

# STUDENT HANDBOOK

*Didactic Program in Dietetics, Seattle  
Pacific University, Department of  
Family and Consumer Sciences*



Seattle  
Pacific  
UNIVERSITY

<b>Table of Contents</b>	<b>Pages</b>
<b>Section I: Overview of the Didactic Program in Dietetics (DPD)</b>	
Welcome Letter	4
Program History and Description	5
How the Program Fits in the Credentialing Process	7
Careers in Food and Nutrition	8
Mission Statement, Program Goals and Outcomes	8
<b>Section II: Program Policies and Procedures</b>	<b>10</b>
Admission to the Major	10
Transfer Students and Assessment of Prior Academic Work	11
Post-baccalaureate Students	12
International Students	12
Academic Advising	13
Curriculum	14
Graduation Requirements	14
Verification Statements	15
Academic Calendar	15
Student Costs	15
Withdrawal and Refund of Tuition and Fees	16
DPD Retention and Remediation Procedures	16
Privacy Protection for Student Information	16
Filing and Handling of Student Complaints	17
Access to Personal Files	17

Requirements for Placement at Off-Campus Sites	17
Liability for Safety in Travel	18
<b>Section III: Student Support Services and Resources</b>	<b>18</b>
Center for Learning	19
Writing Center	19
Center for Career and Calling	19
Health Services	20
Student Counseling Center	20
Canvas	20
Community Kitchen	21
Scholarships	21
Mentoring	22
Food and Nutrition Club	22
<b>Section IV: Applying to Dietetic Internships</b>	<b>22</b>
<b>Section V: Appendices</b>	<b>25</b>
Appendix A: Core Knowledge for the Registered Dietitians	25
Appendix B: Food and Nutrition Degree Requirements, Dietetics Emphasis	27
Appendix C: Suggested Course Sequence	29
Appendix D: Food and Nutrition Organizations	30

Autumn, 2017

Dear Student,

Welcome to the Didactic Program in Dietetics (DPD) in the Department of Family and Consumer Sciences at Seattle Pacific University! If you are interested in a career founded on the science of food and nutrition and working with people and communities to promote health and well-being, a degree in dietetics may be a good choice for you. Completing the BS degree in dietetics and the DPD program prepares you for a post-graduate dietetic internship and career as a Registered Dietitian.

This handbook has been developed to provide you with information about the major and our policies and procedures, as well as an overview of the pathway toward becoming a Registered Dietitian.

We wish you a rewarding academic experience as you pursue the study of dietetics at Seattle Pacific University.

Sincerely yours,

Joey Freeman, MS, RD, CD  
Director, Didactic Program in Dietetics

Daniela Gheleva, PhD, RD  
Associate Professor of Food and Nutrition

Catalina Vlad-Ortiz, MS, RD, CD  
Instructor of Nutrition

## Program History and Description

Established in the Pacific Northwest more than a century ago by Free Methodist pioneers, Seattle Pacific University (SPU) is a comprehensive Christian university of the liberal arts, sciences and professions. Located on 43 acres just minutes from downtown Seattle, we experience the benefits of an intimate campus community within a thriving city. Called Seattle Seminary in 1891, it became Seattle Pacific College in 1915 and finally Seattle Pacific University in 1977. SPU entered the twenty-first century positioned to engage the culture and influence the world for good. The mission statement of SPU articulates this commitment.

---

*“Seattle Pacific University seeks to be a premier Christian University fully committed to engaging the culture and changing the world by graduating people of wisdom, and modeling grace-filled community.”*

---

Seattle Pacific aims to provide students with a high-quality, comprehensive education grounded on the gospel of Jesus Christ. This combination of vital scholarship and thoughtful faith is a powerful one that brings about lasting change in the lives of our graduates, and in the people and communities they serve.

Today, approximately 4100 students (3100 undergraduates) attend Seattle Pacific University. The University offers 65 major and 57 minor areas of study along with 20 masters and five doctoral degree programs.

The Department of Family and Consumer Sciences (FCS) was begun in 1942 at SPU and is housed in the College of Arts and Sciences, the largest academic unit in the University. The FCS department offers majors in Clothing and Textiles, Interior Design, Human Development and Family Studies, and Food and Nutrition. The Food and Nutritional Sciences program was subsequently initiated to provide students with the opportunity to obtain a broad background in both nutritional science and the study of food. In 1991 the program expanded to provide didactic training in dietetics when the Didactic Program in Dietetics (DPD) (also known as the dietetics specialization) was approved by the

Commission for Accreditation for Dietetics Education. The DPD is currently accredited by the accrediting agency of the Academy of Nutrition and Dietetics (known as ACEND):

**Accreditation Council for Education in Nutrition and Dietetics**

120 South Riverside Plaza, Suite 2000  
Chicago, Illinois 60606-6995

Phone:

800/877-1600, ext 5400 or 312/899-0040 Fax: 312/899-4817

Website:

<http://www.eatrightacend.org/ACEND/>

Email: [acend@eatright.org](mailto:acend@eatright.org).

