

Dietetics

Undergraduate Student Handbook

DEPARTMENT OF FOOD SCIENCE & HUMAN NUTRITION



College of Agriculture & Natural Resources
MICHIGAN STATE UNIVERSITY

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INTRODUCTION

Dietetics is the science and art of applying the principles of food and nutrition to health...and a vital, growing profession with many career possibilities...in clinical healthcare, public health, foodservice management, food industry, and more. The dietetics program is the first step toward the professional credential **Registered Dietitian Nutritionist (RDN)**, also referred to by the prior name **Registered Dietitian (RD)**.

Degree Granted

Bachelor of Science Degree in Dietetics – Enrollment in the dietetics major is limited. The BS degree in dietetics is a professional degree, which requires acceptance into a competitive internship/supervised practice experience in order to complete the requirements for eligibility to take the registration examination for dietitians. Freshmen and sophomores may declare a major *preference* in dietetics. The University guideline is that a minimum cumulative grade-point average of 2.5 is necessary for juniors and seniors to be *considered* for admission. The actual GPA cut-off may be higher. The university requires an overall GPA of 2.0 for graduation.

Transfer Students with 42 or more credits – A cumulative grade point average above 3.1 and completion of 5 prerequisite courses are necessary for direct admission. See course list: <https://admissions.msu.edu/apply/transfer/before-you-apply/selecting-your-major.aspx>.

Second Bachelor's Degree - While at least 30 semester credits are necessary to complete a 2nd bachelor's degree, to fulfill the dietetics program requirements, a student may need to complete as many as 60-70 credits. An evaluation of courses taken during the previous degree is needed by the Dietetics Advisor & Assistant Director as well as the Director of the Program to determine which courses will fulfill dietetics requirements (see <https://transfer.msu.edu/>).

Curriculum Requirements

MSU's dietetics curriculum is designed so that supporting discipline courses in general and organic chemistry, physiology, microbiology, and biochemistry provide a science background necessary for understanding concepts in foods and nutrition. Courses are sequenced to provide learning experiences that become increasingly complex, building on previous knowledge in nutrition, foods and food delivery systems, and medical nutrition therapy. Principles of social psychology and the application of management and communication skills in working effectively with people and within organizations are integrated throughout.

Accreditation by the Academy of Nutrition & Dietetics

The MSU dietetics program is accredited as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)¹ of the Academy of Nutrition & Dietetics (the *Academy*). See Appendix III for program mission and goals.

By meeting ACEND approved course and knowledge requirements and completing the MSU graduation requirements for a BS degree, students receive a *Verification Statement* for the Didactic Program in Dietetics from the DPD Program Director, which is required for acceptance to a post-bachelor's ACEND-accredited dietetic internship/supervised practice experience (see page 17 for Verification Statement details). Successful completion of the internship qualifies a graduate to take the national

¹ Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; 800.877.1600 ext. 5400; ACEND@eatright.org www.eatrightpro.org/acend

Registration Examination for Dietitians. The MSU dietetics program is among the largest in the US and one of the earliest established.

STEPS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST (RDN)

STEP 1: BACHELOR'S DEGREE – DIETETICS

Students must complete program requirements approved by the *Accreditation Council for Education in Nutrition and Dietetics (ACEND)*, *Academy of Nutrition & Dietetics*².

STEP 2: SUPERVISED PRACTICE EXPERIENCE PROGRAM

Students apply to supervised practice during the senior year. Acceptance to a supervised practice experience (SPE) Program is awarded on a **competitive** basis – and **is not guaranteed**. Standalone SPEs are typically 9-11 months in length, or 16-24 months when combined with a master's degree. The SPE is typically unpaid, and students pay fees to cover the cost of the training. Starting January 1, 2024, a master's degree became required to move on to Step 3.

STEP 3: PASS THE NATIONAL REGISTRATION EXAMINATION FOR DIETITIANS (RDN EXAM)

The computer-based RDN exam is offered throughout the year at approximately 200 testing sites throughout the United States.

Careers:

- | | |
|--|---|
| <input type="checkbox"/> Clinical nutrition practice | <input type="checkbox"/> Health education/promotion |
| <input type="checkbox"/> Public health nutrition | <input type="checkbox"/> Hospitality industry |
| <input type="checkbox"/> Foodservice management | <input type="checkbox"/> Pharmaceutical sales |
| <input type="checkbox"/> Food industry | <input type="checkbox"/> Military dietetics |
| <input type="checkbox"/> Media/communication | <input type="checkbox"/> Critical care dietitian |
| <input type="checkbox"/> Government | <input type="checkbox"/> Pediatric dietitian |
| <input type="checkbox"/> Higher education | <input type="checkbox"/> Sports nutrition |
| <input type="checkbox"/> Research | <input type="checkbox"/> Private practice |
| <input type="checkbox"/> Corporate Wellness | <input type="checkbox"/> Administration |

For more information: *Occupational Outlook Handbook*,
<http://www.bls.gov/ooh/Healthcare/Dietitians-and-nutritionists.htm>

² Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; 800.877.1600 ext. 5400; ACEND@eatright.org www.eatrightpro.org/acend

ACADEMIC ADVISING

All dietetics students should meet with their academic advisor at least once per year and more often as needed. In addition, students thinking about changing their major to dietetics, prospective high school or transfer students, and 2nd degree students should plan an advising meeting.

Academic Advisor and Assistant Director of Didactic Program in Dietetics

Jill DeJager, MPH, RDN 106 Trout FSHN Bldg. 517.353.3322
dejagerj@msu.edu

The academic advisor provides assistance in these areas: planning a schedule of required courses; verifying equivalencies of transfer courses; assisting with enrollment as needed; communicating news to students in the major, such as curriculum changes or scholarship opportunities; directing students to campus resources related to tutoring, counseling, service learning, study abroad, and career services; providing information on SPE and graduate school applications; and clearing students to graduate.

