

UND NUTRITION & DIETETICS

UNIVERSITY OF NORTH DAKOTA



Bachelor of Science in Human Nutrition Student Handbook

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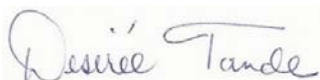
Dear Students:

Welcome to the Human Nutrition program at the University of North Dakota! This program is designed to equip students with a strong background in nutritional sciences and skill development crucial for success as a nutrition professional. Many of our students plan to work in health promotion immediately following graduation or pursue graduate education in medicine and allied health professions such as physical therapy, occupational therapy, or dentistry or as a physician assistant. Our program offers students the opportunity to personalize their undergraduate program and tailor coursework toward their professional goals or pre-requisite courses for graduate school admission. With college credit upon admission to the University of North Dakota, it is possible to complete the program in 3 years by taking courses during summer semester. However, I recommend a 4-year schedule for most students to gain professional experience during these years. Many transfer students with associate degrees can complete the program in 2 years.

Students in Human Nutrition will take courses in human anatomy and physiology, chemistry, composition, psychology, and public speaking in addition fundamental nutrition, community nutrition, lifecycle nutrition, sports nutrition, nutrition education, nutrition counseling, and nutritional biochemistry. Our program is designed to offer scaffolding with fundamental knowledge and skills across sciences and humanities courses that are built upon during junior and senior years through several focused nutrition courses. Finally, students are offered a culminating experience through supervised practice when provided the opportunity to work in the field under the direction of a nutritionist, dietitian, or other health care professional. The strong science background along with the communication skills developed through these courses and program experiences prepare students for the field or graduate studies upon graduation. Our students benefit from faculty advising and small cohort size throughout their program. Students design a plan toward graduation that meets their own personal educational needs and prepares them to achieve their professional goals.

Our team of faculty and staff in the Department of Nutrition and Dietetics are eager to work with you to support your success at UND and to prepare you for success in the field of nutrition or professional graduate education!

Best regards,

A handwritten signature in blue ink that reads "Desiree Tande". The signature is written in a cursive, flowing style.

Desiree Tande, Program Director

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Catalog/Handbook Content Non-Binding, Subject-To-Change Statement

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about their institution. Information contained in such printed material is subject to change without notice, and it is not to be interpreted as creating a binding obligation on the institution and the State. In times of changing conditions, it is especially necessary to have this understood (refer to the University of North Dakota Academic Catalog: <http://und-public.courseleaf.com/>).

Program Overview

Program Mission:

To provide education, discovery and experiential training opportunities to prepare graduates for graduate and professional school or positions as human nutritionists.

Program Goals:

1. Prepare graduates for entry level practice as competent human nutritionist or graduate education
2. Didactic and supervised practice experiences will enhance development of critical thinking, communication, and self-assessment skills, preparing students for life-long learning, adaption to change, and self-direction in the nutrition profession.
3. Graduates will recognize and demonstrate qualities of a professional, including commitment to ethical practice, service to their profession and their communities.

Learning Objectives:

- Students will demonstrate critical thinking, self-awareness and self-direction, and effective communication skills in providing nutrition care to individuals, groups, or communities.
- Students will appropriately apply scientific evidence including current research to solve nutrition problems appropriate for entry-level human nutritionists or students preparing for graduate study.
- Students will deliver evidence-based care (education, counseling, food service, etc.) promoting nutritional health and wellbeing.
- Students will demonstrate professional attributes in real world settings.

Graduates must successfully complete supervised practice in human nutrition under the direction of a preceptor/instructor to meet graduation requirements for a BSHN. The Human Nutrition program prepares students for entry level practice in normal nutrition and health promotion. It also prepares students for graduate education in nutritional science and various allied health professions (occupational therapy, physical therapy, medical school, physician assistant, etc.). The curriculum is designed to be flexible to allow students to specialize in areas of interest or pursue necessary pre-requisite coursework for graduate school admission requirements. The Human Nutrition program does not prepare graduates to be licensed as Nutritionists in North Dakota. Licensure law varies from state to state. If you would like to pursue a degree plan that will lead to licensure in North Dakota, please learn more about becoming a Registered Dietitian Nutritionist (RDN) through our [Coordinated Program in Dietetics](#).

Admission for Supervised Practice

Students are admitted to the [Human Nutrition](#) program upon admission to the University or by transfer of majors while enrolled at UND.

Supervised Practice (N&D 497 enrollment), typically completed senior year, requires a secondary application process. Students apply for supervised practice one semester in advance of intended enrollment. Students apply during fall semester to complete supervised practice during spring semester of the same academic year. Students apply spring semester to complete supervised practice during the summer or the following fall semester (same calendar year and new academic year). N&D 345 Community Nutrition is a pre- or co-requisite for N&D 497 enrollment.

Admission Process

Applications are submitted electronically.

All required materials are submitted online to the [Department of Nutrition & Dietetics](#). The Program Director will review application materials, screening the applications to ensure all criteria are met. An interview will be conducted to determine preparation for supervised practice. The interview is complete prior to making a final determination about acceptance into supervised practice for placement with partner agencies as a Student Nutritionist. The interview explores the student's goals for supervised practice, interpersonal communication skills, maturity, and readiness for the role of a professional student.

Application Deadlines

- Application is required by **October 1** for spring supervised practice or by **March 1** for summer and fall supervised practice.

Admission to the professional phase of the program includes placement with external agencies to practice as a Student Nutritionist under the direction of a preceptor. Admission to supervised practice is guided by the UND's commitment to diversity, equity, inclusion, access and the [Discrimination and Harassment Policy](#). If you have any questions or need help with contact the [Equal Opportunity & Title IX Office](#) by email at und.eo.titleIX@und.edu or via phone at 701-777-4171. The Department of Nutrition and Dietetics requires a background check prior to placement for most organizations. Students must submit documentation of immunizations required by the University of North Dakota. Additional program requirements including drug testing, additional immunizations (such as COVID-19 vaccination), HIPAA/FERPA training, or other training may be required for placement with partner agencies. Unwillingness to comply with requirements of UND, N&D, or partner agencies may impact students' ability to complete the program.

Students are informed of their placement as soon as possible and before the semester begins, with registration in N&D 497 required during the supervised practice experience. Enrollment of 4 credit hours (45 hrs/1 cr hr) of N&D 497 and 180 supervised practice hours are required toward graduation requirements for the BSHN. Students typically complete supervised practice in one semester, often during their senior year.

Bachelor of Science in Human Nutrition Degree Requirements

CURRICULUM INFORMATION HUMAN NUTRITION MAJOR



The UND College of Nursing & Professional Disciplines offers a Human Nutrition major with two track options: Health Promotion or Sciences. This degree requires 120 credits including Essential Studies (ES) Requirements. ES requirements can be found at UND.edu/academics/essential-studies/requirements. Specific requirements for the degree are given below.