The dietetics emphasis leads to a Bachelor of Science degree (B.S.) and prepares students for application to a supervised dietetic internship program and for a career as a Registered Dietitian (RD; the name Registered Dietitian Nutritionist [RDN] is also permitted). In the major coursework students learn to critically evaluate food and nutrition information and research while they study the following topics:

- ✓ How the body uses and processes nutrients at the whole body and cellular level;
- ✓ The role of food and nutrition throughout the life cycle for optimal health and wellness;
- ✓ How diet and lifestyle choices can help prevent and manage a variety of diseases;
- ✓ The principles of food science and food safety;
- ✓ How to plan diets and menus for individuals, families and groups;
- ✓ The nutrition care process;
- ✓ The role of community and public health nutrition programs and public policy in the wellbeing of our communities;
- ✓ The problems of hunger and food insecurity in our world;
- ✓ The principles of management and business needed for delivering food and nutrition programs and services; and
- ✓ The roles of nutrition professionals in a variety of practice settings.



Additionally, many of the major courses develop communication skills by providing students with opportunities to give oral presentations, teach classes, create and present scientific posters, write research papers, learn and practice counseling skills, and develop nutrition education materials as well as personal portfolios.

Only completion of the Dietetics emphasis allows students to apply to ACEND-accredited dietetic internship programs. However, two other food and nutrition emphases are offered by the FCS department: Food and Nutritional Sciences emphasis; and Nutrition in Sports and Exercise emphasis. These emphases lead to the B.S. degree.

For those interested in further study, the B.S. degree in Food and Nutritional Sciences prepares you for graduate work in public health, food and nutritional science, clinical nutrition, sports nutrition, or other health or food-related fields. Other possibilities include advanced studies in marketing, business, counseling or psychology.

### **How the DPD Program fits into the Credentialing Process for Registered Dietitians and Dietetic Technician, Registered.**

The DPD program at Seattle Pacific University is accredited by ACEND, the credentialing agency of the Academy of Nutrition and Dietetics. The program is based on ACEND's accreditation standards for didactic programs in dietetics and results in a Bachelor of Science Degree. Upon completion of the BS degree in dietetics or completion of the DPD requirements (post-baccalaureate students only) students are awarded the Verification Statement affirming that they have completed DPD requirements. Students wishing to pursue the RD credential must complete a dietetic internship at an ACEND-accredited program. Dietetic internship programs provide 1200 hours of supervised practice.

Admission to dietetic internships is competitive, with approximately 50% of DPD graduates who apply to internships being accepted. After completing the internship, students are eligible to take the registration examination administered by the Commission on Dietetic Registration (CDR).

More information on the education process for dietitians and the registration exam is

available <http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr> and

<http://www.cdrnet.org/>, respectively. Additional information on the Dietetic Internship Application Process is found in Section IV.

Completion of the dietetics degree or DPD requirements (post-baccalaureate students only) also prepares students to take the registration exam for dietetic technicians without any further education or training (this is known as Pathway III). Eligibility to take the examination is conferred by CDR. Additional information is available at:

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

### **Careers in Food, Nutrition, and Dietetics**

The dynamic and diverse fields of food, nutrition and dietetics lead to a variety of career opportunities. Those who progress in the field of dietetics and become Registered Dietitians provide practical food, nutrition, and management expertise in many settings including: hospitals, out-patient clinics, long-term care facilities, research centers, schools, sport and fitness centers and private practice.

Registered Dietitians also manage food service operations in restaurant, health care, school and industry settings.

Others may work in sales, as food brokers, or develop careers as authors or editors of food and nutrition-related books and media. Graduates of the SPU dietetics program have many interesting and fulfilling jobs.

### **Mission Statement, Program Goals and Outcomes**

The mission of the Family and Consumer Sciences Department is to “prepare students to engage the culture and to offer solutions for problems faced by individuals, families, and communities that involve food, clothing,

shelter and family relationships.” Similarly, the mission of the Dietetics program is to

## Recent Employers of SPU Dietetics Graduates

- Children’s Regional Hospital and Medical Center
- Chicken Soup Brigade
- Dietitians Consulting Service
- Food \$ense
- Fred Hutchinson Cancer Research Center
- Good Samaritan Hospital
- Harborview Medical Center
- Kent School District
- Northwest Kidney Center
- OptionCare
- Oregon Health and Sciences University Hospital
- Providence Medical Center
- Publicis Consultants Culinary & Nutrition Center
- Ramey Nutrition
- SeaMar Community Health Center
- Seattle Public Schools
- Swedish Hospital and Medical Center
- Tacoma General Hospital
- University of Colorado Medical Center
- Washington State University



“prepare graduates who engage the culture and offer solutions to nutrition problems faced by individuals, families and communities. Graduates are prepared to enter a dietetic internship, graduate school and/or employment.”

The following goals and outcomes reflect the mission of the SPU DPD program and are the basis for evaluating program effectiveness.

**Goal 1:** The program will prepare competent graduates who are accepted into Dietetic Internship programs, the professional arena and/or graduate study programs.

