

Texas A&M University Kingsville Didactic Program in Dietetics (DPD)

Student Handbook

**The Texas A&M University Kingsville
Didactic Program in Dietetics is currently
granted accreditation by the
Commission on Accreditation for Dietetics Education of
The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606
312/899-0040, ext. 5400**

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The following pages in the DPD Student Handbook are updated annually to stay consistent with information in the Texas A&M University-Kingsville Student Handbook and the Texas A&M University-Kingsville Undergraduate Bulletin. Additional website information is included from the Academy of Nutrition and Dietetics, the Commission on Accreditation for Dietetics Education, the Commission on Dietetic Registration, and the Texas Dietetic Association.

Texas A&M University-Kingsville Department of Biology and Health Sciences

Introduction

The TAMUK Didactic Program in Dietetics (DPD) meets the eligibility requirements and accreditation standards for entry-level dietetics education programs specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The DPD curriculum is based on the ACEND Eligibility Requirements and Accreditation Standards for dietitians, with required coursework in communications, physical and biological sciences, social sciences, research, food, nutrition, management, and health care systems. Graduates of the Didactic Program in Dietetics are eligible to apply for a supervised practice program (Dietetic Internship) leading to eligibility to write the registration examination for dietitians and to apply for membership in The Academy of Nutrition and Dietetics.

Program Director and DPD Faculty

DPD Director

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Didactic Program in Dietetics Director/Assistant Professor of Practice

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<u>Department of Biological and Health Sciences Faculty and Staff</u>	<u>Room</u>	<u>Telephone</u>
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DIDACTIC PROGRAM IN DIETETICS (DPD)

Student Handbook

Texas A&M University-Kingsville

OVERVIEW of the Didactic Program in Dietetics (DPD)

The DPD is the first of the three required components in the education and training of dietetics professionals.

Dietitians are the health professionals who translate the science and art of nutrition and food in the service of people. They can do this best if they are confidently grounded in their foundational knowledge and skill development. The DPD is intended to provide this firm foundation and to prepare the student for the second educational requirement that of the supervised practice experience. The well-designed didactic program will provide courses and educational experiences in the basic sciences of biology, chemistry, biochemistry, anatomy, physiology and microbiology; nutrition sciences, to include basic nutrition, food science, medical nutrition therapy, food service management and advanced nutrition; psychology and management. Students will be encouraged, to the extent possible, to choose elective coursework in areas of interest or potential professional involvements.

Graduates of our Didactic Program in Dietetics will successfully complete the Foundation Knowledge and Skills as delineated in the Accreditation Standards. They will be prepared to competitively seek, receive, and successfully complete an accredited dietetic internship program.

The Didactic Program in Dietetics (DPD) of Texas A&M University-Kingsville

The DPD is through the Department of Biology and Health Sciences, part of the College of Arts & Sciences at Texas A&M University-Kingsville. Its focus is to study concepts including dietetics, food systems management and community food principles, nutrition, medical nutrition therapy, experimental foods, community nutrition, quantity food preparation and food service management. Additional information can be found online at

<http://www.tamuk.edu/artsci/departments/biol/human-nutrition/index.html>

The Human Sciences Department has been a part of the Texas A&M University-Kingsville since it was established in 1925. The initial emphasis was vocational home economics. A concentration in General Dietetics was added in 1956. The Didactic Program in Dietetics

received accreditation status in 1992 and was followed by a Dietetic Internship program in 1994 and received full accreditation in 1999. Undergraduate Human Nutrition majors now earn their baccalaureate degrees in Human Nutrition through the University's College of Arts & Sciences under the Department of Biology & Health Sciences.

The Didactic Program in Dietetics (DPD) may be completed in conjunction with the Department's Bachelor of Science in Human Nutrition. Students who have been accepted into the M.S. Degree Program or have a Baccalaureate Degree in a field other than nutrition may complete the DPD requirements along with their graduate coursework in Biology and Health Sciences, if they anticipate applying to a supervised practice program (dietetic internship).

Accreditation Status

The Didactic Program in Dietetics at Texas A & M University Kingsville is currently Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (formerly American Dietetic Association), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/ 899-0400, ext. 5400. More information on our program's accreditation is available at the ACEND website at <https://eatrightpro.org/acend>

Mission Statement of the Department of Biology and Health Sciences

The Mission of the Department of Biology and Health Sciences at Texas A & M University Kingsville is to provide excellence in teaching, research, and service. We are dedicated to the success of our students and the strong research base of our faculty allows us to provide strong academic and research experiences for undergraduates in cellular, molecular, and animal biology, biomedical science and human nutrition. Qualified undergraduates frequently help with our lab courses as Lab Assistants, thus gaining valuable learning and teaching experience.

Mission Statement of the Didactic Program in Dietetics (DPD)

The mission of the DPD program at Texas A&M University-Kingsville is to provide students with the Foundation Knowledge and Skills which prepares and enables students for supervised practice leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist.

