

Dietetics

Student Handbook

2018-2019

Department of
Family Consumer Science



Minnesota State University, Mankato
Mankato, Minnesota

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THE DIETETICS HANDBOOK

The *Dietetics Student Handbook* is designed to help Dietetics majors plan their programs. It is not intended to replace the [MSU Bulletin](#), [the MSU Student Handbook](#), or faculty advisor. Please read the *MSU Bulletin* and *the MSU Student Handbook* carefully as they contain the official policy of the University and requirements for degree programs. It is also important to work with an advisor.

THE DEPARTMENT

Dietetics is one of four majors in the Department of Family Consumer Science. "The Department of Family Consumer Science promotes the wellbeing of individuals and families by improving the quality of life through education, scholarship and professional service to the state, region and global community." (FCS Mission Statement)

The Department of Family Consumer Sciences is in 102 Wiecking Center. Phone: (507) 389-2421, email the administrative assistant at jennifer.brady@mnsu.edu or the FCS Chair at heather.von-bank@mnsu.edu. The department web pages give further information about the program: <http://ahn.mnsu.edu/fcs/>

THE DEGREE

The Department of Family Consumer Science grants a Bachelor of Science (BS) degree with a major in Family Consumer Science with the Dietetics option. The BS degree at Minnesota State University, Mankato requires a minimum 120 semester hours, including general education courses and major requirements. To graduate, students must complete 44 semester hours of general education courses from 11 different categories, two cultural diversity courses, and two writing intensive courses. A single course may count in two or three of these areas. More information and lists of courses fulfilling each area is in the Advising, General Education and Diverse Cultures section of the MSU Undergraduate Catalog and on these web pages: <http://www.mnsu.edu/supersite/academics/catalogs/undergraduate/2018-2019/>.

Required courses for the Dietetics option are listed on pages 5 and 6 in this handbook. Many dietetics requirements also meet general education requirements. If a general education requirement has been completed, but a program requirement for the area has not, the class needed for the program must be taken. While FCS 100 Personal and Family Living, FCS 120 Clothing and People, FCS 140 Introduction to Nutrition and FCS 400 Culturally Diverse Family Systems are not required courses in the dietetics program, all are general education courses.

A note about cultural diversity requirements

Students are required to take at least two cultural diversity courses and a minimum of six credits. The courses must come from lists of approved courses, termed Purple and Gold courses. A student may take either one Purple and one Gold, or two Purple courses. For further information and the lists of approved Purple and Gold courses, please consult the Advising, General Education and Diverse Cultures section of the MSU Undergraduate Catalog or the web pages given above.

STUDENT RESPONSIBILITY

The Department of Family Consumer Science encourages integrity on the part of students including but not limited to academic honesty, respect for the rights of others, personal safety for self and others, respect for personal and university property and adherence to university policies. The department holds students responsible for following all University policies. Please read policies relating to student responsibility in *The Basic Stuff Student Handbook*, especially sections dealing with academic honesty, statement of student responsibilities and policy regarding Academic Probation, Suspension and Reinstatement for Undergraduate Students.

STUDENT COMPLAINTS

Students should follow procedures given in the University's Complaint Policy, found in *The Basic Stuff*, beginning with the staff person or faculty member with which the problem originated, if possible. If not possible, the student should discuss the matter with the department chair. Ultimate responsibility and authority rests with different University personnel, depending on the nature of the complaint. Specifics are given in the University policy. Students may make complaints against accredited programs to ACEND. The procedure is spelled out at: [Procedure for Complaints Against Accredited Programs from the Academy](#)

DECLARING A MAJOR

When can I declare a Dietetics major?

Students may declare a major at any time and are encouraged to do so as soon as they have made the decision. To declare your major, complete the “Declaration of Major” form with Jennifer Brady, the FCS Department administrative assistant. An advisor will be assigned at the same time. You may change your advisor at any time by contacting Jennifer Brady.

Students need to be admitted to the Department before they can register for 300-400 level classes. Requirements for admission are to have 32 credits completed at MSU and a minimum cumulative GPA of 2.5. Transfer students who need higher level classes, but don't have 32 credits at MSU will be given temporary provisional admission (if they meet the 2.5 GPA standard) until 32 credits have been earned at MSU. To apply for admission to the Department, complete an “Application for Admission” form with Jennifer Brady in the FCS office.

Admission to the Dietetics Program

Students only need to declare their major as the dietetics option to be enrolled in the dietetics program. There is no application for admission procedure. But, it is important to achieve and maintain a GPA of at least 3.0 as a dietetics major to maximize opportunities after graduation; and a minimum of a C is required in FCS 242, Chem 111 and Biol 330 in order to take FCS 440 Nutrition II and to progress in the program beyond that class.

The MSU Dietetics Program is a Didactic Program in Dietetics (DPD). It is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

THE DIETETICS MAJOR

Dietetics Program Mission Statement

The mission of the DPD at Minnesota State University, Mankato is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist by providing students with the highest quality advisory, academic, and interactive opportunities develop competency for advancement following graduation to supervised practice, graduate studies, or related employment.

Dietetics Program Philosophy

The philosophy of the Dietetics Program at Minnesota State University, Mankato is to provide opportunities for personal growth today and professional success tomorrow. Experienced faculty, challenging coursework, and a variety of extracurricular activities all contribute to the growth of well-rounded and grounded students. Students are guided to develop understanding of diversity in peoples globally and to respect the dignity and integrity of each person they encounter.

Program Expectations

Students are highly encouraged to:

1. Maintain a GPA of at least 3.6 or higher
2. Participate in department clubs, especially the Student Dietetic and Nutrition Organization (SDNO), and other extracurricular activities on campus and in the community.
3. Hold part-time employment in an area related to foods, nutrition or dietetics for at least 18 months prior to applying for dietetic internships.
4. Attend at least two professional meetings as a junior or senior.
5. Meet with their advisor each semester.

Completion of the dietetics degree is the first step in becoming a nutrition professional, including a registered dietitian (RD) or registered dietitian nutritionist (RDN). Our program is a Didactic Program in Dietetics (DPD), which means that supervised practice, also known as a dietetic internship, must follow after earning the degree. Opportunities to interact with faculty, peers, RDs/RDNs and the community are abundant. All dietetic students complete an undergraduate internship with an RD/RDN (when possible), adding a valuable, real-world dimension to their experience. If they choose, students may also carry out a research project with a faculty mentor as part of the Undergraduate Research Symposium. Students are given assistance as seniors when applying to supervised practice programs (dietetic internships). The program strives to maximize the potential for acceptance into a dietetic internship for each student and prepare everyone for a smooth transition toward becoming a nutrition professional after graduation from Minnesota State Mankato.

How do I become a Registered Dietitian (R.D.) or Registered Dietitian Nutritionist (R.D.N.)?

The undergraduate Dietetics major is as demanding as it is rewarding. Approximately 80 majors are currently pursuing a Bachelor of Science degree in Dietetics. Those who also successfully compete for and complete a dietetic internship become eligible to take the national Registration Examination, ultimately becoming an RD or RDN. MSU,M provides the first of four steps toward becoming a RD/RDN, as follows:

1. Graduating from MSU,M with a BS degree in Family Consumer Science, Dietetics option.
2. Receiving a Verification Statement from the Director certifying that all requirements have been met.
3. Successfully competing for and completing a dietetic internship.
4. Passing the national registration examination.

Dietetic internships, also known as supervised practice programs, are highly competitive; students throughout the country compete for a limited number of places in these programs. Placement of MSU,M graduates on their first application has exceeded the national average of 50% of first time applicants from DPD programs in five of the past six years. Also in the past five years, 100% of MSU,M graduates have passed the national registration examination within one year following first attempt, meeting the national goal for DPD programs. Alumni of our program are employed as clinical dietitians in hospitals, clinics, and long-term care facilities; wellness counselors; school food service dietitians and directors; and more.

How do I become a Nutrition and Dietetics Technician, Registered (NDTR)?

Students who choose not to pursue a dietetic internship, or those who are not chosen for one, may take the national examination to earn the credential, without further training. Holders of the NDTR are qualified for dietetics technician jobs in long term care facilities, hospitals and clinics, and food service organizations. The NDTR credential can be advantageous in obtaining employment as a dietetics technician in hospitals and long-term care facilities, clinics, and others, as well as being helpful in obtaining an internship at a point in the future.