Director of Didactic Program in Dietetics

Lorraine Weatherspoon, PhD, RDN
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Faculty Advisors/Mentors for Dietetics

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Faculty advisors provide support and advice in decisions related to career plans, graduate or professional school, and dietetic internship applications. They perform a major service to dietetics students in providing letters of recommendation required for supervised practice and graduate/professional school applications. Students are urged to build relationships with all faculty members in preparation for this important function. Visit during class office hours and email any faculty advisor/mentor anytime with questions and to schedule appointments.

Administrative Staff for Dietetics

The FSHN administrative staff provides many services to students, including entering computer overrides and late-adds for HNF and FSC courses, assisting with the dietetic internship application process, and taking scholarship and department job applications.

Katelyn Horgan

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DIETETICS CURRICULUM REQUIREMENTS

A minimum of 120 credits is required for completion of a Bachelor of Science Degree in Dietetics. A minimum GPA of 2.0 is required to graduate. Most students complete the DPD program within 2 years of acceptance into the upper level of dietetics. It is strongly encouraged to finish the program within 3 years of admission (150% of time, or 36 months, from admission during junior year or from admission as a transfer student).

I. University Requirements

University Requirements refers to the courses providing a broad general education to all MSU students, regardless of major. These consist of writing, mathematics, and integrative studies in 3 core areas listed below.

	<u>Credits</u>
IAH 201-210 , Integrative Studies in Arts & Humanities, choice	4
IAH 211-241 , Integrative Studies in Arts & Humanities, choice	4
ISS 200-level , Integrative Studies in Social, Behavioral, and Economic Sciences	4
ISS 300-level , Integrative Studies in Social, Behavioral, and Economic Sciences	4
(ISB/ISP/lab) , Integrative Studies in Biological and Physical Sciences, <i>-Met via Alternate Track (CEM 141, 144, 161, 145L and PSL 250, in major)</i>	(8+)
WRA 101 , Writing as Inquiry (formerly WRA 110-150, choice) <i>-WRA 101 (or WRA 110-150) satisfies Tier I writing requirement; minimum 2.0 grade required. Tier II writing is completed in the major with HNF 411.</i>	4

Mathematics completed in major with MTH 103 or higher plus STT 200 or 201.

Subtotal 20 credits

II. College of Agriculture and Natural Resources Requirements

a. ***One*** of the following:

EC 201 , Introduction to Microeconomics	3 or
EC 202 , Introduction to Macroeconomics	3

b. Mathematics, met in major with MTH 116 or higher or MTH 103 plus STT 200 or 201

c. At least 26 credits in courses in the College, met with courses in major

d. The specific requirements for a major in the College, listed below

Subtotal 3 credits

III. Dietetics Major Requirements

Supporting Discipline Courses

One of the following:

MTH 103, College Algebra 3 or

MTH 116, College Algebra and Trigonometry 5 or

Higher level math 3+

*Placing into a calculus course based on a **proctored** MSU math placement test may satisfy this requirement.*

One of the following:

STT 200, Statistical Methods 4 or

STT 201, Statistical Methods with Lab 4

Subtotal 7-9 credits

Supporting Discipline Courses, continued

All of the following:

ANTR 350, Human Gross Anatomy for Pre-Health Professionals 4

BMB 200, Introduction to Biochemistry 4

CEM 141, General Chemistry 4

CEM 161, Chemistry Laboratory I 1

CEM 144, Organic Chemistry Survey and Applications 4

CEM 145L, Basic Organic Chemistry Laboratory 1

FSC 342, Food Safety and HACCP 3

PSL 250, Introductory Physiology 4

PSY 101, Introductory Psychology 4

Subtotal 29 credits

Professional Courses

All of the following:

HNF 150, Introduction to Human Nutrition 3

HNF 300, Experimental Approaches to Foods 4

HNF 320, Professional Practice of Dietetics & Nutrition 3

HNF 350, Advanced Human Nutrition and Metabolism 4

HNF 377, Applied Community Nutrition 3

HNF 378, Applied Nutrition Assessment Laboratory 1

HNF 406, Global Foods and Culture 3

HNF 411, Research Methods in Dietetics 3

HNF 440, Foodservice Operations 3

HNF 444, Business of Nutrition Services 3

HNF 445, Foodservice Management Practicum 2

HNF 446, Applied Culinary Nutrition 2

HNF 453, Nutrition and Human Development 3

HNF 471, Medical Nutrition Therapy I 4

HNF 472, Medical Nutrition Therapy II 4

Subtotal 45 credits

IV. General Electives

MTH 103A, College Algebra I

(3)

Students who score 0-9 on the math placement exam must complete MTH 103A and 103B in place of MTH 103. The 3 credits earned in MTH 103A count toward the 120 credits needed to graduate.

Elective courses of student's choice

16-19

Subtotal 16-19 credits

Total 120 credits

Academic Calendar dates can be found here: <https://reg.msu.edu/ROInfo/Calendar/Academic.aspx>

SUGGESTED SAMPLE SCHEDULE – 4 YEAR PLAN

Fall			Spring		
HNF 150	Introduction to Human Nutrition	3	STT 200	Statistical Methods	4
MTH 103	College Algebra	3	CEM 141	General Chemistry I	4
WRA 101	Writing as Inquiry	4	CEM 161	Chemistry Laboratory I	1
ISS 2xx	Integrative Studies in Social Sciences	4	IAH 201-210	Integrative Studies in Arts & Humanities	4
Elective	Choice	1	Elective	Choice	2-3
PSY 101	Introductory Psychology	4	HNF 320	Prof Practice of Dietetics & Nutrition	3
CEM 144	Survey of Organic Chemistry	4	PSL 250	Introductory Physiology	4
CEM 145L	Basic Organic Chemistry Lab	1	ISS 3xx	Integrative Studies in Social Sciences	4
EC 201 or 202	Intro to Microeconomics or Macroeconomics	3	HNF 300	Experimental Approaches to Foods	4
Elective	Choice	3			
BMB 200	Introduction to Biochemistry	4	ANTR 350	Human Gross Anatomy for Pre-Health Professionals	4
HNF 377	Applied Community Nutrition	3	HNF 350	Advanced Human Nutrition & Metabolism	4
HNF 378	Applied Nutrition Assessment Lab	1	HNF 411	Research Methods in Dietetics	3
HNF 440	Foodservice Operations	3	HNF 453	Nutrition & Human Development	3
IAH 211-241	Integrative Studies in Arts & Humanities	4	Elective	Choice	1
FSC 342	Food Safety & HACCP	3	Elective	Choice	3
HNF 444	Business of Nutrition Services	3	HNF 446	Applied Culinary Nutrition	2
HNF 471	Medical Nutrition Therapy I	4	HNF 406	Global Food & Culture	3
HNF 445	Foodservice Mgt Practicum	2	HNF 472	Medical Nutrition Therapy II	4
Elective	Choice	3	Elective	Choice	2-3