Graduates with a concentration in Human Nutrition meet the educational requirements for acceptance into an Accreditation Council for Education in Nutrition and Education (ACEND) accredited dietetic internship program. After successful completion of this Didactic Program in Dietetics, both completion of a dietetic internship and a passing score on the CDR dietetic registration examination are required to become a Registered Dietitian Nutritionist (RDN). Program graduates should be able to work effectively as professionals within their communities to improve the quality of food and nutrition for all people.

To accomplish this mission, the program's curriculum includes broad foundations of knowledge in the fields of biochemistry, microbiology, human anatomy and physiology, education, communication, psychology, and management. In-depth course work is required in the fundamentals of nutrition, life cycle nutrition, nutrition and disease, advanced nutrition, cultural and community nutrition, food science, quantity foods and food service management.

Located in South Texas, the university is a teaching, research, and service institution that provides access to higher education in an ethnically and culturally diverse region of the nation. Texas A&M-Kingsville's DPD program is the only accredited program south of San Antonio.

DPD Program Goals and Outcome Measures

GOAL 1: Prepare graduates to achieve competence required for the entry-level dietetics professional.

Outcome Measures

- Outcome Measure 1.) 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%.

- Outcome Measure 2.) Thirty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Outcome Measure 3.) Fifty percent of program graduates are admitted to a supervised practice programs within 12 months of graduation.

GOAL 2: Produce graduates successful in obtaining internship acceptance and/or employment in nutrition, dietetics, food service administration or continue their education in graduate programs.

Outcome Measures

- Outcome Measure 1.) Within six months of graduation, 70% of the graduates who do not continue on to a dietetic internship will be employed in dietetics-related jobs or enrolled in advanced education program.
- Outcome Measure 2.) 75% of graduates will rate themselves as prepared or well prepared for a dietetic internship or employment in a dietetics-related area.
- Outcome Measure 3.) At least 75% of graduates will be rated as prepared or well prepared for a dietetic internship or employment in a dietetics-related area by DI directors and/or employers.

GOAL 3: Attract and retain graduates of diverse backgrounds in order to contribute to the delivery of nutrition services to the residents of Texas, as well as other areas of the United States or the world.

Outcome Measures

- Outcome Measure 1) At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).
- Outcome Measure 2) 80% of graduates will rate as “satisfactory” or better scores on advising, counseling, and satisfaction with graduates preparation for supervised practice.
- Outcome Measure 3) Enrolment will increase by 10% each year.
- Outcome Measure 4) Number of diverse students completing the DPD will increase to 50% over a 5 year period of time (2010, 2015, 2020).

Outcomes data available upon request.

DPD Philosophy

The philosophy of the DPD at Texas A&M University Kingsville is to educate individuals through quality dietetic courses and didactic course learning experiences, to develop professionals who will translate the science and art of nutrition and food into application through practice of dietetics, and to develop visionary and competent individuals who will be able to understand and to solve complex problems encountered by the professional dietitian.

The DPD's mission is congruent with that of the University and the Department in seeking to provide the appropriate environment to enable students to become proficient in their major field of study and in entry level dietetics practice and to instill an appreciation for skills necessary in life-long learning. The DPD's mission is consistent with academic preparation for supervised practice to become a Registered Dietitian Nutritionist and, as integrated into the Program's didactic learning experiences, complies with the AND Standards of Professional Performance.

DPD Program Policies and Procedures

The Didactic Program in Dietetics (DPD) is located in the Department of Biology and Health Sciences and may be completed in conjunction with the Department's Bachelor of Science Human Nutrition. Students who have been accepted into the M.S. Degree Program or have a Baccalaureate Degree in a field other than nutrition may complete the DPD requirements along with their graduate coursework in Health Sciences, if they anticipate applying to a supervised practice program (dietetic internship). Courses required for the DPD will be integrated within the undergraduate curriculum, for those students desiring to continue on in dietetics (a complete listing of DPD courses is included on page 22).

Admission Requirements

No additional requirements for admission to the Department of Human Nutrition DPD Program exist beyond the university admission requirements, as stated in the Texas A&M University Kingsville Undergraduate Catalog located online:

<https://catalog.tamuk.edu/undergraduate/general-information/>

Academic Calendar

See the Texas A&M University-Kingsville Academic Calendar.

<http://www.tamuk.edu/academics/academic-calendar/index.html>

Disciplinary/Termination Procedures

Disciplinary/Termination procedures for students in the DPD Program follow the same procedures found in the TAMUK Student Handbook under Academic Misconduct beginning on page 52. For an electronic version of the Texas A&M University-Kingsville Student Handbook go to: http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

Minimum Grade Requirements

The minimum grade point requirement for DPD students who are making satisfactory academic progress is a 3.0 overall grade point average and is the GPA required for program completion.

Scholastic Probation

Students will be placed on DPD scholastic probation any time their overall grade point average falls below 3.0. Such students are required to participate to the fullest in academic support programs and to seek academic advising. Students who have been placed on scholastic probation will be removed from such probation at the conclusion of the semester or summer term at this university when they have achieved a 3.0 grade point average.