#### Outcomes for Goal 1

1. At least 80% of students accepted in the dietetics major will complete the undergraduate degree and the DPD in 150% of the time planned for completion. For students matriculating at SPU as freshmen, this is 18 terms (6 academic years; 4 years is the time planned for completion). For transfer and post-baccalaureate students this is 9 terms (3 academic years; 2 years is the time planned for completion).
2. Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the year they complete the program.
3. Over a five-year period, 60% of those applying to supervised practice programs during the academic year they complete the program will be accepted.
4. At least 75% of graduates will rate their academic preparation as satisfactory or higher.
5. Over a five-year period, the pass rate for DPD graduates taking the registration examination for the first time will be 80% or above.
6. At least 75% of internship directors will rate the academic preparation of interns from SPU as satisfactory or higher.
7. At least 80% of students will rate their DPD academic advising as satisfactory or higher.
8. Fifty percent of students who opt to not apply to a dietetic internship or are not accepted into an internship will attain employment in a food and nutrition-

related field, or will enroll in graduate education.

**Goal 2:** The program will prepare graduates who participate in professional, leadership and community service activities.

### Outcomes for Goal 2

1. At least 75% of alumni will participate in professional, leadership or community service activities.

## **Section II: Program Policies and Procedures**

The DPD is governed by the same policies and procedures that apply to all undergraduate students at Seattle Pacific University. Students in the DPD program should refer to these policies and procedures published in the undergraduate academic catalog:

<http://spu.edu/catalog/undergraduate/20178/academic-policies-procedures> for complete information.

Policies that govern admission to the University can be found in the Undergraduate Catalog:

<http://spu.edu/catalog/undergraduate/20178/admissions>

### **Admission to the Major**

Admission to the dietetics major requires completion of an online application which can be accessed through your Degree Check in Banner. Major applications are accepted each quarter. Application deadlines are the first Friday of fall, winter and spring quarters.

Admission to the dietetics major requires a minimum cumulative GPA of 3.0 and a grade of C- or better in the following courses:

- |                        |  |
|------------------------|--|
| ✓ BIO 2129             | Anatomy and Physiology I                     |
| ✓ BIO 2130             | Anatomy and Physiology II                    |
| ✓ CHM 1310             | Survey of General Chemistry                  |
| ✓ CHM 1330             | Organic and Biological Chemistry             |
| ✓ CHM 1360             | Survey of Biological Chemistry               |
| ✓ FCS 1050             | Introduction to Family and Consumer Sciences |
| ✓ FCS 2365 or FCS 3340 | Food Science or Human Nutrition              |

Students should apply to the major as soon as admission requirements are met.

## Transfer Students and Assessment of Prior Academic Work

Transfer students are an important part of our DPD program. Some of the DPD major requirements (e.g., those in biology, chemistry, statistics, business and the University exploratory curriculum requirements) may be met while the student is attending another college or university.

The transfer equivalency guide <http://spu.edu/depts/sas/resources/transfer-guide.asp> provides information on how specific courses transfer to SPU. Courses not listed in the transfer guide have not yet been evaluated. Such courses may be evaluated for transferability by submitting the course description and your syllabus to Student Academic Services or the DPD director. In general, courses required for the major that are more than seven years old will not be accepted as meeting graduation requirements for the DPD program. Work and volunteer experience are not accepted to meet DPD academic requirements.

A number of direct-transfer degrees from regionally accredited community colleges are transferable. Further information can be found at <http://spu.edu/undergraduate-admissions/apply/transfer-students>. Students who transfer to the University with a direct-transfer degree have already completed the writing and foreign language competencies, all University Core (UCOR) courses and the exploratory curriculum. However, students must complete two University Foundations (UFDN) courses. Students transferring without a direct-transfer degree must meet all University graduation requirements. Their transfer work will be evaluated on a course-by-course basis to determine fulfillment of any competency, UCOR courses, and/or Exploratory Curriculum requirements.

For transfer students, completion of the major requirements for the food and nutrition degree, dietetics emphasis, typically requires more than six quarters (two academic years), especially if the science requirements in biology, chemistry and math are not yet completed. Careful planning with your academic advisor can help you meet degree requirements efficiently.

## **Post-baccalaureate Students**

Admission to the University as a post-baccalaureate student requires completion of the Common Application, found on the Undergraduate Admissions webpages. Post-baccalaureate students are encouraged to meet with the DPD Director prior to application to the University. Admission to the DPD requires a separate application, submitted after the student has enrolled at the University. The admission requirements and application process for post-baccalaureate students are identical to those listed above for undergraduate students. Post-baccalaureate students seeking a second bachelor's degree must complete at least 45 credits from SPU as a matriculated student, including: all major requirements; at least 15 upper-division credits in the major; and 5 credits in Christian Scriptures or Christian Theology.

