

Department of Nutrition Sciences
Master of Science in Nutrition Sciences
Clinical Track/Dietetic Internship

2021-2022
STUDENT HANDBOOK



UAB SCHOOL OF HEALTH PROFESSIONS
MASTER OF SCIENCE IN NUTRITION SCIENCES
CLINICAL TRACK/DIETETIC INTERNSHIP
2021-2022

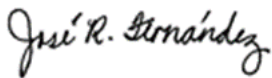
ACADEMIC HANDBOOK



07/27/2021

Carleton Rivers, RDN
CT/DI Master's Program Director

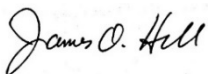
Date



7/27/2021

Jose Fernandez, PhD
Vice Chair, Nutrition Sciences Education

Date



07/27/2021

James O. Hill, PhD
Chair, Department of Nutrition Sciences

Date



8/16/2021

Andrew Butler, PhD
Dean, School of Health Professions

Date

Table of Contents

Table of Contents

INTRODUCTION	7
DEAN’S WELCOME MESSAGE	7
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS	8
SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION.....	9
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION	10
ACADEMIC CALENDAR	10
ACADEMIC INTEGRITY CODE	10
ADVISING.....	10
ASKIT.....	10
ATTENDANCE.....	11
AWARDS AND HONOR SOCIETIES	11
BACKGROUND CHECK	12
BLAZERID / BLAZERNET / EMAIL.....	12
BLAZER EXPRESS	13
BOOKSTORE	13
CAMPUS ONECARD	13
CAMPUS MAP	13
CANVAS LEARNING MANAGEMENT SYSTEM.....	13
COUNSELING SERVICES.....	13
COVID-19 PRECAUTIONS	14
DIVERSITY, EQUITY AND INCLUSION (DEI)	14
DISABILITY SUPPORT SERVICES (DSS)	14
DRUG SCREENING	15
EMERGENCIES.....	15
FERPA.....	15
FINANCIAL AID	15
FOOD SERVICES	15

GRADUATE SCHOOL.....	16
GRADUATION	16
MEDICAL CLEARANCE	16
IMMUNIZATION POLICY	16
INSURANCE WAIVERS	16
HIPAA TRAINING	16
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)	17
INTELLECTUAL PROPERTY	17
LACTATION CENTERS	17
LIBRARIES AND LEARNING RESOURCE CENTER	17
ONESTOP STUDENT SERVICES	18
PARKING.....	18
PATIENT CARE PARTNERSHIP	18
PLAGIARISM AND TURNITIN	18
RECREATION CENTER	19
SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)	19
SOCIAL MEDIA.....	19
STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)	20
STUDENT HEALTH SERVICES.....	21
TUITION AND FEES	21
WEATHER	21
WITHDRAWAL FROM COURSE / PROGRAM.....	21
SECTION 2 – SHP AND UAB POLICIES	23
SCHOOL OF HEALTH PROFESSIONS POLICIES	23
BACKGROUND CHECK AND DRUG SCREEN.....	23
POLICY	23
COVID-19 CAMPUS ENTRY	4
EMERGENCY PLAN - SHPB	4
FINAL COURSE GRADE APPEAL PROCESS	4
PLAGIARISM	4

UAB POLICIES.....	5
CLASSROOM BEHAVIORS.....	5
HEALTH	5
SUBSTANCE USE/ABUSE	5
TECHNOLOGY GUIDELINES	5
INCLUSIVENESS	5
RESEARCH AND SCHOLARLY ACTIVITIES	5
SECTION 3 – DEPARTMENTAL POLICIES	7
WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES	7
Faculty and Staff	4
DEPARTMENT OF NUTRITION SCIENCES FACILITIES FOR RESEARCH	4
Susan Mott Webb Nutrition Sciences Building.....	4
Centers for Research at UAB.....	4
MASTER OF SCIENCE (MS) IN NUTRITION SCIENCES	5
Program Accreditation.....	5
MS in Nutrition Sciences Core Course Requirements.....	5
MS IN NUTRITION SCIENCES TRACKS	5
Clinical Track/ Dietetic Internship.....	7
Dietitian Education Program Track	7
Lifestyle Management and Disease Prevention Track.....	8
Research Track	8
MS IN NUTRITION SCIENCES – CLINICAL TRACK/ DIETETIC INTERNSHIP	8
Program Accreditation	8
Professional Licensure and Certification (PLC) Requirements.....	9
Program Mission	9
Program Goals.....	9
ACEND Competency Requirements	10
Clinical Track/ Dietetic Internship Course Requirements	12
Clinical Track/ Dietetic Internship Course Sequence	13
Program Contingency Requirements.....	13

ESTIMATED PROGRAM TUITION AND FEES	13
Tuition Payments	14
Financial Aid, Loans, and Scholarships.....	14
Textbooks.....	14
GETTING STARTED	14
The UAB Graduate Catalog	15
UAB Policies and Procedures	15
Academic Advisor.....	15
Blazer ID	15
UAB Email.....	15
Course Registration.....	16
ACADEMIC PROGRESS	16
Graduate Planning System (GPS)	16
Grading and Grade Point Average (GPA)	16
Student Performance Monitoring.....	17
Remediation/ Retention Procedures	17
Program Withdrawal Policy	17
Additional Academic Progress Policies	17
ACADEMIC MISCONDUCT.....	17
DNS Academic Ethics & Misconduct Statement	17
GRIEVANCE PROCEDURES.....	18
Disciplinary Action	18
Filing a Complaint with ACEND	19
THE GRADUATE SCHOOL PROFESSIONAL DEVELOPMENT PROGRAM	19
CLINICAL TRACK/ DIETETIC INTERNSHIP POLICIES & PROCEDURES.....	20
Code of Ethics	20
Patient Information Confidentiality Policy.....	22
Dress Code	22
COVID-19 Policies and Procedures	23
eValue	24

Stipends.....	24
Student Employment	25
Address & Phone Number Changes	25
Program Attendance	25
Supervised Practice Policies & Procedures	27
CLINICAL TRACK/ DIETETIC INTERNSHIP AWARDS	29
SUMMARY OF THE STEPS TO EARNING YOUR MS DEGREE	30
APPLICATION FOR DEGREE	30
AWARD OF DEGREE	31
AWARD OF VERIFICATION STATEMENT	31
ADDITIONAL INFORMATION	31

INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

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 many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. And, we look forward to maintaining our relationship with you when you join our alumni community.

Our alumni give advice to current students that is worth repeating: “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 leader we know you can be.

A handwritten signature in dark ink, appearing to read "Andrew J. Butler". The signature is fluid and cursive, with the first name "Andrew" and last name "Butler" clearly distinguishable.

Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is one of the largest academic institutions of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950's as a collection of training programs 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 (SPAHE). 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 a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, 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

Under the current leadership of Dean Andrew Butler, the school has never been stronger, or better positioned as a national leader in health professions education.

SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

Kristin Chapleau, Director of Student Services and Advising

205-996-4721; kjohnsto@uab.edu

Mary Foster, Dean Butler's Executive Assistant

205-934-5149; fostermg@uab.edu

Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program

205-996-1399; sgiordan@uab.edu

Donna Slovensky, PhD, Senior Associate Dean for Academic and Faculty Affairs

205-934-1679 ; donnaslo@uab.edu

Kevin Storr, Director of Communications

205-934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations

205-975-8034; ltest@uab.edu

Marci Willis, Director, Learning Resource Center

205-934-9472; mbattles@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 INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, Dr. Donna Slovensky. Dr. Slovensky's office is located in SHPB 660. The full text of the Academic Integrity Code is available at:

https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code__2021-June-22.pdf

ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisers is listed below.

Kristin Chapleau, Director of Student Services and Advising - 205-996-4721; kjohnsto@uab.edu

Carla Crews-McGirt, Academic Advisor II – 934-4194; ccrewmc@uab.edu

Eileen Hatfield, Academic Advisor II - 205-934-4185; mehatfie@uab.edu

Rachel Mars, Academic Advisor II – 205-996-0867; rmars@uab.edu

Adam Pinson, Academic Advisor II – 205-975-4194; apinson@uab.edu

Graduate student advising is provided through the SHP graduate programs.