Steps to becoming a NDTR are similar to those toward the RD/RDN in that the student must graduate from MSU with a BS degree in Dietetics and receive a Verification Statement from the Director. Once those steps have been met, the student may apply to take the NDTR exam by filling out two forms available from the Director. The forms are returned to the Director, who then transmits the forms electronically to the Commission of Dietetic Registration (CDR) of the Academy. The student is then sent information and further instructions by CDR. Other options chosen by Dietetics majors after graduation are graduate studies or entry into the workforce as a non-RD nutritionist in community, public health, and corporate fitness settings or as members of foodservice management teams.

Goals of the Dietetics Program

1. The program will prepare graduates who have completed the program in a timely manner, and who successfully advance to ACEND Accredited Supervised Practice Programs, graduate school, or employment in the field of nutrition and dietetics.
2. Graduates will develop competence to successfully complete Supervised Practice Programs, and their internship directors will be satisfied with the preparation for internship received at Minnesota State University, Mankato.
3. The program will foster critical thinking, ethical decision-making, community service, and life-long learning.

Progress toward these goals is measured annually. Outcomes data are available on request.

What is required for the Dietetics major?

The Dietetics major requires a minimum of 44 semester hours in the appropriate General Education categories, 33 semester hours in non-FCS Requirements, and 42 semester hours in FCS Requirements. Students are required to achieve a grade of "C" or higher in all courses that count toward their major in order to graduate and receive a Verification Statement. The Dietetics Academic Map (Appendix F) and the 2018-2019 Dietetics Check Sheet is included on pages 5 and 6 to help students plan their major. Every student must have a C or higher in FCS 242, CHEM 111 and BIOL 330 to register for FCS 440 and progress in the program. Some students request permission to register for FCS 440 before they have completed CHEM 111 or BIOL 330 but permission to register for FCS 440 is not given until both CHEM 111 and BIOL 330 grades are posted on your transcript. THERE ARE NO EXCEPTIONS TO THE REQUIREMENT OF AT LEAST "C" IN THE PREREQUISITE CLASSES (a grade of "C-" does not count).

What if I have a C- (or lower) grade?

Any class can be retaken (a maximum of twice) for a higher grade. When a higher grade is earned, you may need to request that the earlier grade be replaced using the form the Registrar's Office has for this purpose. If you are having difficulty in a class, see your instructor and your advisor early for assistance.

Maintaining a GPA of at least 3.0 (3.6 or higher is recommended) is very important for dietetics majors. With a lower GPA, the options for dietetics internships are fewer; most programs require at least a 3.0 GPA to be considered. The University's academic progress standards also apply to students in the Dietetics program.

What if I am a transfer student?

When students transfer from other schools, the Registrar's Office determines which credits are acceptable for transfer to Minnesota State University, Mankato. Once this is done, the transfer student will meet with Dr. Timlin who can determine whether any of the transfer courses will fulfill specific requirements for the major. If so, a substitution/waiver form will be filled out indicating which transfer courses will count for which required courses. Transfer students can then complete their majors by following the Dietetics Check Sheet for the remaining courses. Students should keep a copy of all substitution/waiver forms.

PLANNING THE DIETETICS PROGRAM

It is important for Dietetics majors to plan their programs carefully. Following the sequences of classes needed ensures success and prevents delays in graduation. Many students will benefit from focusing their programs to meet their career goals. For instance, some students may also take a minor (e.g., Health Science, Biology, Psychology, Sports Medicine) because it will contribute to a career goal in the area. Others may choose a second major in a related area, such as exercise science. While it is not necessary to take a minor or a second major, all students will be engaged in the volunteer, extracurricular and professional-level activities that are necessary to be competitive when applying for dietetic internship. Therefore, planning early will help all students focus their programs toward success in becoming a Registered Dietitian Nutritionist.

What if I have already completed a baccalaureate degree?

Post-baccalaureate students can complete the dietetics requirements without seeking another bachelor's degree, if they wish. Students with a B.S. or B.A. degree will be considered a transfer student and, as such, should study the sections of this handbook addressed to transfer students. See also "Options for Holders of a Bachelor's Degree" (Appendix D).

Can I choose to take electives?

The Dietetics program is broad and comprehensive. The program has been planned to meet accreditation requirements and to meet the University's requirements for graduation in the allowed 120 credits. Students may choose to take more credits, but they are not required. By selecting extra courses, students will deepen their knowledge of an area, without pursuing a minor. It is important to choose these courses wisely to enhance the major and help meet professional or personal goals. Your advisor can help.

Why are some courses taken in sequence?

Several required courses have prerequisites* you need to take before you take these courses. Additionally, three sets of major courses need to be taken in sequence. (*Please see the MSU bulletin for all course prerequisites.)

Some of the prerequisites needed are:

- BIOL 220 (for FCS 242 and BIOL 330)
- CHEM 106 (for FCS 242, CHEM 111)
- CHEM 111, BIOL 220, BIOL 330, FCS 242 (for FCS 440)
- FCS 150 (for FCS 340)
- ENG 271W, HLTH 475, FCS 340 (for FCS 444)
- FCS 242 (for FCS 420, FCS 440, FCS 446, FCS 447)
- FCS 252, FCS 350, FCS 340 (for FCS 342)

The three major sequences are:

- FCS 242, 420 and 440 (taken together), 442, 448
- FCS 150, 340, 444
- FCS 252, 350, 340, 342

Dietetics Major Check Sheet

Required Courses 2018-2019

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Minnesota State University, Mankato

<u>General Education</u>	Credit	Gen Ed Cat.	See Note, Next pg	Term, Year Offered	Year Taken	Sub Course
Eng 101 Composition	4	1A		F, S		
Choose 1: CMST102 Public Speaking CMST100 Fund of Speech Com	3	1B		F, S		
Biol 270 Microbiology	4	3		F, S		
Chem 106 Chem of Life Proc Part I	3	3	1, 2	F, S		
Math 112 College Algebra	4	4		F, S, SS		
Soc 101 Intro to Sociology	3	5, 8, Diverse Cultures		F, S		
Choose 1: ETHN 150 Multi-Cult Exp ETHN 101 Intro Ethnic St	3	7, Diverse Cultures				
IT 100 Computer Science	4	9, 13		F, S		
General Education Electives	12-16	Electives will fulfill categories not listed above.				
SUBTOTAL	44					
Non-FCS Required Classes						
Biol 220 Human Anatomy	4		2, 3, 6	F, S, SS		
Biol 330 Human Physiology	4		3, 6	F, S, SS		
Chem 111 Chem Life Proc Part II	5	3	1, 4, 6	F, S, SS		
Eng 271W Technical Communication	4	Writing Intensive	8	F, S, SS		
Health 321 Medical Term	3			F, S, SS		
Psych 101 Intro to Psychology	4	5		F, S, SS		
Hlth 477 Behavior Change Strategies	3			S		
Hlth 475 Biostatistics	3		8	F, S, SS		
SUBTOTAL	30					
FCS Course Requirements			11, 12			
FCS 101 Intro to FCS	3			F, S		
FCS 150 Food, Culture & You	3		5	F, S		
FCS 242 Nutrition for Healthcare Professionals	3		2	F, S, SS		
FCS 420 Nutrition Assessment	3		2, 6	S		
FCS 440 Nutrition II	3		2, 3, 4, 6, 9	S		
FCS 442 MNT I	3		6	F		
FCS 448 MNT II	3		6	S		
FCS 252 Foodservice Systems I	3		7	F		
FCS 350 Foodservice Systems II	3		7	S		
FCS 342 Food Production Management	3		7	S		
FCS 340 Food Science	4		5, 7, 8	F		
FCS 444 Experimental Food Science	3		8	S		
FCS 446 Lifespan Nutrition	3		2	F		
FCS 447 Food Policy	3		2,10	S		
FCS 483 Adult Education	3			F		
FCS 497 Undergraduate Internship (may be more credits)	2		9	F, S, SS		
FCS 492 Dietetic Seminar	2		9	F		
SUBTOTAL	46					
Total	120					