Course requirements for non-degree seeking post-baccalaureate students desiring DPD verification are the same as those for the undergraduate dietetics emphasis except that FCS 1050 (Introduction to Family and Consumer Sciences) and FCS 3240 (Individual and Family Development) are omitted. A transcript review by the DPD Director will determine the courses that must be completed to fulfill the DPD requirements. Applicants may be asked to submit course syllabi for evaluation. Only courses completed within the last seven years will be considered for meeting DPD requirements. In order to receive the verification statement, completion of a minimum of four Seattle Pacific University FCS food and nutrition courses is required.

## **International Students**

ACEND provides guidance for international students wishing to pursue the RD credential in the United States:

<http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr/international-students>

Individuals who have completed degree(s) in foreign countries are required to have their degree(s) validated as equivalent to a bachelor and/or master's degree conferred by a US-regionally accredited college or university. Organizations that provide this service are found on the ACEND webpage:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485499>

Seattle Pacific University also provides guidance for international students interested in pursuing a degree here: <http://spu.edu/undergraduate-admissions/apply/international-students>. Please read this information carefully if you are an international student.

The DPD director will review the degree evaluation and the official transcripts, and may also require individual course syllabi to determine which SPU DPD courses have been completed. If the international degree evaluation indicates that the degree is not minimally equivalent to a bachelor's degree US-regionally accredited college or university, the student must meet all SPU undergraduate degree requirements in order to receive the verification statement.

Only courses completed within the last seven years will be considered for meeting DPD requirements. In order to receive the verification statement, international students will be required to complete FCS 2375 Food Production and Management, FCS 4340 Medical Nutrition Therapy I, FCS 4341 Medical Nutrition Therapy II and FCS 4352 Community Nutrition. Additional courses will also be required if they were not previously completed or are deemed not substantially equivalent to the comparable Seattle Pacific University courses. Meeting with the DPD Director after the degree evaluation is complete is a good way to learn about the program requirements and course scheduling.

### **Academic Advising**

Students are assigned to two advisors – an undergraduate academic counselor in Student Academic Services (SAS) and a faculty advisor in the food and nutrition program. Both advisors are excellent resources for academic and career information. Students are required to meet with their assigned faculty advisor each quarter prior to registration until they are officially accepted into the dietetics major. After acceptance into the major, we strongly encourage students to continue to meet with their faculty advisor. The University policies for academic advising are in the undergraduate catalog:

<http://spu.edu/catalog/undergraduate/20167/academic-policies-procedures/advising>

## Curriculum

The dietetics curriculum is designed to fulfill ACEND's accreditation standards for didactic programs in dietetics and fulfills the Core Knowledge requirements for Registered Dietitians (Appendix A).

The degree requirements (Appendix B) are published in the academic catalog and can be found here: <http://spu.edu/catalog/undergraduate/20178/degree-requirements?Area=MAJFNSD&Major=1FN>

A suggested course sequence (Appendix C) can be found here:

<http://spu.edu/depts/sas/resources/scspdf/FoodNutritionalSciencesDieteticsBS1718.pdf>

Following the suggested sequence assures that prerequisites are met and that students complete requirements in a timely manner. Students should meet each quarter with their faculty advisor to review their academic progress.

## Graduation Requirements

Graduation requirements are published in the academic catalog:

<http://spu.edu/catalog/undergraduate/20178/degree-requirements-overview>.

It is the responsibility of every student to know these requirements. In summary, students must complete 180 credits, including 60 upper division credits. Students must complete the Common Curriculum, the Exploratory Curriculum, and all major requirements for the dietetics specialization.

A mathematics requirement is part of the Exploratory Curriculum. Students must meet placement criteria before the math requirement can be met:

<http://spu.edu/depts/math/MathPlacement.htm>.

There are also writing and foreign language competencies and 3-8 specialized "W" (writing intensive) credits to complete. The "W" requirement is typically completed through coursework completed in the major at SPU.



Students may apply to graduate on the Banner system after admission to the major and are encouraged to do so by spring quarter of the junior year. After applying to graduate, your SAS academic counselor and faculty advisors will evaluate your progress towards your degree. It is your responsibility to assure that all University requirements and those for dietetics major are met.

### **Verification Statements**

A Verification Statement will be provided to all students who graduate with the food and nutrition degree, dietetics emphasis or fulfill the DPD requirements (post-baccalaureate students only). The DPD Director completes the Verification Statement in early July after the degree is posted by Student Academic Services. Three copies of the Verification Statement will be mailed to the student (students should provide a mailing address to the FCS administrative assistant). The program also retains both hard and electronic copies of the Verification Statement. A Verification Statement is required to start the dietetic internship and for eligibility to take the examination for Dietetic Technician, Registered.

### **Academic Calendar**

The DPD program follows the academic calendar published annually by the University. It can be found at: <http://spu.edu/catalog/university-calendar>.

Students are expected to be present during the full academic quarter and complete final exams during the published final exam period.

### **Student Costs**

All student costs, including tuition and other fees, are published in the Undergraduate Catalog: <http://spu.edu/catalog/undergraduate/20178/costs-financial-aid>.

This information changes annually. Information on financial aid and various payment options, as well as contact information for the financial aid counselors, can also be found here.

