

**University of Southern California
Leonard Davis School of Gerontology**

**Coordinated Program in Nutrition &
Dietetics**

Part-Time Distance Program

**Master of Science Degree in Nutrition,
Healthspan and Longevity (MS-NHL)**

**STUDENT
HANDBOOK**

2017-2018

Welcome to the University of Southern California (USC), Leonard Davis School of Gerontology, Master of Science Coordinated Program (CP) in Nutrition Healthspan and Longevity (NHL).

This handbook is designed to help students understand the application process, program requirements and academic curriculum. The handbooks also include a short summary of existing programs and USC policies and procedures to which enrolled students are required to follow while enrolled in the program. The handbook is not intended to be all-inclusive, but rather to be used as a supplement to the University of Southern California's Student Guidebook <http://scampus.usc.edu> and relevant information concerning admission <http://www.usc.edu/admission/graduate>. Please consult the University Catalog for information on tuition, fees, housing and application requirements at <http://www.usc.edu/admission/graduate>. Student must contact the University Office of Academic Records and Registrar if they need to take an academic leave of absence.

Additional information about the MS-NHL is detailed on the USC Leonard Davis School of Gerontology Webpage at gero.usc.edu. All of USC's policies and procedures apply to students enrolled in all tracks of the MS program. This handbook outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

This handbook is one of many tools you will have to guide you through your enrollment into the academic program. It is important that you read and become knowledgeable about the information presented. If you have further questions about the Coordinated Program at USC you can contact the Program Director, listed below. If you have questions about the ACEND Accredited Program you can visit the Academy of Nutrition and Dietetics (www.eatright.org) and the Academy of Nutrition and Dietetics ACEND Program (www.eatright.org/acend) Webpages.

Faculty and staff at USC, and within the Leonard Davis School of Gerontology, are here to support and guide you as you pursue a career in nutrition and dietetics.

Program Director: Cary Kreutzer, EdD, MPH, RDN, FAND
USC Leonard Davis School of Gerontology
3712 McClintock Avenue, Room 220C
Los Angeles, CA 90089-0191
Kreutzer@usc.edu
(213) 740-8305

Internship Coordinator: Jeannie Wakamatsu, MPH, RDN
USC Leonard Davis School of Gerontology
3715 McClintock Avenue, Room 220A
Los Angeles, CA 90089-0191
wakamats@usc.edu
(213) 821-9769

ACEND: Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
(800) 877-1600 or (312) 899-0040, ext. 5400
<https://www.eatright.org/acend/>

TABLE OF CONTENTS

	<u>PAGE</u>
Welcome	2
Table of Contents	3
Introduction & Accreditation Status	4
Admission Requirements & Steps to Apply to the Program	5
Applying for Financial Aid and Scholarships	6
Program Description	6
Coordinated Program Goals and Outcome Measures	7
ACEND Core Knowledge and Competencies for the Coordinated Program	8
Program Prerequisite	11
Master of Science Degree Required Courses	11
Proposed Course Schedule	12
Estimated Program Expenses	13
Students Technology Requirements	14
Secure Login, Passcodes and Verification of Identity	14
Program Policies and Procedures	14
Supervised Practice Rotations	20
Preceptor Requirements by Rotation	21
Facility Option List	22
Supervised Practice Documentations	22
Description of Each Supervised Practice and Required Hours	23
Dietetics as Your Chosen Career	25
Employment Opportunities for RDs	26
Student Signature Confirming Review of Student Handbook	27

Introduction

The Master of Science degree in Nutrition, Healthspan and Longevity, a Coordinated Program (CP) in Nutrition and Dietetics, at the Leonard Davis School of Gerontology, University of Southern California, will provide an academic curriculum that meets standards established by the Academy of Nutrition and Dietetics (AND) Accreditation Council for Education in Nutrition and Dietetics (ACEND). The CP accepts 20-40 graduate students each year including students attending the program full-time on the USC campus and full-time through distance education and a third group completing the program part-time over a 3-year period, through distance education. The Coordinated Program, includes didactic courses and supervised practice scheduled concurrently. Successful completion of 46 units is required for graduation (28 units of didactic course work, 12 units of supervised practice and 6 units of research). In addition to required didactic coursework the program provides students with 1200 hours of supervised practice experience needed to meet competencies established by ACEND. The Program's concentration area is nutrition, healthspan and longevity, preparing graduates for entry-level dietetics. In selecting applicants for admission, the School of Gerontology considers both academic potential (as reflected in undergraduate study) and professional potential (as reflected in experience, references and career goals).

Completion of the didactic and supervised practice (1200 hours) components and the award of a master of science degree provides students with "eligibility" to write the national registration examination of the Commission of Dietetics Registration, that grants the use of the nationally recognized credential, Registered Dietitian Nutritionist (RDN). The CP office is located at the Leonard Davis School in room 220 of the Andrus Gerontology Center, 3715 McClintock Ave on the USC University Park Campus. The CP Director is Dr. Cary Kreutzer, EdD, MPH, RDN, FAND. The Internship Coordinator is Jeannie Wakamatsu, MPH, RDN.

Students are supervised by preceptors while they complete supervised practice experience. A preceptor is a Registered Dietitian Nutritionist (RDN) or related professional (as defined in the Supervised Practice Rotation Workbooks) that supervise and mentor student in their work setting and complete student evaluations, measuring student competency.

Accreditation Status

The Coordinated Program at USC received candidacy for accreditation in 2014 by the Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872. The Accreditation Council has established Standards of Education which accredited programs must meet and includes knowledge, skill and competency requirements.

The Accreditation Council will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards, and ACEND's policy and procedure for submission of complaints, and a complaint investigation form, may be obtained on the ACEND Webpage at <http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint>.

If access to the Webpage is not possible, the requestor can contact ACEND by mail at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872. Written complaints can be mailed to the Chair, ACEND at the above address.

Admission Requirements

The school requests information from applicants in addition to that supplied by the USC Application for Graduate Admission. Supplemental information includes a resume, statement of interest, two letters of reference (one academic, one work experience), proof of completion of prerequisites (assessed by review of transcripts, all courses completed within past 10 years¹) and completion of the pre-requisite table posted on the Webpage), DPD verification statement for those completing a DPD program²; and, documentation of 40 hours of experience shadowing an RDN [written summary under 1,000 words and original letter or signature from RDN(s) confirming experience]. Upon submission of the application to the USC Graduate School, an email is sent to the applicant's references, requesting that the individual upload the letter of recommendation through a USC secure Webpage. Alternatively, the individual may send the letters of recommendation directly to Cary Kreutzer, EdD, MPH, RDN, FAND, Coordinated Program Director, through US Mail with an original signature. Applicants selected for interviews will be required to participate in a 30-minute interview (in-person or via Skype) including at least four members of the Program Advisory Board, Program Director, Internship Coordinator. Students seeking admission to the Coordinated Program are expected to have completed a bachelor's degree with an overall and major GPA of at least 3.0 from an accredited university prior to the first day of the program. Completion of the GRE is not required unless overall GPA (undergraduate degree) is < 3.0. Undergraduate prerequisites are required and summarized on page 11.

