Master of Science in Nutrition Sciences
Dietitian Education Program

Accreditation Council for Education in Nutrition and Dietetics
Coordinated Program in Dietetics

UAB SCHOOL OF HEALTH PROFESSIONS
DIETITIAN EDUCATION PROGRAM TRACK
DIETITIAN EDUCATION PROGRAM GRADUATE CERTIFICATE
2018-2019

STUDENT HANDBOOK
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INTRODUCTION

DEAN’S WELCOME MESSAGE
Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation’s leaders in the health care industry. We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master’s, and doctoral levels with over 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and a Master’s in Biomedical and Health Sciences, which can be completed within eleven months. Our newest program is Health Physics, and we have many other well-established curriculums. Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration, and enjoy being in high demand within the job market. Our first-time student exam pass rate on credentialing exams is an astounding 98 percent.

All of our programs with rankings preside among the nation’s top 25 of the U.S. News and World Report. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in healthcare, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: ‘be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance’. I look forward to seeing you grow in your respective field and watching you become the professional we know you can be.

Harold P. Jones, PhD
Dean, UAB School of Health Professions
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts nationally ranked programs. What began in the 1950’s as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970’s and 80’s the school’s offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences.

Dr. Harold Jones became the school’s dean in 2001. Through his visionary leadership and guidance the school is experiencing unparalleled success. Up until that time, the SHRP’s programs were housed in various locations throughout the UAB campus. However, in the spring of 2002, many of the classrooms, laboratories and faculty offices moved to the newly completed School of Health Professions Building (SHPB). This was the first building dedicated to housing health related programs since their original grouping more than 30 years prior.

Today, the school is the School of Health Professions, and is comprised of more than 25 programs – at the baccalaureate, master’s and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB). With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation’s top 25
- Research funding is over $14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB’s mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions’ mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow’s healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:
• Academic Coaching
• Tutoring and Supplemental Instruction
• Campus Resource Referral
• Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university’s non-academic conduct policies. Subcommittees of SAC include the following:

• Homecoming
• Orientation
• Student Activities
• Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

**OSRES** - Location: SHPB 230  Telephone: 205-934-4195 or 205-934-4194  Email: shp@uab.edu
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR
All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at www.uab.edu/academiccalendar.

ACADEMIC HONOR CODE (UAB)

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.

For more information go to: www.uab.edu/students/one-stop/policies/academic-honor-code

AskIT
AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555  Email: askit@uab.edu  Website: https://uabprod.service-now.com/ess_portal/home.do
ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.

- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
• Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.

• Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.

• Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.

• Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

BACKGROUND CHECK
SHP students are required by policy, to undergo a background check using the school’s approved vendor, CastleBranch [www.castlebranch.com], at the time of program admission, and again, prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

BLAZERID / BLAZERNET / EMAIL
BLAZERID: All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid]. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one’s BlazerID, select “Activate Accounts.”

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu] then choose UAB Quicklinks.

Email: [uab.edu] Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

BLAZER EXPRESS
The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [www.uab.edu/blazerexpress/].
BOOKSTORES
Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

**UAB BARNES AND NOBLE BOOKSTORE**
Location: 1400 University Blvd, 35233
Hours: M – F 9:00 a.m. – 5:00 p.m.; Sat 7:00 a.m. – 6:30 p.m.; Sun - Closed
Telephone: (205) 996-2665  Website: [http://uab.bncollege.com](http://uab.bncollege.com)

**SNOOZY’S BOOKSTORE**
Location: 1321 10th Avenue South
Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 328-2665  Fax: (205) 933-2229
Email: info@snoozysbookstore.com  Website: [www.snoozysbookstore.com](http://www.snoozysbookstore.com)

CAMPUS ONECARD
The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onedcard](http://www.uab.edu/onedcard).

CAMPUS MAP
UAB’s campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

CANVAS LEARNING MANAGEMENT SYSTEM
The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). Students should monitor their course sites routinely for communication from faculty and manage course assignments.

COUNSELING SERVICES
The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health and Wellness Center at 1714 9th Ave. South. For more information, call 205-934-5816 or [www.uab.edu/studenthealth/counseling](http://www.uab.edu/studenthealth/counseling)

STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)
Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students’ behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: [http://www.uab.edu/students/sarc/services/student-conduct-code](http://www.uab.edu/students/sarc/services/student-conduct-code)
**DISABILITY SUPPORT SERVICES (DSS)**

“DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.”

“DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship.”

To apply for accommodations contact DSS. **Note: You must have your Blazer ID and password.**

- **Telephone:** (205) 934-4205 or (205) 934-4248 (TDD)  
  **Fax:** (205) 934-8170  
- **Email:** dss@uab.edu  
- **Website:** [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

**DRUG SCREENING**

By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building. For more information visit: [http://www.uab.edu/shp/home/about-shp/student-services](http://www.uab.edu/shp/home/about-shp/student-services)

**EMERGENCIES**

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

- **UAB Police:** Dial 911 from a campus phone  or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

- **Weather & Emergency Hotline:** (205) 934-2165  
  - University home web page: www.uab.edu
- **Webpage:** [www.uab.edu/emergency](http://www.uab.edu/emergency)  
  - Announcements on BlazerNET
- **Twitter@UABALERT:** [www.twitter.com/uabalert](http://www.twitter.com/uabalert)  
  - [facebook.com/UABALERT](http://facebook.com/UABALERT)
- **Cell phone messages and SMS text – register for B-ALERT notices** via [www.uab.edu/balert](http://www.uab.edu/balert)

**DIVERSITY, EQUITY AND INCLUSION (DEI)**

The mission of DEI is to “… champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel…” Inspired by “… what we value, what we learn from research and what we teach and share with the world.” DEI’s goal is “… to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day.” Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: [http://www.uab.edu/dei/](http://www.uab.edu/dei/)

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites: [https://sa.uab.edu/enrollmentservices/ferpa/](https://sa.uab.edu/enrollmentservices/ferpa/); If you have questions or concerns about FERPA issues,
you may email FERPA@uab.edu, or contact the SHP Office for Student Recruitment, Engagement and Success.

**FINANCIAL AID**
The University of Alabama at Birmingham can be added to your FAFSA application at any time. For additional questions, please contact the Office of Financial Aid located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website www.uab.edu/students/paying-for-UAB.

**FOOD SERVICES**
Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.

**GRADUATE SCHOOL**
The UAB Graduate School offers doctoral programs, post-master’s specialist programs, and master’s level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at www.uab.edu/graduate/.

**GRADUATION**
All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to www.uab.edu/commencement/degree-applications. SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon prior to the university commencement ceremonies being held the next morning on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: http://www.uab.edu/commencement/

**STUDENT HEALTH AND WELLNESS**
The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3581.

**MEDICAL CLEARANCE**
SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: www.uab.edu/students/health/medical-clearance/immunizations. Supervised practicum facilities may require additional immunizations to be completed by students prior to scheduled rotation.
HIPAA TRAINING
The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at www.uab.edu/learningsystem. Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)
Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website www.uab.edu/irb

INTELLECTUAL PROPERTY
Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

LACTATION CENTERS
Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at www.uab.edu/women/resources/campus-lactation-centers.

LIBRARIES AND LEARNING RESOURCE CENTER
UAB’s libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.
Learning Resource Center (LRC)
The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: http://www.uab.edu/lrc/
Located: 1714 9th Avenue S. Phone: (205) 934-5146 Email: shplrc@uab.edu
Hours: Monday – Thursday 7:00 am – 8 pm; Friday 7 am – 5:30 pm; closed weekends

Lister Hill Library of the Health Sciences
This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.
Location: 1700 University Boulevard Phone: (205) 934-2230
Website: www.uab.edu/lister/

Mervyn H. Sterne Library
A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13th Street South  
Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)  
Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

**ONESTOP STUDENT SERVICES**

If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787. [onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

**PARKING**

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [www.uab.edu/parking](http://www.uab.edu/parking).

**PATIENT CARE PARTNERSHIP**

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.


**PLAGIARISM AND TURNITIN**

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

**RECREATION CENTER**

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).
**Scholarships: Blazer Scholarship Management and Resource Tool (B-SMART)**

The OSRES manages the School of Health Professions’ scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

*National Alumni Society Dean’s Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Carol E. Medders Endowed Scholarship* – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need.

*SHP Dean’s Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

*Sandra Dunning Huechtker Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

You must visit B-SMART [http://www.uab.edu/students/paying-for-college/](http://www.uab.edu/students/paying-for-college/) to apply.

