afforded worker's compensation coverage under USU's worker's compensation insurance policy. The MDA will provide facility representatives with certificates of insurance as outlined by the affiliation agreements.

Health, Automobile and Personal Property Insurance
Students will be responsible for their own automobile, health, and personal property insurance. Students are encouraged to maintain adequate protection in case of illness or serious injury. In some cases, the training facility may require proof of insurance coverage.

Travel to and from Training Facilities
Students will arrange their travel to and from supervised experiential learning sites and be responsible for their safety during travel. The student is solely responsible for any costs and insurance incurred due to commuting to and from training facilities.

Illness in Training Facilities
If a student becomes ill in a training facility, the MDA should be notified as soon as practical. The student will cover costs of the illness with their own medical insurance or self-pay. The student is responsible for making up SEL time lost from rotation because of illness. (See policies on Graduation and Program Completion Requirements and Program Calendar, Schedules, Vacations, and Leave of Absence).

Injury in Training Facilities
If a student is injured in a training facility during the course of completing supervised experiential learning, the MDA should be notified as soon as practical. The student may be covered by USU worker's compensation policy. The student will be required to fill out accident report forms provided by the facility, Workmen's Compensation forms, and follow the facility's procedures. A student should contact MDA faculty as soon as possible and get instructions on completing any USU Workmen's Compensation forms. The program director will be responsible for notifying the USU Risk Management department and following their instructions for reporting the injury.

Privacy of Student Information
In general, the Master of Dietetics Administration (MDA) and Utah State University will not release "personally identifiable information" from a student's education record without the student's prior written consent. However, the Family Educational Rights and Privacy Act (FERPA) allows disclosure without student consent under certain conditions. A review of FERPA is available here: https://catalog.usu.edu/content.php?catoid=12&navoid=3144

All students in the MDA are asked to provide a release of information so student health, immunization and background checks can be released to Supervised Experiential Learning (SEL) facilities. This documentation is collected as part of the new student on-boarding process.

Student information is kept electronically on a shared drive which is password protected, available only to the program faculty and staff. No other personal information will be released without the student's permission. Any paper files kept by MDA are in a locked file cabinet in a locked office.

Access to Personal Files
Application Materials
Application materials for applicants who do not meet admission requirements and who are not admitted into the MDA program will be shredded after the official selection and appointment process is complete.

MDA Program Records
Official paper and digital files will be established for each applicant who accepts an appointment in the USU MDA. Included in them will be a copy of the application, DPD Verification Statement, transcripts, and application evaluation documents. These materials are not available for student review. All application materials are kept confidential. Documents that are created or compiled as part of the MDA will also be kept on file. If there are any disciplinary actions or documented remediation with the student, these will be kept electronically on a password-protected server. If a student would like to access any of these documents during the MDA program, they must submit a request to the program faculty. The MDA will also comply with all USU policies and procedures related to academic records: https://catalog.usu.edu/content.php?catoid=12&navoid=3587

Academic Records
Students and former students have the right to inspect and review their education records and should submit such a request through the Office of the Registrar.
https://www.usu.edu/registrar/records/access/

After a student's completion or withdrawal from the program, program faculty and staff will purge paper folders to destroy material that do not need to be maintained. The following records will be kept for a duration of five (5) years: application materials, ongoing student evaluations, transcripts and DPD Verification Statements. MDA Verification Statements and documentation of disciplinary action resulting in termination of the student will be kept indefinitely for all students.

Student Identification
All programs offered through online learning or distance education must verify that the student

who registered for an online or distance education course or program is the same student that participates and completes the course to receive academic credit. The verification of a student's identity begins at the time of admission and registration of the first course. After a student has been through the admission process and is accepted to attend, Information Technology Services is responsible for creating a secure, unique login and password for the accepted student using a FERPA compliant procedure. This unique login and password will be used throughout the program. When a student first logs in, they are prompted to set up security questions that allow electronic retrieval of their password if the student forgets their password. Students may reset their password by visiting the "password reset" link at https://my.usu.edu/.   Students are responsible for maintaining the security of their login information and password. This information may not be shared or given to anyone other than the person to whom they were assigned. Users are responsible for any use and activity of their account. All methods of verifying student identity in online learning protect the privacy of student information under the Family Educational Rights and Privacy Act (FERPA).