To expose applicants to the various roles of RDNs in practice, applicants will be required as a pre-requisite to complete at least 40 hours of paid or volunteer work experience with one or more Registered Dietitian Nutritionists (RDN). A written summary describing the various roles of dietitians and the applicant's experience with one or more RDNs must be submitted with the application.

The actual University of Southern California, Graduate Admission Application is available here: <http://gradadm.usc.edu/apply/>

Steps to Apply to the USC Leonard Davis School of Gerontology Master's Degree Coordinated Program

1. Visit the USC School of Gerontology Coordinated Program Webpage and review information about the program.
2. Make initial contact with the USC Coordinated Program, register to attend Virtual Open House or on-campus Open House, held in the Fall and Spring of each year.
3. Review the Student Handbook and register to submit an application through the USC Graduate School Webpage (posted on the School of Gerontology Webpage). This registration will give you access to the application and program application requirements. All application documents will be uploaded into the USC graduate school application Webpage.
4. Complete pre-requisite requirements before applying to the program with final pre-requisites completed no later than the first day of Fall semester. Acceptance into the program will be conditional upon completion of all prerequisite courses with a grade of C or higher.
5. Speak with the Program Director, as needed, to review academic preparation and assess pre-requisite completion.

¹ All prerequisite courses must be completed within the past 10 years from the 1st day of Fall semester with the exception of math, psychology and speech/communications.

² Students completing a DPD Program (within the past 10 years from the 1st day of Fall semester) will automatically meet required prerequisites for program admission; completion of the prerequisite grid is required.

6. Review electronic Master of Science degree application and assemble required documents.
7. Submit the complete coordinated program application, and request for financial aid and scholarships on or before January 15th of each year.
8. All applications will be reviewed by at least 4 members of the Program Advisory Board with qualified applicants selected for interviews.
9. Applicants selected for an interview will be contacted by March 1st of each year and interviews scheduled (on-campus or via Skype).
10. Program acceptance announced by April 1st of each year.
11. Complete required vaccinations, background checks and other program requirements prior to program supervised practice experience (January 2nd of first academic year).
12. Acceptance into supervised practice in the coordinated program is contingent upon successful completion of Fall courses with a B (3.0) or above, vaccinations, a Certified Background Check and agency required testing.

Applying for Financial Aid and Scholarships

The USC Financial Aid Office provides information as well as staff support to assist student seeking financial aid. Students are encouraged to apply for financial aid once application for admission has been submitted. Graduate students must meet the May 15th deadline and all eligibility requirements to be considered for all forms of financial aid. Applications received after this date are considered for Federal Direct Stafford and Federal Direct Graduate PLUS loans only. Sixty-three percent of graduate and professional school students at USC receive some form of financial aid. This section of the website contains key information to help clarify and explain the financial aid application process for new and continuing graduate and professional students. <http://financialaid.usc.edu/graduates/graduate-professionals.html>

The Supplemental Application for the Leonard Davis School of Gerontology Graduate Admission Application is available in the online university application. Additional information such as the program description and the prerequisite template may be downloaded here: <http://gero.usc.edu/students/prospective-students/how-to-apply/#1438296139961-357e7b0c-35df>

The merit-based scholarship application may also be found in the online university application. USC Office of the Provost provides information about non-university external funding sources and fellowship program, additional information can be accessed at <http://awardsdatabase.usc.edu/>

Program Description

The Master of Science Degree Coordinated Program in Nutrition, Healthspan and Longevity prepares students to function in entry-level positions in hospitals, primary and long-term care facilities, school and university food service, food systems operations, public health departments, health promotion and wellness agencies. Annual program outcome data is available upon request. No credit is accepted for prior graduate courses taken at another college or university. Students will be required to complete all course required in the master's degree.

Coordinated Program Mission Statement

The mission of the Master of Science degree in Nutrition, Healthspan and Longevity coordinated

program, within the USC Leonard Davis School of Gerontology, is to produce highly competent professionals capable of providing excellent service to a variety of constituencies in a highly technical, constantly changing world with an emphasis upon nutrition, healthspan, and longevity.

Coordinated Program Goals and Outcome Measures

The USC Leonard Davis School of Gerontology Coordinated Program has strong relationships with community health professionals and programs serving individuals across the lifespan, and acknowledges that Registered Dietitian Nutritionists will be playing an increasing role in the health care arena. Thus, the goals focus on assuring that the program produces competent, well trained professionals, who are attuned to the research evidence that has the potential to impact the delivery of nutrition services, appreciates the impact research evidence has on health issues in society, and recognizes the need for evidence-based practice in the profession. The goals of this CP are tightly woven with expectations of its students to become actively engaged in healthspan and longevity research (basic, clinical, and translational) throughout both supervised practice and graduate studies.

Goal # 1: *To prepare graduates to be competent, entry-level registered dietitian nutritionists.*

Objectives for Goal #1:

- 80% of graduates will complete the coordinated program within 150% of the allotted timeframe (three years for full-time students and 4.5 years for part-time students).
- 80% of graduates will pass the CDR credentialing exam for dietitians within one year following first attempt.
- 80% of graduates will take the CDR credentialing exam for dietitians within one year of program graduation.
- 75% of graduates who respond to an alumni survey will report they were employed in a dietetics-related position within 12 months following program completion.
- 80% of employers will rate graduates with “Above-Satisfactory” competency level when delivering food and/or nutrition services.

Goal # 2: *To prepare graduates who demonstrate lifelong learning, a commitment to the profession and use of research evidence to inform food and nutrition services for individuals across the lifespan.*

Objectives for Goal #2:

- 60% of graduates on an alumni survey will rate their use of research evidence in providing nutrition services across the lifespan as “Frequent Use”.
- 70% of employers responding to a survey of program graduates, will rate graduates “Above-Satisfactory” in their use of research evidence to inform their food and nutrition services for individuals across the lifespan.
- 40% of graduates on an alumni survey will indicate they are preceptors, committed to giving back to the profession.
- 50% of graduates on an alumni survey will indicate they have maintained their RDN credential 5 years post-graduation, demonstrating lifelong learning.