Students should complete elective credits as needed to reach the 120 total credits required for graduation. After junior-level admission, students are expected to complete the program within 36 months.

Distance Instruction and Online Testing

Although the majority of DPD courses are offered in-person with in-person exam proctoring, some courses will utilize online instruction and/or online testing. The *Desire 2 Learn* (D2L) learning management system is utilized for both in-person and online courses, with log-in and tracking capabilities. Remote exam proctoring options for instructors are integrated within D2L and the [Respondus LockDown Browser & Monitor](#) is typically used by DPD faculty. A combination of application/web activity restrictions, identity verification, and monitoring of the test taker via webcam and mic allows instructors to actively monitor testing sessions to maximize the integrity of the test taking environment.

For more information, please visit: <https://tech.msu.edu/service-catalog/teaching/online-proctoring/>.

FINANCIAL INFORMATION

Tuition and Fees

A detailed description of costs related to tuition, fees, on-campus housing, and meal plans is outlined in *Getting Started...Your Michigan State University Resource Guide & Directory*, distributed at orientation. Specific rates can be found at <https://ctrl.msu.edu/student-accounts/tuition-rates-by-semester>. In addition, students have access to an online tuition calculator at <http://www.ctrl.msu.edu/COSTudentAccounts/>. Additional costs, such as books and supplies, which are necessary for most courses, can be estimated here: <https://admissions.msu.edu/cost-aid>.

Withdrawal and Refund of Tuition and Fees

A withdrawal from the university occurs when students drop all their courses within a semester and details can be found here: <https://reg.msu.edu/roinfo/notices/withdrawal.aspx>. For courses dropped through the first $\frac{1}{4}$ of the term of instruction (measured in weekdays, not class days), 100 percent of the semester course fees and tuition for the net credits dropped will be refunded. For changes made after the first $\frac{1}{4}$ of the term of instruction and through the end of the session, no refund will be made for any credits dropped. The refund date for each course is shown in the [Schedule of Courses](#) within the [Student Information System](#). Students are still free to drop courses up until the halfway point of the semester, (also listed in the Schedule of Courses), but there is no tuition refund after the first $\frac{1}{4}$ of the term of instruction has passed.

A student living in a residence hall should consult the manager regarding the policy on the refund of room and board fees and students receiving financial aid should contact the Office of Financial Aid to understand the impacts of a withdrawal. It should be noted that any student who has not been enrolled for three consecutive semesters, including the summer sessions, should submit a readmission to the Office of the Registrar at www.reg.msu.edu.

The university and program recognize that there might be occasions when a student might need to be absent due to justifiable grief circumstance. The grief absence policy can be found here: <https://reg.msu.edu/ROInfo/Notices/GriefAbsence.aspx>. Medical leave may also be warranted. The medical leave policy can be found here: <https://ossa.msu.edu/medical-leave>

Scholarships and Financial Aid

The Office of Financial Aid has a comprehensive “Scholarships, Grants and Loans” site where students can connect to resources and information: <https://finaid.msu.edu/undergrad/undergrad-scholarships>.

There are numerous scholarship opportunities for students in the Department of Food Science and Human Nutrition. Eligible students may apply for academic, research, study abroad and travel scholarships. Information on scholarships is available on the FSHN website: https://www.canr.msu.edu/fshn/undergraduate_programs/undergraduate_scholarship_opportunities/index. Scholarship opportunities are also available through the College of Agriculture and Natural Resources: <https://www.canr.msu.edu/academics/undergraduate/scholarships/index>.

In addition, students who are members of the Academy of Nutrition & Dietetics may apply for scholarships offered by both the Academy and by their state affiliate dietetic association.

The Academy of Nutrition & Dietetics: www.eatright.org

The Michigan Academy of Nutrition & Dietetics: www.eatrightmich.org

ADDITIONAL CURRICULAR OPPORTUNITIES

Additional academic experiences that enhance the dietetics program may strengthen a student's application to a post-bachelor's SPE and graduate program.

Minors

MSU offers several minors that may be used to complement academic majors or to accommodate student interest in interdisciplinary work that is not available as a major. Many of the minors are available to all undergraduates; others may be limited to students in designated majors and degree programs. Minors and their requirements are listed in the *Academic Programs* publication:

<https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=MNUN>. Among the nearly 50 undergraduate minors, these are some that are popular with dietetics students:

- Business
- Coaching
- Entrepreneurship and Innovation
- Environmental and Sustainability Studies
- Health Promotion
- Horticulture
- Food Processing and Technology
- Spanish
- Food Industry Management
- Sustainable Agriculture and Food Systems
- Global Public Health and Epidemiology

Foreign Language

Students have the opportunity to attain some proficiency in a foreign language. Depending on the number of electives available, dietetics students may need to take additional summer courses in order to complete a foreign language minor.

Independent Study

Independent study allows students to explore interests in a particular area outside of a normal classroom setting. In the Department of Food Science & Human Nutrition, the course number is HNF 490 or FSC 490. A form, *Application for Independent Study*, must be completed and approved by the sponsoring faculty member before an override can be entered, allowing the student to enroll. The number of credits can vary from 1 to 6.