Professional Behavior
The Master of Dietetics Administration (MDA) students are expected to demonstrate attributes of professional behavior in all classes, supervised experiential learning (SEL) rotations, and settings. Students will show respect by arriving on time and returning from any scheduled breaks as expected. Cell phone usage should be limited to scheduled breaks or as designated as appropriate by your preceptor.

Professional Communication
MDA students are expected to maintain professional and respectful verbal and written communication with USU faculty and staff, preceptors, and facility staff. Students are expected to return emails within 48 business hours.

Preparation
Preparation for SEL includes contacting preceptors at least two weeks before the SEL begins, completing any pre-rotation facility requirements and assignments by established deadlines, and arriving to SEL sites on-time and ready to learn and contribute. Students should be prepared with necessary tools, which may include items such as note taking materials, writing utensil, calculator, laptop computer, and USU MDA program binder.

Role of Student
The goal of a student in this program is to gain knowledge, skills, and abilities in various settings to prepare for a career in dietetics. Will learn from preceptors and other employees as they practice skills and contribute to the workplace as a member of the team. In program courses, student will learn and apply leadership and management theories and skills. Students in the MDA are more than just observers, students will have opportunities to apply new knowledge and skills, act in leadership roles, but students do not have supervisory authority.

The attitude students bring to the program will impact the experience of both students, faculty, and preceptors. Students should maintain positive attitudes and demonstrate initiative in a respectful manner. Remember that preceptors are volunteers too and their level of experience varies. If there is ever a problem, students should report the issue to their assigned faculty.

Dress and Personal Appearance
An aspect of professionalism is personal appearance. Professional dress in SEL communicates the first impression to clients, preceptors, and staff. The focus should be on the student, their knowledge, competency, and experiences, and not on appearance. This policy defines the acceptable standard of personal appearance for MDA students and the settings in which they are appropriate. MDA students will be required to always wear appropriate attire while in rotation and at all facilities. Students are expected to follow the MDA program dress code in addition to any dress codes set forth by the supervised experiential learning facilities. Always check and comply with facility dress codes.

Name Tag: All students will be provided with an MDA name tag. The name tag should be always worn during your rotations unless the facility prefers you wear a facility-specific name tag or badge. If you lose your name tag, let your faculty know and it will be replaced.

Appropriate dress while in SEL facilities:
- Jewelry should be limited to one or two items at a time
- Body piercings should be limited to ears
- Tattoos should be covered
- Makeup (if used) should be conservative
- Cleavage should be covered
- Hair and facial hair must be neatly trimmed
- Long hair should be clean, combed and not impede duties
- Hairnets and beard nets may be required
- Nails should be neatly trimmed and free of polish
- If heels are worn, they should be appropriate for the setting and not impede work or safety
- Closed toes shoes should be worn in all clinical facilities and food service facilities
- Perfume, cologne, aftershave or highly scented lotions should not be worn as patients or clients may be sensitive
- A white lab coat may be required at some facilities on patient care units
- Scrubs may be worn if approved by the facility

Inappropriate dress in all situations:
- Strapless dresses or sundresses
- Sheer clothing items
- Athletic wear
- Bare midriffs
- Convertible zip-off pants
- Denim pants
- Any clothing in poor condition

Program Calendar, Schedules, Vacations and Leave of Absence Policy
Effective date of last revision: July 2022

Program Calendar
The MDA admits applicants once a year in the Spring semester for a Fall semester start. Students will attend program orientation (Dietetics Career Essentials) the first week of August of each year. The MDA program is an accelerated 1-year program, from August to August, with didactic coursework each semester, and supervised experiential learning in the fall and spring semesters. All students are required to attend orientation prior to starting program coursework or Supervised Experiential Learning (SEL).

Following the completion of orientation, students will begin Supervised Experiential Learning (SEL) according to their master schedule. Students will complete didactic coursework according to Utah State University semester timelines. Fall semester starts in mid-August and ends in December. Spring semester begins in January and ends in May. Summer semester begins in May and ends in July. Holiday closures will follow the official USU Holiday Schedule.

The MDA observes these holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Freedom Day, Independence Day, Utah Pioneer Day (7/24), Labor Day, Thanksgiving Day, Christmas Day. Students may take the holiday off if desired and if approved by their preceptor. Observed holidays may not be counted as practice hours. If a holiday falls within a SEL and the student chooses to take the time off, the student must make up the hours. Students may choose to complete SEL hours on holidays if approved by the preceptor.