Enforced Withdrawal

Students who have been placed on scholastic probation, and who fail to achieve the minimum cumulative grade point average during the next long semester, will be placed on enforced withdrawal. Students who have been placed on enforced withdrawal may return after an absence of one semester; however, students placed on enforced withdrawal for a third time may return only after an absence of one year. These students must obtain an approval letter from the appropriate college dean and submit a readmission application to the Office of Admission. In any case, the required absence period may be shortened or eliminated upon approval of the college dean.

Maximum time to Complete Program

In compliance with ACEND program requirements, students enrolled in the bachelor level DPD are expected to complete program/degree requirements within 150% of the time planned for completion, or six years.

Withdrawal from the University

If a student finds it necessary to withdraw from the university, the student must notify the Office of the Registrar and process a withdrawal form. A student exempt from Senate Bill 1231 who is withdrawing (dropping all active courses) from the university after the late registration date and on or before the 10th week of the semester or the mid-point of the summer session will receive an automatic grade of Q in each course being dropped at the time of the withdrawal. If the student is not passing a course at the time of the withdrawal, a grade of F will be awarded. In the case of a student subject to Senate Bill 1231, a grade of QE will be awarded in each course after the late registration regardless of the student's academic standing in the class. For additional information consult the undergraduate catalog.

Access to Personal Files

PRIVACY OF STUDENT RECORDS: FERPA POLICY

The Family Educational Rights and Privacy Act of 1974 is a Federal Law states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibilities for the University.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-5901

Access to Student Support Services

Texas A&M University-Kingsville offers a number of student support services free of charge or for minimal fee including Life Services and Wellness, Disability Services for Students, Testing Services, Wellness Program, Women's Enrichment Program, International Student Services, Veterans Services, the Marc Cisneros Center for Young Children, and Career Services. For more information on the services available at Texas A&M University-Kingsville, consult the undergraduate handbook at http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

Grievance Procedure

Complaints or concerns about the program should be discussed with the program director. If a student has a grievance with another student, faculty or program director, the policy as outlined

in the University handbook should be followed. Grievances will be discussed with the Chair of the Human Sciences Department and not the program director.

Assessment of Prior Learning

All students, including transfer students, are required to meet both University and major degree requirements to graduate. To *also* complete the DPD Program requirements, students –with assistance from the DPD Director and their Department advisor- integrate DPD course requirements into their major plan of study.

The University's Office of Admissions conducts transcript evaluations for prospective and incoming transfer students. Transfer student requests for course substitutions or petitions are handled by the DPD Director, with the DPD Director compares the transfer student's prior coursework to DPD Program's course requirements to determine if there are any DPD course equivalencies and thus, the students remaining DPD course requirements. For courses outside the Department, decisions are made by the corresponding department through the University petition process.

Formal Assessment of Student Learning

Student progress towards learning goals and outcomes occurs throughout the student's academic program. Each semester, the DPD Director will review student performance (grades) – overall performance in the course and on specific assignments - to make this assessment.

DPD Retention and Remediation Procedures

Students failing to maintain a cumulative GPA of 3.0 and a DPD GPA of at least 3.0 will be asked to meet with the DPD Director to receive additional instruction and guidance regarding improvement of performance and review the student's long-term plans. Remediation is conducted with students who do not meet KRDN assessment learning activity benchmarks by having students rework project until the benchmark is met. KRDN activity log is kept by instructor teaching the course and provided to program director at the end of each semester.

Didactic Program in Dietetics Verification Statement Policy

A verification statement is required in order to apply to dietetic internship programs. Completion

of a Accreditation Council for Education in Nutrition and Dietetics (ACEND) approved Dietetic Internship or Coordinated Program. To be eligible to receive a verification statement, students in the Didactic Program in Dietetics (DPD) at Texas A&M University-Kingsville must have a minimum GPA of 3.0 overall in required DPD courses and hold a baccalaureate degree. Receipt of a verification statement, alone, does not guarantee acceptance into a ACEND accredited dietetic internship as programs are highly competitive. Students who do not meet the grade point requirement for a verification statement, but satisfy graduation requirements, will graduate with a Bachelor of Science in Human Nutrition.

Dietetic Internship Applications

In the spring of their senior year, DPD students will submit applications to the Dietetic Internships of their choice. The application process is clearly specified by the Academy of Nutrition and Dietetics and the various internship programs; advisors are readily available to lend guidance. The actual assignment of applicants to internship slots, however, is done through a computer match system (D&D Digital Inc., Ames, IA).

The application process will therefore require the following:

Completion and submission of all required forms and any additional internship-specific requirements.

“Declaration of Intent to Complete” form or "Verification [of completion of DPD] Statement", signed by the DPD Director. The “*Declaration of Intent to Complete*” form lists all DPD courses in which the student is enrolled at time of internship application. These courses must be completed prior to starting an internship. Also, submission of the online - DI ranking - form to D&D Digital Systems for computer matching.