Year 1 - First Semester	Credits
N&D 240/L Fundamentals of Nutrition	4
MATH 103 College Algebra or higher	3
*CHEM 121/L General Chemistry I/L	4
ENGL 110 Composition I	3
SEMESTER TOTAL	14

Year 1 - Second Semester	Credits
N&D 100 Introduction to Nutrition & Dietetics	1
N&D 220 Foodservice Safety and Sanitation	1
*CHEM 122/L General Chemistry II/L	4
ENGL 130 College Composition II	3
PSYC 111 Introduction to Psychology	3
Option A/B, Essential Studies, or Elective Courses	3
SEMESTER TOTAL	15

Year 2 – First Semester	Credits
N&D 250 Current Trends in Nutrition	3
N&D 325 Nutrition Through the Life Cycle	3
**BIMD 220/L Human Anatomy & Physiology I/Lab	4
Option A/B, Essential Studies, or Elective Courses	6
SEMESTER TOTAL	16

Year 2 – Second Semester	Credits
COMM 110 Fundamentals of Public Speaking	3
**BIMD 221/L Human Anatomy & Physiology II/Lab	4
*CHEM 340/L Survey of Organic Chemistry/Lab	5
Option A/B, Essential Studies, or Elective Courses	3
SEMESTER TOTAL	15

Year 3 - First Semester	Credits
N&D 335 World Food Patterns	3
N&D 344 Nutrition Education & Counseling	3
Option A/B, Essential Studies, or Elective Courses	9
SEMESTER TOTAL	15

Year 3 - Second Semester	Credits
N&D 345 Community Nutrition	3
N&D 348 Sports Nutrition	3
Undergraduate statistics: PSYC 241 or SOC 326	3-4
Option A/B, Essential Studies, or Elective Courses	6
SEMESTER TOTAL	15-16

Application by October 1 for spring supervised practice (N&D 497) or by March 1 for summer and fall supervised practice (N&D 497).

Year 4 - First Semester	Credits
N&D 310 Nutrition Assessment	3
N&D 494 Research in Nutrition & Dietetics	1
Option A/B, Essential Studies, or Elective Courses	11
SEMESTER TOTAL	15

Year 4 - Second Semester	Credits
N&D 441 Nutritional Biochemistry	4
N&D 497 Supervised Practice in Human Nutrition – 180 clock hours (also available fall & summer semesters)	4
Option A/B, Essential Studies, or Elective Courses	7
SEMESTER TOTAL	15

Option A: Health Promotion	Credits
<i>Choose 4 courses from the list</i>	
N&D 220 Foodservice Safety and Sanitation	1
N&D 260 Principles of Foods & Food Science	3
N&D 380 Food Service Production & Mgmt	3
KIN 240 Introduction to Wellness	2
MGMT 300 Principles of Management	3
PHE 301 Princ. & Foundation of Health Edu.	3
**PHE 307 Methods & Materials of Health Edu.	3
T&L 252 Child Development	3
PSYC 250 Developmental Psychology	4
PSYC 355 Adulthood and Aging	3
SOC 352 Aging and Society	3

Option B: Sciences	Credits
<i>Choose 4 courses from the list</i>	
BIOL 150 General Biology I	3
BIOL 151 General Biology II	3
**BIOL 341 Cell Biology	3
**BMB 301 Biochemistry	3
**PPT 315 Human Pharmacology	3
**PPT 410 Drugs Subject to Abuse	2
PSYC 250 Developmental Psychology	4
PSYC 355 Adulthood and Aging	3
SOC 352 Aging and Society	3
SOC 355 Drugs and Society	3

*For BSHN degree, CHEM 115/L (4 cr.) and CHEM 116/L (4 cr.) may replace: CHEM 121/L, CHEM 122/L, CHEM 340/L

**Course not available online at UND, please work with your advisor for alternative options

The UND Bachelor of Science in Human Nutrition is not intended to lead to professional licensure.

Course Descriptions

N&D 100. Introduction to Nutrition and Dietetics. 1 Credit.

The philosophy, history, future trends, and career options in nutrition and dietetics will be discussed. S/U grading. S.

N&D 220. Foodservice Safety and Sanitation. 1 Credit.

Students learn about characteristics of microorganisms, food safety and sanitation practices, and federal regulations for foodservice operations. S.

N&D 240. Fundamentals of Nutrition. 3 Credits.

This introductory course focuses on basic elements of nutrition science. Emphasis is placed on nutrients, their functions and food sources, and discussion about how food behavior translates into nutritional health. The course also includes current topics such as fad diets, phytochemicals, and sports nutrition. Students learn to apply the principles of nutrition to their own food intake to improve their nutritional health. F,S,SS.

N&D 240L. Fundamentals of Nutrition Laboratory. 1 Credit.

Application of nutrition science to explore common food and nutrient misconceptions and current topics in nutritional health through hands-on, problem-solving activities. Students will use nutrient software to create reports and evaluate dietary intake. Prerequisite: MATH 98 or any higher-level mathematics course. Prerequisite or Corequisite: N&D 240. F,S,SS.

N&D 250. Current Trends in Nutrition. 3 Credits.

The course will examine contemporary food and nutrition matters with consideration of the factors influencing food selection and preparation as a means to improve nutritional status. The general goal is to enhance student awareness in regards to consumer food choices, with emphasis on knowledge and skills to apply healthy nutrition choices to consumers. Topics covered in the course include current food trends; basic culinary concepts; food demonstrations; dietary standards; food regulation; socio-economic and social circumstances influencing food selection, and food purchasing meal planning for individuals and families. Prerequisite or Corequisite: N&D 240. F.

N&D 260. Principles of Foods and Food Science. 3 Credits.

Introduction to food selection and preparation principles, sensory evaluation of food, role of ingredients, and food technology. Emphasizes application of scientific principles in relationship to food composition, physical properties, and chemical reactions during food preparation. Prerequisite: A college level chemistry course. S.

N&D 310. Nutrition Assessment. 3 Credits.

This course will use the Nutrition Care Process to examine methods for evaluating nutritional status of individuals and groups. Assessment techniques will be explored in the context of nutrition screening. Students will learn routine assessment measures such as client history, diet history, anthropometric and biochemical measures, and nutrient deficiencies. Prerequisite: N&D 240. F.

N&D 325. Nutrition Through the Life Cycle. 3 Credits.

Optimal growth and development throughout the lifespan requires proper nutrition that begins prior to

conception. This course examines nutritional needs of Individuals prior to conception, during pregnancy and lactation, and throughout childhood, adolescence, and all of adulthood. The course will study the nutrient needs for each phase of the life cycle. Students will learn about the influence of nutrition on growth and development, as well as the physiological and developmental basis for food choice and dietary recommendations. Prerequisite: N&D 240. F.

N&D 335. World Food Patterns. 3 Credits.