Students are encouraged to meet with the program faculty regarding their program of study regularly throughout the program. All important dates and deadlines are available in the online Academic Calendar: https://catalog.usu.edu/content.php?catoid=12&navoid=3320

Sample Program Schedule:

Fall: 15 credits
NDFS 6450 Dietetics Career Essentials (1)
NDFS 6251 Advanced Clinical Nutrition (2)
NDFS 6250 Clinical Nutrition Experience (7)
NDFS 6051 Advanced Community Nutrition (2)
NDFS 6770 Dietetic Leadership and Management 1 (3)

Spring: 13 credits
NDFS 6350 Food Service Management Experience (5)
NDFS 6351 Advanced Food Service Management (2)
NDFS 6780 Dietetic Leadership and Management 2 (3)
NDFS 6050 Community Nutrition Experience (3)

Summer: 9 credits
NDFS 6580 Research Principles in Dietetics (3)
NDFS 6570 Communication Techniques in Dietetics (3)
NDFS 6980 MDA Master's Project (3)

Master SEL Schedule
Each student will have a unique Master Schedule documenting the required SEL rotation types and hours. Students will be responsible to create a master schedule outlining the dates they will complete required hours of SEL within each required experience. Students training outside of Utah will coordinate SEL schedules with their preceptors and get final approval from MDA faculty. Students completing SEL as a Utah-hybrid student will coordinate SEL with MDA faculty. Students training in Utah will be provided rotations dates for their master schedule that meets program and SEL requirements. Students are required to schedule and complete approximately 40 hours of SEL per week of required experience; however, scheduled time in SEL rotations should not exceed 40 hours per week. Variations in schedules may be required based on preceptor's work hours and any change will be approved by MDA faculty. If weekend work is scheduled, the student will be given time off during the week to compensate.

Additional SEL
In some instances, students may wish to voluntarily extend a SEL or add an extra SEL hours to the minimum required by the MDA to gain more experience or see a wider variety of settings and facilities. Students will be limited to one (1) additional or extended SEL, adding a maximum of three (3) weeks to the overall SEL schedule. Additional SEL will not result in changes in tuition, or adjustments in the number or type of learning activities to be completed in SEL. Students will be expected to submit preceptor, facility, and final evaluations for all SEL that are completed.

Progression of SEL
Knowledge, skills, and abilities will be developed throughout each experience. Each experience will start with basic skills and tasks and move on to more advanced skills. SEL experiences can be completed in any order, but it is recommended that students complete each core SEL in its entirety before moving to another core area (e.g., completing all clinical SEL before moving to FSSM SEL or Community SEL). This is not always possible, and students may need to break up a SEL to accommodate another SEL based on preceptor availability.

Daily Schedule
Preceptors set the hours of the student's daily schedule at the training facility. The preceptor and student may adjust the daily schedule and notify the MDA faculty (e.g., switching from five-8-hour days to four-10-hour days). Students are expected to report on time for all SEL unless their absence has been approved by their preceptor and the MDA faculty. If the facility is open and the preceptor is working, the student is also expected to be in rotation. Students will follow scheduling conventions of the training facility for meal and break periods.

Attendance, Absence, Tardiness
In the case of an unavoidable absence during an SEL experience, the preceptor and MDA faculty must be notified prior to the absence if possible or as soon as possible after the absence. Tardiness is unacceptable and may lead to retention and remediation procedures. All excused or unexcused missed SEL hours must be made up.

Facility Closures
There may be times during a student's SEL when their training facility closes unexpectedly for one or more days. In such instances, when the student is unable to attend the SEL facility as planned and is not engaged in their SEL schedule, the hours must be made up to ensure that the required number of hours are accrued, and competencies are developed. Students should discuss make-up

time with their preceptor and MDA faculty and adjust the master schedule to ensure all requirements are met.

In rare circumstances, students may work on projects assigned by preceptors at home. The student must receive prior approval from the MDA faculty and preceptor for any hours completed at home. Completing MDA assignments and coursework will not be counted toward fulfilling SEL hours. Students should contact the MDA faculty for permission, questions, and clarification.