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/service_portal

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 have 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 the 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 in clinical programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a clinical rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. 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/.

BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore 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 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665 Website: <https://uab.bncollege.com/shop/uab/home>

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/onecard.

CAMPUS MAP

UAB's campus map can be found at the following: 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. 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 Services at 1714 9th Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>

COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. While we anticipate a return to regular operations in fall term 2021, we remind students that certain precautions are still recommended. These recommendations include:

- **Masking – masking is required in all UAB spaces.**
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at https://studentwellness.uab.edu/login_directory.aspx.
- Students who experience COVID symptoms should not come on campus or clinical sites, and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms, but should comply with any restrictions on food and other beverages that may be in place.

Official information about COVID-19 and University guidelines is available at:

<https://www.uab.edu/uabunited/>

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/>

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/

DRUG SCREENING

By policy, SHP students in programs requiring fieldwork/internship placement are required to undergo a routine drug screen 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 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. If you have questions, please contact (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building. For more information visit: [Students - School of Health Professions | UAB](#)

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
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

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/>; If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact (205) 934-4194 or shp@uab.edu.

FINANCIAL AID

The Office of Financial Aid is 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 the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. 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 and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs>. The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>

MEDICAL CLEARANCE

SHP students in programs that are on campus (not fully online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: www.uab.edu/students/health/medical-clearance/immunizations.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical programs, provide proof of immunization against certain diseases: <https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx>

INSURANCE WAIVERS

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all eligible students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan (SHIP). The SHIP is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the SHIP, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: <https://www.uab.edu/students/health/insurance-waivers/waivers>

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.

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 <https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Andrew Eaton at (205) 934-4133.

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. <https://library.uab.edu/locations>

SHP 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 – 8:00 pm; Friday 7 am – 5:30 pm;

Saturday - closed; Sunday - closed

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 Website:

<https://library.uab.edu/locations/lister-hill>

Phone: (205) 934-2230

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: <https://library.uab.edu/locations/sterne>

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. Additional information is available at 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.

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) 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.

www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html.

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.

SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

Scholarships available to students in any SHP program are the following:

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.

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.

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.

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.

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

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

You may visit the Blazer Scholarship Management and Resource Tool (B-SMART) to apply <http://www.uab.edu/students/paying-for-college/>. Many programs in SHP also have scholarships available to currently enrolled students in those programs. 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?lang=en
- Facebook: www.facebook.com/UABSHP
- YouTube: www.youtube.com/uabshp
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: www.uab.edu/shp

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

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.

Professional Use - 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 policy¹, 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.

General Use - The following guidelines are strongly suggested:

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.
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.
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.
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.
5. Do not post any confidential or sensitive information online.
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.
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.
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.

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. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](#) The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](#).

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. 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 205-934-3580.

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. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

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:

<ul style="list-style-type: none">• Webpage: www.uab.edu/emergency	<ul style="list-style-type: none">• B-ALERT system: www.uab.edu/balert
<ul style="list-style-type: none">• Hotline: (205)- 934-2165	<ul style="list-style-type: none">• 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 following link

for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN

POLICY

With the exceptions noted below, students admitted to clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the vendor(s) with which the School has a current agreement for those services. These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or clinical placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement.
- The rules and regulations governing individual placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Senior Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to clinical placement are the following:

Doctor of Physical Therapy

Occupational Therapy Doctorate – (entry level)

Master of Science in Biotechnology

Master of Science in Clinical Laboratory Science
Master of Science in Genetic Counseling
Master of Science in Health Administration (Residential)
Master of Science in Health Physics
Master of Science in Nuclear Medicine Technology
Master of Science in Nutrition Sciences – Dietetic Internship Clinical Track
Master of Science in Nutrition Sciences – Dietitian Education Program
Graduate Certificate in Dietitian Education
Master of Science in Nutrition Sciences – Prior Learning Clinical Track
Master of Science in Occupational Therapy – (entry level)
Master of Science in Physician Assistant Studies

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding clinical placement or internship are the following:

Bachelor of Science in Health Care Management
Bachelor of Science in Biomedical Sciences
Bachelor of Science in Biobehavioral Nutrition and Wellness Major

*Programs waived from the Background Check and Drug Screening requirement are the following:

Doctor of Philosophy in Administration Health Services – all concentrations
Doctor of Philosophy in Rehabilitation Sciences
Doctor of Science in Healthcare Leadership
Graduate Certificate in Biotechnology Regulatory Affairs
Graduate Certificate in Clinical Informatics
Graduate Certificate in Health Care Quality and Safety
Graduate Certificate in Low Vision Rehabilitation
Master of Science in Health Administration (International and Executive tracks)
Master of Science in Health Care Quality and Safety
Master of Science in Health Informatics
Master of Science in Healthcare Simulation
Master of Science in Nutrition Sciences - Research Track
Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention Track

Attachments:

- ☐ Procedure for Criminal Background Check and Drug Screening
- ☐ Student Instructions
- ☐ Consent to Drug Testing and Release of Drug Test Results
- ☐ Consent to Criminal Background Check and Release of Results

Note: Replaces Criminal Background Check and Drug Screening Policy 2012

* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening

Attachment 1: Procedure for Criminal Background Check and Drug Screening

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Student Recruitment, Engagement and Success (OSRES) review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a clinical rotation or internship site or potentially makes them ineligible for professional certification or licensure, the OSRES contacts the individual student to discuss the implications of said information in the report. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice or internship placement.
5. Prior to clinical placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students will follow the instructions provided by sites or placements if they go beyond those of the School.
7. Students are responsible for fees required for screenings.
8. OSRES designee discusses with individual students implications for information which may inhibit placement at a clinical or internship site.
9. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports.

Attachment 2:



STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office of academic and Faculty Affairs, my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

Student's Signature

Date

Signature of Parent/Legal Guardian
(required only if student is under 19)

Date

Attachment 4

UAB School of Health Professions

Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

Student's Signature

Date

Signature of Parent/Legal Guardian
(required only if student is under 19)

Date

COVID-19 CAMPUS ENTRY

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: [Students Overview - United | UAB](#)
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2021 will have access to a free COVID-vaccination through Student Health Services. See information at <https://www.uab.edu/uabunited/covid-19-vaccine>
- Vaccinated students should upload an image of their vaccination card through the Student Health Patient Portal at https://studentwellness.uab.edu/login_directory.aspx.
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

EMERGENCY PLAN - SHPB

https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.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)

<https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000804.html>

NONSMOKING

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

ACADEMIC INTEGRITY CODE

https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code_2021-June-22.pdf

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 – DEPARTMENTAL POLICIES

WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES

WELCOME to the Master of Science in Nutrition Sciences program! There is a rich history of nutrition at the University of Alabama at Birmingham (UAB), with a heritage of nearly one hundred-years of involvement in the field beginning with three medical doctors, Drs. James McLester, Tom Spies, and Charles Butterworth. Their interest in the use of vitamins for the treatment and prevention of disease are responsible for the origin of UAB's commitment to nutrition, which began in the 1920s. For a complete narration of the history of the Department of Nutrition Sciences, please visit the "History" page on [our website](#).

The Department of Nutrition Sciences (DNS) is recognized as one of the top nutrition programs in the United States and has had a profound national impact on the health care practices of Americans. DNS is a leader in providing multi-professional nutrition support services, exceptional training programs for physicians and other health professionals, federally supported research endeavors, as well as nationwide public service activities. Everything you need to learn to save lives, prevent disease, and improve quality of life is at UAB.