Notes

1. A general chemistry class **MUST** be taken. A higher-level chemistry (Chem 201) can be substituted. Chem 106 requires that math placement be completed and that MATH 098 be taken if necessary, and Chem 106 needs to be taken before Chem 111
2. FCS 242 has two prerequisites: Biol 220 and Chem 106. FCS 242 is a prerequisite for FCS 420, FCS 440, FCS 446, and FCS 447.
3. Biol 220 Anatomy is a prerequisite to Biol 330 Principles of Human Physiology. Both are prerequisites (along with FCS 242) for FCS 440, and they **MUST** be completed prior to taking that course. A grade of “C” or higher in Biol 330 is required to register for FCS 440 and continue in the Dietetics program.
4. A grade of “C” or higher is required in CHEM 111 to register for FCS 440 and continue in the Dietetics program. A higher-level biochemistry (with a grade of “C” or higher) can be substituted for Chem 111.
5. FCS 150 **MUST** be taken before FCS 340. Permission to register for FCS 150 can be obtained from the course instructor.
6. FCS 420 and 440 should be taken at the same time, usually in the spring of the junior year. They are taught only in spring and are prerequisites for FCS 442 and 448. A grade of “C” or higher must be earned to continue in the Dietetics program. Biol 330 and Chem 111 **MUST** both be completed with a grade of at least a “C” to register for 440.
7. FCS 252 must be taken prior to FCS 350 and 342. FCS 350 and 342 may be taken in the same semester. FCS 340 is also a prerequisite for 342 and needs to be taken prior to that class. FCS 252 is taught only in the fall, 350 and 342 are taught only in the spring.
8. FCS 340 is taught only in the fall and is a prerequisite for FCS 444, taught only in spring. You **MUST** have taken FCS 340, Hlth 475, and Eng 271W to register for 444.
9. FCS 497 (minimum 2 credits) requires permission from your advisor and **MUST** be done after FCS 440. Permission for FCS 492 is obtained from the course instructor.
10. The prerequisites for FCS 447 are FCS 242 and FCS 340.
11. FCS Department GPA Policy: All courses required for the major or minor option must be at a “C” level or higher (a grade of “C-“does not count).
12. FCS Department P/N Policy: All FCS courses required for an option must be taken for a grade, except where P/N grading is mandatory.

HOW MUCH DOES THE PROGRAM COST?

The DPD Program at Minnesota State Mankato is the lowest cost program in the state. Even so, there are expenses to be aware of. Annual tuition and fees can be found from the MSU homepage at [Tuition and Fees](#). Books and supplies are variable; many books are available through the rental program, but some textbooks are ones you will need to keep. Some are used in several classes, and you may be expected to have them during your internship. Other costs specific to the Dietetics program include:

Class fees for foods classes (3 are required)	\$35 each
AND Student membership (starting junior year)	\$58 per year
Attendance at professional meetings	variable depending on location
Graduate Record Exam (strongly encouraged)	\$205

See more potential expenses related to internship applications in that section.

DIETETICS PORTFOLIO

All dietetics students are required to create a portfolio containing specific assignments from all of their major classes. This portfolio helps the Program Director assess the work of students over time and over the curriculum, and it helps the student see, in a very real way, how much they have learned over the time in the program. Portfolios are required in many dietetics programs and internships.

On the next page is a list of items from coursed to be included in your portfolio. It includes projects and papers; you will add them to your collection after they have been graded and returned to you. (If you take a class online you need to print the graded portfolio projects before the class closes.) Don't lose them! During your final year in FCS 492 Dietetics Seminar, the Program Director will collect and review your portfolio and return it to you. This review will not only help in writing recommendations, but in assessing how well the program is doing in preparing students for the post-graduation world and meeting ACEND accreditation standards. The content required may also change if the faculty decides that is necessary. Allowances will be made for transfer students who have completed work elsewhere and for students who are beginning this process after having taken the earliest classes.

In addition to the classes listed, the Program Director will give you additional information in FCS 492 about what to include in your portfolio, such as your summary of experiences during your undergraduate internship (FCS 497), a list of your volunteer experiences with dates and responsibilities, and your extracurricular activities which will be useful when writing your internship application. You may also include any other assignments or projects, not on the list, of which you are proud. You may be able to include some of this work in a similar portfolio made during your post-graduate dietetics internship, and you may be able to show it to a prospective employer.

Course Items to Save and Include in Your Portfolio
(Be sure they are the GRADED projects/papers.)

Class	Item to include	Check when completed	KRDNs
FCS 101 Intro to FCS	Resume		N/A
FCS 150	Graded Cultural Foods Group Presentation		2.6
FCS 252 Foodservice I	Computer lab assignments for: Menu Development, Recipe Standardization, Food Costing, and Menu Management		3.4
FCS 340 Food Science	ServSafe Certificate (or copy) Graded team-based lab reports: Vegetables, Fruits, Milk, Meat, Starch and Cereals		4.5
FCS 342 Food Prod Mgmt	Graded Proposal of Theme Menu Final Evaluation of the Post Meal Report		2.5, 3.4, 4.2
FCS 350 Foodservice II	Graded Financial Project Graded case studies on: Management Theory, Human Resource Management, and Continuous Quality Improvement		4.1, 4.4, 4.6
FCS 420 Nutrition Assessment	Graded rubric for Video Assessment Project		3.3
FCS 440 Nutrition II	Graded Diagram/Discussion papers Nutritional Genomics assignment		3.5
FCS 442/448 MNT I/II	Selected case studies (choose 2) Final case study Interdisciplinary Workshop Assessment, Plan		1.1, 1.2, 2.1, 2.2, 2.7, 3.1
FCS 444 Experimental Food Science	Graded Food Product Design Project		1.3, 2.1
FCS 446 Lifespan Nutrition	E-Trip paper 2 Case Studies 1 and 2 Nutrition Brochure for Teens (E-Trip 3)		
FCS 447 Food Policy	Final Food Policy Paper		2.3, 2.7
FCS 483 Adult Education	Graded adult education presentation, philosophy and lesson plan		3.2
FCS 492 Dietetic Seminar	Graded Seminar Scientific Presentation Rubric Graded Ethics paper Health Care Policy and Delivery paper Mentoring and Precepting assignment Billing and Coding assignment		2.2, 2.4, 2.7, 2.8, 4.3

UNDERGRADUATE INTERNSHIPS IN DIETETICS

An undergraduate internship (FCS 497) is a supervised, graded course that includes on-site work experiences related to dietetics, community nutrition, or food service management. Internships, which may be paid or unpaid, provide an opportunity to: (1) apply knowledge and skills to an on-site work experience, (2) develop communication, interpersonal and professional skills in an employment-type setting, (3) apply educational techniques, methods and materials in a realistic situation, and (4) evaluate effectiveness in a work experience setting.

When should I take an undergraduate internship?

Internships are usually done near the end of the academic program. For dietetics students, FCS 440 must be successfully completed prior to taking the internship; therefore, they are ideally done in the summer after the junior year or during the fall of the senior year. This allows students to apply the knowledge and skills gained through their academic preparation.

Where could I do an undergraduate internship?

While the student will choose the internship site, the internship will be most beneficial if it is related to the student's professional goals or provides experience that will help obtain a dietetic internship upon graduation. Decisions about internships need to be discussed with your advisor.

The following is a general list of settings where students might do internships.

- Hospitals and clinics
- Residential treatment facilities
- Child care centers and adult day care centers
- Nursing homes
- Senior citizen agencies
- Assisted living facilities
- Schools
- Minnesota Extension Service
- Community education centers
- Grocers
- Restaurants
- Home health agencies
- Hotel/Motel with in-house eating
- Corporations with in-house eating
- MSU Health Services
- Adult and Child food program agencies
- Corporate fitness settings
- Public health agencies

What does an undergraduate internship require?

Students are required to complete 45 clock hours of assigned experiences for each semester hour of internship credit, with 90 hours for two semester hours, minimum. Up to 10% of this time may be used for study and preparation.

Students are required to identify their internship location and preceptor. Do this far enough in advance to allow time to set up the required Internship Contract with the facility (contact your advisor for more information). Students will develop their personal learning objectives for the internship and submit these to their advisor PRIOR to beginning their internship hours. Upon completion of the experience, a portfolio containing: (1) a daily/weekly log of hours worked and activities performed, (2) a summary of experiences including information on particularly rewarding or problematic experiences, (3) examples of work completed during the experience, (4) the on-site supervisor's evaluation and anything else required in the internship agreement is turned into the student's advisor for evaluation.

More information and a syllabus for internships are available from your advisor.

What do I need to do to take an undergraduate internship?

We recommend applying for an internship as if you were applying for a job. Internships need to be supervised by an appropriate faculty advisor and by an on-site supervisor who is qualified to supervise the type of work being done. Some internship supervisors are qualified by virtue of training and professional experience. Others, however, are expected to hold a particular license. For instance, a student doing an internship in a long term care facility (nursing home) would be expected to be supervised by a Certified Dietary Manager (C.D.M) or a student working in a hospital would be expected to be supervised by a C.D.M. or a registered dietitian nutritionist (R.D.N.).