Extended Breaks, Vacations, and Holidays
Time not spent in rotation will not be counted toward the required SEL hours. Students may schedule extended breaks to accommodate holidays, weeks when their training facilities are closed, for the convenience of the preceptor, or if the student needs time off for personal matters. If the student wishes to take time off during the SEL experience, they will submit their request to the MDA faculty with a revised Master SEL Schedule reflecting the change. Preceptors must approve all schedule changes. The students are still expected to complete all program requirements within the 3- semester time frame. If needed, students can request a leave of absence.

Leaves of Absence are available upon discussion with program director and faculty. Depending on the circumstances for the leave of absence, specific forms will be completed by the student. For more information regarding Leave of Absence policies, please visit: https://www.usu.edu/sots/loa/

Recency of Education Policy
Effective date of last revision: July 2022

The Master of Dietetics Administration (MDA) requires students have a current foundational knowledge of dietetics. The Recency of Education policy outlines the requirements for all prospective applicants to the MDA program.

Students must have a Verification Statement that is no more than 4 years old at time of application. If a prospective applicant's DPD Verification Statement is more than 4 years old at time of application, the prospective applicant can update coursework to meet recency requirements. Any coursework completed to meet recency requirements must follow the guidelines described below.

Updated Coursework Criteria:
- **Verification Statement older than 4 years:**
  o Medical Nutrition Therapy or Clinical Nutrition- 6 credit hours
- **Verification Statement older than 8 years:**
  o Medical Nutrition Therapy/Clinical Nutrition- 6 credit hours
  o Nutritional Biochemistry or Nutrient Metabolism- 3 credit hours
  o Foodservice Systems Management (FSSM)- 3 credit hours
  o Community/Public Health- 3 credit hours
- **All course(s) must be completed for credit with a letter grade regardless of DPD Verification Statement date.**

Documentation of the updated coursework must be included in the application. In some cases, work experience focused in a specific area (e.g. foodservice, community) may be counted in place of coursework. However, clinical work experience may not be substituted in place of coursework.

Prerequisite course work in place of DPD Verification Statement
In the case that an applicant is completing the list of prerequisite courses in place of a DPD Verification Statement, 6 credit hours of Medical Nutrition Therapy or Clinical Nutrition must be taken within the last 4 years and other prerequisite courses must have been taken within the last 8 years. Updating coursework should follow the same guidelines above.

Options for Updating Coursework
The Academy of Nutrition and Dietetics provides a listing for all accredited dietetic programs in the United States: https://www.eatrightpro.org/acend/accredited-programs/didactic-programs-in-dietetics. Coursework can be taken on campus or in a distance format. The MDA encourages prospective applicants to contact the DPD program that issued their original DPD Verification Statement for additional information on updating required coursework.

Prospective applicants with updated coursework should contact the MDA program director to discuss their application prior to application deadline.

Students will remain in good standing if they are meeting the expectations of the MDA including earning a grade of B- or better in all courses, a score of 4 or above on final supervised experiential learning (SEL) evaluations, complete all tasks and assignments associated with competencies and performance indicators, as well as demonstrate professionalism in all settings.

If any of the expectations described above are not being met, a remediation plan will be developed. Situations that may indicate the need for a remediation plan: earning a grade of lower than a B- in any MDA course; communication from a preceptor expressing concern that student is not meeting expectations; concern of unprofessionalism by preceptor; not meeting assignment and task deadlines; poor communication with MDA faculty or staff; failing to complete facility requirements for SEL onboarding, academic dishonesty, or other concerns identified by the MDA faculty. In the case that a remediation plan is needed to address lack of knowledge, skills, and abilities to meet competencies or performance indicators within the program, the USU MDA will provide suggested resources for skill development, including but not limited to tutorial support.

First Warning
A First Warning is the initial step in a remediation plan. The MDA faculty will inform the student of the conduct or performance concern via phone or email. Specific expectations for improved performance or conduct will be outlined and discussed with the student. The student will receive guidance from the MDA faculty and other appropriate support persons to aid the student in successfully improving performance and meeting expectations for successful completion of the program. If needed, a timeframe within which to meet program expectations will be set.

Second Warning
If the expectations and timeline set forth in the First Warning are not met or additional conduct or performance problems develop, a Second Warning will be the next step in the remediation plan. Specific performance or conduct problem(s) will be communicated to the student via phone and email. The remediation plan may involve a change in a rotation setting or schedule. If necessary, the MDA faculty will assist as needed to facilitate this change.