Computer Matching Overview

Most Dietetic Internship Programs select applicants for appointments through a computer matching process. This process occurs twice a year, 1) in the Spring (appointments are made in April for internships starting in Fall) and 2) in the Fall (appointments are made in November for internships starting in January). DI programs participate in either the April or November match. Some participate in both. To register and enter dietetic internship preferences online, go to the

D&D Digital registration page at <https://www.dnndigital.com/ada/register.php>.

Completing the DPD Program

Internship programs vary in duration, depending on the particular program and associated graduate study (if any). Completion of both a Bachelor's degree and the required DPD coursework is mandatory before an internship experience can be started. All students, not only those planning to apply to dietetic internships (DI), will receive official verification of DPD completion, provided by the DPD Director in the form of the Academy of Nutrition and Dietetics's (AND) "Verification Statement." Students applying to a DI prior to completing all of the DPD coursework will be supplied with a form entitled, "Declaration of Intent to Complete DPD", which lists any remaining DPD coursework - during the time between sending the DI application and entering the internship - and is signed by the DPD Director and the student. Upon completion of an accredited Dietetic Internship, a national registration examination is taken. Successful completion of the examination is necessary in order to receive credentialing as a Registered Dietitian (RD).

Texas Dietetic Licensure (LD)

In Texas, the Texas State Board of Examiners of Dietitians licenses and regulates Licensed Dietitians and Provisional Licensed Dietitians. Unless the person holds an appropriate license, a person may not use the title or represent that the person has the title Licensed Dietitian or use a facsimile of that title. Education and experience required for licensure in Texas includes:

- Bachelor's or graduate degree with major in human nutrition, food and nutrition, nutrition education, dietetics, or food systems management, or equivalent internship and preplanned professional experience approved by the Board
- Successful completion of an examination administered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

Licensed Dietitians have met strict standards to become licensed by the state of Texas. Those standards include a minimum of a Baccalaureate degree from an accredited college or university, post graduate supervised training of at least 900 hours, and the passing of a national registration examination. Since Licensed Dietitians are required to complete continuing education classes annually, the public can be assured that Licensed Dietitians are maintaining and upgrading their skills and knowledge in order to provide quality services and products. Source: Texas State Board of Examiners of Dietitians (<http://www.dshs.state.tx.us/dietitian>).

Exit Evaluation

DPD students are requested to evaluate the overall program upon completion of the requirements for the degree by completing an exit survey. Survey information is kept confidential. Compiled data are shared with faculty as part of the program evaluation.

Non-Discrimination Policy

In compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Executive Order 11246, Texas A&M University-Kingsville is open to all persons regardless of race, color, religion, sex, national origin, age or disability who are otherwise eligible for admission as students. A&M-Kingsville does not discriminate on the basis of disability in admission or access to its programs. A&M-Kingsville is an Equal Opportunity/Affirmative Action Employer and no applicant or employee will be discriminated against because of race, color, age, religion, sex, national origin or disability in any personnel action. This university will not enter knowingly into contractual agreements for services or supplies with any firm failing to follow fair employment practices.

Texas A&M University-Kingsville is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability. Texas A&M University-Kingsville employs only United States citizens and aliens lawfully authorized to work in the United States.

It is the policy of Texas A&M University-Kingsville, that the sexual harassment of students, employees and users of university facilities is unacceptable and prohibited. This stance is consistent with the university's efforts to maintain equal employment opportunity, equal educational opportunity, non-discrimination in program services, use of facilities, and the affirmative action program. The Compliance Office publishes a policy that gives detailed information about sexual harassment. These are available in the Compliance Office and other offices across campus.

Grievance procedures shall be provided to students for individual acts of unlawful discrimination, including discriminatory academic evaluation by faculty or administrative personnel in the teacher/student relationship and otherwise. Such acts include, but are not limited to, defamatory statements made by faculty members in class, or by other employees in the course of their work, which demean or insult individuals because of their race, sex, national origin, disability, or otherwise covered characteristic.

In performing its mission, Texas A&M University-Kingsville resolves to reflect and respect the rich ethnic and cultural diversity as well as the pattern of gender of the citizens of Texas in its academic programs and in the composition of its faculty, administration and student body.

Anticipated Student Expenses and Requirements for the DPD Program

A. Refer to the Educational Expenses Section of the TAMUK Catalog, or online at for typical tuition, books and supply costs, living expenses, and other fees and charges.

<https://catalog.tamuk.edu/undergraduate/educational-expenses/>

B. Students need to allow monies for the following:

1. One apron or one white $\frac{3}{4}$ -length lab coat (\$15-40)
2. A calculator (\$5-20)
3. Required and recommended books and references. (~\$250-\$500)
4. Student Membership of Academy of Nutrition and Dietetics (\$58.00 annually).
5. Membership dues for TAMUK Student Dietetic Association (\$15.00 annually).
6. Student registration fees for professional seminars/annual meetings (\$150)
7. General school supplies.

C. Additional Expenses

Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.

D. Transportation

It is desirable that each student has a car or access to a car.