When you identify your site and preceptors to fulfill undergraduate internship requirements, you need to inquire about the need for professional liability insurance. If required by the site, you can purchase a policy at the MSU Business Office. The policy applies to a full fiscal year (July 1-June 30) and costs about \$7.00. You also need to inquire about the need for drug testing and background checks. If necessary, these checks can be done through Campus Security for a fee.

Travel to and from internship sites are considered the student's responsibility and liability. If you are injured during activities performed at the internship site, you would be covered by the site's Workman's Compensation program if you are being paid, or by your insurance if not.

Students also need to be sure all the following are done:

- Advisor's approval is required and permission needs to be entered into the MSU Student Records System before the student can register.
- An internship agreement needs to be filled out and signed by the student, advisor and internship site supervisor.
- The specific goals or job description need to be agreed on, written, and signed by the student, advisor and site supervisor. The internship agreement and goals/objectives need to be approved by the advisor before hours can count
- All the requirements of the internship need to be completed before a grade can be given.

What are my ethical responsibilities?

Students taking internships or other work assignments involving the university are responsible for appropriate conduct including following university policy, the policies of the agency providing the work assignment, following all appropriate laws, and professional ethics. It is also the student's responsibility to know how to conduct him or herself appropriately. Dishonest, unethical, illegal or other inappropriate conduct may result in loss of internship credit or other penalties.

Which undergraduate internship should I register for?

The FCS Department has two, general internship numbers: FCS 497 and FCS 498. The main difference between them is: FCS 497 is designed for a letter grade (A, B, C, D, F) and FCS 498 is designed for the Pass/No credit grade (P/NC). Students are required to earn a grade of C or higher to receive a grade of P. The 2-credits of required undergraduate internship must be taken as FCS 497; however, additional credits (up to a maximum of 6 credits) of internship taken beyond the 2-credit requirement may be taken as FCS 497 or 498.

GRADUATE DIETETIC INTERNSHIPS

The goal for most Dietetics majors is to apply, be accepted, and complete a Dietetic Internship (DI), also known as a Supervised Practice Program, upon graduation from MSU. Dr. Timlin will work with seniors making applications to DIs. Applications are due in February and September of each year. The process should begin about 3-4 months prior to the due dates. Dietetic internships are located throughout the United States. A listing of these can be found on the Academy of Nutrition and Dietetics (AND) webpage at <http://www.eatrightpro.org/resources/acend/accredited-programs>. As stated previously, national student enrollment has increased, but the number of internships has not kept pace, resulting in a national internship placement rate of about 50%. This situation is expected to continue and internship placement cannot be guaranteed.

Students who graduate in May apply on a national application date in the previous February, while those who graduate in December can first apply on a national application date in September. However, a student can wait to apply at a later date or reapply for internships at either time point as many times as desired. February applicants are notified of placement in April; the fall notification date is in November. Dietetic internships are considered to be another year of school, and tuition may be charged for the program. Financial aid is available at some, but not all, internships.

Application for internships is an online process. A copy of the standardized application form from AND is located in Appendix A. It may be helpful to see what areas of activity internships are looking for in the application. Students who plan to apply for dietetic internships can record all extracurricular activities, part-time and volunteer work experiences, attendance at professional meetings, and honors received on the standardized form as they occur. Keeping records as each activity is completed (and keeping a file of program handouts, and ServSafe Certification or AND membership numbers, for example) will help students to recall the activities when preparing to apply. This record can also be included in the Dietetics Portfolio.

There are costs associated with applying for dietetics internships including application fees (\$25-75) charged by most internships, the DICAS fee (\$45 for the first program applied to and \$20 for each subsequent program) and the computer matching fee (\$55 for any number of internship applications). Students are also encouraged to visit internship programs during any open house events they may have.

How can I improve my chances at being accepted to a dietetic internship?

There are six ways that you can best prepare as an undergraduate to be accepted to a dietetic internship upon graduation. These are:

1. Attending at least two local (MAND-South Central), state Minnesota Academy of Nutrition and Dietetics (MAND), and/or national Academy of Nutrition and Dietetics (AND, also called FNCE) meetings
2. Participating in MSU's Student Dietetics and Nutrition Organization, Phi Upsilon Omicron or other extracurricular opportunities, and serving as a leader when possible
3. Working part-time in a related field for at least 18 months prior to applying to dietetic internship
4. Serving others by volunteering in a related capacity for at least 7 months prior to applying to dietetic internship
5. Maintain a 3.6 GPA overall, and a 3.8 GPA in the major, and a 3.2 in the sciences
6. Joining the Academy of Nutrition and Dietetics in May of your sophomore or junior year

Also see Appendix E for more information about preparing for dietetic internships.

HOW CAN I GET A RECOMMENDATION?

Recommendations from faculty and staff members are an important part of applications for internships, scholarships, and jobs. In accordance with federal law, students need to give written permission to MSU, M faculty and staff to write or to give oral recommendations to prospective internships and employers. The "Department of FCS Permission to Give Recommendations" Form allows students to give that permission to the persons the student chooses to ask; once completed, the form is kept in the student file. Persons outside of the department may have their own files for the same purpose.

DIETETICS MINOR

There is no minor available in Dietetics. Foods and Nutrition is the minor closest to Dietetics available in the FCS Department. Students with other majors may take an FCS minor concentrating in Foods and Nutrition, however, students who already have an FCS major may not take a minor in the same department.

WORKING WITH AN ADVISOR

Getting a degree can seem overwhelming. Fortunately, we earn degrees one course and one semester at a time. Having someone to give advice and encouragement – an advisor – can also help a great deal. Students are encouraged to develop a quality working relationship with their advisor who may help them select classes, explore undergraduate internship and career opportunities, and solve problems.

Your advisor will keep your student file, containing copies of forms you fill out to declare the major, request an advisor, and apply for admission to the department; the "Permission to Give Recommendations" Form; your Dietetics Requirements Checklist, indicating the plan of study you and the advisor have agreed on and any other information the advisor feels is important. After graduation, a copy of your Verification Statement will be kept in your file, which will be permanently kept in the FCS Office.

How do I get an advisor?

When students declare a Dietetics major, they may choose an advisor or the department will assign one. You can change your advisor at any time by contacting Jennifer Brady in the FCS Office.

Who are the Dietetics Advisors?

The people who advise Dietetics students are the regular faculty who teach in areas of Dietetics/Foods and Nutrition. They are all located in Wiecking Center in the northwest corner of campus; their contact information is below. Additional information is located online at <http://ahn.mnsu.edu/fcs/>.

FCS Dietetics Program Advisors:

- Dr. Maureen (Molly) Timlin, RD (DPD Director) can be reached at:
Office: Wiecking Center B116
Phone: (507) 389-6016
Email: molly.timlin@mnsu.edu
- Dr. Joye Bond, RD can be reached at:
Office: Wiecking Center B117
Phone: (507) 389-5923
Email: joye.bond@mnsu.edu

To facilitate your application and transition into a dietetic internship, in your last year you will be reassigned to Dr. Timlin, the Dietetics Program Director.

When should I see my advisor?

It is recommended that you check in with your advisor regularly and making an appointment before you are scheduled to register for each term. Appointment calendars are posted on some advisors' door. When you see your advisor to plan your schedule, please bring two or three possible schedules or a list of possible courses to take during the next term. It will also be helpful if you will record courses taken on the check sheets contained in this *Handbook* and bring it with you for advising sessions. Please make appointments at other times as needed. Students who are having academic problems, especially those who are on academic probation or in danger of being placed on academic probation, need to work closely with their advisors.

What information should I give my advisor?

It is important to give advisors information such as current address, e-mail address, phone numbers and any other information about your interests and goals that may assist in academic planning.

How can I find my advisor?

Faculty in the Department of Family Consumer Science take pride in being available to students. However, no one can be in his or her office all the time, so finding advisors can be frustrating for students. Here are a few tips:

- Check office hours. Faculty put office hours on syllabi or announce them in class and post them outside their office doors. Students are more likely to find their advisors during scheduled office hours.
- The best way to see an advisor is to make an appointment. Some dietetics faculty have office hour sign-up sheets posted on their doors. You can choose an available time and sign your name.
- Try calling during office hours to set up an appointment or to get a question answered.
- E-mail is a good way to make appointments or to ask a quick question of an advisor but, because advising can be complicated, it's a good idea to meet face-to face with your advisor at least once per semester.
- Please note: Advisors are generally not in their offices during the summer (approximately May 15-August 15).