Probation: Unsatisfactory performance in a supervised experiential learning (SEL) rotation, as indicated on a final SEL evaluation, complaint by preceptor, inability to successfully complete SEL requirements in a timely manner (see Evaluation of Students policy), or failing graduate coursework in the MDA program may be a cause for immediate probation superseding the outlined first and second warnings. MDA faculty will carefully review the facts, including speaking to the preceptor, student, and any others involved during this process. In the case that a student is placed on probation, a remediation plan will still be developed and provided to the student.

MDA faculty will notify the student of probationary status. A letter stating the reason for probation and required behavior, details of the remediation plan, performance requirements and time frames for re-evaluation will be specified. The MDA faculty will be available by phone to discuss the contents of the probation letter with the student. The MDA Director will be informed of communication and probationary status. The student will receive guidance and counseling from MDA faculty and other appropriate support persons to successfully improve performance or behavior.

The duration of the **probationary period** will be determined by MDA faculty. At the end of the probationary period, the MDA faculty will write a letter indicating if the student has met the remediation requirements. If remediation is not successful following the above steps, the next step will be dismissal from the program.

Termination and Dismissal from Program

If remediation is not successful following the steps outlined above, the next step will include dismissal from the Master of Dietetics Administration (MDA) program. The MDA program director will notify the student in a letter that they have been dismissed. The student may present a written or verbal appeal of the dismissal through the steps of the Student Complaints, Grievance, and Due Process policy within five working days of receiving the letter of dismissal.

Students judged to have academic difficulties (e.g. poor grades, failing or at risk of failing to satisfy program requirements) will receive notice from the program faculty with specific suggestions as to how these problems might be remedied and the date by which such actions must be taken.

Documentation of warnings, remediation and or/termination will be kept in the student's electronic file.

Reference: The *Code of Policies & Procedures for Students at Utah State University*, full text at www.usu.edu, Index, listing under "student code".

For matters pertaining to academic programs, curriculum, and/or specific standards and expectations, students should seek the advice of the Master of Dietetic Administration (MDA) faculty. All faculty members in the MDA are available to guide and assist students in the completion of the program. If problems arise, the following is recommended to achieve resolution:

Step 1: Discuss the concern directly and privately with the individual(s) involved (student, faculty, preceptor etc.) If the problem cannot be resolved at this level, discuss concerns with program faculty. Program faculty will recommend that all students with program complaints (regarding faculty, coursework, ethics, etc.) submit an email documenting key details of the complaint including name, topic area for complaint (faculty/staff, preceptor, course, guidelines/policies or other), description of complaint, and desired outcome. The faculty will work with the student to resolve the issue.

Step 2: If the issue cannot be resolved at this level, the next appropriate step would be to discuss student concerns with the MDA program director. The program director will make an appointment with the student to review the complaint and discuss next steps to achieve desired outcomes. https://caas.usu.edu/ndfs/directory

Step 3: If the issue cannot be resolved at this level, the next appropriate step is to discuss concerns with the Nutrition, Dietetics and Food Sciences Department Head. https://caas.usu.edu/ndfs/directory

Step 4: If resolution is not reached at this level, the NDFS department head will advise of further appropriate action.

Additionally, the USU grievance process can be found at: https://www.usu.edu/academic-support/conflict/academic_grievances

The MDA program director will keep written documentation of student complaints, progress of the resolution and final decision. Record of actions and decisions will be secured in accordance with USU practices on confidential student records. The MDA program director will keep the NDFS Department Head, and any other necessary parties informed. A record of student complaints related to ACEND accreditation standards, and the corresponding resolution will be kept on file for at least seven years. Retaliation against an individual who has made a complaint is prohibited.

ACEND's role in complaint process
Students have the right to file a written complaint related to the ACEND accreditation standards directly to ACEND. The written complaint must be submitted to ACEND directly only after all other options with the MDA have been exhausted. Students may contact ACEND by email at acend@eatright.org or via the Internet: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a- complaint-with-acend.

Monitoring and evaluation of student performance will occur at regular intervals by both Master of Dietetics Administration (MDA) faculty and preceptors to ensure early detection of academic difficulties within the program.