ACEND Core Knowledge and Competencies for the Coordinated Program

Throughout the Coordinated Program students will engage in learning experiences that satisfy the standards to acquire the core knowledge and competencies established by ACEND. A graduate of the Coordinated Program will possess:

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

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

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

KRDN 1.3 Apply critical thinking skills.

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

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

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

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

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

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

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

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

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

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

Abbreviations: KRDN=Core Knowledge; CRDN=Practice Competencies; HL= Program Concentration Area Nutrition, Healthspan & Longevity

- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of inter-professional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems, determine and evaluate nutrition interventions.
 - KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
 - KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
 - KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
 - KRDN 3.5 Describe basic concepts of nutritional genomics.
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- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
 - CRDN 3.2 Conduct nutrition focused physical exams.
 - CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
 - CRDN 3.4 Design, implement and evaluate presentations to a target audience.
 - CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
 - CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
 - CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

Abbreviations: KRDN=Core Knowledge; CRDN=Practice Competencies; HL= Program Concentration Area Nutrition, Healthspan & Longevity

- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

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

KRDN 4.2 Evaluate a budget and interpret financial data.

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

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

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

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

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Leonard Davis School of Gerontology Program Concentration Area – Nutrition, Healthspan & Longevity (NHL)

Competencies:

HL 5.1. Translate research evidence on biology of aging and mechanisms for the extension of health and treatment of disease.

HL 5.2. Incorporate knowledge of nutrient gene interactions, molecular and biochemical parameters and medication use, into the nutrition care plan (MNT) for individuals with complex medical conditions.

Abbreviations: KRDN=Core Knowledge; CRDN=Practice Competencies; HL= Program Concentration Area Nutrition, Healthspan & Longevity

Program Prerequisites

All program pre-requisites must be satisfactorily (grade \geq C) completed no later than by the first day of fall semester enrollment. Pre-requisites must have been completed within the past 10 years (with the exception of math, psychology and speech/communication which has no time limit) prior to enrollment in the program. Listed below are pre-requisites with equivalent courses offered at USC identified. Applicants are not required to complete pre-requisites at the University of Southern California.

Prerequisite - Required Undergraduate Science Courses # of Semester Units USC-Equivalent for comparison

1. General Chemistry (1-2 terms) with lab	4-8 units	CHEM 105aL
2. Organic Chemistry (1-2 terms) with lab	4-8 units	CHEM 322aL
3. Biochemistry (with lab if offered)	4 units	BISC 330L
4. Cellular Biology (with lab if offered)	4-8 units	BISC 101Lgx, 120L, 220Lg
5. Physiology (with lab if offered)	4 units	BISC104Lgx, 307L; GERO 310
6. Microbiology (with lab if offered)	4 units	BISC 300L

Prerequisite - Required Undergraduate non-Science Courses

1. General Psychology or Sociology	3-4 units	PSYC 100, SOCI 200
2. Algebra, pre-Calculus, Calculus or Statistics	3-4 units	Math 108, 125, 208
3. Public Speaking/Communication	3-4 units	COMM 204

Prerequisite - Required Undergrad Nutrition-Related Courses

1. Human Nutrition	2-4 units	GERO 411; HP 230; HBIO 302L
2. Food Science/Experimental Foods*	3-4 units	No comparable course at USC

Master of Science Degree Required Program of Study

1. Communicating Nutrition & Health	2 units	GERO 512
2. Fundamentals of Nutrition (Macronutrients)	3 units	GERO 513
3. Food Production & Foodservice Management with Lab	4 units	GERO 515L
4. Micro-nutrients, Health and Longevity	3 units	GERO 560
5. Fundamentals of Clinical Nutr. Screening & Assessment	4 units	GERO 511
6. Field Practicum - Supervised Practice in Dietetics	12 units	GERO 591
7. Advanced Therapeutic Nutrition with Lab	4 units	GERO 517L
8. Nutrition, Genes, Longevity & Disease (in Italy)	4 units	GERO 498
9. Current Topics in Clinical Nutr., Healthspan & Longevity	4 units	GERO 518
10. Directed Research (Capstone)	2 units	GERO 590
11. Research Methods	4 units	GERO 593

Total: 46 units

Note: Courses are sequential, as written. Each student will register for GERO 591- Supervised Practice, beginning the second semester (year 1). If year 1 fall semester GPA for any course is $<$ 3.0 student will have to repeat the course and will not be allowed to enroll in GERO 591 Supervised Practice. Student must take supervised practice, 2 or 4 credits (GERO 591) each semester for a total of 12 credits (1200 hours). Courses are offered in the semester listed only, and build on the semester prior, courses are not interchangeable. USC requires a 3.0 GPA for graduation (master's).

***Contact program for a list of local universities offering food science/experimental foods and distance courses**

**PROPOSED COURSE SCHEDULE (3-Year Part-Time Program of Study)
Distance Students**

Units **Fall Year 1**

3	GERO - 513 – Fundamentals of Nutrition: Macronutrients
4	GERO – 515L - Food Production & Food Services Management with Lab

Total Units: 7

Units **Spring Year 1**

3	GERO - 560 – Micronutrients, Health and Longevity
2	GERO - 591 – (200 hours) Field Practicum - Supervised Practice - Professionalization Seminar; Retail Food Services Management

Total Units: 5

Units **Summer Year 1**

4	GERO - 498 - Nutrition, Genes, Longevity and Diseases
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Total Units: 4

Units **Fall Year 2**

4	GERO - 511 – Fundamentals of Clinical Nutrition Screening and Assessment
4	GERO - 593 – Research Methods

Total Units: 8

Units **Spring Year 2**

2	GERO - 512 – Communicating Nutrition and Health
4	GERO- 517L – Advanced Therapeutic Nutrition with Lab
2	GERO - 591 – (200 hours) Field Practicum - Supervised Practice - Community Nutrition and Nutrition Education

Total Units: 8

Units **Summer Year 2**

4	GERO - 591 – (400 hours) Field Practicum - Supervised Practice – – Inpatient Foods; MNT I and MNT II
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Total Units: 4

Units **Fall Year 3**

4	GERO - 518 – Current Topics in Clinical Nutrition: Healthspan and Longevity
2	GERO - 591 – (200 hours) Field Practicum - Supervised Practice –Outpatient MNT

Total Units: 6

Units **Spring Year 3**

2	GERO - 590 – Directed Research – Capstone Project
2	GERO - 591 – (200 hours) Field Practicum - Supervised Practice – Clinical Concentration