CAREERS FOR DIETETICS MAJORS

The Dietetics degree prepares women and men for a variety of careers in clinical, administrative dietetics or management, and community nutrition. However, successful completion of a graduate dietetic internship and passing the Registration Exam are needed before graduates can work as a registered dietitian or RDN. Alumni of our program are employed as clinical dietitians in hospitals, clinics, and long-term care facilities; wellness counselors; school food service dietitians and directors; and more. For more information about careers, refer to the AND web page at www.eatright.org.

APPLYING FOR GRADUATION

When should I apply for graduation?

Students are required to submit the application for graduation to the Registrar's Office no later than a full calendar year before they plan to graduate. The application can be completed online at: [Undergraduate Application for Graduation](#)

A graduation check list

Students who apply for graduation need to be sure everything is in order. Consider the following University requirements for graduation:

- Must have completed 120 semester hours (at least 30 hours from the college of your major) and meet all requirements for general education, cultural diversity, and your major (and the minor if you are taking one). Forty credits must be in 300-400 level classes.
- Must have a grade point average (GPA) of at least 2.50 and have a grade of C or higher in all courses required for the Dietetics major.
- All transfer work needs to be verified by an official transcript sent to Minnesota State University, Mankato from the school giving the credit.
- All required substitution/waiver forms must be filed.
- All courses need to be completed by graduation date.
- All grades of I (Incomplete) or IP (In Progress) need to be removed before graduation date.
- All Business Office holds need to be removed before graduation can be verified.

Total credits summary

You can use the following list to total your hours for a graduation check. Please remember not to double count any hours. A few courses can count in more than one category. For instance, CHEM 111 can be counted toward the major and toward general education. It will count as 5 credits toward the 120 required for graduation.

Credits for major (pg. 5)	_____
Credits for general education	_____
Credits for minor, if applicable	_____
Electives	_____
TOTAL (must be 120 or more)	_____

A final note about graduation

You will receive an evaluation of your graduation application from the Registrar's Office after you apply. It can take up to several months for the evaluation to be complete. On it, any remaining courses you need to fulfill University requirements and those of your major or minor will be indicated. Make an appointment with your advisor whether or not there are problems with your graduation application. The evaluation must be reviewed by your advisor and she/he will file any appropriate substitution-waiver forms needed and help you plan for remaining classes. Changes made without approval and filing substitution/waiver form may result in failure to graduate. The Dietetics faculty must also review your graduation requirements to maintain accreditation of the program.

STUDENT CLUBS AND ORGANIZATIONS

Phi Upsilon Omicron

Phi Upsilon Omicron is the national family and consumer sciences honor society. The purposes of Phi U are to recognize and encourage academic excellence, to develop qualities of personal and professional leadership, to provide opportunities for professional service as well as service to the profession, and to encourage personal and professional integrity. Membership is by invitation only to students in the Department of Family Consumer Science who have completed a minimum of 40 semester hours, rank in the top 35 percent of their class, and exhibit potential for professional and community leadership. Contact Dr. Jae Min Lee at jae-min.lee@mnsu.edu for further information.

Student Dietetic and Nutrition Organization

The purpose of the Student Dietetic and Nutrition Organization (SDNO) is to encourage the extracurricular development of students through additional activities that increase awareness of foods and nutrition needs and topics. Membership is open to all FCS majors. Contact Dr. Molly Timlin at mollytimlin@mnsu.edu for more information.

American Association of Family Consumer Science (AAFCS)

AAFCS is the only professional association dedicated to Family and Consumer Science professionals. AAFCS strives to improve the quality and standards of individual and family life by providing educational programs, influencing public policy, and through communication. Our members focus on an integrative approach to the reciprocal relationships among individuals, families and communities, as well as the environments in which they function. The AAFCS student chapter is open to all FCS majors. Contact Dr. Jill Conlon for more information at jill.conlon@mnsu.edu.

Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (AND) is the leading membership organization for registered dietitians (RD) and registered dietitian nutritionists (RDN) in the nation. Students are encouraged to become student members of the organization while pursuing their degree at Minnesota State Mankato. Membership allows students to purchase books published by AND (one is required for FCS 442/8), stay current in the field by receiving the *Journal of the Academy of Nutrition and Dietetics*, and information on the annual conference, the Food and Nutrition Conference and Expo (FNCE) and more. The membership year runs from June 1 to May 31, so joining before leaving school in the spring will allow you the full year's benefits. The membership form can be obtained from the FCS bulletin board across from B115 Wiecking. For more information about AND membership benefits, see www.eatright.org.

SOURCES OF INFORMATION

The Department of FCS has a TV monitor in the hall outside of WC B-129 and bulletin boards throughout the department on which notices of upcoming activities, meetings, and news of importance to students and staff are posted. The Family Consumer Science web page "Announcements/Job Postings" link at <http://ahn.mnsu.edu/fcs/> and the *Family Consumer Science at MSU* Facebook page provide announcements and job openings. The Department's administrative assistant, Jennifer Brady, is very helpful and knowledgeable. You may receive email announcements from her (jennifer.brady@mnsu.edu). Her office is located in Wiecking B-102, and her office hours are 7:30 AM – 4:00 PM, Monday - Friday.

Further information from the Academy of Nutrition and Dietetics is available at:

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
www.eatright.org

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600 x 5400
www.eatright.org/acend

Appendices

Included in the following pages are forms and further information designed to help each student plan their program of study and activities while in school to become a desirable candidate for dietetic internship and beyond. You will find:

A—Dietetic Internship Program Application

The actual application is now online, but this document is the paper version. Use it to keep track of coursework, employment, activities, honors and more. It will be helpful when you are preparing the online version.

B—Dietetics Internship Reference Form

This two page form is similar to the reference form now online for your three references to complete when you apply for dietetic internship. Be aware now of the qualities those references will judge when writing your recommendations. Strong recommendations can be a key to being placed in an internship or job.

C—The OTHER Dietetics Student Checklist

These are all responsibilities to complete while in the dietetics program at MSU, other than coursework. Doing each of these things will help make you a more desirable internship candidate.

D—Options for Holders of a Baccalaureate Degree for Fulfilling Dietetics Requirements

Students who have earned a bachelor's degree in a different field have several options when returning to school to fulfill undergraduate requirements for dietetics education. Information on each is given here.

E—Suggestions to Improve Your Chances at Getting a Dietetic Internship Position (from AND)

This document, from the Accreditation Council for Education in Nutrition and Dietetics, was compiled with input from dietetic internship directors and current interns. It is excellent advice!

F—Dietetics Major Academic Map

A suggested semester-by-semester sequence to complete the dietetics degree in 4 years.

Appendix A

Dietetic Internship/Supervised Practice Application

Verify application requirements of each program to which you wish to apply.
Not all programs use this form. All information must be typed/printed.

Date _____

Name _____
(Last)
(First)
(Middle or Maiden)

Present Address _____

(Street)
(Apt #)

(City)
(State)
(Zip Code)
(Phone)
XXX-XXX-XXXX

Permanent Address
(If different)

(Street) (Apt #)

(City) (State) (Zip Code) (Phone)

_____ **XXX-XXX-XXXX**

Cell Phone Number (Phone number where you can be reached on Appointment Day.)

_____ Social Security Number

E-mail address

_____ Actual or Expected Date (Month/Year)

Baccalaureate Degree conferred. DPD Course requirements completed.

Foreign Applicants: Designate Immigration Status _____ Expiration Date: _____

Grade Point Averages:

_____ Overall Undergraduate (See page 6.)	_____ DPD (See page 6.)	_____ Overall Graduate (If applicable)
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Graduate Record Exam Results:
(If taken, include a copy with your application.)

_____ Date Taken (Month/Year)	_____ Verbal Score	_____ Quantitative Score	_____ Analytical Writing Score
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- Not all programs require GRE scores.
- Check each program's admission requirements.
- Leave blank if not applicable.

Education: List all colleges or universities attended, with most recent listed first.

College/University	Address (City/State)	Start and End Dates (Month/Year)	Degree

Recommendations: List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
			Email: Phone:
			Email: Phone:
			Email: Phone:

Honors and/or extracurricular activities after beginning college: List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors.

