

COORDINATED PROGRAM  
STUDENT HANDBOOK  
SUPPLEMENT

UNIVERSITY OF ILLINOIS  
CHICAGO

Created March 2025

## Contents

INTRODUCTION.....	2
Coordinated Program Mission, Philosophy, Goals, & Objectives .....	5
Core Knowledge for the RD .....	7
Curriculum .....	13
Students with disabilities and accommodations .....	15
Religious holidays .....	15
Probation and Dismissal Rules .....	15
Dismissal Rules .....	16
Professional and behavioral expectations.....	17
Student Health .....	17
Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Discrimination.....	17
FERPA (Federal Educational Rights and Privacy Act).....	17
Coordinated Program Policies and Procedures .....	18
Policy on Course Exemptions .....	18
Class Attendance.....	18
Policy on Deferment/Leave of Absence from the Coordinated Program.....	19
SUPERVISED PRACTICE.....	19
Policy on progression to subsequent supervised practice rotations.....	21
Background Checks, Immunization, and Vaccination policy .....	22
Guidelines for student behavior in the supervised practice portion of the Coordinated Program.....	24
Policy on Verification Statements to students .....	26
Financial Responsibilities .....	27
Engagement in Personal Nutrition Enterprises and Activities .....	28
Handbook Agreement .....	30

## INTRODUCTION

UNIVERSITY OF ILLINOIS CHICAGO  
COLLEGE OF APPLIED HEALTH SCIENCES  
DEPARTMENT OF KINESIOLOGY & NUTRITION

### Preface

This Handbook Supplement was developed to familiarize you with the Master's Coordinated Program (MSCP) policies and procedures which you are required to follow while you are a student in the program.

**You have chosen a great nutrition degree! Our Coordinated Program focuses on intensive clinical study in biological and physical sciences to understand the relationships between nutrients and human health and prepares you for a career as a registered dietitian!**

### **Our Coordinated Program will provide:**

- Understanding of the impact of poor diet on health and chronic disease risk
- Practical and effective skills to address diet and lifestyle changes
- Biochemical and pathophysiological aspects of nutrition
- Coursework in Medical Nutrition Therapy
- Practical application of Food as Medicine
- Health counseling techniques to enhance compliance with behavioral change
- Community nutrition resources and patient-centered cultural humility
- Broad range field experience

The Coordinated Program is a Master's level program. This handbook is for the Coordinated Program ONLY and does not apply to those students in the Nutrition Science Program or general Master of Science degree in Nutrition.

When you graduate from the MSCP, you will receive a verification statement upon successful completion of the degree and program requirements. You are then eligible to take the national dietetics registration exam to earn your RD/RDN credentials. Please note that as of January 2024, the Commission on Dietetic Registration requires students to have a Masters' degree to sit for the Registration Examination for Dietitians.

## **Program Administration**

The Coordinated Program (MSCP) is a professional degree program offered through the Department of Kinesiology and Nutrition (KN) and College of Applied Health Sciences (CAHS) as well as being administered through the Graduate College of the University of Illinois Chicago. It is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) as a Coordinated Program.

Each nutrition faculty member participates in planning, teaching, and evaluating the MSCP. You participate in the evaluation of the courses offered and the MSCP curriculum. The MSCP Directors are ultimately responsible for determining that you have successfully met the foundational knowledge and competencies/learning outcomes for entry-level dietitians and for verifying that you are eligible to take the National Registration Examination for Dietitians. The current program director of the MSCP is Shayna Oshita, and the assistant director is Tina Lam.

### **Registered Dietitian Nutritionist Path:**

Registered Dietitians work in a wide variety of areas, including clinical nutrition, community nutrition, food service management, research, public relations and marketing, sports nutrition, and many areas of nutrition and dietetics.

**Clinical dietitians** work in hospitals, clinics, physicians' offices, and nursing homes. These dietitians work as members of the health care team to improve the condition of those in need. They also teach nutrition concepts to healthy groups and individuals, including children, pregnant women, and the elderly. Many have established private practices.

**Community dietitians** work in areas of public health such as the Supplemental Food Program for Women, Infants, Children Program (WIC), and the State Departments of Health. They facilitate better health by promoting and teaching good eating practices to the public.

**Administrative dietitians** direct the food service operations in hospitals, nursing homes, schools, universities, business and industry, restaurants, and correctional institutions. These professionals plan nutritious and attractive menus, purchase foods, control large food service budgets, and manage food service workers.

**Other dietitians** conduct research in nutrition in health and disease, develop new food products, promote nutrition through radio, television, and written media, or teach nutrition and food service management at the college and university level.

**Registered dietitians must meet the following criteria to earn the RD credential:**

Complete a ***minimum*** of a master's degree at a U.S. regionally accredited university or college, or foreign equivalent.

Complete **didactic course work** at a didactic program or as part of a coordinated program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

***Complete an ACEND-accredited supervised practice program/internship*** at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies (coordinated program). Typically, a dietetic internship will run nine to twelve months in length (longer if combined with a master's degree). Applicants participate in a computer matching program (Dietetic Internship Centralized Application Services <https://portal.dicas.org/> ) as part of the internship application process.