While most larger nutrition programs in the U.S. are fragmented, the DNS is a single, multi-professional department that is highly integrated into UAB's campus. This provides an ideal academic setting for excellence in nutrition education and training. The DNS has long-standing research programs in nutrient metabolism, cancer, obesity, and energy metabolism and regulation, which encompass both clinical and human nutrition as well as basic molecular nutrition. Local students have the opportunity to participate in multi-professional research initiatives in basic, clinical, and translational research within one of two National Institutes of Health (NIH)-funded research centers in the Department of Nutrition Sciences—the Nutrition Obesity Research Center and the Diabetes Research Center. As well as the opportunity to engage with other world renowned research facilities on UAB's campus, including the Comprehensive Cancer Center. Local students also have the opportunity to study the clinical side of nutrition in the heart of Alabama's top medical center, surrounded by UAB Hospital, Birmingham VA Medical Center, and Children's of Alabama.

The program you are entering will prepare you for professional practice in the field of nutrition science. The Master of Science in Nutrition Sciences curriculum helps to develop your knowledge and skills while helping to advance your skills in critical problem solving in a team environment. We urge you to commit yourself to the highest level of achievement while in the Master of Science in Nutrition Sciences program in order to maintain outstanding professional achievement upon completion of your program. Now is your time to invest in the future you deserve, and your dedication to this program will enable you to achieve this greatness.

FACULTY AND STAFF

The diversity inherent to the field of nutrition is reflected in our faculty, staff, and students. For a full list of our Nutrition Sciences faculty and staff, please visit our [webpage](#).

DEPARTMENT OF NUTRITION SCIENCES FACILITIES FOR RESEARCH

SUSAN MOTT WEBB NUTRITION SCIENCES BUILDING

Constructed in 1983, the six-story [Susan Mott Webb Nutrition Sciences Building](#) provides dedicated laboratories, animal facilities, offices, and classrooms that are used regularly by our faculty and students. The Susan Mott Webb Nutrition Sciences Building is centrally located within The University of Alabama at Birmingham main campus and is in easy walking distance to all other major campus facilities.

The Department of Nutrition Sciences benefits from the on campus presence of and collaboration with outstanding regional and national institutes and centers, including the 2,000-bed University Hospital complex, which constitutes one of the major medical facilities in the eastern United States.

Research laboratories within the Webb Nutrition Sciences Building provide all of the major equipment needed for basic, animal, and clinical nutrition research in both human and animal samples. Notably, the Webb Nutrition Sciences Building operates one of the most complete Energy Metabolism/Body Composition Research Laboratories in the country. This Laboratory contains indirect hood calorimeters, a facility for hydrodensitometry, a dual energy X-ray absorptiometry (DEXA), a bioelectrical impedance analysis (BIA), exercise testing equipment, and a mass spectrometer equipped with a gas chromatograph for stable isotope analyses.

The Department of Nutrition Sciences is unique in housing two prestigious NIH-funded research centers—the [Nutrition and Obesity Research Center](#) (NORC) and [Diabetes Research Center](#) (DRC). These Centers are directly involved in our student training and research experiences, also providing accessibility to core facilities and educational opportunities.

CENTERS FOR RESEARCH AT UAB

UAB boasts many specialized research Centers of Excellence with such a high quality research environment. Some of these centers include the Cardiovascular Research and Training Center, Center for Aging, Center for Interdisciplinary Research in Immunological Diseases, Center for Research in Oral Biology, Comprehensive Cancer Center, Diabetes Research and Training Center, Multipurpose Arthritis and Musculoskeletal Diseases Center, Center for AIDS Research, Cystic Fibrosis Research Center, Neurobiology Research Center, Nephrology Research and Training Center and many others. Most of these specialized centers are actively involved in the diversity of training activities for students.

Student access to most UAB resources is readily available, either directly to students or through their Program Director, Academic Advisor, or other members of the faculty. Certain centers on campus, such

as the Comprehensive Cancer Center, have a broad spectrum of diagnostic and analytical services available to the UAB faculty at-large. Both NIH-funded centers housed in the Department of Nutrition Sciences (the NORC and DRC) provide opportunities for research experiences and resources through their cores, as well as educational and training events.

MASTER OF SCIENCE (MS) IN NUTRITION SCIENCES

PROGRAM ACCREDITATION

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

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.

MS IN NUTRITION SCIENCES CORE COURSE REQUIREMENTS

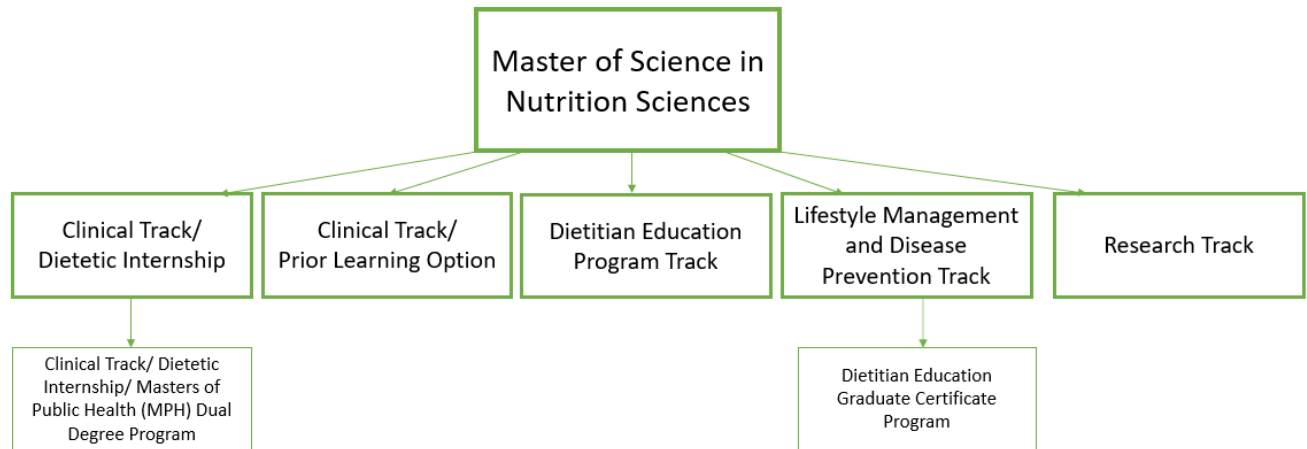
The Master of Science degree in Nutrition Sciences provides coursework that fosters understanding about nutrition for health promotion and disease prevention. All Nutrition Sciences graduate students, regardless of their track, complete the following core curriculum. The semester offered is subject to change based on the needs of the Department of Nutrition Sciences.

Prefix	Course Title	Semester Hours	Semester Offered
NTR 618	Nutritional Biochemistry	6	Summer
NTR 621	Applied Statistics to Nutrition Sciences I*	3	Fall
NTR 637	Applied Research in Nutrition Sciences*	3	Spring
NTR 690	Seminar	2	Fall
Total semester hours for Core Courses		14	

**NTR 621 is a pre-requisite for NTR 637*

MS IN NUTRITION SCIENCES TRACKS

The Department of Nutrition Sciences offers the most comprehensive nutrition experience you will find on one campus. There are five tracks of the MS in Nutrition Sciences, each varying in their admissions requirements, curriculum, and program outcomes. For more information on each of the five MS in Nutrition Sciences track options, please visit the [Department of Nutrition Sciences webpage](#).



SUMMARY OF MS IN NUTRITION SCIENCES TRACKS

CLINICAL TRACK/ DIETETIC INTERNSHIP

The MS in Nutrition Sciences- Clinical Track/ Dietetic Internship is a one-year combined dietetic internship and Master of Science degree program that enables graduates to take the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR). In only 12 months, students are prepared for an exciting career in health care, wellness, and food systems operations. This track requires a minimum of 48 semester credit hours, including the 14 semester hours of Core Courses, and 34 semester hours that are unique to this track.

CLINICAL TRACK/ DIETETIC INTERNSHIP/ MASTERS OF PUBLIC HEALTH (MPH) DUAL DEGREE PROGRAM

Students in the Dietetic Internship/[MPH Dual Degree option](#) must complete 30 semester hours of graduate-level coursework, comprising 26 hours of public health courses and 4 semester hours of NTR 589 to be applied to the MPH degree, in addition to the requirements of the MS in Nutrition Sciences, Clinical Track/Dietetic Internship program described above. All required public health coursework is offered online.