Examination of the food patterns of selected world population groups considering the effect of social, cultural, and economic practices on nutritional values. F.

N&D 344. Nutrition Education and Counseling. 3 Credits.

Introduces students to counseling and learning theories for application with individuals and groups in clinical or community settings. Students will develop basic skills necessary to design and implement nutrition education programs and will practice application of principles learned in nutrition counseling. Prerequisite: N&D 240. F.

N&D 345. Community Nutrition. 3 Credits.

This course allows the student to develop the knowledge and skills necessary to plan programs and promote nutritional well-being to the public. Through readings, lectures and class discussions, students work in teams to select a community to assess, research it relative to interrelated health, social and economic concerns, and identify nutrition priorities that need to be addressed in that community. A graduated series of assignments culminates in a written program proposal and oral presentation to address the needs of the community. Students hone speaking and writing skills, and learn how to assess the work of others, to give helpful feedback, and to work effectively to complete group and individuals assignments. Corequisite: N&D 325 and N&D 344. S.

N&D 348. Sports Nutrition. 3 Credits.

Sports Nutrition is an overview of the specialized nutritional needs of recreational and competitive athletes. It presents the scientific basis for the role of food and nutrients during athletic training, performance, and recovery. Prerequisite: N&D 240. S.

N&D 350. Medical Nutrition Therapy I. 3 Credits.

An evidence-based study and application of the nutrition care process. This includes nutritional assessment techniques, pathophysiology in disease, and medical nutrition therapy for common medical conditions. Prerequisite: N&D 441. Corequisite: N&D 450. F.

N&D 380. Food Service Production and Management. 3 Credits. Introduces students to the many facets of a quality and quantity food service department. Course content will apply concepts learned in N&D 250 - Consumer Food Issues and N&D 260 - Food Science to food service in a quantity setting. Students will apply management principles to the food service environment. Prerequisite: N&D 250 and N&D 260. Prerequisite or Corequisite: MGMT 300. S.

N&D 441. Nutritional Biochemistry. 4 Credits.

A comprehensive investigation of the nutritional needs of humans with emphasis on nutritional

biochemistry and current issues. Prerequisite: A grade of C or better in N&D 240, CHEM 116 or CHEM 340, BIMD 220 and BIMD 221 or PPT 301. S.

N&D 450. Medical Nutrition Therapy II. 3 Credits.

An advanced level of evidence-based study and application of the nutrition care process. This includes pathophysiology in disease and medical nutrition therapy for medical conditions and comorbidities.

Prerequisite: N&D 441. Corequisite: N&D 350. F.

N&D 480. Interprofessional Health Care. 1 Credit.

The focus of this course is learning to work effectively with an interprofessional health care team using a shared patient-centered approach. Case studies

will be the primary teaching strategy used. Prerequisite: Senior standing in Dietetics. S/U grading. F.

N&D 488. Foundations of Dietetic Practice. 3 Credits.

This course introduces the student to responsibilities associated with dietetic professional practice. Professional issues related to dietetic practice includes the Code of Ethics, legal credentialing (licensure laws), Standards of Professional Performance and future trends in the profession. The goal is to provide an opportunity for students to learn and continue to use professional skills and resources characteristic of nutrition and dietetics professionals in preparation for life-long learning.

Prerequisite: Enrollment in the Coordinated Program in Dietetics; senior status. S.

N&D 494. Research in Nutrition and Dietetics. 1-4 Credits.

This course will provide an introduction to the research process, responsible conduct in research, and explore major types of study design in nutrition. Students will examine the literature to evaluate evidence about nutrition problems and interventions. Prerequisite or Corequisite: PSYC 241 or SOC 326 or ECON 210 or MATH 321. Repeatable to 4.00 credits. F.

N&D 497. Supervised Practice in Human Nutrition. 1-6 Credits. Development of professional skills and competencies in human nutrition through supervised practice with learning experiences requiring knowledge and theory be applied to simulated and real-life situations. Prerequisite: Enrollment in the Human Nutrition program; department consent required. Corequisite: N&D 344 and N&D 345. Repeatable to 6.00 credits. On demand.

N&D 498. Supervised Practice in Dietetics. 1-12 Credits.

Development of professional skills and competencies through planned learning experiences in which knowledge and theory are applied to simulated and real-life situations in nutrition and dietetics.

Prerequisite: Instructor consent required. Repeatable to 31.00 credits. F,S.

N&D 499. Special Topics in Nutrition and Dietetics. 1-4 Credits.

Special topics and/or in depth independent study in selected content areas relative to nutrition and dietetics. Prerequisite: Instructor consent. Repeatable to 6.00 credits. On demand.

Service Learning Requirements

Service learning is experimental learning that is largely self-directed by students' own interests related to food and nutrition and professional skill development and experience needs. Some N&D courses integrate service learning assignments into the assessments designed to achieve course learning outcomes. However, many of the hours students complete in service learning are self-directed. Faculty advisors can assist students by offering options for locations or organizations to complete these experiences and identifying learning outcomes students want to achieve through their 20 hours of work by the completion of 4 credit hours of N&D 497 or the final semester in which they plan to graduate. Students may begin to track the 20 hours of service learning as soon as they begin in the HN program. You can find contact information for your assigned advisor in Campus Connection or contact the Department of Nutrition & Dietetics (und.nutritiondietetics@UND.edu or 701-777-2539) for advisor information. Detailed information about the [N&D Service Learning](https://cnpd.und.edu/nutrition-dietetics/service-learning.html) program is available on the UND webpage for you to review: <https://cnpd.und.edu/nutrition-dietetics/service-learning.html>.

Student Involvement and Organizations

Human Nutrition students are encouraged to [get involved](#) on campus with student government or organizations that engage in activities important to their interests, educational goals, and career development opportunities. Students are strongly encouraged but not required to be members of the [Student Association of Nutrition and Dietetics](#) (SAND). SAND welcomes students with any major and focuses activities on service learning that emphasize networking opportunities. There are over 250 campus student organizations, so we encourage students to find an organization that aligns with their personal and/or professional interests and get involved. Students may also be interested in joining the [North Dakota Nutrition Council](#), an organization of professionals in N.D. who “promote and distribute accurate and current nutrition information.” This organization offers students scholarships to undergraduate and graduate students each year. Human Nutrition students who have demonstrated leadership, commitment to serving others, and academic achievement qualify for the N&D [Outstanding Student Awards](#).

Supervised Practice

Students who have applied for supervised practice, met all pre-requisite requirements, and evaluated as prepared for a professional student role will be placed as a Student Nutritionist with an external agency or within UND. Supervised Practice in Human Nutrition (N&D 497) prepares students for entry-level practice as Human Nutritionists. Students will work with their preceptor and course instructor to complete assignments and projects that assess their readiness for the field. All Human Nutrition graduates have met core competencies in human nutrition as part of their degree program. Immersion in new situations and experiencing new challenges offers students the opportunity to share their expertise and grow as professionals. Being flexible and open to opportunities you did not realize you would have or expect to be completing will be important. Your preceptor/instructor are available as a resource as you learn the role of a Human Nutritionist.