***Pass the national dietetics registration examination*** administered by the Commission on Dietetic Registration (CDR). Please refer to [www.cdrnet.org](http://www.cdrnet.org).

***Complete continuing professional educational requirements*** to maintain registration.

The purpose of registration is to protect the nutritional health, safety, and welfare of the public by encouraging high standards of performance of persons practicing the profession of dietetics. The computerized exam is offered on a regular basis in Illinois and throughout the US year-round. Exam questions cover four domain areas: Principles of Dietetics, Nutrition Care for Individuals and Groups, Management of Food and Nutrition Programs and Services, and Foodservice Systems. After completing all the required components, you are eligible to sit for the RDN exam. Only after successfully passing this exam can you become an RDN.

After obtaining the RDN credential, seventy-five clock hours of approved continuing education in the field over a five-year period are also required (note that the state of IL further requires that this continuing education be distributed equally, in other words, 15 credits annually). Approved continuing education activities include conferences, workshops, seminars, academic coursework, and other learning experiences. To maintain RDN status, a yearly fee must be paid to the Commission of Dietetic Registration (CDR). More information on the field of dietetics can be found on the Academy of Nutrition and Dietetics website at: <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

The Coordinated Program in Dietetics at the University of Illinois Chicago is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Telephone: 800-877-1600 ext. 5400.

## COORDINATED PROGRAM MISSION, PHILOSOPHY, GOALS, & OBJECTIVES

### MISSION

The mission of the UIC Coordinated Program is to prepare graduates for entry-level positions as dietitians in a variety of settings. They will be trained to be communicators and collaborators to advance health equity across diverse communities.

### PHILOSOPHY

The UIC Nutrition Programs believe that:

- Optimum nutrition is essential to the health of all individuals and that dietitians and nutritionists play a key role in providing nutrition care, education, research, and public service.
- A broadly based body of knowledge and skills exists, the acquisition of which constitutes the justification of the profession of dietetics.
- The role of the faculty is to foster the development of dietetic and nutrition professionals and assist them in developing values and goals that reflect an increased understanding of self and society.
- Its commitment to active research programs is vital for the advancement of the profession.
- It has a responsibility to provide public service as an essential component of the profession

### GOALS & OBJECTIVES

**Program Goal 1:** The UIC Coordinated Program produces adept entry-level practitioners who successfully pass the Registration Examination for Dietitians and subsequently obtain employment in dietetics-related positions.

#### **Program Objectives for Goal 1:**

- At least 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- At least 80% of students complete program requirements within 3.75 years (150% of planned program length)
- Of graduates who seek employment, at least 85 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Of the graduates who respond to our survey, 90% of graduates will respond that the coordinated program adequately prepared them for professional practice
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%

- Of the employers who respond to our survey, 90% will rank the job performance of graduates from the coordinated program as satisfactory or higher

**Program Goal 2:** The UIC Coordinated Program will prepare graduates with the communication and collaboration skills to advance health equity and serve the nutritional needs of diverse and underserved communities.

**Program Objectives for Goal 2:**

- Of the graduates who respond to our survey, 30% of alumni participate or work in community nutrition settings in a diverse and underserved area within one year of graduation
- Of the graduates who respond to our survey, 50% of graduates will report participation in food or nutrition related community engagement activities in a diverse and underserved area during their time as a student at UIC.
- Of the graduates who respond to our survey, 70% indicate that they have the communication and collaboration skills to address social determinants of health to advance health equity in their work with diverse communities.

**Program Goal 3:** The UIC Coordinated Program will integrate research into the curriculum for the advancement and dissemination of knowledge related to nutrition as an applied science.

**Program Objectives for Goal 3:**

- 90% of students will respond that they feel prepared with a strong scientific foundation in the field of nutrition/dietetics in their program exit survey.
- All of our clinical and assessment nutrition courses (HN 302, HN 311, HN 320, and HN 420) will include at least two assignments that utilize the Evidence Analysis Library, Nutrition Care Manual, and/or the eNCPT.

**Program Goal 4:** The UIC Coordinated Program will prepare graduates with a strong base in clinical nutrition therapy.

**Program Objectives for Goal 4:**

- 80% of graduates respond that they felt well prepared for a job in clinical nutrition
- Annual clinical nutrition domain specific scores on the registration exam will exceed the national average

*Program assessment data regarding the goals & objectives and RD exam pass results of our program is available upon request from the Program Director.*

## CORE KNOWLEDGE FOR THE RD

The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

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

#### ***Knowledge***

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

#### ***Competencies***

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.**

#### ***Knowledge***

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of

- Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

### ***Competencies***

Upon completion of the program, graduates are able to:

- 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- 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 interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.

- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

***Knowledge***

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

***Competencies***

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements 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 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).

- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 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.

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

***Knowledge***

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.

- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

### ***Competencies***

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

### ***Knowledge***

Upon completion of the program, graduates are able to:

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

### ***Competencies***

Upon completion of the program, graduates are able to:

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

### **Code of ethics for the profession of dietetics**

Please see: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=oc9d1622c51782f12aod6004a28cdacoce99a032> for the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the profession of dietetics.