## **Withdrawal and Refund of Tuition and Fees**

The University policies for withdrawal are published in the Undergraduate Catalog:

<http://spu.edu/catalog/graduate/20178/policies-procedures/withdrawal>.

Withdrawal in the first week of class will not appear on the transcript. From week two to week five, withdrawals must be approved by the faculty teaching the course, and a “W” will appear on the transcript. Withdrawal is not possible after week six without an appropriately supported academic petition.

Policies for refunds of tuition and fees are found at:

<http://spu.edu/catalog/graduate/20178/costs-financial-aid/refunds-adjustments>.

A student considering withdrawal from course(s) should discuss this with his/her faculty advisor and with his/her counselor in Student Financial Services.

## **DPD Retention and Remediation Procedures**

Continuation in the DPD program requires that students maintain good academic standing at the University. Students who fail to meet standards will be placed on academic probation and will be academically dismissed from the University if academic performance does not improve. Students are placed on academic probation when the student’s cumulative SPU GPA falls below a 2.0. Any student on academic probation is required to meet with his/her SAS advisor to develop a plan for improving academic performance. The student is also advised to meet with his/her faculty advisor.

The policies that govern probation, dismissal, and reinstatement are found at:

<http://spu.edu/catalog/undergraduate/20178/academic-policies-procedures/probation>.

## **Privacy Protection for Student Information**

Seattle Pacific University complies with FERPA (Family Educational Rights and Privacy Act). The University policies that ensure privacy protection for student information are found in the undergraduate academic catalog:

<http://spu.edu/depts/sas/resources/ferpa.asp>

## **Filing and Handling of Student Complaints**

A student has the right to appeal academic decisions with which s/he does not agree. The policies and procedures for such appeals are found in the undergraduate academic catalog.

<https://spu.edu/depts/studentlife/grievanceprocedures.asp> . Students may also

submit complaints directly to ACEND (contact information is page 4 of this document), but only after the university appeals process is exhausted.

## **Access to Personal Files**

With certain exceptions, official student information collected and maintained by the University is available for inspection and review at the written request of the student.

Additional information about accessing personal records can be found in the undergraduate academic catalog: <http://spu.edu/catalog/graduate/20178/policies-procedures/student-records-confidentiality>.

## **Requirements for Placement at Off-Campus Sites**

The DPD program places students in FCS 2375 Food Production and Management in a 20-hour foodservice management field experience. The field experience sites can vary from quarter to quarter, but often include Gwinn Commons (on campus), area hospitals, schools and long term care facilities. Student placement is by the course instructor. Several hospital facilities require that students complete on-boarding requirements before beginning the experience. Students should work with the course instructor to complete these requirements. The requirements currently include the following:

- Verification of education related to blood-borne pathogens and hazardous materials/substances. The sponsoring hospital provides an online training for the student.
- Creation of online account and completion of education modules with Clinical Placements Northwest and Swedish Medical Center.
- A national criminal history background check. The DPD program will coordinate this through the external company that provides all such checks for the University.

- Immunizations and Tuberculin Skin Testing. The student must provide evidence of current immunizations against diphtheria, tetanus, pertussis, measles, mumps, rubella (or proof of immunity by titer), varicella (or proof of immunity by titer), and influenza. A Tuberculin Skin Test (TST) within the last year is required (this can be obtained at the Student Health Center, as can immunization records).
- Health and accident insurance. Students are required to provide documentation of coverage by a comprehensive health and accident insurance plan which will provide continuous coverage during his or her participation. Alternatively, the student may provide an acceptable written waiver signed by the student and faculty supervisor and releasing the School and the institution from all liability for any illness or injury suffered by the student during such participation.
- Flu shots. Students are expected to get flu shots when they become available (they can be obtained from the Student Health Center). A student who does not obtain a flu shot must wear a mask during field experience work.

Note that all students in FCS 2365 Food Science, FCS 2375 Food Production and Management, FCS 3365 Nutrition and Meal Planning and FCS 4367 Experimental Foods are required to have a current Washington State Food Workers Card. The card can be obtained online.

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker.aspx>

### **Liability for Safety in Travel**

Students are responsible for their own transportation to the FCS 2375 field experience and any other field trips or out-of-class activities required in other classes. The course instructor and/or the University will not provide transportation. The University is not liable for any injuries or ill effects that arise during such travel.

### **III. Student Support Services and Resources**

From tutoring to health services to study abroad, the University provides many valuable resources and services designed to foster student well-being, safety, and academic growth and success. You can read about these Academic and Campus Life resources and services at <http://spu.edu/current-students>. Some of them are highlighted here.

## **Center for Learning**

The Center for Learning (CFL) <http://spu.edu/depts/cfl/> located in lower Moyer Hall, provides additional resources and services to support the educational success of all students through study-skills courses, individual learning consultations, and learning workshops offered by the professional staff. Free study tables and low cost tutoring are provided for a wide variety of courses, including several (accounting, chemistry, biology and statistics) in the dietetics curriculum. The Writing Center (discussed below) is also located in the Center for Learning. Many resources to enhance study skills and habits are found in the “Resources” section of the CFL website.

