



Didactic Program for Nutrition Sciences

Handbook



Baylor University

Department of Family & Consumer Sciences

The Nutrition Sciences Concentration-Pre Dietetics

The curriculum in the Didactic Nutrition Sciences program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The address is: ACEND, 120 Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; (312) 899-0040 ext. 5400.

Nutrition Sciences Faculty Members

| | |
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Mission statement for the Baylor University Nutrition Sciences Program

The mission of the Nutrition Sciences Didactic Program at Baylor University is to provide a high quality general dietetic education in a Christian environment, equipping graduates to be qualified to enter an accredited dietetic internship program necessary to become Registered Dietitians. Graduates will be prepared to work in a variety of positions that address the food, nutritional and health needs of families, individuals and communities in local and global environments.

Goal 1

The Didactic Program at Baylor University will provide education experiences that transfer knowledge, skills and competencies required for entry into a dietetic internship (supervised practice program).

Goal 2

To develop professional nutrition and dietetics leaders that support the nutritional needs of local and global communities.

Objectives

Application Rate: Upon completion of the Didactic program at Baylor University Concentration Pre-dietetics or pre-dietetics students, will have an application rate of 60% into an ACEND accredited dietetic internship within 12 months following graduation.

Acceptance Rate: Upon graduation from the Didactic Program at Baylor University, of the 60% who apply to an accredited dietetic internship 80% will be accepted within 12 months following graduation.

Based on students who begin the Didactic Program in their junior year, 80% will complete the program requirements within three years and be eligible to receive a Verification Statement of Completion of Didactic Program in Dietetics.

Upon completion of a dietetic internship at least 85% of all graduates will pass the RD exam on their first attempt.

Dietetic internship directors will evaluate 75% of Baylor graduates as strongly agree or agree regarding their performance during the internship and their knowledge of nutrition and food service.

The Nutrition Sciences Career

Nutrition or dietetics is a health care career which emphasizes nutrition and food. Individuals who choose this career are studying to become Registered Dietitians. Their ambition is to give nutrition advice to individuals, families and various community concentrations. Individuals who choose this career have an aptitude for science, a genuine interest in people, and the ability to plan and organize nutrition programs.

These links give more information on nutrition and dietetics careers:

www.eatrightpro.org/practice/career-development/career-toolbox

www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm

www.bls.gov/oes/current/oes291031.htm

Department web page: <http://www.baylor.edu/fcs/>

How do I become a Registered Dietitian (RD)?

Each of the following needs to be completed:

1. Complete a bachelor's degree at an accredited university with didactic course work accredited by the Accreditation Council for Education of Nutrition and Dietetics (ACEND).
2. Complete an ACEND accredited supervised practice program. This is generally referred to as a Dietetic Internship.
3. Complete a master's degree at an accredited university in a nutrition-related field.
4. Pass a national registration examination administered by the Accreditation Council for Education of Nutrition and Dietetics (ACEND).

Note: Registration is maintained through continuing professional Education requirements.

Baylor University's Nutrition Sciences program is an accredited Didactic Program.

After you finish your bachelor's degree, you must apply for and be accepted into an accredited Dietetic Internship. These are monitored by the Accreditation Council for Education of Nutrition and Dietetics of The Academy of Nutrition and Dietetics. You will apply to these programs during your final semester at Baylor University. There are two opportunities to apply each year (February and September deadlines). Notification of selection occurs each April and November.

How do I prepare myself for the Dietetic Internship?

To be considered competitive for a dietetic internship, an undergraduate should:

- Achieve and maintain a GPA of 3.20 or higher
- Acquire relevant volunteer or work experience within the field with an R.D.
- Aim for a GRE score of 1000 or higher
- Develop a resume and an electronic portfolio that reflects **leadership and voluntary service** within the field.
- Obtain positive reference letters from people who know you and can identify your skills and favorable traits.
- Present yourself in a favorable position with good written communication skills.
- Have career ambitions supportive of your field of study.

Note: You need early preparation to become a competitive applicant. Approximately only 50% of applicants for dietetic internships are accepted nationwide. In May, 2015 our class had an acceptance of 85% into internship. Pass rate on the R.D. exam as of June, 2015 is 97%.