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a code of ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted the code of ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues, and other professionals.

The code of ethics task force started reviewing and revising the 2009 code of ethics in November 2016. In February 2018, the academy board of directors and the commission on dietetic registration board approved the updated code. The 2018 code of ethics for the nutrition and dietetics profession is in effect as of June 1, 2018 and the 2009 version of the code will no longer be valid.

All nutrition and dietetics practitioners are held accountable to the Academy/CDR Code of Ethics, as described below: all members of the academy who are credentialed by CDR, all members of the Academy who are not credentialed by CDR, and all CDR credentialed practitioners, whether or not they are members of the Academy.

## CURRICULUM

The Master's Coordinated Program curriculum is planned to be completed in 2.5 years (6 semesters). Should you not progress in your coursework and supervised practice as planned, your time in the program will be extended. The University-defined maximum time allotted to complete the degree is 5 years.

Graduate courses are 400- and 500-level courses. The HN 400-level courses are in-person, and most of the HN 500-level courses are online.

You are expected to adhere to all UIC academic integrity guidelines. For online courses, you are expected to have your camera on and regularly participate in course discussions. You must notify your instructor with a rationale of why you cannot be on camera during class. Your identity in online courses will be verified through class attendance and i-Card photo confirmation.

Course descriptions are online <http://www.uic.edu/ucat/courses/>

The *Schedule of Classes* is also online:

[https://webcs7.oss.uic.edu/PORTAL\\_UIC/myuic/class-schedule.php](https://webcs7.oss.uic.edu/PORTAL_UIC/myuic/class-schedule.php)

*Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure they have completed the most recent requirements.*

### Overview - Example of Program of Study

<b>First Year: Fall Semester</b>	<b>First Year: Spring Semester</b>
HN 100 First Year Seminar in Nutrition (2cr)	HN 306 Nutrition Education (3cr)
HN 202 Culture and Food (2cr)	HN 309 Nutrition Science (3cr)
HN 302 Nutritional Assessment (3cr)	HN 313 Introduction to Community Nutrition (3cr)
HN 308 Nutrition Science I (3cr)	HN 330 Quantity Food Production (3cr)
HN 318 Genetic, Molecular, and Cellular Mechanisms of Chronic Disease (3cr)	
HN 440 The Research Process (3cr)	<i>HN 407 Writing Process in Nutrition (2cr)</i>
Total: 16cr	Total: 14cr
<b>Second Year: Fall Semester</b>	<b>Second Year: Spring Semester</b>
HN 300 Science of Foods (3cr)	HN 455 Supervised Practice (1cr) HN 581 Dietetics/Nutrition Instructional Practicum (1cr)
HN 311 Nutrition During the Life Cycle (3cr)	<i>HN 406 Food as Medicine II (2cr)</i>
HN 320 Clinical Nutrition I (3cr)	HN 420 Clinical Nutrition II (3cr)
HN 332 Food Service Management (2cr)	HN 396 Independent study – Foundations in Interprofessional Collaborative Practice (1cr)
<i>HN 405 Food as Medicine I (2cr)</i>	HN 423 Nutrition Counseling (3cr)
<b><i>HN 510 Nutrition Physiological Aspects (3cr)</i></b>	<b><i>HN 503 Advanced Pathophysiology (3cr)</i></b>
Total: 15cr	Total: 14cr
<b>Second Year: Summer Semester</b>	<b>Third Year: Fall Semester</b>
HN 455 Supervised Practice (4 cr) HN 581 Dietetics/Nutrition Instructional Practicum (1cr)	HN 455 Supervised Practice (9 cr)
<b><i>HN 506 Advanced Pediatrics (1cr)</i></b>	<b><i>HN 555 Obesity (3cr)</i></b>
Total: 6cr	Total: 12cr

\**Italicized* courses count toward required graduate elective credits. ***Bold and italicized*** courses count toward require graduate selective credits.

## Academic Advising

Academic advising for Coordinated Program students is done with Shayna Oshita and Tina Lam and should be scheduled via email. Students should plan on meeting with their advisor at least once each semester to plan upcoming courses. Progress in the program will be assessed at these meetings to help students stay on track for graduation.

## STUDENTS WITH DISABILITIES AND ACCOMMODATIONS

If you have a letter of accommodation (LOA) for your courses, you will need to obtain a separate LOA for supervised practice. This can be done by consulting the Disability Resource Center (DRC)

[http://www.uic.edu/depts/oaa/disability\\_resources/index.html](http://www.uic.edu/depts/oaa/disability_resources/index.html) at 312-413-2183 or via email at [drc@uic.edu](mailto:drc@uic.edu). The DRC will work with you to verify the disability, identify accommodations, and develop a Letter of Accommodation (LOA).

If you are encountering problems with accommodations being provided in a course the student should alert the MSCP Director and/or the DRC.

## RELIGIOUS HOLIDAYS

If you plan to observe a religious holiday on a day when you are schedule to be at your site. Please contact one of us and we will figure out a solution to the absence. This is an excused absence; however, the missed time will have to be made up.