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.
**SOCIAL MEDIA**

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School’s official sites are the following:

- Twitter: [https://twitter.com/uab_shp](https://twitter.com/uab_shp)
- Vimeo: [http://vimeo.com/uabshp](http://vimeo.com/uabshp)
- Facebook: [www.facebook.com/UABSHP](www.facebook.com/UABSHP)
- LinkedIn: [www.linkedin.com/groups?gid=3596638](www.linkedin.com/groups?gid=3596638)
- YouTube: [www.youtube.com/uabshp](www.youtube.com/uabshp)
- Website: [www.uab.edu/shp](www.uab.edu/shp)

The School’s Academic Affairs Committee published the following guidelines:

<table>
<thead>
<tr>
<th>The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Use</strong> - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy, the authorized employee may post on a social network profile: the University’s name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.</td>
</tr>
<tr>
<td><strong>General Use</strong> - The following guidelines are strongly suggested:</td>
</tr>
<tr>
<td>1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.</td>
</tr>
<tr>
<td>2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.</td>
</tr>
<tr>
<td>3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.</td>
</tr>
<tr>
<td>4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.</td>
</tr>
<tr>
<td>5. Do not post any confidential or sensitive information online.</td>
</tr>
<tr>
<td>6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.</td>
</tr>
<tr>
<td>7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.</td>
</tr>
<tr>
<td>8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.</td>
</tr>
</tbody>
</table>

**TUITION AND FEES**

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses.
SHP programs have specific fees attached to programs, courses or laboratories. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at www.uab.edu/shp/home/admissions-tuition/tuition. Payment deadlines for each semester are published on the official academic calendar and on the UAB website at www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

**WEATHER**

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at www.uab.edu/emergency/preparedness. Other information sources include:

- Webpage: www.uab.edu/emergency
- B-ALERT system: www.uab.edu/balert
- Hotline: (205) 934-2165
- WBHM Radio (90.3 FM)

**WITHDRAWAL FROM COURSE / PROGRAM**

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the handbook for additional information.

Check the Academic Calendar for deadlines: https://www.uab.edu/students/academics/academic-calendar
SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN
www.uab.edu/shp/home/images/PDF/SHP_Background_and_Drug_Screen_Policy05_2012.pdf

GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS
www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

IMPAIRMENT AND SUBSTANCE ABUSE
www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf

PLAGIARISM
www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf
Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

CLASSROOM BEHAVIORS
ATTENDANCE / ABSENCE (UNDERGRADUATE)
http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext

HEALTH
AIDS AND HIV INFECTION
www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx

BODY FLUID EXPOSURE
www.uab.edu/humanresources/home/employeehealth/reportingexposures

IMMUNIZATIONS
www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx
SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION
www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx

DRUG FREE CAMPUS (GENERAL POLICY)
www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx

Drug-free Campus Policy for Students (Attachments)
Attachment A - www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx
Attachment B - www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx
Attachment B.1 - www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx
Attachment C - www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx

NONSMOOKING
www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)
www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx

COMPUTER SOFTWARE COPYING AND USE
www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT
www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx

RESEARCH AND SCHOLARLY ACTIVITIES

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES
www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx

PATENT (INTELLECTUAL PROPERTY)
www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS
www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at www.uab.edu/policies/Pages/default.aspx.
SECTION 3 – DIETITIAN EDUCATION PROGRAM POLICIES

DEPARTMENT OF NUTRITION SCIENCES INTRODUCTION

Welcome to the UAB MS in Nutrition Sciences, Dietitian Education Program. The faculty and staff of the University of Alabama at Birmingham’s Dietitian Education Program join together in welcoming you. We are very pleased that you have selected the Dietitian Education Program in the UAB Department of Nutrition Sciences to pursue your professional education and training. This handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the DEP. The DEP Student Handbook is not intended to be all-inclusive, it is a supplement to the UAB Graduate Handbook. Each student is required to review this handbook thoroughly and to retain it as a source of ready reference. At the end of the DEP Student Handbook are two signature pages for you to sign and return to the program director, indicating that you have read and agree to the policies outlined. This must be done prior to the first day of the program. The policies and procedures contained in the handbook provide a basis and a rationale for the fair and equitable treatment of all DEP participants. The DEP Student Handbook outlines accepted policy based on compliance with the 2017 Academy of Nutrition and Dietetics’ Standards of Education, and provides the framework within which the program director, University faculty, staff, and students can work together effectively.

DIETITIAN EDUCATION PROGRAM TRACK

DIETITIAN EDUCATION PROGRAM CERTIFICATE

The MS in Nutrition Sciences, Dietitian Education Program (DEP) is an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Coordinated Program with two educational options: the DEP Track is five semesters in length and the DEP Graduate Certificate (DEP-C) is 4 semesters in length after completing coursework in the MS in Nutrition Sciences, Lifestyle Management and Disease Prevention Track (LMDP).

After successfully completing the DEP Track or DEP- C, you will receive a Master of Science degree in Nutrition Sciences and a verification statement that enables graduates to take the national Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR). Please contact the program director Claudia Follette MS, RDN, LD if you are having trouble deciding which of the two program tracks is right for you at follette@uab.edu

PROGRAM PHILOSOPHY

The philosophy of active learning guides our curriculum. Students receive up to 300 hours of alternate practice experiences (case studies, role playing, and simulations) to prepare for success before start of each rotations. The didactic and competency components of the curriculum emphasize the application of knowledge and skills within a wide variety of dietetic practice. The Program also values research and requires all students to conduct a research project.
PROGRAM MISSION
The DEP’s mission is to prepare graduates who are highly trained entry-level dietitians through utilizing community partnerships, the application of research, and acquisition of knowledge, skills, and experiences to improve the nutritional well-being of Birmingham, the state and beyond.

PROGRAM GOALS
1. Facilitate graduates’ entry into the dietetic profession as entry-level registered dietitians to serve in the Birmingham area and beyond.
2. Graduate competent, entry-level practitioners who obtain employment in dietetics or related field.

PROGRAM OBJECTIVES
A. Over a five-year period, at least 80% of graduates will complete program/degree requirements within 150% (3 years) of the planned program length in the Dietitian Education Program Track or (2.25 years) in the DEP Graduate Certificate.
B. At least 90% of program graduates will take the CDR credentialing exam for dietitian nutritionist within 12 month of program completion.
C. Over a five-year period, at least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.
D. Within a five-year period, at least 20% of program graduates will serve the Birmingham area through employment and/or involvement in a professional association.
E. Over a five-year period, at least 90% of program graduates will be employed in the dietetics field within 12 months of exiting the program.
F. Over a five-year period, at least 90% of employers will indicate satisfaction with graduate preparation for entry-level practice with a score of three or greater on a five-point Likert scale.
G. Over a five-year period, 50% of graduates will be seeking or will be employed in one of the program’s emphasis areas.

DEP outcomes data available on request. Please forward request to the program director, Claudia Follette, MS, RDN at follette@uab.edu or call 205-934-6299.

ACCREDITATION STATUS

The University of Alabama at Birmingham’s Dietitian Education Program has been granted candidate status 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, USA, (312) 899-0040 ext. 5400. http://www.eatright.org/ACEND.
The University of Alabama at Birmingham is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Alabama at Birmingham.

**PROFESSIONAL LICENSURE AND CERTIFICATION (PLC) REQUIREMENTS**
The MS in Nutrition Sciences – Dietitian Education Program is designed to lead to the professional credential of Registered Dietitian Nutritionist (RDN). While there is a national professional exam, The Registered Dietitian Nutrition Examination, associated with the RDN credentials, specific licensure requirements still vary from state to state. UAB is working to develop an online, publicly accessible database to assist in providing this state-by-state information. In the meantime, if you are interested in learning about potential professional licensure requirements in your state for a specific degree program, please contact UAB State Authorization at stateauth@uab.edu, or call eLearning and Professional Learning staff at 205-934-3258.

RDN State Licensure Resources: [http://www.cdrnet.org/state-licensure](http://www.cdrnet.org/state-licensure)

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) sets the guidelines for how one becomes a Registered Dietitian Nutritionist (RDN).

**HOW DO I BECOME A RDN?**
The RDN credential is earned after successfully passing the national CDR credentialing exam. Exam eligibility requires completion of two different components of educational study:

1) a classroom component (didactic)
2) a supervised practice component- 1,200 hours in length (experience).

**COORDINATED PROGRAM IN DIETETICS**
The Dietitian Education Program (DEP) at UAB is an ACEND Coordinated Program in Dietetics (CP). This program combines the classroom and supervised practice component within the MS in Nutrition Sciences degree enabling students to take the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR) after graduation. When you complete the DEP Track or DEP- C, you will receive a verification certificate (statement), which then admits you to take the National Registration Examination for Dietitian Nutritionists.

**CORE KNOWLEDGE AND COMPETENCIES FOR THE RDN**
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has specific core competencies for the Registered Dietitian Nutritionist (RDN). Prior to program completion, each student must demonstrate proficiency in the following areas:

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

*Knowledge*
Upon completion of the program, graduates are able to:
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to
make ethical, evidence-based practice decisions.
KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3 Apply critical thinking skills.

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 nutrition and 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.

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

Knowledge
Upon completion of the program, graduates are able to:
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8 Demonstrate understanding of the importance and expectations of a professional in mentoring and precepting others.

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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4 Function as a member of inter-professional 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.

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

Knowledge
Upon completion of the program, graduates are able to:
KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
KRDN 3.2 Develop interventions to effect change and enhance wellness in diverse individuals and groups.
KRDN 3.3 Develop an educational session or program/educational strategy for a target population.
KRDN 3.4 Demonstrate counseling and education methods to facilitate behavior change for diverse individuals and groups.
KRDN 3.5 Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.6 Describe basic concepts of nutrigenomics.