If you would like a copy of this report please email Dr. Leigh Greathouse at

Leigh_Greathouse@baylor.edu

Choosing your Dietetic Internship

Internship programs vary in location, length of program, start/finish dates, cost, graduate credit, requirements, etc. If possible, visit a few programs that interest you and read about several programs at www.eatright.org. You can browse through the *Applicant Guide to Supervised Practice* available from the Nutrition Sciences faculty.

During the end of your junior year and early in your senior year, begin to seriously consider where you want to apply for your internship. Allow time to investigate your internships. Make a lengthy list of possible programs and then, gradually narrow the list to serious considerations.

Internships charge application fees, so be prepared for this expense. It is always a good idea to apply to five or more internships for maximum selection opportunities.

Some internships require that you take the Graduate Record Examination (GRE). It is recommended that you do this about 4-6 months in advance of your application date. Plan to study for the test in advance, and be prepared to repeat the test, if you are not pleased with your scores.

Earning a Master's Degree

The master's degree can be earned either before, after, concurrently with the dietetic internship. Some institutions offer a coordinated graduate program where the internship is coupled with a master's degree. Some institutions offer some graduate credit for completing the internship, but not enough to complete the master's degree. Some internships are stand-alone programs and do not offer any graduate credit at all, just as some graduate programs are not linked with internships. Regardless of which path you choose, you will need to complete the graduate degree.

As with some internships, the GRE is required by most institutions that offer the master's degree. Again, it is recommended that you take the exam 4-6 months prior to the application process.

Most institutions that offer both a dietetic internship and a graduate program require that you apply for each separately. The majority of these require acceptance into the graduate program before you can be accepted into the internship. Keep this in mind as you are considering your application timeline.

After you have completed your internship program and have earned a master's degree, then you are eligible to take the Registration Examination for Dietitians.

The Academy of Nutrition and Dietetics Student Information

Students are encouraged to join the Academy of Nutrition and Dietetics as a student member. Visit www.eatright.org.

The Academy of Nutrition and Dietetics' membership will help you:

- find Academy of Nutrition and Dietetics' scholarships
- search for specific employment, (career link)
- network with other nutrition students and professionals
- become familiar with the Academy of Nutrition and Dietetics journal
- Receive membership discounts.

Student Information for you to be familiar with:

Academic Calendar—visit the BU web page: www.baylor.edu/calendar or the Undergraduate Catalog for the dates.

Fall Semester

Spring Semester Summer Session I Summer Session II

Full Summer Session

Credit by Exam

Policies for Credit by Exam (CBE) can be found at

<https://www.baylor.edu/studenttesting/index.php?id=965377>

Foreign Language testing

If a student wishes to continue a language studied in high school, they must take a placement test to determine the courses for which they can register.

General University Regulations Freshman: 0-29 hours Sophomore:

30-60 hours Junior: 60-89 hours

Senior: 90 or more hours

Post baccalaureate: (post graduate)

Student Activities

1. Students must register for and continue to be enrolled in a minimum of 12 semester hours to participate in student activities.
2. Students must have and maintain a current and cumulative minimum GPA of 2.25 in order to maintain active membership.
3. See additional rules in the BU Undergraduate catalog.
4. Nutrition Sciences students should be active in the Baylor Nutrition Student Association.

General Expenses while in the program

General expense of attending Baylor is described in the link for Financial Aid and Information available on the front page of the Nutrition Sciences web page <https://www.baylor.edu/fcs/index.php?id=937892>

Additional expenses could involve costs for a lab coat (~\$20.00) and Servesafe© (guide and on-line test \$90.00), Allergen certification (\$35) and Servsafe food handler (\$20). Estimated costs per semester for tuition and fees

can be found on the Baylor Student Financial Services web page <http://www.baylor.edu/sfs/index.php?id=69384> (this includes possible lab fees).

Students will be given opportunities for learning experiences which are off campus, within 5-10 miles from campus which they may voluntarily select.

Registration policy

A student must be enrolled in 12 semester hours to be considered full time. Since the flat rate enrollment fee covers 18 hours, students are encouraged to take 17 to 18 hours per semester. See the BU Undergraduate catalog for exceptions to these rules. Remember, students need to achieve a GPA of 3.2 or higher, so adjust your class hours as needed.

Curriculum Organization

Courses at the 1000 level are usually considered freshman level. Courses at the 2000 level are usually considered sophomore level. Courses at the 3000 level are usually considered junior level. Courses at the 4000 level are usually considered senior level.