Total Units: 4

Degree Total Units: 46 Units

Estimated Program Expenses *

Item	Estimated Cost to Complete the Pgm.	Cost Detail
Graduate Application fee & Tuition	\$ 85.00 \$ 1,800 per unit \$ 82,800 (46 units)	Cost for on-campus and distance students is the same, USC does not have separate fees for in-state vs. out-of-state tuition
Housing, on-campus, default meal plan & parking	\$10,005 to \$13,215 for 2 semesters	http://housing.usc.edu/index.php/sample-cost/ http://hospitality.usc.edu/wp-content/uploads/2017/05/MealPlan_Flyer_051717.pdf
Physical exam and vaccinations; flu shot	\$0- \$100	Required for supervised practice; cost varies by health insurance plan
CPR/AED Adult and Child First Aid	\$25-\$80	Cost is subject to provider fees charged; Not required by all supervised practice sites
Fingerprinting (LiveScan)	\$0-\$80	May be required for some students based on supervised practice location and policies
Background Check	\$40	Cost is subject to fees of the provider, may be required for some students based on location
Drug Testing	\$50-\$80	May be required for some students based on supervised practice location and policies
Transportation & Parking	\$500	Will vary by supervised practice location; students must provide their own transportation; public transportation is available
Textbooks & Reference Manuals	\$2,000	Some books can be rented or purchased used; this amount is based on new books purchased
Computer internet connection	\$ 600	Students will be given access to USC computer resources on-campus but will need internet access to connect off-campus
Personal Liability Insurance	\$20/year	Required. The company recommended is Proliability powered by Mercer
AND & LAD Student Membership	\$21/58 + \$ 20 = \$79-\$99/year; add for practice groups	Students will be required to become a member of: <ul style="list-style-type: none"> • AND • Los Angeles Dietetics Association, or distance state association
Review course for Dietetic Registration Examination	\$400	Students are encouraged (NOT required) to purchase online access to a self-study review course for the registration exam upon program completion
Application for Registration Examination	\$200	Following completion of the Coordinated Program and receipt of verification statement

Lab Coat and Closed Toe Shoes	\$100-200	Each student will be required to have a white lab coat for food services and closed toe, non-slip shoes for food service and supervised practice particularly in the hospital setting
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*Students will need to estimate the cost of personal health/medical insurance in addition to the estimated program expenses

Students Technology Requirements

Students enrolling in the Coordinated Program should be familiar with PC or Mac technology, sending and receiving email, navigating the Internet and engaging in online learning. They will also need to be familiar with Word, PowerPoint and Excel. Internet access for all students is required. All students will have access through Blackboard, to the Mediasite-recorded class lectures. Distance students will need to video and/or audio record class presentation/ assignments and submit into Blackboard. Students will be trained on using EXXAT, an education management platform for supervised practice rotations. Adobe Connect may also be used to deliver class in the event of a University closure for class sessions.

Secure Login, Passcodes and Verification of Identity

In order to verify student identity on exams completed off-campus, exams will be delivered through the USC academic course system Blackboard, a password-protected portal. Blackboard also employs Turn-It-In for papers submitted through Blackboard to assess for plagiarism. Student presentations will be delivered via video to assure identity (distance students). Prior to the start of supervised practice rotations, preceptors will receive resumes and a copy of the student photo ID to verify the identity of the student. All students will be required to use EXXAT available through USC School of Gerontology. EXXAT is password-protected and HIPPA compliant for storage and retrieval of documents required for supervised practice. Documents maintained and required to be uploaded or entered into EXXAT include: required documents for supervised practice rotation sites, rotation schedule, hours of verification, assignments and evaluations. EXXAT authenticates user log-in without gaining access to user security credentials, such as a password. Only the Program Director, Internship Coordinator and the individual student have access to EXXAT files. Files in EXXAT are stored by the University for faculty, staff and students.

Program Policies & Procedures

The following section provides a summary of the USC and Coordinated Program Policies and Procedures that guide the academic integrity of the Program. Students, Faculty and Supervised Practice Preceptors will receive training on accessing and interpretation of the Policies and Procedures.

1. Student Withdrawal from the Coordinated Program and the University

Information regarding withdrawal from the University is found in the USC Catalogue, available online: <http://catalogue.usc.edu/>. Students have three options to cancel or drop all enrolled classes: complete a blue Request for Change of Program application in person at the Registration Building, 601 Exposition; send a letter requesting to withdraw from all classes to the Registration Department, Los Angeles, CA 90089-0912; or send a fax to the Registration Department, (213) 821-3724, requesting to withdraw from all classes. All withdrawals must be requested, received and processed by the end of the third week of class. Students should consult the Registration Calendar: <https://classes.usc.edu/term-20173/calendar/> or the deadline to drop/withdraw classes. In order to be considered for re-application in the future the student must submit a written letter to the CP Director stating the reason for withdrawal. This

document will be placed in the students file for future reference and ACEND accreditation reviewers.

2. Scheduling, Time Commitments, and Academic Calendar

The Coordinated Program follows the University academic calendar, as described in the University Handbook, <https://academics.usc.edu/calendar/academic-calendar-2017-2018/>. Students will follow the USC academic calendar for scheduling and time away. Students approved by the Program Director to enroll in GERO 591: Supervised Practice, will be notified of rotation sites and schedule dates and location prior to the beginning of the semester. Required hospital or facility orientation is scheduled by the preceptor with the student. Students are instructed to contact their clinical preceptor prior to start of the semester to determine when orientation is scheduled and when and where to meet the preceptor on the first day of the rotation.

Because the program is considered a time of intensive, hands-on experiences, it is important that students focus on the supervised practice experience and accompanying didactic courses. The practicum experiences may entail up to 40 hours per week in facilities. Students are encouraged not to work in an outside paying job during the academic program. If an outside job must be maintained, hours for that job must be scheduled so that the hours do NOT conflict with the supervised practice schedule established by the preceptor. Since practicum experiences may also entail some weekend or evening activities, the student should work closely with their supervised practice facility preceptor regarding scheduling issues. In addition to supervised practice (SP) hours, students should allocate approximately 10 hours/week to complete reports and projects outside of the SP day.

Students are not allowed to replace employees as part of supervised practice. Students are required to complete staff relief during the rotation. If a student believes their educational time is being utilized to fill in for staff vacancies, they should contact the Internship Coordinator who will discuss the issue with the practicum site preceptor.

3. Vacation, Holiday, and Absence Policies

Holidays and vacation breaks are published in the Academic Calendar:

<http://academics.usc.edu/calendar/academic-calendar-2017-2018>

Course instructors also may announce class cancellations or changes in the semester schedule. Students are responsible for checking with individual course instructors regarding absence policies for didactic courses.