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

Knowledge
Upon completion of the program, graduates are able to:
KRDN 4.1 Apply management theories to the development of programs or services.
KRDN 4.2 Evaluate a budget and interpret financial data.
KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
KRDN 4.4 Apply the principles of human resource management to different situations.
KRDN 4.5 Describe safety principles related to food, personnel, and consumers.
KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
KRDN 4.1 Participate in management of human resources.

Competencies
Upon completion of the program, graduates are able to:
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, 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 and 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.

Competences for Program Defined Emphasis
Choose one of the following areas of interest:

1. Lifestyle & Community Wellness
Upon completion of the program, graduates are able to:
LCW1.1 Demonstrate understanding of the influence of socio-ecological trends and factors influencing nutritional status.
LCW1.2 Conduct a community based food and nutrition outcome intervention utilizing Precede-Proceed or CHIP model.
LCW1.3 Present Lifestyle & Community Wellness research outcomes in a professional setting.
2. **Diabetes Practice**
Upon completion of the program, graduates are able to:

MNT 2.1 Conduct a diabetes outcome intervention utilizing Precede-Proceed or CHIP logic model.

MNT 2.2 Demonstrate the ability to collect measurable data, analyze research and document outcomes in the practice setting.

MNT 2.3 Present diabetes research outcomes in a professional setting.

3. **Engagement in Translational Research**
Upon completion of the program, graduates are able to:

OBR 3.1 Engagement in translational research.

OBR 3.2 Present obesity and/or cancer translational research findings in a professional setting.
ADMISSION REQUIREMENTS

DIETITIAN EDUCATION PROGRAM TRACK (DEP)

To be eligible for the MS in Nutrition Sciences DEP Track, a student must have:

Received a DPD verification statement for those completing a DPD program.

or

Received a minimum of a baccalaureate degree from an accredited college or university in the United States from any field of study.

and

Completed 18 hours in the UAB Undergraduate Minor in Nutrition Sciences or comparable courses from another institution. A transcript and the catalog course description is required to evaluate prerequisites from other institutions.

The Nutrition Minor courses are as follows: NTR222 Nutrition and Health 3 hours, NTR232 Lifecycle Nutrition 3 hours, NTR320 Nutrition and the Consumer 3 hours, NTR330 Nutrition and Metabolism 3 hours, NTR420 Nutritional Genetics 3 hours, and NTR421 Nutrition Assessment and the Nutrition Care Process 3 hours.

and

Completed the following core science courses: Biology or Anatomy, Physiology, Organic Chemistry, and Microbiology.

or

Completed the UAB Bachelor of Science degree in Kinesiology with a Concentration in Exercise Bioenergetics.

The following are additional program admission requirements:

- A minimum cumulative GPA of 3.0 on a 4.0 scale. In some instances, students may be considered for probationary admission where applicants do not meet the GPA requirements for admission.
- Three letters of recommendations, include in your graduate school admissions application.
- A Personal Statement, include in your graduate school admissions application.
- An interview by invitation.

Meeting these prerequisites allows you to apply directly to the graduate school for admission into the Dietitian Education Program Track. We do not participate in DICAS matching. Click here for more information about applying to the UAB Graduate School. https://www.uab.edu/graduate/admissions. Application deadline is May 15, 2018.
Dietitian Education Program Graduate Certificate (DEP-C)

If you have completed your undergraduate degree but have not completed the 18 hours in prerequisite nutrition courses you must apply to the UAB Graduate School, MS in Nutrition Sciences, Lifestyle Management and Disease Prevention Track (LMDP) before applying to the DEP-C.

Prerequisite requirements of the MS in Nutrition Sciences, LMDP Track include undergraduate coursework in Biology, Organic Chemistry, Physiology, Microbiology, and Introductory Nutrition. The Introductory Nutrition Course (NTR 222 Nutrition and Health) can be completed online at UAB the first semester of the program. You must earn a C or higher in the other pre-requisite courses prior to applying to the program.

Completion of the following courses: NTR521 Nutrition Assessment and Nutrition Care Process, CDS545 Genetics and Genomics Application in Healthcare, CDS550 Intro the Medical History Taking and Physical Examination, NTR618 Nutritional Biochemistry, NTR621 Statistical Methods in Nutrition Sciences I, NTR631 Community Interventions for Healthy Lifestyle, NTR632 Nutrition Counseling and Education, NTR637 Applied Research in Nutrition Sciences, and NTR 690 Seminar in the LMDP Track are required before admission to the DEP Certificate.

Enrollment into the DEP-C will require successful completion of all required prerequisite courses with minimum 3.0 GPA by program start date. In some instances, students may be considered for probationary admission where applicants do not meet the GPA requirements for admission.

These are additional program admission requirements:

- Three letters of recommendations.
- An interview will be scheduled by invitation.

For international students:
There is an expected TOEFL (Test of English as a Foreign Language) score of 80, IELTS (International English Language Testing System) score of 6.5, or PTEA (Pearson Test of English Academics) score of 53.

1. Submit official TOEFL score to UAB Graduate School:
   - TOEFL Institution code: **1856**
2. A Financial Affidavit of Support. Mail Financial Affidavit of Support (for international applicants only) to:
   
   UAB Graduate School LHL G03
   1720 2nd Ave South
   Birmingham, Al 35294 – 0013

   Students must contact The Office of International Student and Scholar Services (ISSS) at isss@uab.edu for additional information regarding admissions requirements for international students in distance learning programs.
The MS in Nutrition Sciences, Dietitian Education Program’s admission criteria, is intended to select students based on the potential for success in the program.

**APPLICATION PROCESS**
During the application process:

There are three program specified areas of emphasis: lifestyle & community wellness, diabetes practice, or translation research in obesity or cancer. Please indicate your first and second area of emphasis preference in the application when applying for the DEP. The DEP specified area of emphasis will be assigned according to availability of supervised practice sites.

**REQUIREMENTS UPON ACCEPTANCE**
Prior to beginning the MS in Nutrition Sciences, Dietitian Education Program, students must complete the following tasks:

**OFFICIAL TRANSCRIPT**
Students are required to submit an official transcript to the UAB Graduate School showing the awarded bachelor’s degree prior to the fall term.

**AND MEMBERSHIP**
Students are required to be a member of the Academy of Nutrition and Dietetics prior to the fall 2018 and 2019 terms.
The maximum time allowed for completion of the Dietitian Education Program is 3 years.

Upon successful completion of all requirements, students will receive a MS in Nutrition Sciences and Verification Certificate (Statement) as required by the Accreditation Council for Education in Nutrition and Dietetics.
Projected Student Expenses – Resident
Fall 2018- Summer 2019
Dietitian Education Program Track
First Year

<table>
<thead>
<tr>
<th>Fees</th>
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<th>Spring 12 hrs</th>
<th>Summer 10 hrs</th>
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<td>Travel</td>
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Resident $555 per credit hour  
Non-Resident $1,272 per credit hour 
Online Graduate Course Tuition: $250 per online course 
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
Projected Student Expenses – Resident
Fall 2019- Spring 2020
Dietitian Education Program Track
Second Year

<table>
<thead>
<tr>
<th>Fees</th>
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<tr>
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</table>

Optional cost:
- Hospitalization Insurance: $780
- Total: $7,735.90
- Non-Resident: $1,272 per credit hour

Resident $555 per credit hour
Non-Resident $1,272 per credit hour

**Online Graduate Course Tuition: $250 per online course**
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
## Projected Student Expenses - Non-Resident

### Fall 2018 - Summer 2019

**Dietitian Education Program Track**

**First Year**

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<tr>
<th>Fees</th>
<th>Fall 13 hrs</th>
<th>Spring 12 hrs</th>
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<td><strong>Total</strong></td>
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### Optional cost:

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<th>Hospitalization Insurance</th>
<th>Fall 13 hrs</th>
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<th>Summer 10 hrs</th>
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<tbody>
<tr>
<td></td>
<td>$780</td>
<td>$1,560</td>
<td>$0</td>
<td>$2,340</td>
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</table>

**Total:**

- **Resident** $555 per credit hour
- **Non-Resident** $1,272 per credit hour

**Online Graduate Course Tuition:** $250 per online course. For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/]

[http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees]
Projected Student Expenses – Non Resident
Fall 2019 - Summer 2020
Dietitian Education Program Track
Second Year

<table>
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Resident $555 per credit hour
Non-Resident $1,272 per credit hour
**Online Graduate Course Tuition: $250 per online course for updated rates, visit http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees**
## Dietitian Education Program Graduate Certificate Plan of Study (Local and Remote)

### YEAR 1 - FALL SEMESTER 2018 - 12 HOURS

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<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CREDIT HRS</th>
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<tbody>
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<td>NTR 600*</td>
<td>Principles of Food Science Operations and Menu Planning</td>
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<tr>
<td>NTR 604*</td>
<td>Principles and Practice of Nutrition Support</td>
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<td>NTR 670</td>
<td>Practicum in Wellness</td>
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<td>NTR 671</td>
<td>Practicum in Community Nutrition</td>
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### YEAR 1 - SPRING SEMESTER 2019 - 12 HOURS

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<th>COURSE NAME</th>
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<td>Advanced Medical Nutrition</td>
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<td>NTR 611*</td>
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<td>NTR 501**</td>
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### YEAR 1 - SUMMER SEMESTER 2019 - 9 HOURS

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<td>Practicum in Medical Nutrition Therapy II</td>
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<td>NTR 675</td>
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### YEAR 2 - FALL SEMESTER 2019 - 11 HOURS

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<td>NTR 609*</td>
<td>Applied Nutrition for Physical Activity and Disease Prevention</td>
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<td>CDS 605*</td>
<td>Survival Spanish for Health Professions</td>
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<td>KIN 644*</td>
<td>Application of Exercise Physiology to Fitness and Performance</td>
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<td>NTR 676</td>
<td>Advance Practicum in Dietetics</td>
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*Denotes online course. **Students are required to register for NTR 501 in the Spring semester year one. NTR 501 is the Breeding and Associates RDN Exam Review/Overview Course hosted on the UAB Campus. Students pay a non-refundable fee of $550.