Only students who are enrolled in the MS in Nutrition Sciences, Clinical Track /Dietetic Internship are eligible to apply for the dual degree option. Students must be admitted to both graduate programs (Nutrition Sciences and Public Health) for this dual degree.

CLINICAL TRACK/ PRIOR LEARNING OPTION

The MS in Nutrition Sciences- Clinical Track/ Prior Learning Option accepts nutrition/dietetic supervised practice hours toward completion of a Master of Science degree. Students eligible for this program have completed an undergraduate degree in nutrition/dietetics and have received a Verification Statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Dietetic Internship (DI), Coordinated Program in Dietetics (CP), or Individualized Supervised Practice Pathway (ISPP) program. This track requires a minimum of 30 semester credit hours, including the 14 semester hours of Core Courses and 16 semester hours that are unique to this track. This is a non-thesis track and all required coursework is offered entirely online.

DIETITIAN EDUCATION PROGRAM TRACK

The MS in Nutrition Sciences- Dietitian Education Program track is a Coordinated Program in Dietetics, as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) by the Academy of Nutrition and Dietetics. Students in the Dietitian Education Program track must complete a minimum of 58 semester hours, including the 14 semester hours of Core Courses and 44 semester hours that are unique to this track. Twenty-four of the semester hours unique to this track are practicums, or supervised practice experiences. All non-practicum courses are offered entirely online and practicums can be completed remotely, allowing students to complete their degree requirements in their local setting. This program enables graduates to take the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR), preparing them for an exciting career in nutrition.

LIFESTYLE MANAGEMENT AND DISEASE PREVENTION TRACK

The MS in Nutrition Sciences- Lifestyle Management and Disease Prevention track offers an entirely online degree, and is well suited for students who want to provide general nutrition information to the public for health promotion and disease prevention. Students in the Lifestyle Management and Disease Prevention track gain multi-professional perspectives at UAB, with classes taught by physician assistants, genetic counselors, Registered Dietitian Nutritionists, and exercise physiologists. This track requires a minimum of 36 semester credit hours, including the 14 semester hours of Core Courses and 22 semester hours that are unique to this track.

DIETITIAN EDUCATION GRADUATE CERTIFICATE PROGRAM

The Dietitian Education Graduate Certificate Program is restricted to students enrolled in the Lifestyle Management and Disease Prevention Track. Students who apply to the Dietitian Education Graduate Certificate Program and are accepted for participation complete an additional 37 semester hours (73 semester hours total), and earn a Dietitian Education Program Graduate Certificate with their MS in Nutrition Sciences degree. The Dietitian Education Graduate Certificate Program is a Coordinated Program in Dietetics by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) by the Academy of Nutrition and Dietetics. Students who successfully complete the Lifestyle Management and Disease Prevention track and the Dietitian Education Graduate Certificate Program earn an MS degree in Nutrition Sciences, and are eligible to take the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

RESEARCH TRACK

The MS in Nutrition Sciences- Research Track requires a research thesis as a program requirement. Students must complete a minimum of 37 semester credit hours, including the 14 semester hours of Core Courses and 23 semester hours unique to this track. Students in the Research Track are also required to complete and orally defend thesis research that contributes to the knowledge of nutrition sciences. This program utilizes blended learning, which incorporates both online and in class courses.

MS IN NUTRITION SCIENCES – CLINICAL TRACK/ DIETETIC INTERNSHIP

PROGRAM ACCREDITATION



The University of Alabama at Birmingham's Clinical Track/Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois, 60606, (312) 899-5400, <http://www.eatright.org/ACEND>.

PROFESSIONAL LICENSURE AND CERTIFICATION (PLC) REQUIREMENTS

The UAB MS in Nutrition Sciences, Clinical Track/Dietetic Internship Program is designed to lead to professional certification through the Commission on Dietetics Registration (CDR) of the Academy of Nutrition and Dietetics (AND). While there is a national certification exam offered by CDR, board certification does not confer state licensure. Specific licensure requirements vary from state to state, and among territories. Please visit the [Professional Licensure and Certification General Disclosures](#) webpage for more information on state and territories requirements.

PROGRAM MISSION

Our mission is to prepare students to be competent, entry-level registered dietitian nutritionists (RDN) for practice in a variety of settings through innovative program design that promotes collaboration, use of the research process and critical thinking skills to improve the health of individuals and communities.

PROGRAM GOALS

Goal 1: Prepare graduates to be competent, entry-level registered dietitian nutritionists (RDN) who will meet the employment needs of the southeast region and the nation.

Objectives for Goal 1:

- At least 80% of program interns complete program/degree requirements within 18 months (150% of the program length).
- Over a five-year period, at least 90% of program graduates will pass the CDR credentialing exam for dietitian nutritionists within one year of first attempt.
- Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 95% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- During their first year of employment, program graduates will be ranked by at least 90% of employers as "satisfactory" or better in professional knowledge and skills as compared to the expected competency of an entry-level registered dietitian nutritionist (RDN).

Goal 2: Prepare graduates who demonstrate the ability to utilize current evidence-based research and apply the research process in professional practice.

Objectives for Goal 2:

- 85% of program graduates indicate on alumni survey that they routinely use current research findings in professional practice.
- 75% of program graduates indicate on alumni survey that they have used the research process to make decisions in professional practice since graduation.

Goal 3: Prepare graduates who demonstrate a commitment to serving the community and the profession.

Objectives for Goal 3:

- 75% of recent (within one year of graduation) graduates who respond to the alumni survey will indicate that they participated in at least one community service activity since graduation.
- 75% of recent (within one year of graduation) graduates who respond to the alumni survey will indicate they are active members of a local, state, or national dietetic association.

ACEND COMPETENCY REQUIREMENTS

The MS in Nutrition Sciences, Clinical Track/Dietetic Internship curriculum is designed to ensure students achieve the knowledge and skills needed for an entry-level Registered Dietitian Nutritionist (RDN) as stated by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 Standards for Dietetic Internships. Prior to program completion, students must demonstrate proficiency in the following areas:

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

- 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.

- 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 interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

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.

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial 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.

Program-Defined Competencies for Medical Nutrition Therapy Emphasis

MNT 1.1: Demonstrate the ability to develop and present an obesity-related case study and corresponding review of current research and evidenced-based recommendations in the field of nutrition sciences.

MNT 1.2: Demonstrate the effective use of motivational interviewing skills to achieve behavior change in a patient or client with an obesity-related disease or medical condition.

CLINICAL TRACK/ DIETETIC INTERNSHIP COURSE REQUIREMENTS

The UAB Graduate School designates the Clinical Track/ Dietetic Internship as a Plan II program, which is the graduate school designation assigned to non-thesis programs. Whereas some Plan II programs require students to complete a comprehensive examination towards earning their degree, the Clinical Track/Dietetic Internship **does not** have this as a requirement.

The MS in Nutrition Sciences, Clinical Track/Dietetic Internship requires the completion of 48 semester hours of graduate work, comprised of 14 semester hours of Core Courses and 34 Clinical Track/Dietetic Internship courses, in good academic standing.

The Core Completion Requirements are required courses that provide the basic knowledge expected of all students in the MS in Nutrition Sciences program. The seminar course (NTR 690) is designed to broaden your knowledge within and outside of your interest areas, and to provide the opportunity for you to practice critically evaluating scientific research. Clinical Track/Dietetic Internship courses (NTR 500, NTR 501, NTR 589, NTR 601, NTR 604, and NTR 611) are designed to enhance skills specific to Registered Dietitian Nutritionists.

The RDN Certification Review course (NTR 501) is a sponsored workshop on the UAB campus to prepare students for the Registered Dietitian Nutritionist examination. The Internship Practicum course (NTR 589) provides students with the opportunity to complete a minimum of 1200 hours of supervised practice in one of the following designated program city: Birmingham, Huntsville, Mobile, or Montgomery. Aside from the Internship Practicum course (NTR 589) and the RDN Certification course (NTR 501), all coursework is offered entirely online.