The role of a human nutritionist is broad, and the experiences vary, being flexible and versatile is crucial. Integrating nutrition and science knowledge, counseling and educational skills, and effective interpersonal communication while working with populations different from yourself with varying educational, social, economic, and cultural backgrounds is important for success in the field. Students accepted into supervised practice will receive a letter of placement from the program director. Preceptors receive a copy of the letter. The student is expected to work in a timely manner with the department administrative assistant to submit required paperwork for placement. Concerns or questions about this process should be initially addressed to the administrative assistant. Students must sign a Contract to Work document at the beginning of their rotation. Preceptors serve as work supervisors and evaluate students at the end of the rotation. A mid-rotation appraisal/evaluation meeting is strongly encouraged to ensure students have a plan of action for competencies and professional skills for further development. Students must have a reliable means of transportation for supervised practice placement outside of UND. Students are responsible for transporting themselves to and from the supervised practice placement location(s). The program director is also available for concerns not resolved by the administrative assistant.



Student Nutritionist presents food demo in the Memorial Union. Co-sponsored by the Food For Thought Food Pantry and the Department of Nutrition and Dietetics.

Students completing supervised practice will enroll in 4 credit hours of N&D 497 Supervised Practice in Human Nutrition during the semester they are placed with the designated agency. Students who want to take more than 4 credit hours of N&D 497 (students may take up to 6 credit hours) must have permission from the program director and the preceptor prior to course enrollment and the start of supervised practice. Students enrolled in N&D 497 will complete projects assigned by the preceptor(s) during placement and assignments provided by the instructor through Blackboard. Background check, health insurance, immunization requirements, drug testing, etc. may be required for N&D 497 rotations and subject to agency requirements for student placements.

Injury or illness while in a facility for supervised practice

Policy: Students may seek treatment at the [University Student Health Services](#) for any illness or injury incurred while at a supervised practice site in the Grand Forks area. If at a remote site, students may use the local community's health services. The student is responsible for all expenses incurred.

- a. For a medical emergency and/or immediate mental health assistance, call 911.
- a. In the event of a personal or family emergency, the student is encouraged to seek support from the UND [Counseling Center](#) (UCC). UCC is located in McCannel Hall and can be reached at 701-777-2127
- b. Students suffering a personal crisis needing immediate attention are encouraged to call University Police at 701-777-3491. They will notify the Office of Student Rights and Responsibilities. A crisis team member will respond to the student's needs and will notify instructors of student's absence. The [Office of Community Standards](#) is located in the Memorial Union and can be reached at 701-777-2664.
- c. If a student must be absent due to an acute illness during a supervised practice day, it is their responsibility to notify their preceptor immediately and follow up with their instructor and program director at UND.
- d. Students with chronic health concerns that impact their ability to complete supervised practice must notify the program director. The program director will coordinate with the preceptor and course instructor to determine the course of action needed to protect the student's health and well-being.
- e. A referral to Student Health Services, Student Counseling Services, or the student's personal health care provider may occur if indicated. The student's health care provider may be asked to provide written approval for the student to return to supervised practice and didactic courses too finish the incomplete coursework. The program director will coordinate with available preceptors and sites to facilitate completion of the supervised practice requirements.

All UND students are expected to conduct themselves in accordance with the [Code of Student Life](#). Student Nutritionists are expected to meet high standards for safety and professionalism when placed in a professional setting. Students who experience an emergency or illness, are expected to contact your preceptor and N&D 497 course instructor as soon as possible. Tardiness or absence from *Supervised Practice in Human Nutrition* may result in removal from the placement and failure for the N&D 497 course. Behavior placing clients, the preceptor, colleagues, or others working with the student at risk will not be tolerated and will result in removal of supervised practice and failure for N&D 497. Safety for you and others is our

highest priority. Professionalism is always expected when students are interacting with preceptors, clients, and others within an organization or agency. A lack of professionalism may result in removal from supervised practice and failure of N&D 497. Safety and professionalism expectations are not negotiable. Contact the program director if you have any questions or concerns about these expectations.

Students struggling with supervised practice are advised to meet with their course instructor and program director as soon as concerns present from the student or the preceptor. A success plan will be created by the student with the advisement of the preceptor, instructor, and/or program director. Students who withdraw from N&D 497 or fail to achieve a “C” or better are not allowed to repeat the course without program director approval.

Financial Considerations

[Tuition, fees, and payments](#) are available through One-Stop Student Services and subject to annual change. Human Nutrition students are expected to experience additional costs for education during supervised practice.

Additional costs estimate:

Professional clothing	variable, \$0-500.00
Nametag (first one provided, cost if replacement is needed)	\$10
Background check, immunizations, trainings, etc.	\$40-200+
Reliable transportation (car, insurance, gas, bus tickets, etc.)	variable, \$0-3,000+
Professional meeting attendance*	variable, \$0-2,000

*Attendance at local, state, and national professional meetings is encouraged but not required. Cost varies and expenses may include registration, transportation, meals, lodging, and incidentals.

The program does not offer a stipend for participation. Some agencies may offer reduced or free meals, transportation, housing, or stipend. Acceptance of accommodations or compensation from the partner agency is at the student’s own discretion and risk.

The Role of the Preceptor

Preceptors are an extension of N&D faculty and play a critical role in student learning, growth, and development. Preceptors make it possible for students to work in the field under their direction to learn the important aspects of the professional human nutritionist role to be prepared upon graduation for success in the field. Our preceptors work in a variety of types of organization and hold positions with a variety of duties and activities related to nutrition, food, health, and more broadly, the well-being of their clients. Recently, preceptors include but are not limited to dietary supervisors/managers, youth educators, public health professionals, integrative health professionals, community nutritionists, weight management dietitians, and research dietitians.

Preceptors volunteer their time to students teaching them their role in their designated organization, working with internal and/or external partners to achieve the goals and mission of the place of employment. Students are able to assist with work of the preceptor, learning hands-on, what the expectations are for the professional role of a nutritionist. Depending on the agency and preceptor's role, Student Nutritionists may engage in supervised practice that ranges from shadowing to assisting to staff relief if allowed and student progresses to a necessary level of competency for such activities. Our N&D preceptors, who generously volunteer their time, are teaching and training the next generation of Human Nutritionists. N&D hopes our professional students understand the importance of this contribution to their learning and show appreciation for their preceptor's efforts during their time with them



Pictured (L to R) is Ellie M. (Dietetics senior), preceptor Jenn Haugen (Altru), and Mandy W. (Human Nutrition senior).