The CFL also coordinates disability support services for eligible students with learning, ADHD, medical / physical, and psychological disabilities by providing academic accommodations such as note takers and extra time for exams. Students with a disability should contact the CFL for individual consultation.

## **Writing Center**

The Writing Center <http://www.spu.edu/depts/cfl/writing.asp> is sponsored by the English department and provides students help with writing assignments. Student writing tutors are available for half-hour appointments or "drop-in" consultations starting the second week of each quarter through the last week of the quarter. The tutors can help you spot errors and give assistance in organizing and communicating your thoughts on paper. It's smart to sign up early for an appointment as the tutors are often fully booked.

## **Center for Career and Calling**

The Center for Career and Calling <http://spu.edu/depts/cdc/> located on the second floor of the Student Union Building (SUB), provides a variety of services to students that include assistance with career exploration and undergraduate academic internship placement. The career counselors at the Center for Career and Calling also provide assistance with developing resumes and personal statements for dietetic internship and graduate school applications and will help students prepare for interviews for dietetic internships, jobs and graduate school. Their website is loaded with helpful information.

## **Health Services**

The Health Center <http://spu.edu/depts/healthservices/> located in Watson Hall and is open Monday through Friday. Registered Nurse Practitioners provide primary care, wellness visits and other services at reduced cost to students, faculty and staff. They accept most insurance plans. The University makes optional medical insurance available to registered students. Information on this insurance plan is available at the Health Center. International students are required to purchase health insurance through SPU or to obtain a waiver from Health Services by presenting proof of health insurance comparable to the plan provided through SPU.

## **Student Counseling Center**

The Student Counseling Center <http://spu.edu/depts/scc/> located in Watson Hall, provides a variety of counseling, educational, consultation, referral, and mental-health services to SPU students. The counseling services are free of charge to undergraduate students. Nutrition counseling is provided by a Registered Dietitian. There is also an eating disorders treatment program available to all students.

## **Canvas**

The food and nutrition program uses Canvas, the online course management system, to provide information to students and alumni about jobs, career opportunities, volunteer experiences, internship procedures, scholarship opportunities, and more. This is our main way of communicating this important information to you, so check it often. The information is in our “course” Food and Nutrition Advisees and is organized in folders in the Documents section of the course. Intended and accepted majors can be enrolled in the course. Enrollment is not automatic, so ask your faculty advisor to do this for you if you are not yet enrolled. After you graduate we will keep you enrolled unless you ask to be removed or if email messages through the system to you bounce back.



## **Community Kitchen**

The Community Kitchen (CK) was started by Dr. Gheleva at Seattle Pacific University in April, 2011. The CK aims to provide students with opportunities to explore their vocation as future dietitians, food and nutrition, or marketing/public relations professionals, and to experience the satisfaction of their professional interests being synchronous with their personal passion for serving others as Christ calls us. Furthermore, the CK is one way we can enact the mission of the Family & Consumer Sciences Department (*“to improve the quality of life for families and individuals through food...”*). The CK also presents an opportunity to restore the relational aspect of food that was in the past nurtured by the rituals of cooking and sharing family meals but is often broken in contemporary American culture.

The SPU CK takes place during the academic year, typically on the second Wednesday of each month, between 6 pm and 9 pm, and is planned, coordinated and run by students with guidance from a Faculty Director. Participants are recruited directly by students as well as through community partnerships with organizations in the neighborhoods around SPU. The CK’s mission is to serve individuals in need of affordable food, cooking and meal planning skills, food and nutrition knowledge, and a supportive community. During each CK session, participants work alongside students to prepare six to seven different recipes. Some of the prepared food is consumed on site and the rest is divided among participants (and often volunteers, if enough is available) to take home.

Student volunteers are recruited each spring to serve for a 9-month period of service during the following academic year. Student volunteers register for FCS 4932 Community Kitchen Practicum and receive two academic credits for their work. This is an opportunity to work side by side with community members, serve the community, develop new culinary and nutrition skills, and work with food and nutrition faculty.

## **Scholarships**

Scholarships are available from the FCS department, the Washington State Academy of Nutrition and Dietetics, and the Academy of Nutrition and Dietetics. The Seattle Pacific University FCS Department awards a number of gift scholarships to currently enrolled SPU

students who plan to continue their enrollment full-time during the coming academic year in the FCS department. Scholarships available through this application will generally range from \$500.00 - \$2500.00. The FCS scholarship application and additional information can be found at <http://spu.edu/depts/fcs/scholarships.html>.

Scholarship applications are due April 1 each year. Information regarding the scholarships offered by The Academy of Nutrition and Dietetics is on their website:

<http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid>.

Students must be an Academy member to be eligible for these awards.

## **Mentoring**

A good mentor can help you start a professional network in dietetics, gain relevant experience and be better prepared for life after graduation. The Center for Applied Learning at the School of Business and Economics at Seattle Pacific University has a mentor program open to all SPU students, not just those in Business and Economics:

<http://www.spu.edu/depts/sbe/mentorship/mentorprogram/index2.asp>.