Professional Organization Memberships: List professional organizations of which you are a member.

Experiences related to dietetics in the past five (5) years: List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use Hrs/Wk for reoccurring work and volunteer experiences and Total Hours for limited time volunteer and practicum/field experiences. (Note: priority is given to experiences from the past 5 years, if however, you have a professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
1.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
2.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
3.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
4.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
5.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
6.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				

Experiences related to dietetics in the past five (5) years, continued

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
7.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
8.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
9.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
10.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
11.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
12.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				

Didactic Program in Dietetic (DPD) Courses: Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6. Use additional pages as needed. All credits should be converted to semester units.

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
			<input type="checkbox"/>				
			<input type="checkbox"/>				
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				Totals Credits		Total Grade Points	

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

_____ Date

_____ Signature

Appendix B—Dietetics Internship Reference Form

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student's Name _____ Actual or Expected
Date of Graduation _____

O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills/Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility/Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential as a Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You: **Highly Recommend** **Recommend** **Not Recommend**
 (Check appropriate box.) 5 4 3 2 1

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

See attached letter.

Qualities that Require Further Development:

Name _____

Signature _____ **Date** _____

Position _____

Place of Employment _____

Address _____

Phone _____ **E-mail** _____

Appendix C

THE OTHER DIETETICS STUDENT CHECKLIST (Or, Everything You Wish You Had Known You Needed to Do Before You Applied for a Dietetic Internship)

- _____ Very important! Meet at least once per semester with your advisor to make sure course work and other requirements are being met.
- _____ Work part-time for 12 to 18 months in a dietetics-related job, such as a dietary aide/nutrition aide/culinary aide and/or supervisor in the food service of a nursing home, hospital, assisted living facility, or adult or child daycare.
- _____ Volunteer often for dietetics/nutrition/health-related activities, such as working on a regular basis at ECHO Food Shelf, the American Heart Association, Campus Kitchens, or American Cancer Society. Get involved in the Student Dietetic and Nutrition Organization (SDNO), AAFCS, Phi Upsilon Omicron (Phi U) volunteer activities, and any volunteer activities announced by Dietetics/FN faculty (Health Fairs, MSU Health Services, osteoporosis screening, Science Fair judge, etc.). Look for notices of volunteer opportunities on FCS bulletin boards, the FCS Department Facebook page at [Dept of FCS Facebook](#), the TV monitor outside WC B-129, and dietetic faculty doors.
- _____ Volunteer on a regular basis for other activities not related to dietetics such as University organizations and/or other community organizations like Boy/Girl Scouts, Habitat for Humanity, American Red Cross, Big Brother/Big Sister, Campfire Girls/Boys, or YWCA/YMCA. Other volunteer opportunities can be found by contacting MSU's Office of Community Engagement (CSU 173, phone 507-389-6076) or at this website [Community Engagement Home – Minnesota State University, Mankato](#)
- _____ Develop your leadership abilities by running for office in any of the organizations in which you become involved.
- _____ Make it your goal to maintain a high GPA. Aim for an overall GPA of 3.6 and a GPA of 3.8 for your dietetics major (DPD) classes, and 3.2 in the sciences (anatomy, physiology, chemistry, microbiology). If you are having difficulty in a class, there are tutors available for most science classes. Contact the Center for Academic Success in ML 125, phone 507-389-1571 or go to this link [Academic Tutoring – Center for Academic Success – Minnesota State University, Mankato](#)
- _____ Attend several dietetic-related activities. These will include at least one Minnesota Academy of Nutrition and Dietetics-South Central (MAND-SC) meeting (spring meetings), and at least one Minnesota Academy of Nutrition and Dietetics (MAND) meeting (meets spring only).
- _____ Keep a file documenting dates, times, and contact persons for all club, professional meetings, volunteer, and work activities.
- _____ Join the Academy of Nutrition and Dietetics (AND) as a student member in May of your sophomore or junior year. (This is optional, but it shows you are interested enough in the profession to join the organization.) See Dr. Timlin for more information.
- _____ Get to know your professors well, especially FCS faculty – they will be writing letters of recommendation for you when you apply for Dietetic Internships! (see Appendix B)
- _____ No later than 1 calendar year before you plan to graduate, fill out the online “Undergraduate Application for Graduation” at <https://www.mnsu.edu/registrar/graduation.html>. You will receive an evaluation completed by the Registrar by email. Schedule an appointment with Dr. Timlin to make sure you will complete all the Dietetics program and MSU requirements to graduate and receive a Verification Statement. **Important Note: Bring a copy of the evaluation form from the Registrar to the meeting.**

Appendix D

Options for Holders of a Baccalaureate Degree for Fulfilling Dietetics Requirements

All candidates for the registered dietitian exam must complete similar educational courses and a dietetic internship (or supervised practice, as internships are also called). For the student holding a BS or BA degree in a different field, the process of fulfilling dietetics educational requirements is a similar process to an undergraduate transfer student pursuing a Family Consumer Science, Dietetics option, degree. It is possible to use previous work as equivalent to required courses, but all listed classes need to be done. A student holding a BS or BA degree does have a choice of pursuing a second degree or not receiving a degree in favor of dietetics classes only. The difference between obtaining the second degree or not has little impact on the courses required for dietetics.

Please see the requirements for the dietetics options for undergraduates for a complete list of courses required. Courses listed as general education must be completed, even if the general education category has been fulfilled by another class. For example, a logic class is in the same general education category as college algebra. If logic has been taken by a student, completing that category, algebra must still be taken as it is a dietetics requirement. The dietetics program director will evaluate each student's transcript to determine courses needed for completion of dietetic requirements.

The dietetic internship that follows completion of dietetics courses is a 6 to 12 month supervised practice program at a site accredited for internship by the Academy of Nutrition and Dietetics. These sites are generally university affiliated medical centers or other health care facilities around the country. Students apply for, and complete nationally for, these internship spots. Currently, there are twice as many students as there are internships, so competition for internship is very heavy. Achieving and maintaining a high GPA (at least 3.0, with 3.5 improving the student's potential for selection greatly) is very important! Accordingly, the MSU dietetics program requires that a grade of C be achieved in Chem 111 Chemistry of Life Processes II and in BIOL 330 Physiology before the student can enroll in FCS 440 Nutrition II. The Department of Family Consumer Science expects that a 2.5 GPA will be attained before students can register for 300-400 level classes.

Fulfilling Dietetic Requirements and Completing a Second BS Degree

Substitutions and waivers of required courses will be made as appropriate. Students do not have to fulfill General Education requirements that are not also needed to fulfill the program. Major courses will be no higher than 400 level. It is expected that the student will have the necessary prerequisites and grades to take FCS 440 Nutrition II by the spring proceeding the year in which they will graduate (see schedule below). The length of time needed to complete the requirements varies with the student's background. Dietetics program requirements not likely covered elsewhere include FCS 101 Intro to FCS, Eng 271W Technical Communication, Hlth 477 Behavior Change Foundations and Strategies, Hlth 321 Medical Terminology, and a statistics course. For a second BS degree to be granted by MSU, the student must complete all required FCS credits (or have substitutions for them), including electives, in addition to the required non-FCS courses. Forty credits must be from 3-400 level classes.

A suggested two year program is below:

Fall I	Credits	Spring I	Credits
FCS 252 Food Service Systems I	3	FCS 440 Nutrition II*	3
FCS 483 Adult Education	3	FCS 420 Nutr Assessment	3
DPD required classes as needed	7-9	FCS 350 Food Service Systems II	3
		DPD req. classes	3-6
Total Credits	12-14	Total Credits	12-15
Fall II		Spring II	
FCS 442 Medical Nutrition Therapy	3	FCS 448 Medical Nutrition Therapy II	3
FCS 446 Lifespan Nutrition	3	FCS 342 Food Production Management**	3
FCS 340 Food Science^	4	FCS 444 Ex. Food Science***	3
FCS 492 Dietetics Seminar	2	DPD required class or elective	3-6
FCS 497/8 Undergrad Internship	2		
Total Credits	14	Total Credits	12-18

*Anatomy, Physiology, Biochemistry (Chem 111), FCS 242 (Nutrition for Healthcare Professionals) are required prerequisites.