Department of Nutrition & Dietetics Student Grievance Policy

POLICY STATEMENT

Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the UND Department of Nutrition and Dietetics shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures believed by the student to be unfair by initiating an academic grievance.

REASON for POLICY

In all circumstances it is the responsibility of each student at the UND Department of Nutrition and Dietetics to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate college, department, or program. This policy provides an opportunity for the student to address what they believe to be an unfair grade based on academic performance and or professional behavior.

As stated in the University of North Dakota [Code of Student Life](#), *each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances*. The following describes the Department of Nutrition & Dietetics (N&D) grievance policy and procedures as they are to be applied to undergraduate, graduate, and professional (i.e. any student placed in supervised practice)

DEFINITIONS	
Academic Grievance	A statement expressing a complaint, resentment or accusation lodged by student about an academic circumstance such as grading testing or quality of instruction which is thought by the student to be unfair
Code of Student Life	The purpose of the code is to provide the rights and responsibilities of each individual and to ensure their treatment of all students.
Discrimination	Any person who believes that he or she is a victim of discrimination either individually or as a member of the class as defined by the university's equal opportunity and affirmative action policy in there you and the Code of Student Life may initiate grievance procedures as outlined in the UND Code of Student Life . If a person brings a grievance within which discrimination is alleged along with an academic grievance the discrimination complaint may be dealt with simultaneously.
Professional Behavior	For the purposes of this policy professional behavior includes any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, and safe healthcare professionals. Individual programs may further defined specific expectations of professional behavior for their N&D program.
N&D	Department of Nutrition & Dietetics
CNPD	College of Nursing and Professional Disciplines
UND	University of North Dakota

RELATED INFORMATION	
Title IX	http://und.edu/affirmative-action/title-ix/index.cfm
Department of Nutrition and Dietetics web page	https://cnpd.und.edu/nutrition-dietetics/
Program Directors, Faculty and Staff List	https://cnpd.und.edu/nutrition-dietetics/faculty.html
UND Code of Student Life Academic Grievance	http://und.edu/code-of-student-life https://und.edu/student-life/_files/docs/2022cosl.pdf Appendix B

PRINCIPLES

- I) Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the UND Department of Nutrition and Dietetics (N&D) shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures but by the student to be unfair by initiating an academic grievance.
- II) Discrimination: Any person who believes that he or she is a victim of discrimination either individually or as a member of the class as defined by the university's equal opportunity and affirmative action policy of the University of North Dakota [Code of Student Life](#), may initiate the grievance procedures as outlined in the UND [Code of Student Life](#). When a person brings a grievance in which discrimination is alleged along with an academic grievance, the discrimination complaint may be dealt with simultaneously.
- III) Student Responsibility: In all circumstances, it is the responsibility of each student of the Department of Nutrition & Dietetics to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate college and program.
- IV) Timing: All grievances must be initiated by the student within 30 calendar days after notification of the grade or decision the student wishes to grieve. A failure of the students to access a grade does not extend this time frame. Each step of the grievance process must be initiated by the student within 30 calendar days of the completion of the previous step; response time by the student at each step shall be 30 calendar days unless otherwise stated. After student initiation of each step in the grievance process, the N&D response will begin within 10 calendar days of the receipt of the grievance.

PROCEDURES

- I) Informal Process: Any student with a grievance of an academic nature should first bring it to the attention of the appropriate faculty member (course instructor). Together the student and the faculty member should attempt to resolve the grievance. Contact information for department faculty, staff and administrators is available at <https://cnpd.und.edu/nutrition-dietetics/faculty.html>.
- II) Program Level: If the grievance is not resolved to the student's satisfaction, it may be brought to the program level. The grievance should be brought, in writing, to the program director. Within ten (10) calendar days, the director will conduct a review according to the established program policy, consulting as appropriate with other faculty, department chair, CNPD Dean or staff, and inform the student, in writing, of the decision reached regarding the grievance. The program director will retain records of all grievances pursuant to the records retention schedule. If the program director has a conflict of interest, the grievance will be elevated to the department level.
- III) Department Level: If the grievance is not resolved to the student's satisfaction at the program level, it may be brought to the department level. The grievance should be brought, in writing, to the department chair. Within twenty (20) calendar days, the chair will conduct a review according to the established departmental and/or program policy, consulting as appropriate with other faculty, CNPD Dean or staff, and inform the student, in writing, of the decision reached regarding the grievance. The department will retain records of all grievances pursuant to the records retention schedule. If the chair has a conflict of interest, the Dean shall serve as Chair for the purposes of the grievance review.
- IV) Formal Grievance: If the grievance is not resolved to the student's satisfaction at the department level, the student may file the grievance for review by the College of Nursing and Professional Disciplines. Contact the CNPD Dean's office for the college student grievance policy and procedures.
College of Nursing & Professional Disciplines

Phone: 701-777-4555

Email address:

UND.cnpddeansoffice@UND.ed

[u Website: cndp.und.edu](http://cndp.und.edu)

- V) Formal Grievance: Formal Grievance Grievances not resolved at the level of the academic unit may be brought by any of the parties to the Student Academic Standards Committee (Registrar's Office) within 30 calendar days of the final decision of the academic unit (college/school).

Refer to the UND Code of Student Life for additional information:

https://und.edu/student-life/_files/docs/2022cosl.pdf

Adapted from School of Medicine and Health Science's Student Grievance Policy

College of Nursing and Professional Disciplines Social Media Policy

POLICY STATEMENT

This policy describes expected student behaviors when using social media sites.

REASON for POLICY

The College of Nursing and Professional Disciplines (CNPd) faculty recognize the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition) that are in training, CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social media sites must not violate the University's Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA).

SCOPE of POLICY

All Undergraduate and Graduate Students in the College of Nursing and Professional Disciplines (Departments of Nursing, Nutrition and Dietetics, and Social Work)

RESPONSIBILITIES

Student	Responsible to monitor their professional behavior on social media sites and report violations of HIPAA or FERPA to the appropriate authority.
Department	Provide a copy of the Social Media Policy to all students
Administration	1) Violations of the Social Media Policy should be reported utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities 2) Investigate reports of violations of this policy and determine discipline as appropriate (CNPd Procedure 200a).

PRINCIPLES

OVERVIEW – This policy establishes professional behavior regarding student use of social media sites.

Students should not have the expectation that social network sites are private. Students should assume that what they post on a social media site is permanent. Archival systems may save information even if someone deletes a post, and search engines can retrieve posts years after the publication date. When using social networks, the lines between public and private, personal, and professional are indistinct. Mixing social, academic and professional networking may create problems. Because comments can be forwarded or copied, a person authorized to post on a student's social media page can pass it on to others. Friends may post something to a student's site regarding their social life, which may prove to be embarrassing to the student's academic or professional life. Posting media that portrays students or their peers participating in what could be perceived as unprofessional behavior such as inappropriate sexualized behaviors, drinking, drug use and illegal activity is not advised. Students are encouraged to check their privacy settings on social media sites to limit who can and cannot read and post to their sites. Students should also consider conducting an Internet search of their name to discover what is in cyberspace that others can see about them. If students have any social media posts that are questionable, they should remove them from their site immediately.