Semester hours

Most courses at Baylor University are 3 credit hours. Most labs are 1 credit hour, but generally require 2-3 contact hours/lab. A few courses have variable (V) hour credit. These courses may be repeated and the course may be taken for variable credit hours.

Course numbering

The second number specifies the semester hours of credit assigned to the course. For example, 1301, would indicate a three-credit, freshman class. The last two numbers are determined by the department teaching the course. Generally, these numbers indicate sequencing.

Summer school course loads vary from 1-2 courses per term or 3-6 credit hours.

If both summer I and summer II sessions are taken, 4 courses or 12 credits may be earned.

Post-registration changes

Change in schedules may be made through BearWeb at <http://www.baylor.edu/BearWeb> through the 100 percent refund period. After that time, students must make class schedule changes in the Office of the Registrar (refer to calendar) or through their advisor (see academic calendar for dates). Beginning the 13th class day, a fee will be charged each time a student comes to the office to make changes. Permission from the appropriate dean's office is required to add or register after the 5th class day (fall and spring—refer to summer timelines on calendar). Students may drop classes at their own request through the fiftieth class day (fall and spring).

Transfer credit from another college

Transfer credit will only be granted for course work taken at a regionally accredited institution. It is the student's responsibility to determine if the equivalent course applies to a specific degree requirement.

The basic policies are the following:

1. After matriculating at Baylor, a student may transfer a maximum of 15 hours to Baylor for degree credit.
2. In summer school, a student may earn up to 8 credit per summer session or up to 19 hours for the full summer term.
3. A grade of "C" or better must be earned in all courses transferred to Baylor.
4. Courses taken at Baylor may not be repeated at another school for credit towards a degree.
5. A maximum of 70 hours may be transferred from a community or junior college. No course at or above the 3000 level may be taken at a community or junior college. After accumulating 90 hours, no course at or above the 3000 level may be transferred from any institution.
6. Degree credit will not be given for courses taken at another college while attending Baylor

(concurrent enrollment) during fall and spring terms.

7. The Texas Common Course Numbering System will assist students in determining equivalent courses at participating Texas community and junior colleges.

BU Foundation Knowledge and Skills for entry-level dietitians:

Individuals interested in becoming Registered Dietitians should expect to study a variety of topics focusing on food, nutrition, and management. These areas are supported by the sciences, social studies, and communication professions. The following foundation knowledge and skill requirements are listed in the five content areas that students will focus on in the academic component of a dietetics program.

1. Research – principles of an evidence based practice
2. Communication, counseling & governance of the profession
3. Principles of medical nutrition therapy and the nutrition care process
4. Management, public policy and finances of health care
5. Behavioral services, biological sciences and food service delivery

Career Opportunities

The *traditional* nutrition science careers include:

- hospital and clinical care wellness
- community and public health agencies
- pharmaceutical sales
- school lunch programs
- state regulatory agencies
- food service management
- long-term care facilities
- private practice, counseling
- sports nutrition

With *additional education and training*, other career possibilities include:

- research positions at large medical centers or clinics
- university teaching and research careers
- pre-professional education for medicine, dentistry, or other doctorate programs
- pre-professional education for Physician's Assistant training or physical therapy
- specialty certification including:
 - certified diabetes educator
 - certified nutrition support dietitian
 - specialist certification in: pediatrics, renal, sports, gerontology, on oncology
- certificate of training in weight management
- management of a staff of dietitians
- food service director positions
- lactation specialist

The *non-traditional* careers for nutrition science majors include:

- County extension agent
- Secondary teaching
 - Hospitality, Nutrition & Food Science

- Certification
 - food science—research and development
 - food science-quality assurance
 - journalism or writing career
 - health care administration
 - food broker or food purchasing position
 - food technology/microbiology expertise

For more information on careers visit the web the following websites:

The Academy of Nutrition and Dietetics—www.eatright.org or Texas Academy of Nutrition and Dietetics—www.eatrighttexas.org

www.bls.gov/ooh/Healthcare/Dietitians-and-nutritionists

www.bls.gov/oes/current/oes291031.htm

Salary Information

Wages vary by area of practice. According to the Academy of Nutrition and Dietetics in these areas of practice earn the most money in descending order:

- business and consultation
- food and nutrition management
- education and research
- community nutrition
- clinical care

Wages also vary by years of experience, educational background, and population of the community, region of the country, and additional certifications or extra credentialing. Supply and demand also influences dietitian wages.