Prefix	Course Title	Semester Hours	Semester Offered
NTR 500	Communications in Nutrition	1	Summer
NTR 501	RDN Certification Review	0	Spring
NTR 589	Internship Practicum	24	Fall, Spring, Summer

NTR 601	Advanced Medical Nutrition	3	Spring
NTR 604	Principles and Practice of Nutrition Support	3	Fall
NTR 611	Advanced Food Systems and Resource Management	3	Summer
Total semester hours for Clinical Track/Dietetic		34	
Internship Courses			

The Clinical Track/Dietetic Internship is designed to be completed in three consecutive semesters for students' enrolled full time, as illustrated below. The maximum amount of time allowed by the UAB Graduate School to complete a master's degree is five years.

CLINICAL TRACK/ DIETETIC INTERNSHIP COURSE SEQUENCE

<u>Fall Year 1</u>		<u>Spring Year 1</u>		<u>Summer Year 1</u>	
Prefix	Credit hours	Prefix	Credit hours	Prefix	Credit hours
NTR 589	10	NTR 501	0	NTR 589	4
NTR 604	3	NTR 589	10	NTR 500	1
NTR 621	3	NTR 601	3	NTR 611	3
NTR 690	2	NTR 637	3		
Total	18		16		14

The DNS regularly reviews the curriculum and program. Generally, the addition of new courses or changes to current curriculum are directed by job market demands and research advancements in nutrition science.

PROGRAM CONTINGENCY REQUIREMENTS

A student admitted with a program contingency requirement will be notified in writing about when the requirement must be satisfactorily completed. A student who fails to meet this requirement by the deadline is not permitted to continue taking coursework toward the degree until the requirement is satisfactorily completed.

ESTIMATED PROGRAM TUITION AND FEES

Please note that The University of Alabama at Birmingham is a state institution tuition is mandated by the Alabama Board of Trustees. Tuition rates change annually in accordance with the academic year. The Department of Nutrition Sciences is not responsible for tuition charges. For the most up-to-date tuition and fees, please visit the [Tuition and Fees webpage](#). This graduate program is listed under the "Graduate" programs tab, within the School of Health Professions. The estimation below is based on the **2019-2020 ACADEMIC YEAR** tuition costs.

CLINICAL TRACK/ DIETETIC INTERNSHIP

	Alabama Resident	Non-Alabama Resident
Practicum Course Credit Hours	24 credit hours	24 credit hours
Practicum Course Tuition Costs	\$572/credit hour	\$1,363/credit hour
Online Course Credit Hours	24 credit hours	24 credit hours
Online Course Tuition Costs	\$656/credit hour	\$656/credit hour
NTR 501 Fee*	\$550	\$550
Additional Fees	Varies	Varies
Textbooks	Varies	Varies
TOTAL	\$30,022	\$49,006

The estimated tuition expenses shown are based on all practicum and online coursework.

*NTR 501 is the RDN Examination Review Course led by Jean Inman. This zero credit hour course costs a one-time fee of \$550. This fee also covers a 1-year subscription to eatrightPREP.

TUITION PAYMENTS

Tuition is due semester-by-semester. To see when tuition is due, please visit the [UAB Academic Calendar](#). To see the breakdown of credit hours per semester, please visit the “Curriculum” tab on the [Clinical Track/Dietetic Internship](#) webpage.

FINANCIAL AID, LOANS, AND SCHOLARSHIPS

If you have questions about Financial Aid, Loans, or Scholarships, please visit [this webpage](#). In addition to the School of Health Professions scholarships, students are eligible to apply for the following Clinical Track/Dietetic Internship scholarships during the spring semester:

Carol B. Craig Endowed Scholarship

Rebecca L. Bradley Endowed Scholarship

Applications for these scholarships are evaluated by a departmental committee. Recommendations from the Committee are given to the Department Vice Chair of Education for designation of scholarship awards.

TEXTBOOKS

Textbook costs vary each semester. Students can search textbooks by semester through the [UAB Official Bookstore](#). Textbook information will also be provided on course syllabi.

GETTING STARTED

The **UAB GRADUATE CATALOG** as well as the **UAB POLICIES AND PROCEDURES** guidelines are important resources for you throughout your program of study. Please familiarize yourself with these.

THE UAB GRADUATE CATALOG

The UAB Graduate Catalog outlines all of the policies and procedures pertaining to academic performance, degree progress, academic and non-academic conduct, and student responsibilities. You are expected to be familiar with these policies and to abide by them. The Graduate Catalog can be found [here](#).

In addition to the UAB Graduate Catalog, the Department of Nutrition Sciences' Student Handbooks outline MS in Nutrition Sciences-specific requirements. All degree-seeking students are required to follow the MS in Nutrition Sciences requirements as well as those requirements specific to their track. Therefore, the information within this handbook serves as a contract between you and this graduate program.

UAB POLICIES AND PROCEDURES

In addition to UAB Graduate School policies, you are expected to be familiar with the [UAB Policies and Procedures](#).

ACADEMIC ADVISOR

Shortly after a degree-seeking student in the Department of Nutrition Sciences is accepted by UAB Graduate School into a program of study, the Department of Nutrition Sciences assigns the student an Academic Advisor. Dependent upon the MS in Nutrition Sciences track for which you are enrolled, your Academic Advisor may be your track Program Director or another Advisor within the Department of Nutrition Sciences. Regardless, Academic Advisors in the Department of Nutrition Sciences are here to support you as you progress through your graduate studies and want you to be successful in the MS in Nutrition Sciences degree program. Consider your Academic Advisor as your ally, the one you can count on to support your success during your graduate studies.

It is expected that all students connect with their Academic Advisor every semester to update them on their academic progress and advancement towards degree completion. The student and Academic Advisor can work together to determine if these updates are best achieved through emails, phone calls, virtual meetings, or in-person meetings. You are expected to work with your Academic Advisor to establish and make revisions to, when applicable, your academic Plan of Study, but ultimately it is your responsibility to take ownership and responsibility for your own course registration, academic progress, financial obligations of the program, and application for graduate degree and/or certificate.

BLAZER ID

To create a BlazerID, visit [BlazerID Central](#). Your unique BlazerID and password will serve as your log-in to access all of UAB's computer-based systems, including your UAB campus email. Please note that your BlazerID will also be the beginning portion of your email address, so be mindful of professionalism when choosing your BlazerID.

UAB EMAIL

Once you have been assigned your unique Blazer ID and created your Password, you will have access to all of UAB's systems—including your UAB Email address. All students are expected to communicate with

their UAB Email address for any UAB-related matters. Please follow UAB's [Brand and Communication Toolkit](#) when creating an email signature for your UAB email address.

COURSE REGISTRATION

You must register for all courses for which you wish to earn graduate credit. The UAB class schedule is accessible via [BlazerNET](#) located at www.uab.edu/blazernet. You are able to register for courses and adjust your schedule by adding and dropping courses through the end of the drop/add period which is denoted on the [Academic Calendar](#).

Policies about *Tuition and Fees, Student Accounts Payment Deadlines, Payment Processes, Withdrawal from Courses, Leave of Academic Absence, Withdrawal from the UAB Graduate School* and *Exceptions to Policies* can be found in the [Graduate Catalog](#).

ACADEMIC PROGRESS

The UAB Graduate School requires that a Master of Science degree be conferred within five years of your start date, though your track may have requirements that are more stringent. Throughout the graduate program of study, your status in the program is critically evaluated in terms of the academic progress and productivity towards degree completion.

GRADUATE PLANNING SYSTEM (GPS)

You can review your degree progress online through the [Graduate Planning System](#) (GPS). You are able to view your satisfied requirements, those not yet satisfied for your degree, along with the [GPA calculator](#). You can learn more about how to access and read the GPS [here](#).