Education Abroad

Michigan State University is a national leader in education abroad and sends more of its undergraduate students across international borders than most other universities in the United States. Students may choose from over 200 programs in more than 60 countries on every continent. Information on all the programs and about the application process is available at <http://educationabroad.isp.msu.edu/>.

The Department of Food Science & Human Nutrition sponsors one study abroad program:

- ***Global Food Systems and Health*** <https://www.canr.msu.edu/fshn/study-abroad>

WORK AND VOLUNTEER EXPERIENCE

While all types of work and volunteer activities help students develop important skills and personal traits, three areas stand out as particularly valuable to dietetics students: foodservice, healthcare (especially clinical nutrition), and community nutrition. Building a good résumé of experiences is an essential antecedent to the internship application process.

Foodservice Experience

Foodservice management is an important component of the dietetics curriculum. Dietitians working in foodservice management oversee large-scale meal planning and preparation in health care facilities, company cafeterias, schools, and other institutions. Students may gain exposure to various aspects of foodservice through employment in on- and off-campus facilities. The residence hall cafeterias provide an ideal opportunity to earn money while gaining foodservice experience. Other on-campus foodservice venues include the MSU Bakery, Kellogg Hotel & Conference Center, the MSU Union, the International Center Crossroads Food Court, the John Henry Executive Center/University Club, the Dairy Store, the Sparty Convenience Stores, Starbucks coffeehouses, and the mobile Food Trucks. In addition, employment at MSU Food Stores may introduce students to food procurement, warehousing, and distribution. Even the Culinary Services Test Kitchen might hire a student or two. Opportunities for promotion to student supervisor exist in all locations.

Off-campus foodservice employment in health care settings, catering operations, country clubs, and restaurants may also provide quality experiences.

Healthcare and Community Nutrition Experience

It is not easy for students to find paying jobs in healthcare and community nutrition. However, volunteer positions are available and may help students decide if they have chosen the right major. Volunteering in healthcare settings exposes students to diverse working environments, contributes to development of interpersonal skills, and opens networking opportunities.

The **Center for Community Engaged Learning** at MSU helps match interested student volunteers with community organizations. In most cases, students volunteer several hours a week for the length of a semester. Community Engaged Learning may have positions available in hospital and nursing home dietary departments and in community/public health settings.

Students may explore the specific volunteer opportunities offered via the web at <https://communityengagedlearning.msu.edu/students>. The sign-up date for volunteer experiences is usually during the week *before* the start of the new semester. The most popular experiences go very fast and students with questions about the process should call ahead or visit the Community Engaged Learning Center (telephone 517.353.4400).

Students may also obtain volunteer experience by seeking positions on their own and through contacts made via family and friends.

ORGANIZATIONS

Food and Nutrition Association (FNA)

Students are encouraged to join and actively participate in the Food and Nutrition Association (FNA), which is the student club for the dietetics program. The goals of FNA are to enhance personal and professional development through community service, program planning, career awareness, interaction with other dietetics students, and networking opportunities with dietitians and area health professionals.

Meetings are held biweekly and are led by the student executive board (*e-board*). Guest speakers have presented on such topics as sports nutrition, HIV and nutrition, and eating disorders. Area dietitians have described career paths—such as public health nutrition, foodservice management, and pediatric nutrition. Dietetic interns and internship directors have shared information about their programs. Some meetings have focused on writing résumés, letters of application, and the process of applying for dietetic internships.

FNA usually takes a leadership role in organizing transportation and lodging for students attending the annual Food & Nutrition Conference & Expo (FNCE) of the Academy of Nutrition & Dietetics.

There is a nominal membership fee for FNA to cover the cost of meeting refreshments and to fund the 2 scholarships that are offered to members each year. At the last meeting of the year, elections are held to select new officers. For more information, visit <https://www.canr.msu.edu/fna/>.

The FNA faculty advisor is Mrs. Christine Henries-Zerbe, MS, RD, henriesz@msu.edu.

***Academy of Nutrition & Dietetics (The Academy)*, www.eatright.org**

The Academy of Nutrition & Dietetics, formerly known as the American Dietetic Association (ADA), is the nation's largest organization of food and nutrition professionals. Dietetics students have the opportunity to become student members of the Academy. The benefits of membership include:

- Subscription to the *Journal of the Academy of Nutrition & Dietetics* (JADA, JAND)
- Newsletters: *Daily News*, and *Student Scoop*
- Quarterly Magazine: *Food & Nutrition*
- Access to the online Evidence Analysis Library (EAL)
- eMentoring: Students can search for a mentor using a variety of parameters such as years of experience, practice area, languages spoken and even types of mentoring.
<https://www.eatrightpro.org/career/career-resources/mentor-programs>
- Member discounts on publications and merchandise
- Opportunity for Practice Group membership
- Membership in the affiliate state dietetic association
- Eligibility for Academy and state association scholarships and awards
- Reduced rate for the annual meeting, *Food & Nutrition Conference & Expo* (FNCE)

The fee for student membership (2026-2027) is \$58 per year. To join, download a membership application from the Academy website, <https://www.eatrightpro.org/member-types-and-benefits>.

Michigan Academy of Nutrition and Dietetics (Michigan Academy),

www.eatrightmich.org

The Michigan Academy of Nutrition and Dietetics (MAND), formerly known as the Michigan Dietetic Association (MDA), is an affiliate of the Academy of Nutrition & Dietetics. Students who are members of the Academy are automatically student members of their state affiliate. Some advantages of membership in the Michigan Academy of Nutrition and Dietetics include reduced registration fee for the annual meeting of MAND, eligibility for scholarships and awards, networking, and the MAND *Link* newsletter.