Monitoring and Evaluation by USU MDA Faculty
Each student in the program is assigned to a program faculty member who will work with them closely for the duration of the program. Students will be monitored and evaluated by MDA faculty on a regular basis including knowledge, skills, abilities, professional and ethical behaviors, and academic integrity. Students will be required to attend office hours on a scheduled basis. Students are required to communicate with their assigned faculty member at least weekly while completing Supervised Experiential Learning (SEL) to share regular reports of performance and progress. Students will report on assignments and activities completed in practice facilities and will be able to ask questions and address concerns. MDA faculty will respond to students weekly and will address questions and concerns in a timely and professional manner. All weekly communications are recorded in Canvas. MDA faculty will check in with preceptors during SEL to inquire about performance, professionalism, ethics, and achievement of competence. At the end of each rotation, MDA faculty will review final evaluations as well as complete a professionalism evaluation, and issue course points in SEL rotations.

MDA faculty will monitor and evaluate students' performance for signs of academic difficulty. Any concerns will be shared with the student and the program director. Every effort will be made to address concerns promptly and adequately to facilitate student's progression and success in the program. In the case there are concerns regarding coursework outside of SEL, program faculty can speak with the students' assigned faculty or the program director to determine the best course of action for continued monitoring and evaluation. If needed, the process and procedures outlined in the Retention and Remediation Policy will be followed.

Evaluation by Preceptors
Students' knowledge, skills and abilities will be evaluated by preceptors using standard MDA evaluation forms. Preceptors have access to all evaluation forms through the students as well as the Preceptor section of the program website and can download and print forms at any time. The Final Evaluation for SEL experiences will be completed by the preceptor at the end of each SEL experience. The comments and ratings on the evaluation will be reviewed with the student. This evaluation will address the student's overall performance of the competencies completed in that rotation. The evaluation also reports on student conduct, communication, and professional ethics demonstrated in the rotation. The scale is based on preparation for entry-level RDN work. On the Final Evaluations for SEL, a score of four (4) or greater on each element is considered competent and passing.

A remediation plan will be developed for students who score less than a 4 on any competency or skills on any rotation Final Evaluation (see the Retention & Remediation Procedures Policy). It is the students' responsibility to be familiar with all the evaluation forms and the criteria. Students have access to all evaluation forms on the program website and on Canvas.

As a Utah State University student completing the Master of Dietetics Administration program, students have access to the following student support services: Financial Aid, Disability Resource Center, Library Services, Academic Success Center and Counseling and Psychological Services. Detailed information about these services is listed in the Utah State University General Catalog or at the websites listed below.

Financial Aid: https://www.usu.edu/finaid/
Disability Resource Center: https://www.usu.edu/drc/
Library Services: http://library.usu.edu/
Academic Success Center: https://www.usu.edu/academic-support/index
Counseling and Psychological Services: http://counseling.usu.edu/

Career Services: https://www.usu.edu/career-design-center/

Other important links:
MyUSU: https://my.usu.edu/
- MyUSU is a unified gathering place for meaningful connections in the USU community School of Graduate Studies: https://gradschool.usu.edu/

General Catalog: https://catalog.usu.edu/
Registrar's Office: https://www.usu.edu/registrar/
Office of Equity: https://www.usu.edu/equity/

The Master of Dietetics Administration (MDA) has procedures in place for the selection and evaluation of the Supervised Experiential Learning (SEL) facilities, meeting facility requirements, and maintaining written agreements with institutions, organizations and/or agencies where MDA students will complete SEL.

Selection
Prior to applying, prospective students obtain commitments from preceptors/facilities for potential SEL sites based on the directions given on the MDA website under "Finding Preceptors". Preceptors complete onboarding paperwork including both facility and preceptor information to ensure preceptor and facility meet program requirements. If the preceptor/facility has worked with a past MDA student, the preceptor paperwork will be checked for recency. Existing preceptor paperwork is reviewed each year that the preceptor/facility is used by a student.

Preceptor/Facility Evaluation
Preceptor/facility paperwork is reviewed during the application screening process. MDA faculty and staff review preceptor paperwork for credentials, length of employment, size of facility, and ability to provide adequate experiences for the rotation. If the applicant has arranged SEL with a facility that is deemed inappropriate or inadequate for the rotation, the MDA faculty will contact the applicant and request that a new SEL site is located that meets requirements as outlined in the Preceptor and Facility Option List. Occasionally students will change a SEL facility mid-year and must submit new preceptor paperwork for review.