The maximum time allowed for completion of the DEP Graduate Certificate is 2.25 years.

Upon successful completion of all requirements, students will receive a MS in Nutrition Sciences degree and a verification certificate (statement) as required by the Accreditation Council for Education in Nutrition and Dietetics.
Projected Student Expenses – Resident  
Fall 2018- Summer 2019  
DEP Graduate Certificate  
First Year

<table>
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<tr>
<th>Fees</th>
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<tr>
<td>Travel</td>
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<td>Books/Supplies</td>
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Resident $555 per credit hour  
Non-Resident $1,272 per credit hour  
Online Graduate Course Tuition: $250 per online course  
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
Projected Student Expenses – Resident
Fall 2019
DEP Graduate Certificate
Second Year

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Resident $555 per credit hour
Non-Resident $1,272 per credit hour
Online Graduate Course Tuition: $250 per online course
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Projected Student Expenses – Non Resident
Fall 2018- Summer 2019
DEP Graduate Certificate
First Year

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Resident $555 per credit hour
Non-Resident $1,272 per credit hour
Online Graduate Course Tuition: $250 per online course
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
Projected Student Expenses – Non Resident
Fall 2019
DEP Graduate Certificate
Second Year

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Optional cost:

| Hospitalization Insurance                 | $780          |                |                | $780      |
| Total                                    | $11,253.90    |                |                | $11,253.90|

Resident $555 per credit hour
Non-Resident $1,272 per credit hour
Online Graduate Course Tuition: $250 per online course
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COURSE DESCRIPTIONS
NTR 500. Communications in Nutrition
This course is designed to enable students to communicate effectively with the public via blogs, media interviews, traditional written education materials, social media, and websites. Emphasis in all of these areas of communication will be on translating scientific evidence into accurate and engaging communications for consumers and the press.

NTR 501. RDN Certification Review
Sponsored workshop to prepare students for the Registered Dietitian Nutritionist examination.

Additional: Review instructors of Breeding and Associates will come to UAB campus to provide a comprehensive 3-day workshop to prepare students for the Commission on Dietetics Registration (CDR) Registration Examination through guided instruction of key content areas and practice exams. The Reviewer Instructors are highly qualified practicing RDNs.

NTR 600. Principles of Food Science Operations and Menu Planning
Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of food services to individuals and organizations.

NTR 601. Advanced Medical Nutrition
Roles of nutrition in relationship to health; prevention of disease and correction of disorders due to nutritional imbalance throughout life cycle; disease states and their nutritional management; biochemical, clinical, and dietary assessment of nutritional status; drug-nutrient interactions; inborn errors of metabolism.

NTR 604. Principles and Practice of Nutrition Support
Critical review of current methods of providing nutrition support for critically ill patients; theory integrated with clinical practice.

NTR 611. Advanced Food System and Resource Management
Management systems and their application to hospital food service; legal aspects of dietetic practice; quality assurance, departmental planning, and organization.

NTR 618. Nutritional Biochemistry
Metabolism and function of nutrients; biosynthesis of vitamins and their cofactors; human requirements for energy, amino acids, minerals, and vitamins; current human nutritional problems.

NTR 621. Statistical Methods in Nutrition Sciences I
This course has been designed to introduce students to statistical methods and approaches used to test hypotheses in the field of nutrition. Students will learn statistical tools that will equip them to analyze data, and will apply their knowledge to data sets addressing scientific questions related to nutrition and the application of nutrition to health.

NTR 631. Community Interventions for a Healthy Lifestyle.
Community-based strategies for promoting healthy lifestyles through improved eating and physical activity behaviors; emphasis on childhood obesity prevention and intervention; integration of the Life Course model.
NTR 632. Nutrition Counseling and Education
Theoretical and applied aspects of nutrition counseling and education. Practical application of counseling strategies to promote consumer health.

NTR 637. Applied Research in Nutrition Sciences
Introduction to research methodologies and application of research related to nutrition and dietetics using practical application of qualitative and quantitative research and evaluation methods in community and health-related settings.

NTR 690. Seminar
Review of current literature and research in nutrition.

CDS 605. Survival Spanish for Health Professions
Health care professionals will be introduced to basic vocabulary, useful questions, and expressions in Spanish needed to communicate in practical health care situations. Students will participate in speaking exercises, dialogue, and role-play activities (field-specific scenarios).

KIN 644. Application of Exercise Physiology to Fitness and Performance
Students in this course will learn the scientific principles that underlie exercise physiology. In this course, you will learn about exercise tests to evaluate fitness, and exercise training to promote performance and health, and disease prevention throughout the lifespan.

NTR 670. Practicum in Wellness
This course is designed to give students practical experiences to meet nutrition and wellness needs in a variety of populations. Students will complete wellness activities in campus dining, corporate, healthcare, and school sites. These activities will include developing wellness messages for social media, investigating new wellness and nutrition trends, and practicing counseling/health coaching skills leading to health behavior change.

Additional: Students will participate in initiatives related to healthy living and wellness. Students will gain competence in program planning and evaluation. Cultural competency and effective communication are emphasized. Activities may include learning portfolios, role-playing, case studies, simulations, research, readings, pre-tests, and post-tests.

NTR 671. Practicum in Community Nutrition
Students will apply strategies to meet nutrition needs outside of the acute-care setting with emphasis on cultural competency, effective communication, nutrition education, public policy, program planning and food assistance programs.

Additional: Selected organizations include Head Start, WIC, Agency on Ageing, Senior Centers, Public housing, Meals on Wheels, Fire House Shelter, Food Bank, Public Schools, and Boys & Girls Clubs to provide students with real-life challenges to address. Students will gain a first-hand understanding of the complexities of the external environment on health outcomes. Students will gain further competence in program planning and evaluation. Cultural competency and effective communication are emphasized.
NTR 672. Practicum in Food Systems Management
This practicum provides supervised experiences that will help students explore issues and topics to develop the skills necessary to manage foodservice systems, including production, inventory control, sanitation and quality management. Emphasis on applications to healthcare facilities.

Additional: The Inpatient Foodservice, Production, and Management Rotation focuses on all aspects of producing and delivering nutrition, within an inpatient setting, to patients who have medical needs related to their diets including menu modifications, meal orders, tray preparation and delivery, meal promotion, food production, and patient satisfaction.

NTR 673. Practicum in Medical Nutrition Therapy I
Students will round with the dietitian to gain competence in the Nutrition Care Process in long-term, inpatient, and outpatient hospital or clinic setting. Students also prepare and present case study reports to become skillful in investigating and discussing these disease states and conditions in professional settings. Students use a clinical log to track the populations they are serving and the disease states and conditions they are treating during this practicum.

Additional: Students will be working in a variety of patient care units. They will perform assessments, diagnose nutritional problems, plan and implement nutrition interventions, and monitor and evaluate nutritional problems. Students will provide patient-centered, age-specific and culturally competent nutritional care for patients. They may also chart in electronic medical records and work with multi-disciplinary teams.

NTR 674. Practicum in Medical Nutrition Therapy II
Students will work, under the supervision of registered dietitians, in local hospitals (acute care, outpatient) and long-term medical care facilities to assess, diagnose, chart and plan Medical Nutrition Therapy. Students will practice the skills developed in Practicum in Medical Nutrition Therapy I.

Additional: Students have the opportunity to interact and practice medical nutrition therapy with clients and patients at an advanced level.

NTR 675. Practicum in Dietetic Administration
This practicum focuses on the application of management and leadership principles and techniques specific to the provision of nutrition services in foodservice. Students practice the care and operation of equipment, sanitation audits, HACCP Guidelines, budget planning and customer service.
Additional: The activities in this practicum include practical hands-on practice, as well as, operations management to prepare for entry-level management responsibilities.