District Dietetic Associations, <https://eatrightmich.org/about/district-and-dietetic-groups/>

There are three local dietetic associations currently active in the state of Michigan: Dietitians of West Michigan, Northern Michigan Dietetic Association and Southeastern Michigan Dietetic Association. These groups can provide students an opportunity to attend professional meetings, interact with local dietitians, and develop professionally.

Registered Student Organizations (RSOs)

Michigan State University has over 500 registered student organizations. There is something for everyone! RSOs cover a wide range of topics and interest areas, including but not limited to: academic, business, environmental, international, political, religious, racial/ethnic, women's interests, sports, and leisure. See the list at <http://studentlife.msu.edu/>.

Besides the Food & Nutrition Association, dietetics students might be interested in Spartans Empower Body Acceptance (SEBA), formerly Spartan Body Pride. **SEBA** is an advocacy group focused on raising awareness about eating disorders and promoting positive body image on campus. This group is sponsored by MSU Student Health Services and is advised by their Associate Director of Health Promotion Anne Thompson, MA, RDN, CSSD, CEDRD (buffing9@msu.edu).

Honor Societies

Students who maintain a high grade point average and/or fulfill other criteria will likely be asked to become a member of a campus honor society. The benefits of joining these societies include recognition for achievements, enhancing a résumé, networking, and an opportunity to develop leadership skills by becoming an officer. Joining an honor society can be costly, \$60 or more, and some have annual dues to consider. Honor society membership is a product of a student's hard work, and it allows for recognition of achievements but is not necessary to have a strong application for SPE and graduate school.

College of Agriculture & Natural Resources

Student Senate

The College of Agriculture & Natural Resources Student Senate is the academic voice of students in CANR. It is composed of one undergraduate representative from every club and every major in the college, each elected by its constituent group. However, every student in the college is invited to attend the meetings. The Student Senate sponsors or co-sponsors several events annually, such as *CANR Olympics* and *Small Animals Day*.

FREQUENTLY ASKED QUESTIONS (FAQ)

What is a *Didactic* Program in Dietetics?

The word *didactic* means *scholarly* or *academic*. A Didactic Program in Dietetics (DPD) is an accredited³ program that grants at least a bachelor's degree and includes all the required dietetics coursework. There are more than 200 accredited DPDs in the United States, including the MSU dietetics program. Completion of a DPD is Step 1 of 3 steps to become a registered dietitian referred to earlier in this document.

What is an accredited Supervised Practice Experience (SPE) Program?

An accredited SPE Program may be completed after a student earns a bachelor's degree in dietetics. These programs need to provide a minimum of 1000 hours of supervised practice. A typical program is 40 hours per week for approximately 10 months. A few programs are offered part-time. Most programs are combined with a master's degree since the graduate degree became a requirement in January of 2024. Completion of a Supervised Practice Program and master's degree is Step 2 in the process to become a registered dietitian. Acceptance to programs is competitive and there is no guarantee that applicants will be selected.

What is a Coordinated Program?

An accredited Coordinated Program (CP) combines the academic requirements (Step 1) and the supervised practice component (Step 2) together in one degree granting program. These courses may be designed at the baccalaureate or graduate degree level. Completion of a graduate level CP enables the individual to sit for the credentialing examination administered by the Commission on Dietetic Registration to become a registered dietitian.

What is a Graduate Program in Nutrition and Dietetics (GP)?

A Graduate Program in Nutrition and Dietetics (GP) utilizes a competency-based curriculum that combines the academic requirements (Step 1) and the supervised practice component (Step 2) together in one degree granting program. Completion of a GP program enables the individual to sit for the credentialing examination administered by the Commission on Dietetic Registration to become a registered dietitian.

Where can I find information on Supervised Practice Experience (SPE) Programs?

A list of all accredited programs can be found on the website of the ACEND arm of the Academy of Nutrition & Dietetics, <https://www.eatrightpro.org/acend/accredited-programs/program-directory>. Each entry includes the program director's contact information and will provide a link with additional program details and instructions. Programs can also be searched using the application platform DICAS <https://dicas.cas.myliaison.com/applicant-ux/#/login>.

³ Accredited by the Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; 800.877.1600 ext. 5400; ACEND@eatright.org, www.eatrightpro.org/acend

When do students apply to Supervised Practice Programs?

- Spring graduates apply during either the fall or spring semester of their senior year. Programs typically start the following fall but there are a few programs that start as early as summer. Programs must notify students by March 1st (“applicant notification date”) if they were accepted. Students then have until March 15th (applicant decision due date) to decide which offer they will accept. It should be noted that some programs have an “early decision” option which allows applicants to be offered admission and then accept the offer to a program as early as fall semester during the spring cycle.
- Fall graduates may opt to apply during the fall cycle or choose to wait until the next spring cycle. Programs in the fall cycle must notify students by November 1st (“applicant notification date”) if they were accepted. Students then have until November 15th (applicant decision due date) to decide which offer they will accept. Fall cycle programs start mid-winter.

Supervised Practice Programs use an online application through DICAS – the Dietetics Inclusive Centralized Application Service <https://dicas.liasoncas.com/applicant-ux/#/login>.

The dietetics program director holds meetings every fall semester for juniors and seniors to learn about the internship application process. Students also receive a *Supervised Practice Application Guide* that outlines the process and provides examples of required documents. Materials and guidance are also available within a comprehensive SPE Program application site within D2L that is tailored to MSU students. Current students and recent graduates may self-enroll in the site here: <https://apps.d2l.msu.edu/selfenroll/course/2005640>

How can students prepare to be competitive for Supervised Practice Programs?

Students are advised to put effort into these areas to be more competitive:

- **Good grades** – A grade point average above 3.0. The higher, the better. The best chance for acceptance is with a GPA of 3.4 and higher. This is especially true when applying to a graduate program.
- **Work experience & volunteering** – Paid or unpaid. Clinical nutrition, community nutrition, and foodservice experiences are probably the best, but there is no need to limit experiences to dietary-related jobs. All kinds of work experience can develop skills that supervised practice program directors seek. Promotions and increasing responsibilities also strengthen a résumé. Some students become involved in research with faculty or are hired as Undergraduate Learning Assistants which are also highly valuable experiences.
- **Extracurricular activities** – College/university clubs, sports, community service projects. Evidence of leadership development is especially helpful.