Students and preceptors should work together to ascertain the best schedule for that facility and operation. For example, a student may work a weekend in a supervised practice facility and be given time off during the week. Or, a student in a school foodservice setting may rearrange the time they take their spring break week to coincide with the school district's spring break rather than the University spring break.

Excessive absences, whether for illness, family emergency, or other reasons, must be discussed with the CP Director, Internship Coordinator, and all faculty or preceptors involved with the student during that semester. All parties involved will work together to determine if, when, and how time missed may be made up. Students may miss up to three days during the semester for illness or emergency before make up days in the practicum are required. However, a total of 1200 hours will need to be completed for a student to be considered for completion of the required supervised practice hours.

The student is responsible for notifying instructors and facility personnel as early as possible in the semester if absence from classes or facilities is anticipated. Provision must be made, to the satisfaction of the faculty and/or supervised practice staff, for coverage of coursework or duties during the student's

absence. Students who are “at risk” academically will need to discuss with their instructor if absence from classes or facilities is in their best interest.

4. Attendance at Professional Meetings

All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of The Academy of Nutrition and Dietetics, the California Dietetic Association and Los Angeles Dietetic Association meetings and training events or other organization seminars. Limited funding will be budgeted to support students’ attendance at these conferences through the Leonard Davis School of Gerontology when presentations or posters are delivered. The University Graduate School Office may also have financial support for professional meeting presentations.

5. Student Records

The USC Leonard Davis School of Gerontology, Coordinated Program (CP) in Nutrition, Healthspan and Longevity will abide by the USC Policy and Procedures for student record access under FERPA. The CP Program Director is responsible for assuring that the USC Student Records Policy & Procedures are followed (see SCampus). The Program Director will work with School and University Administration to assure the Policy and Procedures and implemented consistently across the school of Gerontology. The Program Director will inform faculty and preceptors of the policy and procedures and will assume leadership for student requests to see their records. Faculty and preceptors are to refer students requesting access to records to the Program Director. The Student must schedule a meeting with the Program Director, requesting in writing access to his/her program file. The program director maintains a file on each student which includes a student’s application to the program, recommendation forms (right to review waiver), required entrance documents, summary comments on student performance, etc. The Internship Coordinator will maintain documentation of all student records pertaining to supervised practice including completed assignments, preceptor evaluation forms, hours of verification, etc.

6. Student Counseling and Resources Provided by the University

Assuring that students are able to successfully complete the Coordinated Program is the responsibility of all faculty, staff and preceptors that engage with the student. The Program Director is responsible for oversight, assuring that systems and resources are in place to a) identify (early-on) students failing to meet program benchmarks for grades and supervised practice evaluation scores; b) support student’s progress through the development of remediation plans; c) monitoring student’s progress on remediation plans; and d) counseling the student regarding career paths more appropriate to their ability when it becomes evident that they have little chance of success in the Coordinated Program.

The USC Leonard Davis School of Gerontology provides Student Academic Support to students enrolled in the program. In addition the University provides multiple resources and supports for students that can be accessed through the SCampus Student Guidebook, <http://scampus.usc.edu/>. The USC Student Affairs provide student support and advocacy to assist students and families in resolving complex issues which can adversely affect student’s academic success. <https://studentaffairs.usc.edu/ssa/>

7. Medical Insurance Entrance Requirements for USC Graduate School and Supervised Practice Courses

Students participating in the CP must show evidence of medical insurance coverage, either through a family medical plan or an individual medical insurance plan. Proof of medical insurance coverage must be presented to the University and program director prior to assignment in any supervised practice facility. This is critical because students are not employees of these operations and thus are not covered by Workers’ Compensation.

8. Professional and General Liability Insurance

It is a requirement that students who have been formally admitted to the Coordinated Program in Dietetics carry professional (student) liability insurance to protect them from malpractice suits. Proof of student liability insurance coverage must be presented to the program director prior to beginning the Supervised Practice Rotations in the CP. The company recommended by AND offering discounts to AND members and providing professional liability insurance for practicing credentialed RDNs is Pro Liability. The program will provide information to students accepted into the program. Once the CP student graduates, this policy will no longer be considered student professional insurance coverage and regular professional liability insurance should be purchased.

9. Additional Entrance Requirements for Supervised Practice

Proof of Current Immunizations and titers - Students must have current immunizations and post a copy of the record in EXXAT. Some hospitals also require Hepatitis A vaccination and most hospitals require Hepatitis B vaccinations or a decline waiver.

Proof of Negative TB Skin Test- Students must have a recent negative TB skin test (within one year) and written proof available prior to entrance into the supervised practice site. Supervised practice sites vary in their requirements; the Internship Coordinator will provide each CP student with specific requirements for the site to which they are assigned.

10. Criminal Background Checks

Background checks are required by all SP sites. The CP requires that a criminal background check be completed on all students who have been accepted into the Coordinated Program. Students are required to initiate this criminal background check through a third party vendor, CastleBranch. It takes 24 to 96 hours for the background check to be completed. The report will be sent to the Internship Coordinator and the student. The Internship Coordinator will review and relay the results to the facility. The Internship Coordinator will provide each student with instructions for the background check.

11. Drug and Alcohol Testing

Some SP sites require students to have drug and/or alcohol testing prior to entrance to the facility. Some sites will perform this testing onsite. However, some facilities require testing prior to the first day of the SP rotation. The USC Engemann Health Center performs drug and alcohol testing for students. Students will need to sign a waiver allowing the results of the test to be released to the Internship Coordinator, who will send the results to the SP site. The student will incur all costs of drug and alcohol testing if not covered by SP site.

12. Supervised Practice site-specific requirements

Each SP site has specific entrance requirements. The Internship Coordinator will provide each CP student with a list of requirements and due dates for the site where they are assigned. The Internship Coordinator will need all documentation approximately 30 days prior to the first day of the supervised practice rotation.

The Internship Coordinator will send copies of all documentation to the SP sites before the first day of the SP rotation. All SP sites are notified that information provided to them regarding student health either by the Internship Coordinator or student themselves is HIPAA protected.

13. Liability for Safety in Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. During the year,

students in the CP will be assigned to off-campus facilities away from the Los Angeles area. It is highly suggested that students have reliable transportation of their own as many locations do not have public transportation available. Students who must rely on public transportation to reach SP sites must notify the Internship Coordinator at the time of program acceptance so that supervise practice rotations can be arranged with sites that are accessible using public transportation. However, proximity of sites and accessibility to public transportation to SP facilities cannot be guaranteed.