Employers, faculty, clinical preceptors, field educators, patients, and clients may access information on student's social media sites that may negatively influence them regarding the student's professionalism. Many potential employers go to these sites to see what students have posted and often determine if they are interested in having that student as an employee. Students have been reprimanded by clinical rotation site supervisors for social networking practices such as becoming electronic "friends" with site co-workers, interns, volunteers, patients, or clients. To promote respectful discussion, students should be courteous and respectful. With due regard for lawfully protected speech and forms of expression, students should strive to avoid comments that are profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

Students are required to use their official UND email address for all professional correspondence and academic issues related to their role as a professional UND student. Student must recognize that they are a representative of their professional program and are expected to act professionally in all correspondence. Students are reminded that North Dakota has an open records law, which means that all UND e-mail is potentially subject to open records. As such, students may want to consider setting up a private email account with a different provider than the UND for personal correspondence.

ACADEMIC INTEGRITY AND PROFESSIONALISM:

Discussing or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department's policy on Academic Integrity. It is the student's responsibility to read their student handbook regarding academic integrity and professionalism as defined by their department. The use of social media or personal devices to threaten, intimidate, ridicule, humiliate, insult, or harass someone may constitute cyber-bullying. Students experiencing this type of behavior as well as those who witness it are required to report utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities.

CNPD students have a responsibility to help maintain public trust and confidence in their professions. Students should refrain from posts that use institutional intellectual property, copyrights, trademarks or logos without explicit written permission. Such care should also extend to the unauthorized dissemination of copyrighted material, such as lecture notes and recordings. Students should not represent themselves as official representatives of the University or clinical facility in public forums. Consent obtained for educational purposes does not extend to consent for public dissemination. Even when appropriate consent is obtained for public posting and the media-containing posts are sufficiently anonymized, public perception remains an important consideration. An individual viewing a sensitive picture posted online by a CNPD student might not assume consent has been obtained and may therefore come to think less of the student, their profession and the institution. The separation between personal and professional online profiles should be made explicit. Faculty and Administrators reserve the right to monitor student's publicly viewable social media sites.

CLINICAL EXPERIENCES AND FIELD PLACEMENTS:

Students participating in practice experiences (clinical experiences, field placements, or supervised practice) must consult with the hospital/clinic or agency policies or an appropriate leader within the organization for guidance regarding work related social media postings. Clinical and field experiences are also frequently governed by a legally binding agreement between the host facility and the University. Unless authorized, students are not allowed to post or speak on behalf of the clinic, hospital, or agency. Students must be aware of and comply with clinical affiliation policies regarding use of computers, cameras, and other electronic devices and the use of personal devices at the clinical site. Students are advised not to ask their faculty, preceptors, instructors, or field supervisors to "friend" and/or "follow" them via social media during their time in the educational program. This puts the student, their faculty, and their supervisors in an awkward situation by sharing personal information. If students and supervisors mutually decide to do this after the student graduates, that is their personal choice. Students are strongly advised to refrain from posting remarks about faculty or clinical site employees and from making comments that are or may be perceived to be profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

HIPAA & FERPA

Students violating HIPAA, FERPA, or other university/hospital/clinic/agency policies may be subject to disciplinary action including dismissal from their professional program, criminal and/or civil charges and fines. Students must not present themselves as licensed practitioners, and are advised to refrain from offering medical advice in any non-educational setting, including on social media.

CNPD students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Releasing confidential health information is unethical, unlawful, and could result in irreparable harm and suffering to the patient as well as fines or

imprisonment for the healthcare practitioner. CNPD students must not identify patients by name or post or publish information that may lead to the identification of a patient. Students must not refer to patients in a disparaging manner, even if the patient is not identified.

CNPD students are strictly prohibited from transmitting by way of any electronic media any patient related information or images that may be reasonably anticipated to violate a patient's rights to confidentiality or privacy. This includes references to family, employment, relatives, conditions, locations of treatment or any circumstances surrounding the patient's situation. Posting information about, or images of, a research subject is strictly prohibited.

CNPD students must follow CNPD clinical affiliation and UND policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices. CNPD students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so unless appropriate permissions are obtained. Online social contact with patients is discouraged, and students must use caution when having online social contact with former patients. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient. It is unprofessional and inadvisable to form or accept a social media connection with patients or individuals with whom there is an active therapeutic, supervisory or evaluative relationship.

PROCEDURES

DISCIPLINARY ACTION:

Violation of the social media policy may result in disciplinary action by the student's department, the CNPD, UND, the field agency, and/or the clinical facility. Suspected violations should be reported within 5 business days as outlined in the Student Social Media Policy Suspected Violation Procedure (200a).

WEB SITE REFERENCES

UND School of Medicine and Health Sciences Policy Office. <https://med.und.edu/about/policies/files-2023/3.10-social-media-feedback-from-legal-and-bylaws.pdf>

Professionalism Considerations for Online Social Networking Usage. Creighton University School of Pharmacy and Health Professions.
<https://spahp.creighton.edu/sites/spahp.creighton.edu/files/Social%20Networking.pdf>

Canadian Federation of Medical Students Guide to Medical Professionalism: Recommendations for Social Media.

<https://www.cfms.org/files/internal-policy-bylaws/CFMS%20Guide%20to%20Social%20Media%20Professionalism.pdf>

Social Networking Policy. Duke University.

<https://medschool.duke.edu/sites/default/files/field/attachments/Social%20Media%20Policy.pdf>

National Association of Social Workers Code of Ethics.

<https://socialwork.utexas.edu/dl/files/academic-programs/other/nasw-code-of-ethics.pdf>

A Nurse's Guide to the Use of Social Media. National Council of State Boards of Nursing.

https://www.ncsbn.org/Social_Media.pdf

Social Media Policy Best Practices. University of Tennessee at Chattanooga.

<https://www.utc.edu/communications-marketing/social-media/best-practices.php>

Note: This policy was adapted with permission from the UND School of Medicine and Health Sciences *Social Media Policy for all SMHS Students*.

Department of Nutrition & Dietetics Student Performance Concern Policy

N&D offers professional programs that prepare students for practice in the field. All N&D students must demonstrate adherence with policies, maintain classroom expectations related to assignments and attendance, and demonstrate professional expectations and the ethical code of conduct outlined in the program handbook and UND's Code of Student Life. Typically, if a faculty member has concerns about student behavior, the initial concern(s) will be addressed informally between the faculty member and student, as a first step toward remediation. However, students may be referred for a formal student performance concern review if any standard is not met. A student performance concern meeting can be called by a N&D faculty member, advisor, program director, or supervised practice (SP) instructor. Student performance concern documents are stored in the student's department/program advisement file. Although student performance concern forms are not placed in the student's academic file, they may be utilized to identify appropriate field placements for the student.