GRADING AND GRADE POINT AVERAGE (GPA)

The grade of A indicates superior performance, B is adequate performance, and C is performance only minimally adequate for a graduate student. Any graduate student completing a course at the 500 level or above with a performance below the C level will receive a grade of F; the Graduate School does not use the grade of D. Whereas a grade of C is accepted in a given course to receive a passing grade, a B average overall (3.0) is required to maintain good academic standing in the program.

Four (4.0) quality points are awarded for each semester hour in which an A is earned, three (3.0) for a B, and two (2.0) for a C. No quality points are awarded for a grade of F. Your GPA is determined by dividing the total quality points awarded by your semester hours attempted at the graduate level.

For courses designated as pass/not pass, a grade of P (passing) signifies satisfactory work. A grade of NP (not passing) indicates unsatisfactory work although there is no penalty assessed with respect to GPA.

The [GPA Calculator](#) can be used to explore how the classes you enroll in will affect your GPA each term.

STUDENT PERFORMANCE MONITORING

The Clinical Track/Dietetic Internship Program Director monitors each student's performance within the didactic and practicum courses on a continual basis. Students meet with the Clinical Track/Dietetic Internship Program Director one-on-one each semester to review their plan of study, supervised practice evaluations and work portfolio. In addition, the Clinical Track/Dietetic Internship Program Director works with each student to develop, implement, evaluate and monitor a strategic plan for improvement that includes personal goals and objectives.

REMEDIAL/ RETENTION PROCEDURES

Remedial instruction, such as in-person and online tutoring, is available to all students through the University Writing Center and the Office for Student Recruitment, Engagement and Success. The Clinical Track/Dietetic Internship Program Director will address student deficiencies identified in supervised practice rotations through the coordination of additional guidance and opportunities to promote improvement. Students demonstrating minimal chance of success in completing the program will be counseled by the Clinical Track/Dietetic Internship Program Director to identify career paths that are appropriate to the student's ability.

PROGRAM WITHDRAWAL POLICY

A student may withdraw from the MS in Nutrition Sciences, Clinical Track/Dietetic Internship program at any time and for any reason by submitting written notification to the Program Director. The student must also withdraw from courses through the UAB registration system via the Student Resources tab in BlazerNET. Re-entry into the program the same year of withdrawal is prohibited; however, the student may complete the application process for consideration of future admission. All program fees paid are non-refundable.

ADDITIONAL ACADEMIC PROGRESS POLICIES

Current policies about *Temporary Grade Notations*, *Academic Standing*, *Repeated Courses*, *Grade Replacement*, *Grade Changes*, and *Time Limitations* can be found in the [Graduate Catalog](#).

ACADEMIC MISCONDUCT

Academic misconduct is considered an offense at UAB. You are encouraged to abide by the [UAB Academic Honor Code](#) and the [School of Health Profession's policy](#).

DNS ACADEMIC ETHICS & MISCONDUCT STATEMENT

DNS recognizes and strongly endorses the principles of integrity and ethical behavior as they apply to the behavior of its faculty, staff, and students who are engaged in research, scholarship, teaching, and service activities. Ethical and professional behaviors are key parts of your education in our Department and we are committed to promoting professionalism in all aspects of your training. Therefore, procedures for

managing academic and professional conduct will be followed. Examples of misconduct include abetting, cheating, plagiarism, fabrication, and misrepresentation. For the definition of these terms, please refer to UAB Graduate School's Academic Ethics and Misconduct information [here](#).

A key component of academic and scientific integrity is the proper attribution and acknowledgment of the contributions of others to the acquisition of new knowledge. In an effort to promote responsible conduct of research and academic integrity, DNS has developed the following statement and procedures concerning plagiarism:

Plagiarism, as defined by UAB Graduate School is "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, use of commercially available scholarly papers, failure to cite sources, copying other's ideas". DNS is particularly concerned with the education of our students, which includes ethics, honor codes, and the responsible conduct of research in science. From this perspective, the following procedures have been identified to address the University and School Policy on Plagiarism.

All papers submitted for grading in any School of Health Professions programs may be reviewed using various plagiarism monitoring methods, such as the software Turnitin.com.

GRIEVANCE PROCEDURES

DISCIPLINARY ACTION

Regulations and procedures are necessary for the orderly progression of the 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 Clinical Track/Dietetic Internship Program Director in consultation with 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 Clinical Track/Dietetic Internship Program Director in consultation with 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.

DEPARTMENT 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. The following are the steps that must be taken for an academic grievance by a student:

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 Program Director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the Program Director, submit documentation to the Vice Chair of Education in the Department of Nutrition Sciences.
3. If no resolution is found, the Dietitian Education Program 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 arranged 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 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. Only in the event that all of the above University procedures have been exhausted and the matter remains unresolved, should the student file a formal complaint with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND).

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 (Academy) 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 program grievance procedures have been exhausted. For instructions on filing a complaint to ACEND, review the [ACEND Policy and Procedure Manual](#).

THE GRADUATE SCHOOL PROFESSIONAL DEVELOPMENT PROGRAM

Through its Professional Development Program, the Graduate School offers courses, workshops and seminars designed to help graduate students develop communication and other career-enhancing skills.

Current offerings include credit-bearing courses and workshops, as well as free seminars in writing, funding, presentations, and teaching at the college level. We encourage you to take advantage of these opportunities. More information and schedules are available on the Professional Development Program [website](#).

CLINICAL TRACK/ DIETETIC INTERNSHIP POLICIES & PROCEDURES

CODE OF ETHICS

Students are expected to adhere to the Code of Ethics for the Nutrition and Dietetics Profession established by the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR). Prior to beginning supervised practice, students are required to review and abide by the Code of Ethics outlined below. To access the original document on the Academy's website, visit <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

Code of Ethics for the Nutrition and Dietetics Profession

Preamble:

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

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

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

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

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.

- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
 - c. Maintain and appropriately use credentials.
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
 - e. Provide accurate and truthful information in all communications.
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
 - g. Document, code and bill to most accurately reflect the character and extent of delivered services.
 - h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
 - i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
 - b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
 - c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
 - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

- f. Refrain from verbal/physical/emotional/sexual harassment.
 - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice) Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

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.

STUDENT RECORDS

All intern information is protected under the Family Educational Rights and Privacy Act (FERPA). Intern records will be kept in locked files or in password protected computer files. Access is limited to specific Clinical Track/Dietetic Internship Program faculty/staff on a 'need to know' basis. All preceptors are trained on FERPA and the need to maintain confidentiality with respect to intern performance. Students may access their records upon request. Students do not have access to letters of recommendation.

DRESS CODE

Students are expected to comply with the following dress code for all program activities, including but not limited to orientation, supervised practice rotations, internship meetings, course activities and conferences. In instances where a rotation facility's dress code differs from the program dress code,

students should follow the preceptor's instruction keeping in mind that they are representing the profession and UAB.

- Clothes should be clean, wrinkle-free and loose fitting to allow for freedom of movement. Shirttails must be tucked in for men.
- Dresses/skirts cannot exceed two inches above the knee in length.
- Patterned 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 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-quarter 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.
- **Identification badges should be worn at all times during rotations at the collar/shoulder level.**
- Miscellaneous: Gum chewing is not allowed during rotations, makeup should be appropriate for business hours, and perfume is not allowed.

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.

COVID-19 POLICIES AND PROCEDURES

Participation in supervised practice experiences during the COVID-19 pandemic is voluntary. If the student does not wish to participate, they will be provided the opportunity to defer. Students who defer participation in supervised practice experiences will work collaboratively with the program faculty to develop a revised program of study that will meet the program's progression and graduation policies. Students that choose to defer and complete their supervised practice experiences at a later date may experience a delayed graduation date.

Students who agree to participate in supervised practice experiences during the COVID-19 pandemic must comply with all policies and procedures issued by the University, program and supervised practice site.

[Students participating in any on-campus activities must follow the UAB COVID-19 Guidelines.](#)

Students must complete the following tasks prior to attending supervised practice experiences:

- Sign required documentation (i.e. **Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement form**)
- Complete the University mandated **COVID-19 Courses and Trainings**
- Complete the **UAB Healthcheck Screening Survey** daily, if instructed by the Program Director to do so

At this time, the COVID-19 vaccine is not required for students in the Clinical Track/Dietetic Internship. However, rotation sites may require students to be fully vaccinated prior to attending rotations. Students who choose not to receive the COVID-19 vaccine may experience a delayed graduation date due to rotation site limitations.