- **Good letters of recommendation** – References are required from 3 professionals who know you well, generally professors and supervisors. Develop positive relationships with faculty and work/volunteer supervisors.

What do you do if you are not accepted to a Supervised Practice Program?

Contact dietetics program director, Dr. Lorraine Weatherspoon, immediately for assistance in evaluating options. There is a second round of applications to programs that did not fill their quota in the original acceptance process. Students not accepted to a program in the first round who are well qualified will nearly always find a placement. Some students with a borderline application may also find a program willing to take a chance on them. Others may be successful the next year if they apply again.

Students who do not receive a placement after the 2nd round of applications will need to make alternative plans. First, identify reasons for not being accepted. If determined to become a registered dietitian, take steps to correct problems or deficiencies, and then re-apply in 6 months or 1 year. Other options: Look for jobs in nutrition or foodservice that do not require the RD credential; take the exam to become a Registered Dietetic Technician (DTR); or seek employment outside of the nutrition and foodservice fields. DPD graduates who have completed all the program requirements are eligible to take the DTR exam. Information is available at the Commission on Dietetic Registration website: <https://www.cdrnet.org/DTRExamOverview>

What if a student has a complaint about an accredited program?

The grievance procedure is described on the website of the Office of the Ombudsman: <https://msu.edu/unit/ombud/>. If a complaint arises, the student should first talk to faculty to resolve the issue, and then next meet with the FSHN Department Chair and/or DPD Program Director. The Chair of FSHN is regarded as the unit administrator. Finally, if still unresolved, the student should contact the Academic Dean. Only after all these steps have been pursued are students directed to submit any complaints to ACEND. For complaints not resolved that relate to the accreditation standards and policies, ACEND has an established review process. This procedure fulfills its public responsibility for assuring the quality and integrity of the educational programs that it accredits. <https://www.eatrightpro.org/acend>

STATEMENT OF NON-RETALIATION: MSU's DPD Program faculty and administrators will not discriminate or retaliate against any student who has filed a grievance, testified, assisted, or participated in any manner in an investigation or proceeding related to the grievance procedures.

MSU independently investigates allegations of retaliation. Any student who believes they have experienced retaliation or been discriminated against is encouraged to report the incident(s) to the University's Office for Civil Rights and Title IX Education and Compliance: <https://civilrights.msu.edu/index.html>.

How does the DPD program identify and support students experiencing academic difficulty and how is student learning assessed?

Enhancing Academic Success Early “EASE” Reports are a tool designed to help instructors and advisors detect students struggling with academic difficulty early on. Instructors may submit EASE reports for any student anytime throughout the semester and the academic advisor is alerted when the following situations occur: earning a grade of 2.5 or below, low engagement in class or intermittent or poor attendance. In these cases, the student is asked to meet with their instructor. The academic advisor then follows up with students to help identify problem areas and offer suggestions, strategies, and resources. The EASE report process is described here: <https://reg.msu.edu/forms/instructor/faq.aspx>

Instructors also monitor student performance and program progression by tracking Foundation Knowledge Requirements in Dietetics and Nutrition (KRDN) milestones. If a student does not achieve the expectations associated with a particular KRDN, instructors follow up with that student and provide remediation. This remediation is tracked each semester by DPD faculty and documented in a shared file by the program. More specifically, for courses where KRDNs are assessed, information is provided in the syllabi by the instructor regarding expectations. If a student is unable to meet expectations on the first attempt, there are provisions for remediation to improve the student’s chances of achieving the relevant KRDNs and being successful. For example, the instructor might allow the student to repeat the activity after reviewing shortcomings until the required grade is achieved.

What are the disciplinary procedures for students no longer in good academic standing?

Once added to the upper level of dietetics a student is able to remain in the upper level regardless of GPA as long as the student has not maximized repeat credits, is making satisfactory progress in the major, and remains in good academic standing with the university (with a minimum GPA of 2.0). If a student is no longer in good academic standing, they are placed on academic probation for one semester and must complete a Satisfactory Academic Progress (SAP) form: <https://finaid.msu.edu/references/SAP>. The student then meets with their academic advisor and participates in a problem-solving discussion to identify and document the changes they plan to make moving forward. If a student is unable to elevate their cumulative GPA to at least 2.0 they will be put on final probation or recessed. <https://reg.msu.edu/academicprograms/Print.aspx?Section=270>

Is Licensure required to practice as a registered dietitian?

Currently Michigan does not require licensure, but most other states do require it and Michigan will require it in the near future. Therefore, when you become a registered dietitian and decide to reside or move to a state requiring licensure, you will need to complete the state specific licensure requirements in order to practice.

Please see the following link for more information about licensure:

<https://www.cdrnet.org/LicensureMap>

What is the program's Verification Statement policy?

During the senior year, the academic advisor verifies that all DPD students are on-track to complete program requirements. Students must meet all knowledge requirements (KRDNs) of the DPD. KRDNs are listed in course syllabi and tracked for each student. All students graduating with a Bachelor of Science degree in Dietetics who have successfully completed ACEND-accredited Didactic Program requirements (i.e. courses and KRDNs) and who have been cleared for graduation by the registrar will be issued a Verification Statement. Students who have previously completed a baccalaureate degree at a US regionally- accredited university or foreign equivalent are awarded a verification statement upon completion of all DPD requirements. Students are asked to complete a Request for Declaration of Intent/Verification Statement form before applying to supervised practice or before graduation.