Texas A&M University-Kingsville
Department of Biological & Health Sciences

Degree: B.S. in Human Nutrition
 ACEND APPROVED DIDACTIC PROGRAM IN DIETETICS

BIOL 1306 General Biology & Biology 1106 (Lab)	4	_____	_____	_____	_____
BIOL 2401 Anatomy & Physiology I	4	_____	_____	_____	_____
BIOL 2402 Anatomy & Physiology II	4	_____	_____	_____	_____
BIOL 2421 Elementary Microbiology	4	_____	_____	_____	_____
BIOL 3402 Genetics	4	_____	_____	_____	_____
CHEM 1311 General Inorganic Chem.& CHEM 1111(Lab)	4	_____	_____	_____	_____
CHEM 1312 General Inorganic Chemistry & CHEM 1112	4	_____	_____	_____	_____
CHEM 2421 Elementary Organic Chemistry or CHEM 3323 Organic Chemistry I & CHEM 3123 (Lab)	4	_____	_____	_____	_____
CHEM 4345 Principles of Biochemistry	3	_____	_____	_____	_____
ENGL 1301 Rhetoric and Composition	3	_____	_____	_____	_____
ENGL 1302 Rhetoric and Composition	3	_____	_____	_____	_____
HIST 1301 American History	3	_____	_____	_____	_____
HIST 1302 American History	3	_____	_____	_____	_____
MATH 1314 College Algebra	3	_____	_____	_____	_____
MGMT 3312 Organization Theory & Human Behavior	3	_____	_____	_____	_____
POLS 2301 Government & Politics - U.S.	3	_____	_____	_____	_____
POLS 2302 Government & Politics - Texas	3	_____	_____	_____	_____
PSYC 2301 Introduction to Psychology	3	_____	_____	_____	_____
STAT 1342 Elementary Statistics	3	_____	_____	_____	_____
Language/philosophy/culture Communications	3	_____	_____	_____	_____
Creative arts	3	_____	_____	_____	_____
UNIV 1201 Learning in Global Context	2	_____	_____	_____	_____
HMNT 1350 Food Preparation & Meal Management	3	_____	_____	_____	_____
HMNT 2350 Introduction to Nutrition & HMNT 2150 (Lab)	4	_____	_____	_____	_____
HMNT 3350 Nutrition through Life Cycle	3	_____	_____	_____	_____
HMNT 3352 Experimental Food Science	3	_____	_____	_____	_____
HMNT 3353 Medical Nutrition Therapy I	3	_____	_____	_____	_____
HMNT 3363 Medical Nutrition Therapy II	3	_____	_____	_____	_____
HMNT Elective	3	_____	_____	_____	_____
HMNT 4312 Nutrition Counseling & Diet Instruction	3	_____	_____	_____	_____
HMNT 4351 Foods & Nutrition I	3	_____	_____	_____	_____
HMNT 4352 Foods & Nutrition II	3	_____	_____	_____	_____
HMNT 4360 Quantity Food Preparation & Management	3	_____	_____	_____	_____
HMNT 4366 Advanced Institutional Food Service Mgmt	3	_____	_____	_____	_____
HMNT 4367 Advanced Nutrition I	3	_____	_____	_____	_____
HMNT 4368 Advanced Nutrition II	3	_____	_____	_____	_____
HMNT Elective, advanced	3	_____	_____	_____	_____

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***Texas A & M University-Kingsville
Didactic Program in Dietetics Required Course List***

BIOL 1306 General Biology and Biology 1106 (Lab)
BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
BIOL 2421 Elementary Microbiology

CHEM 1311 General Inorganic Chemistry and CHEM 1111 (Lab)
CHEM 1312 General Inorganic Chemistry and CHEM 1112 (Lab)
CHEM 2421 Elementary Organic Chemistry or CHEM 3323/3123
CHEM 4345 Principles of Biochemistry

PSYC 2301 Introduction to Psychology
STAT 1342 Elementary Statistics
MGMT 3312 Org. Theory & Human Behavior

HMNT 1350 Food Preparation and Meal Management
HMNT 2350 Introduction to Nutrition (Lab 2150)
HMNT 3350 Nutrition through Life Cycle
HMNT 3352 Experimental Food Science
HMNT 3353 Medical Nutrition Therapy I
HMNT 3363 Medical Nutrition Therapy II
HMNT 4312 Nutrition Counseling/DI
HMNT 4351 Foods and Nutrition I
HMNT 4352 Foods and Nutrition II
HMNT 4360 Quantity Food Preparation & Management
HMNT 4366 Advanced Institutional Food Service Management
HMNT 4367 Advanced Nutrition I
HMNT 4368 Advanced Nutrition II