Although this policy was adopted to accommodate students' observances of religious holidays, students must take care not to abuse the policy. It would be unreasonable, for example, for a student to request a two-week absence from classes for religious purposes. Information concerning specific religious holidays may be obtained from the Office of the Dean of Student Affairs or from Student Development Services.

## PROBATION AND DISMISSAL RULES

The conditions contributing to this determination may include but are not limited to:

- Failure to meet the program minimum requirements
- Inadequate achievement and maintenance of professional performance including performance during instruction in clinical sequences, personal deportment and character deemed inconsistent with ethical standards of behavior for members of the health professions; or
- Unsatisfactory progress toward completion of the degree requirements.

If you register for only courses that are not graded A-F (e.g. S/U courses not included in the GPA), the term still counts against the time allowed to get off probation. The situation of taking only S/U courses for a student on probation would be taken into consideration for any petition for extension of probation.

If you are placed on probation, assistance shall be provided to help you in attaining academic success. Recommendations may also be made relative to obtaining additional health-related or educational services.

Academic probation designates the status of a student who has failed to attain the accepted level of academic achievement as defined as follows:

- An overall grade point average of 3.0 in all courses designated as professional coursework within the Coordinated Program.
- A grade point average of 3.0 for each semester completed in the Coordinated Program in the Department of Kinesiology and Nutrition.
- A cumulative grade point average of 3.0 following matriculation into the Coordinated Program in the Department of Kinesiology and Nutrition.
- Satisfactory attainment of Knowledge of the RD (KRD) and Competencies of the RDN (CRDN) prescribed and published for any Coordinated Program in Dietetics course may be placed on probation. This may include unsatisfactory performance (<80%) on a final evaluation conducted by a site preceptor during supervised practice.

If your grade point average is below 3.0 in a given semester, even though the previously attained grade point average is in excess of 3.0, you will be placed on probation. The program and college will notify you of your probationary status, including notice of the expectation that a 3.0 average will be earned in the succeeding semester.

Removal of probationary status is dependent on earning a grade point average during the probationary semester which is sufficiently above 3.0 to maintain a grade point average of 3.0 or above for all work in the Coordinated Program in the Department of Kinesiology and Nutrition. If a cumulative GPA of 3.0 is not attained for 2 semesters, the Program Director and one faculty member will decide whether the student will be dismissed from the program. Generally, probation shall not extend beyond two semesters, and the student will be dismissed from the program.

### Dismissal Rules

If you are on academic probation from the UIC Coordinated Program, you will be dismissed from the program in any term in which you fail to meet the grade point average required by the probation and in which the cumulative GPA in courses taken in the Coordinated Program is less than 3.00/4.00.

If you fail to make progress toward a degree, you may be dismissed. Examples include failure to complete required courses, accumulation of an excessive number of Incomplete grades, failure to earn credit in any semester, failure to maintain a 3.0 GPA.

If it is decided that you should be dismissed from the Coordinated Program, you will be notified by the college of this decision.

During the supervised practice portion of the program, if you fail to progress, as determined by your preceptors and the program director, you may be dismissed from the program.

If you do not attend UIC for more than 2 consecutive semesters, you will be dropped from the UIC system and therefore be dropped from the MSCP and will need to reapply to both UIC and the MSCP.

### **Professional and behavioral expectations**

Students in the College of Applied Health Sciences are expected to uphold the professional standards of their individual programs and the university. Students should conduct themselves in an appropriate manner in all interactions with professors, office staff, fellow students, and any patients and/or research subjects. Abusive language, verbal outbursts, offensive written communications, or discriminatory remarks or actions will not be tolerated. Students displaying nonprofessional behavior will be counseled, and if warranted, will be subject to disciplinary action. In addition, scheduled appointments with faculty must be kept or rescheduled in advance.

### **Student Health**

Students enrolled in the College of Applied Health Sciences participate in a rigorous curriculum of academic and clinical instruction. The students' successful participation in the instructional programs requires maintenance of a level of physical and mental well-being sufficient to achieve course objectives. Should the faculty of a given program find that a student's mental or physical well-being is a contributing factor to substandard achievement, they are obligated to counsel the student to seek help from the Health Service, Counseling Services, or private services.

### **Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Discrimination**

If you encounter any perceived discrimination or harassment of any kind while participating in supervised practice, please contact your program directors immediately. We will work with you and your site to determine the appropriate actions.

### **FERPA (Federal Educational Rights and Privacy Act)**

During Supervised Practice, the only personal information that the program will share with the sites is your name and relevant program information for the site. Two-point identification items will be discussed with the student and shared only when needed. All other personal student information needed by the site will be supplied directly by the student.

## COORDINATED PROGRAM POLICIES AND PROCEDURES

### Assessment of Prior Learning, Credit towards Program Requirements and Course Exemptions

You may establish credit toward undergraduate prerequisite courses through the following examinations:

- ACT English/SAT Verbal
- Advanced Placement (AP)
- International Baccalaureate (IB)
- Proficiency Examinations for Enrolled Students

You must submit official grade reports/examination results to the Office of Admissions before credit can be awarded. UIC will not award transfer course credit based on another institution's evaluation of test results.