^FCS 150 and Chem 106 are prerequisites

**FCS 252, 340, 350 and ENG 271W are required prerequisites.

***Statistics is required prerequisite.

Fulfilling Dietetic Requirements, Not Completing a Second BS Degree

Students may choose to complete the DPD requirements, fulfilling the Academy of Nutrition and Dietetics needs only. The student can be verified as having completed a Dietetic program, but no degree is awarded. This option is similar to the second degree option, with the following exceptions: (1) FCS 101 and the major electives do not have to be taken. All other required courses must be (or have been) taken, (2) only those 3-400 level courses required for dietetics need be taken. The two-year schedule is similar to the one above for the second degree seeker, but some terms may not be full-time, due to the relaxation of course needs. If you do not pursue a second degree, however, an official transcript indicating the award of your degree needs to be kept in your file held by the Program Director while you are a Dietetics student, and in the FCS Office once you have completed dietetics requirements.

Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position

Student-Guidance Document

August 1, 2009



Competition for Dietetic Internships is extremely fierce¹, so if you are an existing student or are considering applying to a dietetics program to become a Registered Dietitian, try to get as much information as possible to improve your chances at getting the internship experiences required to sit for the RD exam:

- The first place to go for a wealth of information is your DPD program director and DPD faculty. They are on the front line, helping students decide where to apply, navigate the application process, and deal with computer matching.
- We encourage you to learn about as many DI programs as you can to understand what is available and to refine your area of interest. Some DI programs schedule open houses for students, so be sure to ask them if this is an option.

CADE staff members are also available to answer your questions, so we are providing the following list of suggestions based on our experience with students and programs.

Prospective Students

If you intend to become a Registered Dietitian, but have not enrolled in a program, you may choose from one of two pathways to get an education to be eligible to sit for the RD exam. You may either enroll in 1) a Coordinated Program (CP) or 2) a Didactic Program in Dietetics and then apply for an Dietetic Internship position (DPD+DI):

- CP A CP integrates classroom learning and internships experiences within one program. If you graduate successfully from a CP program, you will be eligible to sit for the Registered-Dietitian exam or Dietetic-Technician-Registered exam without having to apply to a separate Dietetic-Internship or Dietetic-Technician Program.
- DPD+DI The Didactic Program in Dietetics (DPD) portion of the pathway consists of in-class instruction while the Dietetic Internship (DI) portion consists of supervised-practice experiences in real-life work settings. The majority of students who go through a DPD+DI pathway apply for a Dietetic-Internship position through a competitive, on-line matching process. During the first round of the April 2009 matching process, approximately 50% of students who applied for a Dietetic-Internship position did not get one. So, if you are considering applying to a Didactic Program in Dietetics, ask whether the program has placement agreements such as "pre-select matching" that will provide you with a Dietetic Internship position as long as you maintain the Didactic Program in Dietetics' requirements. If not, you will be required to compete for a Dietetic-Internship placement through the on-line matching process.

¹ See http://www.eatright.org/internship_availability for more information.

Current DPD Students

In the April 2009 match, twice as many students applied for internship positions as there were positions available. So, it's critical that you do everything possible to make your qualifications and application stand out from the others:

GPA

Make sure that your GPA is above the minimum required by the internship, the higher the better. Although GPA is not the only factor considered by directors, it is one of the most highly weighted. A GPA of 3.0 (B) is often listed as the minimum considered by most DI programs; however, remember that this is only a **minimum**. So, if given a choice between a 3.0 or a 3.8 GPA, chances are that the applicant with 3.8 GPA will be selected.

- If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.
- If your GPA is below what is required by the internship, it is very unlikely that you will be given a placement.

GRE

Check to see if the program that you are applying to requires a Graduate Record Exam (GRE) score. If so, you must take the GRE. The same advice applies to GRE scores as does to GPAs.

Make sure that your GRE score is above the minimum required by the internship. A score that is just at the minimum will get your application reviewed, but your chances of being accepted are much better if your score is well above the minimum.

- If your GRE score is not competitive (i.e., low or close to the minimum required), consider retaking the GRE to bring it up to the highest possible level.
- If you haven't taken the GRE exam or your score is less than what is required by the internship, it is very unlikely that your application will be reviewed.

References

Make sure that your **letters of recommendation and references are from individuals who really know the quality of your work and your character**, and are willing to put positive recommendations in writing and say them to others. Vague or mediocre letters of recommendation are clues to internship programs that either your work or character is not good or that the person who wrote the letter of recommendation does not know you well.

- Always do your best work, and always cultivate good relationships with your advisors, teachers, employers, peers, patients, clients and students.
- Ask for letters of recommendation from people who know that you do high-quality work, have a strong study and work ethic, and behave in a professional and ethical manner.
- Make sure that that people who are writing letters of recommendation or serving as references are doing so, because they truly believe in you, not because they feel obligated to do so.
- Make sure that the people you ask to write a letter of recommendation or serve as a reference are considered by others to be honest and professional.
- Never ask for a letter of recommendation or a reference from someone for whom you have done poor or mediocre work or with whom you have been in trouble.

Communication **Pay attention to how you communicate**, whether verbally or written, because this conveys much about your sense of organization and attention to detail.

- First and foremost, give yourself enough time to write good cover letters. Unlike GPA, your letters are among the few things that you can change during senior year! Personalize your messages. Avoid using a generic cover letter or one that is the same for every application that you submit. Carefully read the directions on what each internship program wants included in the letter. Study the internship where you plan to apply, and make sure that your cover letter and application documents highlight your strengths and experience that directly relate to the internship.
- Ask others who know dietetics to proofread your writing and seriously consider their comments. When possible, let documents sit as long as possible before making changes to enable you to revise them with a fresh perspective.
- Make sure that any documents submitted for your application (letters, CV, publications, writing samples, and other documents) are flawless. Use standard conventions for spelling, grammar and punctuation. Make sure that all printed documents are neatly prepared on clean, high-quality paper.
- Communicate thoughtfully, honestly and politely whether in writing or verbally.
- Speak well of your DPD program and your experiences. Disparaging remarks or gossip about advisors, teachers, employers, peers, patients, clients and students is unprofessional.
- Always keep your writing professional, cordial, and factual. Under no circumstances should you ever write or communicate in a tone that could be construed as derisive or complaining.

Stand Out There are many things that you can do as a student to **make your application stand out from the others** that will not only improve your chances of getting admitted into an internship, but also propel you in your career as a Registered Dietitian.

- Volunteer and provide community service, especially in areas related to health and nutrition. If possible, volunteer at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Get practical, paid work experiences, especially in areas related to your desired area(s) of practice. If possible, seek employment at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Become actively involved in professional organizations, such as college dietetics clubs; district-, state- and national-dietetics associations; especially at the leadership level.
- Publish and present any relevant research, projects or work that you have done in journals and at conferences or in poster sessions.

Up the Odds

Along with implementing the recommendations above, you can also **increase your chances at getting an internship** by making sure that you do the following.

- Apply to internship locations that receive a lower ratio of applicants to the number of available positions. This information may be available by contacting the internship directly, or by reviewing the Applicant Guide to Supervised Practice.
- Apply to several internship programs and do not limit yourself to only one geographic region when searching for programs.
- Read the program's Website information or contact the program director well in advance of preparing your application to determine what qualifications and documentation you need to make your application the most competitive.
- Research the requirements for each internship and make sure that you are qualified before you apply. Do not apply to an internship if your GPA or GRE score is lower than the internship requirements; if you don't have all the required experiences and documentation; or if you cannot afford the tuition, relocation or local living expenses.

AVOID

Although many decisions and experiences can increase your chances of getting accepted into an internship, a few may actually jeopardize your chances and negatively affect your entire professional future!

- Avoid posting embarrassing or unsavory personal information or photographs on the Internet. Such information may be seen as an indicator of poor professional judgment.
- Avoid criminal behavior. A criminal record may make you ineligible to work in many health-care facilities and prevent you from completing your education.
- Never misrepresent or falsify information regarding your education, work experiences, or credentials. If you are discovered doing this, you could ruin your professional reputation and jeopardize your career.

Unmatched Applicants

Regardless of the shortage of internship sites, failed matches for any Dietetic Internship usually occur as a result of two conditions:

1. The applicant was qualified, but the qualifications of other applicants were ranked higher
2. The applicant was not qualified, because of insufficient preparation or documentation

In some cases, a different internship with more positions, fewer applicants, or different entry requirements might have selected an applicant who was not accepted elsewhere. However, the chances of being accepted may increase if the applicant takes steps to improve her or his qualifications and documentation using the suggestions for **Current DPD Students** and the following recommendations:

Reapplying

Computer matching occurs in April and November of each year. A second round match occurs a few days after the April and November matches if any unmatched internship positions remain.