14. Injury or illness while in a facility for supervised practice.

Most facility-developed affiliation agreements state that emergency care will be provided to a student that is injured or has a health emergency while at the facility. The cost of these services is born by the student. All students entering the CP are required to carry personal health insurance for the purpose of treatment for injury or illness. USC offers the USC Student Health Insurance Plan as an option, or if you already have a comprehensive insurance plan that is approved by the university, you may choose to use that one. The University and the Coordinated Program do not provide Workman's Compensation at supervised practice sites.

15. Grievances

The Coordinated Program faculty, preceptors, staff and students will have access to USC policy and procedures to be used when a student grievance arises (students receive a copy of this Policy and are asked to sign and acknowledge receipt). Student will be informed of the procedure for filing a grievance upon entering the program. Faculty and Preceptors will be informed of the policy and procedures in their orientation, conducted prior to the start of every semester (fall, spring). Steps to be taken by student, faculty and preceptors will follow three established policies and procedure resources, 1.) USC, 2.) USC Leonard Davis School of Gerontology, 3.) ACEND. In addition, the Coordinated Program seeks to preserve the working relationship with the preceptor, their staff and the practicum site recognizing that each practicum site must enforce their own policies and procedures.

Every attempt will be made by the Program Director and the Internship Coordinator to work with the preceptors, student and faculty to resolve the concerns that might prevent the student from completing a successful supervised practice or didactic course. All student concerns are handled in a non-retaliatory and private manner between preceptor or faculty, students and program director. The USC Leonard Davis School Associate Dean is consulted as needed by the program director. Students may also discuss their concerns with the Associate Dean without fear of retaliation. For more information regarding filing complaint and appeals at USC go to <http://equity.usc.edu/filing-a-complaint/> or <http://arr.usc.edu/records/ferpa/>.

16. Opportunity and Procedure to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained from ACENDs Webpage at <http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint> or by contacting the Education and Accreditation staff at AND, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872. Written complaints should be

mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

17. Assessment of Student Learning and Performance Reports

Regular evaluation of student performance in academic courses and supervised practice component is an important part of the CP experience. Each student meets on a regular basis with their faculty or preceptor to critique learning activities and identify strengths and areas for improvement in didactic, on-the-job knowledge and behavior.

At the end of each semester, all students will be asked to complete a selection of questions that mirror the CDR registration examination and cover content delivered the previous semester. The purpose of this exam process is to a) check for understanding and assess student's progress in meeting established ACEND competencies and b) prepare students for taking the registration examination. Exam results, along with supervised practice evaluation and didactic course grades will be used as a comprehensive evaluation of student progress.

Formal evaluations are completed at midterm and at the end of the semester. Supervised Practice (GERO 591) is graded credit or no-credit by the faculty assigned to teach the course based upon preceptor evaluations, assignment scores, and project scores.

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

18. Program Retention, Remediation and Dismissal Procedures

CP didactic professors and supervised practice preceptors will review student progress at a minimum of twice per semester. CP professors and preceptors will meet with the Program Director and/or Internship Coordinator and CP student if they are not performing up to standards as indicated by the performance report. Students who fail to make satisfactory progress will be informed by the Program Director and/or Internship Coordinator and placed on probation or given a written warning. The CP instructor, CP student, and faculty and/or preceptor will determine goals, objectives and a timeline to meet these goals and objectives for the student to meet performance standards. If the student does not improve within the given timeline, the CP student may be dismissed from the program.

A graduate student, whether on probation or not, will be subject to disqualification if the student affairs committee of the USC Leonard Davis School of Gerontology at any time determines deficiency in academic achievement. Obtaining a 3.0 GPA overall in all CP courses is a prerequisite to continue in the Coordinated Program. Students must complete the first semester of full-time study with a GPA of ≥ 3.0 and no grades under B- in order to begin supervise practice in the second semester of the program. Students who earn a grade below a B in a Coordinated Program course will be re-evaluated for continuation in the program. Student performance and professional behavior is a critical component in determination of letter grades for courses.

In addition, if a student does not successfully pass a supervised practice rotation, the CP Director and Internship Coordinator will determine whether the student must complete a portion of the rotation or repeat the entire rotation. This may require the student to reregister for GERO 591 and may extend the date of graduation and add additional tuition costs.

If the student successfully completes the repeated rotation, the CP Director and Internship Coordinator will re-evaluate the student on the competencies that were identified for improvement. If the student does not successfully pass the repeated rotation or successfully complete the remediation plan after

one semester, the Program Director will counsel the student and explore with the student other career options the student might consider. All documentation of student meetings and corrective actions will be signed by all parties involved with a copy given to the student and the original maintained in the student file.

19. Graduation Requirements

Coordinated Program graduate students must complete all coursework required for the master of science degree and 1200 hours of supervised practice with above satisfactory (4 or 5 on a 5-point scale) ratings and passing scores on all assignments and projects. Coordinated Program students are expected to complete the supervised practice experience within two years of beginning the Coordinated Program. The Coordinated Program follows guidelines established by USC for the maximum number of years a student will be allowed to complete the master's degree.

The time limit for completing the master's degree is five years. An academic unit may grant an extension of up to one year at a time for a maximum of two years. In extenuating circumstance, extensions beyond seven years (master's students) or 10 years (doctoral students) may be granted. Extensions beyond seven years (master's students) or 10 years (doctoral students) require approval from the Graduate School. When requesting an extension beyond the allotted time, the students will need to demonstrate how their earlier coursework is current.

20. Verification Statement Procedures

Upon completion of the master's degree conferral and supervised practice experience completion, the Program Director issues to the CP students 5 original copies of their verification Statement indicating successful completion of the required 1200-hour experience and degree completion. The Program Director will submit the verification statement to the Commission on Dietetic Registration (CDR). CDR will notify the candidate of their eligibility to take the exam. The process can take up to 3 weeks post-graduation. The original signed and dated verification statement remains on file in the program office at USC indefinitely.

21. International Students

The Office of International Services (OIS) provides advising services and support for international students and scholars at the University of Southern California. Through an array of programs and initiatives for USC's international community, OIS aims to help international students and scholars to achieve their academic, personal, and professional goals, and to make the most of the USC experience. International Students must complete the Coordinated Program on the USC Campus and are not eligible to enroll in the distance education program <http://sait.usc.edu/ois/>

Supervised Practice Rotations (GERO 591) Full-Time Program Distance Education Students

All students in the full-time distance track must secure facilities and preceptors for 8 of the 9 supervised practice (SP) rotations on their own. A fully executed affiliation agreement between USC Leonard Davis School of Gerontology and the facility must be in place in order for supervised practice rotation to begin.