Verification Statements (VS) are prepared at the end of each semester and are signed by the DPD Director. The Director emails a digitally signed PDF version to each student after the BS degree is conferred and confirmed as being completed (or after program requirements are met in the case of non-degree students). This allows students to be able to send their VS directly to their program director in an efficient manner and retain an electronic copy for their records. This typically occurs within 30 days of graduation date. Specific requirements for earning a VS are detailed here:

https://reg.msu.edu/academicprograms/ProgramDetail.aspx?Program=DIETET_BS1

Can students with a bachelor's degree in a major other than dietetics earn a Verification Statement from MSU's DPD Program?

Non-degree students who wish to receive a final Verification Statement (VS) for the fulfillment of ACEND-approved minimum academic requirements, but who have not completed a Bachelor of Science degree in Dietetics at Michigan State University, must complete a minimum of 10 credits in 300—400 level dietetics courses. Also, some courses, such as Medical Nutrition Therapy, will need to be repeated if taken greater than 5 years ago to ensure that the student is up to date with current skills and is able to be successful in supervised practice. A minimum grade of 2.0 or better in each course must be earned.

Often the most efficient path to earning a VS for these students is to complete a Coordinated or Graduate Program and earn a master's degree concurrently with DPD coursework; however, enrolling in MSU as a non-degree student (<https://reg.msu.edu/ROInfo/EnrReg/LifeLongEducation.aspx>) is also a viable option for some students depending on their individual situation.

Prior learning is initially assessed by the student consulting the MSU transfer website <https://transfer.msu.edu/> and meeting with the academic advisor. When prior learning is unable to be fully assessed through the transfer website, it must be evaluated on a case-by-case basis and students MUST meet with the academic advisor and DPD Program Director to determine an appropriate academic progress plan moving forward.

How is privacy of student information protected? Do students have access to their own student file?

MSU adheres to the Family Educational Rights and Privacy Act (FERPA) which is a federal law that gives students “the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from their education records. With limited exceptions, FERPA prohibits the release of personally identifiable information from a student's education record without the student's prior written consent.”

<https://aacc.msu.edu/compliance/ferpa>

All currently enrolled students are notified annually of their rights under FERPA. These rights include:

1. The right to inspect and review the student’s education records.
2. The right to request amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before personally identifiable information from the student’s education records is disclosed except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning any alleged violation of the student’s rights under FERPA.

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542>

UNIVERSITY RESOURCES

Career Services Network

113 Student Services Building, main office

Phone: 517.355.9510

<http://careernetwork.msu.edu/>

Career Services provides professional assistance with student employment, on-campus interviewing, career development information, advising, and resources for all majors. Resources include the **Handshake** recruiting tool (<https://msu.joinhandshake.com/login>) workshops, career fairs, and publications to help students with resumes, interview preparation, and more.

Field Career Consultants serve students in particular colleges. **Jill Cords**, jcords@msu.edu, is the career consultant for the College of Agriculture & Natural Resources. She is available to help dietetics students with resumes, letters of application, and job search strategies.

Center for Community Engaged Learning

556 East Circle Drive, Suite 101

Phone: 517.353.4400

Email: communityengagedlearning@vps.msu.edu

<https://communityengagedlearning.msu.edu/>

Students may sign up for community-based volunteer experiences in areas related to their major. Service placement can be as short as an afternoon or as long as a semester or an academic year. It is important for students to find out the date and time that new applications are taken each semester. The most popular hospital-based positions may be filled within 5-10 minutes after the start of sign-ups each semester!

Counseling and Psychiatric Services

Olin Health Center, 3rd floor

Phone: 517.355.8270

<https://caps.msu.edu/>

Services include short-term individual counseling, group counseling, medication, and referrals to other services as needed. Any student registered for one or more credits is eligible for a consultation/assessment interview and virtual or in-person mental health options are available. Crisis services are available 24/7. **Call (517) 355-8270 and press "1" at the prompt to speak with a crisis counselor.**

Diversity, Equity and Inclusion (DEI)

Information about MSU's inclusive outreach and programmatic initiatives is available on the Office for Inclusion and Intercultural Initiatives website: <https://inclusion.msu.edu/>.

Additional Resources:

<https://strategicplan.msu.edu/strategic-plan/dei>

https://www.canr.msu.edu/fshn/Diversity_Equity_Inclusion/index

Neighborhood Student Success Collaborative

Phone: 517.355.3515

Email: nssc@msu.edu Tutoring Support: <https://nssc.msu.edu/resources/index.html>

<http://nssc.msu.edu/>

The five Neighborhood Engagement Centers help undergraduate students achieve their academic goals, navigate the institution, and engage with other students, faculty and staff at Michigan State University, and to help students develop the strategies and techniques necessary to become successful students.

MSU Testing Office

237 Student Services Building

Phone: 517.355.8385

<http://testingoffice.msu.edu/>

The Testing Office is a division of the Counseling Center at MSU. It is an official test site and clearinghouse for computer based and paper based national exams, such as the GRE, GMAT, TOEFL, PRAXIS, LSAT, MCAT, TSE, ACT, SAT, ASE, ASWB, NMTCB, etc.

The **GRE** (Graduate Record Exam) is of interest to many dietetics students because it is required for some graduate schools and supervised practice programs. More information can be found here: <https://testingcenter.msu.edu/test-information/>

Office for Education Abroad

109 International Center

Phone: 517.353.8920 Email: abroad@msu.edu

<http://educationabroad.isp.msu.edu/>

Contact the OSA for information on Study Abroad programs and application instructions. In the College of Agriculture & Natural Resources (CANR), Rhonda Crackel, crackel@msu.edu, manages the Study Abroad programs.

Resource Center for Persons with Disabilities (RCPD)

120 Bessey Hall

<https://www.rcpd.msu.edu/>

Students who register with the RCPD may be eligible to receive accommodations such as extended test taking time, preferential seating, notetaking assistance, and the ability to audio record lectures, for example. Accessibility is also addressed through MSU's Web Accessibility Policy & Guidelines: <https://webaccess.msu.edu/policy>.