- To participate in another computer-matching process, look through [ACEND's directory of dietetics internships](#) to see which internships are participating in the month when you plan to reapply (April or November); then register with D&D Digital.
- To participate in second round match, check the D & D Digital Web site to view the list of internship programs that still have openings; then contact the program directors at the internships to see if you can submit an application.

Improvements

You can also **increase your chances at getting an internship** by using the suggestions for **Current DPD Students** in the section above and by following the recommendations listed below:

- Talk with the program director of programs where you submitted an application to get suggestions for making future applications more competitive.
- Consider seeking employment in a food-and-nutrition department at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities
- Repeat classes to achieve higher grades in those dietetics courses or supporting courses that may be contributing to a less competitive GPA.
- Improve your GRE score by taking the examination again.
- Begin a graduate degree before reapplying for the internship placement.
- Obtain certifications and credentials that are related to your work, such as the Dietetic Technician Registered (DTR). Changes in eligibility requirements for the Dietetic Technician Registered exam now allow DPD graduates to sit for the DTR exam. To increase your chances of passing the exam, you should consider getting supervised-practice hours toward the DTR through an accredited Dietetic Technician Program that is specifically designed for DPD graduates who would like to become certified as DTRs. If one is not in your area, you may want to consider a distance Dietetic Technician Program at [Accredited DTR Programs](#).

If you have questions about the information presented in this document, please contact ACEND:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600 x 5400
www.eatright.org/acend

Appendix F

ACADEMIC MAP FOR DIETETICS OPTION

College of Allied Health and Nursing
Department of Family Consumer Science

Program Description:

The Dietetic Program at Minnesota State Mankato Provides students pursuing a dietetics career the highest quality advisory, academic and interactive opportunities and to develop their confidence and competency for advancement following graduation to supervised practice, graduate studies and related unemployment. All dietetics majors are part of the DPD, the accredited four-year program that is the first of four steps toward becoming a Registered Dietitian (RD or RDN). Dietetic majors study foods, food service management, nutrition, community nutrition and medical nutrition therapy. This major helps prepare men and women as clinical, administrative/managerial and community dietitians.

Admission Requirements:

To be permanently admitted to the Department of Family Consumer Science, a student must:

1. Be a declared major in FCS
2. Have an advisor assigned
3. Have completed a minimum of 32 semester hours
4. Have reached a minimum cumulative GPA of 2.50

Advising:

You are expected to meet with your advisor on a regular basis to ensure courses are taken in an order that will lead to successful completion of the degree.

A complete listing of program faculty, policies, and course descriptions is available in the undergraduate bulletin.

DISCLAIMER: A degree map is meant to help you plan your coursework. A degree map does not set a required timeline for taking courses and is not a guarantee of course availability. Course offerings may change as departments continue to improve the quality of programs. Students are expected to meet with their advisors on a regular basis to ensure successful completion of the degree.

Appendix F

My MapPlan

Name: Sample Plan

Date Revised: 07/03/2018

Major(s): Dietetics

Minor(s): Not Required

This document is only to be used as an advising tool to help with planning graduation in an appropriate timeline. Please refer to your college catalog for most accurate information regarding requirements for general education, graduation, and your degree. Always consult with your advisor.

General Education & Graduation Checklist			
Course Prefix & #			
Check if Completed or In Progress			
ENG 101	Goal Area 1A <input type="checkbox"/>	IT 100	Goal Area 8 <input type="checkbox"/>
CMST 100 OR 102	Goal Area 1B <input type="checkbox"/>		Goal Area 9 <input type="checkbox"/>
CHEM 111	Goal Area 2 <input type="checkbox"/>		Goal Area 10 <input type="checkbox"/>
BIOL 270	Goal Area 3 <input type="checkbox"/>		Goal Area 11 <input type="checkbox"/>
	(w/Lab)		Goal Area 12 <input type="checkbox"/>
CHEM 106	Goal Area 3* <input type="checkbox"/>	IT 100	Goal Area 13 <input type="checkbox"/>
MATH 112	Goal Area 4 <input type="checkbox"/>		(0-2 credits; optional)
SOC 101	Goal Area 5* <input type="checkbox"/>	44 cr. from Goals 1-13	<input type="checkbox"/>
PSYC 101	Goal Area 5* <input type="checkbox"/>	ENG 271W	Writing Intensive <input type="checkbox"/>
	Goal Area 6* <input type="checkbox"/>		Writing Intensive <input type="checkbox"/>
	Goal Area 6* <input type="checkbox"/>		Diverse Culture** <input type="checkbox"/>
ETHN 101 OR 150	Goal Area 7 <input type="checkbox"/>	SOC 101	Diverse Culture** <input type="checkbox"/>
			120 credits total <input type="checkbox"/>
			40 cr. at 3/400 level <input type="checkbox"/>

*Complete this goal area with 2 courses from 2 different disciplines, 6 or more credits
 **Need: either 1 purple & 1 gold OR 2 purples

Additional Advising Notes:
 Admissions Req.--Page 151 of '18-'19 college catalog (32 cr. hrs; 2.5 cumulative GPA); contact department for application procedures; All courses at C level or higher ("C-" doesn't count); Apply to program in fall of second year
 Many courses in this major have pre-reqs. It is important to be mindful of them to ensure graduation in your timeline
 Highly encouraged to maintain 3.4 Cum. GPA & participate in dept. clubs-- refer to Handbook for further recommendations
 This major automatically meets the 40 cr. at 3/400 level req.

Year Of:					
Fall		Spring		Summer	
Course/Course #	Credits	Course/Course #	Credits	Course/Course #	Credits
CHEM 106 [Math 112 ready]	3	BIOL 220 Human Anatomy	4		
ENG 101 Composition	4	MATH 112	4		
IT 100 Intro. to Computing	4	CMST 100 OR 102 Speech	3		
FCS 101 Intro. to FCS	3	FCS 150 Food, Cult. & You	3		
Goal Area 11 course	1-2	Gen. Ed. Course	3		
Total Semester Credits	15-16	Total Semester Credits	17	Total Semester Credits	
Year Of:					
Fall		Spring		Summer	
Course/Course #	Credits	Course/Course #	Credits	Course/Course #	Credits
Chem 111	5	BIOL 330 Human Phys [BIOL 220]	4		
PSYC 101 Intro. to Psych	4	SOC 101 Intro. to Soc	3		
FCS 242 Nutrition for Health []	3	HLTH 321 Medical Terminology	3		
ENG 271W Technical Comm. [ENG 101]	4	Gen. Ed. Course	3		
		Goal Area 11 course	1-2		
Apply to Program	--				
Total Semester Credits	16	Total Semester Credits	14-15	Total Semester Credits	
Year Of:					
Fall		Spring		Summer	
Course/Course #	Credits	Course/Course #	Credits	Course/Course #	Credits
ETHN 101 OR 150	4	FCS 420 Nutri. Assess. (sp) []	3		
FCS 252 Food Serv. Syst. I (fa)	3	FCS 350 Food SS II (sp) []	3		
BIOL 270 Microbiology []	4	HLTH 477 Behavior Change (sp)	3		
HLTH 475 Biostatistics []	3	FCS 440 Nutrition II (sp) []	3		
FCS 483 Adult Ed. (fa)	3	Gen. Ed. Course	3-4		
Start Part Time Related Employment	--	Submit graduation app.	--		
Total Semester Credits	17	Total Semester Credits	15-16	Total Semester Credits	
Year Of:					
Fall		Spring		Summer	
Course/Course #	Credits	Course/Course #	Credits	Course/Course #	Credits
FCS 340 Food Science(fa) []	4	FCS 444 Exp. Food Sc. (sp) []	3		
FCS 442 MNTI (fa) []	3	FCS 447 Food Policy (sp) []	3		
FCS 446 Lifespan Nutr (fa) []	3	FCS 448 MNT II (sp) []	3		
FCS 492 Dietetic Sem. (fa) []	2	FCS 342 Food Prod. Man (sp) []	3		
FCS 497 Internship [FCS 440]	2	Gen. E. Course	3-4		
Total Semester Credits	14	Total Semester Credits	15-16	Total Semester Credits	

(fa)=only offered in fall; (sp)=only offered in spring; (v)=varied when offered or on demand; [] = course has a pre-req. refer to catalog or the information provided in brackets