1. All students in the distance program must secure preceptors for the first 3 supervised practice rotations (retail food service, community and nutrition education) prior to the start of the program.
2. The sites students select should NOT be a setting where they are currently or have previously been employed (does not include volunteer or student work) or if they are related to the

preceptor. Students will need to take information about the program to the sites, within your community are advantageous. Students may not be able to locate all the preceptors required within their community and driving may be required. Some organizations may be able to provide supervised practice for more than one of the eight required rotations. Students may have different preceptors within the same organization.

3. The program will require several additional documents from the preceptors to assure their credentialing. The CP requires a copy of the preceptor's Commission on Dietetic Registration Card and a copy of their resume, including areas of practice and certifications.
4. The Academy of Nutrition and Dietetics has assembled a nationwide list of potential preceptors at <http://www.eatright.org/programs/rdfinder/>. Students can also use Google to search for local hospitals, community nutrition programs, schools, colleges and universities. All students accepted into the CP will be required to join AND as a student member and their state dietetic association. Attendance and involvement in national, state and local dietetic associations is also a potential source of contact for RDNs.
5. Once students are ready to meet with agencies, be prepared to take documents to share and an outline of what to cover during the meeting. Dress professionally and take along a portfolio, transcripts as well as your resume to share. Do not expect a response at the first meeting. Schedule a follow-up meeting, allowing the individual to review the materials shared. Send a follow-up thank you note or email to the individual following any meeting. This may be a future employer that you are meeting.
6. If the potential preceptor wishes to speak with the Internship Coordinator, point out the contact information for Jeannie Wakamatsu, MPH, RDN.
7. Supervised practice rotations are listed and described in page 23.

Preceptor Requirements by Rotation (as defined in the Supervised Practice Rotation Workbooks)

Community

Credentialed or licensed health care providers who are also credentialed as nutrition educators and meet state and federal regulations for the area(s) in which they are responsible such as registered dietitians, nurses, physicians, pharmacists, or chiropractors.

Nutrition Education

Professionals experienced in teaching nutrition education and mentoring educators such as a dietitian as well as other specialists, such as, a nurse, first aid instructor, or coach. Examples of preceptors are: child and adolescent educator at a community center, an experienced teacher, or supervising teacher.

Retail Foods and Inpatient Foods

Someone experienced in planning and overseeing retail/institutional foodservice such as the foodservice director, manager, or supervisor and might be a certified chef or other production managers.

MNT I, MNT II, Outpatient and Clinical Concentration

Registered dietitian nutritionists who are credentialed or licensed to meet state and federal regulations for the area in which they are responsible must serve as preceptors for these rotations.

Facility Option List (as defined in the Supervised Practice Rotation Workbooks)

Supervised Practice Rotations	Facility Options
Community/Nutrition Education	Women, Infant, Children (WIC), Head Start, Non-Profit Organizations, Department of Health, Meals on Wheels, Cooperative Extension, Expanded Food and Nutrition Program (EFNEP), SNAP-ED, Community Centers, YMCA, YWCA, Food Banks
Retail Food Service	School Districts, Hospitals, Large Retail or Institutional Cafeterias, Food Service Companies, University Dining, Long Term Care Facilities
Outpatient	Student Health Centers, Outpatient Medical Clinics, Private Practice
Inpatient Foods and Clinical Rotations	Hospitals, Skilled Nursing Facilities, Long-Term Care

Students will complete nine supervised practice rotations to fulfill the 1200-hour requirement for supervised practice. Students must complete and receive approval of all supervised practiced (SP) rotation reports, hours and receive a passing grade on the final evaluation form by their SP rotation preceptor. If all reports and documents are not in place and approved by the Internship Coordinator and/or the preceptor by the last day of the semester (prior to final exams), placement for the next SP rotation will be delayed. If a student does not receive passing scores in the SP rotation, and is required to repeat all or partial rotation, the student may not receive credit for the course and additional credits will have to be taken.

Supervised Practice Documentations

The student will upload all assignments into EXXAT for the Internship Coordinator to review. The SP Reports must be submitted for review on a regular basis as activities take place. It is not acceptable to hold reports and submit them in bulk for review. Any student or preceptor assignment modifications must be requested by the student in advance, and approved by the Internship Coordinator, prior to implementation.

Rotation Schedule Form: Students need to complete the Rotation Schedule Form with their preceptor. Students will upload a copy of the schedule in EXXAT for the Internship Coordinator to review and approve.

Rotation Hours Verification Log: Students must complete Rotations Hours Verification Log to record the supervised hours worked throughout the rotation. Preceptors must approve the hours submitted by students in EXXAT. Hours accrued through simulations, case studies, role playing, or learning modules will be approved by the CP Director or Internship Coordinator. All rotation hours will be inputted and stored in EXXAT by the student for review and approval by the Internship Coordinator.

Evaluations: Preceptors are asked to complete a midpoint evaluation and are required to complete a final evaluation form. Preceptors will address strengths and areas of improvement with the student. The evaluation forms will be sent to the preceptor and completed evaluation form will be accessed by the Internship Coordinator via EXXAT.

Description of Each Supervised Practice and Required Hours

1. Professionalization Seminar (40 hours)

Through the Professionalization Seminar, which consists of a series of sessions, activities, and communication exchanges, the program director walks the students throughout their entire supervised practice so that students develop and bring professional attitude, behavior, ethics, and values into their roles as professional RDNs.

The Professionalization Seminar topics include orientation to supervised practice, professional conduct, tutoring, and mentoring support. Actual activities and assignments include medical terminology training, participating in public policy activities for legislative and regulatory initiatives, conflict resolution case studies, applying nutrition services within a culturally diverse population, developing a draft CDR portfolio, registration exam preparation, resume development, and selecting prospective employment opportunities. Additionally, students communicate with the program director monthly, receiving individualized support throughout their supervised-practice experience. The program directors will develop other projects, activities and assessments, such as: learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests.

2. Retail/Institutional Foodservice, Production, and Management Guidelines (200 hours)

The Retail/Institutional Foodservice, Production, and Management Rotation focuses on all aspects of marketing, procurement, storage, preparation, delivery, service, and management of retail/institutional operations. Students practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities. The activities in this rotation include practical hands-on practice, as well as, operations management to prepare for entry-level management responsibilities.

3. Inpatient Foodservice, Production, and Management Rotation Guidelines (120 hours)

The Inpatient Foodservice, Production, and Management Rotation focuses on all aspects of producing and delivering nutrition, within an inpatient setting, to patients who have medical needs related to their diets including menu modifications, meal orders, tray preparation and delivery, meal promotion, food production, and patient satisfaction. While the activities in this rotation may seem similar to the Retail/Institutional Foodservice, Production, and Management Rotation, it focuses exclusively on providing nutritional needs for patients, and not on serving the general public in a retail setting.