TRIO Student Support Services

Bessey Hall, Suite 209

Email: oss@msu.edu / Instagram: @msutrio

<https://nssc.msu.edu/programs/triossprogram/>

Trio provides preparation, orientation, and academic support programming for first-generation students, those who meet certain income criteria, and students with documented disabilities.

Writing Center

300 Bessey Hall

Phone: 517.432.3610

Email: writing@msu.edu

<http://writing.msu.edu/>

Experienced writing consultants provide one-on-one assistance to writers of all levels of proficiency at all stages of a composition. Students receive assistance in brainstorming topics, organizing ideas, developing rough drafts, and fine-tuning their writing. Typical appointments are 50 minutes long and can be made up to two weeks in advance: <https://msuwriting.mywconline.com/>

Appendix I

MINOR IN HEALTH PROMOTION

The Minor in Health Promotion is designed to assist students in understanding health issues that will serve as a basis for personal and professional growth and positive lifestyle changes. The minor, which is multidisciplinary, is administered by the Department of Kinesiology, College of Education.

Requirements

1. All of the following courses (12 credits):

HNF	150	Introduction to Human Nutrition	3
KIN	210	Principles of Exercise Physiology	3
KIN	240	Principles of Biobehavioral Health	3
PSY	320	Health Psychology	3

2. At least 9 credits from the following courses:

ANP	270	Women and Health: Anthropological and International Perspectives	3
ANP	370	Culture, Health, and Illness	3
CEP	260	Dynamics of Personal Adjustment	3
CEP	261	Substance Abuse	3
AFRE	260	World Food, Population and Poverty	3
EPI	390	Disease in Society: Introduction to Epidemiology and Public Health	4
GEO	435	Geography of Health and Disease	3
HDFS	225	Lifespan Human Development in the Family	3
HDFS	444	Interpersonal Relationships in the Family	3
HDFS	445	Human Sexuality	3
PH	101	Introduction to Public Health	3
HNF	102	Dietary Supplements: Evidence vs. Hype	3
HNF	310	Nutrition in Medicine for Pre-Health Professionals	3
HNF	385	Public Health Nutrition	3
HNF	406	Global Foods and Culture	3
HNF	415	Global Nutrition	3
HNF	457	Sports and Cardiovascular Nutrition	3
PHL	344	Ethical Issues in Health Care	4
PHL	453	Ethical Issues in Global Public Health	3
PSY	333	The Neurobiology Food Intake and Overeating	3
SOC	475	Health and Society	3

To enroll in the Health Promotion Minor, fill out the following form:

https://msucoe.az1.qualtrics.com/jfe/form/SV_eKH96f6TvFS3Jyd

Appendix II

MINOR IN FOOD PROCESSING AND TECHNOLOGY

The Minor in Food Processing and Technology provides undergraduates with an introduction to food processing and technology to complement technical or business skills acquired in other majors. This specialization offers students interested in careers in the food industry—but whose primary interest is outside the traditional realm of food science—an introduction to food processing, food safety, food laws and food quality assurance.

Requirements**One of the following courses (3 credits)**

- ANS 201 Animal Products
- FSC 211 Principles of Food Science

The following course (3 credits):

- FSC 325 Food Processing: Unit Operations

Two of the following courses (5-6 credits):

- FSC 342 Food Safety and HACCP
- FSC 420 Quality Assurance
- FSC 421 Food Laws and Regulations

Two of the following courses (6 credits):

- CEM 482 Science and Technology of Wine Production
- CHE 483 Brewing and Distilled Beverage Technology
- FSC 430 Food Processing: Fruits and Vegetables
- FSC 431 Food Processing: Cereals
- FSC 432 Food Processing: Dairy
- FSC 433 Food Processing: Muscle Foods
- FSC 481 Fermented Beverages

To enroll in the Minor in Food Processing and Technology, contact Dr. Jeffrey Swada, 517.355.9993, or swadajef@msu.edu.

Appendix III

MISSION, GOALS, AND OUTCOME MEASURES OF THE MSU DIDACTIC PROGRAM IN DIETETICS

Mission

To provide a high-quality curriculum that prepares graduates for eligibility for entrance into an ACEND⁴-accredited Dietetic Internship (DI) or pathway offering supervised practice in dietetics.

Goals and Measurable Outcomes

Goal 1. The program will prepare graduates for a career utilizing their knowledge, skills and competencies in dietetics and encourage graduates to pursue the RDN credential through participation in a dietetic internship or pathway offering supervised practice in dietetics.

Outcome measures are:

- a) At least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- b) Of program graduates who apply to a supervised practice program, at least 80% are admitted within 12 months of graduation.
- c) 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%.
- d) *At least 75% of graduates accepted to a dietetic internship or pathways offering supervised practice are employed in a dietetics-related field or enrolled in a post-graduate related field of study two years after graduation.
- e) * Of those graduates who do not apply to or get accepted into a supervised practice program, at least 70% either continue their education or are employed in a nutrition-related field within a year of graduation.
- f) **At least 80% of students complete program requirements within 3 years (150% of the program length).

*based on those for whom data is obtained/available

** program length is determined from time of formal admission into major in junior year

Goal 2. Program graduates will have a strong educational foundation and preparation for supervised practice and/or graduate education.

Outcome measures are:

- a) At least 80% of graduates have a GPA of 3.0 or above.

⁴ Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; 800.877.1600 ext. 5400; ACEND@eatright.org
www.eatrightpro.org/acend

- b) ***Graduates participating in a DI with a degree in dietetics from MSU report a high level of preparation for a dietetic internship or pathways offering supervised practice as exhibited by an average rating score of 3.0 or higher on a scale of 1 to 5 with 5 being highest for each subject area on the Dietetic Intern Survey.
- c) ***Program graduates perform at an above average level in their internships as exhibited by a score of >2 on a scale of 1-3 with 3 being the highest on the internship director survey.
 - *** based on total number of responses obtained

Outcome data regarding achievement of these goals and objectives is available upon request. Contact DPD Director Lorraine Weatherspoon, PhD, RDN, weathe43@msu.edu.