Labor Stats Update

U.S. Bureau of Labor Statistics, January 2014 has a 21%-28% growth rate, which is faster than average. Median wages are 26.56/hour, \$54,240 annually.

For more information, check out the websites below:

- www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm
- www.bls.gov/oes/current/oes291031.htm

Baylor University Student Nutrition Association (BSNA) Club

The BSNA club meets once every month in the Mary Gibbs Jones Building. The guest speakers are usually nutrition professionals from the local community. Students may participate in the BSNA club by active membership or by becoming a club officer.

Baylor's Class Attendance Policy

The College of Health and Human Sciences at Baylor University has a strict attendance policy. The College of Health and Human Sciences' policy requires that to earn credit in a course the student must be officially enrolled by the end of the second full week of the semester and attend at least 75% of all class meetings. Faculty members may establish additional attendance requirements as outlined in course syllabi. Excessive lateness will be dealt with by the individual instructor. Any student who is not present for at least 75% of the scheduled class sessions for any course will automatically receive a grade of "F" in the course. A university-related activity necessitating an absence from class shall count as an absence when determining whether a student has attended the required 75% of class meetings.

All course requirements may not necessarily be fulfilled by meeting the 75% minimum. The student bears the responsibility for the effect which absences may have upon class participation, announced and unannounced examinations, written assignments, reports, papers, and other means of evaluating performance in a course. At the same time, if a student's required participation in a university-sponsored activity causes the student to be absent from class, and if the student seeks to make arrangements prior to the absence to complete scheduled assignments, the faculty member is expected to work with the student for the completion of class work and assignments.

Students are usually allowed to make up class work and/or tests missed because of serious illness, accident, or death in the family. Staff members in the Division of Student Life will make every effort to inform the faculty member concerning class absences on behalf of the student in these instances.

Chapel

Chapel is the oldest tradition at Baylor University. Chapel attendance is a graduation requirement and it includes 75% or more attendance. Generally, two semesters of chapel are required for freshman and transfer students who are classified as freshman or sophomores. The Chapel requirement is reduced to one semester for junior-ranked transfer students.

Exams

Final exams are given at the end of each semester and will be given on assigned dates, as determined by the University Registrar. If a student has three finals on the same day, the student may petition to reschedule the exam to a different date.

If a student becomes ill or another imperative absence occurs during final exam week, and if the appropriate arrangements have been made, an "Incomplete" course grade can be assigned. The student must follow the correct procedure to have permission to place the class on hold and delay the final exam. If the approval has been granted, the student should finish all course obligations during the next semester. The incomplete grade will automatically be changed to an F, if this does not occur. See the BU Undergraduate catalog for additional policies regarding exams and incomplete grades.

Academic Action - Probation and Suspension

At any time a student's term and/or cumulative grade point average (GPA) is below 2.0, the dean of the academic unit in which the student is enrolled will notify the student that he or she will be placed on academic probation during the upcoming term. If at the end of the first probation term the student's cumulative GPA is again below a 2.0, the student will be suspended. See the Undergraduate catalog for additional policies regarding probation, academic suspension, and reinstatement following suspension.

Honors

A student who earns a grade point average of 3.70 or higher with no grade lower than a "C" while registered for 12 or more semester hours of regularly graded courses per term will be eligible for the Dean's Academic Honor List.

Graduation with Honors

Graduation with honors includes 3 designations, based on overall GPA*.

| <u>Baylor credit</u> | <u>Cum Laude</u> | <u>Magna Cum</u> | <u>Summa Cum</u> |
|----------------------|------------------|------------------|------------------|
| 94 or more hours | 3.75 | 3.85 | 3.95 |
| 61-93 hours | 3.80 | 3.90 | |
| 60 | 3.85 | 3.95 | |

*Only BU credit will be considered in determining these averages.

Degree requirements

Nutrition Science

Nutrition Sciences majors can be in one of 3 concentrations. Concentration I is the didactic program leading to eligibility for a dietetic internship. Concentrations II & III will not have classes needed for the dietetic internship.

Graduation Requirements

Residence requirements

BU holds to the principle that a Baylor degree is symbolic of a Baylor education. To this end, the University insists on a minimum of 60 semester hours (earned in residence) and the University encourages a higher amount. Advanced Placement and Credit by Exam will not be considered as residence credit. After matriculation, a student may transfer a maximum of 15 semester hours. The last 30 hours of a degree must be completed at Baylor.