NTR 676. Advance Practicum in Dietetics
This course provides the opportunity for the student to work independently under the supervision of a registered dietitian. The student will demonstrate competence at an entry-level before beginning this experience.

Additional: Students will select one of the following areas with the advice and consent of their program director: lifestyle & community wellness, diabetes practice, or translation research in obesity or cancer. Activities may include learning portfolios, role-playing, case studies, simulations, team learning, research, readings, pre-tests, and post-tests.
PROGRAM SCHEDULE
Mondays are reserved for alternate practice activities such as simulations, role playing, meetings and projects during practicum courses. Supervised practicum rotations are normally scheduled from Tuesday through Friday. Work hours may vary from 4:30 a.m. to 8:00 p.m. depending upon the rotation. Students may occasionally work weekends during the program year. Students will use the Canvas e-Learning System to access all course work. Review course syllabi and practicum workbooks for schedule specifics.

CALENDAR OF EVENTS/HOLIDAYS
Students are required to arrange room and board in the Birmingham area for the on-campus orientation and the Breeding & Associates RDN Exam Review Course.

Fall 2018 Session
August 20-24 (Virtual orientation for DEP track, and on-campus orientation for students in the DEP-C)
August 27 Classes Begin
September 3 Labor Day Holiday
November 19 – 25 Fall Break/Thanksgiving
December 7 Last Day of Class
Final Exams December 10-14
December 19 Grades Available On-Line
December 19 – January 2 Winter Break

Spring 2019 Session
January 7 Classes Begin
January 21 Martin Luther King Holiday
March 4-6 (Breeding & Associates RDN Exam Review/Overview Course will be conducted on UAB Campus)
March 6-8 Alabama Dietetic Association Annual Meeting
March 11 – 17 Spring Break
April 19 Last Day of Class
April 22 – 26 Final Exams
May 1 Grades Available On-Line

Summer 2019 Session
April 30 – May 4(Virtual,orientation for DEP Track, and on-campus orientation for students in the DEP-C)
May 6 Classes Begin
May 27 Memorial Day Holiday
July 4 Independence Day Holiday
August 2 Classes end
August 9 Final Exams
August 14 Grades Available On-line

Fall 2019 Session
August 26 Classes Begin
September 2 Labor Day
November 25-Dec. 1 Thanksgiving Break
December 6 Last Day of Class
December 9-13 Final Exams
December 14 Graduation
December 18 Grades Available Online

**Spring 2020 Session**
January 13 Classes Begin
January 20 Martin Luther King Holiday
March TBD (Breeding & Associates RDN Exam Review/Overview Course will be conducted on UAB Campus)
March TBD Alabama Dietetic Association Annual Meeting
March 16-22 Spring Break
April 24 Last Day of Class
April 27-May 1 Final Exams
May 2 Graduation
May 6 Grades Available Online
LOCAL SUPERVISED PRACTICUM TRACK
If you are applying to the local track in the Birmingham, Alabama area for the DEP or DEP-C, the sites for your practicums have been selected for you. The program director will provide you with your schedule for preceptors and rotation sites before beginning rotations.

REMOTE SUPERVISED PRACTICUM TRACK

HOW TO LOCATE YOUR OWN PRECEPTOR
If you are applying for the remote (outside of the Birmingham vicinity) supervised practicum track then you must locate your own practice sites and preceptors. You must contact the DEP director as soon as possible to provide help and guidance in locating your practice sites and preceptors.

To locate your own supervised practicum sites and/or preceptors, you may have a number of questions. The information listed below provides guidance to achieving practice sites and preceptor requirements for admission and completion of the DEP and DEP-C.

Who can be a Preceptor?

- Registered Dietitians Nutritionists (RD / RDN)
- Licensed Dietitians (LD), Certified Dietitians (CDN)
- Nutritionists
- Registered Nurses (RN), Nurse Practitioners (NP), Clinical Nurse Specialist (CNS)
- Physicians’ Assistants
- Food Service Directors (Schools, Hospitals, Nursing Homes, etc.)
- Pharmacists
- Licensed Social Workers, Licensed Psychologists
- Certified Diabetes Educators
- Physical Therapists
- Speech Therapists
- Program Directors
- Administrators (such as in a nursing home or assisted living)
- Medical Doctors with full time nutrition practices.
- Please note that regardless of the discipline, all credentials and experience will be evaluated for appropriateness and relevance to the rotation and experiences the student will be completing.

There are some experiences that you are required to complete, that must be supervised by Registered Dietitians, but in other cases the preceptor may be a member of a team that is involved in nutrition and dietetics issues with patients, clients, or businesses and may act as a “primary preceptor” helping you find other preceptors through his or her experience and contacts.

When do I need an RD / RDN Preceptor?

You MUST have at least one RD / RDN Preceptor for the courses NTR 673 Practicum in Medical Nutrition Therapy I, and NTR 674 Practicum in Medical Nutrition Therapy II. Your primary preceptor in NTR 676 Advance Practicum in Dietetics must be an RD/RDN. In this practicum course, you will obtain your final assessment for entry-level competency.
When should I start looking for a Preceptor?

It is NEVER TOO EARLY to start inquiring, such as at the completion of a summer job in nutrition and dietetics or after volunteer work, even in your sophomore or junior year. Volunteering or job shadowing during the school year or in the summer during your undergraduate program is a great way to develop a relationship with potential preceptors.

How many Preceptors do I need?

- You will need at least one Preceptor for your clinical practicums NTR 673 Practicum in Medical Nutrition Therapy I, NTR 674 Practicum in Medical Nutrition Therapy II, and NTR 676 Advance Practicum in Dietetics. It is possible for the same preceptor to supervise you in more than one rotation. It is better and will be encouraged for you to have at least one preceptor for each of the clinical courses listed above to broaden your scope of experiences during your rotations/practicum courses. One preceptor may act as the lead preceptor who may work with other preceptors under whom you will be supervised. You will need to make this point clear on your application. It is helpful to ask preceptors/potential preceptors to give you leads for other preceptors.
- In your program application you must include at least three identified preceptors as divided:
  - The Clinical Preceptor for (NTR 673 Practicum in Medical Nutrition Therapy, NTR 674 Practicum in Medical Nutrition Therapy II, and NTR 676 Advance Practicum in Dietetics) MUST be an RD / RDN
  - The Food Service Management Preceptor for (NTR 672 Practicum in Food Systems Management and NTR 675 Practicum in Dietetic Administration) must be a credentialed food service administrator, such as a Food Service Director or Food Service Manager.
  - The Community Preceptor for (NTR 670 Practicum in Wellness and NTR 671 Practicum in Community Nutrition) may be an RD / RDN or a credentialed professional in a program in which nutrition and/or food related services are a major component of the program.

Will the UAB DEP find a Preceptor for me?

The UAB DEP director will help you determine whether a preceptor is acceptable, and will help with other leads, to help round out the breadth and depth of your experiences. We will keep a list of Preceptors that are available for precepting and will help you as much as possible to locate suitable preceptors but it is YOUR responsibility to find your own Preceptors. The extent to which it appears that you have made that effort will be important in how we view your application. The DEP director has the final decision on whether a particular preceptor is acceptable. Contact the DEP director Claudia Follette MS, RD at follette@uab.edu or 205-934-6299.

How can I find a Preceptor?

- Since you are applying to a Program, which requires you to have, potential preceptors already identified, you may have to use some imagination to find people willing to help you.
- Talk with your program director and other academic advisors, professors and your state dietetic association and ask for their assistance in locating preceptors.
- You might want to start by contacting someone for whom you have worked in the past or someone in a place where you have volunteered and explain to them what you are trying to
accomplish. We suggest that you try to find names and personalize your requests rather than send blanket e-mails “to whom it may concern”. You may want to ask friends and family about people they may know. It might help to show them this document.

- Cold calling (just calling from a list of RDs found online who have not necessarily shown an interest in precepting) or calling RDs working in places who already work with interns, either because they host an internship or because they have long standing relationships with interns, may work depending on availability.
- The accrediting body of the Academy of Nutrition and Dietetics maintains a list of RDs who have indicated that they are willing to be Preceptors. You may find the list on the Find a Preceptor link on the ACEND section eatright.org/pro if you are a student member.

If someone is leaning toward agreeing to be a preceptor but has questions that you cannot answer to their satisfaction, you may have them call or email the UAB DEP director Claudia Follette, MS, RDN at Telephone: 205-934-6299. E-mail: follette@uab.edu

I have identified my Preceptors. Now what should I do?
Each preceptor must submit a completed Preceptor Qualification Form and/or attach his/her resume and brief record of continuing education activities to DEP director Claudia Follette, MS, RDN at Telephone: 205-934-6299. E-mail: follette@uab.edu

The Preceptor Qualification Form or resume serves as documentation that the Preceptor has agreed to precept you and provides the information that we need to determine that the Preceptor has the appropriate credentials.

Be aware that the Preceptor must agree to complete and submit the required documentation, which includes proof of credentials (i.e. Registration, Licensure etc.) and a list of recent continuing education activities.

What is a “practice site”?