Information on how to receive credit for each of the above can be found here:

<https://catalog.uic.edu/ucats/degree-programs/academic-standing/#creditbyexam>

### Policy on Course Exemptions

It is the policy of the nutrition programs to require all core curriculum coursework be completed at UIC. It is up to the discretion and approval of the Director of the Coordinated Program to make exceptions to this rule.

Any exempted courses must be taken **prior** to you beginning the nutrition programs at UIC. You need to submit a course syllabus and/or job description (at least one-year paid experience in the course content required) for approval.

The following courses can be exempted: Culture and Food, Food Science, and Nutrition through the Lifecycle

Once you begin the core nutrition curriculum courses at UIC, you will **not** be allowed to take coursework outside of UIC to fulfill any program requirements.

### Class Attendance

It is expected that you will attend all courses and laboratory sessions. Prompt and regular attendance is required for all scheduled activities. An absence may be excused if it is unavoidable or justified.

You are responsible for notifying the course instructor of each day that you will be absent. Excused absences will be given if you have a serious illness or if there is a death of a family member.

Unexcused absences may be reflected in the course grade in a manner determined by the course instructors and in accordance with the policies of the University. If you have excessive unexcused absences, you may be asked to leave the program.

### **Policy on Deferment/Leave of Absence from the Coordinated Program**

Once in the Coordinated Program cannot technically defer. However, you may request a maximum one-year, non-guaranteed leave of absence from the program at the discretion of the Coordinated Program Director given that the following criteria are met:

- You are in good academic standing (program GPA >3.0)
- There is an available position in the Coordinated Program in the subsequent year.

The Department of Kinesiology and Nutrition cannot guarantee a position in the program. However, if there is an open slot in the Coordinated Program, you will be able to apply for it. You may be competing with other Nutrition Science students who are also eligible to apply for the open position.

If you plan to attempt to return after the leave of absence from the Coordinated Program, you must reapply to the university, as you are no longer considered active if you do not register for and attend courses for two consecutive semesters.

You must also reapply to the Coordinated Program and compete for the available position. If accepted, you will be able to start at the point in the program of study where you left off.

You must notify the Coordinated Program Directors in writing prior to the first day of class for that semester if they plan to take a leave of absence.

**Students who are inactive for more than 1 year must meet with the Director of the Coordinated Program to discuss their options.**

### **SUPERVISED PRACTICE**

The UIC Coordinated Program provides you with a minimum of 1144 hours of supervised practice. You must successfully complete all required didactic course work prior to assignment for supervised practice. You must show readiness for the experience by having achieved performance levels related to supervised practice that are consistent with practicing dietitians. Readiness will be determined by the program directors. If the program director determines that you are not ready/prepared for supervised practice, they reserve the right to hold you back from beginning supervised practice until the student is deemed ready.

### **Statement about the purpose of supervised practice and preceptors**

Supervised practice is designed to provide you with experiential learning opportunities under the direct supervision of an experienced health care professional. Any apparent

verbal or labor abuse of the intern should be immediately reported to the program director.

The preceptor is the dietitian or site manager responsible for the oversight of the instruction, supervision, and evaluation of the student at the supervised practice site. At clinical sites, the preceptor will be a registered dietitian, registered nurse, or a physician, and is ultimately responsible for patient care. At some sites, more than one preceptor may share these duties, or one preceptor may supervise more than one student.

UIC requires that preceptors meet minimal guidelines. The preceptor will be a registered dietitian or other individual operating in a supervisory role, be interested in working with you, and ideally will have completed the CDRN's "online preceptor training" module. They will be oriented to the appropriate rotation's assignment expectations, evaluation criteria, and ACEND guidelines. Sites and preceptors understand that you must not be used to replace employees. You should; however, expect to do any duty that their preceptor may be required to do.

The Coordinated Program has contractual agreements with all non-UIC supervised practice sites in Chicagoland. UIC-based sites are not required to have a contract as they are under the umbrella of the institution and considered internal. A current contractual agreement between UIC and the facility is required to place you at a designated supervised practice site. You are not placed at sites without a current contractual agreement. Agreements are managed by the department of clinical education within the college of applied health sciences and overseen by the office of business development services at the University of Illinois Chicago.

Supervised practice sites have been chosen because of their willingness to enter into a contractual agreement and to participate in intern education, because of their commitment to providing quality educational experiences and because of the type of practice that occurs in their setting. Sites are chosen to represent a variety of practice settings and populations and to help ensure that interns can complete a well-rounded supervised practice experience. In keeping with the mission of the university, sites in urban and rural settings are used. Some sites may not be available for all internship cohorts.

The UIC Coordinated Program supervised practice is unpaid. Instead, students receive course credit for their rotations. Students in the program are guaranteed their supervised practice hours for the program at sites that do not charge or pay the interns. In certain circumstances, where a site may require payment of their interns, the situations are reviewed on a case-by-case basis and will require UIC to obtain a separate contract with that entity in order to proceed. UIC does have contracts with some sites that require students to pay the sites directly for supervised practice. Students will not be required to go to these sites; however, if they choose to, the student will be responsible for paying the fee to the site.