Admission to candidacy

All candidates for degrees should file graduation cards in their dean's offices during the second semester of their junior year. This will make it possible for their records to be checked to determine eligibility for graduation. Failure to do this may cause a delay in graduation. Fall, spring, and summer graduations are held on the Baylor campus. Diplomas are not granted until all degree requirements have been completed and the necessary records are in the Office of the Registrar.

Catalog Requirements

Normally a student will fulfill the degree requirements as listed in the catalog of the first year of study at BU. Generally, this is the fall semester of the freshman year.

Grade Point Average

A grade average of 2.00 or higher must be maintained overall and in all major and minor fields and academic specializations. Transfer credit is not included in this calculation.

Degree Plans and Suggested Course Sequence

Nutrition Science majors who complete all course requirements will receive a Bachelor of Science degree which qualify them for obtaining a Baylor University Verification Statement needed to apply for a dietetic internship.

The suggested course sequence can be found at <https://www.baylor.edu/chhs/doc.php/357115.pdf>

Minors

A student may elect a minor from a designated area of study. Generally, minors consist of a minimum of 18 hours of study. At least 9 hours must be at the 3000 or 4000 level; not more than 3 hours from the major may be applied to the minor. See the BU undergraduate catalog for additional rules concerning minors.

Verification of Completion of the Didactic Program in Dietetics (DPD) Students who have successfully completed all the requirements for their degree plan will receive several Verification Statements, post-graduation from the DPD director.

The policy for issuing the Verification Statement is as follows:

1. Students must successfully complete all their degree requirements for Nutrition Sciences. These requirements are described in full detail in the BU undergraduate catalog and are consistently discussed during student advising appointments.
2. Seniors must provide a permanent address to the DPD director during their last semester at Baylor.
3. The student must fulfill all the Baylor obligations for graduation, including a cumulative GPA of 2.0 or higher. Additionally, all FCS classes must have a grade of “C” or higher on the transcript.
4. For students completing requirements of Concentration Pre-Dietetics, a verification statement will be made electronically after graduation.
5. **Completion of the Program:** students who are continuously enrolled must complete all DPD or didactic classes within 6 years upon beginning their DPD courses in order to receive their verification statement.
6. Students will be provided a list of DPD courses needed for completion of the Didactic program upon their entrance into the major. These courses must be completed within a 6 year period from their entry into the Nutrition Sciences Concentration I major. Requirements for the Didactic program are dynamic and change when accreditation standards change.
7. It is best for the student to complete the designated courses as quickly as possible to prevent having to satisfy new standards which may be in effect if the student takes more than 6 years to complete their studies.

Protection of Privacy of Student Information/Access to Personal Files

Information related to privacy of student information and access to personal files is located at <http://www.baylor.edu/registrar/index.php?id=84500>

The university policy for protection of privacy and private information is adopted by our division and department in keeping with federal guidelines.

Baylor University and the Department of Family and Consumer Sciences uphold these rights by following the Family Education Rights to Privacy Act of 1974 (FERPA).

Grievance Policy

Students who wish to file a grievance against a faculty member should read the Baylor grievance definitions and follow procedures presented in the grievance policy. This policy and procedure can be found at <https://www.baylor.edu/provost/index.php?id=948443>

ACEND, the division that deals with accredited programs in nutrition and dietetics, recommends that students follow the institution's process for grievances and complaints and once those processes have been exhausted the complaint is directly related to an ACEND Standard then the student would directly contact ACEND at www.eatright.org/ACEND.

A student enrolled in the Baylor DPD program who has a complaint related to the program can file a complaint with the DPD Director. The complaint should be in writing and submitted in a sealed envelope to the DPD Director. The complaint must be signed by the person submitting.

The DPD director will meet with the student and pursue avenues to resolve the complaint. If the student is not satisfied the DPD director will present the complaint to the Department Chair. The Chair then will attempt to resolve the issue and then if not satisfied the complaint will be presented to the Dean of the College. If the student is still not satisfied the following Baylor University Grievance Policy process will be followed.

<http://www.baylor.edu/facultyhandbook/index.php?id=73368>.

The student can confidently bring these concerns being assured that retaliation will not occur in any way to the student. The department chair will coordinate these activities, gaining assurance from affected parties that no retaliation will occur.