4. Community Nutrition Rotation Guidelines (160 hours)

Students practice providing community-based nutrition services including community nutrition assessment, counseling, education, wellness promotion, and project related time management. Students also develop skills in evaluating and applying government program guidelines and policies. The program director may also develop other projects, activities and assessments, not limited to: learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests.

5. Nutrition Education Rotation Guidelines (40 hours)

During this rotation, students promote good health and wellness to school age children, adolescents, college students, adults and/or the elderly through nutrition education. Students learn how to create a series of lessons while learning how to interact and appropriately educate this age group. These lessons are to be taught to individuals when they are in groups or classes with their peers.

Using S.M.A.R.T. objectives, students teach the United States Department of Agriculture (U.S.D.A.) guidelines, including the Nutrition Education Key Behavioral Outcomes identified by the Food and Nutrition Service (FNS) of the USDA through the Supplemental Nutrition Assistance Program Education (SNAP-Ed). To magnify the impact of SNAP-Ed, the FNS encourages states to focus their SNAP-Ed efforts on the Nutrition Education Key Behavioral Outcomes. Students use a log to track the populations and possible diseases and conditions they are educating during this rotation. The program director may develop other projects, activities and assessments, not limited to: learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests.

6. Inpatient Medical Nutrition Therapy I Rotation Guidelines (160 hours)

Inpatient Medical Nutrition Therapy I is the first rotation where students practice the Nutrition Care Process (NCP) for Medical Nutrition Therapy (MNT) in an institutional setting. Students practice the Nutrition Care Process with populations that have common disease states or conditions impacted by diet, including obesity, diabetes, hypertension, cardiovascular disease, and gastrointestinal disorders. Students also prepare and present case study reports to become skillful in investigating and discussing these disease states and conditions in professional settings. Students use a log to track the populations they are serving and the disease states and conditions they are treating during this rotation. The same forms are intended to be used throughout the other MNT and Community rotations.

7. Outpatient Medical Nutrition Therapy Rotation Guidelines (120 hours)

Outpatient Medical Nutrition Therapy builds on the skills developed in the Inpatient Medical Nutrition Therapy (MNT) 1 Rotation. In this rotation, students practice the Nutrition Care Process with patients who are being seen in an outpatient setting. These patients have disease states or conditions impacted by diet and do not require hospitalization at this time. Therefore, students will be supporting patients who are caring for themselves and may require guidance to incorporate good nutrition practice into their daily lives. Students also prepare and present case study reports to become skillful in investigating and discussing these disease states and conditions in professional settings. Students use a weekly log to track the populations they are serving and the diseases and conditions they are treating during this rotation. The same forms are intended to be used throughout the other rotations. MNT activities may be satisfied with group counseling activities in the Community Nutrition Rotation.

8. Inpatient Medical Nutrition Therapy II Rotation Guidelines (240 hours)

Inpatient Medical Nutrition Therapy II is the second rotation where students practice the Nutrition Care Process (NCP) for Medical Nutrition Therapy (MNT) in an institutional setting. Students practice NCP with populations with complex disease states or conditions that require significant nutrition intervention such as renal disease, multisystem organ failure, and hepatic disease. Students also prepare and present case study reports to become skillful in investigating and discussing these disease states and conditions in professional settings. Students use a log to track the populations they are serving and the disease states and conditions they are treating during this rotation. The same forms are used throughout their MNT and Community rotations.

9. Clinical Concentration Rotation Guidelines (120 hours)

The Clinical Concentration rotation is an extension of the Inpatient and Outpatient MNT rotations and requires that students have completed Inpatient MNT 1, Inpatient MNT 2, and Outpatient MNT. During this rotation, students will practice the NCP with patients with complex medical conditions in a selected area of concentration. Students also prepare and present case study reports to become skillful in investigating and discussing these disease states and conditions in professional settings. Before

beginning the rotation, students will select one of the following areas of concentration with the advice and consent of their program director:

- Medical Intensive Care
- Surgical Medical Oncology
- Pediatric Intensive Care
- Hepatic
- Renal
- Oncology
- Developmental disabilities
- Others as defined by program director

Students use a weekly log to track the populations they are serving and the disease states and conditions they are treating during this rotation, in addition to their area of concentration.

Dietetics as Your Chosen Career

As a recipient of this handbook, you have chosen the field of dietetics to be your career choice. What does this choice mean for you once your studies are over? The following section of this handbook is designed to answer some of the questions that new graduates from a coordinated program often have such as: What is a dietitian? What employment opportunities are available for RDN's? Why should I become an RDN? What are the steps involved in becoming an RDN?

The Registered Dietitian Nutritionist (RDN):

RDNs are food and nutrition experts who have met the following criteria to earn the RDN Credential:

- Completed a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by ACEND.
- Completed an ACEND-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies.
- Passed a national examination administered by the Commission on Dietetic Registration (CDR).
- Complete continuing professional educational requirements to maintain registration.

Some RDNs hold additional certifications in specialized areas of nutrition practice, such as pediatric, renal, geriatric, nutrition support, and diabetes education. These certifications are awarded through CDR, the credentialing agency for AND. Other medical and nutrition organizations may provide certification and are recognized within the profession, but are not required (e.g. ASPEN). In addition to RDN credentialing, many states have regulatory laws including mandatory licensure for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN. In California, additional State-level Licensure is not required.

The certification as a Registered Dietitian Nutritionist signifies to other health professionals and consumers that the individuals providing nutritional care meet the standards of the Commission on Dietetic Registration.

For more information regarding the career path to become a RDN please visit the AND website:

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

EMPLOYMENT OPPORTUNITIES FOR RDNs

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Examples of employment opportunities include: Clinical nutritionist as part of a hospital or other health care team, Food Service Systems Manager, Sports Nutrition or Wellness Program Coordinator, Food and Nutrition Consumer Affair Spokesperson, Community or Public Health Nutritionist, Nutrition Research Coordinator, Food and Nutrition Program Development and many more!

Reasons for Becoming an RDN:

Becoming a registered dietitian is a competitive advantage in securing an employment position. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as an RDN

I _____ on this day _____ have reviewed the USC Leonard Davis School of Gerontology Student Manual and agree to abide by all policies and procedures contained herein. Upon signing this form, you are agreeing that you will review any and all policies and procedure throughout the program and follow guidelines provides to resolve any special needs or concerns if and when they may arise. The Program Director, Dr. Cary Kreutzer can provide support in reviewing program policies and procedures, if needed.

Signature, Student: _____

Signature, Program Director: _____