**Texas A&M University-Kingsville Department of Biology & Health Sciences Semester Degree Plan
Human Nutrition**

<p>Freshman Year Fall Semester ___ BIOL 1306 General Biology and 1106 Lab (4) ___ ENGL 1301 Rhetoric and Composition (3) ___ HMNT 1350 Food Prep and Meal Management (3) ___ MATH 1314 College Algebra (3) ___ UNIV 1201 (1)</p> <p style="text-align: right;">15 hrs</p>	<p>Spring Semester ___ CHEM 1311 General Inorganic Chemistry and 1111 Lab (4) ___ ENGL 1302 Rhetoric and Composition (3) ___ PSYC 2301 Introduction to Psychology (3) ___ COMS (3) Select COMS, BCOM, ENGL courses available. See Undergraduate Catalog for details. ___ <i>Visual/Performing Arts</i> (3) Select from ARTS, MUSI, THEA courses. See Undergraduate Catalog for details.</p> <p style="text-align: right;">16 hrs</p>
<p>Sophomore Year Fall Semester ___ CHEM 1312/1112 General Inorganic Chemistry and Lab (4) ___ STAT 1342 Elem. Statistics (3) ___ HIST 1301 American History (3) ___ HMNT 2350/2150 Introduction to Nutrition/Lab (4) ___ POLS 2301 Government & Politics-U.S. (3)</p> <p style="text-align: right;">17 hrs</p>	<p>Spring Semester ___ CHEM 2421: Elementary Organic Chemistry or CHEM 3323/3123 (4) ___ HIST 1302 American History (3) ___ POLS 2302 Government and Politics – Texas (3) ___ BIOL 2421 Elementary Microbiology (4) ___ <i>Literature/philosophy/Culture</i> (3)</p> <p style="text-align: right;">17 hrs</p>
<p>Junior Year Fall Semester ___ BIOL 2401 Anatomy & Physiology I (4) ___ CHEM 4345 Principles of Biochemistry (3) ___ HMNT 3350 Nutrition through Life Cycle (3) ___ HMNT 3353 Medical Nutrition Therapy I (3)</p> <p style="text-align: right;">13 hrs</p>	<p>Spring Semester ___ BIOL 2402 Anatomy & Physiology II (4) ___ HMNT 3352 Experimental Food Science (3) ___ HMNT 3363 Medical Nutrition Therapy II (3) ___ HMNT elective (3)</p> <p style="text-align: right;">13 hrs</p>
<p>Senior Year Fall Semester ___ HMNT 4351 Foods and Nutrition I (3) ___ HMNT 4360 Quantity Food Preparation & Management (3) ___ HMNT 4367 Advanced Nutrition I (3) ___ MGMT 3312 Org Theory & Human Behavior (3) ___ HMNT elective, advanced (3)</p> <p style="text-align: right;">15 hrs</p>	<p>Spring Semester ___ HMNT 4312 Nutrition Counseling and Diet Instruction (3) ___ HMNT 4352 Foods and Nutrition II (3) ___ HMNT 4366 Advanced Institutional Food Service Management (3) ___ HMNT 4368 Advanced Nutrition II (3) ___ BIOL 3402 Genetics (Senior Year) (4)</p> <p style="text-align: right;">16 hrs</p>

Student Organizations

Texas A&M University Kingsville has an active Student Dietetic Association (SDA). Membership in the student association, the Academy of Nutrition and Dietetics, and the Texas Dietetic Association is recommended. Students in the Program are expected to actively participate at the local and state level and attend professional meetings each semester.

Why Become an AND Student Member?

Joining the Academy of Nutrition and Dietetics (AND), the world's leading organization of food and health professionals, will enable you to enhance your educational preparation and gain access to a wealth of career building resources. When you become an AND student member, you automatically will become a member of the AND Student Council. AND Student Membership benefits include:

- Network with other dietetics students via the Web-based Student Council Community of Interest (CoI), which connects AND student members nationwide, provides a communication vehicle for your student representatives, allows you to access cutting-edge information about the profession, read useful Web sites and articles, share ideas and more.
- Become eligible for leadership opportunities on the Student Council Advisory committee.
- Obtain free membership in your state dietetic association and become eligible for state and national Outstanding Dietetics Student Awards.
- Access AND's Student Center Web site and the student online newsletter, the AND Student Scoop.
- Access the monthly Journal of the Academy of Nutrition and Dietetics online, the award-winning AND Times, subscribe to the Daily News and more.
- Apply for Academy of Nutrition and Dietetics Foundation scholarships (for U.S. citizens or permanent residents).
- Access to AND Careerlink.org for the latest information on the profession's hottest job opportunities.
- Obtain student liability insurance and special member rates on credit cards, car rental and hotel accommodations.

The AND Student Council and Community of Interest (CoI)

The AND Student Council is a national student organization within AND formed to address student-related issues and increase peer networking. All current AND student members are automatically Council members. The purpose of the AND Student Council is to increase involvement of AND student members by creating opportunities for leadership within the Association and to facilitate communications among student members and with the AND leadership. The Student Council is represented by a Student Council Advisory Committee (SCAC). The SCAC consists of: Chair, Vice-chair, Student Delegate, ACEND Student Representative and additional student representatives. AND Student Council members will elect the SCAC annually. Each year SCAC will set goals and objectives consistent with AND's strategic plan. Core functions of the SCAC will be to:

- Promote the role of student members in dietetics-related areas,
- Promote diverse membership, and
- Encourage the participation of students in AND and in the Council.