Students must demonstrate compliance with personal safety practices including, but not limited to:

- Use of [personal protective equipment \(PPE\)](#) as defined by the supervised practice site. If the site requires the student to wear PPE that is not provided, the student is responsible for providing their own PPE. This includes, but is not limited to, face masks.
- Social distancing (e.g. staying at least 3 feet apart from others).
- Proper and frequent [handwashing practices](#).

While attending supervised practice rotations, students are expected to comply with personal safety practices outside of rotations and limit non-essential travel to reduce the risk of exposure to COVID-19. Failure to comply with all policies and procedures issued by the University, program and supervised practice site will result in immediate suspension from supervised practice rotations and/or disciplinary action. Persistent failure or willful disregard for health and safety protocols by any student will result in consequences consistent with UAB's discipline policies for [students](#).

Please keep in mind that the COVID pandemic is a fluid situation for the university, program, and practice sites, that may warrant further restrictions or changes to the policies and procedures that are outlined above. Students should check their university email and practicum Canvas announcements for updates.

eVALUE

Students and preceptors will use eValue (www.e-value.net), an online healthcare education management system, to track hours (supervised practice and volunteer hours, sick and personal days) and complete evaluations at the end of each rotation. The Internship Director has access to all time tracking and evaluation data for both students and preceptors. The Clinical Track/Dietetic Internship Program Director creates accounts for each student in eValue.

STIPENDS

Students selected to complete the Staff Practice Experience (SPE) rotation within the Department of Food and Nutrition Services at UAB Hospital will receive a stipend paid by the Department of Nutrition Sciences. Payment to the students will be made at the end of the SPE rotation. Only students assigned to supervised

practice rotations in the Department of Food and Nutrition Services are eligible. Additional stipends are based on availability.

STUDENT EMPLOYMENT

Due to the accelerated nature of the program, students are discouraged from working while enrolled in the MS in Nutrition Sciences, Clinical Track/Dietetic Internship.

ADDRESS & PHONE NUMBER CHANGES

Students are to inform the Clinical Track/Dietetic Internship Program Director of any changes made to their home address, phone number, or name while enrolled in the program. Students must also submit changes and corrections to their student information through BlazerNet.

PROGRAM ATTENDANCE

The MS in Nutrition Sciences, Clinical Track/Dietetic Internship observes the student breaks and holidays posted in the [UAB Academic Calendar](#). The following policies and procedures relate to student attendance in the program.

PROGRAM ORIENTATION & MEETINGS

A mandatory Program Orientation for new students enrolled in the MS in Nutrition Sciences, Clinical Track/Dietetic Internship is held on the UAB campus in Birmingham, AL one week prior to the start of fall semester. Students are responsible for transportation and lodging during the Program Orientation.

Students are expected to attend meetings of their local district dietetic association (ex. Birmingham, Mobile/Eastern Shore, Montgomery, and North Alabama), the Alabama Dietetic Association Annual Meeting, and the Pediatric Intensive Nutrition Course during the program year. Students are responsible for any registration fees, as well as transportation and lodging. Requests to attend additional seminars/meetings are to be submitted to the Clinical Track/Dietetic Internship Director. Each request will be considered on an individual basis. Consideration will be given to educational benefit and time availability.

Students are required to attend Internship Meetings throughout the program year either on the UAB Campus or virtually using Zoom. At least once a semester, distant students will be required to come to the UAB campus to attend an Internship Meeting in person. During these meetings, students will complete simulation and role playing activities, attend guest lectures, present case studies, and reflect on supervised practice experiences.

Students are expected to dress professionally and follow the program dress code when attending any program activities.

COMMUNITY SERVICE

During the program, interns are required to participate in at least 16 clock hours of community service in addition to the scheduled supervised practice hours. Completion of community service hours is

required for the successful completion of the internship. Examples of approved community service activities include, but are not limited to:

- Participation in health fairs.
- Participation in career fairs.
- Participation in School Wellness Programs.
- Participation in the nutrition related community events such as the District Dietetic Association activities, Public Health programs, etc.

ABSENCES

In addition to the School of Health Professions attendance policy, students are expected to attend all assigned supervised practice rotations, virtual classrooms and internship meetings. **Excessive unexcused absences, which is defined as more than two per semester, will be addressed using the progressive disciplinary action procedures.**

TARDINESS

Students are expected to arrive on time to all scheduled supervised practice rotations, internship meetings, and other program activities. If you know you will be arriving late to a scheduled activity, you are expected to call or email the appropriate supervisor (i.e., preceptor, Course Director, Program Director) as soon as possible. **Habitual tardiness, which is defined as more than three per semester, will be addressed using the program's disciplinary action procedures.**

SICK DAYS

Sick time benefits are provided for the protection of the student in time of illness. **Students are eligible for three days of sick leave during the program year.** The student must notify by phone or email both the Clinical Track/Dietetic Internship Program Director and the supervising preceptor of absence as early as possible. If rotation objectives are not completed due to absences, the student will need to coordinate with the Program Director to reschedule the missed activities. Absences related to a serious medical condition must submit a physician signed statement of medical clearance to the Program Director before returning to supervised practice rotations. Additional sick days require a physician's statement.

BAD WEATHER/EMERGENCIES

Students are responsible for staying informed during severe weather conditions and emergency situations in their area. Resources such as the [B-ALERT system](#) and [Rave Guardian](#) can help students stay safe while on the UAB campus. In the event of severe weather, students are expected to communicate with their preceptor about attending scheduled rotations. If rotation objectives are not completed due to an absence related to severe weather/emergency, the student is expected to coordinate with the Clinical Track/Dietetic Internship Program Director to reschedule the missed activities.

LEAVE OF ABSENCE

Students may take a leave of absence from supervised practice rotations due to a death in the family, serious medical condition, or other extenuating circumstances. The student will work with the Clinical Track/Dietetic Internship Program Director to develop a plan for making up missed learning objectives due to absences. Students taking absences related to a serious medical condition must submit a physician signed statement of medical clearance and gain approval from the Clinical Track/Dietetic Internship Program Director before returning to supervised practice rotations. For extended absences from the program, students are required to submit a [Leave of Absence form](#) to the UAB Graduate School.

SUPERVISED PRACTICE POLICIES & PROCEDURES

As a requirement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students must complete a minimum of 1200 hours of supervised practice experiences in a professional work setting. The Clinical Track/Dietetic Internship partners with over 60 facilities and 160 professionals to provide exceptional practice experiences in the areas of clinical and community nutrition, and foodservice administration. The following policies and procedures pertain to students participating in supervised practice experiences.

PRECEPTORS

During supervised practice rotations, students work with assigned preceptors who have the required education and experience needed to provide guidance for supervised practice experiences. Although students may assist preceptors with their workload, students are not to be used to replace employees. Preceptor performance is regularly monitored through student evaluations and site visits.

ASSIGNMENT OF ROTATIONS

Prior to beginning the program year, the Clinical Track/Dietetic Internship Program Director and/or Dietetics Practice Coordinator establish a rotation schedule for each student taking into consideration ACEND requirements for supervised practice, preceptor/site availability, and student interests. The program maintains the right to make changes to the rotation schedule when necessary to accommodate unexpected situations. Students may not request a change in their rotation schedule unless extenuating circumstances (ex. offensive interactions with preceptor, unsafe work environment) are affecting the student's ability to attend or complete the rotation. The Clinical Track/Dietetic Internship Program Director will evaluate schedule change requests and determine if the student should either be reassigned to a new rotation or be required to attend/complete the originally scheduled rotation.

TRANSPORTATION AND PARKING

Students are required to have a reliable form of transportation, valid driver's license and auto insurance coverage while enrolled in a practicum course. Any issues related to transportation should be communicated to the Clinical Track/Dietetic Internship Program Director. Students are liable for their safety and the safety of their passengers when travelling to and from assigned rotations.