There are three levels of formal student performance concern, which are typically sequential. However, if the concern is egregious, student performance concern may start at Level 2 or 3. Any concern that would normally be reported to the respective state licensure board must be addressed with a Level 3 review, including gross breach of boundaries, impairment due to substances that affects work, HIPAA violation, criminal allegations or other similarly serious behaviors of concern. Students may be immediately removed from SP placements while their performance concern is under review.

At every level of review, the respective Program Director and faculty advisor will be notified of the meeting. If the student is in SP, the SP instructor will also be notified. If a problem arises in the field, the agency-based preceptor may also be informed of or involved in the meeting. The student will receive a copy of all student performance concern documents and have an opportunity to submit a response statement to be filed with the meeting documents.

At any student concern meeting, the meeting convener or program director will:

- Discuss concerns with the student and seek to work with the student to resolve the difficulties.
- Indicate the performance criteria that is/are not being met and the plan for correction with expected outcomes and a timeline.
- Complete the N&D Student Performance Concern Documentation Form and circulate it to the student, advisor, program director, and chair as applicable.

The faculty advisor or program director will assess patterns of behavior indicated by multiple Level 1 meetings and can choose to call a student performance concern meeting if there are multiple concerns that should be addressed jointly.

Levels of Review

Level 1

A Level 1 review involves a meeting between a student and faculty member/SP instructor, the program director, and occurs when a faculty member has concerns about a student enrolled in a N&D program not meeting any of the academic criteria, whether related to professional behavior or scholastic performance. After the level 1 meeting, the faculty member and/or program director will decide whether the issue is resolved, requires follow-up, or requires intervention at level 2 or 3.

Level 2

A Level 2 review involves a student, and faculty member, program director, SP instructor (if applicable), and faculty advisor. After the level 2 meeting, the faculty member(s) and/or program director will decide whether the issue is resolved, requires follow-up, or requires intervention at level 3.

Level 3

A Level 3 review involves a student and a faculty member, program director, SP instructor (if appropriate), and other participants who have information. At the student's request, a personal advocate can also be present. The identity of the student's personal advocate, if any, and whether or not the personal advocate is a licensed attorney must be provided to the individual coordinating the meeting at least 48 hours in advance of the scheduled meeting date and time. Generally, this level review is called when problematic patterns are identified with a student or when the issues are serious enough to require formal consultation that may lead to immediate dismissal from the program. The student will be notified in writing of the concerns and meeting date, with at least 4 days in advance to prepare for and attend the meeting. After the meeting has occurred, the program director will consult with the department chair who may in turn, consult with the Dean to discuss the problem situation and make recommendations regarding the student. Based on the review, conference with the Dean, and an objective assessment of the information provided, the program director will inform the student of the decisions, which can include one or more of the following actions:

- *Continue the student in the program with no conditions.*
In these situations, the concern has been addressed and no further action by the student or program is required.
- *Establish formal conditions for the student's continuance in the program.*
In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay or deny entry to the field internship; or requiring the student to withdraw from the program with the option of reapplying. This list of potential conditions is not extensive and conditions for continuance should be specific to each student's unique situation and needs for success.
- *Consult with and/or refer to the Office of Student Rights and Responsibilities.*
In some instances, depending on the nature of the problem, the Office of Community Standards may be consulted. If a referral is made to OSRR, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the OSRR include but are not limited to scholastic dishonesty, hazing, racial or sexual harassment, possession or use of

firearms or other weapons on university property, damage or destruction of university property, and conduct that endangers the health or safety of any university student, employee, campus visitor, or staff or clients at partner agencies.

- *Counsel the student to change majors/degree programs and/or discontinue the student in the program.*

In some situations, it will be recommended that the student no longer continue in the N&D programs. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be dismissed from the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may re-apply.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student. Students must be notified of the decision in writing within ten calendar days of the review. It is the responsibility of the program director to communicate the decision to the student.

Appendix A. Supervised Practice Notice Letter



COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES

UND.edu

Department of Nutrition & Dietetics
Northern Plains Center for
Behavioral Research, Room 340
400 Oxford St Stop 8237
Grand Forks, ND 58202-8237
Phone: 701.777.2539
Fax: 701.777.3268
UND.nutritiondietetics@UND.edu

April 2nd, 2023

Student name
street
city, state 5XXXX

Dear Student:

I am pleased to inform you of *Supervised Practice in Human Nutrition* (N&D 497) placement at XXXX located in city, state. Your preceptor for this experience is *first last name of preceptor*. Preceptors are an extension of N&D faculty offering their expertise and experience to your professional development at a critical time in your education. *First name* is offering their talents to this experience as a volunteer in service to you and the University of North Dakota. Appreciation of these efforts is crucial.

You are expected to report to the supervised practice location and preceptor the week of *month and date* unless you are otherwise directed by your preceptor. The exact start date and time, along with the weekly schedule will be determined with your preceptor and be based your reported spring semester availability for supervised practice *insert availability here*.

Supervised Practice Site:

agency
street
city, state zip

You will need to meet all of the following criteria to qualify for this position as Student Nutritionist with XXXX (Mary Anna Carls, N&D Administrative Assistant, will assist with requirements on this list and is available at mary.carls@und.edu and 701-777-2539):

- Background check
- HIPPA/FERPA training (if applicable)
- Affiliation agreement review
- Obtain nametag
- Any additional requirements outlined by *agency name*

Contact *first name preceptor* at *preceptor's email address* no later than one week in advance of the week supervised practice is scheduled to begin to schedule a meeting. Perhaps you can determine a tentative weekly schedule at this time. You will be expected to meet with your preceptor early in the experience to complete the *Contract for Work and Competencies Planning* forms included with this letter. Please inquire about a date and time your preceptor can meet with you to complete this important task. Please confer with your preceptor when you contact them in advance to determine if any additional preparation is expected prior to your start date. Additional training or preparation may be required after you begin the placement. I have also included the *Performance Appraisal* form, so you know how you will be formally assessed at the end of the experience.

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Phone: 701.777.2539
Fax: 701.777.3268
UND.nutritiondietetics@UND.edu

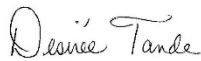
I have the highest expectations for safety and professionalism for you as a Student Nutritionist placed in a professional setting. If you have an emergency or illness, please contact your preceptor as soon as possible and then contact the N&D 497 course instructor. Tardiness or absence from *Supervised Practice in Human Nutrition* may result in removal from the placement and failure for the N&D 497 course. Safety for you and others is our highest priority. Professionalism is always expected when you are interacting with the preceptor, clients, and others within the site. Safety and professionalism expectations are not negotiable.