This program recruits RDs to work with SPU students who are accepted. It can take several months for a mentor assignment, so apply early. The Washington State Academy of Nutrition and Dietetics also has a mentor program available to students who are members of the organization: <http://www.eatrightwashington.org/>.

## **SPU Food and Nutrition Club**

Joining the SPU Food and Nutrition (FAN) Club is advantageous for many reasons. Students have the opportunity to socialize with other food and nutrition majors, participate in fun and enriching activities, such as community service, and interact with local dietetics professionals. Leadership opportunities are available each year, too. The president for the 2017-18 year is Emahlea Jackson ([emahlea@spu.edu](mailto:emahlea@spu.edu)). Professor Freeman is the club's faculty advisor ([freemj2@spu.edu](mailto:freemj2@spu.edu)).

## **IV. Applying to Dietetic Internships**

Students may apply to dietetic internships (DIs) in their senior year or after graduating.

Information about the DI application process is available on the ACEND website

<http://www.eatrightacend.org/ACEND/content.aspx?id=186> and on the Food and Nutrition Advisee Canvas course, and is also reviewed extensively in the two-credit course, FCS 3310 The Profession of Dietetics.

There are two annual application deadlines in February and September, with a larger number of DIs participating in the February application. Most DIs require that the application be submitted via the Dietetic Internship Centralized Application System (DICAS) <https://portal.dicas.org/>

The application asks for personal, job and volunteer, and academic information. Additionally, you are required to upload a personal statement and resume. Official transcripts from all colleges and universities you have attended are mailed separately to the DICAS office. You may apply to as many internships as you like, but each application incurs an additional cost.

In addition to the application, there is a separate computer matching process done by D & D Digital <http://www.dnddigital.com/>. All applicants must submit their online computer matching form, indicating the programs to which they are applying. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. 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.

Letters of recommendation are also part of the application process with DICAS. Usually three letters are required: often two from faculty who know you, your work and capabilities well; and one from another individual, such as an employer, with whom you have a professional association. As you progress through your academic program in dietetics, please remember that you will be asking your professors for these letters and act accordingly! Your food and nutrition professors also ask that you adhere to the guidelines provided in "How to Ask for a Recommendation, Nicely" that is found in the Food and Nutrition Advisees Canvas course.

The internship application is very competitive with about half of applicants being accepted into an internship. As a dietetics student, you should develop a strategy early in your academic career for becoming a competitive applicant. ACEND provides several excellent suggestions for improving your chances of acceptance:

[http://www.eatrightacend.org/ACEND/content.aspx?id=4294967916.](http://www.eatrightacend.org/ACEND/content.aspx?id=4294967916)

Please read and consider these suggestions carefully. Gaining relevant experience, either as a volunteer or paid employee, in clinical, community and foodservice settings during your college career can help you to stand out when it is time to apply. Experience in student government, other leadership, and service activities can also be important. Volunteer and employment opportunities that come to the program are posted in the Food and Nutrition Canvas page.

## Section V: Appendices

### Appendix A: Core Knowledge for the RD

These Core Knowledge requirements, from the 2017 Accreditation Standards, are found at:

<http://www.eatrightpro.org/resources/acend>.

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

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

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

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

**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.**

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.



## Appendix B: Food and Nutrition Degree Requirements, Dietetics Emphasis

This information with links to course descriptions and prerequisites can be found in the undergraduate catalog: <http://spu.edu/catalog/undergraduate/20178/degree-requirements-overview>

### 2017-18 FOOD AND NUTRITIONAL SCIENCES MAJOR DIETETICS EMPHASIS

116 Credits Minimum, Including 25 Upper Division (UD)

<b>Family and Consumer Sciences Core</b>			
<b>Course</b>	<b>Attributes</b>	<b>Credits</b>	
FCS 1050 Introduction to FCS		2	
FCS 3240 Individual & Family Development	UD	5	
FCS 4899 FCS Senior Capstone	UD	3	
<b>SECTION CREDITS REQUIRED</b>		<b>10</b>	
<b>General Core</b>			
<b>Course</b>	<b>Attributes</b>	<b>Credits</b>	
FCS 2365 Food Science		5	
FCS 3321 Nutrition through Life Cycle	UD	3	
FCS 3340 Human Nutrition	UD	5	
FCS 3352 Nutrition Education & Counseling	UD	5	
FCS 3365 Nutrition and Meal Planning	UD	5	
FCS 4330 Advanced Nutrition & Metabolism	UD	5	
FCS 4352 Community Nutrition	UD	3	
FCS 4367 Experimental Foods	W, UD	5	
FCS 4370 Nutrition Research	W, UD	3	
BIO 2129 Human Anatomy & Physiology	WKAS, NSA	5	
BIO 2130 Human Anatomy & Physiology	NSA	5	
BIO 3351 General Microbiology	UD	5	
MAT 2360 Intro to Stats for Sciences	WKQR, MAT	5	
<b>SECTION CREDITS REQUIRED</b>		<b>59</b>	
<b>Choose One of the Chemistry Groups Below:</b>			
<b>Course</b>	<b>Attributes</b>	<b>Credits</b>	
CHM 1310 Survey of General Chemistry (5)	NSB, WKFS		
CHM 1330 Survey of Organic Chemistry (5)	NSB	15	
CHM 1360 Survey of Biological Chemistry (5)			
<b>OR</b>			
CHM 1211 General Chemistry I (5)	NSB, WKFS		
CHM 1212 General Chemistry II (5)		20	
CHM 1330 Survey of Organic Chemistry (5)	NSB		