Preceptors will instruct students on where to park during supervised practice rotations. When attending program activities on the UAB campus, distance students may request a [visitor parking permit](#) through the UAB Parking and Transportation website. Please allow 3-5 business days for processing. Students are responsible for any fees related to parking.

REQUIRED CERTIFICATIONS & MEMBERSHIPS

Prior to beginning supervised practice rotations, students are required to complete the following trainings and submit proof of completion on eValue. Certifications must be valid through the entirety of the program.

- CPR Certification
- ServSafe Manager or Food Handler Certification

Students are also required to have an active student membership to the Academy of Nutrition and Dietetics while enrolled in the program.

DRUG SCREENING & BACKGROUND CHECK

In addition to the drug screen and background check required by the School of Health Professions, students may be asked to undergo additional drug screens and background checks as a requirement of supervised practice facilities. Students are responsible for all costs associated with drug screening and background checks.

LIABILITY INSURANCE

Liability insurance coverage is provided by the University to all students registered for clinical education courses and assigned to clinical sites.

ROTATION PAPERWORK & ORIENTATION REQUIREMENTS

Students are responsible for attending all site-specific rotation orientations and submitting all required paperwork in a timely manner to the Clinical Track/Dietetic Internship Program Director or a designated rotation site personnel upon request. Paperwork requirements include, but are not limited to:

- Verification of student immunizations.
- Drug screen and background check reports.
- Verification of CPR training.
- Verification of HIPAA training.

All paperwork requirements are outlined for students in the NTR 589 Canvas course. It is the student's responsibility to ensure all required paperwork is completed and submitted prior to the scheduled rotation. Failure to complete paperwork requirements could result in a delayed start date or schedule reassignment.

CELL PHONE USE

Cell phones or other personal electronic devices (iPads, tablets, etc.) may not be used during supervised practice rotations. You are required to bring a calculator to rotations; cell phones are not to be used as

calculators during rotations. You may use your cell phone during designated breaks. Cell phones must be turned off during rotations.

INJURY OR ILLNESS IN SUPERVISED PRACTICE

Although rare, students may experience injury or illness while in supervised practice. The affiliated facility is required to provide first aid and emergency care for illness and accidents occurring on the facility's premises. All other medical and dental costs are the responsibility of the student.

SUPERVISED PRACTICE DOCUMENTATION

Students, preceptors and program faculty utilize eValue, an online healthcare education management system, to track work hours, complete evaluations, and rotation journals. The Clinical Track/Dietetic Internship Program Director has access to all time tracking and evaluation data for both students and preceptors.

STAFF PRACTICE EXPERIENCE (SPE) ROTATION

Students in the Clinical Track/Dietetic Internship conclude their supervised practice experiences with a Staff Practice Experience (SPE) rotation. During this rotation, students complete a minimum of 160 hours working with a Registered Dietitian Nutritionist (RDN) in an area of their choosing with minimal supervision.

Students submit their site preferences for SPE rotations during spring semester. Students are encouraged to choose from the sites included on their rotation schedule. SPE rotation assignments are based on preceptor availability and student performance. Students interested in completing their SPE rotation at an unaffiliated site must submit a request to the Clinical Track/Dietetic Internship Program Director at the beginning of spring semester. The Clinical Track/Dietetic Internship Program Director reserves the right to approve or disapprove any requested rotations.

CLINICAL TRACK/ DIETETIC INTERNSHIP AWARDS

Students enrolled in the MS in Nutrition Sciences, Clinical Track/Dietetic Internship are eligible for the following awards:

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.

Elizabeth Neige Todhunter Award

Criteria for selecting Elizabeth Neige Todhunter Awardees:

1. Student has demonstrated outstanding ability, interest and potential in education.
 - a. Student has shown interest in continuing his/her own education and in keeping up with current advancements of his/her profession.
 - b. Student has demonstrated skill in the education of employees, using his/her initiative and imagination to teach in order that employees may function more efficiently.
 - c. Student has demonstrated skill in educating patients to accept and live with dietary restrictions as well as to become familiar with the principles of good nutrition.
 - d. Student has shown interest in making the public and other professional people aware of the dietitian's role as a member of the health team.
2. Student has shown outstanding interest in research.
 - a. Student has shown interest in keeping abreast of research in the field of nutrition and possesses an inquiring hand, contributing as he/she is able.
 - b. Student has applied the principles of research to the solution of everyday problems.
3. Student has shown outstanding interest in, and knowledge of, nutrition.
 - a. Student is an example of good nutrition.
 - b. Student is knowledgeable in the principles of normal and therapeutic nutrition and possesses skill in the application of these principles.

SUMMARY OF THE STEPS TO EARNING YOUR MS DEGREE

The following is an overview of the main steps required to earn the MS in Nutrition Sciences degree:

1. Maintenance of good academic standing (minimum 3.0 GPA);
2. Completion of 14 semester hours of core curriculum requirements as well as all track-specific curriculum requirements. When applicable, completion of elective courses as recommended by the Program Director and/or Academic Advisor;
3. Submission of Application for Graduate Degree (visit this [webpage](#) for submission deadlines); and
4. Conferring of degree.

APPLICATION FOR DEGREE

Candidates for a degree must notify their Program Director and the UAB Graduate School of their intent to graduate by submitting the Application for Degree/Certificate by the appropriate [deadline](#). The

application is accessible through BlazerNET by clicking Links/Forms and selecting *Apply for Graduate Degree/Certificate*.

Upon receipt of the Application for Degree/Certificate, both the MS in Nutrition Sciences program and the Graduate School will audit your requirements to ensure that you have met the degree requirements and are eligible to graduate with the earned degree. UAB's Graduation Planning System (GPS) contains a personalized degree audit, which includes all courses required to earn the degree, and will display completed, in-progress, and outstanding requirements. GPS is accessible through BlazerNET by clicking the GPS button in the menu on the right side of the page.

You must be registered for at least one (1) credit hour during your term of graduation. If you are covered by the student health insurance policy, hold an assistantship, or have student loans, it may be necessary to register for a prescribed minimum number of credit hours to retain these benefits. Make sure to check with the appropriate office(s) if retention of these benefits is a concern of yours.

AWARD OF DEGREE

Upon approval by the Graduate School Dean and payment of any outstanding financial obligations to the University, the President confers students' degrees by authority of the Board of Trustees. UAB does not determine the official degree type awarded as this is governed by the Alabama Commission on Higher Education and the Board of Trustees after receiving a program proposal. Students' majors are reflected on their transcript. For more information, please visit the [Graduate Catalog](#).

AWARD OF VERIFICATION STATEMENT

Upon successful completion of ACEND program requirements, students receive a Verification Statement signed by the Dietetic Internship Program Director. Students will then be eligible to take the National Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR). Verification Statements will be retained by the Department of Nutrition Sciences indefinitely.

ADDITIONAL INFORMATION

Please contact us for additional information about the graduate programs in the Department of Nutrition Sciences.

Program Manager for the Education Mission

Michele Gould, MPH
(205) 934-3006
WEBB 518
mkv@uab.edu

Vice Chair for the Education Mission

José R. Fernández, PhD
(205) 934-2029
WEBB 522

jose@uab.edu

MS in Nutrition Sciences Program Director

Brenda Bertrand, PhD, RDN

(205) 934-8770

WEBB 534

brendamb@uab.edu

Clinical Track/ Dietetic Internship Program Director

Carleton Rivers, MS, RDN

(205) 934-3223

WEBB 540

meadows4@uab.edu

Dietetics Practice Coordinator

Tara Harman, MS, RDN

(205) 975-0378

WEBB 536

tharman@uab.edu

Physical Address:

Webb Nutrition Sciences Building

1675 University Boulevard

Birmingham, AL 35233

Mailing Address:

The University of Alabama at Birmingham

Department of Nutrition Sciences

1720 2nd Avenue South

WEBB 518

Birmingham, AL 35294-3360