SCAC will meet annually at the AND Food & Nutrition Conference & Expo (FNCE) and participate in the planning of the Student Forum and newsletter content.

The creation of the AND Student Council Community of Interest (CoI) is the first step towards uniting our student body. The CoI is a networking and information resource for AND student members only. Dietetics is a vital, growing field open to creativity and many opportunities. The purpose of this CoI is to connect student members nationwide, provide a communication vehicle for our student representatives, allow student members to access cutting-edge information about the profession, useful Web sites and articles, to share ideas and more. If you haven't joined or heard about the CoI, or you are a new student member and we have your current e-mail address, look for an invitation to join in your e-mail box soon, or ask a friend who has joined the CoI to send you an invitation.

Tuition and Scholarships*

Students must pay regular tuition and fees for university services and activities. There is no stipend for Program students. Students requiring financial assistance should contact the Office of Scholarships and Student Financial Aid on campus.

Some scholarships and loans may be obtained through professional organizations. The Academy of Nutrition and Dietetics and the Texas Academy of Nutrition and Dietetics each offer opportunities for scholarship application. These applications are usually accepted between November and February and are reviewed by a special board of AND or TAND in accordance with pre-established policies.

Scholarships are also available from:

Texas A&M University Kingsville Biology and Health Sciences Department
Dr. and Mrs. Chin Ling Lin Pre-med Scholarship
Darlene Sue and John Talmer Peacock Scholarship Fund
Javelina Scholarships – www.tamuk.academicworks.com

*Information and amounts awarded vary from year to year.

Academy Foundation Student Scholarship and Financial Aid Information

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group's information listed on this site.

Scholarships Offered Through the Academy of Nutrition and Dietetics Foundation

Scholarships, including funds set up by many of the affiliate (state) dietetic associations and dietetic practice groups, are available to encourage eligible students and members to enroll in dietetics programs. All Academy Foundation scholarships require Academy membership; some may require specific dietetic practice group membership and residency in a specific state. While all students are eligible for most Academy Foundation scholarships, some are specifically for dietetics students who are members of underrepresented groups.

Eligibility and Application Information

Scholarships awarded by the Academy Foundation are generally for Academy members enrolled in the junior or senior year of a baccalaureate or coordinated program in dietetics or the second year of study in a dietetic technician program, a dietetic internship program or a graduate program. One application form is used for all Academy Foundation scholarships. The number of scholarships available and their dollar amounts vary from year to year based on total donations. Scholarships are awarded in amounts ranging from \$500 to \$3,000. The majority of the scholarships awarded are for \$1,000.

Academy Foundation Scholarship Eligibility Requirements and Application

The Academy Foundation scholarship form is also available by contacting the Education Team by phone at 800/877-1600, ext. 5400 or e-mail at education@eatright.org. Applications are available each year between mid-September and mid-January. The annual deadline for submitting applications is in mid-February. Scholarships are awarded for the following academic or program year.

Scholarships Offered by Other Academy Groups

Scholarships from the dietetic practice groups and the affiliate and district dietetic associations generally require membership in that group or residence in its area. Individuals interested in scholarships offered by the DPGs and affiliate or district dietetic associations should contact these groups directly for more information.

Free International Financial Assistance and Resources Directory

The Academy of Nutrition and Dietetics Foundation has released the third edition of the Academy Foundation Directory of Resources for International Food, Nutrition, and Dietetics Professionals. This publication was made possible through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management. The 90-page directory is a reference for U.S. and international students and professionals who are seeking funding for professional study, work experience, or research in their home country or abroad. The publication lists more than 100 groups offering financial assistance and features education organizations, loan programs, literature and Internet resources.

Other Sources of Financial Aid

Financial assistance is essential for many students enrolled in dietetics education programs. Information about student aid should be sought from the financial aid office or administrator at individual institutions. Additional sources include the state higher education agency and local civic, professional and community organizations or foundations. Detailed information about federal grants and loans administered by the United States Department of Education is available via the Internet at www.studentaid.ed.gov.

Texas Academy of Nutrition and Dietetics Foundation

The purpose of the Texas Academy of Nutrition and Dietetics Foundation (TANDF) is to raise and award money for scholarships for dietetic students. Additional information about the TANDF organization, available scholarships and awards, eligibility and application information may be obtained on the TANDF website <http://www.tdafscholarships.org/>.

Procedures for Complaints Against DPD Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) 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. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Written complaints should be mailed to the Chair, the Accreditation Council for Education in Nutrition and Dietetics at the following address:

**Accreditation Council for Education
in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995
Phone: 312-899-0040 Ext. 5400
Fax: 312-899-4817**

WHO IS A REGISTERED DIETITIAN (RD) OR REGISTERED DIETITIAN NUTRITIONISTS (RDN)?

Registered Dietitians (RD) or Registered Dietitian Nutritionists (RDN) are individuals who have

- completed the minimum of a Baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- met current minimum academic requirements (**Didactic Program in Dietetics**) as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- completed **a supervised practice program** accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the **Registration Examination for Dietitians**;
- remitted the annual registration fee;
- complied with the Professional Development Portfolio (PDP) recertification requirements
- Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

What Do You Study to Become a Registered Dietitian?