The practice site/ facility is an organization or business that provides the opportunity for the student/intern to complete the required supervised practice. Examples of Supervised Practice Sites:

- Addictions Clinic (Alcohol/drug)
- Ambulatory Care Clinics (Adult/Pediatric)
- Cardiac Rehabilitation Center
- Clinical Research Center
- College/University Foodservice
- College/University Health service
- Computer Systems Corp
- Cooperative Extension
- Correctional Facility
- Corporate Foodservice
- Corporate Test Kitchen
- Dept. of Health
- Developmental Disabilities Center
- Hospice
- Indian Health Service
- Journalism/Publications
- Legislative Office
- Long Term Care Foodservice
- Long Term Care/Subacute Clinical
- Managed Care System
- Mental Health Facility/Service
- Military Field Operations
- Non-Profit Agency (American Heart Assoc., American Cancer Assoc., American Diabetes Assoc., etc.)
- Office for Aging
- Pediatric-Based Program/Clinic
- Pharmaceutical Sale
• Diabetes Education Center
• Doctor’s Office
• Fitness/Athletic Club

• Food Nutrition Consulting
• Food Bank
• Grocery/Supermarket

• Head Start
• Health Care Foodservice
• Health-related Children’s Camp
• Health Spa/Report Home Care
• Homeless Shelter/Soup Kitchen
• Hospitals

• Rehabilitation Center
• Renal Dialysis Outpatient Center
• School Foodservice/Residential Dining Center

• Senior Citizen Program/Meals on Wheels
• State/Federal Agency or Task Force
• Wellness Program Wholesale/Retail Food Corp
• WIC

What Is An Affiliation Agreement Or Affiliation of Preceptorship Education?
An affiliation agreement is a contract or memorandum of understanding or agreement that is required between UAB and the practice site/facility where you will meet with your preceptor to complete your practicum hours. These agreements will be completed between UAB and the practice site/facility once you have been accepted to the program. Occasionally some facilities prefer to use their own version of an agreement or contract, in which case UAB and the practice site/facility will work together to reach agreement. Please see the UAB Affiliation of Preceptorship Education form. This agreement must be completed for each facility.

CODE OF CONDUCT
The University has outlined the expectations regarding student behavior. It is the responsibility of each student to be familiar with the rules and policies outlined in the UAB Student Handbook including the Non-Academic Student Code of Conduct Policy. Students should also be familiar with the policies and procedures outline in both the Graduate School Catalog and the SHP Student Handbook. Students are expected to demonstrate professional behavior within any and all activities related to UAB and the program.

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.

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.
   a. 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.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. 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.
   a. 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.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. 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.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. 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.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. 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.
a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.

b. 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.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. 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 services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. 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”, “RDN” or “Registered Dietitian” “Registered Dietitian Nutritionist”; “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.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialled 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.
   a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
   b. 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.

CORE PERFORMANCE STANDARDS

Listed below are the core performance standards for admission and progression in the MS in Nutrition Sciences, Dietitian Education Program. Before applying, students should review the technical standards.

DIDACTIC CORE STANDARDS

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Develop nutrition care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Establishes rapport with colleagues, works effectively in groups on course activities</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading and writing) sufficient to interact with others in verbal and written form</td>
<td>Able to complete written assignments, participate in classroom discussion/activities; complete group projects. Focuses in class without causing or creating disruption interruptions</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move location to location</td>
<td>Attends class, able to sit during class period and take notes</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to complete classroom assignments</td>
<td>Able to access and use a computer</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills sufficient to hear class presentations and participate in classroom activities</td>
<td>Able to participate in class lectures/discussions</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to attend class and participate in classroom activities</td>
<td>Observes colleagues/faculty responses; audio visual aids in class</td>
</tr>
<tr>
<td>Tactile</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Some Examples of Necessary Activities (not all inclusive)</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Must have ability to complete all ACEND objectives and planned experiences</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Establishes rapport with patients, clients and colleagues</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading and writing) sufficient to interact with others in verbal and written form</td>
<td>Explain diet plans, initiate health teaching.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move location to location</td>
<td>Able to document and interpret lab values, patient responses and communicate nutrition care plans.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to complete hospital and clinic assignments</td>
<td>Ability to operate multiple forms of computers and software</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills sufficient to hear class presentations and participate in clinical and community assignments</td>
<td>Ability to interact in small and large group classes. Ability to interact in numerous formats including classroom, medical rounds, clinical cases etc.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient including but not limited to accessing patients, participating in classroom and community activities</td>
<td>Ability to fully participate in occasions including but not limited to patient assessment, classroom and community service events</td>
</tr>
<tr>
<td>Tactile</td>
<td>Physical ability sufficient to perform nutrition-focused physical examination.</td>
<td>Complete measurements, hair pluck ability, assess for edema, evaluate skin</td>
</tr>
</tbody>
</table>
SHP Netiquette Guidelines
The faculty and staff of the School of Health Professions promote a learning environment that incorporates individual respect, inclusiveness, and professionalism, whether the environment is physical or virtual. Communicating in an online environment typically does not allow for individuals to view facial expressions or body language, or hear tone of voice. Thus, written messages should be clearly and concisely stated using professional language and tone.

The following statements are intended as guides for student interactions in the SHP online environment.

1. Do not write or share anything online that is not appropriate to say or present in a face-to-face encounter. Apply common rules of courtesy to online communications, such as addressing faculty with professional titles, and using ‘please’ when making a request and ‘thank you’ to show appreciation.

2. Treat other persons, their time, and their points of view with respect, and protect their privacy. Don’t quote or forward an individual’s materials without permission. Think about your message before you write it, and don’t write when you are angry or emotional. Words on the Internet have a very long life.

3. Use correct language, spelling, and grammar, just as you would with written business communication, and read it carefully before you submit it. “Text talk,” creative spelling, slang or profanity, and symbols are not appropriate in the learning environment. Don’t use ALL CAPS, as this is the written equivalent of shouting in a conversation.

4. Encourage and participate in thoughtful, polite discussion with students and faculty. Ask for clarification when you don’t understand a point or think there is a miscommunication.

5. Use a professional tone and language in your course communications, just as you would for communicating in a work environment.

6. Don’t post any information unrelated to the course without explicit permission from the course instructor.

Additional guides to professional online behavior may be found at:
- [https://www.qualitymatters.org/top-five-rules-netiquette-online-course](https://www.qualitymatters.org/top-five-rules-netiquette-online-course)
- The SHP Office of Student Recruitment, Engagement, and Success, which provides professional development seminars and one-on-one student coaching.
FACULTY AVAILABILITY
Students are the primary importance to the faculty. Please be aware that while our primary goal as faculty members is to facilitate student learning, all faculty have other responsibilities, which demand time and attention. These roles range from involvement on committees to research and client care. All faculty have identified their availability and how to make contact in their course syllabi. Students are encouraged to take advantage of available time to discuss course material and class performance with the relevant faculty.

FACULTY TITLES
Faculty are to be addressed by their title (Ms., Mr., Dr., etc.) and last name. The climate in the department is informal and student oriented. Faculty members are very approachable and have the common goal of excellent education for each student. However, addressing faculty by their title and last name conveys appropriate respect for an academic appointment in an academic setting. It is appropriate to ask preceptors how they prefer to be addressed when making initial contact.

UNPROFESSIONAL BEHAVIOR
The School of Health Professions Policy for Adherence to Standards of Academic and Professional Conduct states: Failure to behave according to accepted standards applied to practicing health professionals, including failure to demonstrate respect for faculty, staff, students, and patients. Examples of unprofessional behavior include (1) falsification of patient records, (2) improper practice of the profession, (3) willful neglect of a patient, (4) improper use of equipment or participation in activities which may damage equipment, supplies, and/or private and public property, (5) misrepresentation of professional status, (6) falsification of student records, (7) failure to respect confidentiality of patient information, (8) failure to adhere to established dress codes, and (9) engaging in personal (i.e., romantic or sexual) relationships with faculty, staff, preceptors, patients, or other individuals involved in the learning experience.

ATTENDANCE
Class and supervised practice rotation attendance is mandatory. If you are unable to attend class (whether virtual or in-person), you must email or call the course instructor. If you are unable to attend a scheduled rotation, you must contact the preceptor and the program director. Missed assignments or learning experiences must be completed. Excessive absences (more than 2 per semester) without proper excuse will result in disciplinary action by the program director.

TARDINESS
Students are expected to report promptly to their assigned rotation site and/or class and to remain there as scheduled. If a student will be late arriving, a call should be made to the preceptor or course instructor as soon as possible. Habitual tardiness (more than 3 times per semester) will result in disciplinary action by the program director.
**WORK BREAKS**
Work schedule permitting, breaks are allowed. Permission should be obtained from the supervising preceptor or manager before taking a break or leaving the duty station.