CHM 1360 Survey of Biological Chemistry (5)		
<b>OR</b>		
CHM 1211 General Chemistry I (5)	NSB, WKFS	
CHM 1212 General Chemistry II (5)		
CHM 3371 Organic Chemistry I (5)	UD	
CHM 3372 Organic Chemistry II (5)	UD	35
CHM 3373 Organic Chemistry III (5)	UD	
CHM 4361 Biochemistry (5)	W, UD	
CHM 4362 Biochemistry (5)	UD	
<b>SECTION CREDITS REQUIRED</b>		<b>15</b>
<b>Dietetics Specialization</b>		
<b>Course</b>	<b>Attributes</b>	<b>Credits</b>
ACCT 2361 Financial Accounting		5
BUS 3614 Organizational Behavior for Managers (5)	UD	
<b>OR</b>		5
BUS 3657 Human Resource Management (5)	UD	
FCS 2375 Food Production & Management		5
FCS 3310 The Profession of Dietetics	W, UD	2
FCS 4340 Medical Nutrition Therapy I	UD	5
FCS 4341 Medical Nutrition Therapy II	UD	5
ANT 2250 Cultural Anthropology (5)	SSA, WKSS	
PSY 1180 Gen Psych: Individual in Growth (5)	SSA, WKSS	5
SOC 1110 Introduction to Sociology (5)	SSA, WKSS	
<b>SECTION CREDITS REQUIRED</b>		<b>32</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>116</b>

## Appendix C: Food and Nutritional Sciences – Dietetics Emphasis Course Sequence

based on 2017-18 catalog requirements

*This Suggested Course Sequence is a potential plan for how to complete the major within four years. Please consult with a departmental faculty advisor for course advisement. All courses are 5 credits unless otherwise noted. Courses with \* are sequential, have prerequisites or exclusions – check the online undergraduate catalog.*

### Food and Nutritional Sciences – Dietetics Emphasis Course Sequence based on 2017-18 catalog requirements

*This Suggested Course Sequence is a potential plan for how to complete the major within four years. Please consult with a departmental faculty advisor for course advisement.*

<b>Year One - Autumn</b>	<b>Winter</b>	<b>Spring</b>	<b>Any Quarter</b>
CHM 1310 FCS 1050 (2) (or spring)	CHM 1330	CHM 1360	PSY 1180 or SOC 1110 or ANT 2250
<b>Year Two – Autumn</b>	<b>Winter</b>	<b>Spring</b>	<b>Any Quarter</b>
BIO 2129 FCS 2365 FCS 3240 (or winter)	BIO 2130 FCS 3365 (or spring)	FCS 2375 (or autumn or spring in year 3)	MAT 2360 FCS 3340 ACCT 2361
<b>Year Three – Autumn</b>	<b>Winter</b>	<b>Spring</b>	<b>Any Quarter</b>
FCS 3310 (2 cr) FCS 3352	FCS 3321 (3 cr) or spring FCS 4330 FCS 4370 (3 cr; or spring)	BIO 3351	BUS 3614 or BUS 3657
<b>Year Four – Autumn</b>	<b>Winter</b>	<b>Spring</b>	<b>Any Quarter</b>
FCS 4340	FCS 4341 FCS 4352 (3 cr)	FCS 4367	FCS 4899 (3 cr)

All courses are sequential, unless otherwise noted.

## Appendix D: Food and Nutrition Organizations

The following is a partial list of professional food and nutrition organizations.

The Academy of Nutrition and Dietetics (AND) <http://www.eatrightacend.org/ACEND/>

The Academy of Nutrition and Dietetics is the professional organization for registered dietitians in the U.S. Student membership in the Academy of Nutrition and Dietetics is available <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141>. The cost is \$50 per year.

The Washington State Academy of Nutrition and Dietetics.

<http://www.eatrightwashington.org/>. Membership in this organization is conferred with membership in the Academy of the Nutrition and Dietetics. The Washington state organization holds an annual food and nutrition meeting in the state. There are also several regional dietetics organizations (listed below) that are affiliated with the National and state organizations listed above. Membership, which requires a separate fee, may provide an opportunity for networking and additional education.

- [Greater Seattle](#)
- [Greater Spokane](#)
- [North Sound](#)
- [Olympia Area](#)
- [South Sound](#)
- [Southwest Washington](#)
- [Tri-cities](#)
- [Yakima Valley](#)