Students wishing to become registered dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.

Where Do Registered Dietitians Work?

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD. RDs work in:

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Employment Settings According to the U.S. Bureau of Labor Statistics, employment of registered dietitians is expected to grow about as fast as the average for all occupations because of increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and patients' reduced lengths of hospital stay. Faster growth is anticipated in nursing homes, residential care facilities and physicians clinics. AND's survey of members shows RDs work in these settings:

What Is the Salary Range for Registered Dietitians?

According to the Dietetics Compensation and Benefits survey, half of all RDs in the US who have been working in the field for five years or less earn \$51,100 to \$62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs, in management and business, earn incomes of \$85,000 to \$88,000.

How can I locate a registered dietitian near me?

Call AND's Member Service Center at 800/877-1600, ext. 5000, weekdays between 8 a.m. and 5 p.m. (Central).

For More Information

For other career guidance information, contact Academy's Accreditation and Education Programs Team:

Academy of Nutrition and Dietetics
Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400

Fax: 312/899-4817

E-mail: education@eatright.org

Media information

Public Relations: 800/877-1600, ext. 4802, 4769, 4894 or
4822 www.eatright.org/

With nearly 70,000 members, the Academy of Nutrition and Dietetics is the nation's largest organization of food and nutrition professionals. AND serves the public by promoting optimal nutrition, health and well-being.

Visit AND website for more information on approved educational programs.

WHO IS A NUTRITION AND DIETETICS TECHNICIAN, REGISTERED (NDTR) OR A DIETETIC TECHNICIAN, REGISTERED (DTR)?

Nutrition and Dietetics Technicians, Registered (NDTR) or a Dietetic Technicians, Registered (DTR) are individuals who have

- completed a minimum of an Associate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- completed a [minimum of 450 supervised practice hours through a Dietetic Technician Program](#) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietetic Technicians; and
- remitted the annual registration maintenance fee; and
- complied with the Professional Development Portfolio (PDP) recertification

OR

- completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- met current academic requirements (Didactic Program in Dietetics) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- completed a minimum of 450 supervised practice under the auspices of a Dietetic Technician Program as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietetic Technicians;
- remitted the annual registration maintenance fee; and

- complied with the Professional Development Portfolio (PDP) recertification requirements.

OR

- completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- met current academic requirements (Didactic Program in Dietetics) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietetic Technicians;
- remitted the annual registration maintenance fee; and
- complied with the Professional Development Portfolio (PDP) recertification requirements.

Dietetic Internships (DI)

Each Dietetic Internship (DI) listed by the AND is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). To apply to a DI, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently all DIs must provide at least 1000 hours of supervised practice. This is usually completed in 6-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request. Currently, 245 dietetic internships are accredited by the Commission on Accreditation for Dietetics Education. A complete listing of accredited programs is available on the AND and ACEND websites, with program details and contact information.

Visit the following website for additional resources:

<https://www.eatrightpro.org/acend>

Top 10 Questions about Computer Matching for Dietetic Internships (DIs)

10. What is computer matching?

Computer matching is one part of the process necessary to obtain an appointment to most DIs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants.

Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

9. If computer matching is one part of the process, what else do I need to do to apply to DIs?

To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIs participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the DI list.

Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does **not** change the applicants' or programs' selection process.

8. Is there a limit to the number of programs that one can apply to and rank for computer matching?

No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

7. Is it possible to receive a match to more than one DI?

No. Only one match is made, the highest priority choice for which a program match occurs.

6. If a program offers both a full and part-time option, can I apply to both?

Yes. Be sure to check the computer matching codes for each option. Many programs have one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

5. When does computer matching occur?

Computer matching occurs in April and November of each year. The DI list includes information

about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

4. Are there deadlines for the computer matching/internship application process? Yes, there are two deadlines that you must be aware of when applying to DIs. First, each program should have a deadline line date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date.

Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should check with your DPD program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow sufficient preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

3. If I don't receive a match the first time I apply, can I apply again?

Yes. You may continue to apply as often as you wish and in both April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.

2. How can I increase my chances of receiving a DI appointment?

Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly, and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

1. Where can I get more information about this whole process?

If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 ext. 5400 or e-mail education@eatright.org. D&D Digital Systems can provide information about the computer matching process. Visit their Web site at <http://www.dnndigital.com/>, call 515-292-0490, or e-mail dnd@sigler.com.

ACADEMIC CALENDAR:

For any questions regarding dates and times throughout the semester, the following website will have all information including the most up to date academic calendar.

<http://www.tamuk.edu/academics/academic-calendar/index.html>

Signature Page and Statement of Student Accountability

Didactic Program in Dietetics

Texas A&M University Kingsville

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Didactic Program in Dietetics, the TAMUK Undergraduate Catalog, and the TAMUK Student Handbook. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the Didactic Program in Dietetics.

Student Signature

Date