**SICK DAYS**
Sick time benefits are provided by the program for the protection of the student in time of illness. The student must notify by phone or email both the DEP director and the supervising preceptor of illness as early as possible in advance of their scheduled time of duty. They should describe the nature of the illness and the expected time of return to the rotation. Students are required to give eight hours’ notice when possible. If eight hours’ notice is not possible, a minimum of two hours’ notice should be given. Students will be eligible for three days of sick leave during the entire program; additional sick days require a physician statement. If rotation objectives are not completed due to absences, additional experiences will be scheduled during breaks and/or at the end of the program.

**PERSONAL DAYS**
Each student will be provided two days of personal leave during the entire program. Personal leave must be requested by email and approved by the DEP director a minimum of one week (if possible) in advance of the requested day off. The student will be responsible for completing all objectives and hours in the rotation affected. Personal days may NOT be used during Staff Practice Experience (SPE) unless prior approval is requested and granted by the DEP director.

**BEREAVEMENT ABSENCES**
Students may be given up to three days leave of absence to attend funerals for members of their immediate families (parents, husband, wife, children, brothers, sisters, brother-in-law, sister-in-law, sons-in-law, or daughters-in-law). To be eligible for bereavement leave, the students should notify the DEP director immediately. The student will be responsible for completing all objectives and hours in the rotation affected.

**EMERGENCY ABSENCES**
Extended leaves of absence may be granted for serious medical conditions which prevent the student from completing supervised practicum rotations. The student must submit a written request to the DEP director and provide written certification from a licensed MD to justify the time off. Sick leave granted for serious illness or injury to a member of the student’s immediate family will be restricted to a maximum of three days. The same procedures and definitions of immediate family outlined in bereavement absences apply to emergency absences. Any requests for absences from duty should be requested in writing for approval by the DEP director. The student will be responsible for completing all objectives and hours in the rotation affected.

**BAD WEATHER OR OTHER EMERGENCIES**
Occasionally the area experiences bad weather with snow and ice on the roads making it difficult to get to work. Health care is different from many organizations, having many departments operating on an around-the-clock, seven days per week schedule. These essential services cannot be suspended, and as
a result the University’s policy toward bad weather must reflect the different nature of our work and the diversity of the various departments.

Students assigned to patient care areas in hospitals, which must remain open, are expected to make every effort to get to the assigned duty area. Be prepared to stay overnight, if necessary. Students assigned to areas outside the hospitals, which do not open during extremely bad weather, should call the preceptor to whom they are assigned for special instructions and/or assignments. Students will be responsible for completing all objectives and hours in the rotation affected.

**TRANSPORTATION AND PARKING**
You are expected to provide your own transportation to and from practicum sites. You are responsible for liability for safety in travel to or from assigned areas. You are required to provide a copy of your liability insurance. You are to follow the parking guidelines at each facility.

Students are expected to park in designated areas. When parking at affiliation sites, you must obey the facilities’ parking regulations. The preceptor at each facility will provide you with parking information. When attending program activities on the UAB campus, students are responsible for requesting a visitor parking permit through the UAB Parking and Transportation website. Please allow 3-5 business days for processing.

**CELL PHONE USE**
Cell phones or other personal electronic devices (iPads etc.) may not be used during class times or during supervised practicum rotations (do not use cell phones as calculators). Students may use cell phones during designated breaks. Cell phones must be placed in “silent” mode during classes and rotations.

**EMPLOYMENT**
Students are discouraged from working part-time jobs while enrolled in the UAB DEP. This program is accelerated and demands a lot of the student’s time and energy.

**LIABILITY INSURANCE**
Practicum courses, which are comprised of experiences with patients, are taken at health care facilities both on the UAB campus and at other approved affiliates. The University provides liability insurance to all students registered for the practicum courses. The coverage protects students in any assigned supervised practice site to which they are assigned as a student.

**PATIENT INFORMATION CONFIDENTIALITY POLICY**
Patient and employee information is considered confidential. This applies to documented and undocumented information. Failure to maintain confidentiality of patient information is grounds for dismissal from the program.

- DO NOT discuss patients or their cases with anyone except as necessary to provide patient care.
- DO NOT discuss patient cases on the elevator, cafeteria, halls, or other public places.
- DO NOT post any patient information or photos on social media.
**UAB Blood/Body Fluid Exposure Guidelines**

Students may be exposed to blood/body fluids in the course of their clinical and/or research duties at a UAB facility or at a non-UAB facility where a student is involved in a practical experience for credit at UAB. As all blood and body fluids are considered infectious, regardless of the perceived status of the source individual, all students must follow OSHA guidelines for universal precautions to prevent contact with blood or body fluids in classroom settings and clinical rotation sites. This includes use of gloves, eyewear, and protective clothing, as well as proper care of sharp objects and other precautionary measures. These guidelines are printed on UAB Medicine safety cards; students should keep a safety card with them and consult it in the event of exposure. Guidelines are located [here](#) on the UAB Student Health and Wellness website.

**Dress Code**

It is our belief that the dress or appearance promotes a positive, professional image that projects a caring atmosphere to the clients and patients. Students will be expected to follow the program’s dress code for all rotations, graduate courses, and meetings/conferences. In instances where a facilities dress code differs from the program’s dress code, students should follow the preceptor’s instruction keeping in mind that they are representing the profession and UAB.

- All students are expected to maintain standards of neatness, cleanliness, grooming, and professional dress. Inappropriate clothing is defined as: evening wear, sheer fabrics, low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean type pants, cargo pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweatshirts.
- Clothes should be clean, wrinkle-free and loose fitting to allow for freedom of movement. Shirttails must be tucked in for men.
- White lab coats are required and should be worn over professional clothes during clinical rotations.
- Dresses/skirts cannot exceed two inches above the knee in length.
- Patterned, appliquéd or seamed hosiery is not acceptable. Socks are required for men.
- Clothing with slogans or advertisement should not be worn.
- Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment and consistent with professional attire. No tennis shoes or sandals without heel straps are allowed.
- Sunglasses (or other tinted, non-prescription glasses) should not be worn inside the facilities.
- Caps or hats are not acceptable.
- Jewelry should be conservative. No facial jewelry is allowed (except earrings). Body piercing other than the earlobe is not acceptable business dress. Jewelry should be limited to:
  - Rings: no more than 2 per hand (not to extend above the knuckle).
  - Earrings: no more than 2 pair may be worn. Earrings will be no larger than two inches in diameter or length.
• Nails should be no longer than one-half inch from the end of the finger; acrylic nails are not allowed. Nail polish should not be worn in food production areas.
• Hair should be neat and clean. Bandannas, headbands or any extreme adornment is not allowed.
• Miscellaneous: Gum chewing is not allowed during rotations, makeup should be appropriate for business hours, perfume is not allowed, and identification should be worn at all times during rotations at collar/shoulder level.

**Academic Performance**
For a student to maintain good academic standing in the program, they must maintain a cumulative grade point average (GPA) of at least 3.0 (B average) and an overall satisfactory performance in practicum courses. Achieving a grade of A in the UAB Graduate School indicates superior performance, B indicates adequate performance, and C indicates performance only minimally adequate for a graduate student. The Graduate School does not use the grade of D; students who perform below the C level will receive a failing grade for the course.

Students who do not maintain a cumulative GPA of at least 3.0 will be placed on academic probation. Once a student is placed on academic probation, they will have two semesters to re-establish good academic standing with a cumulative GPA of at least 3.0. Failure to re-establish good academic standing at the end of their second term of enrollment while on academic probation will result in academic dismissal from the UAB Graduate School and thus the program. Students may work on raising their cumulative GPA and reapply to the DEP.

**Performance Monitoring**
The course syllabus includes course content, assignments, schedule, attendance requirements, late policies, and grading criteria. Students are advised to review and follow syllabus procedures for each class. Students are to evaluate their progress in the class in relation to the rest of the class by viewing score details in the Canvas Management Learning System. Students should monitor Canvas routinely for communications from faculty and to manage course assignments. The UAB Early Alerts System allows instructors to notify students about academic performance, attendance, and other related issues in courses. Academic advisors may also view these alerts.

The program director will meet with each student at least once each semester to discuss progress and activities for continued success in the program. If students need referral to additional support services, the program director will encourage students to utilize the services offered at UAB, including professional counseling, disability support, and health and wellness. The School of Health Professions Office of Student Success is also beneficial in providing resources and support to promote academic and professional success.

**Retention Procedures**
Faculty will encourage students to consult with them on assignments to help to prevent or resolve poor performance. Faculty may suggest tutoring options, assistance with writing, or examination of study...
skills for students having difficulty. Referrals may be made to professional counseling for problems that may be interfering with student performance.

**SUPERVISED PRACTICUM PERFORMANCE**

Students are required to receive a minimum overall score of 3/5 (satisfactory) on the ACEND Competency Evaluation for each supervised practicum rotation. Students receiving an overall score below 3/5 during a rotation will meet with the DEP director to develop a plan for performance improvement. The student may be required to repeat the rotation to assure satisfactory achievement of ACEND-required core and program-defined emphasis competencies. The decision to repeat a rotation is at the discretion of the DEP director.

In addition, in cases where it becomes evident that the student will not meet performance standards the DEP director will provide guidance with designating an alternate career path that aligns with the student’s interest, strengths, and abilities.