## **Policy on progression to subsequent supervised practice rotations**

Grades for the supervised practice courses are satisfactory/unsatisfactory. The grade in the course is based on completing performance competencies or CRDNs. To pass the rotation (and/or earn a “satisfactory” for the term), all students must earn a competency score of 4 or higher on each one logged in the rotation as well as a satisfactory for your resume/cv submission and shadow the manager or other assignments in order to pass. If the student does not meet the competencies with a score of 4 or higher, they must develop a plan with their preceptor to show their progress.

At the end of each rotation, the preceptor will be asked to complete the appropriate evaluation form to assess your competencies from that rotation. At longer rotations (i.e. Inpatient), a formal mid-point evaluation form is also encouraged to ensure interns are progressing adequately. If you receive a score of 3 or below on the performance evaluation, you will meet with the program directors to discuss ways to improve.

If you do not improve in your competency performance for a supervised practice rotation, or if it is determined that you are not progressing in the supervised practice experience as expected (not meeting set competencies, missing assignments, etc.), the program directors in consultation with other faculty and/or preceptors involved in assessing you, and/or college administrators, reserve the right to recommend that you repeat all or part of a supervised practice rotation. If after repeating the supervised practice rotation, it is determined that you are not progressing, this will result in a grade of “unsatisfactory” for the affected term. The program director, in consultation with and upon recommendation from other faculty, the preceptors involved in assessing you and/or college administrators, reserve the right to dismiss you from the coordinated program. Courses, both didactic and supervised practice, may only be repeated once.

## **Late assignments in supervised practice**

All assignments must be turned in within a week of finishing your rotation. Any late assignments will result in a failing grade for that rotation. If you suspect an assignment may be late, you must contact the director and assistant director of the program immediately.

## **Absences in supervised practice**

Any 1 day of an unexcused absence will require 3 days of make-up time. Any 1 day of excused absence will require 1 day of make-up time. Excused absences include: illness with written medical excuse, a family emergency, being a member of a wedding party, a religious holiday, or a life event. Excused absences must be approved at least 2 months prior to the date(s) that is taken off from your site so that make up time can be arranged. Unexcused absences will be made up at the end of the supervised practice at sites that need staff relief. If you miss an hour for an excused absence, an hour will be made up. If you miss an hour from unexcused absence, three hours will be made up and so on and so

forth. If you become ill during any time during rotations, contact Shayna or Tina and your preceptor immediately. We will need to schedule a time that you can make up the time and assignments missed. Please be considerate of your preceptors. Realize that any time you have to make up is an inconvenience for them, so you should only miss if it is absolutely necessary.

If you are summoned for jury duty during your time in the program, you can be excused from serving. Notify Shayna or Tina immediately upon receiving the summons and we can assist in the process.

If you are injured while on site during supervised practice, please follow the procedure for that specific site. This may involve contacting employee health services, going to the emergency room, or notifying a supervisor of the injury. Along with ensuring no further medical complications ensue from the injury, it is crucial that these injuries are appropriately documented. Please also notify Shayna or Tina of the injury as soon as is possible after it occurs.

#### Background Checks, Immunization, and Vaccination policy

UIC has contracted with an organization called Castle Branch which completes drug testing, a certified background check, and review of immunizations. You are required to submit to a 10-panel urine drug screen prior to being placed at your first supervised practice site. Costs associated with this service are your responsibility. You will also complete a CANTS evaluation (DCFS' child abuse and neglect tracking system) clearance in anticipation of possible placement at a site requiring this additional layer of protection. This screening is a no-charge process which will be completed prior to the start of supervised practice.

You are responsible for keeping immunizations, drug screening, and background checks in Castle Branch up to date at all times before and during your supervised practice rotations. Any negative findings that arise from these processes will be discussed with the program directors and the site to determine if the placement can remain or if a new site must be arranged. This may result in an extension of time in the program. Failure to complete the Castle Branch requirements may lead to unexcused missed time from sites and will be required to be made up in accordance with our policies on unexcused absences stated above. **All immunizations, vaccinations, and required titers to prove immunity must be completed and up to date to be placed in any supervised practice rotation.** Depending on the site, additional onboarding may be required by the site and students will need to follow and complete those onboarding policies prior to starting at their site. A student will not be placed if immunizations and vaccinations are not current, and this could affect your graduation date.

To request a medical or religious exemption from any immunizations, you discuss this with the program assistant director and director as soon as possible, before supervised practice placements can be made. Depending on the site, they may require a letter from you detailing your request. A letter from a healthcare provider or religious leader may also need to be provided, if requested by the site. Failure to provide sufficient notice to the program, may lead to an extension of your time in the program. The completion of a supervised practice rotation is necessary for a verification statement at graduation. If you do not complete the supervised practice portion of the program, you will not earn a verification statement to be eligible to sit for the national registration exam.