Ongoing Preceptor Evaluation
Preceptors and facilities are evaluated by the students using the Preceptor Evaluation at the end of each part of SEL. The student then submits the evaluation to Canvas where it will be reviewed by MDA faculty. After the review of the evaluation, content is shared with preceptors by MDA faculty/staff. The evaluation provides the opportunity to communicate strengths of the experience and areas of improvement with the preceptor. If it is determined that a specific facility or preceptor should not be used in the future, this is noted in the Affiliation and Preceptor database and on the affiliation agreement.

Affiliation Agreements
A signed affiliation agreement must be on file for each facility where a MDA student plans to complete SEL rotations or hours. Exceptions might include:
- If a student goes for observation or volunteer time for a few hours or a day at another agency while under the supervision of the preceptor at their scheduled rotation facility.
- If the facility is part of, or associated with, Utah State University (i.e. Utah State University Extension agencies).

The affiliation agreements and facility requirements are tracked and organized by the MDA. This process includes:
- Communication to the student of any requirements beyond the standard USU MDA requirements (e.g. drug screens, health and auto insurance, finger printing, additional background checks or immunizations, etc.)
- Gathering and organizing these additional requirements and providing them to the facilities, if required by the affiliation agreement

- Providing the facilities with any insurance certificate documentation, if required, including professional and general liability insurance and workers' compensation.
- Working with the MDA faculty to provide any additional requirements from the MDA such as SEL expectations and competencies.

The MDA facilitates the completion of affiliation agreements with each SEL facility. Agreements delineate the rights and responsibilities of both parties. The MDA provides a standard affiliation agreement or, at the preference of a facility, will use a facility specific agreement. Agreements that are completed using the MDA standard templates can be signed by the MDA program director. Facility specific agreements are reviewed and approved by the USU Office of Legal Affairs and Risk Management and signed by the Associate Vice President of Finance. All signed affiliation agreements are kept electronically.

Student Facility Requirements
All students will complete a minimum set of on-boarding requirements including:
- Criminal background check
- Proof of required vaccinations and immunizations
- BLS training from the American Heart Association

All additional requirements will be communicated to the student via email by MDA staff with a deadline for completion. Each student is responsible for arranging and paying for additional requirements required by SEL facilities. Some students will be required to complete additional requirements or repeat requirements as outlined in the affiliation agreement or communicated by facility.

Drug Screens
Some facilities require a drug screen or expanded background check. It is the decision of the training facility to refuse to train a student based on the results of the drug screen or background check. Marijuana/cannabis remains a federally illegal substance in the United States. Although several states have laws in place that permit the use of marijuana in some form (medical or recreational use), facilities have the right to drug test and many facilities still have zero-tolerance policies. If a student has a positive result on a drug screen or a flagged item on a background check that prohibits them from training at a facility, students will need to find a new training site for their rotation. If a student is unable to find a replacement facility to train them, they may lose their appointment to the MDA. Refer to the Graduation, Program Completion Requirements Policy for more information.

Supervised Experiential Learning (SEL) Documentation Policy
Effective date of last revision: July 2022

Utah State University Master of Dietetics Administration (USU MDA) students are required to complete a minimum of 1000 hours of supervised experiential learning (SEL) as part of program requirements. The total program is estimated at 1080 hours. The hours will be documented on daily hour logs and verified by preceptors and MDA faculty.

The MDA requires students to participate in a minimum of 1000 SEL hours, distributed among required experiences below:

Supervised Experiential Learning	Approximate hours
Clinical Nutrition	520
Food Service Management	320
Community Nutrition	160
MDA Project	80
Total	**1080**

Supervised experiential learning is defined as hours spent in activities in work environments under the guidance and oversight of a qualified preceptor. Students are provided with a daily hour log form for each SEL experience. Students will complete a daily hour log for each experience, documenting the time in training facilities and a brief description of daily activities. Time spent in each training facility will be verified by the preceptor and the student and is submitted in Canvas for program faculty review.

There are no planned alternative activities as part of the program SEL. In rare circumstances, students may work on facility projects at home, as detailed in the Schedules and Program Calendar policy. If extenuating circumstances require alternate supervised experiential learning, these hours will be documented independently of regular SEL hours.

Credit given for assignments and SEL through assessed prior learning, or APL credit, will be determined and documented according to the APL Policy.