Students will be expected to let their preceptor and the program director know if they are struggling in their practicum. Preceptors will be expected to make the student and program director aware of any issues or concerns as soon as they arise. Students will be assessed throughout, at mid-term, and during the summative evaluation of each supervised practicum course by their primary preceptor and program director.

Students receiving below 80% on an assignment, 3 on a 5-point scale, or 8 on a 10-point scale on a practice activity will be required to repeat the assignment or practice activity to assure satisfactory achievement of ACEND-required competencies. For students who do not receive a satisfactory score on the repeat evaluation, the program director will work with the student to resolve issues that may be present in specific performance areas.

Students log their supervised practice hours in professional work settings and alternate practice activities in the E*Value system. E*Value is a healthcare education administration system. Preceptors will receive an email from E*Value notifying them of a pending approval for hours logged. The program director or program manager will monitor student hours monthly to ensure each student is meeting the program’s supervised practice and alternate activity hour requirements.

*Students are required to complete practicum hours each semester to avoid an incomplete.*

**PRIOR LEARNING**

The Dietitian Education Program does not grant credit for prior learning for any portion of the practicum components. All students must complete the required number of supervised practicum hours to receive a verification statement.

**IDENTITY**

All students, local and remote, are assigned a unique ID and password which enables them to access the University’s protected online software portals, such as Canvas. This creates a secure environment for assignment submissions, exams, grading and other student performance information. The burden of proper password security resides with the person to whom the password is assigned; students are responsible for all activities associated with their user ID.
Proctor U is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution. The DEP will utilize this service provided by the University to verify identity and monitor exam takers.

**DISCIPLINARY ACTION**

Regulations and procedures are necessary for the orderly progression of the Dietitian Education Program. Depending on the gravity of the situation, a progressive discipline process will be used as follows:

1. **Oral Warning**: This may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the DEP director and the student.
2. **Written Warning with Imposed Probation**: The written warning is given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the DEP director and the student.
3. **Program Dismissal**: If any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur. Once a student has been dismissed from the program, re-entry will not be allowed.

A student may be dismissed from the program without any prior disciplinary action for grave offenses which include, but are not limited to:

1. gaining entry into the program by submitting false information.
2. committing an act of academic or non-academic misconduct.
3. failing to maintain confidentiality of patient information.

**GRIEVANCE POLICY**

Although it is rare, issues can arise between a student and professor, preceptor or program director. To ensure that concerns are addressed in an appropriate and timely manner, students should follow the program’s procedure for resolving issues and document each stage of the processes. The program is required to maintain a record of student complaints for a period of seven years, including the resolution of complaints.

1. Address concerns or problems with the responsible party, i.e., professor, preceptor or program director. Students should make all attempts to communicate and resolve concerns with the responsible party prior to contacting the program director.
2. If no resolution is found, identify the problem and clearly document the situation in writing. Present documentation to the DEP director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the DEP director, submit documentation to the Vice Chair of Education in the Department of Nutrition Sciences.
3. If no resolution is found, the DEP director will arrange for a meeting with the MS in Nutrition Sciences Program director and all parties involved. If appropriate, an impartial third party will be called to act as mediator.

4. If no resolution is found, a meeting will be arrange involving the Vice Chair of Education in the Department of Nutrition Sciences and all parties involved.

5. If at this point the issue is not resolved, documentation of the problem and grievance process will be submitted to the Chair of the Department of Nutrition Sciences for review and will contact the School of Health Professions Senior Associate Dean for Academic and Faculty Affairs.

6. If these steps do not culminate in a resolution, the student should follow the University’s Student Complaint Policy.

7. Once all University procedures have been exhausted and the matter remains unresolved, file a formal complaint with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND). All student matters will be handled in a private and non-retaliatory manner. Students are assured that they may discuss their concerns with the program director or other faculty members without fear of retaliation.

**Filing a Complaint with ACEND**

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Students may submit a complaint to ACEND only after all University grievance procedures have been exhausted. For instructions on filing a complaint to ACEND, review the ACEND Policy and Procedure Manual.

ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, promotion or dismissal of students.

**Student Records**

Student records are maintained by the DEP director in a confidential manner. Access to your records is limited to the DEP director, yourself, program faculty, and other authorized persons. Your access to your own records is provided on a ‘need to know’ basis. If necessary to review your records, you should contact the DEP director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline. You do not have access to letters of recommendation.

**Graduation Requirements**

The MS in Nutrition Sciences, Dietitian Education Program follows the UAB Graduate School’s policy for academic standing. Students must maintain a cumulative grade point average (GPA) of at least 3.0 (B average).
Upon successful completion of the MS in Nutrition Sciences, Dietitian Education Program, students will receive their degree and a verification statement/certificate. Students are then eligible to sit for the Commission on Dietetic Registration (CDR) National Registration Examination for credentialing as a Registered Dietitian Nutritionist. Students are expected to complete the program within three years for the Dietitian Education Program or two and a half years for the DEP Certificate (or 150% of program length).

**Verification Statement Guidelines**
Verification Statements/Certificates are signed and delivered by the DEP director after the student has completed all program requirements and maintained a 3.0 GPA or above in graduate and practicum coursework. All fees must be cleared with the University before receiving the verification statement. Students performing below standard will be given an opportunity for additional experience and/or be dismissed from the Dietitian Education Program as previously discussed. A Verification Statement/Certificate is required to take the national Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

**Program Meetings**
Each semester, each student will be required to either meet at least once on the UAB Campus or join a virtual classroom to discuss progress or any other items pertinent to the students success with the program director.

**Professional Meetings/Conferences**
Students are required to attend professional meetings and conferences throughout the program year. Students are expected to attend meetings of the local District Dietetic Association and the State Dietetic Association Annual Meeting. Students are also required to attend the Breeding & Associates RDN Review Course on the campus of UAB. **Students are responsible for transportation, lodging and registration fees.** Students may attend Food and Nutrition Conference and Expo (FNCE) with permission from the program director. Requests to attend other seminars/meetings which are not required learning activities may be submitted to the program director. Each request will be considered individually in conjunction with the necessary preceptor(s). Consideration will be given to educational benefit and time availability.

**Site Visits**
The Program Director will visit program sites periodically. Site visits may include a 30 minute meeting with available preceptors followed by student presentations.

**Supervised Practicum**
Students must not replace employees to complete employee responsibilities within the supervised practice rotations, unless the work aligns with objectives and learning activities outlined by the program. The purpose of supervised practice is to provide students with experiences and activities that are needed to successfully achieve the ACEND-required core competencies of an entry-level registered
EVALUATION PROCESS
Evaluations regarding the student’s progress will be conducted throughout the program year. These evaluations are designed to clarify the expectations for completion of the program and to assist the student in identifying strengths and areas for improvement.

Evaluation methods include the following:
- Assignment and presentation grading rubrics are used to evaluate the student’s performance.
- The completion of evaluations are required by the preceptor and student at the end of each rotation. Refer to your practicum course syllabus and workbook each semester for more information regarding evaluations. Preceptors are instructed to review the evaluations with each student at mid-point for rotations longer than 2 weeks and prior to the end of a rotation.
- Informal discussion as deemed necessary by supervised practice preceptor.
- The DEP director meets with students each semester during the program for discussion and review of student progress.

STAFF PRACTICUM EXPERIENCE
Students will complete five weeks of a culminating Staff Practicum Experience (SPE) rotation in the course NTR 676 at the end of the program. Students choose one of three emphasis areas and rotation site from their individual schedule to work for a total of five weeks with minimal supervision. Personal days may not be used during SPE rotations unless prior approval is requested and granted by the program director.

DEPARTMENT OF NUTRITION SCIENCES AWARDS
During the program, students will be assessed by preceptors and program faculty on the following:

**Outstanding Dietetic Student**
Criteria for selection of the Outstanding Dietetic Student:

1. The outstanding student will demonstrate the ability to work well with the immediate supervisor, peers, employees and other staff members in the hospital.
2. The individual demonstrates enthusiasm in performing the responsibilities in his/her assigned areas.
3. The individual demonstrates ability and willingness in making decision and directing employees.
4. The individual demonstrates cooperative attitude in accepting assigned tasks.
5. The individual demonstrates keen interest and initiative in making suggestions for improvements in each area assigned.
6. The individual demonstrates the ability to use the knowledge and theory acquired in dietetics in solving everyday problems and the application of that knowledge in clinical and practical setting.
STATEMENT OF CONFIDENTIALITY

The undersigned hereby acknowledges his/her responsibility under federal applicable law and the agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersign agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the Facility, as described to the student by the Facility.

Dated this ______ day of ________________, 201_.

________________________________________
Signature of Student
ADHERENCE TO THE POLICIES AND PROCEDURES OF THE DIETITIAN EDUCATION PROGRAM

I have read, understand, and agree to abide by the rules and regulations of the UAB MS in Nutrition Sciences, Dietitian Education Program as presented in the UAB Dietitian Education Program Student Handbook.

__________________________________  ____________________
Signature of Student                   Date