As was mentioned during your interview for the program, UIC has affiliation agreements with supervised practice sites located around the Chicagoland area which includes the surrounding suburbs. **Some sites may be over an hour away from your home. We try to but are not always able to place students in locations which are accessible by public transportation or in proximity to the student's home. You are expected to get yourself to and from the site on time. Therefore, all students are expected to have access to reliable transportation for this experience.** Some sites may have additional expectations of students to participate in activities during working hours that require transportation, such as meal delivery for a food pantry operation or working at more than one location during a day during a WIC rotation. Illinois law requires that drivers carry liability insurance for all registered motor vehicles being driven in the state. In the event of an accident that occurs while in transit to or from assigned areas, you will be responsible under Illinois law. As a participant in the UIC MSCP, you signify agreement with these laws and the ability to comply.

### **Liability for safety in travel**

The MSCP assistant director is responsible for scheduling the interns to travel to affiliation sites, meetings, and/or field trips. Dietetic interns are responsible for choosing safe methods of travel when commuting to assigned areas and bringing any safety concerns to the immediate attention of the program directors. The intern should notify their preceptor, and the director of any injury incurred while traveling and seek immediate and appropriate attention.

### **Professional liability**

UIC maintains professional liability insurance which covers students.

The UIC MSCP requirements include that each student maintains comprehensive health insurance.

## Guidelines for student behavior in the supervised practice portion of the Coordinated Program

As part of the MSCP, you represent UIC and our program. We expect professionally appropriate behavior, in and out of supervised practice hours. You are an intern at your sites and should not engage in any social activities with your preceptors outside of your supervised practice hours. You may engage in any functions at your site during supervised practice hours. You are welcome to remain in contact with your preceptors and contact them after graduation.

You are not to provide and/or seek any information for any assignments from another student in HN 455. Any suspicious activity will be reported to student affairs, and you may be removed from the program, as well as the university. Please do your own work!

If your preceptor contacts Shayna Oshita or Tina Lam with complaints regarding your behavior or professionalism, you will be required to meet with them to discuss the situation. You may be required to complete make-up time to work on areas needing improvement. Any additional contacts throughout the year from any preceptor regarding these concerns or other issues, may result in removal from the program. You may be pulled from your site rotation.

Please feel free to discuss any problems, concerns, or feedback regarding your supervised practice experience with Shayna or Tina. Our role is as a facilitators and resources. We would rather know about an issue when there is still time to address it, rather than learn about a problem you experienced through an evaluation or a log after you have completed the rotation. Shayna and Tina will be checking in with you and your preceptor periodically.

## Dress Code

As a default, you should use the recommended guidelines for clinical and profession dress as described below while at the supervised practice sites, unless otherwise specified by your specific site.

- Hospital Identification Badges (ID) must be worn by all Hospital Healthcare Personnel on the upper torso with name, title and picture clearly visible and in accordance with the hospital's ID policy
- Undergarments should be discreet, avoiding visible exposure.
- Hosiery and shoes should be appropriate for the work environment, clean and in good repair.
- Jewelry should be appropriate, professional, and safe for a clinical environment. Jewelry (including pins) should not display any political affiliation.
- Clothes should be clean and appropriate for a professional and clinical environment.

- Direct Supervisors have the discretion to require that an employee cover (e.g., long sleeve shirt, gloves, etc.) Any tattoo(s) or combination of tattoos that could be reasonably perceived \*\* as offensive.
- Headwear, other than religious, part of a uniform, or for medical reasons is not appropriate.
- Hair should be clean in appearance. In patient contact situations, long hair must be pulled back to prevent contact with the patient, equipment, or supplies. Facial hair should be clean and professional in appearance.
- Personal and oral hygiene should be appropriate for a professional and clinical environment.
- Scents of any sort (examples: perfume, smoking) should be indiscernible.
- The following example of unacceptable apparel is not exhaustive but is provided as guidelines and for illustration: a) T-shirts, shorts, athletic apparel (examples include jogging and/or sweat suits, sweatshirts, or sweatpants), tops with hoods. B) Revealing clothes: Sheer clothing, low necklines or clothing that reveals the chest or back. C) Denim jeans and/or denim in appearance. D) Clothing with inappropriate language or reasonably perceived \*\* as offensive design printed on it. E) Logos from other vendors or healthcare organizations. F) Clothing (including lanyards) that displays any political affiliation. \* Divisional or executive leadership may designate a day in which designated, or all staff may wear a shirt with wording specific to this organization (i.e.: participation in St. Baldrick's event, organization participation in a community event, etc.). \*\* Concerns over "reasonably perceived" will be escalated to, and determined by, Employee Relations.
- Short, natural nails are recommended (no longer than ¼ inch beyond the fingertip).
- No artificial nails or nail extenders may be worn (i.e., wraps, acrylic gels (including no chip), dips, appliqués, porcelain, or tips.).
- Standard nail polish may be worn if it is not chipped or if there is not an opening between the nail bed and growth and nail polish. For Maternal Child Services: only clear polish is permitted per IDPH Guidelines.
- Personal and oral hygiene should be exemplary
- Shoes should be clean and in good repair
- Closed-toed, non-slip shoes are recommended for all rotations unless stated by preceptor
- Unacceptable shoes/footwear
- Sandals, flip-flops, crocs with holes
- Moccasins, slippers, snow boots, rain boots
- Heels three inches or greater
- Opened-toed shoes in practice site locations with direct patient contact

## Policy on Verification Statements to students

To receive a Coordinated Program in Dietetics verification statement from UIC, the student is required to:

- Complete all MSCP required academic coursework and supervised practice hours.
- Achieve an overall grade point average (GPA) of at least 3.0 in MSCP (and graduate level courses)\*.
- Complete all degree requirements and be cleared by the registrar for graduation, which indicates that all degree requirements have been completed.