Course assignments above and beyond work accomplished at the direction of your preceptor are posted in the Blackboard course site for N&D 497. These assignments include but are not limited to a supervised practice hours log, journal entries, a professional portfolio, and a competency reflection paper. Information from these assignments may be shared with your preceptor as determined important by the course instructor for your education and development needs and goals. Grades for these assessments will not be shared with the preceptor, rather pertinent information may be shared to enhance your supervised practice experience and optimize your success in the placement and the course.

Be sure to wear your nametag at all times during your placement unless otherwise directed by your preceptor. You are provided with one UND student nametag for your supervised practice experience. If you lose it, you will need to replace it promptly at a cost to you of approximately \$10.00. Contact Mary Anna Carls (701-777-2539 or mary.carls@und.edu) to order a replacement nametag if needed.

Congratulations on acceptance into this *Supervised Practice in Human Nutrition* placement! This is a wonderful opportunity for professional growth and development and preparation to be successful in the role of nutritionist after graduation. Please contact me if you have any questions or concerns about expectations for N&D 497. I look forward to working with you, *instructor name* - the N&D 497 course instructor, and Carrie to optimize your enjoyment and development in your supervised practice experience during fall semester!

Sincerely,



Desiree Tande, PhD, RDN, LD

Cc *Preceptor name*

Enclosure Competencies Planning Form; Contract to Work; Performance Appraisal

Appendix B. Contract for Supervised Practice – Form Submitted Via DocuSign

University of North Dakota – Human Nutrition Major Contract of Work for Supervised Practice

Responsibilities of the student, preceptor and UND instructor

Responsibilities of the STUDENT:

- Meet all criteria established to be eligible for the supervised practice, including all prerequisite coursework and service learning requirements.
- Meet all placement requirements established by the program and agency/organization (e.g. background check, FERPA, HIPPA, immunizations, etc.)
- Register for the course prior to starting the experience.
- Abide by all rules and regulations of the community agency.
- Be responsible for own housing and transportation to and from work.
- Work the assigned time agreed upon. No changes will be made unless agreed upon by the student and the preceptor. Any changes will be communicated by the student to the UND instructor, along with the plan for making up any lost time.
- Accept decisions of the preceptor, UND instructor and/or department chair to terminate the supervised practice experience before completion if that becomes necessary.

Responsibilities of the PRECEPTOR:

- Provide a variety of meaningful experiences with adequate consultation, instruction, and feedback.
- Assist the student in developing a plan of activities and objectives related to the work assignment.
- Provide the student with company/agency policies and rules that apply to health and safety at the facility.
- Retain the student for the period in which s/he is placed, providing performance is satisfactory.
- Provide a written evaluation of the student's performance at the completion of the experience.

Responsibilities of the UND INSTRUCTOR:

- Be available to address student's concerns or questions while completing the experience or refer to the program director.
 - Approve the student's learning objectives, activities, and experiences in the supervised practice; consult program director if indicated.
 - Grade student assignments and provide feedback.
 - Contact the agency to check on student progress at mid-point; consult with the program director when issues arise and make an appointment and visit if warranted.
 - Maintain records of visits, communications and written appraisals that document student's progress.
 - Assign a grade based upon completion of the course assessments, including preceptor appraisal.
-

I understand the student responsibilities as outlined above and agree to follow them.

Student name:

Signature of student:

Date:

I understand the preceptor responsibilities as outlined above and agree to follow them.

Preceptor name:

Signature of preceptor:

Date:

As a faculty member in the Department of Nutrition & Dietetics at UND, I approve this agreement.

Faculty member's name: Signature of faculty member:

Date:

Appendix C. Supervised Practice Competency Planning Form

N&D 497-Human Nutrition Supervised Practice
 COMPETENCIES PLANNING FORM (beginning of semester)

NAME:	COMPLETION DATE:	SITE/AGENCY/FACILITY:
Supervised Practice Work Schedule Weekly Days & Times		
Competencies/Personal Goals	Activities plan to complete to accomplish objectives/goals:	
#1. Identify and practice the skills necessary to function as a human nutritionist.		
#2. Participate in the varied role of the human nutritionist in the community.		
#3. Communicate evidenced-based nutrition information effectively, both orally and in writing		
#4. Assist clientele with healthy food and lifestyle choices		
#5. Participate in the activities of a community agency that has a health/nutrition component.		
#6. Plan, perform and evaluate projects/activities that show consideration for the influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior.		
#7. Become aware of the political/legislative impact on agencies/institutions that provide nutrition care.		
#8. Employ principles of nutrition practice to provide care for healthy individuals, groups or communities.		
#9. Work independently and practice accountability to a supervisor and team within the agency.		
#10. Demonstrate responsibility as an employee in the selected agency.		
#11. Utilize effective time management skills		
Personal Goal		

Appendix D. Photo Release Form

UNIVERSITY OF NORTH DAKOTA COPYRIGHT LICENSE AND RELEASE

I hereby grant to the University of North Dakota ("University") the perpetual right to use, reproduce, exhibit, display, broadcast, distribute and create derivative works of University-related photographic or videorecorded images of me, and/or made by me, for use in connection with the activities of the University. This grant includes, without limitation, the right to publish such images in the University's student newspaper, alumni magazines, on the University's Web site, and on public relations/promotional materials, such as marketing and admissions publications. These images may appear in any of the wide variety of formats and media now available to University and that may be available in the future, including but not limited to print, video, and electronic/online media.

I understand that some photographs of enrolled students may be considered educational records under the Family Educational Rights and Privacy Act of 1974 (FERPA), and that by granting this Release I hereby give University my consent to use such educational records for the purposes set forth above.

I hereby waive any right to royalties or other compensation arising from or related to the use by University of the images or my likeness depicted therein. I further state that I am either the owner of copyright in the images or have been authorized by the copyright holder to make this grant.

I hereby acknowledge that I am 18 years of age or older and have read and understand the terms of this Release.

Name (printed): _____

Signature: _____

Relation to subject (if subject is a minor): _____

Address: _____

Date: _____

Location/Event: _____

Handbook Signature Page

Students must review the handbook in its entirety and submit the signature page prior to placement for supervised practice in human nutrition and enrollment in N&D 497. This form is included as part of the Application for Supervised Practice in Human Nutrition, typically submitted during junior or senior year in the program. You may choose to print this page and sign it OR initiate an online form option to gather your signature and date (contact Mary Anna at mary.carls@und.edu to initiate the online form).

Our N&D faculty and staff team are pleased to have you in the program and look forward to working with you to achieve the final stages of your preparation to be a Human Nutritionist or pursue graduate studies in a related field!

Human Nutrition Program Handbook Agreement

I have reviewed the UND N&D Bachelor of Science in Human Nutrition program handbook and I agree to abide by all the policies and guidelines found within the handbook.

Printed Name

Signature

Date