Other concerns:

While most students complete the MSCP in 6 semesters, the University-defined maximum time allotted to complete the degree is 5 years.

The MSCP director is responsible for evaluating transcripts and/or assessing prior experience and determining coursework and/or supervised experiences students must complete to fulfill current curriculum requirements for their program.

The MSCP director will issue five (5) original signed (in blue ink) and/or digitally signed copies of the verification statement to each student.

Verification statements are needed as proof of completion to sit for the registration examination and/or to establish eligibility for academy of nutrition and dietetics active membership.

## FINANCIAL RESPONSIBILITIES

The estimated cost of attendance for graduate programs can be found on the UIC website: <https://financialaid.uic.edu/cost/cost-attendance-coa/>. Below are additional expenses students can expect as part of the program.

While enrolled in the Coordinated Program, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements.

### CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Health Insurance.....	Variable
Transportation.....	Variable
<i>Second &amp; Third Year</i>	
Lab Coat (Supervised Practice).....	\$30.00
Fee for Certified Background (Includes background check, drug testing, immunization tracking) initial and annual renewal.....	\$108.00 + \$20.00

### OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

Academy of Nutrition and Dietetics Student Membership..	\$50.00/yr
SNA Membership.....	\$10.00/yr
RD Exam Review Course.....	\$200.00
IDA Spring Assembly.....	\$90.00

### Expenses Immediately Following Graduation

You should anticipate the following costs immediately following graduation:

- National Registration Examination for Dietitians: There is a fee of \$225.00\* to take the National Registration Examination for Dietitians.
- Active Membership in the Academy of Nutrition and Dietetics (AND): Upon successful completion of the registration exam, the graduate will be eligible for active membership in the AND and Dietetic Practice Groups. The fee for the first year after graduation for transferring a student membership to an active membership status is \$108.00\*.
- Registration Maintenance: After the graduate passes the registration examination, there will be an annual fee of \$70.00\* to maintain registration status through the Commission on Dietetic Registration plus expenses for the required continuing education activities.

\*Note: Dollar amounts marked with asterisk are subject to change.

## ENGAGEMENT IN PERSONAL NUTRITION ENTERPRISES AND ACTIVITIES

### Purpose

To provide program policy recognizing concern associated with engagement by students in personal nutrition enterprises and activities with acknowledgement that all students in the Coordinated Program (1) are in the education or supervised practice phase of their education and training, (2) are yet to be verified as demonstrating entry-level Registered Dietitian competence in all ACEND-required competencies, and (3) are not credentialed through the Commission on Dietetic Registration (CDR) as Registered Dietitians.

Under the auspices of the MSCP:

- You are required to abide by the Code of Ethics for the Nutrition and Dietetics Profession.
- You must comply with all requirements and provisions of nutrition and dietetics practice acts/legislation as well as Telehealth policies and legislation at federal and state levels.
- Compliance with Standards of Practice (SOPs) and Standards of Professional Performance (SOPPs) in both general practice and specific focus areas is also expected and required of all interns enrolled in UIC's MSCP.

### Policy

The MSCP at the University of Illinois Chicago does not support, endorse, or condone any roles and activities associated with the provision of nutrition counseling and advising services by interns/students outside their program's curriculum and supervised practice.

### Procedure

While enrolled in the MSCP, you will:

1. Not refer to yourself as "nutritionist" or any other protected title as specified per state-based nutrition and dietetics practice acts/legislation in any document or personal reference (including but not limited to resumes, personal applications, personal introductions, presentations, educational materials, projects, and assignments) and social media platforms to which they subscribe.
2. Not provide nutrition assessment, individual or group nutrition counseling, or advising of paying or non-paying clients, patients, or followers of any enterprises, social media platforms to which they subscribe, or any other entity in which they engage unless under the direct supervision and responsibility of our programs' approved preceptors.
3. Limit social media posts to generic information associated with topics such as normal nutrition and sharing of credible, research-based resources providing evidence-based information associated with diet, nutrition, health, and wellness.

*\* Please note that those interns/students who are credentialed as Dietetic Technicians, Registered (DTRs) can use that credential in employment responsibilities in accordance with and under the supervision of a credentialed individual as specified by provisions of state legislation.*

Failure to comply with these requirements will likely result in complaints made to state licensure boards and to the Ethics Committee of the Commission on Dietetic Registration which can jeopardize future practice in the profession of nutrition and dietetics.

As engaging in the activities addressed herein present potentially serious professional and ethical concerns and consequences, failure to comply with this policy will lead to dismissal from the program.

## HANDBOOK AGREEMENT

By signing this page, you acknowledge that you have read and understand the contents of the MS in Nutrition handbook and the Coordinated Program Supplement, and that you agree to abide by these guidelines.

---

Student Printed Name

---

Date

X

---

Student Signature